

Section 11000

Resources

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11000
Resources

11100 Administration

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El Paso

Andrews	002	Gaines	083	Motley	173
Armstrong	006	Garza	085	Nolan	177
Bailey	009	Glasscock	087	Ochiltree	179
Borden	017	Gray	090	Oldham	180
Brewster	022	Hale	095	Parmer	185
Briscoe	023	Hall	096	Pecos	186
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Coleman	042	Hudspeth	115	Scurry	208
Collingsworth	044	Hutchinson	117	Shackelford	209
Comanche	047	Jeff Davis	122	Sherman	211
Crane	052	Jones	127	Stephens	215
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Dallam	056	Knox	138	Taylor	221
Dawson	058	Lamb	141	Terrell	222
Deaf Smith	059	Lipscomb	148	Terry	223
Dickens	063	Loving	151	Throckmorton	224
Donley	065	Lubbock	152	Upton	231
Eastland	067	Lynn	153	Ward	238
Ector	068	Martin	156	Wheeler	242
El Paso	071	Midland	165	Winkler	248
Fisher	076	Mitchell	168	Yoakum	251
Floyd	077	Moore	171		

Dallas/Fort Worth Metroplex

Anderson	001	Franklin	080	Montague	169
Archer	005	Freestone	081	Morris	172
Baylor	012	Grayson	091	Navarro	175
Bell	014	Gregg	092	Palo Pinto	182
Bosque	018	Hamilton	097	Panola	183
Bowie	019	Hardeman	099	Parker	184
Camp	032	Harrison	102	Rains	190
Cass	034	Henderson	107	Red River	194
Cherokee	037	Hill	109	Rockwall	199
Clay	039	Hood	111	Rusk	201
Collin	043	Hopkins	112	San Saba	206
Cooke	049	Hunt	116	Smith	212
Coryell	050	Jack	119	Somervell	213
Cottle	051	Johnson	126	Tarrant	220
Dallas	057	Kaufman	129	Titus	225
Delta	060	Lamar	140	Upshur	230
Denton	061	Lampasas	142	Van Zandt	234
Ellis	070	Limestone	147	Wichita	243
Erath	072	Marion	155	Wilbarger	244
Falls	073	McLennan	161	Wise	249
Fannin	074	Milam	166	Wood	250
Foard	078	Mills	167	Young	252

Houston

Angelina	003	Hardin	100	Orange	181
Austin	008	Harris	101	Polk	187
Brazoria	020	Houston	113	Robertson	198
Brazos	021	Jackson	120	Sabine	202
Burleson	026	Jasper	121	San Augustine	203
Calhoun	029	Jefferson	123	San Jacinto	204
Chambers	036	Lavaca	143	Shelby	210
Colorado	045	Leon	145	Trinity	228
DeWitt	062	Liberty	146	Tyler	229
Fort Bend	079	Madison	154	Victoria	235
Galveston	084	Matagorda	158	Walker	236
Goliad	088	Montgomery	170	Waller	237
Gonzales	089	Nacogdoches	174	Washington	239
Grimes	093	Newton	176	Wharton	241

San Antonio

County	Code	County	Code	County	Code
Atascosa	007	Gillespie	086	Medina	163
Bandera	010	Guadalupe	094	Menard	164
Bastrop	011	Hays	105	Reagan	192
Bexar	015	Irion	118	Real	193
Blanco	016	Karnes	128	Schleicher	207
Burnet	027	Kendall	130	Sterling	216
Caldwell	028	Kerr	133	Sutton	218
Coke	041	Kimble	134	Tom Green	226
Comal	046	Kinney	136	Travis	227
Concho	048	La Salle	139	Uvalde	232
Crockett	053	Lee	144	Val Verde	233
Dimmitt	064	Llano	150	Williamson	246
Edwards	069	Mason	157	Wilson	247
Fayette	075	Maverick	159	Zavala	254
Frio	082	McCullough	160		

San Juan

Aransas	004	Jim Wells	125	San Patricio	205
Bee	013	Kenedy	131	Starr	214
Brooks	024	Kleberg	137	Webb	240
Cameron	031	Live Oak	149	Willacy	245
Duval	066	McMullen	162	Zapata	253
Hidalgo	108	Nueces	178		
Jim Hogg	124	Refugio	196		

11120 Food and Nutrition Community Operations Field Offices

Austin Field Office (Region 4 Satellite Office)

