#### **MEAL PATTERN FOR MENU PLANNERS**

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".





#### **Nutrition Program Personnel** (Final Rule)

- Effective July 1, 2015
- This webinar will contribute 1.5 training hours toward the Professional Standards training requirements
- 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
- USDA Learning Topic Codes:

  - Meal Pattern: 1110
     CN Labeling, Crediting: 2150
  - Offer Versus Serve: 2220
  - Production Records: 2120
  - Standardized Recipes: 1140, 2110
  - · Smart Snacks 1110

#### **PROGRAM REGULATIONS**

- - Part 210 National School Lunch Program (NSLP)
     Part 215 Special Milk Program (SMP)

  - Part 215 Special Milk Program (SMP)
     Part 220 School Breakfast Program (SBP)
     Part 235 State Administrative Expense
     Part 245 Free and Reduced Price Eligibility
     Part 3052- Audit Requirements
- 2 CFR Part 200 Procurement-Uniform Administrative Requirements. Cost Principles, and Audit Requirements for Federal Awards; Final Rule
- ■Public Law 111-296 (Healthy, Hunger-Free Kids Act of 2010)
- =All USDA, SED guidance, memos, and instructions

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#### **FOOD-BASED MENU PLANNING**

- Food-Based Menu Planning (FBMP) approach for all age/grade groups
- NSLP: Schools are required to use the age/grade groups K-5, 6-8, 9-12 to plan menus
  - Schools can use K-8 as food quantity & calorie requirements overlap
- SBP: Schools are required to use the age/grade groups K-5, 6-8, 9-12 to plan menus
  - Schools can use K-8 or K-12 as food quantity & calorie requirements overlan

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		Brei	ıkfast Meal Pa	ottorn		Lunch Meat Pattern			
	Grados N-S	Grades 6-8	Gracine 9-12	Grades K-B	Grades K-12	Grades X-5	Grades 6-8	Grayles 9-12	Grades K-6
Blasi Pattern			A		Par Week * (Mir	smum Par Day			
Francicepo de	5(0)	3(I)	5(1)	5(0)	3(0)	25(15)	29.09	3(0)	2.5(450
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Durk green	- 0	0.	0	.0.	0.	5	35	16	15
Red'Orange	. 0	0	0	. 0	0	%	- 54	1%	160
Scan/Fear (Legames) <sup>4</sup>	.0		0	0	0	16	.55	16	16
Standay	0	0.	0	0	0	75	79	- 55	15
Other 6	- 0		0	.0	0	15	15.	N .	75
Additional Veg to Reach Total	0		0		0		- 1	156	1
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Meanwheat Alternates (oz eg) Manusta	0,	0.0	0.5	0.6	6%	1(1)	9(1)	10 (2)	9(1)
Fluid milk (cups)	5 (1)			5(1)	3(1)	3 (1)	5(1)	5(1)	
	Ott	er Specifica	tions: Daily A	mount Base	d on the Ave	rage for a 5-	Day Wook		
Morenan calonies (kcal) <sup>ab</sup>	351-500	400-550	450-600	400-500	450-500	550-650	800-700	750-650	600-650
Sommed fat * (% of total calories)	< 30	< 10	<10	< 10	< 10	<10	< t0	< 10	< 10
Softeen Oresta	< 540	< 6(1)	< 640	< 500	< 530	< 1210	< 1.990	< 1420	< 1230

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#### SY 2016-17 LUNCH REQUIREMENTS

#### **Lunch Meal Components**

#### 1. Fruits

- 2. Vegetables

  - Dark green
    Red/orange
    Beans/legumes
- 3. Grains
- 4. Meats/Meat Alternates
- 5. Fluid Milk

#### Sodium targets

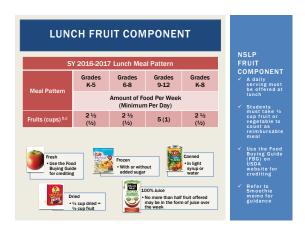
- K-5 **≤** 1230 mg
- 6-8 **≤** 1360 mg
- 9-12 **≤** 1420 mg
- K-8 **≤** 1230 mg

