

# Basic Meal Pattern SY 2016-2017

*The presentation and resources in each of these tabs can be saved to your computer and/or printed by going to "File" and selecting either "Print" or "Save As" .*



# Professional Standards for State and Local Nutrition Program Personnel Final Rule

- Effective July 1, 2015
- This webinar will contribute **1.5 training hour** towards the training requirements under the Professional Standard Requirements
- USDA Learning Topic Codes:
  - Standardized Recipes : 1140 & 2110
  - Food Production Records : 2120
  - Serving Food : 2200
  - Reimbursable Meals : 2310
  - Food Safety- General : 2620
  - Customer Service : 4130
- Required to track the number of training hours earned each year and maintain documentation of the trainings attended
- SED prototype tracking excel document for School Nutrition Directors

# Outline of Presentation Topics

- Basic Meal Pattern : Components
- Sample Menu
- Standardized Recipes
- Production Records, Food Substitutions
- Food Safety, Temperature Logs
- Merchandising and Marketing, Customer Service
- Training: Offer vs. Serve, Point of Service  
Accountability, Recognizing Reimbursable Meals,  
Civil Rights, Special Dietary Needs

# Basic Meal Pattern

- National School Lunch Program (NSLP)
  - 5 Components:
    1. Fruits
    2. Vegetables
      - Dark green
      - Red/Orange
      - Beans & Peas (Legumes)
      - Starchy
      - Other
    3. Grains
    4. Meat/Meat Alternates
    5. Fluid Milk



- School Breakfast Program (SBP)

- 3 Components

1. Fruits/Vegetables
2. Grains/Meat/Meat Alternates
3. Fluid Milk



- Afterschool Snack Program (ASP)

- 2 Components (Must contain two out of the four components)

1. Fruits/Vegetables
2. Grains/Breads
3. Meat/Meat Alternates
4. Fluid Milk



# Today's Lunch Menu

Cheezy Pizza

X-Ray Carrots

Crisp Garden Salad

Fresh Fruit (Apples, Oranges)

Canned Fruit (Peaches, Mixed)

Refreshing Milk (1%, FF, FF Chocolate)

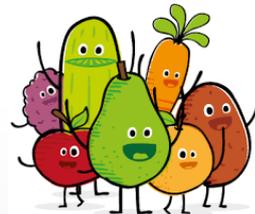
## Daily Alternates

Chewy Peanut Butter and Jelly

Chilled Chef Salad

Roasted Turkey and Cheese Sandwich

**Take 3 and make one ½ cup fruit or vegetable!**



# Standardized Recipes

- Have been tested, modified and retested several times
- Required for any food item with more than one ingredient
- Provide supporting documentation to show meal pattern requirements are met
- For consistent quality and quantity
  - Use exact directions and procedures
  - Use same type of equipment and quality of ingredients
  - Train staff on the importance of following the recipe



# Required Elements of Standardized Recipes

Recipe Name:  Recipe No:

## Food Based Standardized Recipe Form

Ingredients	50 Servings		<input type="text"/> Servings		Directions
	Weight	Measure	Weight	Measure	

Provides:  Yield: 50 servings:  Serving Size:  (Weight or Volume)

servings:  Serving Size:  (Weight or Volume)



- Recipe Name/Number
- Ingredients
- Weights and Measures
- Servings
- Yield
- Directions

Recipe Name: Chef Salad

Recipe No: 155

# Food Based Standardized Recipe Form

Ingredients	50 Servings		_1_ Servings		Directions
	Weight	Measure	Weight	Measure	
Romaine Lettuce		50 cups		1 cup	1. Wash and cut all vegetables. 2. Slice Deli meat into ¼ inch slices.  Individual Salad: 1. Portion lettuce, tomato, carrots, and cucumbers in amounts listed., in serving container. 2. Slice turkey, ham, and cheese into long thin slices and place on top of lettuce. 3. Serve each salad with 2 whole grain rolls Monday-Thursday or 4 packages of graham crackers on Fridays ONLY!
Iceberg Lettuce		25 cups		1/2 cup	
Tomatoes		12.5 cups		1/4 cup	
Cucumbers		12.5 cups		1/4 cup	
Carrots		12.5 cups		1/4 cup	
Deli Turkey	50 oz.		1 oz.		
Deli Ham	50 oz.		1 oz.		
American Cheese	100 oz.	100 slices	1 oz.	2 slices	
Graham Crackers or Roll		200 packages or 100 rolls		4 packages or 2 rolls	

