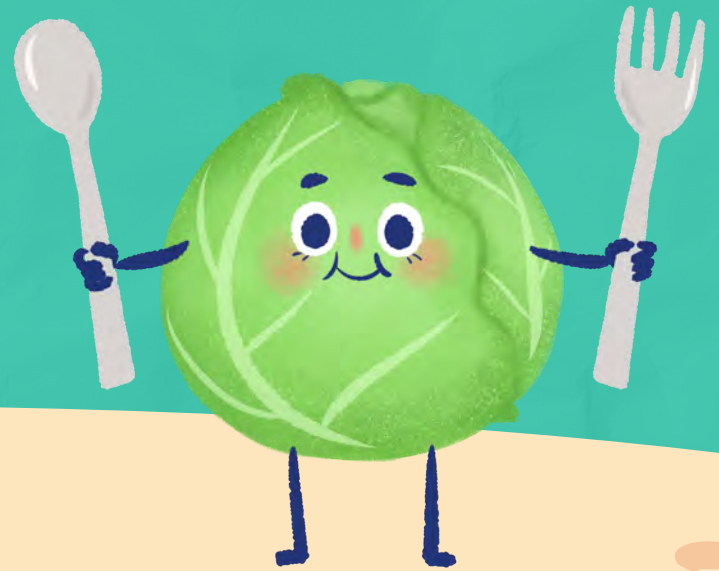




# CACFP DESK REFERENCE





[www.COOKINGforKIDS.ok.gov](http://www.COOKINGforKIDS.ok.gov)  
email: [cookingforkids@okstate.edu](mailto:cookingforkids@okstate.edu)  
[facebook.com/cookingforkidsok](https://facebook.com/cookingforkidsok)  
[instagram.com/cookingforkidsok](https://instagram.com/cookingforkidsok)  
[twitter.com/cooking4kidsok](https://twitter.com/cooking4kidsok)

## **Cooking for Kids is funded through a contract with the Oklahoma Department of Education Child Nutrition Services.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
fax: (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit <https://eeo.okstate.edu>.

# TABLE OF CONTENTS

INTRODUCTION	3
MEAL PATTERNS	4-10
IN THE KITCHEN	12-19
GRAIN EQUIVALENCY	22-25
ORDERING	28-33
FOOD SAFETY	36-41
RESOURCES	44



# INTRODUCTION



This resource guide was developed by Cooking for Kids to be a quick reference to the CACFP meal patterns and best practices. Below is a list of definitions that will be useful when using this guide.

**Added Sugars** - Sugars and syrups that are added to foods during processing or preparation. Added sugars do not include naturally occurring sugars such as those found in milk and fruits.

**Combination Food** - A single serving of a food item that contains two or more of the required meal components (e.g., pizza, chef salad).

**Component** - A food grouped in a certain food category according to the CACFP meal pattern. These categories include fluid milk, meats/meat alternates, vegetables, fruits, and the grains components.

**Food Buying Guide** - The Food Buying Guide for Child Nutrition Programs, commonly referred to as the Food Buying Guide (FBG), is a resource to determine the contribution that foods make toward the meal pattern requirements in the Child Nutrition Programs, which include the CACFP, for foods produced onsite or purchased commercially.

**Ounce Equivalent** - Ounce equivalents tell you the amount of grain in a portion of food.

**Serving Size** - A single portion of a food identified by the measure, size, weight and/or volume, or number of pieces or slices. In the CACFP, serving sizes are listed on the meal pattern.

