

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: MEAL PLANNING

www.sde.ok.gov/sde/summerfood



TOPICS

- SFSP Meal Pattern Requirements
- Cycle Menus
- Food Production Records
- Food Buying Guide
- CN Labels and Product Formulation Statements
- Inventory



MEAL PATTERN REQUIREMENTS

- Food Component
- Food Item



<http://www.fns.usda.gov/sfsp-meals-and-snacks>



CYCLE MENUS

Refer to the “*Nutrition Guidance for Sponsors*”
for *Sample Cycle Menus*



[http://www.fns.usda.gov/sites/default/files/Nutrition Guide.pdf](http://www.fns.usda.gov/sites/default/files/Nutrition%20Guide.pdf)



MEAL PRODUCTION RECORDS

- New requirement in 2016
- Form located under Forms on webpage
- Schools may use form used for NSLP
- Must be maintained daily



OKLAHOMA STATE DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAMS (CNP)

SUMMER FOOD SERVICE PROGRAM (SFSP)

Menu Plan for Breakfast

Sponsoring Organization: _____ Week of: _____

	Day	Date	Day	Date	Day	Date
FOOD COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE	ITEM	SERVING SIZE
Milk, fluid						
Vegetable/Fruit or Juice ²						
Grains/Bread						
Additional ³						
Additional ³						

	Day	Date	Day	Date
FOOD COMPONENT	ITEM	SERVING SIZE	ITEM	
Milk, fluid				
Vegetable/Fruit or Juice				
Grains/Bread				
Additional ³				
Additional ³				

The minimum amount of food to be served at breakfast is as follows¹:

Milk, fluid	1 cup
Veg/Fruit/Juice ²	½ cup
Grains/Bread	1 slice or equivalent

1. The information presented here represents general guidelines. For specific information, consult the Sponsor Handbook, Sponsor Meal Preparation Handbook, or program regulations.

2. For equivalents, consult the Sponsor Meal Preparation Handbook.

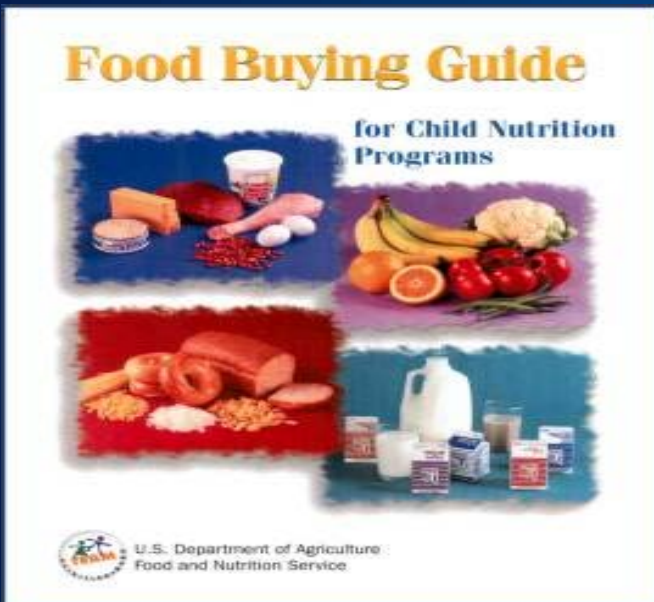
3. Food items that are not required components or which are served in excess of the required amounts.

Daily Menu Production Worksheet

Date (1):		Sponsor:		Site:				
Meal Pattern		Menu (2)	Food Item Used (3)	Quantity Used (4)	Serving Size (5)	C P (6)	P A (7)	Left-overs (8)
Breakfast	Milk, Fluid Juice or Fruit or Vegetable Grain/Bread							
AM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate							
Lunch	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate							
PM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate							
Supper	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate							
Additional Comments:								



FOOD BUYING GUIDE



United States
Department of Agriculture
(USDA)
Food and Nutrition Service



FOOD BUYING GUIDE

Whether serving 10 or 1000 meals, the concept is the same!