Provides: Yield: 50 servings: Serving Size: (Weight or Volume)

1 servings: Serving Size: (Weight or Volume)

Recipe Name: Chef Salad

Recipe No:

# Food Based Standardized Recipe Form

Ingredients	50 Servings		<u>100</u> Servings		Directions
	Weight	Measure	Weight	Measure	
Lettuce		5 Bags		10 Bags	<ol style="list-style-type: none"> <li>1. Wash and cut all vegetables.</li> <li>2. Slice Deli meat into ¼ inch slices.</li> <li>3. Portion lettuce and vegetables in individual containers.</li> <li>4. Top lettuce with turkey, ham, and cheese.</li> <li>5. Serve each salad with a grain component.</li> </ol>
Assorted Vegetables		10 cups		20 cups	
Deli Turkey/Ham		2 slices		2 slices	
American Cheese	2 oz.		2 oz.		
Graham Crackers or Roll		200 packages or 100 rolls		4 packages or 2 rolls	

Provides:

Yield: 50 servings:

Serving Size: (Weight or Volume)

1 container

100 servings:

Serving Size: (Weight or Volume)

1 container

# Benefits of Standardized Recipes

- Customer satisfaction
- Consistent nutrient content / Nutrients per Serving
- Food & labor cost controls
- Consistent food quality
- Predictable yield
- Inventory control
- Efficient purchasing procedures
- Increased employee confidence
- Reduced record keeping



# Cost

## Example A:

- Fiesta Beef Casserole calls for 35 lb of ground beef to make 200 servings. The cook uses four 10 lb packages (40 lb) of ground beef, as opposed to the 35 lb that the recipe calls for.

<b>Fiesta Beef Casserole Cost per Serving with 35 lb ground beef \$0.46</b>	<b>Fiesta Beef Casserole Cost per Serving with 40 lb ground beef \$ 0.51</b>	<b>Difference in Cost per Serving of Fiesta Beef Casserole + \$ 0.05</b>
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**\$0.05 per serving x 200 servings x 160 school days = \$1,600**

# Cost

Example B:

- Yield: 25
- Instructions: Cut a half steam table pan (12" x 10" x 2 1/2") 5 x 5
- Cook cuts pan 4 x 5 and yielded 20 servings instead of 25.

<u>Servings per pan</u>	<u>Cost per serving</u>
20 servings	\$ 0.58
25 servings	\$ 0.46
Difference	+ \$ 0.12

**\$0.12 per serving x 200 servings x 160  
school days = \$3,840**

# Nutrients per Serving

- Nutrients per serving for a recipe can be altered significantly when a recipe is not followed

Nutrient Facts	25 servings per Pan	20 servings per Pan
Serving size	6.5 oz	8.1 oz
Calories	255	318
Total Fat	12.5 g	15.6 g
Saturated Fat	5.0 g	6.2 g
Sodium	404.0 mg	506.0 mg

# Customer Satisfaction

- Well developed recipes are often the most popular recipe
- Increased employee confidence



# Production Records

- Provides a daily written history of the food planned, prepared and served
- Documents compliance with meal pattern requirements
- Completed daily for all buildings
- Reflect distinct age/grade groups, even if they are in one building
- Example
  - High School is grades 6-12, production records must separate information for grades 6-8 and 9-12 to show different menu plans
- Required by Regulation for Breakfast, Lunch & Snack



# Required Elements

## 1. All food items on the reimbursable menu

- Includes ALL offered components
- Includes ALL daily menu options
  - Salad meal, deli meal, PBJ sandwich
- Includes condiments & toppings