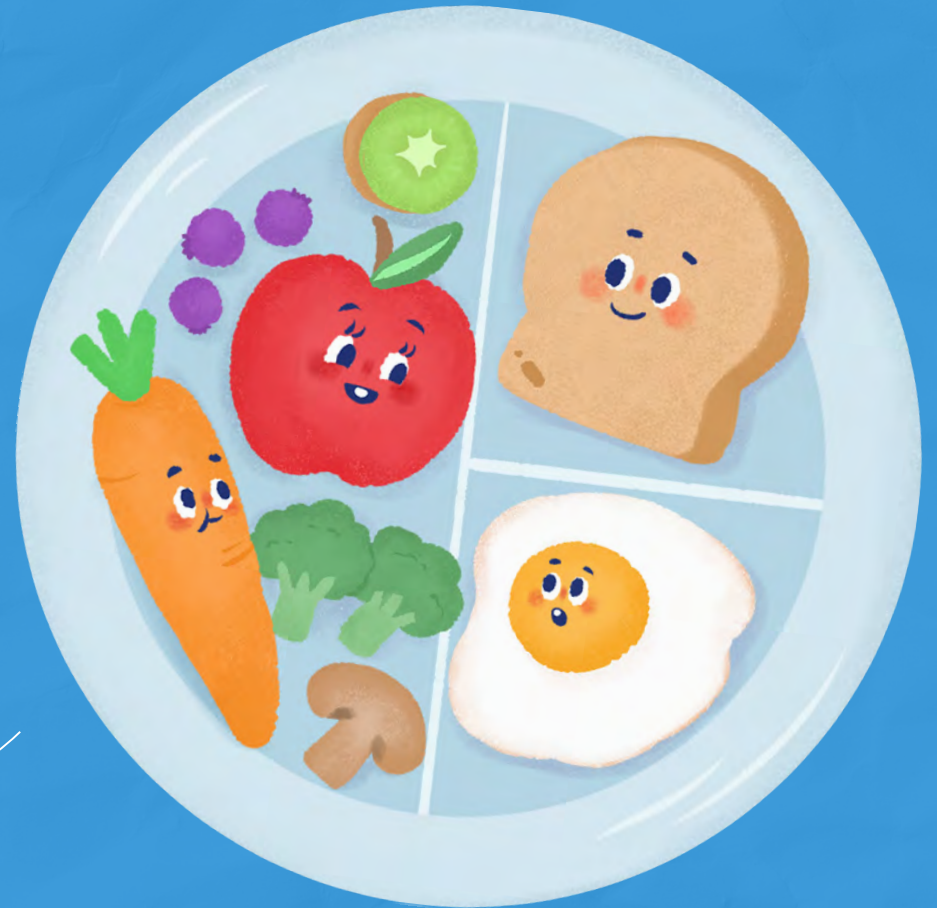
**Whole Grain-Rich** - Whole grain-rich foods are goods that contain at least 50 percent whole grains with the remaining grain in the food being enriched. Foods that are 100 percent whole grain also count as whole-grain rich.

(U.S. Department of Agriculture Food and Nutrition Service, 2020)



# MEAL PATTERNS

llllllllll



# Infants

## Breakfast Meal Patterns

0-5 months 6-11 months

## Lunch & Supper Meal Patterns

0-5 months 6-11 months

## Snack Meal Patterns

0-5 months 6-11 months

Fruit (tbsp)

0-2 tbsp\*  
and/or

0-2 tbsp\*

0-2 tbsp\*

Vegetables (tbsp)

0-2 tbsp\*

0-2 tbsp\*

0-2 tbsp\*

Meats/Meat  
Alternate (MA)  
Grain

0-4 tbsp infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination\*

0-4 tbsp infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination\*

0-1/2 bread slice; or 0-2 crackers; or 0-4 tbsp infant cereal or ready-to-eat cereal\*

Breastmilk or formula (fl oz)

4-6 fl oz 6-8 fl oz

4-6 fl oz 6-8 fl oz

4-6 fl oz 2-4 fl oz

\*Required when infant is developmentally ready.

\*Required when infant is developmentally ready.

\*Required when infant is developmentally ready.

## Breakfast Meal Patterns

Ages 1-2 yr. Ages 3-5 yr.

## Lunch & Supper Meal Patterns

Ages 1-2 yr. Ages 3-5 yr.

