

CAFETERIA  
MANAGERS'  
SECTION

# CAFETERIA MANAGERS SECTION

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# THE MANAGEMENT OF CHILD NUTRITION PROGRAMS

School meals impact children every day throughout the United States. Millions of children are affected by hunger and food insecurity. At the same time, childhood obesity is still a concern. While childhood obesity remains a global public health challenge, many communities around the world are showing signs of progress and demonstrating innovation in halting and reversing the childhood obesity epidemic. We know that most children have access to food outside of the school meal environment; however, it is our responsibility as cafeteria managers to ensure that while they are in school, we offer children well-balanced meals. The United States Department of Agriculture (USDA) Breakfast and Lunch Meal Patterns are consistent with the 2015 Dietary Guidelines for Americans and MyPlate messages. The Dietary Guidelines for Americans are revised every five years and are based on the latest scientific evidence related to diet and health. MyPlate is a picture illustrating messages that help consumers know that the foods they are choosing are consistent with the Dietary Guidelines.

## 2015 DIETARY GUIDELINES FOR AMERICANS

### Key Recommendations

Consume a healthy eating pattern that accounts for all foods and beverages within an appropriate caloric level.

A healthy eating pattern includes:

- A variety of vegetables from all of the subgroups—dark green, red and orange, legumes (beans and peas), starchy, and other
- Fruits, especially whole fruits
- Grains, at least half of which are whole grains
- Fat-free or lowfat dairy, including milk, yogurt, cheese, and/or fortified soy beverages
- A variety of protein foods, including seafood, lean meats and poultry, eggs, legumes (beans and peas), and nuts, seeds, and soy products
- Oils

A healthy eating pattern limits:

- Saturated fats and *trans* fats, added sugars, and sodium

Key recommendations that are quantitative are provided for several components of the diet that should be limited. These components are of particular public concern in the United States, and the specified limits can help individuals achieve healthy eating patterns within caloric limits:

- Consume less than 10 percent of calories per day from added sugars<sup>1</sup>
- Consume less than 10 percent of calories per day from saturated fats<sup>2</sup>
- Consume less than 2300 milligrams (mg) per day of sodium<sup>3</sup>

## NOTES

<sup>1</sup> The recommendation to limit the intake of calories from added sugars to less than 10 percent per day is a target based on food pattern modeling and national data on intakes of calories from added sugars that demonstrate the public health need to limit calories from added sugars to meet food group and nutrient needs within caloric limits. The limit on calories from added sugars is not a Tolerable Upper Intake Level (UL) set by the Institute of Medicine (IOM). For most caloric levels, there are not enough calories available after meeting food group needs to consume 10 percent of calories from added sugars and 10 percent of calories from saturated fats and still stay within caloric limits.

<sup>2</sup> The recommendation to limit intake of calories from saturated fats to less than 10 percent per day is a target based on evidence that replacing saturated fats with unsaturated fats is associated with reduced risk of cardiovascular disease. The limit on calories from saturated fat is not a UL set by the IOM. For most caloric levels, there are not enough calories available after meeting food group needs to consume 10 percent of calories from added sugars and 10 percent of calories from saturated fats and still stay within caloric limits.

<sup>3</sup> The recommendation to limit intake of sodium to less than 2300 mg per day is the UL for individuals aged 14 years and older set by the IOM. The recommendations for children younger than 14 years of age are the IOM age- and sex-appropriate.

## TOP 10 THINGS YOU NEED TO KNOW ABOUT THE 2015-2020 DIETARY GUIDELINES FOR AMERICANS

The Dietary Guidelines provide a clear path to help Americans eat healthfully, informed by a critical and transparent review of the scientific evidence on nutrition

1. A lifetime of healthy eating helps to prevent chronic diseases like obesity, heart disease, high blood pressure, and Type 2 diabetes.
2. Healthy eating is one of the most powerful tools we have to reduce the onset of disease. The Dietary Guidelines' recommendations can help you make informed choices about eating for you and your family.
3. The path to improving health through nutrition is to follow a healthy eating pattern that is right for you. Eating patterns are the combination of foods and drinks you eat over time. A healthy eating pattern is adaptable to a person's taste preferences, traditions, culture, and budget.
4. A healthy eating pattern includes:
  - A variety of vegetables: dark green, red and orange, legumes (beans and peas), starchy, and other
  - Fruits, especially whole fruits
  - Grains, at least half of which are whole grains
  - Fat-free or lowfat dairy, including milk, yogurt, cheese, and/or fortified soy beverages
  - A variety of protein foods, including seafood, lean meats and poultry, eggs, legumes (beans and peas), and nuts, seeds, and soy products
  - Oils, including those from plants: canola, corn, olive, peanut, safflower, soybean, and sunflower. Oils also are naturally present in nuts, seeds, seafood, olives, and avocados.
5. Healthy eating patterns limit added sugars. Less than 10 percent of your daily calories should come from added sugars. *ChooseMyPlate.gov* provides more information about added sugars, which sugars and syrups that are added to foods or beverages when they are processed or prepared. This does not include naturally occurring sugars such as those consumed as part of milk and fruits.
6. Healthy eating patterns limit saturated and *trans* fats. Less than 10 percent of your daily calories should come from saturated fats. Foods that are high in saturated fat include butter, whole milk, meats that are not labeled as lean, and tropical oils such as coconut and palm oil. Saturated fats should be replaced with unsaturated fats such as canola or olive oil.
7. Healthy eating patterns limit sodium. Adults and children aged 14 years and over should limit sodium to less than 2300 mg per day, and children younger than 14 years should consume even less. Use the Nutrition Facts label to check for sodium, especially in processed foods like pizza, pasta dishes, sauces, and soups.
8. Most Americans can benefit from making small shifts in their daily eating habits to improve their health over the long haul. Small shifts in food choices—over the course of a week, a day, or even a meal—can make a difference in working toward a healthy eating pattern that works for you.
9. Remember physical activity! Regular physical activity is one of the most important things individuals can do to improve their health. According to the Department of Health and Human Services' Physical Activity Guidelines for Americans, adults need at least 150 minutes of moderate intensity physical activity each week and should perform muscle-strengthening exercises on two or more days each week. Children aged 6 to 17 years need at least 60 minutes of physical activity per day, including aerobic, muscle-strengthening, and bone-strengthening activities.
10. Everyone has a role—home, school, workplace, community, and food retail outlets—in encouraging easy, accessible, and affordable ways to support healthy choices.
  - **At home, you and your family** can try out small changes to find what works for you, like adding more veggies to favorite dishes, planning meals and cooking at home, and incorporating physical activity into time with family and/or friends.
  - **Schools** can improve the selection of healthy food choices in cafeterias and vending machines, provide nutrition education programs and school gardens, increase school-based physical activity, and encourage parents and caregivers to promote healthy changes at home.
  - **Workplaces** can encourage walking or activity breaks; offer healthy food options in the cafeteria, vending machines, and at staff meetings or functions; and provide health and wellness programs and nutrition counseling.
  - **Communities** can increase access to affordable, healthy food choices through community gardens, farmers' markets, shelters, and food banks, and create walkable communities by maintaining safe public spaces.
  - **Food retail outlets** can inform consumers about making healthy changes and provide healthy food choices.

## MEAL PATTERNS

### A. Overview

#### 1. Reason for Change

- a. School meals impact millions of children every day.
- b. Obesity and food insecurity/hunger threaten the health of these children.

Childhood obesity is at an all-time high. At the same time, millions of children are affected by hunger and food insecurity. It is not implying that school meals are the cause of childhood obesity, because children have a variety of access to food outside of the school meal environment. In fact, new research indicates that children and adolescents consume more calories in added sugars *at home* rather than away from home for both beverages and foods. These results are consistent with results for total caloric intakes. That is, 65 percent of the total calories that children and adolescents consumed were consumed at home.

- c. Changes consistent with the 2010 Dietary Guidelines for Americans and MyPlate messages.

- 2010 Dietary Guidelines

The Dietary Guidelines for Americans are revised every five years and are based on the latest scientific evidence related to diet and health.

- MyPlate is a picture illustrating messages that help consumers know that the foods they are choosing are consistent with the Dietary Guidelines. MyPlate messages are:

- Fill 1/2 your plate with fruits and vegetables.
- Make 1/2 your grains whole.
- Switch to 1% milk.
- Cut back on solid fat, added sugar, and salt.

- d. Schools are a good place to make healthy food choices accessible to youth.

The new rule offers students greater opportunity to make healthy choices while at school, while also assuring that students who experience hunger or food insecurity have increased access to the healthy foods they need to grow and learn.

### B. One Approach

#### 1. Food-Based Menu Planning (Refer to the New School Meal Requirements on **pages CM-8 and CM-9**.)

- a. *A single food-based menu-planning approach is required* for school breakfast and lunch.
- b. The benefits of using food-based menu planning include:
  - (1) Simplified management training and monitoring is expected to result in program savings.

- (2) Serves as a teaching tool to help children choose a balanced meal.
  - (3) Ensures students have access to key food groups recommended by the Dietary Guidelines.
  - (4) Easier for schools to communicate the meal improvements to parents and the community-at-large.
- c. **Lunch:** Schools must use food-based menu planning for lunch. (Refer to Lunch Meal Pattern on **page CM-8**.)
- d. **Breakfast:** Schools must use the new meal pattern breakfast requirements. (Refer to page **CM-9**.)
2. Identification of the Reimbursable Meal at the Beginning of the Food Service Line (Reference United States Department of Agriculture [USDA] Regulation §210.10[a][2] and §220.8[h] and [j])
- a. Schools are required to identify the foods that are part of the reimbursable meal near or at the beginning of the serving line. This seeks to ensure that students understand the components of the reimbursable meal and do not make unintentional purchases of à la carte foods.
  - b. Schools have discretion as to how to identify the foods that are part of the reimbursable meal. For example, the items in a reimbursable meal might be posted in signage near the beginning of the line.
3. Three Grade Groups Are Required for Breakfast and Lunch
- a. The new requirements include **new grade group classifications**. They are more narrow to provide for the **age-appropriate nutrition needs** of students. The rule requires schools to **use the same grade groups for planning both lunch and breakfast meals**.
  - b. The rule does allow **some flexibility** to schools that have different grade configurations. For example, a school site that includes Grades K-8 may use one meal pattern.
  - c. The **meal patterns for the K-5 and 6-8 grade groups do overlap**; therefore, a single menu can be used to meet the needs of children in Grades K-8. However, the **dietary specifications for each grade group must also be met**. This will **require careful planning**. In other words, the meal pattern would include the food quantities that overlap in each of the groups. In addition, the maximum caloric limits cannot be exceeded for the younger students.

In contrast, **meal patterns do not overlap for Grades 6-8 and 9-12**. For this reason, **one single menu with the same amounts of food will not work**. Schools that consist of both grade/groups must develop menus accordingly to meet needs of these two separate groups. Most usually, these will **only include differences in serving sizes rather than different food items**.

- d. Additionally, the new meal pattern does not allow for schools with a grade configuration with one grade above or below the grade grouping to follow the predominant grade group requirements (as was previously allowable).

e. The three grade groups are:

- Grades K-5
- Grades 6-8
- Grades 9-12

<b>Grade Group Differences</b>								
<p><b>Grade Level:</b> <b>K-5</b></p> <p><b>Calorie Ranges</b> <b>Breakfast: 350-500</b> <b>Lunch: 550-650</b></p>	<p><b>Grade Level:</b> <b>6-8</b></p> <p><b>Calorie Ranges</b> <b>Breakfast: 400-550</b> <b>Lunch: 600-700</b></p>	<p><b>Grade Level:</b> <b>9-12</b></p> <p><b>Calorie Ranges</b> <b>Breakfast: 450-600</b> <b>Lunch: 750-850</b></p>						
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 50%;"><b>Caloric Overlaps</b></td> <td style="width: 50%;"><b>Caloric Overlaps</b></td> </tr> <tr> <td><b>B: 400-500</b></td> <td><b>B: 450-550</b></td> </tr> <tr> <td><b>L: 600-650</b></td> <td><b>L: <i>NO OVERLAP</i></b></td> </tr> </table>		<b>Caloric Overlaps</b>	<b>Caloric Overlaps</b>	<b>B: 400-500</b>	<b>B: 450-550</b>	<b>L: 600-650</b>	<b>L: <i>NO OVERLAP</i></b>	
<b>Caloric Overlaps</b>	<b>Caloric Overlaps</b>							
<b>B: 400-500</b>	<b>B: 450-550</b>							
<b>L: 600-650</b>	<b>L: <i>NO OVERLAP</i></b>							

## LUNCH MEAL PATTERN

	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food <sup>a</sup> Per Week (Minimum Per Day)		
Fruits (cups) <sup>b</sup>	2.5 (0.5)	2.5 (.5)	5 (1)
Vegetables (cups) <sup>b,c</sup>	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark Green <sup>c</sup>	0.5	0.5	0.5
Red/Orange <sup>c</sup>	0.75	0.75	1.25
Beans/Peas (Legumes) <sup>c</sup>	0.5	0.5	0.5
Starchy <sup>c</sup>	0.5	0.5	0.5
Other <sup>c,d</sup>	0.5	0.5	0.75
Additional Veg to Reach Total <sup>c</sup>	1	1	1.5
Grains (oz eq) <sup>f</sup>	8 (1)	8 (1)	10 (2)
Meat/Meat Alternates (oz eq)	8 (1)	9 (1)	10 (2)
Fluid Milk (cups) <sup>g</sup>	5 (1)	5 (1)	5 (1)
Mini-max calories (kcal) <sup>h</sup>	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium (mg) <sup>h,i</sup>	≤1230	≤1360	≤1420
Trans fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

- <sup>a</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.
- <sup>b</sup> One-quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.
- <sup>c</sup> Larger amounts of these vegetables may be served.
- <sup>d</sup> This category consists of *Other Vegetables* as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, the *Other Vegetables* requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in 210.10(c)(2)(iii).
- <sup>e</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- <sup>f</sup> All grains items (or products) must be whole grain-rich.
- <sup>g</sup> All fluid milk must be lowfat (1 percent or less, unflavored) or fat-free (unflavored or flavored).
- <sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, or sodium. Foods of minimal nutritional value (FMNV) and fluid milk with fat content greater than 1 percent are not allowed.
- <sup>i</sup> Final sodium targets must be met no later than July 1, 2022 (SY2022-2023). The second intermediate target must be met no later than SY2017-2018. See required intermediate specifications in §210.10(f)(3).



## BREAKFAST MEAL PATTERN

	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food <sup>a</sup> Per Week (Minimum Per Day)		
Fruits (cups) <sup>b,c,e</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>
Vegetables (cups) <sup>b,c</sup>	0	0	0
Dark Green <sup>c</sup>	0	0	0
Red/Orange <sup>c</sup>	0	0	0
Beans/Peas (Legumes) <sup>c</sup>	0	0	0
Starchy <sup>c</sup>	0	0	0
Other	0	0	0
Additional Veg to Reach Total	0	0	0
Grains (oz eq) <sup>f</sup>	7 (1)	8 (1)	9 (1)
Meat/Meat Alternates (oz eq)	0 <sup>j</sup>	0 <sup>j</sup>	0 <sup>j</sup>
Fluid Milk (cups) <sup>g</sup>	5 (1)	5 (1)	5 (1)
Mini-max calories (kcal) <sup>h</sup>	350-500	400-550	450-600
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium (mg) <sup>hi</sup>	≤540	≤600	≤640
Trans fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

- <sup>a</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.
- <sup>b</sup> One-quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.
- <sup>c</sup> For breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, legumes (beans and peas), or *Other* subgroups as defined in §210.10(c)(2)(iii).
- <sup>e</sup> The fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day).
- <sup>f</sup> All grains items (or products) must be whole grain-rich.
- <sup>g</sup> All fluid milk must be lowfat (1 percent or less, unflavored) or fat-free (unflavored or flavored).
- <sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, or sodium. Foods of minimal nutritional value (FMNV) and fluid milk with fat content greater than 1 percent are not allowed.
- <sup>i</sup> Final sodium targets must be met no later than July 1, 2022 (SY2022-2023). The second intermediate target must be met no later than SY2017-2018. See required intermediate specifications in §210.10(f)(3).
- <sup>j</sup> There is no separate meat/meat alternate component in the SBP. Schools may substitute 1 oz eq of meat/meat alternate for 1 oz eq of grains after the minimum daily grains requirement is met.

4. Five Vegetable Subgroups Are Required

- a. There are five vegetable subgroups that must be *offered on a weekly* basis at lunch:
  - (1) Dark green
  - (2) Red/orange
  - (3) Beans/peas (legumes)
  - (4) Starchy
  - (5) Other
- b. Each one must be planned and offered weekly in the quantity required.
- c. Each one must be available on all lines if school has multiple lines.

Schools that choose to offer a variety of reimbursable lunches or provide multiple serving lines ***must make all required food components available to all students on every lunch line*** in at least the minimum required amounts.

Refer to the vegetable subgroup document to identify in which group the various vegetables fall on **page CM-15**.

5. Fruits and Vegetables Are Two Separate Components

- a. The quantities of fruit and vegetable are separate. Previously, students were offered 1/2 to 3/4 cup of fruit ***and/or*** vegetable. Now, students must be offered 1/2 to 1 cup of fruit ***AND*** 3/4 to 1 cup of vegetable at lunch. The quantities depend upon the grade group.
- b. For the breakfast meal pattern, fruit is a required component. ***Vegetables can be substituted*** for the fruit at breakfast, ***but only if the first two cups per week of any such substitution are from the dark green, red/orange, beans/peas (legumes), or the other vegetable subgroup.***

For example, to substitute potatoes for fruit at breakfast, there must be at least two cups of dark green, red/orange, beans/peas (legumes), or the *other* vegetable subgroup offered at breakfast during the same week.

6. Daily and Weekly Minimums for Meat/Meat Alternate

- a. ***Although there are no daily or weekly maximums for each grade group***, menu planners must not exceed the caloric limits. In addition, ***using lowfat preparation methods and specifying lowfat and low-sodium commercially prepared meat/meat alternates*** will be helpful in meeting the dietary specifications for fat and sodium.
- b. To help lower the cost and operational concerns of schools regarding the meal patterns, ***there is no requirement for meat/meat alternate at breakfast.***

7. Whole Grain-Rich Requirement

- a. There are daily minimum ***and*** weekly minimum quantities of grains for grade groups. Although at this time there are no maximum quantities, menu planners must stay within the weekly range maximum calories for each grade group. All grain products must be whole grain-rich, except that to be credited to the whole-grain requirement once the weekly minimum requirement is met, any non-whole grain-rich product can be served as an ***extra***. The ***extras*** must be included in the analysis, and all SFAs must still meet the requirements for calories, sodium, and saturated fat. Under Offer versus Serve, cashiers must know that the non-whole grain-rich products would ***NOT*** count toward the required food items for a reimbursable meal.
- b. Although at this time there are no maximum quantities, menu planners must stay within the weekly range of maximum calories for each grade group.
- c. Refer to **page CM-45** (Whole Grain-Rich Ounce Equivalency Requirement [formerly Grains/Breads Chart]).

8. Desserts

Schools may count ***no more than two grains-based servings (2 oz equivalents) per week*** toward the grains requirement. Desserts need to be whole grain-rich. As with other parts of the rule, this ***requirement will help schools stay within the dietary specifications.***

9. Milk

- a. Under the meal pattern requirements, ***schools MUST offer only lowfat and fat-free milk. If flavored, the milk must be fat-free.*** This requirement will ***help schools stay within the caloric ranges.***
- b. To encourage children to drink milk, schools must ***offer at least two varieties of milk.*** These varieties ***may include lactose-free or lactose-reduced milk*** as long as they are either lowfat or fat-free and meet nondairy beverage nutrient requirement.
- c. Schools ***must offer at least two varieties*** of milk to students from the following selection:
  - Lowfat, unflavored
  - Fat-free, unflavored or flavored
  - Fat-free or lowfat, lactose-reduced or lactose-free
- d. The provision for ***milk substitution beverages*** for students with dietary limitations has not changed. (Refer to milk substitution form on **page CM-139.**)

- e. Milk substitution beverages can be offered to students with special dietary needs (not disabilities) in place of milk. The request must be in writing and from the parent or authorized medical authority. Substitutions are made on a case-by-case basis. ***Milk substitution beverages are not intended for general consumption.*** The milk substitutes must meet Nutrition Standards for nondairy substitutes, including nine specific nutrients (calcium, protein, vitamin A, vitamin D, magnesium, phosphorus, potassium, riboflavin, and vitamin B<sub>12</sub>) (page CM-132).
- f. Water does not substitute for fluid milk. However, in accordance with the Healthy and Hunger-Free Kids Act of 2010, ***water must be available to students during meal service. Operators may not offer water as an alternative to milk, as water is not considered part of the reimbursable meal.*** Schools who have a ***water fountain in the dining area are meeting this requirement.*** (Reference Memo SP-41-2015)

C. Components

1. Fruit

**Fruits Requirements**

	Breakfast Meal Pattern				Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
<b>Meal Pattern</b>	<b>Amount of Food Per Week (Minimum Per Day)</b>							
<b>Fruits (Cups)</b>	5 (1)	5 (1)	5 (1)	5 (1)	2.5 (0.5)	2.5 (0.5)	2.5 (0.5)	5 (1)

- a. Fruits and vegetables are two separate components.
- b. Fruits must be offered/served daily at breakfast and lunch.
  - At breakfast only: Vegetables may be offered in place of fruits. Refer to Breakfast Meal Pattern footnote c, page CM-9.
- c. May select from fresh, frozen with or without added sugar, canned in juice/light syrup, or dried fruit options
  - No more than half of fruit offerings may be in the form of juice
  - Juice must be 100 percent juice
  - 1/4 cup of dried fruit = 1/2 cup of fruit
  - Refer to Food-Buying Guide for crediting information

2. Vegetables

## Vegetables

	Breakfast Meal Pattern				Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
<b>Meal Pattern</b>	<b>Amount of Food Per Week (Minimum Per Day)</b>							
Vegetables (Cups)	0	0	0	0	3.75 (0.75)	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark Green	0	0	0	0	.5	.5	.5	.5
Red/Orange	0	0	0	0	0.75	0.75	0.75	1.25
Beans/Peas (Legumes)	0	0	0	0	0.5	0.5	0.5	0.5
Starchy	0	0	0	0	0.5	0.5	0.5	0.5
Other	0	0	0	0	0.5	0.5	0.5	0.75
<b>Additional Veg to Reach Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1.5</b>

- a. Vegetables must be offered/served *daily* at lunch and should reflect a variety over the week
- b. Vegetable subgroup *weekly* requirements for (see [page CM-8](#)):
  - Dark Green (e.g., broccoli, collard greens, spinach)
  - Red/Orange (e.g., carrots, sweet potatoes, tomatoes)
  - Beans/Peas (Legumes) (e.g., kidney beans, lentils, chickpeas)
  - Starchy (e.g., corn, green peas, white potatoes)
  - Other (e.g., onions, green beans, cucumbers)
  - Additional vegetables to meet 5 cups for 9-12 grade group and 3.75 cups for K-8
- c. Variety of preparation methods available:
  - Fresh, frozen, canned
  - USDA Foods offers a variety of no-salt added or lower-sodium products
- d. Changes in crediting of leafy greens
  - One cup raw leafy greens equals 1/2 cup of vegetable
- e. Foods from the beans/peas (legumes) subgroup may be credited as a vegetable **OR** a meat alternate, but not as both.

3. Grains

## Grains

	Breakfast Meal Pattern				Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Meal Pattern	Amount of Food Per Week (Minimum Per Day)							
Grains (oz eq)	7 (1)	8 (1)	7 (1)	9 (1)	8 (1)	8 (1)	8 (1)	10 (2)

- a. Schools must offer the daily and weekly minimum servings of whole grain-rich products at lunch. While maximums on Grains have been relaxed, calorie maximums remain the same. (Refer to **page CM-8**.)
  - *Whole grain-rich* foods must contain at least 50 percent whole grains
  
- b. Criteria for whole grain-rich foods:
  - Meet the serving size requirements using the chart on **page CM-45** in the Grains Instruction
  - AND**
  - Meet at least **ONE** of the following:
    - Whole grains per serving must be  $\geq 8$  grams
    - Product includes Food and Drug Administration’s (FDA’s) whole-grain health claim statement or stamp on its packaging
    - Whole grain must be listed as the first ingredient on the product label
    - Must be the appropriate weight for the specific grade groups needed
  
- c. Grain-Based Desserts
  - Only two creditable grain-based desserts allowed at lunch per school week
    - These items are a major source of solid fats and added sugars per 2015 Dietary Guidelines for Americans
  
- d. Grains: Breakfast
  - Offer the daily and weekly servings of grain items at breakfast
  - In SY2014-2015, all grain items offered must be whole grain-rich
  - Schools **MAY** substitute meat/meat alternate for grain once daily grains minimum is met
  - Formulated grain-fruit products cannot be used to meet grain or fruit components at breakfast
  - Formulated grain-fruit products consist of grain-type products that have grain as the primary ingredient and grain-fruit-type products that have fruit as the primary ingredient. They are heavily fortified, high in solid fats and added sugars (e.g., fortified pastries).
  - The term **formulated grain-fruit products** does **NOT** apply to granola bars or fortified cereals.

## Vegetable Subgroups for Child Nutrition Programs

<b>Dark Green Vegetables</b> Grades K-5: 1/2 Cup/Week Grades 6-8: 1/2 Cup/Week Grades 9-12: 1/2 Cup/Week	<b>Red/Orange Vegetables</b> Grades K-5: 3/4 Cup/Week Grades 6-8: 3/4 Cup/Week Grades 9-12: 1 1/4 Cups/Week	<b>Beans/Peas (Legumes)</b> Grades K-5: 1/2 Cup/Week Grades 6-8: 1/2 Cup/Week Grades 9-12: 1/2 Cup/Week	<b>Starchy Vegetables</b> Grades K-5: 1/2 Cup/Week Grades 6-8: 1/2 Cup/Week Grades 9-12: 1/2 Cup/Week	<b>Other Vegetables</b> Grades K-5: 1/2 Cup/Week Grades 6-8: 1/2 Cup/Week Grades 9-12: 3/4 Cup/Week
Bok choy (Chinese cabbage) Broccoli Collard greens Dark green leafy lettuce Kale Musclun Mustard greens Romaine lettuce Spinach Turnip greens Watercress Beet greens Chicory Escarole endive Grape leaves Parsley Swiss chard	Acorn squash Butternut squash Carrots Pumpkin Tomatoes Tomato products Sweet potatoes Cherry peppers Hubbard squash Pimientos Red/orange peppers Salsa	Black beans Kidney beans Lentils Navy beans Pinto beans Soy beans (dry, mature) Split peas White beans Black-eyed peas (mature, dry, canned) Garbanzo beans (chickpeas) Refried beans Bean products Edamame Great Northern beans Green peas, dry Lima beans (dry, mature) Mung beans Pink beans Small red beans	Corn Cassava Green bananas Green peas Green lima beans Plantains Taro Water chestnuts White potato products Black-eyed peas (not dry, fresh, frozen) Mixed vegetables Breadfruit Lima beans (canned, fresh, or frozen) Jicama (yam bean) Parsnips Piqueou peas Poi Yautia (tannier)	All other fresh, frozen, and canned; cooked or raw vegetables, including: Artichokes Asparagus Avocado Bamboo shoots Bean sprouts Beets Bell or chili peppers Brussels sprouts Cabbage, green or red Cactus (napales) Cauliflower Celery Chayote Chinese snow peas Cucumbers Eggplant Green beans Green peppers Iceberg lettuce Kohlrabi Mushrooms Okra Olives Onions Parsnips Pepperocini Pickles Radishes Rutabagas Sauterkraut Seaweed Sugar snap peas Tomatillos Turnips Wax beans Yellow squash Zucchini

Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

Grades K-5: 3/4 cup daily; 3 3/4 cups weekly; Grades 6-8: 3/4 cup daily; 3 3/4 cups weekly; Grades 9-12: 1 cup daily; 5 cups weekly

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4. Meats

### Meat/Meat Alternate

	Breakfast Meal Pattern				Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Meal Pattern	Amount of Food Per Week (Minimum Per Day)							
Meat/Meat Alternate (oz eq)	0	0	0	0	8 (1)	9 (1)	9 (1)	10 (2)

- a. Meat/Meat Alternate must be offered/served and meet daily and weekly requirements for lunch only
- b. While maximums for Meat/Meat Alternate have been relaxed, calorie maximums remain the same. (Refer to **page CM-8.**)
- c. There is a daily 2 oz eq requirement for students in Grades 9-12
- d. There is a daily 1 oz eq requirement for students in Grades K-8
- e. A variety of meat/meat alternate is encouraged
- f. Tofu and soy yogurt will be allowable as a meat alternate (Refer to the on-line Food-Buying Guide for item equivalency.)

5. Fluid Milk

### Milk

	Breakfast Meal Pattern				Lunch Meal Pattern			
	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Meal Pattern	Amount of Food Per Week (Minimum Per Day)							
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)

- a. Milk must be offered in at least two choices
- b. Allowable milk options include:
  - Fat-free (unflavored or flavored)
  - Lowfat (unflavored only)
  - Fat-free or lowfat, lactose-reduced or lactose-free
- c. Milk substitutions do not alter Nutrition Standards (e.g., soy beverages) (see **page CM-132**)
- d. Students *MAY* decline milk component under Offer versus Serve.