## 2. Quantity Prepared for each food item

- Instead of “1 #10 can” prepared, use “20 - ½ c” portions



# Required Elements

3. Portion Size for each age/grade group
  - Amount of the item that is available to each student
  - Must be listed for ALL items in the measurement the item is served
    - $\frac{1}{2}$  cup carrots vs. 4 oz. carrots
4. Number of portions offered
  - Amount of each item expected to be served
5. Number of reimbursable portions served
  - Number of portions of each food item that is actually served in a reimbursable meal



# Required Elements

7. Number of a la carte/non reimbursable portions served

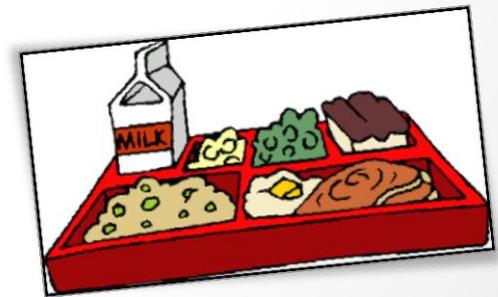
- Adult meals, second meals, snacks

8. Number of leftover portions

- Helps with forecasting and to prevent overproduction

9. Date

- Recipe Number (optional)



# Condiments & Toppings

- Condiments & Toppings **must** be included as they contribute to nutrient specifications
- P.C. Packets/Pre-portioning
  - Track the number served as part of the reimbursable meal
- Self-Serve
  - Track the total amount of the item used & determine how many students consume based on the average portion size



# Comments and Notes

- Way to communicate any changes in meal counts
  - Higher or lower than normal
- Factors affecting meal counts
  - Class trips, weather, illness
- Recording this information is helpful for forecasting
- Communication tool



# Substitutions

- Know your vegetable sub-groups
  - Ensures appropriate substitutions
  - Example: Green Salad on menu, but romaine lettuce was out of inventory, replaced with broccoli
  - Best practice to substitute within the same vegetable subgroup
- Always have a backup!

MENU ITEM	Recipe/Product Number	Portion Size	Total Portions Offered	Reimbursable Portions Served
Vegetables				
Carrot Sticks (R/O)		½ c	75	62
Leafy Green Salad (Df. Grn)	4620	1 ½ c	--	--
Broccoli (Dk. Grn.) *Substitute	4726	½ c	75	26

**Comments:** *Romaine lettuce delivery from Upstate Produce was of poor quality and refused.*

# When to complete Production Records

## Complete before meal service:

- School / Site Name
- Date/ Day
- Age / Grade Group
- Service (Breakfast / Lunch / Snack)
- Menu Item
- Recipe Name
- Portion Size
- Total Portions Offered (#)



## After Meal Service:

- Reimbursable Portions
- Non-Reimbursable Portions
- Leftovers
- Time / Temperature (Optional)
- Comments / Notes



# Example of Properly Completed Production Record

## PRODUCTION RECORD

Date/Day: 11/15/2016 Monday

Age/Grade Group: 9-12

Breakfast: \_\_\_ Lunch:  Snack: \_\_\_

School/Site Name: Anywhere CSD/ Anywhere High School

Total Reimbursable Meals: 100

MENU ITEM	Recipe Number	Portion Size	Total Portions Offered	Reimbursable Portions Served	Non-Reimbursable Portions (adult, A la Carte, second meals)	Leftovers	TIME & TEMP	
Cheese Pizza	10	1 Slice	100	70	5	25	11:00am	175°F
Carrots Coins(R/O)	25	¾ C	100	80	10	10	11:00am	165°F
Fresh Fruit(Apple,Orange)		1 Each	80	65	2	13		
Canned Fruit(Peaches,Mixed)		½ C	80	60	8	12		
Green Salad	32	1 C	100	70	10	20		
Peanut Butter and Jelly on WW	15	1 Sand	25	5	-	20		
Chef Salad	50	1 ½ C	15	10	3	2		
Deli Sandwich(Turkey+Cheese)	47	1 Sand	20	15	2	3		
Milk(1%,FF,FF Choco)			100	70	10	20	11:00am	38°F