## Snack Meal Patterns

Ages 1-2 yr. Ages 3-5 yr.

Fruit (cups)

1/4 c. 1/2 c.  
and/or and/or

1/8 c. 1/4 c.

1/2 c. 1/2 c.

Vegetables (cups)

1/4 c. 1/2 c.

1/8 c. 1/4 c.

1/2 c. 1/2 c.

Grains (oz eq)

1/2 oz. 1/2 oz.

1/2 oz. 1/2 oz.

1/2 oz. 1/2 oz.

Meats & MA (oz eq)

1 oz. 1 1/2 oz.

1/2 oz. 1-1/2 oz.

Fluid Milk (cups)

1/2 c. 3/4 c.

1/2 c. 3/4 c.

1/2 c. 1/2 c.

\*Meat & MA may be used to substitute the entire grains component a maximum of three times per week.

Select 2 of the 5 components for snack.



**Breakfast  
Meal Patterns**  
Ages 6-12 & 13-18 yr.

**Lunch & Supper  
Meal Patterns**  
Ages 6-12 & 13-18 yr.

**Snack  
Meal Patterns**  
Ages 6-12 & 13-18 yr.

Fruit (cups)

1/2 c.

1/2 c.

3/4 c.

and/or

Vegetables (cups)

1/2 c.

1/4 c.

3/4 c.

Grains (oz eq)

1 oz.

1 oz.

1 oz.

Meats & MA (oz eq)

2 oz.

1 oz.

Fluid Milk (cups)

1 c.

1 c.

1 c.

\*Meat & MA may be used to substitute the entire grains component a maximum of three times per week.

Select 2 of the 5 components for snack.



## Milk

- 12 months through 23 months- serve whole milk.
- 2 through 5 years- serve unflavored fat free (skim) or unflavored low-fat (1%) milk.
- Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.
- Homemade flavored milk made by adding flavored syrups and powders to unflavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

## Meat/Meat Alternate (MA)

- During breakfast, 1 oz eq of meats/MA can be substituted for 1 oz eq of grains up to 3 times per week.
- As a CACFP best practice, offer processed meats (such as hot dogs and sausage) no more than once per week.
- Foods that are deep-fat fried onsite are not creditable in the CACFP.
- Bacon and imitation bacon products are not creditable in the CACFP.
- Yogurt must contain no more than 23 grams of total sugar per 6 oz.

### Meat/MA Ounce Equivalent - Lunch and Supper

	Ages 1-2	Ages 3-5	Ages 6-12
Lean meat, poultry, or fish	1 oz	1-1/2 oz	2 oz
Cheese (natural process; soft and hard)	1 oz	1-1/2 oz	2 oz
Cottage cheese, ricotta cheese, cheese spread, cheese food	2 oz (1/4 cup)	3 oz (3/8 cup)	4 oz (1/2 cup)
Large egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
Yogurt (regular and soy)	1/2 cup (4 oz)	3/4 cup (6 oz)	1 cup (8 oz)
Peanut butter, soy nut butter, or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp
Peanuts, soy nuts, tree nuts, or seeds	1/2 oz	3/4 oz	1 oz
Tofu (commercially prepared)	1/4 cup (2.2 oz)	3/8 cup (3.3 oz)	12 cup (4.4 oz)
Soy products or alternate protein products	1 oz	1 1/2 oz	2 oz

## Grains

- Grains served at one meal or snack every day must be whole grain-rich.
- Grain-based desserts, even those made with whole grains, cannot count towards the grain component of a CACFP meal or snack.
- Cereals must contain no more than 6 grams of sugar per dry ounce.
- More information on ounce equivalencies can be found on pg. 22.