D. Dietary Specifications—Calories, Saturated Fat, Sodium, and Trans Fat

The dietary specifications were established for each grade group and are meant to be *met, on average, over the week*. The *exception* is *trans fat*. Food products or ingredients used by the school must contain *zero grams of trans fat per serving*. *Small amounts of trans fat are acceptable if they are naturally present in the food item*. These products include beef and lamb.

1. Calorie Ranges

a. Minimum and maximum calorie (kcal) levels

- Weekly average

<b>GRADES</b>	<b>LUNCH (kcal)</b>	<b>BREAKFAST (kcal)</b>
K-5	550-650	350-500
6-8	600-700	400-550
9-12	750-850	450-600
K-8	600-650	400-500

2. Saturated fat

a. Limit saturated fat

- Less than 10 percent of total calories (current regulatory standard)

b. No total fat standard

3. Sodium

- a. The sodium levels in this table *reflect the targets for the current school year.*

**Sodium**

Daily amount based on the average over a 5-day week				
	K-5 Grades	6-8 Grades	K-8 Grades	9-12 Grades
Breakfast	≤ 540 mg	≤ 600 mg	≤ 540 mg	≤ 640 mg
Lunch	≤ 1230 mg	≤ 1360 mg	≤ 1230 mg	≤ 1420 mg

4. Trans fat
- a. Food products and ingredients must contain *no trans fat*. This is defined as less than 0.5 grams per serving. *Schools will need to review the Nutrition Facts label or manufacturer specifications to determine trans fat content.*
- b. This requirement *does not pertain to the trans fat naturally occurring in animal products such as beef and lamb*. For example, a ground beef pizza may contain more than 0.5 grams trans fat per serving *if* the source is the ground beef. If the pizza crust contains trans fat, the pizza would not meet the dietary specification criteria.
- c. The only clear way to determine if the product is in compliance with trans fat is for schools to *request this information from suppliers/manufacturers on how much of the trans fat is naturally occurring versus if any of the other ingredients contain trans fat.*

## OFFER VERSUS SERVE

- A. Offer versus Serve (OvS) was established by USDA regulations in order to reduce plate waste by giving students the option to decline food items. The SFA decides whether to implement Offer versus Serve and in what grades.
- B. Offer versus Serve is required **at lunch** in senior high schools and optional for all other grades. Offer versus Serve is not required for any grade if the institution is a residential child care institution (RCCI). Boarding schools must implement OvS at the high school level.
- C. If a district participates in Offer versus Serve, it is reported on the annual contractual agreement with the State Agency. Annual training on Offer versus Serve is required to meet the professional standards requirements.
- D. Offer versus Serve—Lunch
1. Schools must offer five food components (grains, meat/meat alternate, fruit, vegetable, and milk).
  2. Students **MUST** take at least three of the five food components.
  3. Students **MUST** select at least one-half cup fruit and/or vegetable. This requirement can be met if the student selects one-fourth cup of fruit and one-fourth cup of vegetable.
  4. The meal must be priced as a unit.
  5. Students must take the full planned servings for food components to count toward a reimbursable meal (except students are required to take one-half cup of fruit and/or vegetable).
  6. Students may decline any food component, including the main dish or milk. However, the student must take one-half cup fruit and/or vegetable.
  7. **The five items at lunch include:**
    - Meat/Meat Alternate.
    - Grains.
    - Fruits.
    - Vegetables.
    - Milk.
- E. Offer versus Serve—Breakfast
1. Schools must offer at least the minimum serving sizes for the appropriate grade group of four food items from three food components.
  2. Students must select at least three food items in at least the minimum serving size for the appropriate grade group.
  3. Students may decline any food item, including milk, except students are required to take at least one-half cup fruit.
  4. Breakfast must be priced as a unit.
  5. Students must take 1/2 cup fruit as one of the 3 food items.

6. The breakfast food components include:

- Milk (Mk)
- Juice/Fruit/Vegetable (V/F)
- Grains(G/B)
- Additional Item

7. The four items at breakfast are:

- 1 serving of Milk
- 1 serving of Juice/Fruit/Vegetable
- 1 servings of Grains
- Additional item from the three components or a meat/meat alternate as in Item 8 below.

8. Schools may substitute 1 oz eq of meat/meat alternate for 1 oz eq of grains *AFTER* the minimum *DAILY* Grains requirement is met.

F. School Nutrition Staff Roles Relating to Offer versus Serve

1. **Menu Planners**

- Use cycle menus.
- Plan consistent number of menu items daily.
- Use forecasting to plan food quantities.
- Communicate menus to other staff.
- Educate students and teachers about OvS.

2. **Servers**

- Display food choices clearly, attractively.
- Encourage students to select a complete meal via:
  - Enthusiastic comments.
  - Age-appropriate merchandising.

3. **Cashiers (This may not be the cashier, but the person who is monitoring students' trays to ensure reimbursable meals.)**

- Review the planned menu:
  - Menu items
  - Serving sizes
  - Reimbursable meals
- Remind students of choices and unit price.
- Practice!

4. **Cooks**

- Prepare foods according to standardized recipes.
- Portion foods accurately.
- Keep accurate menu production records.

## G. Teaching Students About Offer versus Serve

### 1. Concerns

- Number of components to select
- Portion sizes
- Pricing

### 2. Strategies

- Encourage students to select complete meals.
- Use age-appropriate materials (posters, table tents, other signs) at the point of service.
- Promote consistent, key messages.
- Give hands-on demonstrations.
- Enlist teachers' help.
- Remind them again and again.

### 3. Signage

Schools are required to identify the foods that are part of the reimbursable meal with signage near or at the beginning of the serving line. This seeks to ensure that students understand the components of the meal and select the required food items and quantities. Hopefully, this will prevent students from making unintentional purchases of à la carte foods. (Refer to **pages CM-24 and CM-25** for an example of Offer versus Serve signage).

## H. Offer versus Serve—Additional Information

1. Offer versus Serve will continue to be a requirement in the NSLP for senior high schools and is an option for lower grade schools. It is also an option for the SFA for all schools in the SBP. Under OvS, schools must offer all the required food components and quantities and students are required to take at least three full components in the NSLP and SBP, with exceptions as noted below:
  - a. **NSLP:** In the NSLP, schools must offer five food components (milk, fruits, vegetables, grains, and meat/meat alternates). Students are allowed to decline two of the five required food components but **MUST** take at least one-half cup of either a fruit or a vegetable. Students must select the other food components in the quantities planned.
  - b. **SBP:** In order to carry out the OvS option in the SBP, schools must offer three food components (milk, fruits, and grains) that consist of a minimum of four food items. Students are allowed to decline one food item. Schools may substitute 1 oz eq of meat/meat alternate for 1 oz eq of grains **AFTER** the minimum **DAILY** Grains requirement is met.
2. A student may select a one-half cup that consists of different fruits (e.g., fruit salad) or different vegetables (e.g., mixed vegetables) or a combination of only fruits and vegetables (e.g., carrot/raisin salad). Keep in mind that the one-half cup allowance for fruit or vegetable may be used only once for either the fruits or the vegetables component in a meal, so the other food components selected by the student under OvS must be full components.
3. Although fruits and vegetables are separate components in the meal patterns, the OvS requirement at lunch to take at least one-half cup of fruits or vegetables daily for a reimbursable meal may be met if the student takes one-fourth cup of fruits and one-fourth cup of vegetables. This is another way to promote the consumption of fruits and vegetables among children. The student would not be required to select additional fruits or vegetables if the reimbursable meal under OvS includes two other components in full.
4. Under OvS at lunch and breakfast, students must take at least one-half cup of either the fruit or the vegetable component or a one-half cup combination of both components (one-fourth cup fruits and one-fourth cup vegetables) for a reimbursable meal. If a student takes only three components and two of these three components are fruits and vegetables, the student must take one-half cup of either fruit or vegetable, but then must take the full planned serving of the other food component.

For example, if a student in Grades 9-12 selects just milk, fruit, and vegetables, the student may take one-half cup of the vegetable but must take the full one-cup offering of the fruit. However, if the student takes another full component, such as a grains component or meat/meat alternate, the student may take a smaller portion of the fruit because the fruit is no longer being counted as the third component in the reimbursable meal.

5. SFAs must plan meals in the NSLP and SBP to meet all meal requirements and provide required amounts of food for all students. Menu planners should take into account participation and selection trends to determine what and how much food to offer students. Careful menu planning will ensure that students have access to all of the required food components for the reimbursable meal and minimize food waste.
6. The number of components that may be declined at lunch under OvS is the same for all age/grade groups.

# OFFER VERSUS SERVE (OvS)

## Breakfast

- Offer daily 3 food components
- 1. Grains
- 2. Fruits or Vegetables
- 3. Milk
- 4. Additional Food Item as, Another Fruit and/or Vegetable or Grains serving *OR* Meat/Meat Alternate if minimum Grains requirement has been met
- *Offer 4 food items*
- Student must take 3 of the 4 items
- *Fruit—Must offer 1 cup; student must take at least 1/2 cup*
- Other 2 items must be selected in quantity planned



# OFFER VERSUS SERVE (OvS)

## Lunch

- Offer daily food components
- 1. Meat/Meat Alternate
- 2. Vegetables
- 3. Fruits
- 4. Grains
- 5. Milk
- Student *MAY* decline 2 of the 5 items
- Student *MUST* select 1/2 cup of either vegetable or *fruit*
- Other 2 items must be selected in quantity planned

## PRESCHOOL MEAL PATTERNS

On April 25, 2016, USDA's FNS published the final rule *Child and Adult Care Food Program: Meal Pattern Provisions Related to the Healthy, Hunger-Free Kids Act of 2010* (81 FR 24348) to update the School Meal Programs' meal pattern requirements for infants and preschoolers under Parts 7 CFR 210.10 and 220.8. Schools serving meals to infants and children aged 1 through 4 years (preschoolers) must comply with these updated meal pattern requirements. (Reference CACFP Meal Patterns on **pages 145-147**.)

FNS recognizes that some schools serve meals to preschoolers and Grades K-5 students in the same service area at the same time. These comingled situations may create counting and claiming issues because it may be challenging to determine during a meal service if a child is in preschool or K-5, and the meal pattern requirements for preschoolers and K-5 students are slightly different. For example, children may arrive on the same bus and enter the cafeteria for breakfast together. In this situation, it may be difficult for meal service staff to determine which children are in preschool or K-5.

In recognizing these potential issues and the operational challenges, schools that serve meals to preschoolers and K-5 students in the same service area at the same time may choose to follow the grade-appropriate meal patterns for each grade group or serve the K-5 meal pattern under Parts 7 CFR 210.10 and 220.8 to both grade groups.

## MENU PLANNING

Consider the following factors when planning menus for lunch:

- May utilize menu-planning tool on **pages CM-27 through CM-29** for each grade group. See **pages CM-30 through CM-32** for Breakfast Menu-Planning Tool.
- Make sure all grains items served are whole grain-rich.
- While Grains and Meat/Meat Alternates have been relaxed, the calorie maximums have remained the same.
- No more than 2 oz eq grain-based desserts per week.
- Include all vegetable subgroups over the week. (Refer to subgroup on **page CM-15**.)
- Limit amount of processed food.
- Use USDA recipes (<http://www.fns.usda.gov/usda-standardized-recipe>).
- Consider condiments (calories, fat, sodium).
- Adapt menus according to grade group.
- Refer to charts on short and long weeks on **pages CM-33 through CM-36**.
- Refer to Breakfast or Lunch Meal Patterns on **pages CM-8 and CM-9**.

## Menu-Planning Tool— Lunch Menus for Grades K-5

Instructions: Plan 1 week of school meals for Grades K-5 to meet both daily and weekly requirements. Indicate calorie amounts for each planned item that is being served per day. Record total calories in bottom box for each day.

LUNCH	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Totals
Meat/Meat Alternates: 1 oz/daily, 8/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grains: 1 oz/daily, 8/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetables: 3/4 cup/daily, 3 3/4 cups/ weekly						
Dark Green Vegetable: 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Red/Orange Vegetable: 3/4 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Beans/Peas (Legumes): 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Starchy Vegetable: 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Vegetable: 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fruits: 1/2 cup/daily, 2 1/2 cups/ weekly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Milk, 2 varieties: 1 cup/daily	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Noncreditable Food Items	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Calories: 550-650 Sodium: ≤1,230 mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Menu-Planning Tool—Lunch Menus for Grades 6-8

Instructions: Plan 1 week of school meals for Grades 6-8 to meet both daily and weekly requirements. Indicate calorie amounts for each planned item that is being served per day. Record total calories in bottom box for each day.

LUNCH	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Totals
Meat/Meat Alternates: 1 oz/daily, 9/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grains: 1 oz/daily, 8/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetables: 3/4 cup/daily, 3 3/4 cups/ weekly						
Dark Green Vegetable: 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Red/Orange Vegetable: 3/4 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Beans/Peas (Legumes): 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Starchy Vegetable: 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Vegetable: 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fruits: 1/2 cup/daily, 2 1/2 cups/ weekly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Milk, 2 varieties: 1 cup/daily	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Noncreditable Food Items	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Calories: 600-700 Sodium: ≤1,360 mg						

## Menu-Planning Tool—Lunch Menus for Grades 9-12

Instructions: Plan 1 week of school meals for Grades 9-12 to meet both daily and weekly requirements. Indicate calorie amounts for each planned item that is being served per day. Record total calories in bottom box for each day.

LUNCH	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Totals
Meat/Meat Alternates: 2 oz/daily, 10/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grains: 2 oz/daily, 10/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetables: 1 cup/daily, 5 cups/weekly						
Dark Green Vegetable: 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Red/Orange Vegetable: 1 1/4 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Beans/Peas (Legumes): 1/2 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Starchy Vegetable: 3/4 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Vegetable: 3/4 cup/week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fruits: 1 cup/daily, 5 cups/weekly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Milk, 2 varieties: 1 cup/daily	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Noncreditable Food Items	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Calories: 750-850 Sodium: ≤ 1,420 mg						

## Breakfast Menu-Planning Worksheet for Grades K-5

**(NOTE:** Shaded food items are not required at breakfast but may be offered within dietary specifications limits.)

Instructions: Plan 1 week of school meals for Grades K-5 to meet both daily and weekly requirements. Indicate caloric amounts for each planned item that is being served per day. Record total calories in bottom box for each day.

BREAKFAST	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Totals
Fruit (1 cup daily, 5 cups weekly)						
Vegetables						
Dark Green						
Red/Orange						
Beans/Peas						
Starchy						
Other Vegetables						
Grains (1 oz daily, 7/week)						
Meat/Meat Alternate						
Milk, 2 Varieties (1 cup daily)						
Noncreditable Food Items						
Sodium $\leq$ 540 mg						
Calories 350-500						

## Breakfast Menu-Planning Worksheet for Grades 6-8

**(NOTE:** Shaded food items are not required at breakfast but may be offered within dietary specifications limits.)

Instructions: Plan 1 week of school meals for Grades 6-8 to meet both daily and weekly requirements. Indicate caloric amounts for each planned item that is being served per day. Record total calories in bottom box for each day.

BREAKFAST	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Totals
Fruit (1 cup daily, 5 cups weekly)						
Vegetables						
Dark Green						
Red/Orange						
Beans/Peas						
Starchy						
Other Vegetables						
Grains (1 oz daily, 8/week)						
Meat/Meat Alternate						
Milk, 2 Varieties (1 cup daily)						
Noncreditable Food Items						
Sodium $\leq$ 600 mg						
Calories 400-550						

## Breakfast Menu-Planning Worksheet for Grades -9-12

**(NOTE:** Shaded food items are not required at breakfast but may be offered within dietary specifications limits.)

**Instructions:** Plan 1 week of school meals for Grades 9-12 to meet both daily and weekly requirements. Indicate caloric amounts for each planned item that is being served per day. Record total calories in bottom box for each day.

<b>BREAKFAST</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Weekly Totals</b>
Fruit (1 cup daily, 5 cups weekly)						
Vegetables						
Dark Green						
Red/Orange						
Beans/Peas						
Starchy						
Other Vegetables						
Grains (1 oz daily, 9/week)						
Meat/Meat Alternate						
Milk, 2 Varieties (1 cup daily)						
Noncreditable Food Items						
Sodium $\leq$ 640 mg						
Calories 450-600						



## Short and Long Week Calculations

- *Calculations are rounded to the nearest 0.5 oz eq and 0.25 cup.*
- *Calculations apply to schools who **regularly** operate on a shorter or longer weekly cycle.*
- *Since the dietary specifications are based on average daily amounts, these are unaffected by varying week lengths (average over length of week, whether consisting of 3 to 7 days).*
- *Due to size of weekly vegetable subgroup requirements, the 20 percent adjustment is not practical. Therefore, adjustments are primarily made to the *Additional Vegetable* category only—which in turn allows increased or decreased offering amounts of any of the subgroups to meet this requirement.*

### Three-Day School Week Meal Component Adjustments

<b>3-Day School Week Breakfast</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	3 (1)	3 (1)	3 (1)	3 (1)
<b>Grain (oz eq)</b>	4 (1)	5 (1)	5(1)	5.5 (1)
<b>Fluid Milk (cups)</b>	3 (1)	3 (1)	3 (1)	3 (1)

<b>3-Day School Week Lunch</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	1.5 (.5)	1.5 (0.5)	1.5 (.5)	3 (1)
<b>Vegetables (cups)</b>	2.25 (0.75)	2.25 (0.75)	2.25 (0.75)	3 (1)
<b>Dark Green</b>	0.5	0.5	0.5	0.5
<b>Red/Orange</b>	0.5	0.5	0.5	1
<b>Beans/Peas (Legumes)</b>	0.5	0.5	0.5	0.5
<b>Starchy</b>	0.5	0.5	0.5	0.5
<b>Other</b>	0.25	0.25	0.25	0.5
<b>Additional Veg to Reach Total</b>	0	0	0	0
<b>Grain (oz eq)</b>	5 (1)	5 (1)	5 (1)	6 (2)
<b>Meat/Meat Alternates (oz eq)</b>	5 (1)	5.5 (1)	5.5 (1)	6 (2)
<b>Fluid Milk (cups)</b>	3 (1)	3 (1)	3 (1)	3 (1)

### Four-Day School Week Meal Component Adjustments

<b>4-Day School Week Breakfast</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	4 (1)	4 (1)	4 (1)	4 (1)
<b>Grain (oz eq)</b>	5.5 (1)	6.5 (1)	6.5 (1)	7 (1)
<b>Fluid Milk (cups)</b>	4 (1)	4 (1)	4 (1)	4 (1)

<b>4-Day School Week Lunch</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	2 (.5)	2 (0.5)	2 (.5)	4 (1)
<b>Vegetables (cups)</b>	3 (0.75)	3 (0.75)	3 (0.75)	4 (1)
<b>Dark Green</b>	0.5	0.5	0.5	0.5
<b>Red/Orange</b>	0.75	0.75	0.75	1.25
<b>Beans/Peas (Legumes)</b>	0.5	0.5	0.5	0.5
<b>Starchy</b>	0.5	0.5	0.5	0.5
<b>Other</b>	0.5	0.5	0.5	0.75
<b>Additional Veg to Reach Total</b>	.25	.25	.25	.5
<b>Grain (oz eq)</b>	6.5 (1)	6.5 (1)	6.5 (1)	8 (2)
<b>Meat/Meat Alternates (oz eq)</b>	6.5 (1)	7 (1)	7 (1)	8 (2)
<b>Fluid Milk (cups)</b>	4 (1)	4 (1)	4 (1)	4 (1)

**Six-Day School Week Meal Component Adjustments**

<b>6-Day School Week Breakfast</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	6 (1)	6 (1)	6 (1)	6 (1)
<b>Grain (oz eq)</b>	8.5 (1)	9.5 (1)	9.5 (1)	11 (1)
<b>Fluid Milk (cups)</b>	6 (1)	6 (1)	6 (1)	6 (1)

<b>6-Day School Week Lunch</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	3 (.5)	3 (0.5)	3 (.5)	6 (1)
<b>Vegetables (cups)</b>	4.5 (0.75)	4.5 (0.75)	4.5 (0.75)	6 (1)
<b>Dark Green</b>	0.5	0.5	0.5	0.5
<b>Red/Orange</b>	0.75	0.75	0.75	1.25
<b>Beans/Peas (Legumes)</b>	0.5	0.5	0.5	0.5
<b>Starchy</b>	0.5	0.5	0.5	0.5
<b>Other</b>	0.5	0.5	0.5	0.75
<b>Additional Veg to Reach Total</b>	1.75	1.75	1.75	2.5
<b>Grain (oz eq)</b>	9.5 (1)	9.5 (1)	9.5 (1)	12 (2)
<b>Meat/Meat Alternates (oz eq)</b>	9.5 (1)	11 (1)	11 (1)	12 (2)
<b>Fluid Milk (cups)</b>	6 (1)	6 (1)	6 (1)	6 (1)

**Seven-Day School Week Meal Component Adjustments**

<b>7-Day School Week Breakfast</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	7 (1)	7 (1)	7 (1)	7 (1)
<b>Grain (oz eq)</b>	10 (1)	11 (1)	11 (1)	12.5 (1)
<b>Fluid Milk (cups)</b>	7 (1)	7 (1)	7 (1)	7 (1)

<b>7-Day School Week Lunch</b>	<b>Grades K-5 Weekly (Daily)</b>	<b>Grades 6-8 Weekly (Daily)</b>	<b>Grades K-8 Weekly (Daily)</b>	<b>Grades 9-12 Weekly (Daily)</b>
<b>Fruits (cups)</b>	3.5 (.5)	3.5 (0.5)	3.5 (.5)	7 (1)
<b>Vegetables (cups)</b>	5.25 (0.75)	5.25 (0.75)	5.25 (0.75)	7 (1)
<b>Dark Green</b>	0.5	0.5	0.5	0.5
<b>Red/Orange</b>	0.75	0.75	0.75	1.25
<b>Beans/Peas (Legumes)</b>	0.5	0.5	0.5	0.5
<b>Starchy</b>	0.5	0.5	0.5	0.5
<b>Other</b>	0.5	0.5	0.5	0.75
<b>Additional Veg to Reach Total</b>	2.5	2.5	2.5	3.5
<b>Grain (oz eq)</b>	11 (1)	11 (1)	11 (1)	14 (2)
<b>Meat/Meat Alternates (oz eq)</b>	11 (1)	12.5 (1)	12.5 (1)	14 (2)
<b>Fluid Milk (cups)</b>	7 (1)	6 (1)	7 (1)	7 (1)

## Crediting of Food

### A. Food-Buying Guide

The USDA Food-Buying Guide provides menu planners with information regarding crediting food items that have a Standard of Identity toward the meal pattern requirements. It should be used to determine how much food to purchase or prepare.

1. The Food-Buying Guide can be accessed electronically at the Institute of Child Nutrition (ICN) Web site or by ordering a hard copy through USDA Team Nutrition Resource Library. It is also available on the Oklahoma State Department of Education (hereinafter known as the *State Agency*) Web site, or at <<http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>>. There should be a hard copy at *every site*.
2. Foods are grouped in the Food-Buying Guide in the following sections:
  - Section 1: Meats and Meat Alternates
  - Section 2: Vegetables and Fruits
  - Section 3: Grains/Breads
  - Section 4: Milk
  - Section 5: Other Foods (the foods in this section do not meet any of the requirements for any components in the meal patterns)
3. The Food-Buying Guide is divided into yield tables using a six-column format:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Food As Purchased, AP	Purchase Unit	Servings Per Purchase Unit, EP	Serving Size Per Meal Contribution	Purchase Units for 100 Servings	Additional Information

**Column 1—Food As Purchased, AP:** Tells you the name of the food item and the form(s) in which it is purchased. Individual foods are arranged in alphabetical order by type of food.

**Column 2—Purchase Unit:** Tells you the basic unit of purchase for the food. For most foods, the guide lists *Pound* as the purchase unit.

**Column 3—Servings Per Purchase Unit, EP (Edible Portion):** Shows the number of servings of a given size (found in Column 4) from each purchase unit (found in Column 2). It is based on average yields from good-quality foods prepared in ways that result in a minimum of waste.

**Column 4—Serving Size Per Meal Contribution:** Describes a serving by weight, measure, or number of pieces or slices. Sometimes both measure and weight are given or the measure and number of pieces or slices.

For foods specified in the meal patterns, the serving size given in this column can be credited toward meeting the meal pattern requirements. For many fruits and vegetables, both pieces and 1/4-cup servings are included.

**Column 5—Purchase Units for 100 Servings:** Shows the number of purchase units you need for 100 servings. This number was calculated using the purchase unit listed in Column 2 and the serving size (by weight) listed in Column 4. Numbers in Column 5 have been rounded up to help ensure enough food is available for 100 servings.

**Column 6—Additional Information:** Provides other information to help you calculate the amount of food you need to purchase and/or prepare.

For many food items, this column shows the quantity of ready-to-cook or cooked food you will get from a pound of food as purchased.

The data in the yield tables can help you in a variety of ways as you plan menus, make purchasing decisions, and check to make sure meals will meet CNP requirements.

4. Calculating how much food you need for a given number of servings:

- Foods are most often purchased in case lots. Keep in mind that the purchase amount may differ from the calculated amount to prepare a menu item.
- Always **round up** when calculating **how much food to buy**.
- Always **round down** when calculating the **creditable component** toward meeting a meal pattern requirement.

5. To calculate how much of any food to purchase, you should begin by asking yourself the following questions:

- How many servings will I need?
- Will different serving sizes be used for various age/grade groupings?
- What is my planned serving size for this food?
- In what form will I purchase this food?
- What serving size is listed in Column 4?
- Is the listed serving size the same as my planned serving size?
- How many purchase units of the food will I need to buy?

# Example 1

You are planning to serve 1/4 cup of raw, unpeeled fresh apples. You will be purchasing fresh, whole apples, case count 125-138. How many pounds of fresh, whole apples will you need to buy?

1. Estimate the number of servings of the prepared food you will need.

You estimate that you will need **200** 1/4-cup servings of fresh, unpeeled apple.

2. Locate the food in the *Food-Buying Guide* in the form you intend to serve.

## Section 2—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
<b>APPLES</b>					
Apples, fresh 125-138 count Whole	Pound	14.8	1/4 cup raw, unpeeled fruit (about 1/4 apple)	6.8	1 lb AP = 0.91 lb (3 2/3 cups) ready-to-cook or -serve raw, cored, unpeeled apple

3. Check the serving size listed in Column 4. Compare this to your planned serving size.

Column 4 reads: 1/4 cup raw, unpeeled fruit (about 1/4 apple)

This is the same as your planned serving size to all students, so no conversion is needed.

4. Refer to Column 2 to find the purchase unit. Refer to Column 3 for the number of servings you will get per purchase unit.

Column 2 reads: Pound

Column 3 reads: 14.8

5. Divide the number of servings needed by the number of servings you will get per purchase unit (Column 3).

Number of servings needed = 200

Servings per purchase unit = 14.8

200 divided by 14.8 = 13.51

6. Round up to 14.0 pounds to ensure enough food is available.

**ANSWER: You will need 14.0 pounds of fresh, unpeeled apples for 200 1/4-cup servings.**

## Example 2

You are planning to serve ground beef tacos with no more than 20 percent fat to 600 students of different grade levels. How many pounds of ground beef will you need?

**1. Estimate the number of servings and the serving size of the prepared food for each age/grade.**

You estimate that of the 600 planned servings, 200 will be served 1 1/2 ounces each and 400 will be served 2 ounces each.

**2. Locate the food in the *Food-Buying Guide* in the form you intend to serve.**

### Section 1—Meat/Meat Alternates

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
<b>Beef, Ground, fresh or frozen<sup>7,8</sup></b> <i>no more than 20% fat includes USDA commodity (Like IMPS #136)</i>	Pound	11.8	1 oz cooked lean meat	8.5	1 lb AP = 0.74 lb cooked, drained lean meat
	Pound	7.89	1 1/2 oz cooked lean meat	12.7	

**3. Check the serving sizes listed in Column 4. Compare this to your planned serving sizes.**

Column 4 reads: 1 ounce cooked lean meat *and* 1 1/2 ounces cooked lean meat

Since there is no serving size for 2 ounces of cooked lean meat, *a conversion is needed.*

**4. Calculate the total ounces of cooked lean meat needed.**

$$\begin{array}{rcl}
 200 \text{ servings} \times 1.5 \text{ ounces} & = & 300 \text{ ounces} \\
 400 \text{ servings} \times 2.0 \text{ ounces} & = & \underline{800 \text{ ounces}} \\
 & & 1,100 \text{ ounces total cooked lean meat}
 \end{array}$$

You need a total of 1,100 ounces of cooked lean meat. Since this total is in units of 1 ounce, you can now use the serving size of 1 ounce cooked lean meat as found in Column 4.



