

Using Product Formulation Statements in the Summer Food Service Program

This guidance applies to meals and snacks served in the U.S. Department of Agriculture’s (USDA) Summer Food Service Program (SFSP). For information on the SFSP meal patterns, visit the “[Meal Patterns](#)” section of the Connecticut State Department of Education’s (CSDE) SFSP webpage. For information on the crediting requirements, visit the CSDE’s [Crediting Foods in the Summer Food Service Program](#) webpage and [Crediting Documentation for the Child Nutrition Programs](#) webpage.



Contents

Required Crediting Documentation for Processed Foods.....	2
Overview of PFS Forms.....	3
When a PFS is required	3
Verifying PFS forms for accuracy	3
Figure 1. Sample PFS for a commercial MMA product	4
Required PFS Information	5
Guidance for Reviewing PFS Forms.....	8
Storing PFS Forms	8
USDA PFS Forms.....	8
PFS forms for MMA component	9
PFS forms for vegetables/fruits component	9
PFS forms for grains/breads component.....	9
Resources.....	10



Using Product Formulation Statements in the Summer Food Service Program

Required Crediting Documentation for Processed Foods

The SFSP meal patterns require specific portions of four meal components for each meal and grade group. These include meats/meat alternates (MMA), grains/breads, vegetables/fruits, and milk. The USDA requires that's SFSP sponsors must be able to document how processed foods credit toward these meal components in reimbursable meals and snacks.

Processed foods are commercially prepared foods and beverages with added ingredients. Some examples include:

- combination foods that contain more than one meal component, e.g., pizza, chicken nuggets, cheese ravioli, hummus and other bean dips, fruit and yogurt smoothies, fruit-filled pastries, and trail mixes with dried fruits and nuts;
- foods with added liquids, binders, and extenders, e.g., deli meats, hotdogs, and sausages (refer to the CSDE's resources, [Crediting Deli Meats in the Summer Food Service Program](#) and [Crediting Commercial Meat/Meat Alternate Products in the Summer Food Service Program](#));
- dried meat, poultry, and seafood products, e.g., jerky and summer sausages;
- foods that are alternate protein products (APPs) or contain APPs (refer to the CSDE's resource, [Requirements for Alternate Protein Products in the Summer Food Service Program](#));
- fruits and vegetables with added ingredients, e.g., breaded onion rings, french fries, hash brown patties, coleslaw, and dried soup mix; and
- grain products with an ingredients statement and packaging that do not provide sufficient information to determine if they meet the SFSP crediting requirements (refer to the CSDE's resource, [When Commercial Grain Products Require a Product Formulation Statement to Credit in the Summer Food Service Program](#)).

These types of foods require specific documentation to credit toward the meal components of the SFSP meal patterns. SFSP sponsors must obtain this documentation prior to purchasing, serving, and claiming the food product in reimbursable meals and snacks.

SFSP sponsors are ultimately responsible if a menu does not meet the meal pattern requirements. The USDA requires crediting documentation to demonstrate how food items meet the requirements of the meal pattern regulations.

Using Product Formulation Statements in the Summer Food Service Program

Overview of PFS Forms

A PFS is a document developed by manufacturers that provides specific information about how a commercial processed product credits toward the USDA's meal patterns for the Child Nutrition Programs (refer to figure 1). These forms generally include a detailed explanation of what the product contains and indicate the amount of each ingredient in the product by weight.

While only processed products that contain at least ½ ounce equivalent (oz eq) of MMA are eligible for CN labels, a PFS can be used to document the meal pattern contribution for any processed food product. However, unlike CN labels, the information on PFS forms might vary among manufacturers because the USDA does not review, approve, or monitor these forms.

The SFSP meal patterns list the quantities for the MMA component in ounces instead of oz eq. The amount that credits as 1 oz eq or 1 ounce of MMA is the same.

When a PFS is required

SFSP sponsors must obtain a PFS from the manufacturer for all commercial processed products without a Child Nutrition (CN) label that are not listed in the USDA's [Food Buying Guide for Child Nutrition Programs](#) (FBG). Products without a PFS or CN label do not credit in reimbursable meals and snacks.

To avoid additional burdens on food industry partners, SFSP sponsors cannot request a PFS or additional crediting information when a valid CN label or watermarked CN label is provided. For guidance on CN labels, refer to the CSDE's resource, [Using Child Nutrition \(CN\) Labels in the Summer Food Service Program](#), and visit the "Child Nutrition Labels" section of the CSDE's Crediting Documentation for the Child Nutrition Programs webpage.