## Vegetables

- At lunch and supper, at least one vegetable is required. You may also serve a second, different vegetable, in place of a fruit.
- Commercially canned vegetables may be counted. However, because of food safety concerns, home canned vegetables may not be counted.
- Potato chips are not creditable in the CACFP.
- Condiments such as ketchup or pickle relish may not count as a vegetable.
- Raw leafy green vegetables (spinach, kale, collards, and lettuce) credit for half of the amount served. For example, one cup of raw leafy greens credits as 1/2 cup of vegetables.
- Cooked leafy green vegetables credit for the entire amount served. 1 cup steamed spinach = 1 cup of vegetables
- Dry beans and peas (legumes) may be counted as either a vegetable or as a meat alternate, but not as both in the same meal.
- A single serving of vegetable must be at least 1/8 cup to count toward the quantity.

## Fruits

- 100% juice is limited to one time per day.
- Fresh fruit is encouraged when possible, but isn't required.
- 1 cup cooked or cut-up fruit counts as 1 c. serving except for dried fruit. 1/4 c. of dried fruit = 1/2 c. of fruit.

# Child Nutrition (CN) Labels



## Why use CN labels?

- A CN label statement clearly identifies the contribution of a product toward the meal pattern requirements. It protects a child care center from exaggerated claims about a product.
- A CN label provides a warranty against audit claims, when used according to the manufacturer's directions.
- CN labels simplify cost comparisons of like products.

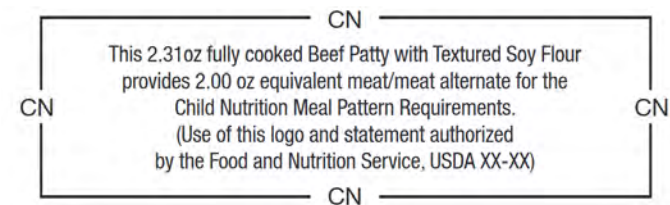
## What products are eligible for CN labels?

Main dish products which contribute to the Meats/Meat Alternates component of the meal pattern requirements are eligible for a CN label. Examples of these products include beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions.

## How to identify a CN labeled product?

A CN labeled product will always contain the following:

- The CN logo, which is a distinct border
- The meal pattern contribution statement
- A unique 6-digit product identification number (assigned by AMS)
- The USDA/FNS authorization statement
- The month and year of AMS approval
- Other required information includes: product name, inspection legend, ingredient statement, signature/address line, and net weight.



(U.S. Department of Agriculture, 2021)

# Child Nutrition (CN) Labels



## Documenting CN Labeled Products

There is not a CN label that covers all products. Each product has its own CN label.

Valid and acceptable documentation for the CN Label is:

- the original CN Label from the product carton; or
- a photocopy of the CN Label shown attached to the original product carton; or
- a photograph of the CN Label shown attached to the original product carton. (CN Labels that are photocopied or photographed must be visible and legible.)

## Documenting Watermarked CN Label Requirements

If the original CN Label, or the valid photograph or photocopy of the original CN Label is not available, program operators may provide the invoice containing the product name and:

1. a hard copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor; or
2. an electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor.





**IN THE KITCHEN**

*llllllllll*



# Kitchen Measurements

## Dry vs Wet Measuring

Liquid and dry ingredients are measured differently. Dry ingredients most commonly are measured in nesting cups. Liquid ingredients should be measured in clear cups with a measurement spout and measurement lines.

### Measuring Tips Dry Ingredients

Dry ingredients (such as flour, sugar, corn meal, etc.):

- Fill the cup with the ingredient and level off the top of the cup using either a spatula or the flat end of a knife.

Some ingredients such as these need special consideration:

- Brown sugar: pack into the measuring spoon before it is leveled off.
- Flour: spoon into the measuring cup and then level off. If you dip the measuring cup into the bag, you could end up with 25 percent more flour than you actually need.
- Butter or margarine: most stick butter or margarine has measurements on the wrapper. One stick of butter or margarine equals one-half cup or eight tablespoons. If no measurements are given, pack firmly into the measuring cup and level off.