5. **Refer to Column 2 to find the purchase unit. Refer to Column 3 for the number of servings you will get per purchase unit.**

Column 2 reads: Pound

Column 3 reads: 11.8

6. **Divide the total number of ounces needed by the number of servings you will get per purchase unit (Column 3).**

Number of total ounces needed = 1,100

Servings per purchase unit = 11.8

1,100 divided by 11.8 = 93.22

7. **Round up to 94 pounds to ensure enough food is available.**

**ANSWER: You will need 94 pounds of raw ground beef for the required serving sizes for 600 people.**

*NOTE: USDA has not updated the Food-Buying Guide to be reflective of the meal pattern changes. The following changes must be considered when using the older version of the Food-Buying Guide:*

- *Green leafy vegetables include 1-cup quantity credit to a 1/2-cup vegetable credit.*
- *One-fourth cup of dried fruit counts as 1/2 cup.*

*USDA has posted updated sections to the FNS Partner Web and public Web site (<http://www.fns.gov/tn/food-buying/guide-school-meal-programs>).*

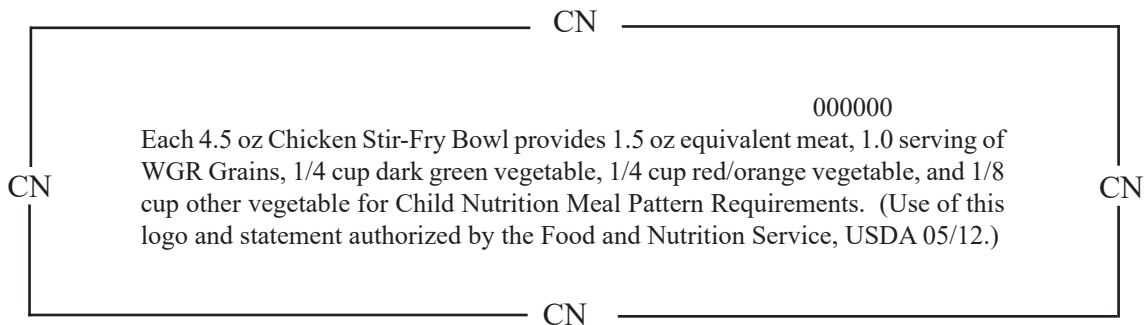
B. Grains

1. All whole grain-rich grain items, including those that are part of battered and/or breaded products offered must be counted toward the weekly grains requirement.
2. Once the weekly minimum requirement is met, any non-whole grain-rich product can be served as an *extra*. The *extras* must be included in the analysis, and all SFAs must still meet the requirements for calories, sodium, and saturated fat. Under Offer versus Serve, cashiers must know that the non-whole grain-rich products would **NOT** count toward the required food items for a reimbursable meal.
3. Whole grain-rich include, but are not limited to, whole-wheat flour, oatmeal, whole cornmeal, and brown rice.
4. There are three *different* ways to identify whole grain-rich products. (Refer to the Flow Chart for Determining Whole-Grain Creditability on **page CM-43** for further assistance.)
  - a. Whole grain product will be listed as the *first ingredient on the ingredient label*. This indicates that the product is at least 50 percent whole grain.

INGREDIENTS: WHOLE GRAIN OATS, MODIFIED CORN STARCH, CORN STARCH, SUGAR, SALT, CALCIUM CARBONATE, OAT FIBER, TRIPOTASSIUM PHOSPHATE, WHEAT STARCH, VITAMIN E (MIXED TOCOPHEROLS) ADDED TO PRESERVE FRESHNESS

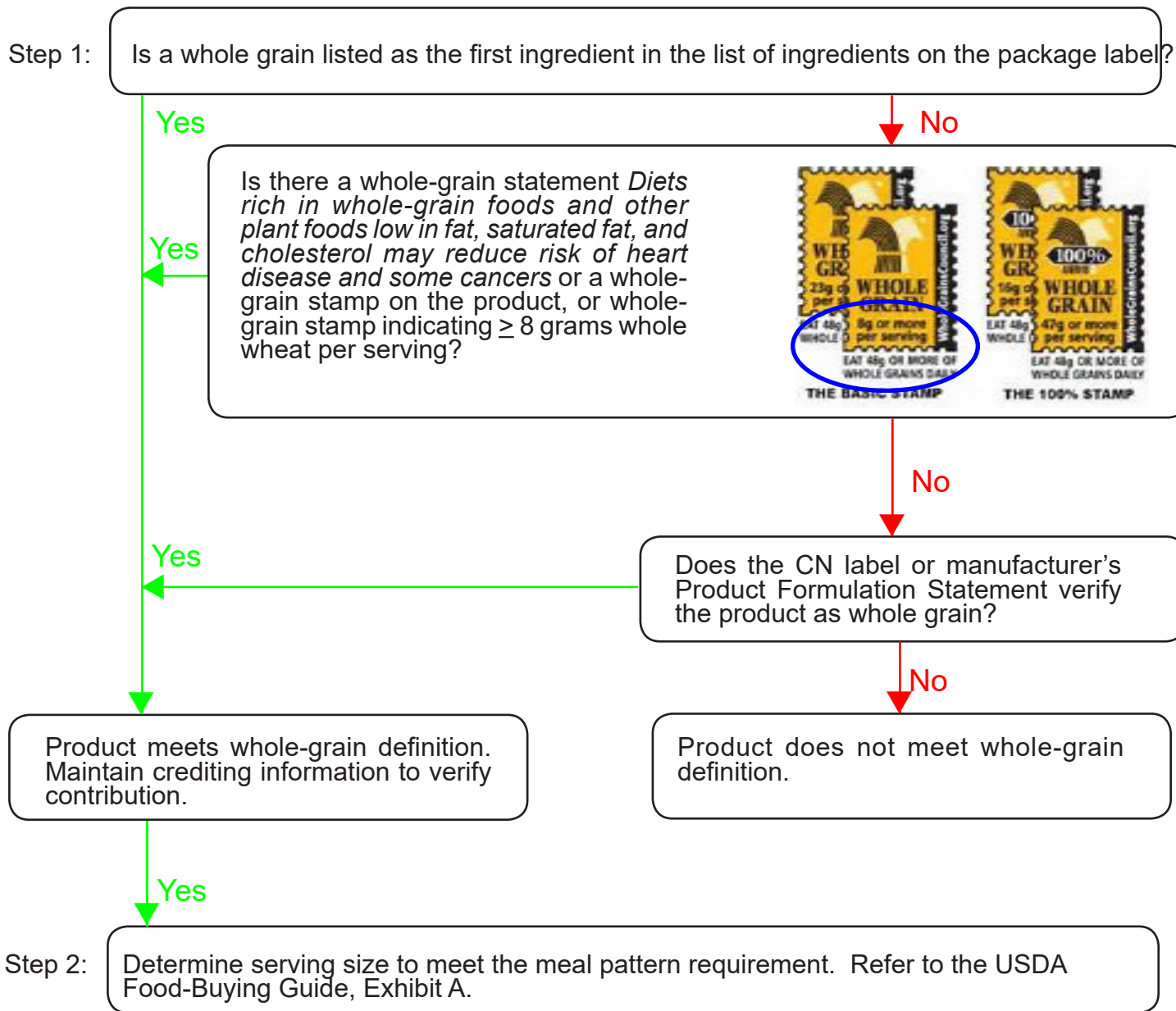
**NOTE:** *Water can be the first ingredient.*

- b. An *individual grain serving* must provide **8 grams OR MORE of whole grain** per serving.
- c. Whole grain-rich servings *may* be specified on the CN label.



5. **Labels that verify the whole grain-rich contribution must be maintained to document that the requirement was met.**
  - a. **Grain-based desserts** can be used for the grain requirement, but must be limited to a total of 2 oz equivalents per week. Grain-based desserts are usually significant sources of solid fats and added sugars. In addition, **fortified** grain products **cannot** be used to meet the grains requirement. Reducing these foods will help schools stay within the saturated fat and caloric limits.
  - b. Once the bread item is determined to meet the whole grain-rich requirement, then the food item must meet **portion size** requirements. (Refer to the Grains Requirements for Child Nutrition Programs on **page CM-45** through **CM-46** or the USDA Food-Buying Guide.)

## FLOW CHART FOR DETERMINING WHOLE-GRAIN CREDITABILITY



## Common Grains

Five common grains—wheat, corn, oats, rice, and rye—are listed below, along with some of the forms in which they may be purchased.

Wheat	Whole corn	Rice	
Whole wheat		Cornmeal, germinated	Brown rice
Cracked wheat		Corn tortillas	Wild rice
Wheat berries		Corn tortilla chips	Bromated wheat flour
Groates		Graham flour	Corn tortilla shells
Crushed wheat		Whole durum wheat flour	Whole-grain pasta
Oats		Rye	<b>Other grains:</b>
Rolled oats		Rye flakes	Amaranth
Oatmeal		Rye flour	Barley
Oat flour		Soba noodles (with whole	Millet flakes
Entire wheat flour		buckwheat flour as primary	Quinoa
Buckwheat		ingredient)	Bulgur

## Grain Products (Ingredients) That Are Not Whole Grain-Rich

Long-grain white rice	Instantized flour	Flour
Phosphated flour	Enriched flour	Self-rising flour
White flour	Enriched self-rising flour	Wheat flour
Bread flour	All-purpose flour	Cake flour
Unbleached flour	Hominy grits	Pearled (also called pearl) barley
Hominy	Farina	Durum flour
Enriched rice	Rice flour	Degerminated cornmeal

### 6. Grains Chart

SFAs and program operators refer to:

- Section 3 Grains of the Food-Buying Guide for Child Nutrition Programs.

All whole grain-rich products must be credited based on per-ounce equivalent (oz eq) standards. Refer to [page CM-45](#) for the Grains Requirements for Child Nutrition Programs using 16 grams per serving (Exhibit A).

The oz eq for grains may be determined by using either the weights or volumes listed in Exhibit A, or the SFA may require documentation from a manufacturer certifying the grams of creditable grains per portion for determining the oz eq from a given product.

### 7. Calculating Ounce Equivalents

The contribution of grains in a recipe or product formulation for items listed in Exhibit A, Groups A-G, may be calculated to determine the number of oz eq grains the recipe provides based on 16 grams of grains ingredients per ounce equivalent.

The crediting of a food item as oz eq grains is determined by:

$$\begin{array}{c}
 \text{Grams whole-grain meal and/or flour} \\
 \text{or} \\
 \text{Grams whole-grain plus enriched meal and/or flour} \\
 \div \\
 \text{Number of servings the formulation or recipe yields} \\
 \div \\
 \text{16 grams per oz eq standard}
 \end{array}$$

**EXHIBIT A: GRAIN REQUIREMENT FOR CHILD NUTRITION PROGRAMS<sup>1,2</sup>**

GROUP A	OZ EQ FOR GROUP A
<ul style="list-style-type: none"> <li>• Bread-type coating</li> <li>• Breadsticks (hard)</li> <li>• Chow mein noodles</li> <li>• Savory crackers (saltines and snack crackers)</li> <li>• Croutons</li> <li>• Pretzels (hard)</li> <li>• Stuffing (dry)</li> </ul> <p><i>NOTE: Weights apply to bread in stuffing.</i></p>	<p>1 oz eq = 22 gm or 0.8 oz            3/4 oz eq = 17 gm or 0.6 oz            1/2 oz eq = 11 gm or 0.4 oz            1/4 oz eq = 6 gm or 0.2 oz</p>
GROUP B	OZ EQ FOR GROUP B
<ul style="list-style-type: none"> <li>• Bagels</li> <li>• Batter-type coating</li> <li>• Biscuits</li> <li>• Breads (sliced whole-wheat, French, Italian)</li> <li>• Buns (hamburger and hot dog)</li> <li>• Sweet crackers (graham crackers—all shapes, animal crackers)</li> <li>• Egg roll skins</li> <li>• English muffins</li> <li>• Pita bread (whole-wheat or whole grain-rich)</li> <li>• Pizza crust</li> <li>• Pretzels (soft)</li> <li>• Rolls (whole-wheat or whole grain-rich)</li> <li>• Tortillas (whole-wheat or whole-corn)</li> <li>• Tortilla chips (whole-wheat or whole-corn)</li> <li>• Taco shells (whole-wheat or whole-corn)</li> </ul>	<p>1 oz eq = 28 gm or 1.0 oz            3/4 oz eq = 21 gm or 0.75 oz            1/2 oz eq = 14 gm or 0.5 oz            1/4 oz eq = 7 gm or 0.25 oz</p>
GROUP C	OZ EQ FOR GROUP C
<ul style="list-style-type: none"> <li>• Cookies (plain—includes vanilla wafers)</li> <li>• Cornbread</li> <li>• Corn muffins</li> <li>• Croissants</li> <li>• Pancakes</li> <li>• Pie crust (dessert pies, cobbler, fruit turnovers, and meat/meat alternate pies)</li> <li>• Waffles</li> </ul>	<p>1 oz eq = 34 gm or 1.2 oz            3/4 oz eq = 26 gm or 0.9 oz            1/2 oz eq = 17 gm or 0.6 oz            1/4 oz eq = 9 gm or 0.3 oz</p>
GROUP D	OZ EQ FOR GROUP D
<ul style="list-style-type: none"> <li>• Doughnut (cake and yeast-raised, unfrosted)</li> <li>• Cereal bars, breakfast bars, granola bars (plain)</li> <li>• Muffins (all except corn)</li> <li>• Sweet roll (unfrosted)</li> <li>• Toaster pastry (unfrosted)</li> </ul>	<p>1 oz eq = 55 gm or 2.0 oz            3/4 oz eq = 42 gm or 1.5 oz            1/2 oz eq = 28 gm or 1.0 oz            1/4 oz eq = 14 gm or 0.5 oz</p>

<sup>1</sup> The following food quantities from Groups A-G must contain at least 16 grams of whole grain or can be made with 8 grams of whole grain and 8 grams of enriched meal and/or enriched flour to be considered whole grain-rich.

<sup>2</sup> Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<b>GROUP E</b>	<b>OZ EQ FOR GROUP E</b>
<ul style="list-style-type: none"> <li>• Cereal bars, breakfast bars, granola bars<sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces)</li> <li>• Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces, and/or fruit purees)</li> <li>• Doughnuts<sup>4</sup> (cake and yeast-raised, frosted or glazed)</li> <li>• French toast</li> <li>• Sweet rolls<sup>4</sup> (frosted)</li> <li>• Toaster pastry<sup>4</sup> (frosted)</li> </ul>	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz
<b>GROUP F</b>	<b>OZ EQ FOR GROUP F</b>
<ul style="list-style-type: none"> <li>• Cake<sup>3</sup> (plain, unfrosted)</li> <li>• Coffee cake<sup>4</sup></li> </ul>	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz
<b>GROUP G</b>	<b>OZ EQ FOR GROUP G</b>
<ul style="list-style-type: none"> <li>• Brownies<sup>3</sup> (plain)</li> <li>• Cake<sup>3</sup> (all varieties, frosted)</li> </ul>	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz
<b>GROUP H</b>	<b>OZ EQ FOR GROUP H</b>
<ul style="list-style-type: none"> <li>• Cereal grains (barley, quinoa, etc.)</li> <li>• Breakfast cereals<sup>5,6</sup> (cooked)</li> <li>• Bulgur or cracked wheat</li> <li>• Macaroni (all shapes)</li> <li>• Noodles (all varieties)</li> <li>• Pasta (all shapes)</li> <li>• Ravioli (noodle only)</li> <li>• Rice (enriched white or brown)</li> </ul>	1 oz eq = 1/2 cup cooked or 1 oz (28 g) dry
<b>GROUP I</b>	<b>OZ EQ FOR GROUP I</b>
<ul style="list-style-type: none"> <li>• Ready-to-eat breakfast cereal<sup>5,6</sup> (cold, dry)</li> </ul>	1 oz eq = 1 cup or 1 oz for flakes and rounds 1 oz eq = 1.25 cups or 1 oz for puffed cereal 1 oz eq = 1/4 cup or 1 oz for granola

<sup>5</sup> Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP and meals served to children aged one through five and adult participants in the Child and Adult Care Food Program (CACFP). Breakfast cereals are traditionally served as a breakfast menu item, but may be served in meals other than breakfast.

<sup>6</sup> Cereals must be whole grain or whole grain and enriched or whole grain and fortified cereal.

### C. Food Not Found in the Food-Buying Guide

Many purchased, preprocessed foods will **not** be found in the Food-Buying Guide. These foods **do not have a Standard of Identity** and include, but are not limited to, pizzas, burritos, egg rolls, and breaded meats. The school **must obtain documentation** from the **food manufacturer** to know how to credit the food item toward the meal pattern requirement. The documentation **must be referenced on the food production record** and **maintained** in a retrievable manner to document that the planned menu met meal pattern requirements.

#### 1. CN Labeling

The USDA's Agricultural Marketing Service (AMS) has published a list of manufacturers that have met the FNS's Quality Control Program requirements for the Child Nutrition (CN) Labeling Program. Additionally, AMS has provided a list of authorized CN labels issued to these manufacturers since January 2005. These lists will be updated monthly and posted to the FNS CN Labeling Program Web site at: <[www.fns.usda.gov/cnd/cnlabeling/authorized.htm](http://www.fns.usda.gov/cnd/cnlabeling/authorized.htm)>.

The information in these lists will be provided in search-capable Portable Document Format (PDF) and limited to the following information: **CN Identification Number, Federal or Equal to Federal (ETF) Establishment (EST) Number, Product Description, Label Approval Expiration Date, and Company Name** (on separate directory list). (Reference USDA Memo TA-05-2010)

##### a. Items that can be CN-labeled:

- Purchased combination-type foods that contribute significantly to the meal, but creditability data cannot be determined by the ingredient label.

##### b. Yield data from the **Food-Buying Guide for Child Nutrition Programs** (FBG), Program Aid 1331, is used for calculating a CN-labeled product's contribution toward meal pattern requirements. (Using yields from the FBG will help ensure that various meat/meat alternate items, regardless of cooking methods used or the addition of other ingredients, will be nutritionally equivalent.)

##### c. CN-labeled product will have the following information printed on the principal display panel of the label:

- Product name
- Ingredient listing in descending order of predominance by weight for all ingredients
- Inspection legend for the appropriate inspection
- Establishment number (for meat, poultry, and seafood items only)
- Manufacturer's or distributor's name and address
- CN label statement

##### d. CN label statement must be an integral part of the product label and must include the following information:

- CN logo, which is a distinctive border around the CN statement

- A six-digit product identification number that will appear in the upper right-hand corner of the CN label statement
- The statement of the product’s contribution toward meal pattern requirements for the CNP
- A statement specifying that the use of the logo and CN label statement is authorized by USDA/ FNS
- The month and year the label was approved by USDA/FNS

e. Advantage of using CN-labeled products:

The product carries a USDA warranty. If an SFA purchases such a product ***and uses it according to directions***, the SFA will not have an audit claim filed against it should state or federal reviewers find that the CN-labeled product does not actually meet the meal pattern requirements claimed on the label.

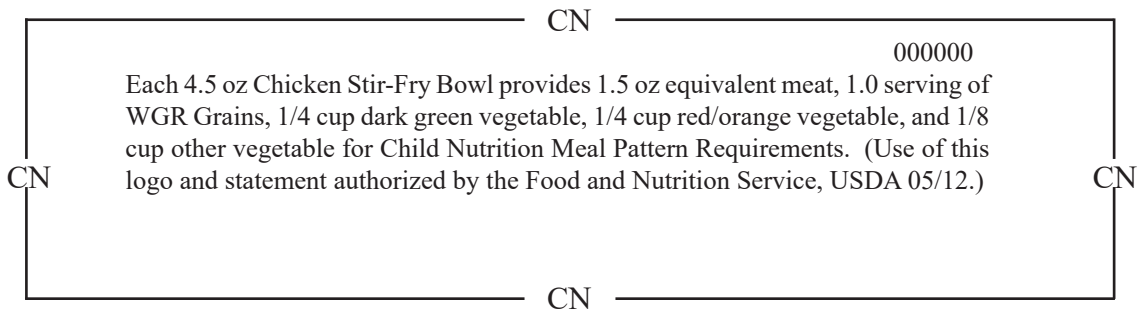
f. What a CN label does ***NOT*** do:

- Guarantee that the ***FULL*** requirement will be met (the product’s contribution toward the meal pattern requirements is specified in the CN label statement)
- Assure that a product is ***good for children***
- Assure that children will like the product
- Suggest that products without a CN label are inferior or that CN-labeled products are superior

g. SFA responsibilities concerning CN labels:

- Assure that product received meets specifications and has correct CN number (Provide site managers with appropriate information; e.g., copy of label, dates product will be used.)
- Provide site managers with serving sizes/crediting information
- If a half-iceberg/half-spinach mix is served and counted as a ***dark green vegetable***, there must be a statement as such on the label

**SAMPLE CN LABEL STATEMENT**





Acceptable documentation using CN labels are:

### CN-Labeled Products

- The CN label provides a warranty against audit claims when the product is used according to the manufacturer's direction.
  - **Program operators may submit an original CN label or a photocopy or photograph of the original CN label during an AR as acceptable and valid documentation.** If using a photocopy or photograph of the CN label, please be sure to follow the criteria below:
    - Photocopies of the CN label must be shown attached to the original product carton.
  - OR**
  - Photographs of the CN label must be shown attached to the original product carton. (CN labels that are photocopied or photographed must be visible and legible.)
- When a valid CN logo and crediting statement are provided, state reviewers **must not** request a Product Formulation Statement or other additional crediting information.

### Watermarked CN Labels

- A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document.
- If the original CN label or the valid photograph or photocopy of the original CN label is **NOT** available, program operators may provide the Bill of Lading (invoice) containing the product name **AND**:
  - A hard copy of the CN label copied with a watermark displaying the product name and CN number provided by the vendor
  - OR**
  - An electronic copy of the CN label with a watermark displaying the product name and CN number provided by the vendor.

### 2. Product Formulation Statement

- a. A product formulation is a statement prepared and certified by a manufacturer of a prepared product declaring appropriate ingredient and crediting information. If a company provides a product formulation statement, a school food authority (SFA) may wish to use the product to meet USDA meal pattern requirements. However, USDA does not monitor product formulation statements for compliance with the product formulation or the Child Nutrition Programs (CNP) meal pattern requirements. The product formulation statement does not carry a USDA warranty, and should state or federal reviewers find that the product did not actually meet meal pattern requirements, an overclaim can be established. Signed product formulation statements could provide the SFA legal recourse with the company should the product contribution be challenged or found to be in error. **NOTE: USDA Foods (commodities) that have been processed by USDA do not need a product formulation statement. The information USDA provides for these products is either in a fact sheet or on the packaging of the product. The fact sheets may be obtained by going to <<http://www.fns.usda.gov/cnd/Lunch/>>. On the left-hand side, under Search FNS, type Commodity Fact Sheet and select NSLP Commodity Fact Sheets Report or DHS may be contacted at 405-521-3581.**
- b. CNP directors should not let their desire to offer children a commercially prepared product outweigh their need to obtain proper documentation for the product. If vendors understand that the program will not purchase a product without proper documentation, they will be more accommodating in providing sufficient information.
- c. **SFAs should be careful not to mistake vendor advertising literature for a product formulation statement.** Advertising literature provided by a company may contain valuable information, but it may not be used to support the contribution that a product makes toward the USDA meal pattern requirements.

- d. A product formulation statement must satisfy all the following **REQUIREMENTS**: (See sample forms on **pages CM-51** through **CM-64**.)
- Be on the company’s letterhead.
  - Provide the product name, as written on the label, and provide other identifying information, such as product code number, portion size/weight, pack, case weight.
  - Contain a crediting statement; i.e., a declaration of the contribution of one portion of the cooked product toward meeting USDA meal pattern requirements. This may be combined with the certification statement.
  - Contain a certification statement. For example, the certification or crediting statement may read, “I certify that the above information is true and correct and that a 3.25-ounce serving of the above product [ready for serving] contains two ounces of cooked lean meat/meat alternate when prepared according to product directions.”
  - Provide sufficient information for purchaser to determine the reasonableness of the crediting statement.
  - For meat/meat alternates, the following must also be included:
    - Description of creditable ingredients per Food-Buying Guide.
    - Ounces per raw portion of creditable ingredient.
    - Food-Buying Guide yield/creditable amount.
    - Information concerning alternate protein product (APP), if applicable.
  - Be signed and dated by a legally authorized representative of the company.
- e. SFA responsibilities concerning product formulation statements:
- Prior to purchase, carefully review the product formulation statement to determine the reasonableness of information provided by the manufacturer. There is no easy way to verify the accuracy of information on a product formulation statement.
  - Ensure that proper documentation is maintained on each prepared product used to meet USDA meal pattern requirements.
  - Assure that product received meets specifications and has correct code number. Provide site managers with appropriate information; e.g., copy of label, product formulation statement, dates product will be used, serving sizes, or crediting information.

***NOTE: A commercially prepared meat, poultry, or seafood product combined with alternate protein product (APP) to meet all or part of the meat/meat alternate requirement must include the following statement on the label: “This item contains alternate protein product(s) authorized as an alternative food in the Child Nutrition Programs.”***

3. Nutrition Facts label or Nutrient Data Form: In order for the State Agency to conduct the required nutrient formulation, a Nutrition Facts label (refer to **page CM-65**) or a Nutrient Data Form (refer to **page CM-67**) is required on every product. This does not replace the CN label or product formulation statement because there is no crediting information available.

## PRODUCT FORMULATION STATEMENT FOR MEAT/MEAT ALTERNATE AND ALTERNATE PROTEIN PRODUCT CALCULATIONS

Provide a copy of the label in addition to the following information on company letterhead signed by an official representative of the company.

Product Name: \_\_\_\_\_ Code Number: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Case/Pack/Count/Portion/Size: \_\_\_\_\_

### I. Meat/Meat Alternate (M/MA)

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate.

Description of Creditable Ingredients Per Food-Buying Guide	Ounces Per Raw Portion of Creditable Ingredient	Multiply	Food-Buying Guide Yield	Creditable Amount*
		X		
		X		
		X		
<b>A. Total Creditable Amount<sup>1</sup></b>				

\*Creditable Amount—Multiply ounces per raw portion of creditable ingredient by the Food-Buying Guide yield.

### II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, Manufacturer's Name, and Code Number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X	%	÷ by 18	
		X	%	÷ by 18	
		X	%	÷ by 18	
<b>B. Total Creditable Amount<sup>1</sup></b>					
<b>C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)</b>					

\*Percent of protein As-Is is provided on the attached APP documentation.

\*\*18 is the percent of protein when fully hydrated.

\*\*\*Creditable amount of APP equals ounces of dry APP multiplied by the percent of protein as-is divided by 18.

<sup>1</sup> Total Creditable Amount must be rounded **DOWN** to the nearest 0.25 oz (1.49 would round down to 1.25 oz meat equivalent). Do **NOT** round up. If you are crediting both M/MA and APP, you do not need to round down in Box A until after you have added the creditable APP amount from Box B.

Total weight (per portion) of product as purchased: \_\_\_\_\_

Total creditable amount of product (per portion): \_\_\_\_\_  
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a \_\_\_\_\_-ounce serving of the above product (ready for serving) contains \_\_\_\_\_ 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 (FNS) Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation (Attachment A).

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## ATTACHMENT A

**Company Name:** \_\_\_\_\_

**APP Product:** \_\_\_\_\_

- A. \_\_\_\_\_ certifies that \_\_\_\_\_ meets all requirements for APP intended for use in foods manufactured for Child Nutrition Programs as described in Appendix A of 7 CFR 210, 220, 225, and 226.
- B. \_\_\_\_\_ certifies that \_\_\_\_\_ has been processed so that some portion of the nonprotein constituents have been removed by fractionating. This product is produced from \_\_\_\_\_.
- C. The Protein Digestibility Corrected Amino Acid Score (PDCAAS) for \_\_\_\_\_ is \_\_\_\_\_. It was calculated by multiplying the lowest uncorrected amino acid score by true protein digestibility as described in the Protein Quality Evaluation Report from the Joint Expert Consultation of the Food and Agriculture Organization/World Health Organization of the United Nations, presented December 4-8, 1989, in Rome, Italy. The PDCAAS is required to be greater than 0.8 (80 percent of casein).
- D. The protein level of \_\_\_\_\_ is at least 18 percent by weight when fully hydrated at a ratio of \_\_\_\_\_ parts water to one part product.
- E. The protein level of \_\_\_\_\_ is certified to be at least \_\_\_\_\_ on an as-is basis for the as-purchased product. **Note: Protein is often provided on a moisture-free basis (MFB), which is not the information Food and Nutrition Service (FNS) requires.**

All of the above information is required for APP.

## Reviewer Checklist for Evaluating Manufacturer-Completed Product Formulation Statements for Meat/Meat Alternate (M/MA) Products and Alternate Protein Product Products

<b>Circle Y or N</b>	<b>Steps for Evaluation Page 1</b>
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### GENERAL INFORMATION

Y	N	<p>A copy of the product label is attached.</p> <p>The label should have the product name, ingredients statement, net weight, manufacturer/distributor name and address, and for meat/poultry products, an inspection legend. The Nutrition Facts panel is voluntary for institutional product labels unless a nutrition or health claim is made.</p>
Y	N	Product Name is provided and matches the name on the product label.
Y	N	Product Code Number is provided and matches the code number on the product label.
Y	N	Manufacturer name is provided.
Y	N	Case/pack/count/portion/size are included as applicable.