Verifying PFS forms for accuracy

SFSP sponsors are responsible for verifying that the calculations and meal pattern contribution statement on a manufacturer's PFS are accurate. Prior to purchasing, serving, and claiming the food product in reimbursable meals and snacks, SFSP sponsors must review the PFS to ensure that it includes each required element and that the crediting calculations are correct. If any information is missing or incorrect, SFSP sponsors must request a revised PFS from the manufacturer, with supporting documentation if needed.

The USDA encourages careful review of product literature. SFSP sponsors are accountable for ensuring that reimbursable meals and snacks meet the meal pattern requirements.

Using Product Formulation Statements in the Summer Food Service Program

Figure 1. Sample PFS for a commercial MMA product



Product Formulation Statement for Documenting Meats/Meat Alternates (M/MA) in Child Nutrition Programs

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative.

Product Name: Grilled Chicken Nuggets Code No.: 123456
 Manufacturer: ABC Chicken Company Serving Size: 4 nuggets (2.6 ounces)

I. Meats

Fill out the chart below to determine the creditable amount of Meats.

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBG)	OUNCES PER RAW PORTION OF CREDITABLE MEAT INGREDIENT A	MULTIPLY	FBG YIELD ¹ B	CREDITABLE AMOUNT A x B
Boneless chicken	2.88 ounces	x	.7	2.016
		x		
		x		
C. Total Creditable Meats Amount⁵				2.016

¹ FBG yield = Additional Information column.

Total weight (per portion) of product as purchased 2.6 ounces

Total creditable amount of product (per portion). (Reminder: total creditable amount (per portion) cannot exceed the total weight (per portion).) 2 ounce equivalents

I certify that the above information is true and correct and that a 2.6 ounce serving of the above product (ready for serving) contains 2 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

John Smith
Signature

President
Title

John Smith
Printed Name

12/09/2022
Date

(800) 123-4567
Phone Number

Using Product Formulation Statements in the Summer Food Service Program

Required PFS Information

A PFS is an official certified document of the company. It must be on company letterhead and signed by a person of authority in the company, such as the quality control manager or the appropriate staff in nutrition or research and development. This signature may be handwritten, stamped, or electronic.

PFS forms must include specific elements to be acceptable as crediting documentation for the SFSP. The product's label with the ingredients statement must also be attached.

PFS forms that do not contain the required elements cannot be accepted as crediting documentation. SFSP sponsors must request a revised PFS from the manufacturer, with supporting documentation if needed.

Guidance on the required PFS elements is below.

1. **Product name:** The product name on the PFS must match or have a similar description to the name on the product label. Some examples are below.

Name on label	Name on PFS	Acceptable match?
Crispy breaded square chicken strips	Breaded chicken strips	Yes. The description is similar.
Crispy breaded square chicken strips	Chicken	No. "Chicken" does not indicate the type or form of the food, i.e., that the chicken is breaded or in the form of strips.
Early Harvest Green Beans	Beans	No. "Beans" does not sufficiently match the description on the product label because it does not indicate the type of beans.
Early Harvest Green Beans	Green beans	Yes. This matches the type of beans listed on the product label.

Using Product Formulation Statements in the Summer Food Service Program

3. **Product code:** A unique identifier assigned by the manufacturer that may include numbers, letters, or a combination of both.
4. **Serving or portion size:** The serving size stated on the PFS should represent the amount of the product as purchased or ready for serving. This is the amount of food needed to provide the creditable amount stated on the PFS. The serving size may be stated as a weight or measure. Servings listed as measures should also include the weight of the measure. Some examples include one beef patty (2 ounces or 56 grams) and 2 pancakes (50 grams).
5. **Creditable ingredients:** The creditable ingredients must match or have a similar description to the ingredients listed on the product's label and a food item in the FBG.
 - The PFS must provide information about the creditable ingredients, including the specific type or form, e.g., fresh, frozen, canned, or dry.
 - The PFS must include the percentage of fat for ground beef or ground pork ingredients because this directly correlates to the cooking yield. The percentage of fat is not required for ground poultry, such as turkey and chicken.
 - If the manufacturer claims that the product provides a higher creditable amount than the amount listed in the FBG, the PFS must clarify all credited ingredients and demonstrate how the product provides that creditable amount according to the USDA's regulations, guidance, or policies.
6. **Information demonstrating meal pattern contribution:** The PFS must demonstrate how the creditable ingredients contribute to the USDA's meal patterns for the SFSP.
 - **Rounding rules:** The manufacturer's crediting calculations must follow the USDA's rounding rules for the meal pattern contribution. All creditable amounts must round down to the nearest creditable amount for the specific meal component, i.e., $\frac{1}{4}$ oz eq for MMA and grains and $\frac{1}{8}$ cup for fruits and vegetables. For example, 1.49 oz eq of grains credit as 1.25 oz eq and $2\frac{1}{2}$ tablespoons of vegetables credit as 2 tablespoons ($\frac{1}{8}$ cup).
 - **Product weight versus creditable amount:** The creditable amount cannot exceed the total weight of the product. For example, a hamburger that weighs $1\frac{1}{2}$ ounces cannot credit as 2 ounces of the MMA component.