### Measuring Tips Wet Ingredients

Liquid ingredients (such as milk, oil, syrup, etc.):

- Place the liquid measuring cup on the counter and pour in the approximate amount.
- Bend down to eye level to check the measurement. Add or remove as much as needed until the top of the liquid is at the desired mark.
- Pour ingredient into bowl. You may need to use a rubber scraper to empty the cup.

(North Dakota State University Extension, 2021)



Nesting cups for measuring dry ingredients



Clear cup for measuring liquid ingredients



# Kitchen Measurements

## Dry Measuring Continued

Using a kitchen scale is the most accurate way to measure your ingredients.

### Weight Conversions

16 oz =	1 lb =	1.000 lb
12 oz =	3/4 lb =	0.750 lb
8 oz =	1/2 lb =	0.500 lb
4 oz =	1/4 lb =	0.250 lb
1 oz =	1/16 lb =	0.063 lb

### Metric Conversions

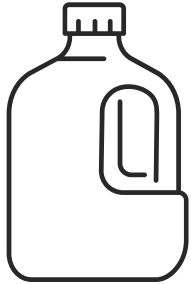
1 oz =	28.35 g
4 oz =	113.4 g
8 oz =	226.8 g
16 oz =	453.6 g
1 lb =	453.6 g



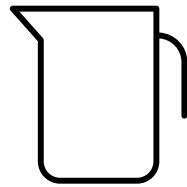
A food scale should be used to determine whole grain equivalency. A food item's weight is listed on the nutrition facts labels in grams. More information about this on page 24.

# Kitchen Measurements

## Liquid Measurement Conversions



Gallons



Quarts



Pints



Cups



Fluid Oz.

1 gal

4 qt

8 pt

16 cups

128 fl oz

1/2 gal

2 qt

4 pt

8 cups

64 fl oz

1/4 gal

1 qt

2 pt

4 cups

32 fl oz

1/8 gal

1/2 qt

1 pt

2 cups

16 fl oz

1/16 gal

1/4 qt

1/2 pt

1 cup

8 fl oz

# Kitchen Measurements

## Dry Measurement Conversions



Cup



Tablespoons



Teaspoons



Grams

1 cup	16 tbsp	48 tsp	229 g
$3/4$ cup	12 tbsp	36 tsp	171 g
$2/3$ cup	$10-2/3$ tbsp	32 tsp	152 g
$1/2$ cup	8 tbsp	24 tsp	114 g
$1/3$ cup	$5-1/3$ tbsp	16 tsp	76 g
$1/4$ cup	4 tbsp	12 tsp	57 g
$1/8$ cups	2 tbsp	6 tsp	29 g
$1/16$ cup	1 tbsp	3 tsp	14 g