Texas Department of Agriculture
Food and Nutrition
1700 North Congress Avenue
Austin, TX 78701
P.O. Box 12847
Austin, Texas 78711
Telephone: (877) 839-6325
Fax: (888) 237-5148

Dallas/Fort Worth Metroplex Field Office (Region 2)

Texas Department of Agriculture
Food and Nutrition
1501 Circle Drive, Suite 155
Fort Worth, TX 76119
Telephone: (817) 321-8101
Fax: (888) 223-9037

El Paso Field Office (Region 1)

Texas Department of Agriculture
Food and Nutrition
401 E. Franklin, Suite 410
El Paso, TX 79901
Telephone: (915) 834-7506
Fax: (888) 244-9816

Houston Field Office (Region 3)

Texas Department of Agriculture
Food and Nutrition
Elias Ramirez State Office Building
5425 Polk Street, Suite G-40
Houston, TX 77023
Telephone: (713) 921-8201
Fax: (888) 244-9764

Lubbock Field Office (Region 1 Satellite Office)

Texas Department of Agriculture
Food and Nutrition West Texas Regional Office
4502 Englewood Ave.
Lubbock, TX 79414
Telephone: (806) 799-8555
Fax: (888) 244-9816

Lufkin Field Office (Region 3 Satellite)

Texas Department of Agriculture
Food and Nutrition
Mail/deliveries only – no walk-in
3009 South John Redditt Dr., Suite E, No 323
Lufkin, TX 7590-5669
Fax: (936) 639-3125

San Antonio Field Office (Region 4)

Texas Department of Agriculture
Food and Nutrition
8918 Tesoro Drive, Suite 120
San Antonio, TX 78217
Telephone: (210) 820-0288
Fax: (888) 244-9763

San Juan Field Office (Region 5)

Texas Department of Agriculture
Food and Nutrition
Valley Regional Office
900-B E. Expressway 83
San Juan, TX 78589
Telephone: (956) 787-8866
Fax: (888) 250-4627

11130 Education Service Center Offices

Region 1

Edinburg

FAX (956) 984-7602
(956) 984-6000
1900 West Schunior
Edinburg, Texas 78541

Region 3

Victoria

FAX (361) 576-4804
(361) 573-0731
1905 Leary Lane
Victoria, Texas 77901

Region 5

Beaumont

FAX (409) 951-1821
(409) 951-1700
350 Pine Street, Suite 500
Beaumont, Texas 77701

Region 7

Kilgore

FAX (903) 988-6860
(903) 988-6700
1909 North Longview Street
Kilgore, Texas 75662

Region 9

Wichita Falls

FAX (940) 767-3836
(940) 322-6928
301 Loop 11
Wichita Falls, Texas 76306

Region 11

Ft Worth

FAX (817) 740-3601
(817) 740-3600
1451 S. Cherry Lane
White Settlement, Texas 76106

Region 2

Corpus Christi

FAX (361) 561-8649
(361) 561-8400
209 N Water Street
Corpus Christi, Texas 78401

Region 4

Houston

FAX (713) 744-2731
(713) 744-8162
7145 West Tidwell
Houston, Texas 77092

Region 6

Huntsville

FAX (936) 435-8482
(936) 435-8400
3332 Montgomery Road
Huntsville, Texas 77340

Region 8

Mt. Pleasant

FAX (903) 575-2610
(903) 572-8551
Mailing: P.O. Box 1894
Pittsburg, Texas 75456
Physical: 4145 US Highway 271 North, Mt. Pleasant,
Texas 75686

Region 10

Richardson

FAX (972) 348-1387
(972) 348-1700
400 E. Spring Valley
Richardson, Texas 75081

Region 12

Waco

FAX (254) 666-0696
(254) 297-1212
Mailing: P.O. Box 23409
Waco Texas 76702
Physical: 2101 W Loop 340
Waco, Texas 76712

Region 13**Austin**

FAX (512) 919-5430
(512) 919-5313
5701 Springdale Road
Austin Texas 78723

Region 15**San Angelo**

FAX (325) 655-4823
(325) 658-6571
Mailing: P.O. Box 5199
San Angelo Texas 76902
Physical: 612 South Irene Street, San Angelo 76903

Region 17**Lubbock**

FAX (806) 799-8630
(806) 281-5803
1111 W. Loop 289
Lubbock Texas 79416

Region 19**El Paso**

FAX (915) 780-6537
(915) 780-1919
6611 Boeing Drive
El Paso, Texas 79925

Region 14**Abilene**

FAX (325) 675-8659
(325) 675-8600
1850 State Highway 351
Abilene Texas 79601

Region 16**Amarillo**

FAX (806) 677-5001
(806) 677-5000
5800 Bell Street
Amarillo Texas 79109

Region 18**Midland**

FAX (432) 567-3290
(432) 563-2380
Mailing: P.O. Box 60580
Midland Texas 79711
Physical: 2811 LaForce Blvd.