Using Product Formulation Statements in the Summer Food Service Program

- **Visible meal components:** The creditable meal components in the finished product must be visible (recognizable). For example, to credit toward the MMA component, the product must have a visible meat or meat alternate (such as a sausage link, beans, cheese, or peanut butter) and the PFS must specify the method for crediting these items.

Note: Unrecognizable ingredients do not credit. Some examples include peanut butter in smoothies, pureed tofu in soups, applesauce in muffins, and pureed fruits and vegetables in foods other than smoothies. The USDA's intent for this requirement is to ensure that children can easily identify the foods in reimbursable meals and snacks. The USDA emphasizes the importance of the nutrition education aspect of the Child Nutrition Programs, which includes the goal of helping children easily recognize the key food groups that contribute to a healthy meal.

- **Supporting documentation for APPs:** The PFS for products that contain APPs must provide supporting documentation to indicate that these ingredients meet the USDA's requirements ([Appendix A of the SFSP regulations](#)). Acceptable documentation includes a CN label, or a PFS from the manufacturer with supporting documentation on company letterhead that the APP ingredient meets the USDA's requirements (refer to the sample documentation on page 6 of the USDA's [Questions and Answers on Alternate Protein Products](#)). For additional guidance, refer to the CSDE's resource, [Requirements for Alternate Protein Products in the Summer Food Service Program](#).

PFS forms that do not contain the required elements cannot be accepted as crediting documentation.

Manufacturers are responsible for ensuring that commercial products are processed to meet the meal pattern contribution stated on the PFS. SFSP sponsors are responsible for verifying the PFS form's crediting information before serving the product and maintaining this documentation on file for the CSDE's Administrative Review of the SFSP.

Using Product Formulation Statements in the Summer Food Service Program

Guidance for Reviewing PFS Forms

Training on PFS forms is available in the CSDE's Summer Meals annual training module, [Crediting Documentation for Summer Meals](#); Module 6: Meal Pattern Documentation Part B – Crediting Commercial Processed Products of the CSDE's training program, [What's in a Meal: National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#); and the Institute of Child Nutrition's online training, [FBG Module 3: Product Formulation Statements](#). For guidance on how to review a grain PFS, refer to the CSDE's [When Commercial Grain Products Require a Product Formulation Statement to Credit in the Summer Food Service Program](#). Additional guidance on PFS forms is available in the "Product Formulation Statements" section of the CSDE's [Crediting Documentation for the Child Nutrition Programs](#) webpage.

Storing PFS Forms

SFSP sponsors must maintain PFS forms and crediting documentation on file in accordance with the records retention requirements for the SFSP (refer to the CSDE's resource, [Records Retention Requirements for the Child and Adult Care Food Program](#)). This documentation must be current and will be reviewed by the CSDE during the Administrative Review of the SFSP.

The CSDE recommends maintaining PFS forms in a designated binder or folder for easy reference. Electronic copies of PFS forms should be stored in an easily accessible electronic folder.

USDA PFS Forms

The USDA's [Food Manufacturers/Industry](#) webpage provides PFS templates for the MMA, grains, fruits, and vegetables components, and resources to assist SFSP sponsors with evaluating the accuracy of a PFS. These resources are listed below.

Manufacturers are not required to use the USDA forms. However, alternate PFS forms must include all required information from the USDA forms.

Manufacturers may modify the USDA's PFS forms for various types of commercial products. For example, a PFS for cheese pizza could include crediting information for the vegetables component (tomato sauce) in addition to the MMA component (cheese) and grains component (crust). Manufacturers may choose to use one PFS to document the crediting information for each meal component but must clearly identify how each component contributes to the meal pattern requirements. The PFS must include the information needed for SFSP sponsors to determine how the product credits in the SFSP.

