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***** CDPHE-CACFP PROCEDURE MEMO CENTERS #15-18 *****
***** CDPHE-CACFP PROCEDURE MEMO ADC #15-09 *****

DATE: June 18, 2015
MEMO CODE: CENTERS #15-18, ADC #15-09
SUBJECT: CN Label Verification
TO: CACFP institutions serving CN-Labeled menu items

The Colorado Department of Public Health and Environment - Child and Adult Care Food Program (CDPHE-CACFP) received additional guidance from the United States Department of Agriculture - Food and Nutrition Service (USDA-FNS) regarding CN Label verification during CDPHE-CACFP reviews of institutions (USDA policy SP 11-2015 (v2), CACFP 10-2015, SFSP 13-2015). This guidance outlines the requirements State Agency personnel must use when verifying acceptable documentation for CN Labels.

Institutions serving menu items that require a CN Label must keep the following:

- 1) The original CN Label from the product carton; or
- 2) A photocopy of the CN Label on the original product carton; or
- 3) A photograph of the CN Label on the original product carton.

CN Labels that are photocopied or photographed must be taken while the label is a part of the original product carton, and must be visible and legible.

During a review, if the original CN Label, or the valid photograph or photocopy of the original CN Label is not available, institutions may provide the Bill of Lading (invoice) containing the product name and the following information:

- 1) A hard copy of the CN Label 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.

CN Labels with a watermark may be provided by manufacturers during the bidding process for product procurement requiring bids. Product information on the CN Label with a watermark can change. Institution representatives are encouraged to verify that the CN Label with a watermark came from the actual product that was purchased and accurately describes the product.

If a product does not have a CN Label, the reviewer will ask for additional crediting information such as a signed manufacturer's Product Formulation Statement (PFS) on the manufacturer's letterhead that demonstrates how the processed product contributes to the meal pattern requirements.

Institutions are ultimately responsible if a menu does not fulfill meal pattern requirements and must keep supporting documentation. Institutions are responsible for requesting and verifying the accuracy of the supporting documentation.

Please contact the CDPHE-CACFP office at 303-692-2330 with questions.