Region 20**San Antonio**

FAX (210) 370-5754
(210) 370-5659
1314 Hines Avenue
San Antonio Texas 78208

11140 Sample Forms

11141 Time Distribution Report

Employee Name	Position	Normal Work Hours	Month/Year
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Day	WORK HOURS		FOOD SERVICE ADMINISTRATION TASKS			FOOD SERVICE OPERATIONS TASKS					I. Non Food Service	J. Total Hours
	Start	End	A. Managing	B. Planning	C. Organizing	D. Menu Planning	E. Meal Prep/Serve	F. Meal Clean-Up	G. Supervise Meal	H. Meal Records		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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25												
26												
27												
28												
29												
30												
31												
Monthly Totals												

Total Food Service Hours _____ + Total Non-Food Service Hours _____ = Total Hours Worked _____

I certify that all information is true and correct.

Signature – Employee

Date

Approval:

Signature – Supervisor

Date

Form Revised October 2017

11141.1 Instructions – Time Distribution Report

Employees that do not spend 100% of their time on CACFP non-profit food service functions must document the distribution of time between CACFP functions and non-CACFP functions.

<p>PURPOSE</p> <p>To document the amount of time spent performing Food Service and Non-Food Services tasks for each day of the month. This information is used to establish the portion of costs that may be claimed as Food Service labor.</p> <p>PROCEDURE</p> <p>When to Prepare</p> <p>All full-time and part-time employees whose compensation in whole or in part is paid with Food Service funds must complete this report. The information must account for the total activity for which each employee is compensated. The reports must reflect an after-the-fact determination of the actual activity of each employee. A separate report is required for each employee.</p> <p>Number of Copies</p> <p>Complete one original for each employee for each month.</p> <p>Transmittal</p> <p>Keep the completed and signed form in your files.</p> <p>Form Retention</p> <p>Keep the Time Distribution Report for three years from the end of the contract period. Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.</p> <p>DETAILED INSTRUCTIONS</p> <p>Employee Name – Enter the name of the employee whose time distribution is being recorded.</p> <p>Position – Enter the title of the position for this employee.</p> <p>Normal Work Hours – Enter the normal start and end time for this employee.</p> <p>Month/Year – Enter the month and the year covered by this time distribution report.</p> <p>Day – No entry is required. This column indicates that day of the month.</p>	<p>Work Hours – The employee enters the start and end time for each workday. More than one time may be entered if the employee has a break in work hours other than normal lunch and break times.</p> <p>Food Service Administration Tasks and Food Service Operations Tasks – The employee enters the amount of time spent performing Food Service tasks in the column that best describes the nature of the activity. Time must be reported in 15 minute intervals. Employees should round up or down to the nearest half-hour. This should reflect an after-the-fact determination of the actual time spent in each activity.</p> <p>Non Food Service – The employee enters the amount of time spent performing tasks that ARE NOT related to the administration or operation of the Food Service. Time must be reported in 15 minute intervals. Time should be rounded up or down to the nearest half-hour. This should reflect an after-the-fact determination of the actual time spent in each activity.</p> <p>Total Hours – The employee enters the total number of hours worked that day. It should agree with the total of the hours entered under the task columns.</p> <p>Monthly Total – Enter the total time spent performing the task identified in each column.</p> <p>Total Food Service Hours – Enter the total of columns A, B, C, D, E, F, G, and H.</p> <p>Total Non-Food Service – Enter the total time noted in column I.</p> <p>Total Hours Worked – Enter the total hours worked during the month. This entry should agree with the total of column J.</p> <p>Signature and Date – Employee – The employee must sign and date the document to certify that all information is true and correct.</p> <p>Signature and Date – Supervisor – The employee's supervisor must sign and date the document to show approval of the form.</p>
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11142 Field Trip Food Service Documentation