Using Product Formulation Statements in the Summer Food Service Program

PFS forms for MMA component

This PFS documents the ounces of MMA in one serving of a commercial product.

- Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products in Child Nutrition Programs (USDA):
https://www.fns.usda.gov/sites/default/files/resource-files/PFS_Meats-Meat_Alternates_Fillable_508.pdf
- Questions and Answers on Alternate Protein Products (APP) (USDA):
<https://www.fns.usda.gov/cn/questions-and-answers-alternate-protein-products>

PFS forms for vegetables/fruits component

This PFS documents the cups of fruits and vegetables in one serving of a commercial product.

- Product Formulation Statement for Documenting Vegetables and Fruits in the Child and Adult Care Food Program, Summer Food Service Program, and NSLP Afterschool Snacks (USDA):
https://www.fns.usda.gov/sites/default/files/resource-files/PFS_Total_Veg_Fruits_Fillable_508.pdf

PFS forms for grains/breads component

This PFS documents the grains/breads servings in one serving of a commercial product.

- Product Formulation Statement for Documenting Grains/Breads Servings in the Child and Adult Care Food Program, Summer Food Service Program, and NSLP Afterschool Snacks (USDA):
https://fns-prod.azureedge.us/sites/default/files/resource-files/PFS_Grains-Breads_Servings_Fillable_508.pdf
- Product Formulation Statement for Documenting Grains/Breads Servings in the Child and Adult Care Food Program, Summer Food Service Program, and NSLP Afterschool Snacks (USDA):
https://www.fns.usda.gov/sites/default/files/resource-files/PFS_Example_Grains-Breads_Servings.pdf

Using Product Formulation Statements in the Summer Food Service Program

Resources

Accepting Processed Product Documentation in the Summer Food Service Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/accepting_processed_product_documentation_sfsp.pdf

Accepting Product Documentation (CSDE's Crediting Documentation for the Child Nutrition Program webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/accepting-product-documentation>

Appendix A to 7 CFR 225: Alternate Foods for Meals (USDA):

<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225#Appendix-A-to-Part-225>

Crediting Documentation for the Child Nutrition Program (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs>

Crediting Foods in the Summer Food Service Program (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-the-summer-food-service-program>

FBG Module 3: Product Formulation Statements (Institute of Child Nutrition):

<https://theicn.docebosaaS.com/learn/courses/139/fbg-module-3-product-formulation-statements-pfs>

Food Buying Guide for Child Nutrition Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Food Manufacturers/Industry (USDA webpage):

<https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>

Manufacturer's Product Formulation Statement: Is it Acceptable? (ICN and USDA):

<https://www.youtube.com/watch?v=xtUo70IP9cc>

Manufacturer's Product Formulation Statement: Is it Acceptable? Presentation Slides (Institute of Child Nutrition and USDA):

<https://theicn.org/resources/930/march-2016/109876/manufacturers-product-formulation-statement-pfs03-31-16.pdf>

Product Formulation Statements (CSDE's Crediting Documentation for the Child Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/product-formulation-statements>

Using Product Formulation Statements in the Summer Food Service Program

Records Retention Requirements for the Summer Food Service Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/records_retention_sfsp.pdf

Summer Meals Annual Training Module: Crediting Documentation for Summer Meals
("Annual Training" section of CSDE's SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training#CreditingDocumentation>

Tips for Evaluating a Manufacturer's Product Formulation Statement (USDA):

<https://www.fns.usda.gov/sites/default/files/resource-files/manufacturerPFStipsheet.pdf>

USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting
Processed Product Documentation for Meal Pattern Requirements:

<https://www.fns.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation>

Using Child Nutrition (CN) Labels in the Summer Food Service Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsp/cn_labels_sfsp.pdf

What's in a Meal Module 6: Meal Pattern Documentation Part B – Crediting Commercial
Processed Products (CSDE's Training Program, What's in a Meal: National School Lunch
Program and School Breakfast Program Meal Patterns for Grades K-12):

<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials>

When Commercial Grain Products Require a Product Formulation Statement to Credit in the
Summer Food Service Program (CSDE):

https://portal.ct.gov/sde/nutrition/-/media/sde/nutrition/sfsp/mealpattern/when_commercial_grain_products_require_pfs_sfsp.pdf

Using Product Formulation Statements in the Summer Food Service Program

For more information, visit the CSDE's [Crediting Documentation for the Child Nutrition Programs](#) webpage or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/product_formulation_statements_sfsp.pdf

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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