### MEAT/MEAT ALTERNATE

Y	N	<p>I have my copy of the Food-Buying Guide for Child Nutrition Programs (FBG), and it has the written in corrections as noted in the Pen and Ink Changes document provided by FNS.</p> <p style="text-align: center;">Available at &lt;<a href="http://teammnutrition.usda.gov/Resources/foodbuyingguide.html">http://teammnutrition.usda.gov/Resources/foodbuyingguide.html</a>&gt;</p>
Y	N	<p>The food items in Section 1. Meat/Meat Alternate match a description in Column 1 (Food As Purchased) of the FBG.</p> <p>Example: <b>Beans, Kidney, dry</b> matches a description in Column 1 of the FBG, but <b>Kidney Beans</b> does not match a description in Column 1 of the FBG (you do not know if the kidney beans are dry, canned, or frozen).</p>
Y	N	<p>The description does not match Column 1, but it does match a description in Column 4 (Serving Size Per Meal Contribution) or Column 6 (Additional Information) of the FBG.</p> <p>If the answer is Y, then you will need to convert the yield data from Column 6.</p>

Circle Y or N	<b>Steps for Evaluation</b> <b>Page 2</b>
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**MEAT/MEAT ALTERNATE continued**

Y	N	<p>The FBG Yield (servings per purchase unit) provided aligns with the correct description in Column 1, the description of how the food is served in Column 4, and the correct unit for the serving size in Column 4 to provide answers in units of 1 ounce. For meat/poultry, use the percent yield in Column 6.</p> <p>Example 1: A burrito is being evaluated. <b>Kidney beans, dry, canned, whole (pages 1 through 7, FBG)</b> matches a description in Column 1, the product is served heated which matches a description as served in Column 4; therefore, the FBG yield that should be used is 38.9 1/4-cups heated beans for 108 oz No. 10 can (38.9/108). The yield for drained beans (which is unheated) should not be used. For dry beans/legumes/peas/lentils, keep in mind that 1/4 cup cooked, drained beans/legumes/peas/lentils is equivalent to 1.0 oz meat alternate.</p> <p>Example 2: A sandwich is being evaluated. <b>Peanut butter (pages 1 through 40, FBG)</b> matches a description in Column 1, and 2 Tbsp (1 oz meat alternate) matches the unit we want our answer in. For this example, there are three acceptable yield ratios: (1) 97.5 1-oz servings per 108 oz, (2) 28.8 1-oz servings per 28 oz, or (3) 14.4 1-oz servings per 16 oz. When purchase units are 1 lb, always use 16 oz in the yield ratio. Do not use the yield ratios for 3 Tbsp peanut butter, since this will put the answer in units of 1 1/2 oz.</p> <p>Example 3: A chicken patty is being evaluated. <b>Chicken, boneless, raw (pages 1 through 31, FBG)</b> matches a description in Column 1, cooked matches a description in Column 4. The yield in Column 6 is 70 percent (you will multiply using the decimal form which is 0.70).</p>
Y	N	The answer provided in the Creditable Amount column for each separate ingredient has been verified using a calculator, and the answer was not rounded up.
Y	N	The total creditable amount for the meat/meat alternate section, Total A, is correct, and the answer was not rounded up.
Y	N	<p>All of the creditable ingredients listed on the form match ingredients listed in the ingredients statement on the product label.</p> <p>Example: It is not acceptable for the documentation to list <b>ground beef (not more than 30 percent fat)</b> if the label only lists <b>beef</b>. This means that the manufacturer does not have to actually use ground beef (not more than 30 percent fat), but can use any type of beef. <b>Beef</b> is not creditable since there is no one single FBG yield that can cover all beef items. Because the correct description is not on the label, the product cannot be accepted with the documentation.</p>

<b>Circle Y or N</b>	<b>Steps for Evaluation Page 3</b>
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**ALTERNATE PROTEIN PRODUCT (APP)**

<b>Y</b>	<b>N</b>	<p>The APPs listed are single ingredients such as soy flour, soy protein concentrate, soy protein isolate, whey protein concentrate, and nonfat dry milk.</p> <p>Examples of ingredients that do not meet the APP requirements are: wheat proteins, tofu, surimi, soy burgers, soy crumbles.</p>
<b>Y</b>	<b>N</b>	<p>The product itself is an entrée item or an integral part of an entrée item.</p> <p>Example: entrée items <b>ARE</b> sandwich patties, meat fillings or crumbles, pizzas, burritos, etc. Entrée items are <b>NOT</b> drinks, smoothies, desserts, muffins, cakes, protein bars, bread, chips, etc.</p>
		<b>Documentation (Refer to Attachment A)</b>
<b>Y</b>	<b>N</b>	<p>The APP documentation is on letterhead of the manufacturer that actually makes the APP.</p> <p>Documentation should not be accepted on distributor letterhead or from the food company making your purchased product (except in the rare case that the food company making the finished product actually manufactures the APP itself).</p>
<b>Y</b>	<b>N</b>	a. The documentation states that the APP meets requirements found in 7 CFR Parts 210, 220, 225, and 226.
<b>Y</b>	<b>N</b>	b. The documentation indicates that nonprotein constituents have been removed.
<b>Y</b>	<b>N</b>	<p>c. The PDCAAS (Protein Corrected Amino Acid Score) is provided, and the score is greater than 0.80 (80).</p> <p>The PDCAAS score should be provided in decimal form (i.e., 0.92), but sometimes the PDCAAS is reported as a whole number (i.e., 92) instead. If the PDCAAS is less than 0.8 (80), then the product does not meet the protein quality requirements and cannot be used for credit even if the percent as-is protein is greater than 18 percent.</p>
<b>Y</b>	<b>N</b>	<p>d. The hydration ratio is provided in the documentation and was calculated correctly (percent protein as-is divided by 18) minus 1 part dry APP = parts water).</p> <p>Example: if the percent as-is protein is 64.8, the calculation is as follows: <math>([64.8 \div 18] - 1 \text{ part dry APP}) = 2.6</math> parts water to hydrate the product down to 18 percent protein. The ratio of dry APP:water for this example will be 1:2.6.</p>
<b>Y</b>	<b>N</b>	<p>e. The percent protein is provided on an as-is basis and is greater than 18 percent.</p> <p>If the documentation states MFB or moisture-free basis—you cannot use this protein value. The as-is protein value must be used in calculating the meat alternate credit for APP.</p>

<b>Circle Y or N</b>	<b>Steps for Evaluation Page 4</b>
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**ALTERNATE PROTEIN PRODUCT (APP) continued**

Y	N	APP documentation meeting all of the above requirements is provided for each separate APP listed on the product analysis form.
		<b>Check the Calculation for Each APP Ingredient Used</b>
Y	N	The whole number percent protein (not the decimal form of the percent) is used in the calculation.  Example: If the percent as-is protein is 64.8 percent, use 64.8 in the calculation, not 0.648.
Y	N	The answer for each separate APP calculation is correct and was not rounded up.
Y	N	The amount of credit from APP, Total B, is correct and was not rounded up.
		<b>TOTAL CREDITABLE AMOUNT</b>
Y	N	The sum of Total A (meat/meat alternate) plus Total B (APP credit) is correct and was not rounded up.
Y	N	The total weight per portion of the product is provided and matches portion information provided on the label.
Y	N	The total credit is rounded down to the nearest 0.25 ounce.
Y	N	The Total Creditable Amount is not greater than the total weight of the portion of the product. (The credit may be equal to or less than the portion weight served.)  When using APP with high concentrations of protein, sometimes the calculation provides an answer that is greater than the weight of the product served; in this case, you must reduce the credit so that it is equal or less than the weight of the product served.  Example: if a soy burger uses soy isolate and whey protein concentrate and the weight of the heated burger weighs 1.75 oz, but the calculations show a total of 2.3 oz meat alternate, you can only count a maximum of 1.75 oz meat alternate for the burger because that is the weight of the meat alternate food being served.
		<b>AUTHORIZATION INFORMATION</b>
Y	N	The phone number was called, and the number is valid for the company that manufactures the food product purchased; it is the correct contact number for the name of the person who signed the documentation.  Ask for clarifications if needed.
Y	N	Overall—the product formulation statement is acceptable without further information.  <b>Do not accept products that do not have acceptable documentation.</b>



**EXAMPLE**  
**PRODUCT FORMULATION STATEMENT**

**1. Meat/Meat Alternate (M/MA)**

Description of Creditable Ingredients Per Food-Buying Guide	Ounces Per Raw Portion of Creditable Ingredient	Multiply	Food-Buying Guide Yield	Creditable Amount*
Beans, black (turtle), dry, canned, whole	1.0 oz	X	27.8/110	0.252
Beans, black (turtle), dry, canned, whole, drained (Column 6 conversion)	1.0 oz	X	27.8/62.0	0.44
Beans, kidney, dry, whole	1.0 oz	X	24.8/16	1.55
Beef, ground (not more than 18% fat), raw	1.0 oz	X	0.74	0.74
Beef brisket without bone, practically free of fat, raw	1.0 oz	X	0.69	0.69
Cheese mozzarella	1.0 oz	X	16/16	1.0
Cheese, cottage	1.0 oz	X	8/16	0.5
Chicken, boneless, fresh	1.0 oz	X	0.70	0.7
Chicken, drumstick with bone, fresh, skin on	2.0 oz	X	0.49	.098
Egg, frozen whole, pasteurized liquid	1.0 oz	X	18/16	1.125
Egg, whole, dried	0.25 oz	X	64/16	1.0
Fish fillet, fresh	1.0 oz	X	0.70	0.7
Ham, water added	1.0 oz	X	0.82	0.82
Nuts, almond	1.0 oz	X	16/16	1.0
Peanut butter	1.0 oz	X	14.4/16	0.9
Pork, ground (not more than 30% fat)	1.0 oz	X	0.70	0.7
Tuna, chunk-style, water-packed	1.0 oz	X	51.2/66.5	0.769
Tuna, chunk-style, drained (Column 6 conversion)	1.0 oz	X	51.2/51.2	1.0
Turkey, cooked diced, light and dark meat in natural proportions (no skin, wing meat, neck meat, giblets, or kidneys)	1.0 oz	X	16/16	1.0
Turkey ham, fully cooked	1.0 oz	X	0.70	0.7
Turkey ham, 15% water added	1.0 oz	X	0.59	0.59
Yogurt, plain	1.0	X	8/32	0.25

\*Creditable amount—Multiply ounces per raw portion of creditable ingredient by the Food-Buying Guide yield.

**II. Alternate Protein Product (APP)**

**Products containing APP must also provide the documentation described in Attachment A.**

Description of APP, Manufacturer's Name, and Code Number	Ounces Per Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
Soy flour, ABComp 1234	0.25 oz	X	52.0*	÷ by 18	0.72
Soy protein concentrate, ABComp 45	0.25 oz	X	64.8*	÷ by 18	0.9
Soy protein isolate XYComp 333	0.25 oz	X	85.0*	÷ by 18	1.18
Whey protein concentrate, Dairy 3	0.25 oz	X	45.0*	÷ by 18	0.625
Nonfat dry milk, Dairy 789	0.25 oz	X	21.0*	÷ by 18	0.29

\*Percent of protein As-Is is provided on the attached APP documentation.

\*\*18 is the percent of protein when fully dehydrated.

\*\*\*Creditable amount of APP equals ounces of dry APP multiplied by the percent of protein As-Is divided by 18.

EXAMPLE  
Soy Company X  
Soy Protein Concentrate  
Product Y

ATTACHMENT A

Documentation for Company X Products Used as Alternate Protein Products (APP) for Child Nutrition Programs:

- A. Company X certifies that Product Y meets all requirements for APP intended for use in foods manufactured for Child Nutrition Programs as described in Appendix A of 7 CFR 210, 220, 225, and 226.
- B. Company X certifies that Product Y has been processed so that some portion of the nonprotein constituents have been removed by fractionating. This product is produced from soybeans by removing the majority of the soybean oil and some of the other nonprotein constituents.
- C. The Protein Digestibility Corrected Amino Acid Score (PDCAAS) for Product Y is 0.99. It was calculated by multiplying the lowest uncorrected amino acid score by true protein digestibility as described in the Protein Quality Evaluation Report from the Joint Expert Consultation of the Food and Agriculture Organization/World Health Organization of the United Nations, presented December 4-8, 1989, in Rome, Italy. The PDCAAS is required to be greater than 0.8 (80 percent of casein).
- D. The protein level of Product Y is at least 18 percent by weight when fully hydrated at a ratio of 2.43 parts water to one part product.
- E. The protein level of Product Y is certified to be at least 61.8 percent on an **As-Is** basis for the As-Purchased product. **Note: Protein is often provided on a moisture-free basis (MFB), which is not the information Food and Nutrition Service (FNS) requires.**

All of the above information is required for APP and must be presented for approval.

**Note: It is also helpful to have the ingredients statement for Product Y. For example, if the product is uncolored and unflavored, the ingredients statement might be soy protein concentrate or if the product is colored and textured, the ingredients statement might be textured vegetable**

(Place information on company letterhead with signature of a legally authorized representative of the company.)

**PRODUCT FORMULATION STATEMENT  
FOR PREPARED FRUIT OR PREPARED VEGETABLE**

Product Name: \_\_\_\_\_ Code Number: \_\_\_\_\_

Case/Pack/Count/Portion/Size: \_\_\_\_\_

Volume and Weight of One Serving of Product: \_\_\_\_\_

• Weight of Total Product Per Batch: \_\_\_\_\_

• Number of Portions/Servings Per Batch: \_\_\_\_\_

I certify that the above information is true and correct and that one \_\_\_\_\_ serving (specify serving volume/weight) of the above product (ready to eat) contains \_\_\_\_\_ servings of fruit/vegetable\*\* for the Child Nutrition Programs.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER

\* CNP requires 16 grams of whole-grain flour or meal, bran or germ, or an equivalent amount of cereal as provided in FNS Instruction 783-1, Rev. 2, to equal 1 serving Grains/Breads. Grains/breads may be credited in 1/4-serving increments.

\*\* CNP requires a minimum of 1/8 cup fruit/vegetable to be counted toward meal requirements.

# EXAMPLE

## PRODUCT FORMULATION STATEMENT FOR MEAT/MEAT ALTERNATE AND ALTERNATE PROTEIN PRODUCT CALCULATIONS

JOJO'S GOOD TIME TREATS, INC.  
2221 Savory Taco Drive  
Flower Shop, Texas 75000  
1-800-555-9999

Provide a copy of the label in addition to the following information on company letterhead signed by an official representative of the company.

Product Name: Treat Time Combination Burrito® Code Number: 123456

Manufacturer: Treat Time Case/Pack/Count/Portion/Size: 22 Ct/6.61 OZ

### I. Meat/Meat Alternate (M/MA)

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate.

Description of Creditable Ingredients Per Food-Buying Guide	Ounces Per Raw Portion of Creditable Ingredient	Multiply	Food-Buying Guide Yield	Creditable Amount*
Beef, ground, frozen, 30% fat	1.25 OZ	X	.70	.875 OZ
Beans, pinto, dry, Canned	1 OZ	X	1	1.00 OZ
Cheese, Cheddar, natural	.19 OZ	X	1	.19 OZ
<b>A. Total Creditable Amount<sup>1</sup></b>				<b>2.065 OZ</b>

\*Creditable Amount—Multiply ounces per raw portion of creditable ingredient by the Food-Buying Guide yield.

### II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, Manufacturer's Name, and Code Number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X	%	÷ by 18	
		X	%	÷ by 18	
		X	%	÷ by 18	
<b>B. Total Creditable Amount<sup>1</sup></b>					
<b>C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)</b>					

\*Percent of protein As-Is is provided on the attached APP documentation.

\*\*18 is the percent of protein when fully hydrated.

\*\*\*Creditable amount of APP equals ounces of dry APP multiplied by the percent of protein as-is divided by 18.

<sup>1</sup> Total Creditable Amount must be rounded **DOWN** to the nearest 0.25 oz (1.49 would round down to 1.25 oz meat equivalent). Do **NOT** round up. If you are crediting both M/MA and APP, you do not need to round down in Box A until after you have added the creditable APP amount from Box B.

Total weight (per portion) of product as purchased: 6.61 OZ

Total creditable amount of product (per portion): 2.065 OZ  
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 6.61 -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 (FNS) Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation (Attachment A).

Signature: Happy Empanada Title: Compliance Manager

Printed Name: Happy Empanada Date: MM/DD/YY Phone Number: 999-555-5555

## Product Formulation Statement for Grains in School Meals

### *(Crediting Standards Based on Revised Exhibit A Weights Per Oz Equivalent)*

School food authorities (SFAs) should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative. The crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY2013-2014.

Product Name: \_\_\_\_\_ Code No.: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Serving Size: \_\_\_\_\_

- I. **Does the product meet the Whole Grain-Rich Criteria:** Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)*
  
- II. **Does the product contain noncreditable grains:** Yes \_\_\_\_\_ No \_\_\_\_\_ **How many grams:** \_\_\_\_\_  
*(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G and 6.99 grams for Group H of noncreditable grains cannot be credited using Exhibit A weights. Please use template for crediting using amount of creditable grains.)*
  
- III. **Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H, or Group I.** *(Please be aware that different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight.)*  
**Indicate which Exhibit A Group (A-I) the Product Belongs:** \_\_\_\_\_

Description of Product Per Food-Buying Guide	Portion Size of Product As Purchased  A	Weight of One-Ounce Equivalent as Listed in SP 30-2012  B	Creditable Amount  A ÷ B
<b>Total Creditable Amount<sup>1</sup></b>			

<sup>1</sup>Total Creditable Amount must be rounded **DOWN** to the nearest quarter (0.25) oz eq. Do **NOT** round up.

Total weight (per portion) of product as purchased \_\_\_\_\_  
Total contribution of product (per portion) \_\_\_\_\_ oz equivalent

I further certify that the above information is true and correct and that a \_\_\_\_\_ - ounce portion of this product (ready for serving) provides \_\_\_\_\_ oz equivalent Grains. I further certify that noncreditable grains **ARE NOT**  or  **ARE** above 0.24 oz eq per portion (please check one box). SFAs should include totals of noncreditable grains in weekly maximum if above 0.24 oz eq.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

**EXAMPLE**  
**Product Formulation Statement for Grains in School Meals**

***(Crediting Standards Based on Revised Exhibit A Weights Per Oz Equivalent)***

School food authorities (SFAs) should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative. The crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY2013-2014.

Product Name: Wheat Smile Pancakes Code No.: 14005  
 Manufacturer: ABC Bread Company Serving Size: 2 panCakes 50 g (1.75 oz)

- I. Does the product meet the Whole Grain-Rich Criteria:** Yes  No   
*(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)*
- II. Does the product contain noncreditable grains:** Yes  No  **How many grams:** \_\_\_\_\_  
*(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G and 6.99 grams for Group H of noncreditable grains cannot be credited using Exhibit A weights. Please use template for crediting using amount of creditable grains.)*
- III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H, or Group I.** *(Please be aware that different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight.)*  
**Indicate which Exhibit A Group (A-I) the Product Belongs:** C

Description of Product Per Food-Buying Guide	Portion Size of Product As Purchased A	Weight of One-Ounce Equivalent as Listed in SP 30-2012 B	Creditable Amount A ÷ B
PanCakes	50 grams	34 grams	1.47
<b>Total Creditable Amount<sup>1</sup></b>			<b>1.25</b>

<sup>1</sup>Total Creditable Amount must be rounded **DOWN** to the nearest quarter (0.25) oz eq. Do **NOT** round up.

Total weight (per portion) of product as purchased 50 g  
 Total contribution of product (per portion) 1.25 oz equivalent

I further certify that the above information is true and correct and that a 1.75 - ounce portion of this product (ready for serving) provides 1.25 oz equivalent Grains. I further certify that noncreditable grains **ARE NOT**  or  **ARE** above 0.24 oz eq per portion (please check one box). SFAs should include totals of noncreditable grains in weekly maximum if above 0.24 oz eq.

Happy Empanada  
 Signature

Compliance Manager  
 Title

Happy Empanada  
 Printed Name

MM/DD/YY  
 Date

999-555-5555  
 Phone Number

## Product Formulation Statement for Grains in School Meals

### (Crediting Standards Based on Grams of Creditable Grains)

School food authorities (SFAs) should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative. The crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY2013-2014.

Product Name: \_\_\_\_\_ Code No.: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Serving Size: \_\_\_\_\_

**I. Does the product meet the Whole Grain-Rich Criteria:** Yes \_\_\_\_\_ No \_\_\_\_\_  
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

**II. Does the product contain noncreditable grains:** Yes \_\_\_\_\_ No \_\_\_\_\_ **How many grams:** \_\_\_\_\_  
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G and 6.99 grams for Group H of noncreditable grains cannot be credited using the amount of creditable grains only.)

**III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H, or Group I.** (Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight.)

Indicate which Exhibit A Group (A-I) the Product Belongs: \_\_\_\_\_

Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient Per Portion <sup>1</sup>	Gram Standard of Creditable Grain Per Oz Equivalent (16 g or 28 g) <sup>2</sup>	Creditable Amount
	A	B	A ÷ B
<b>Total Creditable Amount<sup>3</sup></b>			

\*Creditable grains are whole-grain meal/flour and enriched meal/flour.

<sup>1</sup> (Serving size) X (% of creditable grain in formula). Please be aware serving size other than grams must be converted to grams.

<sup>2</sup> Standard grams of creditable grains from the corresponding group in Exhibit A.

<sup>3</sup> Total Creditable Amount must be rounded **DOWN** to the nearest quarter (0.25) oz eq. Do **NOT** round up.

Total weight (per portion) of product as purchased \_\_\_\_\_

Total contribution of product (per portion) \_\_\_\_\_ oz equivalent

I further certify that the above information is true and correct and that a \_\_\_\_\_ - ounce portion of this product (ready for serving) provides \_\_\_\_\_ oz equivalent Grains. I further certify that noncreditable grains **ARE NOT**  or  **ARE** above 0.24 oz eq per portion (please check one box). SFAs should include totals of noncreditable grains in weekly maximum if above 0.24 oz eq.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

**EXAMPLE**  
**Product Formulation Statement for Grains in School Meals**

***(Crediting Standards Based on Grams of Creditable Grains)***

School food authorities (SFAs) should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative. The crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY2013-2014.

Product Name: Wheat Smile Pancakes Code No.: 14005

Manufacturer: ABC Bread Company Serving Size: 2 panCakes 50 g (1.75 OZ)

(Raw dough weight may be used to calculate creditable grain amount)

**I. Does the product meet the Whole Grain-Rich Criteria:** Yes  No   
*(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)*

**II. Does the product contain noncreditable grains:** Yes  No  **How many grams:** \_\_\_\_\_  
*(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G and 6.99 grams for Group H of noncreditable grains cannot be credited using the amount of creditable grains only.)*

**III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H, or Group I.** *(Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight.)*

**Indicate which Exhibit A Group (A-I) the Product Belongs:** C

Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient Per Portion <sup>1</sup>	Gram Standard of Creditable Grain Per Oz Equivalent (16 g or 28 g) <sup>2</sup>	Creditable Amount
	A	B	A ÷ B
Whole-wheat flour (47%)	23.5	16	1.4687
Enriched flour (22%)	11	16	.6875
			2.15
<b>Total Creditable Amount<sup>3</sup></b>			<b>2.00</b>

\*Creditable grains are whole-grain meal/flour and enriched meal/flour.

<sup>1</sup> (Serving size) X (% of creditable grain in formula). Please be aware serving size other than grams must be converted to grams.

<sup>2</sup> Standard grams of creditable grains from the corresponding group in Exhibit A.

<sup>3</sup> Total Creditable Amount must be rounded **DOWN** to the nearest quarter (0.25) oz eq. Do **NOT** round up.

Total weight (per portion) of product as purchased 50 g (1.75 OZ)

Total contribution of product (per portion) 2.00 oz equivalent

I further certify that the above information is true and correct and that a 1.75 - ounce portion of this product (ready for serving) provides 2.00 oz equivalent Grains. I further certify that noncreditable grains **ARE NOT**  or  **ARE** above 0.24 oz eq per portion (please check one box). SFAs should include totals of noncreditable grains in weekly maximum if above 0.24 oz eq.

Happy Empanada  
 Signature

Compliance Manager  
 Title

Happy Empanada  
 Printed Name

MM/DD/YY  
 Date

999-555-5555  
 Phone Number



# NUTRITION FACTS LABEL

This label is only a sample. Exact specifications are in the final rules. Source: Food and Drug Administration, 2004.

## Sample Label for Macaroni and Cheese

The title signals that the label contains the required information.

More consistent serving sizes in both household and metric measures, replacing those that used to be set by manufacturers.

Nutrients required on nutrition panel are those most important to the health of today's consumers, most of whom need to worry about getting too much of certain items (fat, for example) rather than too few vitamins or minerals, as in the past.

<b>Nutrition Facts</b>	
Serving Size 1 cup (228g)	
Servings Per Container 2	
Amount Per Serving	
<b>Calories 250</b> Calories From Fat 110	
% Daily Value*	
<b>Total Fat</b> 12g	<b>18%</b>
Saturated Fat 3g	<b>15%</b>
Trans Fat 0g	
<b>Cholesterol</b> 30mg	<b>10%</b>
<b>Sodium</b> 470mg	<b>20%</b>
<b>Total Carbohydrates</b> 31g	<b>10%</b>
Dietary Fiber 0g	<b>0%</b>
Sugars 5g	
<b>Protein</b> 5g	
Vitamin A 4%	
Vitamin C 2%	
Calcium 20%	
Iron 4%	
* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:	
	<b>Calories: 2,000 2,500</b>
<b>Total Fat</b>	Less than <b>65g 80g</b>
<b>Sat Fat</b>	Less than <b>20g 25g</b>
<b>Cholesterol</b>	Less than <b>300mg 300mg</b>
<b>Sodium</b>	Less than <b>2,400mg 2,400mg</b>
<b>Total Carbohydrate</b>	<b>300g 375g</b>
<b>Dietary Fiber</b>	<b>25g 30g</b>

Calories from fat are now shown on the label to help consumers meet dietary guidelines that recommend people get no more than 30 percent of the calories in their overall diet from fat.

*NOTE: Naturally occurring trans fat is acceptable*

% Daily Value shows how a food fits into the overall daily diet.

Daily values are also something new. Some are maximums, as with fat (65 grams or less); others are minimums, as with carbohydrate (300 grams or more). The daily values for a 2000-calorie and a 2500-calorie diet must be listed on the label of larger packages.

**This page left intentionally blank.**

# NUTRIENT DATA FORM

## 1. **Product Identification**

Product Name: \_\_\_\_\_

Brand: \_\_\_\_\_

Produce Code: \_\_\_\_\_

List Child Nutrition (CN) Label Number, if appropriate: \_\_\_\_\_

Is this product in the CN Database? Yes  No

## 2. **Package Size and Servings Per Package**

Package Size = Grams \_\_\_\_\_ Pounds \_\_\_\_\_ Fluid Ounces \_\_\_\_\_

Standard Serving Size = \_\_\_\_\_

Number of Servings Per Package = \_\_\_\_\_

## 3. **Basis for Nutrient Data**

Nutrient data is being given (check one):

As Served  As Purchased

Analysis is based on (check one):

Per Serving  100 grams

Weight per serving = \_\_\_\_\_ grams

## 4. **Individual Values of Nutrients and Dietary Components**

If you **do not** have information on a nutrient, write **M** or **missing**. If this product **does not contain** a particular nutrient, write **0**.

Calories .....	_____	kcal	Protein .....	_____	grams
Total fat .....	_____	grams	Saturated fat .....	_____	grams
Carbohydrates .....	_____	grams	Sodium .....	_____	milligrams
Total dietary fiber .....	_____	grams	Cholesterol .....	_____	milligrams

Calcium .....	_____	milligrams or	_____	% DV (Daily Value)
Iron .....	_____	milligrams or	_____	% DV
Vitamin C .....	_____	milligrams or	_____	% DV
Vitamin A .....	_____	IU* or _____	RE* or _____	% DV

\*IU = International Units; RE = Retinol Equivalents

## 5. **Fat and Moisture Gain/Loss**

When this product is prepared, there is a:

Fat change (+/-) \_\_\_\_\_% Moisture change (+/1) \_\_\_\_\_%

## 6. **Special Instructions for Preparation, if appropriate**

To prepare this product, the manufacturer recommends: \_\_\_\_\_

## NUTRIENT DATA FORM INSTRUCTIONS

*USDA has developed this standardized form to help schools obtain information on foods they will be serving to children. They will use this information to develop recipes, analyze menus for nutritional value, and prepare products for lunch or breakfast.*

1. **Product Identification.** List name of product (and brand, if appropriate). Also, list product code if possible. If you know the product has a CN label number, list that as well. Check *Yes* or *No* for CN Database.
2. **Package Size and Servings for Package.** Write in package size as appropriate in grams, pounds, or fluid ounces. Indicate standard serving size and number of servings per package.
3. **Basis for Nutrient Data.** Indicate with a check mark whether you are submitting nutrient data for this product on an *As Served* or *As Purchased* basis. Use the *As Served* basis for any food that *does not have* (a) any ingredients added in preparation or (b) any fat absorbed during preparation.

Use the *As Purchased* basis for any food that (a) has ingredients added in preparation (such as milk, eggs, and oil added to baked product mixes), (b) is prepared by frying, (c) can be prepared in varying ways (for example, a food that can be baked or fried), or (d) gains or loses moisture/fat during preparation.