# Serving Portions

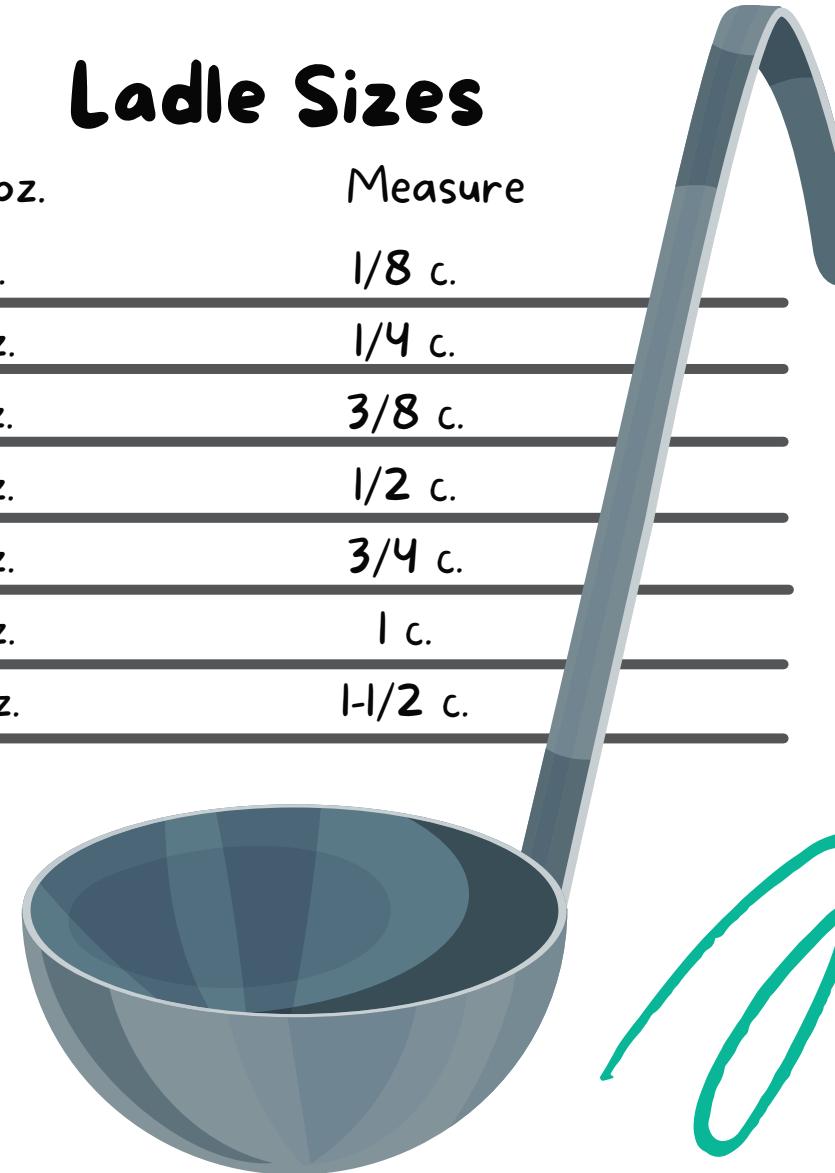
It is important to follow the portion sizes listed on a standardized recipe. This helps to prevent running out of and/or wasting food.

## Disher Sizes

No.	Measure
6	$\frac{2}{3}$ c.
8	$\frac{1}{2}$ c.
10	$\frac{3}{8}$ c.
12	$\frac{1}{3}$ c.
16	$\frac{1}{4}$ c.
20	$3\frac{1}{3}$ c.
24	$2\frac{2}{3}$ c.
30	2 Tbsp
40	$1\frac{2}{3}$ Tbsp
50	$3\frac{3}{4}$ tsp
60	$3\frac{1}{4}$ tsp
70	$2\frac{3}{4}$ tsp
100	2 tsp

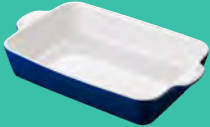



## Ladle Sizes

fl oz.	Measure
1 oz.	$\frac{1}{8}$ c.
2 oz.	$\frac{1}{4}$ c.
3 oz.	$\frac{3}{8}$ c.
4 oz.	$\frac{1}{2}$ c.
6 oz.	$\frac{3}{4}$ c.
8 oz.	1 c.
12 oz.	$1\frac{1}{2}$ c.