1. Contracting Entity (CE) Name:	2. Site Name:	3. CE ID:
4. Destination/City/State:	5. Date of Trip	6. Departure Time:
		7. Return Time:
8. Field Trip Meal Service		
Meal Type (s): _ B _ A _ L _ P _ S _ E	Where were the meals served?	
Describe the method used to ensure transported foods were held at proper temperatures:		

9. MENU SERVED ON FIELD TRIP			
Menu I		Menu II	
Milk:	Meat:	Milk:	Meat:
Vegetable:	Bread:	Vegetable:	Bread:
Fruit:	Other:	Fruit:	Other:
10. FIELD TRIP ATTENDANCE			
Name of Participant	Name of Participant	Name of Participant	
1.	10.	19.	
2.	11.	20.	
3.	12.	21.	
4.	13.	22.	
5.	14.	23.	
6.	15.	24.	
7.	16.	25.	
8.	17.	26.	
9.	18.	27.	

11. I certify that to the best of my knowledge the information reported on this form is true and correct. I understand misrepresentation may result in prosecution under applicable state or federal laws. I certify that all meals were prepared, delivered and served in accordance with state and local health department standards.

SIGNATURE OF EMPLOYEE

DATE OF SIGNATURE

11142.1 Instructions – Field Trip Food Service Documentation Form

PURPOSE

To document field trip food service in adult care centers.

PROCEDURE

When to Prepare

Contracting entities (CEs) and sites must maintain documentation of meals served on field trips according to program requirements. This is an optional form CEs and sites may use to document field trips. This form, if fully completed, contains all elements that are required to document field trips. Required documentation of field trips must be completed on the day of the field trip.

Number of Copies

Complete one form for each field trip and for each meal type claimed.

Transmittal

Forms are retained in the CE's and site's files.

How to Obtain Copies

Reproduce this form as necessary.

Retention

CEs and sites must keep documentation of meals served on field trips for three years from the end of the program year. **EXCEPTION:** If audit findings, claims or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

DETAILED INSTRUCTIONS

Information contained on this form does not replace the requirement that CEs and sites document meal counts and attendance on the *Daily Meal Count and Attendance Record* (H1535), or alternate, or the requirement that CEs and sites document daily meal production records that include the food items and amounts of food used on *Daily Meal Production Record – Adult Day Care* (H1654), or alternate.

1. **Contracting Entity (CE) Name** — Enter the name of the contracting entity.

2. **Site Name** — Enter the name of the adult day care center.

3. **CE ID** — Enter the contracting entity's TX-UNPS CE ID.

4. **Destination** — Enter the destination of the trip.

5. **Date of Trip** — Enter the month, day and year of the field trip.

6. **Departure Time** — Enter the time of departure for the field trip.

7. **Return Time** — Enter the return time from the field trip.

8. **Field Trip Meal Service** — Enter the requested information for meal service.

BALPSE — Check the appropriate box to indicate the meal type(s) served on the field trip.

B = Breakfast, A = A.M. Snack, L = Lunch, P = P.M. Snack, S = Supper, E = Evening Snack.

Where Meal Was Served — Indicate the location where the meal was served on the field trip.

For example: a park, picnic area, shopping mall, another center, etc.

Transportation Method — Describe how the food was transported and how the food was held at proper temperatures.

9. **Menu Served on Field Trip** — Enter the individual food components served. This is not a meal production record. Meal production records for foods served on field trips must be completed on *Daily Meal Production Record – Adult Day Care* (H1654), or alternate.

10. **Field Trip Attendance** — Enter the requested information for field trip attendance. This is not a meal count. Meal counts for meals served on field trips must be completed on the *Daily Meal Count and Attendance Record* (H1535), or alternate.

Name of Participant — Enter the name of each program participant who attended the field trip.

11. **Signature and Date of Signature** — The person completing the form must sign and date the form, certifying that the information reported on the form is true and correct to the best of his or her knowledge.

11200 Training

Training is an organized, instructional activity designed to develop the skills and knowledge necessary for CEs to understand and comply with Program requirements and to improve the nutrition of the children and adults participating in the USDA nutrition programs they offer. The F&N Education Unit conducts both **nutrition** and **Program** training.

11210 Training Registration

Information on training sessions, for both general nutrition education and program-specific courses, is available at the TDA web site at <http://www.squaremeals.org> and click on "F&N Resources" and then select training.

Online trainings are available on a variety of topics and can be accessed at any time. Any mandatory trainings will produce a notice of training completion after the participant successfully completes the course. Optional trainings do not produce such a notice but can be documented, as necessary, to meet training requirements.