In addition, indicate whether nutrient analysis is based on 100 grams or per serving. Also, indicate weight per serving.

4. **Individual Values of Nutrients and Dietary Components.** Please fill out completely, leaving no lines blank. (a) If you have information on a nutrient, write the specific value in the unit of measurement indicated. (b) If you *do not* have information on a nutrient, write *M* or *missing*. (c) If this product *does not contain* a particular nutrient, write *0*.
5. **Fat and Moisture Gain/Loss.** If you checked *As Purchased* in Item 3, also fill in this section if there is a fat or moisture change during preparation.

(Fat may be gained or lost in cooking some foods, thereby changing the foods' nutrient value. Methods of preparation such as breading, frying, or baking affect this fat gain or loss. For example, chicken baked in the oven will lose fat during cooking, while batter-coated or breaded chicken that is deep-fried will gain fat. If fat is absorbed or gained, fat grams and calories from fat will be increased. If fat is lost, fat grams and calories from fat will be decreased.)

6. **Instructions for Preparation.** If appropriate, indicate instructions such as ingredients to be added, cooking methods, cooking time, and cooking temperature.

## STANDARDIZED RECIPES

- A. Standardized recipes are an important part of any well-managed food service program. They are essential to ensure that the planned serving sizes of food items are provided to students. SFAs must develop and use standardized recipes.
- B. A standardized recipe may be defined as one that has been tested and adapted for use by a given food service operation and found to produce the same good results, yield, and nutrients every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients.
- C. Standardized recipes offer many advantages for school food service. Benefits include:
  - 1. Quality control.
  - 2. Portion and yield control.
  - 3. Cost control.
  - 4. Creativity.
  - 5. Accurate nutrient analysis.
  - 6. Hazard Analysis and Critical Control Points (HACCP) requirements.
- D. When is a standardized recipe required? Anytime a food item contains more than one ingredient that contributes to the nutrient content of the meal. These ingredients might include margarine or butter, salt, seasoned salt, etc. Examples of food items needing recipes include toast, seasoned vegetables, scrambled eggs, sandwiches, and salad bars.
- E. Each standardized recipe should contain the following information:
  - 1. Yield
  - 2. Serving size
  - 3. Crediting information
  - 4. Ingredient information, including form (fresh, frozen, canned, etc.), fat content, packing medium (water, syrup, fruit juice, etc.)
  - 5. Correct measures, weights, and/or pack
  - 6. Complete preparation and serving procedures
  - 7. CCPs—Critical Control Points
  - 8. Process numbers (optional)
- F. Any modifications made to USDA recipes must be documented. A new recipe must be written with the modifications to the USDA recipe.
- G. The updated USDA standardized recipes can be found at the following Web site: **<http://www.fns.usda.gov/usda-standardized-recipe>**.

Recipe: \_\_\_\_\_ Category: \_\_\_\_\_

Process Number: \_\_\_\_\_

Ingredients	Yield _____		Directions
	Weight	Measure	

CCPs: \_\_\_\_\_

Crediting Information: \_\_\_\_\_

Serving Sizes: \_\_\_\_\_

Mt—Meat/Meat Alternate	Vegetable:
G—Grains	DGV—Dark Green Vegetable
WGR—Whole Grain-Rich	ROV—Red/Orange Vegetable
F—Fruit	LV—Beans/Peas (Legumes) Vegetable
Mk—Milk	SV—Starchy Vegetable
X—Extra Foods/Condiments	OV—Other Vegetable

Key for crediting information.

## Recipe Analysis

Recipe Name: \_\_\_\_\_ Portions per Recipe: \_\_\_\_\_

Ingredients	Quantity of Ingredients As Purchased	Purchase Unit	Servings Per Purchase Unit in Food-Buying Guide	Meat/Meat Alternate	Grains	Fruits	Vegetables DGV—Dark Green Vegetables ROV—Red/Orange Vegetables LV—Legume Vegetables SV—Starchy Vegetables OV—Other Vegetables					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	DGV	ROV	LV	SV	OV
<b>NOTES</b>			<b>TOTALS</b>									
<ul style="list-style-type: none"> <li>• Oz to lb conversion chart is on page 1-36 in the Food-Buying Guide</li> <li>• Remember to convert ready-to-use products to their As Purchased amount</li> <li>• The values for Columns 5, 6, 7, and 8 are found by multiplying the value in Column 2 by the value in Column 4</li> <li>• Remember to divide the total 1/4 cup of vegetables and fruits by 4 to get the cups of vegetables and fruits</li> <li>• Grains in portions of a cup:</li> <li>• Convert all needed servings into the same portion of a cup; use the corresponding yield data for that same size</li> <li>• Grains in numbers of servings: Use the yield data provided for 1 Grains serving</li> <li>• Separate vegetables into subgroups, using the subcolumns of 8</li> <li>• Keep recipe analysis with standardized recipes for reference</li> </ul>		Portions Per Recipe . . .		Total of M/M/A divided by Total # Portions	Total of G divided by Total # Portions	(1) Total of Fruits divided by 4 to convert to cups;  (2) Divide cups by Total # Portions	(1) Total of DGV divided by 4 to convert to cups;  (2) Divide cups by Total # Portions	(1) Total of ROV divided by 4 to convert to cups;  (2) Divide cups by Total # Portions	(1) Total of LV divided by 4 to convert to cups;  (2) Divide cups by Total # Portions	(1) Total of SV divided by 4 to convert to cups;  (2) Divide cups by Total # Portions	(1) Total of OV divided by 4 to convert to cups;  (2) Divide cups by Total # Portions	
				oz M/Ma	serv Grains	cups Fruits	cups DGV veg	cups ROV veg	cups LV veg	cups SV veg	cups OV veg	
				oz	serv	c	c	c	c	c	c	
				Each Portion Contains								c

# EXAMPLE

Recipe: CORN CHIP PIE Category: Meat/meat alternate  
 Process Number: 2 Grains

Ingredients	Yield <u>100</u>		Directions
	Weight	Measure	
Pinto beans	2 #10 Cans		1. Drain beans.
Raw ground beef, 80/20 Onions, chopped	6 Lb 1 Lb		2. Brown ground beef and onions together.
Tomatoes, canned, crushed, diced Flour	1 1/2 #10 Cans 3 Tbsp		3. Drain juice from tomatoes. Make paste of flour and tomato juice. Add crushed tomatoes; add flour/juice paste to beef mixture. Simmer 30 minutes.
Salt Chili powder Garlic salt	2 Oz 2 Oz 3 Tsp		4. Add beans and remainder of seasonings. Stir. Ccp = heat to 155°F or higher for at least 15 seconds. 5. Portion into 12"x20"x2" serving pans. Heat to 155°F or higher for at least 15 seconds.
Whole corn chips Reduced-fat cheddar cheese, grated	7 Lb 3 1/2 Lb		6. To serve, place whole corn chips on plate or tray; top with 1/2 cup (no. 8 Disher) chili mixture, and sprinkle with grated cheese. 7. Ccp = hold for hot service at 135°F or higher.

**CCP:** Cook to 155°F for 15 seconds, and hold at 135°F or higher

**Crediting Information:** 1/2 Cup chili mixture and .9 Oz whole corn chips, sprinkle with cheese

**Serving Sizes:** 1 Portion provides 2 ozmeat/meat alternate, 1 serving grains/breads, and 1/8 cup (rov) vegetable

Mt—Meat/Meat Alternate	Vegetable:	DG V—Dark Green Vegetable
GB—Grains/Breads		ROV—Red/Orange Vegetable
WGR—Whole Grain-Rich		LV—Beans/Peas (Legumes) Vegetable
F—Fruit		SV—Starchy Vegetable
Mk—Milk		OV—Other Vegetable
X—Extra Foods/Condiments		

Key for crediting information.



**EXAMPLE**  
Recipe Analysis

Recipe Name: \_\_\_\_\_ Portions per Recipe: 100

**CORN CHIP PIE**

(1) Ingredients	(2) Quantity of Ingredients As Purchased	(3) Purchase Unit	(4) Servings Per Purchase Unit in Food-Buying Guide	(5) Meat/Meat Alternate	(6) Grains	(7) Fruits	(8) Vegetables							
							DGV	ROV	LV	SV	OV			
PINTO BEANS, CANNED, DRAINED	2	#10 CAN	37.2	74.4										
GROUND BEEF, 80/20	6LB	LB	11.8	70.8										
REDUCED-FAT CHEDDAR CHEESE, GRATED	3.5 LB	LB	16	56										
TOMATOES, CANNED, CRUSHED, DICED	1.5	#10 CAN	46.6					69.9						12.6
ONIONS, DICED, READY-TO-USE	1 LB	LB	12.6		105									
WHOLE CORN CHIPS	7 LB	LB	15											
<b>NOTES</b>														
			<b>TOTALS</b>	201.2	105			69.9						12.6
			Portions Per Recipe . . .	Total of M/MA divided by Total # Portions	Total of Grains divided by Total # Portions	(1) Total of <b>Fruits</b> divided by 4 to convert to cups; (2) Divide cups by Total # Portions	(1) Total of <b>DGV</b> divided by 4 to convert to cups; (2) Divide cups by Total # Portions	(1) Total of <b>ROV</b> divided by 4 to convert to cups; (2) Divide cups by Total # Portions	(1) Total of <b>LV</b> divided by 4 to convert to cups; (2) Divide cups by Total # Portions	(1) Total of <b>SV</b> divided by 4 to convert to cups; (2) Divide cups by Total # Portions	(1) Total of <b>OV</b> divided by 4 to convert to cups; (2) Divide cups by Total # Portions			
			Calculations	oz M/Ma	serv Grains	cups Fruits	cups DGV veg	cups ROV veg	cups LV veg	cups SV veg	cups OV veg			
			Each Portion Contains	2.00	1	0	0	1/8	0	0	0			

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## FOOD PRODUCTION RECORDS

### A. Purpose

1. The CNP production record is a record that documents compliance with the meal requirements. SFAs are required to maintain documentation that demonstrates how meals offered to students meet meal pattern requirements. Production records must be complete and accurate. SFAs are required to document that reimbursable meals are offered.
2. ***The SFA/school district may elect to use a different format that better meets its needs; but it must contain, at a minimum, the required information.***
3. Besides meeting federal record-keeping requirements, several other valuable management tools are available from the proper use of this form:
  - a. Determining trends in student acceptability of the menu items
  - b. Projecting student participation levels
  - c. Forecasting quantities of food to purchase
  - d. Effectively managing menu planning and the scheduling of labor and work assignments

### B. Retention

All records concerning the CNP, including this form (or equivalent) and supporting documentation (e.g., CN labels, product formulation statements, nutrition labels, and Nutrient Data Forms), must be retained for a period of three years plus the current year. The records must be retained beyond the three-year period if audit findings have not been resolved.

### C. Preparation

Use of food production records should begin prior to meal preparation for the purpose of planning the menu. The records should be completed daily after meal service at the food preparation site to reflect what was actually prepared, including menu changes and/or modifications. Each day's production record must show the quantities prepared for that day of operation. Records must include all information necessary to support the claiming of reimbursable meals.

If a site has extensive menu offerings and/or multiple serving lines, modifying the form or preparing separate records for each serving line may be necessary.

# MENU PLANNING FOOD PRODUCTION RECORD

## INSTRUCTIONS

**NOTE:** Use one record for each line.

School Site: Record the name of the eating site.

Date: Record the date (month, day, and year) of the meal service.

Offer versus Serve and Grades Participating:

Indicate if the eating site participates in Offer versus Serve. Record the grades that participate in Offer versus Serve at the eating site.

Actual Number of Meals Served:

Record the number of meals served to students, adults, and any contract meals.

Item A: **Menu or Food Item Used and Form**

Record each menu or food item used and the form of the item (e.g., sliced, chopped, shredded, fresh, frozen, canned, raw), the packing medium (e.g., canned in juice or light syrup, frozen with added sugar or plain), and the method of preparation (e.g., baked or boiled). All offerings, choices, milk, substitutions, condiments, and noncreditable items must be listed to facilitate an accurate nutrient analysis of the menu.

Item B: **Recipe Number, Product Brand, and CN Label Number**

Record the recipe number of the menu item if the menu item is made from a recipe. Any menu item that has more than two ingredients combined to make the item must have a standardized recipe (e.g., seasoned or buttered corn, tossed salad, lasagna, rolls, fruit salad, cookies). If the item has been purchased, record the product brand, and/or CN label number, if applicable.

Item C: **Total Quantity of All Food Prepared**

Record the quantity of each menu or food item prepared for all students, adults, à la carte, and contract meals. Indicate the unit size in very specific terms (i.e., pounds, #10 cans, number of recipe servings).

Item D: **Indicate the Meal Contribution of Each Menu Item**

- Meat/Meat Alternate (Mt)
- Fruit (F)
- Vegetable
  - Dark Green (DGV)
  - Red/Orange (ROV)
  - Beans/Peas (Legumes) (LV)
  - Starchy (SV)
  - Other (OV)
- Grains (G)—Must be whole grain-rich (WGR)
- Milk (Mk)
- Extra Foods/Condiments (X)

Items E and F: Indicate the internal temperatures of hot and cold foods **AND the times they were taken.**

Items G, H, I, and Pre-K:

**Planned Serving Size**

Record the serving size of the menu/food item to be served. **NOTE: The planned serving size must be the same as the portion size required to be served—descriptive and measurable.**

**Planned Number of Meals**

Indicate the total number of reimbursable student meals planned. These figures will be used to conduct a nutrient analysis and, therefore, should not include any cafeteria workers, adults, contract, or à la carte numbers.

**Planned Number of Servings**

Record the total number of servings planned for each menu/food item to be served. If seconds are routinely planned, they are to be recorded in this column and will be included in the nutrient analysis.

Item J: **Adult, À la Carte, and Contract Meals**

Any adult meals or contract meals served, in addition to any à la carte items served, must be recorded here.

Item K: **Leftovers/Comments**

Enter the quantity of each menu item left at the end of the meal service. Record if the food was discarded, given out as seconds, or stored for future use. The menu planner may also use this column to record comments about the menu. If any food is left over, this column **MUST** be used to indicate what happened to the food.

## Food Production Record

**Site Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Meal Type	Break-fast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Offer versus Serve	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Grades Participating
_____						
_____						
_____						
Adult Meals						
Contract Meals						

Meals Served	
Grade	Actual Number Served

A Menu or Food Item Used and From	B Recipe # or Product Brand and CN Label #	C Total Quantity of All Food Prepared	D Meal Con- tribu- tion*	E Time and Temp I	F Time and Temp 2	G		H		I		PRE-K CACFP Meal Patterns  Planned # Reimbursable Meals for Students:	J A La Carte, Adults, Contract Meals	K Leftovers/ Comments
						Grade Group: _____ Planned # Reimbursable Meals for Students:	Planned # Servings (Including Planned Seconds)	Planned # Servings (Including Planned Seconds)	Planned # Servings (Including Planned Seconds)	Planned # Servings (Including Planned Seconds)	Planned # Servings (Including Planned Seconds)			
Milk 1 % White			Mk				1/2 PT						1/2 PT	
Milk FF Chocolate			Mk				1/2 PT						1/2 PT	

\* Meal Contribution—Meat/Meat Alternate (Mt); Fruit (F); Vegetable—Dark Green (DGV), Red/Orange (ROV), Beans/Peas (LV), Starchy (SV), Other (OV); Grains (G); Whole Grains (WGR); Milk (MK); Extra Foods/Condiments (X) \*\* The planned serving size must be the same as the portion size served.  
 \*\* The planned serving size must be the same as the portion size required to be served—descriptive and measurable.

# EXAMPLE Food Production Record

Site Name: ABC PS Date: 10/1/xx

Meal Type	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Offer versus Serve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meals Served	
<i>Grade</i>	<i>Actual Number Served</i>
Pre-K	24
K-8	241
9-12	168
Adult Meals	21
Contract Meals	0

A Menu or Food Item Used and From	B Recipe # or Product Brand and CN Label #	C Total Quantity of All Food Prepared	D Meal Contribution*	E Time and Temp I	F Time and Temp 2	G Grade Group: <u>K-8</u> Planned # Reimbursable Meals for Students: <u>250</u>	H Grade Group: <u>9-12</u> Planned # Reimbursable Meals for Students: <u>175</u>	I Grade Group: _____ Planned # Reimbursable Meals for Students: _____	J PRE-K CACFP Meal Patterns Planned # Reimbursable Meals for Students: <u>25</u>	K Leftovers/Comments
Chicken Nuggets	CN #123456	108 lb 3.25 oz	MT/G			5 Nuggets	6 Nuggets	5 Nuggets	5 Nuggets	25
Mashed Potatoes	Tater Good	9 lb	SV			1/2 cup	1/2 cup	1/2 cup	1/2 cup	25
Broccoli, frozen	Green Goddess	31.5 lb	DGV			1/4 cup	1/2 cup			25
Mixed Fruit in Own Juice	Brand X	14 #10 cans	F			1/2 cup	1 cup		1/4 cup	25
Cookie, Chocolate Chip	Sugar High	20 lb	X			1 each	1 each		1 each	25
Salad Bar			X				1/2 cup			25
Ketchup	Good Fats	1 quart	X			3 Tbsp	3 Tbsp		2 Tbsp	20
Gravy	So Good	5 lb	X			2 Tbsp	2 Tbsp		2 Tbsp	15
W G Roll	B #1	500	WGR			2 oz	2 oz		2 oz	25
Milk 1% White	Daily Cow		Mk			1/2 PT	1/2 PT		1/2 PT	10
Milk FF Chocolate	Daily Cow		Mk			1/2 PT	1/2 PT		1 each	3

\* Meal Contribution—Meat/Meat Alternate (Mt); Fruit (F); Vegetable—Dark Green (DGV), Red/Orange (ROV), Beans/Peas (LV), Starchy (SV), Other (OV); Grains (G); Whole Grains (WGR); Milk (MK); Extra Foods/Condiments (X) \*\* The planned serving size must be the same as the portion size served.  
 \*\* The planned serving size must be the same as the portion size required to be served—descriptive and measurable.

#### D. Salad Bars

1. ***A school may offer a daily salad bar line that offers multiple vegetable subgroups every day as a way to meet the weekly vegetable subgroup requirement.***

This is acceptable if the salad bar is available to all children each day and can offer all of the required weekly subgroups over the course of the week.

2. ***The vegetable subgroups offered on a daily salad bar need to be itemized on the production records. All of these items need to be listed on the menu.***

Section 201.10(a)(3) of the regulations requires that production and menu records for the meals show how the meals offered contribute to the required food components and food quantities. These records must be examined by the State Agency during the administrative review to ensure the meals offered are reimbursable.

3. ***Schools that offer salad bars are not required to use specific size serving utensils to meet quantity requirements.***

Schools are not required to use specific serving size utensils, but may do so to encourage children to take appropriate food amounts. However, regardless of the serving utensils used, food service staff must ensure that the portions on the student's tray meet the meal pattern requirements. This may be done by training the cashiers to visually identify the correct portions or by preportioning the food items.

4. Salad Bars and Point of Service (PoS)

SP-10-2012 (v.9) August 3, 2015: Questions and Answers on the Final Rule, *Nutrition Standards in the National School Lunch and School Breakfast Programs*, page 9, Number 24

***May a salad bar with fruits and vegetables offered as part of the reimbursable meal be located after the point of service?***

As stated in the memorandum on salad bars (SP-31-2013), the PoS should be stationed after the salad bar. If a school is not able to position the salad bar in a location prior to the PoS, the State Agency may authorize alternatives to the PoS lunch counts, such as stationing staff at the end of the salad bar to ensure each student leaves with a reimbursable meal. If the fruits and vegetables are located in an approved location beyond the PoS, there must be a system in place to ensure that each reimbursable meal selected by the student includes a fruit or a vegetable, and that the total of any fruit or vegetable item selected under OvS equals at least 1/2 cup. Unmonitored salad bars after the PoS are considered extra foods that do not contribute toward the reimbursable meal and need to be considered with regard to the weekly dietary specifications.

5. If the salad bar is designed to provide a complete reimbursable meal, the production record must be maintained on the ***FULL*** meal Food Production Record forms (**page CM-77**).
6. ***Do the vegetable subgroups offered on a daily salad bar need to be itemized on the production records? Do all of these items need to be listed on the menu?***

Yes. Section 210.10(a)(3) of the regulations requires that production records and menu records for the meals shows how the meals offered contribute to the required food components and food quantities. These records must be examined by the State Agency during the AR to ensure the meals offered are reimbursable.

## Salad/Food Bar Production Record Instructions

*Follow these instructions when the salad/food bar is planned as a menu item or extra offerings rather than a reimbursable meal.*

Date: Record the date.

Planned Number of Students and Adults for Salad/Food Bar:  
Indicate the total number of students and adults eating from the salad/food bar.

Meal Contribution:  
Check the *Vegetable and/or Fruit Component* box when it is being used as a component toward a reimbursable meal. **Note: Salad/food bar must be monitored when contributing to any part of the reimbursable meal.**

Comments: Note any special circumstances regarding meal contribution.

Item A: Food Item Prepared and Form, Recipe Number or Product Brand  
  
Record each menu or food item to be prepared. Record the form of the item (i.e., sliced, chopped, shredded, fresh, frozen, canned, raw), the packing medium (e.g., canned in juice or light syrup, frozen with added sugar or plain), and the method of preparation. **Note: Indicate the description of food items based on the Food-Buying Guide, when applicable.**

Also, record the recipe name and number of the menu item if the menu item is made from a recipe. Any menu item that has more than two ingredients combined to make the item must have a standardized recipe (e.g., seasoned or buttered vegetables, potato salad). If the item has been purchased, record the product brand and Child Nutrition (CN) label, when applicable.

Item B: Record times and temperatures according to your local HACCP plan.

Item C: Indicate Fruit or Vegetable. Vegetables must be reported by subgroups. Use the following abbreviations: Meat/Meat Alternate (Mt), Fruit (F), Vegetable—Dark Green (DGV), Red/Orange (ROV), Beans/Peas (Legumes) (LV), Starchy (SV), Other (OV), Milk (Mk), Extra Foods/Condiments (X). The planned serving size must also be indicated.

Item D: Total Quantity of Food Prepared  
  
Record the exact quantity of each food item to be prepared. Indicate the unit size in very specific terms (i.e., pounds, #10 cans, dozen).

Item E: Quantity of Food Left Over  
  
Enter the quantity of each food item left at the end of the meal service. Indicate leftovers in a standardized measure.

Item F: Quantity Used on the Salad/Food Bar  
  
Subtract Item D from Item C, and record quantity.

Item G: Comments  
  
Enter the quantity of each item left at the end of the meal service. Record if the food was discarded or stored for future use. The menu planner may also use this column to record comments about the food item.



## SALAD/FOOD BAR PRODUCTION RECORD

Date: \_\_\_\_\_ Planned Number of Students and Adults for Salad/Food Bar: \_\_\_\_\_

<b>Meal Contribution</b>
<p><i><b>NOTE:</b> Use this form ONLY when the salad/food bar is planned as a menu item or extra offerings rather than a reimbursable meal. Salad bar items will be counted in total meal contribution dietary specifications.</i></p> <p><input type="checkbox"/> <b>Vegetable Component</b> _____</p> <p><input type="checkbox"/> <b>Fruit Component</b> _____</p>

(A) Food Item Prepared/What Form Recipe Number or Product Brand	(B) Time and Temp	(C) Meal Contribution and Serving Size	(D) Total Quantity of Food Prepared (lb or qty)	(E) Quantity of Food Left Over (lb or qty)	(F) Quantity Used on the Salad/ Food Bar	(G) Comments

Meal Contribution: Fruit (F); Vegetable—Dark Green (DGV), Red/Orange (ROV), Beans/Peas (Legumes) (LV), Starchy (SV), Other (OV), Extra Foods/Condiments (X)

## EXAMPLE SALAD/FOOD BAR PRODUCTION RECORD

Date: 10/1/YYYY Planned Number of Students and Adults for Salad/Food Bar: 100

Meal Contribution	
<i>NOTE: Use this form ONLY when the salad/food bar is planned as a menu item or extra offerings rather than a reimbursable meal. Salad bar items will be counted in total meal contribution dietary specifications.</i>	
<input type="checkbox"/> Vegetable Component _____	<b>EXTRA</b>
<input type="checkbox"/> Fruit Component _____	<b>EXTRA</b>

(A) Food Item Prepared/What Form Recipe Number or Product Brand	(B) Time and Temp	(C) Meal Contribution and Serving Size	(D) Total Quantity of Food Prepared (lb or qty)	(E) Quantity of Food Left Over (lb or qty)	(F) Quantity Used on the Salad/ Food Bar	(G) Comments
Romaine	10:30 AM	X	10 lb	5 lb	5 lb	Use next day
	40°					
Tomatoes	10:30 AM	X	5 lb	0	5 lb	
	40°					
Carrots, baby	10:30 AM	X	3 lb	1 lb	2 lb	Use next day
	40°					
Cucumber	10:30 AM	X	5 lb	4 lb	1 lb	Discarded
	39°					
Broccoli	10:30 AM	X	3 lb	0	3 lb	
	39°					
Light Ranch	10:30 AM	X	1/2 gal	1/4 gal	1/4 gal	Use next day
	39°					
Italian Dressing	10:30 AM	X	1/4 gal	1/8 gal	1/8 gal	Use next day
	39°					
Pears, diced	10:30 AM	X	1 #10 can	0	1 #10 can	
	40°					
Strawberries	10:30 AM	X	5 lb	4 1/2 lb	1/2 lb	Discarded
	40°					

Meal Contribution: Fruit (F); Vegetable—Dark Green (DGV), Red/Orange (ROV), Beans/Peas (Legumes) (LV), Starchy (SV), Other (OV), Extra Foods/Condiments (X)

E. Multiple Lines

If a school has multiple serving lines, a daily production record must be maintained for each. Each serving line must offer all vegetable subgroups and meet minimum and maximum of all required food components.

F. Lines With Multiple Main Dishes

Lines with multiple main dishes may be recorded on one daily food production record if the same fruits and vegetables are available to students on that line. See example on **page CM-85** for K-5 grade grouping for meat/meat alternate and grains/breads. The fruit and vegetable items that are offered are the same for each option.