Comments:





# Point of Service

- Where and when a child receives a reimbursable meal
- The student must be observed having the required meal components in his/her possession **before** the meal can be claimed for reimbursement



# Food Safety Overview

- Temperature Logs
- Food Safety Plan and Checklist
- Safe Food Handling Highlights
- Food Safety Regulations



# Temperature logs

- Record temperatures of both hot and cold foods
  - Multiple service times mean multiple temperatures recorded
  - Best practice to record on production records
- Refrigerator and freezer unit temperatures must be recorded to guarantee equipment is working properly



# Food Safety Plan

- Each building must have its own Food Safety Plan that is catered to that site
- Keep records on file for 3 years plus the current year



# Food Safety Tips

- Food must be kept out of the Temperature Danger Zone
  - 41°-135°
- Keep hot foods hot and cold foods cold!
- Practice strict personal hygiene
  - Wash hands often and change gloves when soiled
- Avoid cross-contamination
  - Keep raw and ready-to-eat foods separate
- Cook foods to required minimum internal temperatures and cool foods properly
- Reheat foods to 165° within two hours

# Health Permit/Inspections

- Health permit must up to date
- Health inspections
  - Must be posted in a **visible location** to the foodservice
  - All SFAs must have two health inspections per school year



# Marketing

Is everyone's job...

- Food Service Director
- Food Service Staff – Cooks, Cashiers, Servers.....
- Administrators
- Teachers
- SED



# What is Marketing?

- Ongoing process that moves a customer closer to making a decision to purchase
- Market your program with every interaction



# What are you marketing?

- Know your product
  - What is on your menu?
  - What are the ingredients?
  - Did you taste it?
- Know your program
  - Who are your customers?
  - What time do they eat?
  - What do they need?



# How are you marketing?

- Menus, newsletters, posters, menu board



- Nutrition education in the cafeteria



# What is Merchandising?

Merchandising is presenting a product to the right market, at the right time, using attractive displays and an organized plan

- Merchandising Basics

- Serve food that looks good, smells good, tastes good and is prepared safely
- People eat with their eyes!
- Students are your CUSTOMERS
- Service with a SMILE
- Positive cafeteria atmosphere
- Involve students, administrators, teachers, parents, and the community
- Be innovative



# What is Merchandising?

- Make vegetables cool with creative names
  - Magical Moroccan Beans and Greens
  - “Rockin” Black-eyed Peas
  - Fall Vegetable Medley Soup
  - <http://www.letsmove.gov/kids-state-dinner>



# Atmosphere can make or break participation



# Healthier Choices

- Convenience is key!
- Use the power of suggestion
- Use attractive displays and an organized plan
- Suggestions for improving your lunch (taken from Cornell University's Food and Brand Labs website)
  - [www.smarterlunchrooms.org](http://www.smarterlunchrooms.org)



# Accommodating Children with Special Dietary Needs

- Must make substitutions for students whose disability restricts their diet
  - Anaphylaxis and other severe allergic reactions
- Other special dietary need accommodations may be made but is not required
  - Food allergies or intolerances
    - Most of the time can be dealt with through offer versus serve or by providing additional offerings
    - Substitutions must be supported by a statement signed by a recognized medical authority
      - Physicians, physician assistants, nurse practitioners
      - Must identify the restriction in the child's diet, the food(s) to be omitted and the food or choice of foods to be substituted



# Offer Versus Serve

For Offer vs. Serve (OVS) a school must...

Breakfast:

- Offer students 4 items
- Students MUST select 3 out 4 items

Lunch:

- offer students all 5 components in at least the minimum daily amounts.

Both Breakfast and Lunch

- $\frac{1}{2}$  cup of fruit or vegetable must be selected for meal to be counted as reimbursable
- Student must select  $\frac{1}{2}$  cup of fruit or vegetable plus 2 different full items/components



Offer Vs. Serve:  
Reimbursable?