Training events are scheduled throughout the state each year, typically hosted by the Education Service Centers. Although TDA and USDA have not established an annual nutrition training requirement, TDA may implement such requirements in the future.

11220 Sample Training Documentation

This is a sample of a form the F&N Education Unit uses to sign in attendees at a training event, to confirm that a registered participant attended and completed the training.

Child and Adult Care Food Program Training Registration and Activity Report For Contracting Entity Staff

Contracting Entity Name:	CE ID:	Date:
Location of Training:	Instructor(s):	
Training Topic(s):		

Name of Participant (Please print name clearly)	Position	Signature

11230 Institute of Child Nutrition (ICN) Resources and Training

The Institute of Child Nutrition (ICN) provides online CACFP resources and training. Visit their website at theicn.org.

11300 Other Resources

11310 Other Nutrition Publications

The TDA website at <http://www.squaremeals.org> offers a large number of posters, publications, menu planners, videos, educational materials for nutrition professionals and links to other nutrition-oriented sites. All publications are available for free download, or can be ordered through the site at no charge, while supplies last.

11320 Sample Agreement – Donation of Excess Meals

THIS AGREEMENT is made and entered into this (day) ____ of ____ (month) ____, (year) ____, between _____ hereinafter referred to as the “Agency,”
(homeless shelter, food bank, food pantry)
and _____, hereinafter referred to as the “Center.”
(CACFP Contracting Entity or site)

WHEREAS the Agency is a nonprofit agency qualified to distribute food to needy persons in the community.

The parties hereby agree as follows:

1. *Term*—This Agreement is effective upon execution and shall remain in effect until terminated by the parties hereto. Either party may terminate this Agreement by providing the other party five (5) days advance written notification, delivered to its last known address.
2. *Duties of the Center*—The Center shall make available to the Agency at no cost and on a non-exclusive basis leftover food items from the Center’s foodservice operation, for which the Center has determined it has no further use.
3. *Duties of the Agency*—The Agency shall pick up the food items at times and places mutually agreeable to the parties transport them as necessary, and provide them at no cost to needy persons, all in a manner that complies with applicable laws and regulations.
4. *Delivery* - Agency shall take delivery at the following location(s): (*address*)
5. *Nondiscrimination*—Neither party shall employ discrimination practices in its performance hereunder on the basis of race, color, national origin, sex, age or disability.

6. *Agency Representative(s) not an Officer, Employee or Agent of the Center* – While engaged in performance of this contract, the *Agency Representative(s)* is an independent contractor and is not an officer, employee or agent of the Center.
7. *Liability* – The Center shall not be liable to the Agency for personal injury or property damage sustained by the Agency in the performance of this contract, whether caused by the Center, its officers, employees or by third persons.
8. *Hold Harmless and Indemnification* – The Agency agrees to release, discharge, indemnify, defend and hold harmless the Center, its employees and agents for all illness, injury or damage to persons or property which may arise out of the activities covered under this Agreement, including the transportation, distribution, use or consumption of food items, irrespective of any negligence on the part of the Center.

Furthermore, the Agency agrees to defend and fully indemnify the Center from any and all liability, loss or damage the Center or its agents or employees may suffer as a result of claims, demands, costs, penalties, litigation or judgments against it arising from any and all illness, injury or damage to any person, persons or property caused by or resulting from the activities covered under this Agreement, including the transportation, distribution, use or consumption of food items.

9. *Insurance* – The Agency shall carry sufficient general liability insurance to protect itself, its employees and agents against all such claims (referenced in Paragraph 7, above) arising under this Agreement, and to indemnify and defend the Center.

(**Note:** provide date and signature lines for each party if utilizing this sample agreement).

11400 Menu Planning

11410 Meal Planning

Below are resources to assist in planning healthy snacks and incorporating fruits and vegetables into menus.