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## Line With Multiple Main Dishes K-5 Meal Pattern

Component	Food Item		Serving Size	Total Servings—Sample Menu				
	Option 1	Option 2		Option 1	Option 2			
<b>Meat/Meat Alternate</b> 8 ounce equivalent (oz eq) weekly/ 1 ounce equivalent (oz eq) daily	M	<i>Chicken Burger</i>	M	<i>Grilled Cheese</i>	Mon	<i>2 oz, 1 oz</i>	2 oz eq Chicken	1 oz eq Cheese
	T	<i>Marinara With Beef</i>	T	<i>Lowfat Yogurt</i>	Tues	<i>2 oz, 4 oz</i>	2 oz eq Beef	1 oz eq Yogurt
	W	<i>Chicken Fajita</i>	W	<i>Beef Burrito</i>	Wed	<i>2 oz, 2 oz</i>	2 oz eq Chicken	2 oz eq Beef
	Th	<i>Ginger Chicken With Citrus Glaze</i>	Th	<i>Braised Tofu</i>	Thurs	<i>2 oz, 2 oz</i>	2 oz eq Chicken	2 oz eq Tofu
	F	<i>Cheese Pizza</i>	F	<i>Chef's Salad</i>	Fri	<i>2 oz, 2 oz</i>	2 oz eq Cheese	2 oz eq C Salad
							<b>TOTAL: (MAX)</b> 10 oz eq	<b>TOTAL: (MIN)</b> 8 oz eq

Component	Food Item		Serving Size	Total Servings—Sample Menu				
	Option 1	Option 2		Option 1	Option 2			
<b>Grains</b> 8 ounce equivalent (oz eq) weekly/ 1 ounce equivalent (oz eq) daily	M	<i>Whole Grain-Rich Bun</i>	M	<i>Whole-Wheat Bread</i>	Mon	<i>1 ea, 2 slices</i>	2 oz eq Bun	1 oz eq Bread
	T	<i>Whole Grain-Rich Noodles</i>	T	<i>Whole Grain-Rich Roll</i>	Tues	<i>1/2 cup, 1 ea</i>	2 oz eq Noodles	1 oz eq Roll
	W	<i>Tomato-Basil Tortilla</i>	W	<i>Whole Grain-Rich Tortilla</i>	Wed	<i>1 ea, 1 ea</i>	2 oz eq Tortilla	2 oz eq Tortilla
	Th	<i>Whole Grain-Rich Rice</i>	Th	<i>Whole Grain-Rich Roll</i>	Thurs	<i>1/2 cup, 1 ea</i>	2 oz eq Rice	2 oz eq Roll
	F	<i>Pizza Crust, Whole Grain-Rich</i>	F	<i>Whole Grain-Rich Roll</i>	Fri	<i>1 ea, 1 ea</i>	2 oz eq Crust	2 oz eq Roll
						<b>TOTAL: (MAX)</b> 10 oz eq	<b>TOTAL: (MIN)</b> 9 oz eq	

Component	Food Item	Serving Size	Total Servings—Sample Menu	
<b>Fruits</b> 2 1/2 cups weekly/ 1/2 cup daily	M	<i>Fresh banana or raisins (1/4 cup raisins = 1/2 cup)</i>	Mon	<i>1/2 cup</i>
	T	<i>Fresh orange or sliced peaches</i>	Tues	<i>1/2 cup</i>
	W	<i>Fresh, seedless grape bunches or sliced pears</i>	Wed	<i>1/2 cup</i>
	Th	<i>Fresh apple slices or pineapple juice</i>	Thurs	<i>1/2 cup</i>
	F	<i>Fresh kiwi or pineapple</i>	Fri	<i>1/2 cup</i>
			<b>TOTAL:</b>	2 1/2 cups

Component	Food Item	Serving Size	Total Servings—Sample	
<b>Vegetables</b> 3 3/4 cups weekly/ 3/4 cup daily	M	<i>Baked beans or sweet potato fries</i>	Mon	<i>3/4 cup</i>
	T	<i>Cooked spinach or green peas</i>	Tues	<i>3/4 cup</i>
	W	<i>Roasted herb corn or cole slaw</i>	Wed	<i>3/4 cup</i>
	Th	<i>Steamed broccoli or celery sticks</i>	Thurs	<i>3/4 cup</i>
	F	<i>Fresh carrots or green beans</i>	Fri	<i>3/4 cup</i>
			<b>TOTAL:</b>	6 3/4 cups

Component	Food Item	Serving Size	Total Servings—Sample
<b>Milk</b> 5 cups weekly/ 1 cup daily	Fat-free milk, flavored or unflavored each day	All day, 8 ounces (1 cup)	5 cups weekly

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## APPROVED NUTRIENT ANALYSIS SOFTWARE

### **Eatec Solutions by Agilysys**

Agilysys, Inc  
1000 Windward Concourse, Suite 250  
Alpharetta, GA 30005  
Phone: (877-374-4783  
E-Mail: [hsgsales@agilysys.com](mailto:hsgsales@agilysys.com)  
Web site: <https://www.agilysys.com/solutions/by:products/inventory-procurement/eatec>

### **eTriton**

Harrison School Solutions  
2540 Warren Drive; STE A  
Rocklin, CA 95677  
Contact: Melanie Mohlman, Vice President, Sales and Marketing  
Phone: 916-577-2900 x611  
E-Mail: [mmohlman@harriscomputer.com](mailto:mmohlman@harriscomputer.com)  
Web site: [www.harrisschoolsolutions.com](http://www.harrisschoolsolutions.com)

### **Health-e Meal Planner**

Water Walkers, Inc dba Health-e-Pro  
P O Box 124  
Anacortes, WA 98221  
Phone: (800) 838-4856 x5  
Fax: (877) 355-6405  
E-Mail: [info@healthepro.com](mailto:info@healthepro.com)  
Web site: [www.healthepro.com](http://www.healthepro.com)

### **KidServe**

Horizon Software International  
2915 Premier Parkway, Suite 300  
Duluth, GA 30097  
Contact: Amy Huff, SNS  
Phone: (800) 741-7100 or (770) 554-6353  
Fax: (770) 554-6331  
E-Mail: [ahuff@horizonsoftware.com](mailto:ahuff@horizonsoftware.com)  
Web site: [www.horizonsoftware.com/k-12-school-nutrition](http://www.horizonsoftware.com/k-12-school-nutrition)

### **MCS Edison Menus & Inventory**

Heartland School Solutions  
787 Elmgrove Rd, Bldg 1  
Rochester, NY 14624  
Contact: Sales & Marketing  
Phone: (888) 287-6416  
Fax: (800) 227-8594  
E-Mail: [Sales@heartlandschoolsolutions.com](mailto:Sales@heartlandschoolsolutions.com)  
Web site: <https://www.heartlandpaymentsystems.com/school.solutions/nutrition-technology/mcs-software>

### **MCS WinFSTM Menus & Inventory**

(formerly Menus & Inventory [Planning/Productions] [WinFSIM] or Menus & Nutrition Inventory Management [WinFSIM])  
787 Elmgrove Rd, Bldg 1  
Rochester, NW 14624  
Contact: Sales & Marketing  
Phone: (888) 287-6416  
Fax: (800) 227-8594  
E-Mail: [Sales@heartlandschoolsolutions.com](mailto:Sales@heartlandschoolsolutions.com)  
Web site: <https://www.heartlandpayment systems.com/school-solutions/nutrition-technology/mcs-software>

**Meal Magic Suite—Nutrition Magic**

(formerly Meal Magic.Net Suite)

Meal Magic Corporation

627 Elliott Street

Grand Haven, MI 49417

Phone: (877) 383-3100

E-Mail: sales@mealmagic.com

Web site: www.mealmagic.com/?goto==Nutrition

**Meals Plus Menus**

Education Management Systems, Inc

4110 Shipyard Blvd

Wilmington, NC 28403

Phone: (800) 541-8999

Fax: (910) 799-5427

E-Mail: sales@mealsplus.com

Web site: www.mealsplus.com

**Mosaic Menu Planning**

Heartland School Solutions

787 Elmgrove Rd, Bldg 1

Rochester, NY 14624

Phone: (800) 724-9853

Fax: (800) 227-8594

E-Mail: Sales@heartlandschoolsolutions.com

Web site: <https://heartlandpaymentsystems.com/school-solutions/nutrition-technology/mosaic-menu-planning>

**NUTRIKIDS: Menu Planning & Nutritional Analysis**

Heartland School Solutions

787 Elmgrove Rd, Bldg 1

Rochester, NY 14624

Phone: (800) 724-9853

Fax: (800) 227-8594

E-Mail: Sales@heartlandschoolsolutions.com

Web site: <https://www.heartlandpaymentsystems.com/school-solutions/nutrition-technology/nutrikids>

**OneSource—Menu Planning and Nutrient Analysis**

Horizon Software International

2915 Premiere Parkway, Suite 300

Duluth, GA 30097

Contact: Amy Huff, SNS

Phone: (800) 741-7100 or (770) 554-6353

Fax: (770) 554-6331

E-Mail: ahuff@horizonsoftware.com

Web site: www.horizonsoftware.com/k-12-school-nutrition/

**PRIMA Web**

(Approved for use only by school food service programs managed by Aramark and is not available for purchase)

Aramark

1101 Market Street

Philadelphia, PA 19107

Phone: (215) 238-3000

Web site: www.aramark.com

**PrimeroEdge—Menu Planning Module**

(formerly Primero Menu Planning)

Cybersoft Technologies, Inc.

4422 FM 1960 West, Suite 300

Houston, Texas 77068

Contact: Gordon Rereddy

Phone: (866) 510-2525

Fax: (281) 895-9555

E-Mail: sales@cybersoft.net

Web site: www.primeroedge.com

**Solana**

Horizon Software International

2915 Premiere Parkway, Suite 300

Duluth, GA 30097

Contact: Liz Roesel

Phone: (800) 741-7100 or (770) 554-6353

Fax: (770) 554-6331

Web site: www.horizonsoftware.com/k-12-school-nutrition/

**TrakNOW—Nutrition and Inventory**

(Part of PCS-NOW, Nutrition on the Web Suite)

PCS Revenue Control Systems, Inc

560 Sylvan Avenue

Englewood Cliffs, NJ 07632

Sales and Marketing

(800) 247-3061; (201) 568-8300

Fax: (800) 854-3387; (201) 568-8381

E-Mail: info@pcs-now.com

Web site: <http://pcsrc.com/pcs-solutions/nutrition-inventory/>

**WebSMART MenuPlanning & Production**

Heartland School Solutions

1620 W Fountainhead Parkway, Suite 501

Tempe, AZ 85282

Contact: Sales & Marketing

Phone: (800) 423-2113

E-Mail: Sales@heartlandschoolsolutions.com

Web site: <https://www.heartlandpaymentsystems.com/school.solutions/nutrition.technology/websmartt>

**Webtrition**

(Approved for use only by school food service programs managed by Chartwells and is not available for purchase)

Chartwells K12

105 S York St

Elmhurst, IL 60126

Phone: (877) 586-9631



## FOOD SAFETY/HACCP

- A. Hazard Analysis and Critical Control Point (HACCP) System (Reference All State Directors' Memo 2005-SP-21)

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended Section 9(h) of the Richard B. Russell National School Lunch Act by requiring SFAs to implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. The program must be based on HACCP principles and conform to guidance issued by USDA. All SFAs must have had a fully implemented food safety program no later than the end of the 2005-2006 school year. (Reference USDA Guidance on Developing a School Food Safety Program Based on the Process Approach to HACCP Principles—June 2005)

HACCP is a systematic approach to construct a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food production process—receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting, and serving. The purpose of a school food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow).

There are two types of hazards: (1) ones specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.) and (2) nonspecific ones that affect all foods, such as poor personal hygiene. Specific hazards are controlled by identifying CCPs and implementing measures to control the occurrence or introduction of those hazards. Nonspecific hazards are controlled by developing and implementing Standard Operating Procedures (SOPs).

- B. The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, strengthens the existing food safety requirements in the NSLP, SBP, and all other FNS programs operated in a school. The purpose of this memorandum is to provide guidance on the implementation of the statutory requirement. (Reference: USDA Policy Memo SP-37-2011)

Section 302 of the Act amends Section 9(h)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758[h][5]) by requiring that the school food safety program based on HACCP principles be applied to any facility or part of a facility in which food is stored, prepared, or served for the purposes of the NSLP, SBP, or other FNS program. The school food safety program, required since 2004, addresses food safety in all aspects of school meal preparation, ranging from procurement through service. FNS anticipates that only minor modifications to existing food safety programs will be needed in order to meet this requirement.

Food safety programs must be reviewed to ensure that standard operating procedures for safe food handling are updated to include any facility or part of a facility where food is stored, prepared, or served, such as on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria. This requirement applies to school breakfast or lunch meals and the Special Milk Program (SMP), the Fresh Fruit and Vegetable Program (FFVP), and After-School Snack or Supper Programs (ASSP).

- C. Developing a School Food Safety Program

1. Before developing your food safety program, you should review the food service operations within your SFA and describe the facility, functions, and standard procedures for each. Some basic information to consider when doing this initial review includes:

- Types of facilities in your SFA
- Existing SOPs
- Number and type of employees at each site
- Types of equipment
- Processes for food preparation
- Menu items

2. Three main points are essential to developing this program:
  - Sanitation—Be sure that all of your food preparation areas are clean and sanitary, such as workers’ hands, utensils, and food contact surfaces. Avoid cross contamination.
  - Temperature control—Be sure to keep cold foods cold and hot foods hot. Cook to proper temperatures, and hold at proper temperatures; be sure to record those temperatures. A basic, properly calibrated food thermometer (digital or dial) is all you need to check for proper temperatures.
  - SOPs—They can be used both for sanitation and to verify that proper temperatures are being observed as well as other aspects of a foodservice operation. The NFSMI has a template available for SOPs.
3. An example of a Food Safety Program plan may be found in the USDA HACCP Guidance. Go to [www.sde.ok.gov](http://www.sde.ok.gov). After logging on, select *Services* and highlight *Child Nutrition*; click on *Nutrition documents*.

#### D. Requirements for a Food Safety Program

The SFA is responsible for developing a comprehensive food safety program for its jurisdiction, including a plan for every school food preparation and service site. A school food safety program must include the following elements.

##### 1. Develop, Document, and Implement SOPs

SOPs lay a strong foundation for your overall school food safety program. SOPs are step-by-step written instructions for routine food service tasks that affect the safety of food (*NONSPECIFIC* hazards), such as proper dishwashing procedures, or for tasks that are a part of the HACCP-based plan (specific hazards), such as proper cooking procedures. Each SOP should include instructions on monitoring, documentation, corrective actions, and periodic review of the procedures they cover. Adherence to SOPs allows food service managers and employees to effectively control and prevent hazards.

SFAs may already have SOPs developed and in place. If not, the ICN has developed a series of SOPs applicable to school food service establishments. The final versions of these SOPs are posted on the NFSMI Web site. Log on to <http://www.NFSMI.org>, then click on *Document Library* on the upper right-hand side of the page, then click on *Item 3, Subject Index*, then click on *Food Safety*. Scroll down to *Food Safety Standard Operating Procedures*, and select the *SOP* desired. These SOPs include critical limits as well as monitoring, corrective action, verification, and record-keeping procedures and may be customized to fit your particular foodservice operation. The main categories of SOPs with some example topics for school foodservice are listed below.

- a. General safety considerations
  - Prohibit bare hand contact with ready-to-eat (RTE) foods.
  - Store chemicals away from food and food-related supplies.
- b. Personnel
  - Require handwashing after restroom use, sneezing, coughing, or after performing any cleaning activity.
  - Develop a policy for restricting or excluding ill employees from food production or preparation areas.
- c. Product procurement
  - Follow recommendations for selecting vendors such as those found in state distributing agency vendor certification procedures.
  - Develop buyer product specifications.

- d. Receiving
    - Reject all cans with swollen sides or ends, flawed seals and seams, rust, or dents.
    - Put perishable foods into the refrigerator or freezer immediately.
  - e. Storing
    - Store all food and paper supplies six to eight inches off the floor.
    - Label all food with name of the school and delivery date.
  - f. Transporting
    - Preheat transfer carts prior to use.
    - Limit transport travel time to a maximum of two hours.
  - g. Holding
    - Keep hot foods hot (above 135°F [Oklahoma Health Department requirement]) and cold foods cold (below 41°F).
  - h. Preparation
    - Do not keep food in the *danger zone* (between 41°F and 135°F) for more than four hours.
    - Handle food with utensils; clean, gloved hands; or clean hands. (Bare-hand contact with food during preparation should be limited. Bare-hand contact with RTE foods should be prohibited.)
  - i. Cleaning/Sanitizing
    - Use clean water, free of grease and food particles.
    - Keep wiping cloths in sanitizing solution while cleaning.
  - j. Cooking and documenting temperatures
    - Record all temperatures when they are taken.
    - Use only a clean and sanitized thermometer when taking internal temperatures of foods.
  - k. Cooling
    - Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
    - Keep cold foods cold by prechilling ingredients for salads.
  - l. Reheating
    - Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
    - Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.
2. Written plan at each school food preparation and service site for applying HACCP principles
    - a. Assigning menu items in the appropriate HACCP process category

USDA recommends that SFAs use the *Process Approach* to HACCP because it gives them flexibility to create a program suitable for a variety of situations. The Process Approach, originally developed by FDA for retail food establishments, categorizes food preparation into three broad categories based on how many times each menu item moves through the temperature danger zone.

To assign menu items to one of the three processes, consider the processes and procedures used to prepare the food in each of your school district's facilities. Determine whether menu items have no cook step involved, undergo a cook step for same-day service, or receive additional cooling and reheating following a cook step. This will enable you to place each menu item into the appropriate process. Identify the number of times each menu item goes up (heating) or comes down (cooling) through the **danger zone** (41°F — 135°F), and classify items into the following food preparation processes:

- Process 1—No Cook

The menu item does not go completely through the danger zone in either direction.

- Process 2—Same-Day Service

The menu item takes one complete trip through the danger zone (going up during cooking) and is served.

- Process 3—Complex Food Preparation

The menu item goes through both heating and cooling, taking two or more complete trips through the danger zone.

You should document the appropriate process for each menu item. This can be done in a variety of ways, including writing the process number directly on the recipe or developing a list of menu items in each of the processes.

b. Identifying control measures and CCPs

The control measures that are absolutely essential must be applied at key points, known as CCPs, during the food preparation process to control specific hazards (physical, chemical, or biological). A CCP is a key point where a step can be taken to prevent, eliminate, or reduce a food safety hazard to an acceptable level.

You must document in writing the CCPs and critical limits for each process approach category in your food safety program and in each site plan. Each of the three processes in the process approach has specific CCPs (such as cooking, cooling, hot holding, cold holding, and reheating). The CCPs for each of the processes will remain the same regardless of the menu item. However, the critical limits will vary, depending upon the menu item and the recipe used to prepare each item. Critical limits for cooking, hot holding, and reheating are demonstrated on the following **Temperature Rules** chart:

## TEMPERATURE RULES! Cooking for Food Service

### Minimum Temperatures and Holding Times

#### 165°F (15 seconds)

- Poultry—chicken, turkey, duck, goose—whole, parts, or ground
- Soups, stews, stuffing, casseroles, mixed dishes
- Stuffed meat, poultry, fish, and pasta
- Leftovers (to reheat)
- Food, covered, cooked in microwave oven (hold cover 2 **minutes** after removal)

#### 160°F (15 seconds)

- Hamburger, meatloaf, and other ground meats;
- Eggs, any type

#### 145°F (15 seconds)

- Beef, corned beef, pork, ham—roasts (hold 4 minutes)\*
- Beef, lamb, veal, pork—steaks or chops
- Fish and shellfish, any type
- Fresh shell eggs—broken, cooked, and served immediately

#### 140°F (15 seconds)

- Ham, cooked—packaged in USDA-inspected plants—to reheat (all others to 165°F)
- Fruits and vegetables that are cooked

### **\*Reheat Foods to the Proper Temperature!**

- Reheat food within 2 hours to an internal temperature of 165°F for 15 seconds.
- Discard foods not reheated to 165°F within 2 hours.

**Hold All Hot Food at 135°F or Above After Cooking!**

The following are CCPs, related to each food preparation process:

- For Process 1—No Cook
  - Cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., limiting time would be holding at room temperature for four hours and then discarding)
- For Process 2—Same-Day Service
  - Cooking to destroy bacteria and other pathogens
  - Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria
- For Process 3—Complex Food Preparation
  - Cooking to destroy bacteria and other pathogens
  - Cooling to prevent the outgrowth of spore-forming bacteria
  - Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation
  - Reheating for hot holding, if applicable

USDA's *Recipes for Schools* include CCPs and critical limits. These recipes are available through the NFSMI Web site at <<http://www.nfsmi.org>>. Click on *Document Library* on the upper right-hand side, then click on *Item 3, Subject Index*, then click on *Recipes*, and scroll down to *USDA Recipes for Schools*. Having the recipes on file and following the recipes exactly will fulfill the requirement for documenting CCPs and critical limits within the process approach specifically for these recipes. Any other recipes, local or otherwise, that are not USDA's must have CCPs and critical limits.

c. Establish monitoring procedures

Employees must be trained in what is required by HACCP. Monitoring is an important step for an effective food safety program. Control measures, including CCPs and SOPs, must be monitored, controlled, and documented in writing. Monitoring involves making direct observations or taking measurements to see that the food safety program is being followed. Monitoring will identify when there is a loss of control so that corrective action can be taken. Monitors must review the school food safety programs at least annually or when any significant changes occur in the operations. In establishing your monitoring procedures, consider the following questions:

- How will you monitor CCPs and SOPs?
- When and how often will you monitor?
- Who will be responsible for monitoring?
- Who will be responsible for documenting the Food Safety Checklist, if applicable per district's HACCP plan. See *Food Safety Checklist* on **page CM-97**.

d. Establishing and documenting corrective actions

Whenever a critical limit is not met, a corrective action must be carried out immediately. A corrective action may be simply continuing to heat food to the required temperature. Other corrective actions may be more complicated, such as rejecting food items that were not delivered at the right temperature or discarding food that has been held without temperature control too long. Your food safety program must include corrective actions. Employees must know what these corrective actions are and be trained in making the right decisions.

e. Record keeping

There are certain written records or kinds of documentation that are needed to verify that the food safety program is working. These records will normally involve the food safety plan and any monitoring, corrective action, or calibration records produced in the operation of the food safety program based on HACCP principles. Record keeping also provides a basis for periodic reviews of the overall food safety program. In the event your operation is implicated in a foodborne illness, documentation of activities related to monitoring and corrective actions can provide proof that reasonable care was exercised in the operation of your facility.

Maintain records of cooking, cooling, and reheating temperatures and other CCPs in the food preparation process. Keep documentation as simple as possible to make record keeping easy for employees. You do not necessarily need to develop new records. For example, you may use existing paperwork such as delivery invoices for documenting product temperature when receiving food items. Determine what records must be kept, where to keep them, and which staff members will be responsible for maintaining them. Some of the types of records that should be maintained include:

- Records documenting the SOPs
- Time and temperature monitoring records
- Corrective action records

- Verification or review records
  - Calibration records
  - Training logs
  - Receiving logs
- f. Review and revise periodically

Review and revise your food safety program at least annually or as often as necessary to reflect any changes in your facility. These may include new equipment, new menu items, reports of illness or comments on health inspections, or other factors that indicate how well your food safety program is working. Determine who will review the current plan, when it will be done, and how it will be documented.

#### E. Emergency Procedures—Food Loss

During a power outage, a freezer temperature of 10°F or below is still considered a hard freeze. Therefore, if the freezer temperature stays below 10°F, food may still be kept in the freezer and used at a later date.

Most freezers will lose one degree per day without power if the freezer door stays shut. Sites must continue to check the temperature daily to avoid using foods not kept at the correct temperature.

If the temperature of the freezer rises above 10°F, then the food should be moved to a refrigerator and used within seven days.

When a site has food that it feels should not be used, the SFA should call the Food Sanitation Office of the Oklahoma State Health Department at 405-271-5243 and the Food Distribution Agency at 405-521-3581. The Health Department can schedule a county official to come out to the site and help the site dispose of the food and document the amount of food lost. This will give the site the documentation necessary for commodity replacement and insurance purposes for purchased foods.

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# FOOD SAFETY CHECKLIST

**(At least annually or more frequently if determined by your HACCP plan)**

Date: \_\_\_\_\_ Observer: \_\_\_\_\_

***Directions:** Use this checklist according to the instructions in your SOPs, if applicable. Determine areas in your operations requiring corrective action. Record corrective action taken, and keep completed records in a notebook for future reference.*

<b>PERSONAL HYGIENE</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
• Employees wear clean and proper uniform, including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring such as a wedding ring, a watch, and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Burns, wounds, sores or scabs, or splints and bandages on hands are completely covered with a glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and all washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>FOOD PREPARATION</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food preparation, equipment, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**FOOD PREPARATION (Continued)**

	Yes	No	Corrective Action
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single-use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is prepared in small batches to limit the time it is in the temperature danger zone.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean, reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The internal temperature of food <i>being cooked</i> is monitored and documented.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**HOT HOLDING**

	Yes	No	Corrective Action
• Hot holding unit is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of hot food <i>being held</i> at or above 135°F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hot holding unit is preheated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**COLD HOLDING**

	Yes	No	Corrective Action
• Temperature of cold food being held is at or below 41°F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**REFRIGERATOR, FREEZER, AND MILK COOLER**

	Yes	No	Corrective Action
• Refrigerator and freezer units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature is appropriate for piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is stored 6 inches off floor in walk-in cooling equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are available and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is properly wrapped, labeled, and dated.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory is practiced.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A temperature form is maintained to document storage temperatures daily.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**FOOD STORAGE AND DRY STORAGE**

	Yes	No	Corrective Action
• Temperature of dry storage area is between 50°F and 70°F or state public health department requirement.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food and paper supplies are stored six to eight inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is labeled with name and delivery date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Open bags of food are stored in containers with tight-fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Labeled chemicals are stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular cleaning schedule.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**CLEANING AND SANITIZING**

	Yes	No	Corrective Action
• Three-compartment sink is properly set up for washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dishmachine is working properly (such as gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Suds are visible in wash sink.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171°F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If using a chemical sanitizer, it is mixed correctly and a sanitizer test strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Smallware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**UTENSILS AND EQUIPMENT**

	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
• All small equipment and utensils, including cutting boards, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Can opener is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person’s mouth.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**LARGE EQUIPMENT**

	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
• Food slicer is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food slicer is cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Boxes, containers, and recyclables are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Loading dock and area around dumpsters are clean and odor-free.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**GARBAGE STORAGE AND DISPOSAL** Yes **No** **Corrective Action**

• Kitchen garbage cans are clean and covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Garbage cans are emptied as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Boxes and containers are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Loading dock and area around dumpster are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dumpster is closed.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**PEST CONTROL** Yes **No** **Corrective Action**

• Outside doors have screens, are well sealed, and are equipped with a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular schedule of pest control by a licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>	_____

## USDA FOODS

Fruits, vegetables, whole grain-rich products, and healthy sources of protein are available to help schools create meals that are consistent with the meal requirements. For example, the USDA Foods program offers reduced-sodium canned beans and vegetables at no more than 140 mg per half-cup serving, which is in line with the requirement to reduce sodium in school meals. A variety of frozen fruits and vegetables without added sugar or salt are also available. The program also offers reduced-sodium and reduced-fat processed and blended cheeses (including Cheddar and mozzarella), fajita strips, and beef products.

Schools can convert their USDA Foods into ready-to-use end products. Establishing the Nutrient Standards for processed end products, and sharing their standards with processors, is the responsibility of the SFA that orders the end product.

- A. If SFAs have any questions about USDA Foods (i.e., perpetual inventory, transferring foods, lost USDA Foods, disposal of spoiled USDA Foods), they should contact the Department of Human Services (DHS) at **405-521-3581** and/or the following Web site: **www.okdhs.org**.
- B. USDA Foods are allocated based on the total number of lunches served in the previous year. USDA Foods are forecast a year in advance; if there is an increase or decrease in the number of lunches served, this will be reflected in the next year's allocation.
- C. The maintenance of a refrigerator and/or freezer daily temperature log is required by the Food Distribution Unit of DHS for SFAs receiving USDA Foods. In the event that a refrigerator or freezer containing USDA Foods should malfunction and the contents be lost, USDA has deemed that the SFA must assume financial responsibility for the lost items unless a daily temperature log maintenance record can be produced. The daily temperature log maintenance record could possibly save the SFA from being placed in the unfortunate situation of having a claim filed by USDA for the value of USDA Foods lost. Refer to the form on **page CM-109** for an example of the log.
- D. A USDA Foods Commodity Product Comment Form developed by USDA is to provide local SFAs with a standardized method in which to document undesirable and/or inferior USDA Foods received by their SFAs. Refer to **page CM-107** for a sample Comment form.
- E. Because of any possible holds or recalls declared on USDA Foods, DHS requires a written system of accountability be developed for the USDA Foods received separately from other foods obtained by the SFA. USDA refers to this as a *perpetual inventory*. This is the complete and accurate record of the receipt, distribution, use, disposal, and inventory of USDA Foods. Refer to **page CM-109** for a sample Perpetual Inventory form.
- F. Sites are to use USDA Foods in the preparation of required food items or side dishes of the reimbursable lunch. In addition, they may be used in the preparation of meals served under any other meal service activity that is operated in the site under the nonprofit CNP account; e.g., SBP, SMP, à la carte sales, and snacks. (Reference All State Directors' Memo 99-SNP-14)

Examples of **ACCEPTABLE** use of USDA Foods are:

- Repackaging and selling USDA Foods peanuts in the à la carte sales line.
- Serving USDA Foods beef patties at a school function banquet. The cost must be at least equal to or greater than the value of the USDA Foods contained in the meal. The USDA value of the USDA Foods must accrue to the nonprofit school food service account (SFSA).
- Using USDA Foods in baking items that are sold in the teachers' lounge as long as they are also sold/served to students.

Examples of **UNACCEPTABLE** use of USDA Foods are:

- Catering operations for sites not participating in the NSLP.
- Catering for child care centers not participating in the CACFP.

- Using USDA Foods in the preparation of meals served at a school function banquet where the USDA value of the USDA Foods is not returned to the nonprofit SFSA.
- Using donated products in baking items that are given/sold exclusively to faculty, parent organizations, or the public.
- Using USDA Foods in any nonstudent-related events such as catering banquets for civic groups, partisan political functions, or supplying refreshments for parent organizations. Further, SFAs are prohibited from increasing their orders for USDA Foods for the purpose of supporting school-related functions other than NSLP, SBP, etc.

## G . Commodity Processing

Commodity processing allows state distributing agencies (DHS) and eligible SFAs to contract with commercial food processors to convert raw bulk USDA Foods into more convenient ready-to-use end products.

USDA Foods processed by USDA do not require the school to follow procurement regulations. However, if a USDA Foods item is being processed by a food vendor, then procurement regulations must be followed.

### 1. Commodity Processing Operations

USDA offers states an estimate of the dollars planned to support a particular commodity. Multiple forms of a commodity are available as ordering options, one of which is bulk for reprocessing.

For example, funds to support the turkey market may be spent on turkey roasts, turkey ham, whole turkeys, or bulk pack turkeys. The bulk pack is specifically designed for efficient processing into end products such as sliced deli meat, hot dogs. DHS coordinates with school districts the best forms in which to order this commodity to meet school needs.

For raw bulk USDA Foods to be further processed into selected end products, DHS or SFAs contract with commercial food processors to have USDA Foods converted to more usable forms.

This legally binding agreement (or processing agreement) allows the processor to receive USDA Foods like bulk chicken as an ingredient in the production of a finished end product like chicken nuggets or patties. In turn, the value of USDA Foods is passed through to the recipient agency in the form of a lower cost for the finished product. USDA purchases and delivers bulk donated foods to the designated processing location as ordered by DHS.

### 2. The Commodity Value Passed on to SFA

Processors entering into these types of agreements must ensure that the full value of USDA Foods contained in the finished products is returned to the SFA. This value can be returned to the SFA by:

- a. Discounting the normal commercial price of a product.
- b. Paying a refund to the school.
- c. Charging a fee for service for converting the USDA Foods.