# Is This a Reimbursable Breakfast?

- Banana:  $\frac{1}{2}$  c fruit
- FF Milk: 1 c (8 oz.)

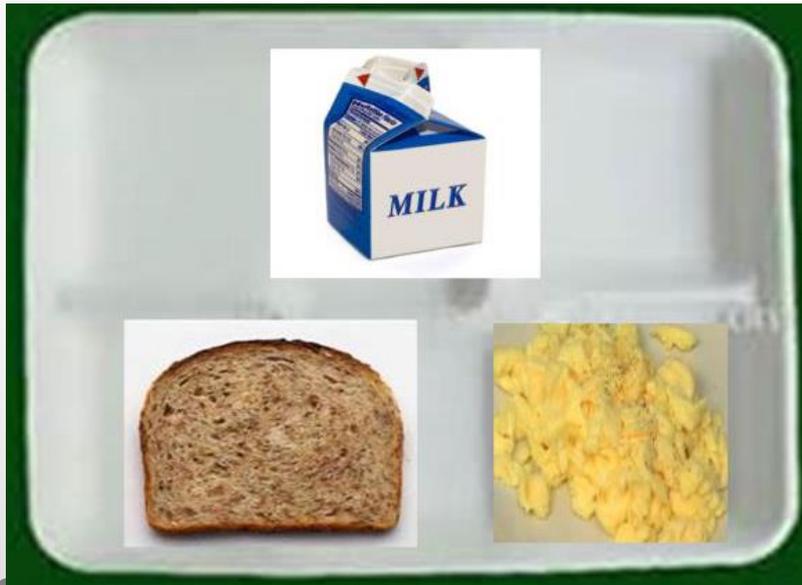


**NO!** Although  $\frac{1}{2}$  c fruit was selected, only 2 items total were selected. The student would need to take 1 more item.

# Is This a Reimbursable Breakfast?

- WG Bread: 1 oz. eq. grain
- Egg: 1 oz. eq. grain
  - M/MA is substituted as a grain
- FF Milk: 1 c (8 oz.)

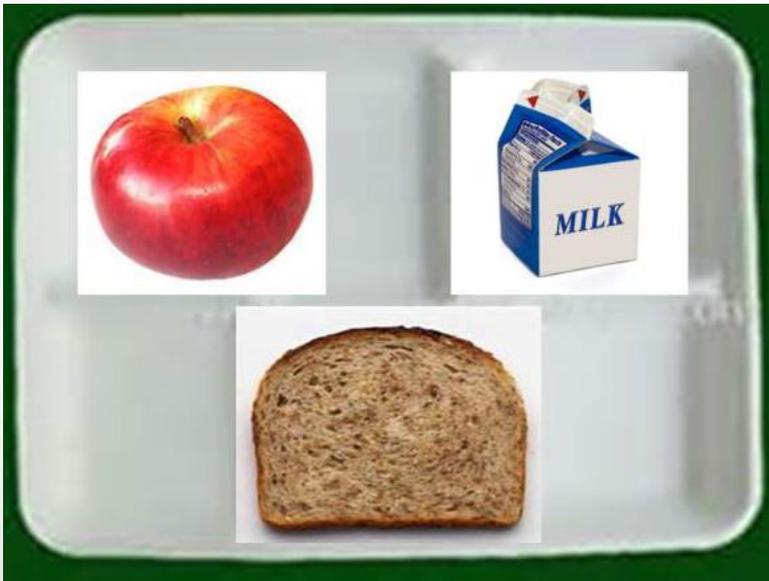
**NO!** Even though 3 items have been selected (1 milk item and 2 grain items), the student is missing the required  $\frac{1}{2}$  c fruit and/or vegetable.



# Is This a Reimbursable Breakfast?

- Apple: ½ c fruit
- WG Bread: 1 oz. eq. grain
- FF Milk: 1 c (8 oz.)