<http://www.health.gov/dietaryguidelines/>

<http://www.fns.usda.gov/tn/team-nutrition>

<http://www.whatscooking.fns.usda.gov/>

11410.1 USDA, Agricultural Research Service (ARS) National Nutrient Database for Standard Reference

Using the online USDA, ARS National Nutrient Database for Standard Reference to convert Nutrient Values per Portion Size of Breakfast Cereals

1. Go online to the ARS National Nutrient Database for Standard Reference at:
<http://www.nal.usda.gov/fnic/foodcomp/search/>
2. Using the search function, type in the key word “cereals” to pull up all of the cereal selections or enter in a specific cereal you are looking for then click “submit”.
3. Choose one cereal by clicking on the button to the left of the product you wish to select (the button will be filled in to show that you have made a selection). Only one selection is permitted. If you want data for a ready-to-cook cereal, make sure you select the cereal option described as dry, e.g.; cereals, oats, dry. Click on “submit” which is located at the bottom of the product list.
4. Select the quantities and units you want data for and click submit (one or more selections are permitted):
 - a. **Ready-to-eat cereals**

You will need to select both 1 oz and $\frac{3}{4}$ cup measures to determine which serving size weighs less. (if volume data is not available, use the manual conversion method shown in attachments B and C.)

- i. *Review nutrient data for one ounce (28.35 grams) of cereal:* Select 100 grams as the description, Change 1.00 (100 grams) to 0.2835 (100 grams), **and**
- ii. *Review the nutrient data for $\frac{3}{4}$ cup (0.75 cup) of cereal:* Select the description measured in cups, The volume unit may be different depending on the cereal, If the unit is 1.00 (.75 cup), keep as 1.00 (.75 cup), If the unit is 1.00 (1 cup), change to 0.75 (1 cup), If the unit is 1.00 (.5 cup), change to 1.5 (.5 cup) If the unit is 1.00 (? cup), you will need to determine what number or fraction $\frac{3}{4}$ cup is of the unit provided in parentheses and change 1.00 to the number or fraction required to obtain $\frac{3}{4}$ cup
- iii. *Click “submit”*

b. Ready-to-cook cereals, dry

- i. *Review the nutrient data for 25 grams of dry cereal:* Select 100 grams as the description, Change 1.00 (100 grams) to 0.25 (100 grams), Make sure this option is selected.
- ii. *Click "submit"*

5. Compare the nutrient profile provided for the cereal to the FNS Nutrient Criteria for Breakfast Cereals.

a. Ready-to-eat cereals:

The nutrient profile will show the amounts for 28.35 grams (1 ounce) *and* for $\frac{3}{4}$ cup. The gram weight for $\frac{3}{4}$ cup will appear in the heading. Since cereals are credited 1 ounce or $\frac{3}{4}$ cup whichever amount weighs less, choose the column having the lowest gram weight and use that column of nutrients to compare to the FNS Nutrient Criteria for Breakfast Cereals. To be creditable, the cereal must meet or exceed the minimum criteria for all five of the required nutrients.

b. Ready-to-Cook cereals, dry:

Since the portion size for ready-to-cook cereals is 25 grams dry, all cooked cereals will be based on 25 grams dry, regardless of the amount of cooked cereal served in the meal or how much liquid is added to cook the cereal. Compare the nutrient values to the FNS Nutrient Criteria for Breakfast Cereals. To be creditable, the cereal must meet or exceed the minimum criteria for all five of the required nutrients.

6. Print the documentation and keep on file.

7. 11410.2 Manual Conversion for Nutrients per Portion of a Ready-to-Eat Breakfast Cereal

Manual Conversion for Nutrients per Portion of a Ready-to-Eat Breakfast Cereal

Ready-to-Eat Cereals: Cereal portion size from the FNS Nutrient Criteria for Breakfast Cereals = 1.0 ounce (28.35 grams) or the weight of $\frac{3}{4}$ cup – whichever amount weighs less;

Brand Name _____ **Cereal Name** _____

1. The portion size of the ready-to-eat cereal on Nutrition Facts Label = _____ cup(s) _____ grams
2. Determine the weight of $\frac{3}{4}$ cup of the cereal:
 0.75 cup *divided by* _____ cup(s) of cereal from Nutrition Facts Label = _____ factor
 _____ factor *multiplied by* _____ grams/portion from Nutrition Facts Label = _____ grams per $\frac{3}{4}$ cup cereal
3. Which weighs less, One Ounce (28.35 grams) or _____ grams per $\frac{3}{4}$ cup cereal?
 The amount that weighs less = _____ grams; the nutrients in this amount of cereal will be used to compare to the FNS Criteria for Breakfast Cereals.
4. Determine the conversion factor based on the amount of ready-to-eat cereal that weighs less (Do not round up): _____ grams (amount that weighs less) *divided by* _____ grams (from Nutrition Facts Label) = _____ conversion factor for nutrients
5. Calculate the nutrients from the Nutrition Facts Label to the nutrients in the amount that weighs less by multiplying by the conversion factor for nutrients:

A. Nutrient	B. % DV from Nutrition Facts Label	x	C. Conversion Factor for Nutrients	=	D. Nutrients per Amount that Weighs less	E. FNS Nutrient Criteria For Breakfast Cereals	F. Is the Amount in Column D Equal to or Greater than the Amount in Column E? Yes or No
Thiamin (B1)		x		=		6.7%	
Riboflavin (B2)		x		=		3.5%	
Niacin (B3)		x		=		4.2%	
Folic Acid (B9)		x		=		5.0%	
Iron		x		=		3.9%	

6. _____ All of the answers in Column F are “yes,” the cereal is creditable using this option
_____ One or more of the answers in Column F are “no,” the cereal is **not** creditable using this option

(Keep in mind that cereals meeting the requirements are allowed in the Grains/Breads Instruction or FBG flowchart are creditable even if they do not meet the FNS Nutrient Criteria for Breakfast Cereals.)

Manual Conversion for Nutrients per Portion of a Ready-to-Eat Breakfast Cereal - EXAMPLE

Ready-to-Eat Cereals: *Cereal portion size from the FNS Nutrient Criteria for Breakfast Cereals = 1.0 ounce (28.35 grams) or the weight of $\frac{3}{4}$ cup – whichever amount weighs less;*

Brand Name General Mills **Cereal Name** Wheaties

1. The portion size of the ready-to-eat cereal on Nutrition Facts Label = 1 cup(s) 30 grams
2. Determine the weight of $\frac{3}{4}$ cup of the cereal:
0.75 cup *divided by* 1 cup(s) of cereal from Nutrition Facts Label = 0.75 factor
0.75 factor *multiplied by* 30 grams/portion from Nutrition Facts Label = 22.5 grams per $\frac{3}{4}$ cup cereal
3. Which weighs less, One Ounce (28.35 grams) or 22.5 grams per $\frac{3}{4}$ cup cereal?
The amount that weighs less = 22.5 grams; the nutrients in this amount of cereal will be used to compare to the FNS Criteria for Breakfast Cereals.
4. Determine the conversion factor based on the amount of ready-to-eat cereal that weighs less (Do not round up): 22.5 grams (amount that weighs less) *divided by* 30 grams (from Nutrition Facts Label) = 0.75 conversion factor for nutrients

5. Calculate the nutrients from the Nutrition Facts Label to the nutrients in the amount that weighs less by multiplying by the conversion factor for nutrients:

A. Nutrient	B. % DV from Nutrition Facts Label	x	C. Conversion Factor for Nutrients	=	D. Nutrients per Amount that Weighs less	E. FNS Nutrient Criteria For Breakfast Cereals	F. Is the Amount in Column D Equal to or Greater than the Amount in Column E? Yes or No
Thiamin (B1)	50%	x	0.75	=	37.5%	6.7%	Yes
Riboflavin (B2)	50%	x	0.75	=	37.5%	3.5%	Yes
Niacin (B3)	50%	x	0.75	=	37.5%	4.2%	Yes
Folic Acid (B9)	50%	x	0.75	=	37.5%	5.0%	Yes
Iron	45%	x	0.75	=	33.7%	3.9%	Yes

6. X All of the answers in Column F are “yes,” the cereal is creditable using this option
 One or more of the answers in Column F are “no,” the cereal is **not** creditable using this option

(Keep in mind that cereals meeting the requirements are allowed in the Grains/Breads Instruction or FBG flowchart are creditable even if they do not meet the FNS Nutrient Criteria for Breakfast Cereals.)

11410.3 Manual Conversion for Nutrients per Portion of a Ready-to-Cook Breakfast Cereal

Manual Conversion for Nutrients per Portion of a Ready-to-Cook Breakfast Cereal

Ready-to-Cook Cereals: *Cereal portion size from the FNS Nutrient Criteria for Breakfast Cereals = 25.0 grams ready-to-cook dry cereal*

Brand Name _____ **Cereal Name** _____

1. The portion size of the ready-to-cook dry cereal on Nutrition Facts Label = _____ cup(s)
_____ grams
2. Determine the conversion factor for nutrients (Do not round up): 25 grams *divided by* _____ grams (from Nutrition Facts Label) = _____ conversion factor for nutrients
3. Calculate the nutrients from the Nutrition Facts Label to the nutrients in 25 grams of ready-to-cook dry cereal multiplying by the conversion factor for nutrients:

A. Nutrient	B. % DV from Nutrition Facts Label	x	C. Conversion Factor for Nutrients	=	D. Nutrients per 25 grams Ready-to- Cook Dry Cereal	E. FNS Nutrient Criteria For Breakfast Cereals	F. Is the Amount in Column D Equal to or Greater than the Amount in Column E? Yes or No
Thiamin (B1)		x		=		6.7%	
Riboflavin (B2)		x		=		3.5%	
Niacin (B3)		x		=		4.2%	
Folic Acid (B9)		x		=		5.0%	
Iron		x		=		3.9%	

4. _____ All of the answers in Column F are “yes,” the cereal is creditable using this option
_____ One or more of the answers in Column F are “no,” the cereal is **not** creditable using this option

(Keep in mind that cereals meeting the requirements are allowed in the Grains/Breads Instruction or FBG flowchart are creditable even if they do not meet the FNS Nutrient Criteria for Breakfast Cereals.)

Manual Conversion for Nutrients per Portion of a Ready-to-Cook Breakfast Cereal - Example

Ready-to-Cook Cereals: *Cereal portion size from the FNS Nutrient Criteria for Breakfast Cereals = 25.0 grams ready-to-cook dry cereal*

Brand Name Quaker **Cereal Name** Instant Grits, Real Cheddar Cheese Flavor

1. The portion size of the ready-to-cook dry cereal on Nutrition Facts Label = 1 packet cup(s)
28 grams
2. Determine the conversion factor for nutrients (Do not round up): 25 grams *divided by* 28 grams (from Nutrition Facts Label) = 0.89 conversion factor for nutrients
3. Calculate the nutrients from the Nutrition Facts Label to the nutrients in 25 grams of ready-to-cook dry cereal multiplying by the conversion factor for nutrients:

A. Nutrient	B. % DV from Nutrition Facts Label	x	C. Conversion Factor for Nutrients	=	D. Nutrients per 25 grams Ready-to-Cook Dry Cereal	E. FNS Nutrient Criteria For Breakfast Cereals	F. Is the Amount in Column D Equal to or Greater than the Amount in Column E? Yes or No
Thiamin (B1)	10%	x	0.89	=	8.9%	6.7%	Yes
Riboflavin (B2)	10%	x	0.89	=	8.9%	3.5%	Yes
Niacin (B3)	10%	x	0.89	=	8.9%	4.2%	Yes
Folic Acid (B9)	10%	x	0.89	=	8.9%	5.0%	Yes
Iron	45%	x	0.89	=	40%	3.9%	Yes

4. X All of the answers in Column F are “yes,” the cereal is creditable using this option
 One or more of the answers in Column F are “no,” the cereal is **not** creditable using this option

(Keep in mind that cereals meeting the requirements are allowed in the Grains/Breads Instruction or FBG flowchart are creditable even if they do not meet the FNS Nutrient Criteria for Breakfast Cereals.)

11500 USDA Child Nutrition (CN) Labels

The USDA, Child Nutrition (CN) Labeling Program provides food manufacturers the option to include a standardized food crediting statement on their product label. CN Labels must be authorized by USDA, FNS prior to use and manufacturers must have quality control procedures and inspection oversight that meet the FNS requirements.

USDA has made lists available of authorized CN labels issued to manufacturers since January 2005, on the FNS CN Labeling Program website.

The web address for the FNS CN Labeling Program is:

<http://www.fns.usda.gov/cnd/cnlabeling/authorized.htm>

The website provides links to manufacturers and products that have met the Quality Control Program requirements for the CN Labeling Program, which includes the United States Department of Commerce's (USDC) seafood inspection program and the Food Safety and Inspection Service inspection directory for meat, poultry and eggs. The lists are updated monthly.

For additional information on the CN Labeling Program and how it can be used in meeting meal pattern requirements, see Appendix C of your *Food Buying Guide for Child Nutrition Programs*, also available online at

<http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>

11600 Additional Information

11610 Imported Plasticware Safety

Any supplier with an office or address in the United States must abide by Food and Drug Administration (FDA) regulations. While many manufacturers use labor and products from all over the world, they still have to follow FDA rules regarding the chemical composition of the final product.

The FDA also states that imported plastic ware that does not contain bright colors or is overly soft or flexible provides little risk of migration of chemicals into food. They further noted that food should not be heated or micro waved in imported plastic ware unless the plastic ware is specifically made for microwave use.