End products made from meat or poultry are usually produced under fee-for-service agreements. Under this arrangement, the end products are sold at a processing fee, which represents the processor's costs for labor, packaging, other ingredients, and administrative overhead. With a fee for service, the value of the USDA Foods in the end products is not included in the price of the product.

### 3. Types of Commodity Processing Agreement

Processing agreements can be between FNS, DHS, and a processor, or an SFA and a processor. There are four basic types of agreement:

- **National Processing Agreement (NPA).** To reduce costs and paperwork, FNS has taken on the role of holding the agreement with the processor, monitoring the bond and approving all of the end products manufactured under the agreement. For additional information on NPA, go to [www.fns.usda.gov/fdd/processing/national/](http://www.fns.usda.gov/fdd/processing/national/).
- **State Master Agreement.** Under a state master agreement, DHS enters into an agreement with the processor and designated eligible SFAs may purchase end products from their processor.
- **State Agreement.** Under a state agreement, DHS negotiates bids and/or prices, selects the processor and the end products that will be produced, and enters into an agreement with the processor.
- **Recipient Agency Agreement.** Under a recipient agency agreement, the SFA enters into an agreement with the processor. This kind of arrangement requires the approval of DHS. Once approved, the SFA may purchase end products from that processor. A recipient agency agreement should be used after the SFA has completed its procurement process.

### 4. Procurement of Processing Services

- Under a national agreement, DHS or the SFA is responsible for conducting procurement, depending on who controls the finished product.
- Under a state agreement, DHS is responsible for conducting procurement.
- Under both the state master agreement and the recipient agency agreement, the SFA is responsible for conducting the procurement.

Regardless of the type of agreement that is used, processing services must be procured following federal procurement regulations.

All procurements are subject to the most stringent procurement thresholds whether that is federal, state, or local thresholds.

### 5. Regulations Governing Commodity Processing

Commodity processing is governed by regulations contained in 7 CFR §250.30. For a complete copy of 7 CFR §250 regulations, go to the Food Distribution Web site at [www.fns.usda.gov/fdd/regs;fdregulations.htm](http://www.fns.usda.gov/fdd/regs;fdregulations.htm).

For more information about commodity processing, we suggest that you contact DHS. A list of these state contacts may be found on the Food Distribution Web site at [www.fns.usda.gov/fdd/contacts/sdacontacts.htm](http://www.fns.usda.gov/fdd/contacts/sdacontacts.htm).

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## REFRIGERATOR/FREEZER DAILY TEMPERATURE LOG

NAME OF SITE \_\_\_\_\_ For: \_\_\_\_\_  
(IDENTIFY UNIT)

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

No more than a two-day gap on breaks/holidays.

Date	Time	Temperature	Corrective Action	Initials
1				
2				
3				
4				
5				
6				
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11				
12				
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30				
31				

*Retain completed form with monthly Child Nutrition Programs (CNP) records.*

## **REFRIGERATOR/FREEZER DAILY TEMPERATURE LOG INSTRUCTIONS**

The maintenance of a refrigerator and/or freezer temperature log is required by the Food Distribution Unit of the Department of Human Services (DHS) for any institution receiving commodities. In the event that a refrigerator or freezer containing United States Department of Agriculture (USDA) commodities should malfunction and the contents be lost, USDA has deemed that the institution must assume financial responsibility for the lost items unless a temperature log maintenance record can be produced. The temperature log maintenance record could possibly save the institution from being placed in the unfortunate situation of having a claim filed by USDA for the value of commodities lost. Refrigerators should be maintained at 40°F or below; freezers should be maintained at 0°F or below.

### **INSTRUCTIONS:**

- Use one form per freezer and/or refrigerator unit.
- Record name of site, name of refrigerator/freezer unit, and month and year.
- Record a temperature reading of every unit each morning.
- Post the date, time, and temperature of each unit on the designated form for that unit.
- Initial form for the day the temperature of the unit was recorded.

Document temperatures daily during operations. Record the temperatures late each Friday afternoon and early Monday morning if the institution is closed for the weekends. Record the temperature immediately after a known or suspected power loss. During holidays, record the temperature at least every other day, with no more than a two-day gap.

RETURN TO:

Department of Human Services  
Food Distribution Agency  
P. O. Box 25352  
Oklahoma City, Oklahoma 73125  
405-521-3581

**COMMODITY PRODUCT  
COMMENT FORM**

Contract Party: (Name of food service director, SFA's name, address, and telephone number)	Date:
Commodity Item(s):	
Complaint:	
Location: (Site's name, address, and telephone number)	Complaint made by:
Commodity Contract Number: (Located on case—must have this number) Commodity Lot Number: (Usually located on case—valuable to have) Other Identifying Information: (Pack date; can code; any other numbers available)	
<b>FOR STATE AGENCY USE ONLY</b>	
Vendor:	Order Number:
Shipped From:	Date:
Destination Point:	Date:

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**State of Oklahoma  
 Department of Human Services  
 PERPETUAL INVENTORY FOR USDA FOODS**

Food Item	Location	Description	Best If Used by
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DATE	QUANTITIES IN	QUANTITIES OUT	BALANCE	INITIALS	REMARKS

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## PROFESSIONAL STANDARDS FOR SCHOOL NUTRITION PROGRAM COMPLIANCE

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires the United States Department of Agriculture (USDA) to create professional standards for state and local school nutrition program personnel. Local school program personnel should be sure to refer to the final rule and consult with the State Agency (SA) if they have specific questions.

The goal of the training and hiring standards is to ensure the success of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) by assisting school food authorities (SFAs) in:

- Recruiting, hiring, training, and retaining qualified school nutrition staff.
- Enhancing the image of school nutrition professionals and their influence in the community.
- Building skills and empowering staff to lead and efficiently operate school nutrition programs.

### A. Standards for School Nutrition Employees, Directors, Managers, and Staff

Professional standards apply to all school nutrition employees, whether the SFA operates the school nutrition program or contracts with a food service management company (FSMC). Compliance with the professional standards is included as a part of the Administrative Review (AR).

### B. Job Categories

Professional standards vary by three job categories: directors, managers, and staff. The definitions are general enough to cover most local school nutrition program employees.

- **Directors** plan, administer, implement, monitor, and evaluate all districtwide aspects of school nutrition programs.
- **Managers** have direct responsibility for the day-to-day operations at one or more schools.
- **Staff** prepare and serve meals, process transactions at point of service, and review the free/reduced-price applications, along with other routine work.

### C. Training Standards

- Annual training hours required each year varies by job category and must be job-specific.
- Training is measured in hours and may include shorter time periods.
- Training may be obtained in many ways: in person, online, local meetings, webinars, conferences, etc., many available free or at low cost.
- USDA provides a Training Tracker Tool to help document completed training, if needed.
- The SA reviews training documentation during the AR.

**Table 1: Summary of Annual Required Minimum Training Hours for School Nutrition Employees**

<b>Job Category</b>	<b>Annual Requirements*</b>
Directors	12 hours
Managers	10 hours
Staff	6 hours
Parttime Staff (working less than 20 hours per week)	4 hours
Midyear Hires in All Categories (January 1 or later)	One-half of training requirement for each job category

\*Annual requirements apply to the 12 months between July 1 and June 30

D. Training Topics by Key Areas

USDA has suggested job-specific training topics that align with four key areas: nutrition, operations, administration, and communications/marketing. See chart below.

**Table 2: Training Topics by Key Areas**

<b>Key Areas</b>	<b>Training Topics</b>
Nutrition	Menu Planning Nutrition Education General Nutrition
Operations	Food Production Serving Food Cashier and Point of Service Purchasing/Procurement Receiving and Storage Food Safety and Hazard Analysis and Critical Control Point (HACCP)
Administration	Free and Reduced-Price Meal Benefits Program Management Financial Management Human Resources and Staff Training Facilities and Equipment Planning
Communications and Marketing	Communications and Marketing

See the FNS Professional Standards Web site for suggested learning objectives for each training topic:

**<http://www.fns.usda.gov/school-meals/professional-standards>**



#### E. Record-Keeping Requirements

The regulation does not specify the kind of records that must be kept. Records that list the employee name, employer/school, training title, topic/objectives, training source, dates, and total training hours would be appropriate to demonstrate compliance with training requirements. Records must be maintained and made available to the SA upon request. They may be kept electronically in a local database, in paper files, or through the USDA Training Tracking Tool. The Oklahoma State Agency allows a 2-year period to complete training, but some training hours must be completed each year. Documentation of professional standards training is now part of the AR, so while it is ideal for individual staff members to keep track of their own training, you must ensure it is available for SA review.

#### F. Hiring Standards for New School Nutrition Program Directors

The professional standards also include minimum hiring criteria for new school nutrition program directors. The hiring standards affect directors hired on or after July 1, 2015. Directors hired prior to July 1, 2015:

- Can remain in their current positions without meeting the hiring standards.
- May fill a new director position for the same LEA enrollment category or smaller without meeting the hiring standards.
- Must meet the hiring standards for the larger LEA enrollment category when applying for a director position within that enrollment category.

Hiring criteria depend on LEA enrollment size. As enrollment increases, program demands and complexity follow. Thus, minimum requirements are higher for LEAs with enrollments of 10,000 or more students than for smaller districts.

**Table 3: Minimum Hiring Standards for New School Food Authority (SFA) Nutrition Directors**

Local Educational Agency (LEA) Student Enrollment Categories	Category 1 2,499 or Less	Category 2 2,500-9,999	Category 3 10,000 or More
Minimum Education Standards	Bachelor's Degree* in specific/related major** (experience preferred, not required)	Bachelor's Degree* in specific/related major** (experience preferred, not required)	Bachelor's Degree* in specific/related major** (experience preferred, not required)
	<b>OR</b>	<b>OR</b>	<b>OR</b>
	Bachelor's Degree* in any major <i>and</i> state-recognized certificate for school nutrition program directors	Bachelor's Degree* in any major <i>and</i> state-recognized certificate for school nutrition program directors	Bachelor's Degree* in any major <i>and</i> state-recognized certificate for school nutrition program directors
	<b>OR</b>	<b>OR</b>	<b>OR</b>
	Bachelor's Degree* in any major <i>and</i> <b>1 year</b> of relevant school nutrition experience	Bachelor's Degree* in any major <i>and</i> <b>2 years</b> of relevant school nutrition experience	Bachelor's Degree* in any major <i>and</i> <b>5 years</b> of relevant school nutrition experience
<b>OR</b>	<b>OR</b>	<b>OR</b>	
Associate's Degree* in specific/related major** <i>and</i> <b>1 year</b> of relevant school nutrition experience	Associate's Degree* in specific/related major** <i>and</i> <b>2 years</b> of relevant school nutrition experience		
<b>OR</b>	<b>OR</b>		
High School Diploma (or GED) <i>and</i> <b>3 years***</b> of relevant school nutrition experience			
Food Safety Training	At least 8 hours within 5 years prior to or within 30 days of start date		

\* Or equivalent educational experience; consult your State Agency for more information.

\*\* Specific/related major: Academic major or concentration in food and nutrition, foodservice management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

\*\*\* For LEA enrollments less than 500, the State Agency may approve the hire of a candidate with a high school diploma (or (GED) and less than the required years of experience, if the best qualified candidate.

#### G. Allowable Training Methods for Job-Specific Training

- Online courses
- Structured, on-the-job training
- In-service training
- Local school nutrition organization educational events
- State Agency-sponsored training
- Training you conduct for staff
- Meetings sponsored by foodservice partners (vendors and commodity groups), including exhibits (as allowed by your State Agency)
- College courses with job-specific content

A full 60 minutes of training counts as one training hour, but shorter time periods are allowed. For example, four 15-minute in-service training sessions equal one training hour. Not all activities will count toward training as they all must be job-specific.

Any financing of training for Child Nutrition personnel is an allowable use of the school food service account with an exception. Child Nutrition funds ***CANNOT*** be used to meet the standards for hiring new personnel such as completion of a college degree.

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## ADDITIONAL INFORMATION

### A. Food Leaving School Premises/Designated Eating Areas (Reference FNS Instruction 786-8, Revision 1)

The authorizing legislation and program regulations clearly intend that meals **(breakfasts, lunches, and snacks) reimbursed under the programs are to be SERVED and CONSUMED as part of the school program on school or school-related premises. Therefore, school meals given to children to take home are not reimbursable. The term PREMISES has been defined as those assigned eating areas for both students and adults. Guests must also eat their meals in the designated areas. No food items—meals, leftover food, or USDA Foods—are to be carried away from the premises by any person, except for one vegetable, fruit, or grain item that may leave the premises.** However, meals such as those taken on school-supervised field trips may be reimbursed if they meet meal pattern requirements and are served and consumed as part of a school-related function. These functions must be part of the curriculum, as defined by the State Agency, and not extracurricular events. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage. **NOTE:** USDA requires that all food items necessary for a reimbursable meal must be provided by the SFA. Therefore, any part(s) of a meal that is being provided by a parent, student organization, grandparent, or any other person or entity must not be claimed for reimbursement. (Reference 7 CFR §210.10)

### B. Use of Leftover Foods (Reference USDA Policy Memo 89-SNP-7 and 96-SNP-28)

1. There has been a strict interpretation of regulations dealing with the use of foods produced and USDA Foods used in the school food service program.

At the same time, discarding unusable leftover food when there are needy people in the community and there are charitable nonprofit organizations in the community that can use the food to address that need is wasteful and violates humanitarian sensibilities.

2. A new policy will now allow the state the flexibility to authorize SFAs to release leftover food to charitable nonprofit organizations under the following conditions:
  - a. Good meal production planning is followed to ensure that one meal per child is produced.
  - b. The leftover food cannot be used in the food service program and would otherwise be thrown away.
  - c. State and local health codes are followed.
  - d. There is an agreement on file at the SFA between the SFA and the nonprofit organization to include, at a minimum: (a) terms of the agreement; (b) duties of the district; (c) duties of the contractor; (d) nondiscrimination; (e) contractor not an officer, employee, or agent of the district; (f) liability; (g) hold harmless and indemnification; and (h) certification of liability insurance. An example of an agreement is on **page CM-135**.
  - e. Documentation must be maintained with food production records. This must include, at a minimum:
    - What food items
    - Quantities
    - Date

### C. Food Garbage

USDA has very strict regulations about the distribution of food garbage for the use of feeding animals. The Oklahoma Department of Agriculture should be contacted for further information.

### D. Sanitation/Health Inspections of Kitchens

#### 1. Sanitation

Local, county, and state standards must be followed. It is recommended that a sample of each food served during the day be taken at each meal service and kept under refrigeration for at least 72 hours before discarding. The Oklahoma State Department of Health Food Service Establishment Regulations (Chapter 256) may be obtained through the Consumer Protection Division of Food Sanitation at 405-271-5243. This information may also be accessed at [www.ok.gov/health](http://www.ok.gov/health).

#### 2. Health Inspections of Kitchens

- a. Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended Section 9(h) of the Richard B. Russell National School Lunch Act regarding health inspections required in schools participating in the NSLP or SBP.
- b. Each school must obtain at least two health inspections each school year. The inspections must be conducted by the Health Department. In addition, schools must post, in a publicly visible location, the most recent health inspection and provide a copy of the health inspection report to a member of the public upon request. If a school is not receiving the required two inspections per year, the school should contact the Health Department to request that the inspections be conducted; the date and name of the person spoken to concerning this matter should be documented.
- c. The Reauthorization Act also requires the State Agency to annually submit a report on health inspections to the Secretary of Agriculture. To meet this requirement, state agencies must annually collect and submit to FNS the number of schools within the state that meet the requirement for two health inspections; the number of schools that have only obtained one inspection; the number of schools that have not been able to obtain any inspections; and the number of schools that exceed the required number of inspections. (Reference USDA Policy Memo 2005-SP-10) This report will be submitted through eClaims by each school district prior to the submission of the September claim for reimbursement.
- d. Oklahoma Law Title 63 O.S. Sections 1-106.1(E) and 1-1118, and Title 75 O.S. Section 314(C) (1) requires institutions such as schools to pay annual license renewal fees of \$100 per site to the Oklahoma State Department of Health. This fee is necessary to support the continued operation of food sanitation programs, including facility inspections conducted by the Health Department.

### E. Purchase or Sale of Branded Foods

There are several USDA rules and regulations that apply when commercially branded foods are purchased and sold by school food service programs.

#### 1. Sales Agency Agreements

Sites may not enter into a sales agency agreement with a food vendor. This means that the vendor may not bring the food product into the site and make direct sales to the final consumer (students, teachers, etc.). SFAs must purchase the food items from the vendor and may then resell to students, etc.

#### 2. Food Safety and Inspection Service (FSIS) Requirements

USDA/FSIS requires that food items be inspected at the time of preparation if the food item is sold to sites through a vendor agreement. This means that if a school food service program purchases a product (for example, burritos) from a local restaurant to resell in the food service program, then the food item must be inspected when it is being prepared at the local restaurant. Sites can purchase food ingredients in bulk (for example, whole grain-rich flour tortillas, cooked and seasoned ground beef, or refried beans) in the

same form and packaging as the local restaurant and complete final preparation and/or assembly in the site kitchen. This requirement applies to both the reimbursable meal and à la carte programs. Sandwiches and pizzas have been exempted from this inspection requirement.

F. Smart Snacks in School/Competitive Foods

1. The Healthy Hunger-Free Kids Act of 2010 directed USDA to establish Nutrition Standards for all foods and beverages sold to students in school during the school day, including foods sold outside of the meals served through the NSLP and the SBP. The Smart Snacks in School Nutrition Standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging—whole grains, fruits and vegetables, leaner protein, lower-fat dairy—while limiting foods with too much sugar, fat, and salt.
2. Definitions
  - a. School Day—From midnight on any given day when school is in session to 30 minutes past when the last bell rings.
  - b. All Foods—Any foods sold on school premises during the school day, no matter what fund purchased the food. *All foods* includes all foods in snack shops, student stores, vending machines, etc.
3. Nutrition Standards for All Foods Sold in School

<b>NUTRIENT STANDARDS FOR ALL FOODS SOLD IN SCHOOL</b>		
<b>Food/ Nutrient</b>	<b>General Standard</b>	<b>Exemptions to the Standard</b>
General Standard for Competitive Food	<p>To be allowable, a competitive <b>FOOD</b> item must:</p> <ol style="list-style-type: none"> <li>1. Meet all of the proposed competitive food Nutrient Standards; AND</li> <li>2. Be a grain product that contains 50 percent or more whole grains by weight or have whole grain<sup>0</sup>rich as the first ingredient*; OR</li> <li>3. Have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); OR</li> <li>4. Be a combination food that contains at least 1/4 cup fruit and/or vegetable.</li> </ol> <p>* If water is the first ingredient, the second ingredient must be one of Items 2, 3, or 4 above.</p>	<ul style="list-style-type: none"> <li>• Fresh fruits and vegetables with no added ingredients except water are exempt from all Nutrient Standards.</li> <li>• Canned and frozen fruits with no added ingredients except water or are packed in 100 percent juice, extra light syrup, or light syrup are exempt from all Nutrient Standards.</li> <li>• Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all Nutrient Standards.</li> </ul>
NSLP/SBP Entrée Items Sold à La Carte	Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the lunch or breakfast program.	
Sugar-Free Chewing Gum	Sugar-free chewing gum is exempt from all competitive food standards.	
Accompaniments	Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.	
Caffeine	<p>Elementary and middle school: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances.</p> <p>High school: foods and beverages may contain caffeine.</p>	

**NUTRIENT STANDARDS FOR ALL FOODS SOLD IN SCHOOL continued**

Food/ Nutrient	Nutrient Standard	Exemptions to the Standard
Total Fats	Acceptable food items must ≤ 35 percent calories from total fat as served	<ul style="list-style-type: none"> <li>• Reduced-fat cheese (including part-skim mozzarella) is exempt from the total fat standard</li> <li>• Nuts and seeds and nut/seed butters are exempt from the total fat standard</li> <li>• Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard</li> <li>• Seafood with no added fat is exempt from the total fat standard</li> </ul> <p>Combination products are not exempt and must meet all of the Nutrient Standards.</p>
Saturated Fats	Acceptable food items must have ≤ 10 percent calories from saturated fat as served	<ul style="list-style-type: none"> <li>• Reduced-fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard</li> <li>• Nuts and seeds and nut/seed butters are exempt from the saturated fat standard</li> <li>• Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard</li> </ul> <p>Combination products are not exempt and must meet all of the Nutrient Standards.</p>
Trans Fats	Zero grams of trans fat as served (≤0.5 g per portion)	
Sugar	Acceptable food items must have ≤ 35 percent of weight from total sugar as served	<ul style="list-style-type: none"> <li>• Dried whole fruits or vegetables, dried whole fruit or vegetable pieces, and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard</li> <li>• Dried whole fruits or pieces with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries, or blueberries) are exempt from the sugar standard</li> <li>• Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard</li> </ul>
Sodium	<p>Snack items and side dishes sold à la carte: ≤ 230 mg sodium per item as served. Effective July 1, 2016, snack items and side dishes sold à la carte must be: ≤ 200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold à la carte: ≤ 480 mg per item as served, including any added accompaniments.</p>	
Calories	<p>Snack items and side dishes sold à la carte: ≤ 200 calories per item as served, including any added accompaniment.</p> <p>Entrée items sold à la carte: ≤ 350 calories per item as served, including any added accompaniments</p>	<ul style="list-style-type: none"> <li>• Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the Program meal.</li> </ul>



NUTRIENT STANDARDS FOR ALL FOODS SOLD IN SCHOOL continued		
Food/ Nutrient	Beverage Standard	
Beverages	<p><b>Elementary School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit).</li> <li>• Lowfat milk, unflavored (<math>\leq 8</math> fl oz).</li> <li>• Nonfat milk, flavored or unflavored (<math>\leq 8</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements.</li> <li>• 100 percent fruit/vegetable juice (<math>\leq 8</math> fl oz).</li> <li>• 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (<math>\leq 8</math> fl oz).</li> </ul> <p><b>Middle School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit).</li> <li>• Lowfat milk, unflavored (<math>\leq 12</math> fl oz).</li> <li>• Nonfat milk, flavored or unflavored (<math>\leq 12</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements.</li> <li>• 100 percent fruit/vegetable juice (<math>\leq 12</math> fl oz).</li> <li>• 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (<math>\leq 12</math> fl oz).</li> </ul> <p><b>High School</b></p> <ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit).</li> <li>• Lowfat milk, unflavored (<math>\leq 12</math> fl oz).</li> <li>• Nonfat milk, flavored or unflavored (<math>\leq 12</math> fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements.</li> <li>• 100 percent fruit/vegetable juice (<math>\leq 12</math> fl oz).</li> <li>• 100 percent fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (<math>\leq 12</math> fl oz).</li> <li>• Other flavored and/or carbonated beverages (<math>\leq 20</math> fl oz) that are labeled to contain <math>&lt; 5</math> calories per 8 fl oz or <math>\leq 10</math> calories per 20 fl oz.</li> <li>• Other flavored and/or carbonated beverages (<math>\leq 12</math> fl oz) that are labeled to contain <math>\leq 40</math> calories per 8 fl oz or <math>\leq 60</math> calories per 12 fl oz.</li> </ul>	

4. Fundraiser Exemptions (Limit of 30 per semester, per school site)

A school district that wishes to conduct fundraisers exempt from the Smart Snack rules must adopt a written policy which shall provide for the following:

- a. Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site. Refer to **page CM-129** for an example of the School Organization Fundraising Form that schools may use.
- b. A limit of 30 exempt fundraisers per semester may be held at each school site. (Vending machines, snack shops, and student stores are all considered fundraisers.)
- c. Exempt fundraisers **are prohibited** from taking place while meals are being served to students under the NSLP or the SBP and while after-school snacks are being served to students under the ASSP.
- d. The maximum duration of any individual exempt fundraiser shall be 14 days.
- e. For each individual exempt fundraiser, documentation must be kept on file at the school site showing:
  - (1) The school organization, activity, class, or other group that benefits from the fundraiser.
  - (2) The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.

A school site is not authorized to conduct or allow any exempt fundraisers unless the school district has adopted a written policy that meets these requirements. All competitive foods sold in a school district that does not have such a written policy must meet the nutritional guidelines under Smart Snacks.

## 5. *Smart Snacks in School Nutrition Standards* Questions and Answers

### **What do the *Smart Snacks in School Nutrition Standards* do?**

The standards will allow schools to offer healthier snack foods for our children while limiting junk food served to students. Students will still be able to buy snacks that meet common sense standards for fat, saturated fat, sugar, and sodium while promoting products that have whole grains, lowfat dairy, fruits, vegetables, or protein foods as their main ingredients.

It is important to note that USDA has no role in regulating foods brought from home. The standards do not apply to any foods brought to school in bagged lunches or for birthday parties and special events, including after-school bake sales and fundraisers.

### **How will the standards impact school revenue?**

At least 39 states currently have some kind of competitive foods standard already in place. In addition, thousands of schools have already taken voluntary steps to enact competitive food standards that meet or exceed those released in the Smart Snack Rule. The standards establish a consistent national baseline that will allow every student to enjoy the benefits of healthy snack food choices while providing greater certainty for food and beverage companies.

Exact revenue dollar figures vary by individual states, school districts, and individual schools. But USDA's review of the existing evidence on revenue impacts indicates that on a national scale, any changes would most likely be very minimal—in the range of 1 percent of total school food revenues.

### **How will food and beverage options be impacted by the standards? What products will be in, and what products will be out?**

It is important to note that the standards do *NOT* apply to foods brought to school in bagged lunches or for activities such as birthday parties, holidays, and other celebrations. The intent of the standards is not to limit popular snack items, but instead to provide snack foods for students that are healthier. For example, chips would still be allowed, in healthier versions such as baked tortilla chips, reduced-fat corn chips, and baked potato chips.

### **How will the standards affect fundraising by school groups?**

According to USDA research, more than half of all schools currently do not allow fundraisers that sell sweet or salty foods.

And while only a small amount of snack foods are sold by school groups, USDA recognizes that revenues from school stores, vending machines, and occasional fundraisers can play an important role in supporting student clubs, parent/teacher organizations, and booster groups. That is why the standards offer a significant amount of flexibility on food items sold by these groups:

- All foods that meet the standards could be sold during fundraisers during school hours.
- The standards do not apply to items sold during nonschool hours, weekends, or off-campus fundraising events such as concessions during sporting events and school plays.

**Do these standards prevent children from bringing cookies to school on their birthdays or special events?**

USDA has no role in regulating foods brought from home. These standards only affect foods that are sold on school campus during the school day. Time-honored traditions like treats for birthdays or foods at an after-school sporting event are not subject to these standards.

**How will the foods provided as part of the school meal, but sold separately as à la carte items, be affected by these standards?**

Based on extensive public comments and feedback from school food service personnel, the standards exempt individual entrée items offered as part of lunch or breakfast from all competitive food standards when sold à la carte the day of or the day after they are served as part of a reimbursable meal.

**What is a combination food?**

A combination food is defined as a product that contains two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein, or grains. If a combination food does not meet the general standards by being: (1) A grain product that contains 50 percent or more whole grains by weight or have whole grains as the first ingredient; **OR** (2) Having one of the nongrain major food groups as a first ingredient (fruits, vegetables, dairy, protein food); **OR** (3) A food that contains 10 percent of the Daily Value of a nutrient of public health concern from the DGA (i.e., calcium, potassium, vitamin D, or dietary fiber), then such a combination food must contain 1/4 cup of fruit and/or vegetable. Combination foods must also meet the specific Nutrient Standards specified in the Smart Snacks rule. Examples of combination foods are blueberry muffins, stew, pizza, lasagna, etc.

**Are any combination foods exempt from the Nutrient Standards?**

There are only two types of combination foods exempt from all or some of the Nutrient Standards. Canned, fresh, and frozen fruits and vegetables that are combined may be exempt from all of the Nutrient Standards as long as there are no added ingredients except water. For example, fresh salsa made from tomatoes, onions, and garlic (with no other ingredients) is exempt from each of the Nutrient Standards.

While combination foods comprised entirely of fruits and/or vegetables are exempt from all of the Nutrient Standards, there are some other combination items that are exempt from a subset of Nutrient Standards. Specifically, items that are made from only dried fruit, nuts, and/or seeds are one specific type of combination food item that is exempt from the total fat standard, saturated fat standard, and the sugar standard as long as such products contain no added nutritive sweeteners or fats. Such products are still subject to the caloric, trans fat, and sodium standards.

**Would two items packaged together as a snack be considered a combination food as long as the package contains 1/4 cup of a fruit or vegetable?**

Yes. For example, a 100-calorie pouch of small chocolate chip cookies (approximately 21 grams) combined with one small banana (approximately 100 grams) is a combination item if packaged and sold together; the cookies contain grain and the small banana is about 1/2 cup of fruit. The nutrients for this example combination are 190 calories, 3 grams of fat (14 percent calories from fat), 1 gram of saturated fat (5 percent calories from saturated fat), 0 gram trans fat, 95 mg of sodium, and 20 grams of sugar (17 percent sugar by weight).