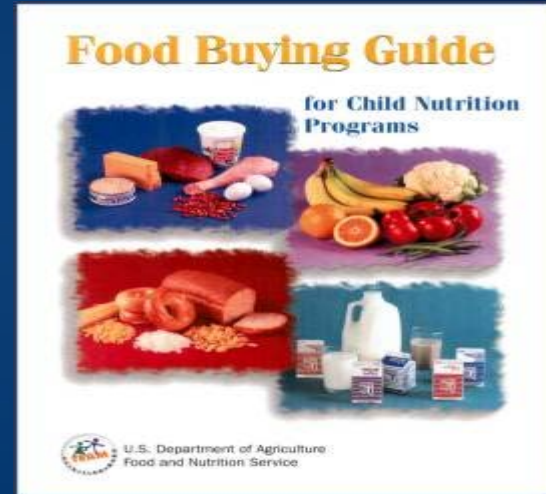
- Will the meal meet requirements for the appropriate CNP?
- How many servings will you get from a specific quantity of food?
- What quantity of the raw product will provide the amount of ready-to-cook food called for in a recipe?
- How much food will you need to buy?



FOOD BUYING GUIDE (FBG)

The FBG is divided into 7 sections and an index.
The sections are as follows:

- Introduction
- M/MA
- V/F
- G/B
- Milk
- Other Foods
- Appendices A–E



FOOD BUYING GUIDE

- Foods you choose to use must appear in the *Food Buying Guide* **exactly** as shown on label.



FOOD BUYING GUIDE

Examples:

- Beans, Green, flat Italian, frozen, whole
- Chicken, Boneless, fresh or frozen, Tenders; Tenderloins (boneless, chicken breast pieces without skin)
- Potatoes, French Fries, frozen; shoestring, straight cut, low moisture



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http://www.fns.usda.gov/tn/Resources/FBG_Section_2-VegFruits.pdf

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Section 2—Vegetables/Fruits

1 Food As Purchased, AP	2 Purchase Unit	3 Servings per Purchase Unit, EP	4 Serving Size per Meal Contribution	5 Purchase Units for 100 Servings	6 Additional Information
BEANS, GREEN (continued)					
Beans, Green, canned <i>Whole</i> <i>Includes USDA Commodity</i>	No. 10 can (101 oz)	39.5	1/4 cup heated, drained vegetable	2.6	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 10 can (101 oz)	52.2	1/4 cup drained vegetable	2.0	
	No. 2-1/2 can (28 oz)	14.4	1/4 cup heated, drained vegetable	7.0	1 No. 2-1/2 can = about 16.0 oz (3-5/8 cups) drained, unheated beans
	No. 300 can (14-1/2 oz)	4.58	1/4 cup heated, drained vegetable	21.9	1 No. 300 can = about 7.3 oz (1-1/8 cups) heated, drained beans
	No. 300 can (14-1/2 oz)	6.95	1/4 cup drained vegetable	14.4	1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans

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	No. 10 can (101 oz)	52.2	1/4 cup drained vegetable	2.0	
	No. 2-1/2 can (28 oz)	14.4	1/4 cup heated, drained vegetable	7.0	1 No. 2-1/2 can = about 16.0 oz (3-5/8 cups) drained, unheated beans
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CREDITING PRE-PREPARED PRODUCTS

CN Labels

OR



Product Formulation Statements

What Is the CN Labeling Program?

A voluntary Federal labeling program for CNP

Provides information regarding the food product's contribution to the meal patterns.

A sample CN logo:

————— CN —————

XXXXXX*

CN This 2.31 oz fully cooked Beef Patty with Textured Soy Flour provides
2.00 oz equivalent meat/meat alternate for the Child Nutrition Meal CN
Pattern Requirements. (Use of this logo and statement authorized by
the Food and Nutrition Service, USDA XX-XX**)

————— CN —————

* CN identification number
** Month & Year of approval



A CN Label Contains:

Logo With Distinct
Border



6-Digit Product
Identification
Number



CN

000000

CN

This 5.00 oz pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz equivalent meat/meat alternate, 1/8-cup serving of vegetable, and 1-1/2 servings of bread alternate for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX-XX**)

CN



Month and Year of Approval



CN

Meal Pattern Contribution
Statement Specifying CN
Label Was Authorized by
FNS



PRODUCT FORMULATION STATEMENT

- Another means of crediting food
- Must come from the manufacturer
- Sponsor determine if meets requirements
- Maintained with documents



INVENTORY AND STORAGE

- *Administrative Guidance*
- *Nutrition Guidance Manual*
 - Receiving Food
 - Storage of Food
 - Inventory, ***both beginning and ending***



QUESTIONS?

CONTACT THE SA OFFICE @ 405-521-3327



QUESTIONS?

Contact the State Agency @ 405-521-3327



NON-DISCRIMINATION STATEMENT

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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