**YES!** A ½ cup fruit was selected plus an additional 2 items (1 grain item and 1 milk item).



# Is This a Reimbursable Breakfast?

- Cereal: 2 oz. equivalent Grain
- Milk: 1 cup (8 oz.)



**NO!** Even though 3 items were selected  $\frac{1}{2}$  cup of fruit or vegetable was not selected

# Is This a Reimbursable Breakfast?

- Cereal: 1 oz. equivalent grain
- Yogurt: 1 oz. equivalent grain
- Apple Juice: 4 oz. (1/2 cup)



**YES!** 3 items were selected, one of which is a 1/2 cup of fruit.

# Is This a Reimbursable Breakfast?

- Cereal: 2 oz.  
equivalent Grain
- Raspberries: ½ cup  
fruit



- **YES!** 3 items were selected, one of which is a ½ cup of fruit

# Is This a Reimbursable Lunch?

- Brown Rice: 1 oz. eq. Grain or  $\frac{1}{2}$  cup
- Burrito: 2 oz. Meat/1 oz. Grain
- Carrots:  $\frac{1}{2}$  cup Vegetable



**YES!** This meal is reimbursable for all grade groups (K-5, 6-8, 9-12). The student selected  $\frac{1}{2}$  c carrots to meet the fruit and/or vegetable requirement and the additional 2 full components: M/MA and grain.

# Is This a Reimbursable Lunch?

- Brown Rice: 1 oz. eq.  
Grain (1/2 cup)
- Burrito: 2 oz. qu. M/MA
- 1 oz. eq. Grain
- WG Roll: 1 oz. eq. Grain
- Milk: 8 oz. (1 cup)



**K-5, 6-8, 9-12:**

**NO!** This meal is not reimbursable. It contains at least three components but does not contain the required 1/2 c fruit and/or vegetable.

*Quick fix:* Suggest the student select a 1/2 c fruit and/or vegetable.

# Is This a Reimbursable Lunch?

- Chef Salad:
  - Lettuce: 1 ½ cups
  - Deli Meat, Eggs, Cheese: 2 oz. equivalent M/MA
  - Croutons: ½ oz. equivalent Grain
- Mixed Fruit: ½ cup Fruit

**YES!** This meal is reimbursable for all grade groups (K-5, 6-8, 9-12). The student chose 3 components (salad contains 2 **full** components) and ½ cup of fruit.

Make sure you are aware what components are included in combined entrees and if they are the **full** components.

For example: This Chef Salad contains ½ oz. eq. grain from the croutons which can contribute to the grain requirement but is not a **full** component.



# Is This a Reimbursable Lunch?

Turkey Sandwich on WW Bread:

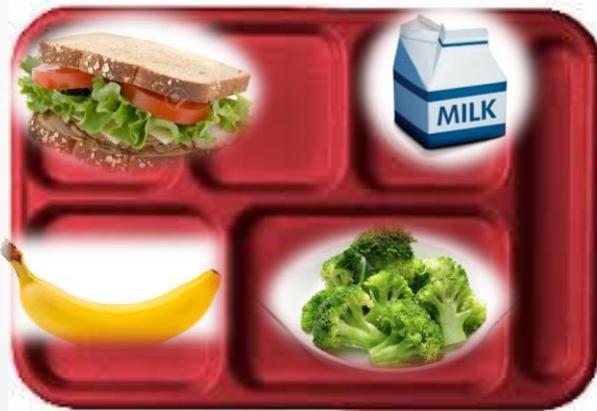
- 2 oz. equivalent Meat
- 2 oz. equivalent Grain

Broccoli: 1 cup vegetable

Banana: 1 cup of fruit

Milk: 8 oz. (1 cup)

**YES!** The student chose 5 full components including the ½ cup fruit or vegetable.



# Training for Point of Service Staff

- Civil Rights
- Reimbursable Meals
- Offer Versus Serve
- Special Dietary Needs

# Child Nutrition Program Administration

89 Washington Avenue, Room 375 EBA  
Albany, NY 12234  
518-473-8781

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