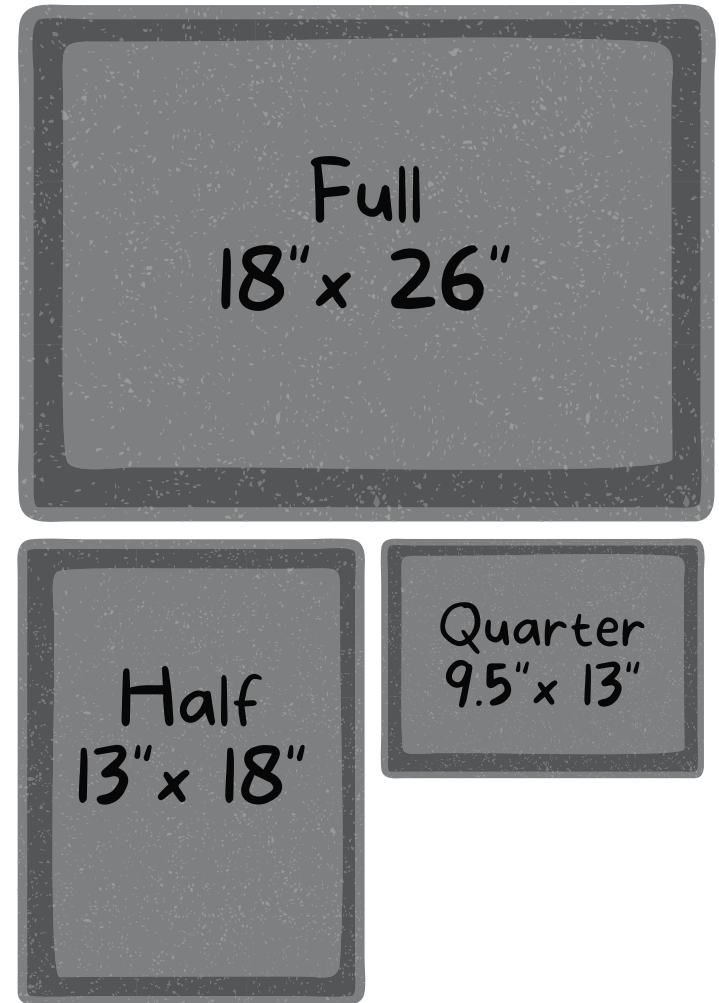


# Kitchen Measurements

## Baking Pan Substitutions

Recipe Calls For	Volume	Equivalent
 9" x 13" x 2" baking pan	15 c.	24 standard muffins (2) 9" x 5" loaf pans
 12 count muffin pan	6 c. (1/2 c. muffin)	36 mini muffins
 9" x 5" loaf pan	8 c.	12 standard muffins 8" square baking pan
 8" square baking pan	8 c.	12 standard muffins (1) 9" x 5" loaf pan

## Baking Sheet Sizes



## Other Tips

- Glass pans allow food to bake faster than metal pans. When choosing glass over metal, reduce the oven temperature by 25°F and check for doneness about 10 minutes earlier than the recipe calls for.
- Measure width, length and depth on the inside of a pan — not the outside.
- Only fill pans with batter 1/2 to 2/3 full; any more and the batter may overflow.

# Ingredient Substitutions



Ingredient	Amount	Substitute
Allspice	1 tsp	1/2 tsp cinnamon plus 1/2 tsp ground cloves
Baking Powder	1 tsp	1/4 tsp baking soda plus 5/8 tsp cream of tartar
BBQ Sauce	1 c.	3/4 c ketchup, 2 tbsp mustard and 2 tbsp brown sugar
Butter	1 c.	1 c Margarine or 1 c apple sauce
Buttermilk	1 c.	1 tbsp lemon juice or vinegar plus enough regular milk to make 1 c (allow to stand 5 minutes)
Chili Sauce	1 c.	1 c tomato sauce, 1/4 c brown sugar, 2 tbsp vinegar, 1/4 tsp cinnamon, dash of ground cloves and dash of allspice
Cornstarch (for thickening)	1 tbsp.	2 tbsp flour
Flour, self rising	1 c.	1 c minus 2 tsp all-purpose flour plus 1 1/2 tsp baking powder and 1/2 tsp salt
Garlic	1 small clove	1/8 tsp garlic powder
Herbs, fresh	1 tbsp, finely cut	1 tsp dried leaf herbs or 1/2 tsp ground dried herbs
Ketchup (for use in cooking)	1 c.	1 c tomato sauce, 1/2 c sugar, and 2 tbsp vinegar
Mustard, dry	1 tsp	1 tbsp prepared mustard
Onion, fresh	1/4 c. chopped	1 tbsp instant minced onion; check label

(University of Nebraska-Lincoln, 2020)