**Would a side salad meet the Nutrient Standards, and/or is it considered to meet the standards as a combination food?**

A side salad may qualify based either on the first ingredient being a vegetable or as a combination food. For example, 1 cup of romain lettuce, 1/4 cup sliced cucumbers, 8 cherry tomatoes, 4 croutons, and 1 tablespoon of low-calorie Caesar dressing (that contains 57 calories, 1 gram of fat (16 percent of calories from fat), 0 gram saturated fat, 0 gram trans fat, 191 mg of sodium, and 4 percent sugar by weight) would be allowable.

**May cheese and crackers be sold?**

To meet the general standard, the first ingredient in cheese and crackers packaged together must be either a dairy food or a whole grain. Cheese and crackers must also meet all of the specific Nutrient Standards. If the cheese and the crackers are packaged separately and sold as separate items, reduced-fat cheese or part-skim mozzarella would be exempt from the total and saturated fat standard but subject to all other standards, while the crackers would need to have as the first ingredient a whole grain and meet all other Smart Snacks Nutrition Standards.

**Now that the restrictions on the sale of other beverages during the meal service have been eliminated, may a student select juice or a diet soda instead of milk for a reimbursable meal?**

No, the Smart Snacks rule does not change the meal pattern and Nutrition Standards for the NSLP or the SBP. Milk is one component of a reimbursable meal. The milk component may be declined in the case of Offer versus Serve. However, beverages other than juice and smoothies offered as the fruit or vegetable component of the reimbursable meal would have to be purchased à la carte.

**How can I tell if my 20-fl oz beverage may be sold in high schools?**

Use the Nutrition Facts panel as the guide. Beverages with  $\leq 10$  calories per 20 fl oz may be sold in containers up to 20 fl oz. Additionally, if a beverage is labeled as  $< 5$  calories per 8 fl oz and there are not more than 2.5 servings in the 20-oz container, it may be sold.

**How do you determine if a soy product meets the general standard?**

Soy products such as tofu and textured protein product (TVP) are considered protein foods. If tofu, TVP, or soybean is listed as the first ingredient, the product meets the general standard and then will need to be evaluated to ensure that the product meets the Smart Snacks Nutrient Standards.

Soy nuts are **DRIED** soybeans that fall into both the protein group and the vegetable group. Since the fruit and vegetable Smart Snacks requirements exempt only *fresh, frozen, and canned vegetables with no added ingredients except water*, soy nuts would **NOT** be exempt from the Nutrient Standards. However, even though soy nuts would **NOT** be exempt from all Nutrient Standards as a vegetable, they **WOULD BE** exempt from the total fat, saturated fat, and sugar standards (if they have no added nutritive sweeteners or fat) under the nut/seeds exemption. Remember: Soy nuts are still subject to the caloric, trans fat, and sodium standards.

Fortified soy beverages are allowable milk alternatives in schools and, therefore, only need to adhere to the appropriate beverage standards for Smart Snacks.

**Is a cheese sandwich or a peanut butter sandwich considered an entrée item?**

Yes. A combination meat/meat alternate and whole grain-rich food meets the definition of an entrée item. Cheese or peanut butter alone is not considered to be an entrée; however, when combined with whole grain-rich bread, these sandwiches are entrée items. Unless served as an entrée in the NSLP on that day or the day after, all entrée items must also meet the Smart Snacks general and Nutrient Standards.

**How often may entrées served as part of a reimbursable meal that do not meet the Smart Snacks standards be sold à la carte to students?**

The final rule provides that entrées that have been served as part of the NSLP or SBP reimbursable meal are exempt from the Smart Snacks food standards on the *day of service* in the NSLP and SBP as well as the *day after* such an entrée is served in the NSLP or SBP as part of the reimbursable meal. This means that such entrée items may be sold to students à la carte on the same day that they are served as part of the reimbursable meal as well as the day after such an entrée item has been served as part of the NSLP or SBP meal.

**How do I calculate the percentage of calories from fat contained in an item?**

There are two methods of calculating this percentage based on the information found on the Nutrition Facts label. Both are acceptable, though they may yield slightly different results. The Nutrition Facts label includes total fat in two places: (1) Listed as calories from fat near the top, and (2) Listed in grams with the other nutrients. The percent of calories from fat may be calculated using either number.

To calculate using the calories from fat information, take the calories from fat listed on the label and divide by the total calories, then multiply by 100. Using the Nutrition Facts label example shown here to calculate the calories from fat method, the calculation would be as follows: 50 calories ÷ 140 calories x 100 = 35.7 percent of calories from fat

To use the grams of total fat method, take the grams of fat on the label and multiply by 9 (the calories in each gram of fat), divide that result by the total calories, then multiply by 100. Using the Nutrition Facts label example here, the calculation would be: 5 grams x 9 calories ÷ 140 calories x 100 = 32.14 percent of calories from fat.

<b>Nutrition Facts</b>	
<b>Serving Size 1 oz (28g)</b>	
<b>Servings Per Container 1</b>	
<b>Amount Per Serving</b>	
<b>Calories 140 Calories From Fat 50</b>	
	<b>% Daily Value*</b>
<b>Total Fat 5g</b>	<b>8%</b>
<b>Saturated Fat 0.5g</b>	<b>3%</b>
<b>Trans Fat 0g</b>	
<b>Sodium 200mg</b>	<b>8%</b>
<b>Total Carbohydrate 18g</b>	<b>6%</b>
<b>Dietary Fiber 3g</b>	<b>12%</b>
<b>Sugars 2g</b>	
<b>Protein 3g</b>	<b>6%</b>
<small>*Percent Daily Values are based on a 2,000 calorie diet.</small>	

**It appears that these two methods may give different results when calculating the percentage of calories from fat. If so, which calculation should be used?**

These two methods will often provide slightly different results because the FDA has different rounding rules for the labeling of each of these nutrients on the Nutrient Facts label. However, if either method results in less than or equal to 35 percent of calories from fat (do not round the result), the product will meet the total fat standard. The previous example could be sold since the result, using the grams of total fat, is less than or equal to 35 percent of calories from fat.

**How do we calculate the percentage of calories from saturated fat in an item?**

To calculate the percentage of calories from saturated fat, take the grams of saturated fat and multiply by 9 (the calories in each gram of saturated fat), divide that result by the total calories, then multiply by 100. Using the Nutrition Facts label, the calculation would be:  $(0.5 \text{ grams} \times 9 \text{ calories}) \div 140 \times 100 = 3.2$  percent. Do not round the result since the standard is less than 10 percent of calories from saturated fat. A product with up to 9.9 percent of calories from saturated fat will meet the standard.

**How do I calculate the percent of sugar by weight?**

To calculate the percentage of sugar by weight, take the grams of sugar on the Nutrition Facts label and divide that by the total weight of the food in grams. Using the Nutrition Facts label, the calculation would be:  $2 \text{ grams (grams of sugar)} \div 28 \text{ grams (total weight of food)} \times 100 = 7.14$  percent sugar by weight. Total sugar must be no more than 35 percent by weight. Do not round the result.

**What is the trans fat requirement?**

Per FDA labeling requirements, a product must have less than 0.5 gram of trans fat to be labeled as a product that contains 0 gram trans fat. Program operators should only select foods that contain 0 gram of trans fat as stated on the Nutrition Facts label (unless it is a naturally occurring trans fat). This error will be corrected in the final rule. The requirement for Smart Snacks is that a product must be labeled as 0 gram of trans fat (contain less than 0.5 gram) to be allowable, consistent with the FDA labeling requirements.

**May popcorn qualify as a Smart Snack?**

Popcorn is whole grain and may be eligible as a Smart Snack, provided it meets all applicable standards. The ingredient label must list the first ingredient as popcorn to meet the general standard. There are many different types of popcorn available on the market—some with added fats and/or sugars; therefore, the Nutrition Facts label or product specifications must be checked to determine if the product meets the Nutrition Standards.

**If pizza or any other food is sold in a classroom, is it subject to the Smart Snacks rule?**

All food sold to students anywhere on the campus during the school day is subject to the Smart Snacks regulatory requirements. The Smart Snacks standards do not apply to food given to students without the exchange of currency/tokens/tickets or food brought to school by the students for their own consumption.

**Do the Smart Snacks requirements apply if items are sold to someone other than a student?**

The Smart Snacks nutrition requirements apply only when foods outside of the school meal programs are sold or available to be sold to students during the school day, on the school campus, as defined in the rule. The requirements of the rule are not applicable to food sold to nonstudents, such as parents or school faculty/staff members.

**If the school food service sells food items to the school for a special event, such as a school celebration, holiday party, etc., which will not be sold to students, will the Smart Snacks nutrition requirements apply?**

The Smart Snacks Nutrition Standards included in the rule apply only to food ***SOLD*** to students on the school campus during the school day. If such foods are provided to the students free of charge or *contribution*, or the exchange of any tokens or tickets of any sort, the competitive foods standards do not apply.

**How does this rule impact schools that also participate in the NSLP after-school snack program or any part of the CACFP?**

The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day or if after-school snacks or meals are provided within the 30-minute window after the end of the instructional day, any other food available ***for sale*** to students at that time must comply with the Smart Snacks requirements.

**What can we sell for a fundraiser which is not exempt?**

If the item being sold is a nonfood item or a food item that meets the Smart Snacks standards, it can be sold at any time. State agencies can permit occasional exempt fundraisers, allowing the sale of foods that do not meet the standards. Organizations planning fundraisers should work with their school administration before initiating a fundraiser to ensure compliance with the Local Wellness Policy, Smart Snacks standards, and any other local policies that may be in place.

**Can we take fundraising orders at school?**

Yes. Orders may be taken at school as long as the foods being sold meet the Smart Snacks standards or are not intended to be consumed on campus during school hours and as long as students receive permission from the school.

**Can we deliver the preordered fundraising items at school?**

Foods that have been purchased through a fundraiser may be delivered on the school campus during the school day if the foods being sold meet the standards or are not intended to be consumed on campus during school hours and as long as students receive permission from the school. However, we encourage organizations to deliver the foods at a time when parents and caregivers are more likely to be present to collect the items; for example, during specific drop-off or pick-up times.

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## School Organization Fundraiser Form

**\*\*All fundraisers must be approved by the Smart Snack contact person before the fundraisers begin\*\***

Form must be filled out by the organization's sponsor/teacher:

School Site: \_\_\_\_\_

Number of exempt fundraisers per semester at this school site: \_\_\_\_\_  
*A limit of 30 exempt fundraisers per semester may be held at each school site.*

Name of Organization: \_\_\_\_\_

Proposed Fundraiser: \_\_\_\_\_

Purpose for the Fundraiser: \_\_\_\_\_

Dates Requesting Fundraiser: \_\_\_\_\_

Has the fundraiser been approved by the Sponsoring Organization? Yes  No

Does this fundraiser have food items? Yes\*  No

*\*If Yes, please verify below:*

1. I certify that my fundraiser will not operate on the school campus during breakfast, lunch, dinner, or when after-school snack is being served.
2. I certify my fundraiser will not operate more than 14 school days.
3. I certify that my organization will provide documentation to the school of the food products sold to the students from midnight to thirty minutes after school ends.

Signature of the Organization's Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Smart Snack School Contact Person  
(if different from principal): \_\_\_\_\_

Date: \_\_\_\_\_

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## G . Oklahoma law and Foods of Minimal Nutritional Value (FMNV)

1. Section of law (70 O.S. Section 5-147) provides that each district board of education shall ensure that:
  - a. Students in elementary school facilities are not provided FMNV except on special occasions. (Reference 70 O.S. §5-147)
  - b. Students in middle and junior high school facilities are not provided FMNV except after school, at events which take place in the evening, and on special occasions. An exception to the minimal nutritional value standard will be diet soda with less than ten calories per bottle or can.
  - c. Students in high schools are provided healthy food options in addition to any FMNV to which they have any access at school. Each district shall provide incentives such as lower prices or other incentives to encourage healthy food choices for high school students.
  - d. For purpose of this section, *foods of minimal nutritional value* means any food so defined in 7 CFR 210.11 and listed in Appendix B of the regulations for the NSLP.
  - e. There may be exceptions to the above-named rules in certain instances. For example, FMNV may be allowed when used as part of an instructional program; when prescribed by a physician or as part of a student's individualized education program (IEP); when part of a lunch brought from home; or when used as an ingredient in a special recipe, such as cupcakes with jellybeans or sweet potatoes with marshmallow topping.

## H. Special Medical or Dietary Needs

USDA's School Meal Programs aim is to provide all participating children, regardless of background, with the nutritious meals and snack they need to be healthy. Consistent with federal law and program regulation, this includes ensuring children with disabilities have an equal opportunity to participate in and benefit from the programs, which are the NSLP, SBP, FFVP, SMP, and the After-School Snack component of the NSLP.

The question of whether a child has a disability for purposes of making modifications to program meals has been simplified by the ADA Amendments Act of 2008 (PL 110-325; September 25, 2008) and should no longer require extensive analysis. After the passage of the ADA Amendments Act, most physical and mental impairments will constitute a disability. The central concern for SFAs should be ensuring equal access to program benefits for children with disabilities.

Circumstances often vary, even when a disability diagnosis may be the same. The nature of the disability and age of the child should be considered when developing appropriate modifications. Each situation should be treated on a case-by-case basis. SFAs and schools should direct specific questions to the State Agency if they are unsure how to proceed. (Reference USDA Memo SP-26-2017 for Questions and Answers)

1. Schools should not delay a child's meal substitutions while waiting for the family to submit a medical statement. In this situation, schools must document the initial conversation with the family when first made aware of the child's request for meal substitution. Schools should continue to follow up with the family until a medical statement is obtained or the request is rescinded.

If a medical statement is provided and does not fully explain the modification needed, the SFA should immediately contact the child's parent or guardian for guidance and ask the family to provide an amended medical statement as soon as possible. Documentation of special dietary needs must be on file at the cafeteria manager's office. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a nondisabled student, by a recognized medical authority. A state-recognized medical authority for this purpose is a state-licensed health care professional who is authorized to write medical prescriptions under state law. (Reference USDA Memo SP-59-2016, SP-26-2017, and SP-40-2017) (Refer to **page CM-137** for medical form.)

2. SFA Responsibilities:

- Required to make substitutions or accommodations for students with disabilities if meals or milk under SMP is normally available to the general student population and a Section 504 Plan is on file for the student (the Rehabilitation Act of 1973).
- Must provide additional meal services or food items not normally available for disabled students when required in an IEP (Individuals With Disabilities Education Act [IDEA]).
- Must base substitutions or modifications for disabled students on a prescription written by a recognized medical authority.
- Must base substitutions or modifications for nondisabled children on a medical statement by a recognized medical authority.
- Must not revise or change a diet prescription or medical order.
- May provide food or beverage substitutions or accommodations for nondisabled children with special dietary needs as supported by a statement signed by a recognized medical authority
- ***Documentation of special dietary needs must be on file at the cafeteria manager's office.***

I. Milk Substitutions (Nondairy Beverage)

1. Public Law 108-265, Section 102 states that a school **MAY** substitute for the fluid milk requirement a nondairy beverage that is nutritionally equivalent to fluid milk and meets nutritional standards established by USDA for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.
2. Substitutions **MAY** be made if the school notifies the State Agency in its Renewal Policy Statement that the school is implementing this variation. The substitution is required to have a written statement from a medical authority or from a student's parent or legal guardian (refer to **page CM-139**, Milk Substitution Request Form) that identifies the medical or other special dietary need that restricts the student's diet. The school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.
3. Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursement shall be paid by the SFA.

***NOTE: Only meals that contain milk or an acceptable milk substitute are reimbursable unless the school is implementing the Offer versus Serve provision and the student declines the milk.***

a. **REMINDER:** Acceptable fluid milk to serve includes pasteurized:

- Unflavored or flavored fat-free milk
- Unflavored lowfat milk
- Lactose-reduced milk
- Lactose-free milk
- Cultured buttermilk

b. Fluid milk substitution rule applies to the following CNP:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- After-School Snack Program (ASSP)
- Special Milk Program (SMP)

c. Nondairy beverage nutrient requirements per cup:

- |                |        |
|----------------|--------|
| • Calcium      | 276 mg |
| • Protein      | 8 g    |
| • Vitamin A    | 500 IU |
| • Vitamin D    | 100 IU |
| • Magnesium    | 24 mg  |
| • Potassium    | 349 mg |
| • Phosphorus   | 222 mg |
| • Riboflavin   | 44 mg  |
| • Vitamin B-12 | 1.1 mg |

d. Acceptable reasons for requesting a milk substitute:

- Milk allergy
- Religious
- Cultural
- Ethical reason
- Vegan diet

**NOTE:** *If a request states that a child does not like milk, this is not an acceptable reason.*

e. Unacceptable milk substitutions:

- Water
- Juice

**NOTE:** *When the milk substitution request is due to a medical or special dietary need other than a disability, the school chooses whether to accommodate the student and selects the nondairy beverage in accordance with the final milk substitution rule.*

J. Substitutions Due to Ethnic or Religious Preferences

Sites **MAY** consider ethnic and religious preferences when planning and preparing meals. Variations on an experimental or continuing basis in the **food components** for the **food-based** menu-planning approaches must have written approval from USDA. Contact the State Agency for further instructions. (Reference USDA Regulations §210.10[g][2])

*EXAMPLE  
USE OF LEFTOVER FOODS*

**AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between \_\_\_\_\_, hereinafter referred to as the *Contractor*, and \_\_\_\_\_, hereinafter referred to as the *District*.

WHEREAS the Contractor 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 days advance written notification, delivered to its last known address.

2. DUTIES OF THE DISTRICT

The District shall make available to the Contractor at no cost and on a nonexclusive basis leftover food items from the District's food service operation, for which the District has determined it has no further use.

3. DUTIES OF THE CONTRACTOR

The Contractor shall pick up the food items at times and places mutually agreeable to the parties as specified in paragraph 9, 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. NONDISCRIMINATION

Neither party shall employ discriminatory practices in its performance hereunder on the basis of race, color, religion, national origin, ancestry, sex, age, or disability.

5. CONTRACTOR NOT AN OFFICER, EMPLOYEE, OR AGENT OF THE DISTRICT

While engaged in performance of this contract, the Contractor is an independent contractor and is not an officer, employee, or agent of the District.

6. LIABILITY

The District shall not be liable to the Contractor for personal injury or property damage sustained by the Contractor in the performance of this contract, whether caused by the District, its officers, employees, or by third persons.

7. HOLD HARMLESS AND INDEMNIFICATION

The Contractor agrees to release, discharge, indemnify, defend, and hold harmless the District, 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 District.

Furthermore, the Contractor agrees to defend and fully indemnify the District from any and all liability, loss, or damage the District 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 item.

8. INSURANCE

The Contractor 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 District.

Contractor shall provide the District with certificate(s) of insurance acceptable to the District's Contract Supervisor, specifying that the District is to be given written notice 30 days in advance of any modification to or termination of coverage.

The Contractor's insurance carrier is: \_\_\_\_\_ ,

Policy Number: \_\_\_\_\_ .

9. DELIVERY

Contractor shall take delivery at the following location(s):

CONTRACTOR

DISTRICT

BY \_\_\_\_\_

BY \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contract Supervisor



## MEDICAL STATEMENT

### Requesting Special Foods in Child Nutrition Programs

**Part I** (to be filled out by SFA or Parent/Guardian)

Name of Student: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

School District: \_\_\_\_\_ School Attended by Student: \_\_\_\_\_

**Part II** (to be filled out by a recognized Medical Authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

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List food(s) to be omitted from diet:

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List food(s) that may be substituted (diet plan):

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Additional information:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recognized Medical Authority

\_\_\_\_\_  
Medical Authority Telephone Number

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# MILK SUBSTITUTION REQUEST

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

The \_\_\_\_\_ Public School is participating in the milk substitution provision which states that a school may substitute for the fluid milk a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA). At a minimum, the Nutritional Standards shall include fortification of calcium, protein, vitamin A, and vitamin D to levels founds in cow's milk for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.

The \_\_\_\_\_ Public School has notified the State Department of Education (the State Agency) that the school is implementing this variation. The substitution requires a written statement by a medical authority or by a student's parent or legal guardian that identifies the medical or other special dietary need which restricts the student's diet, except that the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.

Acceptable substitutes are as follows:

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Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Medical Authority or Parent/Guardian

## M. Inventory Records

1. Because SFAs are required to account for all revenues and expenditures and the definition of *cost of food used* is the dollar value of beginning inventory plus the dollar value of food received during the period less the value of ending inventory, inventory is required by USDA of *foods that are purchased by the SFA*. (Reference USDA Policy Memo 1984-SNP-31) An Inventory Record is available on the SDE Web site <[www.sde.ok.gov](http://www.sde.ok.gov)> to record the monthly physical inventory. After logging on, highlight *Services* and click on *Child Nutrition*; click on *Nutrition Documents*; and scroll down the page to *School Meal Program—Various Documents/Forms*. The publication reflects only the physical inventory for one year. Each SFA may print the appropriate number of Inventory Records needed for each eating site. (Refer to **pages CM-141** and **CM-143** for forms.)
2. An inventory system is a tool of management that must be maintained for an efficient food service operation. This inventory book provides food service managers with a systematic method for taking and maintaining a complete inventory record of purchased food and supplies.

An incorrect inventory can mean the difference between profit or loss and will also reflect an incorrect food cost.

Inventory records are used to:

- Develop meaningful food cost analysis (arrive at food and milk used).
- Prepare monthly orders for food and supplies.
- Avoid being overstocked or understocked.
- Assure that quantity of food needed to meet menu requirements is available.
- Prevent food deterioration by using older stocks first.
- Control any possible disappearance of foods.
- File insurance claims in case of fire or theft.
- Determine food and milk used for financial reports.

# INVENTORY RECORD

Item	Month      Date			Month      Date			Month      Date		
	Amount on Hand	Unit Price can/lb doz/unit \$	TOTAL VALUE \$	Amount on Hand	Unit Price can/lb doz/unit \$	TOTAL VALUE \$	Amount on Hand	Unit Price can/lb doz/unit \$	TOTAL VALUE \$

### INSTRUCTIONS

1. Refer to the *Index of Purchased Foods* for grouping of items. The format used groups items by food categories. For example, instead of having all frozen foods in a separate section, all fruits are in one section and are separated into canned, frozen, and dehydrated/dried. This arrangement is easy to use when preparing purchase orders.
2. The inventory form has only three columns to fill in. The *Amount on Hand* should be number of single units—such as 21 cans applesauce (not 3 cases + 3 cans), 30 pounds frozen strawberries (not 1 can), 48 pounds flavored gelatin (not 2 boxes). The price is the *Unit Price*—such as \$1.85/#10 can, \$.40/lb, or \$1.50/qt/jar. Items such as eggs would be priced per dozen, mustard might be per gallon, vanilla per quart, but the majority of items will be priced per #10 can or per pound. The *Total Value Column* is figured by multiplying the *Amount on Hand* by the *Unit Price*.
3. In the storeroom, the commodity items should be separated from the purchased foods and inventoried separately using the perpetual inventory format provided by the Department of Human Services (DHS).
4. Any substantial amount of food in the refrigerators should be inventoried at the per portion cost.
5. For speed, accuracy, and efficiency, items on the storeroom shelf should be arranged in the same order as the inventory form.
6. When space and facilities permit, nonfood supplies should be in a separate storeroom. When this is not possible, they should be grouped together in alphabetical order in one area of the storeroom.
7. Use hard-lead pencil only (#3); soft-lead pencils (#2 or #2 1/2) will smear.
8. When the monthly inventory has been totaled, transfer the totals to the *Monthly Record of Inventory Value*.

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# CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS

<b>Breakfast</b> (Select all three components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Vegetables, Fruits, or Portions of Both<sup>4</sup></b>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
<b>Grains (oz eq)<sup>5, 6, 7</sup></b>				
Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 serving	1/2 serving	1 serving	1 serving
Whole grain-rich, enriched, or fortified, cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8, 9</sup>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

- <sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus Serve (OvS) is an option for At-Risk After-School participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>6</sup> Meat and Meat Alternates may be used to meet the entire Grains requirement a maximum of three times a week. One ounce of Meat and Meat Alternates is equal to one ounce equivalent (oz eq) of Grains.
- <sup>7</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.
- <sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
- <sup>9</sup> Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereal is 1/4 cup for children aged 1-2; 1/3 cup for children aged 3-5; and 3/4 cup for children aged 6-12.

# CHILD AND ADULT CARE FOOD PROGRAM

## MEAL PATTERNS

<b>Lunch and Supper</b> (Select all five components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Large egg	1/2	3/4	1	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened <sup>5</sup>	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50 percent of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in Program guidance, or an equivalent quantity of any combination of the above Meat/Meat Alternates (1 oz of nuts/seeds = 1 oz of cooked, lean meat, poultry, or fish)	1/2 ounce = 50%	3/4 ounce = 50%	1 ounce = 50%	1 ounce = 50%
<b>Vegetables<sup>6</sup></b>	1/8 cup	1/4 cup	1/2 cup	1/2 cup
<b>Fruits<sup>6, 7</sup></b>	1/8 cup	1/4 cup	1/4 cup	1/4 cup
<b>Grains (oz eq)<sup>8, 9</sup></b>				
Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 serving	1/2 serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup

- <sup>1</sup> Must serve all five components for a reimbursable meal. Offer versus Serve (OvS) is an option for At-Risk After-School participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- <sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>9</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.
- <sup>10</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

# CHILD AND ADULT CARE FOOD PROGRAM

## MEAL PATTERNS

<b>Snack</b> (Select two of the five components for a reimbursable snack)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> (At-Risk After-School Programs and Emergency Shelters)
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products <sup>4</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Cheese	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Large egg	1/2	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	1 Tbsp	2 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened <sup>5</sup>	2 ounces or 1/4 cup	2 ounces or 1/4 cup	4 ounces or 1/2 cup	4 ounces or 1/2 cup
Peanuts, soy nuts, tree nuts, or seeds	1/2 ounce	1/2 ounce	1 ounce	1 ounce
<b>Vegetables<sup>6</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Fruits<sup>6</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Grains (oz eq)<sup>7, 8</sup></b>				
Whole grain-rich or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice
Whole grain-rich or enriched bread product such as biscuit, roll, or muffin	1/2 serving	1/2 serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold) <sup>9, 10</sup>				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1 1/4 cups	1 1/4 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

- <sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children aged 13 through 18 to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children aged one. Must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk for children aged two through five. Must be unflavored lowfat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children aged six and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count toward meeting the Grains requirement.
- <sup>8</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.
- <sup>9</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
- <sup>10</sup> Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereal is 1/4 cup for children aged 1-2; 1/3 cup for children aged 3-5; and 3/4 cup for children aged 6-12.

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# RESOURCE PAGE

Food-Buying Guide	<a href="http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs">http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs</a>
Food-Buying Guide Calculator	<a href="http://fbg.nfsmi.org/">http://fbg.nfsmi.org/</a>
My Plate	<a href="http://teammnutrition.usda.gov/myplate.html.html">http://teammnutrition.usda.gov/myplate.html.html</a> # <a href="http://www.choosemyplate.gov">www.choosemyplate.gov</a>
USDA Recipes	<a href="http://www.fns.usda.gov/tn/Resources/usda.recipes.html">http://www.fns.usda.gov/tn/Resources/usda.recipes.html</a>
Oklahoma Child Nutrition Documents	<a href="http://ok.gov/sde.childnutrition-documents">http://ok.gov/sde.childnutrition-documents</a>
Food Allergy Network	<a href="http://www.foodallergy.org/">http://www.foodallergy.org/</a>
Meal Patterns	<a href="http://www.nfsmi.org/mealpattern">http://www.nfsmi.org/mealpattern</a>
Meal Pattern Training Module	<a href="http://healthymeals.nal.usda.gov/mealpattern">http://healthymeals.nal.usda.gov/mealpattern</a>
Final Rule and Q&A on Guidelines	<a href="http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm">http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm</a>
USDA—Food and Nutrition Services	<a href="http://www.fns.usda.gov/fns/">http://www.fns.usda.gov/fns/</a>
Menu Planning	<a href="http://healthymeals.nal.usda.gov/menu-planning">http://healthymeals.nal.usda.gov/menu-planning</a>
Best Practices	<a href="http://healthymeals.nal.usda.gov/bestpractices">http://healthymeals.nal.usda.gov/bestpractices</a>
USDA Foods (Commodities)	<a href="http://www.fns.usda.gov/fdd">http://www.fns.usda.gov/fdd</a>
Vegetable Subgroups	<a href="http://www.choosemyplate.gov/food-groups">http://www.choosemyplate.gov/food-groups</a>
Timeline of Implementation	<a href="http://www.fns.usda.gov/cnd/governance/legislation/nutritionstandards.htm">http://www.fns.usda.gov/cnd/governance/legislation/nutritionstandards.htm</a>
Smart Snacks Calculator	<a href="http://www.healthiergeneration.org/productcalculator">http://www.healthiergeneration.org/productcalculator</a>
Updated USDA Recipes	<a href="http://www.fns.usda.gov/usda-standardized-recipe">http://www.fns.usda.gov/usda-standardized-recipe</a>
Nutrition Resources	<a href="http://www.fns.usda.gov/tn/team-nutrition">http://www.fns.usda.gov/tn/team-nutrition</a>
NSLP USDA Food Product Information Sheets	<a href="http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets">http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets</a>

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