#### **Dietary Specifications**

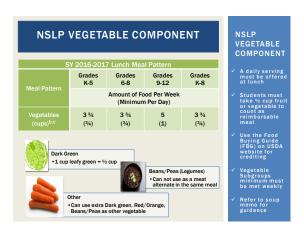
- Min-max calorie range
- Saturated fat maximum
- Trans fat (daily requirement)
- Sodium

#### **DIETARY SPECIFICATIONS**

Lunch Meal Pattern	K-5	6-8	9-12	K-8				
Min-max calories (kcal)	(550-650)	(600-700)	(750-850)	(600-650)				
Saturated fat (% of total calories)	< 10	< 10	<10	< 10				
Sodium (mg) Target 1	<b>≤</b> 1230	<b>≤</b> 1230 <b>≤</b> 1360 <b>≤</b> 1420 <b>≤</b> 1230						
<u>Trans</u> fat	Nutrition label or	manufacturer speci <u>trans</u> fat p		ate zero grams of				



#### **LUNCH FRUIT COMPONENT - JUICE** Mon Tues Wed Thurs Fri Orange Grape Orange Apple Orange 20 fl. oz. (2 ½ cup) 4 oz. 4 oz. 4 oz. 4 oz. 4 oz. Berries Pear Melon Oranges Grapes 2 ½ cups ½ C ½ c ½ C ½ C ½ C Menu Check: ✓ At least 1 c of fruit/vegetable is offered daily ✓ No more than half of the fruit/vegetable offerings are in the form of juice ✓ This menu meets meal pattern requirements



#### **NSLP VEGETABLE SUBGROUPS**

SY 2016-2017 Lunch Meal Pattern								
Meal Pattern	Grades K-5			Grades 9-12				
	Amount of Food Per Week							
Dark green	1/2	1/2	1/2	1/2				
Red/Orange	3/4	3/4	3/4	1 1/4				
Beans/Peas (Legumes)	1/2	1/2	1/2	1/2				
Starchy	1/2	1/2	1/2	1/2				
Other	1/2	1/2	1/2	3/4				
Additional Veg to Reach Total	1	1	1	11/2				

Dark Green rest, from and canned	Red/Grange Fresh, trusen and cannot	Other Fresh, frazen ahal canned	Starchy Fresh, frozen and canned	Beans and Peas (Legumes) Canned, frozen or cooked from dry	VEGETABLE SUBGROUPS
Arrigule Beet greens Beet greens Box Close Brocosi (Beg Brocosi) Brocosi (Beg Brocosi) Brocosi (Beg Brocosi) Brocosi (Boston, Bibl) Dark green Brother greens Brother	Acom squash Buttamut aquam Buttamut aquam Chili propers (mel) Hubbard aquam Orange papers Pumpilin Red papers Fed papers Sowed potenties Tomato judio Winter squash	Afficial   Afficial	Blackeyed pem, flash joint drip!     Castere Castere Cooper, flash joint drip!     Fleid pem, flesh joint drip!     Fleid pem, flesh joint drip!     Green peas     Green peas     Green peas     Green peas     Green peas     Fleid pem, flesh joint drip!     Fleid pem, flesh joint drip!     Fleid pem, flesh joint drip!     Taro     Water chestnuts	Bital-based State of the State of State	<ol> <li>Dark Green</li> <li>Red/Orange</li> <li>Other</li> <li>Starchy</li> <li>Beans, Peas (Legumes)</li> </ol>

#### **SOUP CREDITING**

- Vegetable soup made from scratch credit based on the actual amount of vegetables in each subgroup per serving
  - Must be documented with a standardized recipe
- Allowable Commercial Soups
  - Tomato
  - Vegetable
  - Minestrone
  - LentilBean
  - Pea



	LUNCH	NSLP GRAIN COMPONENT					
		Grades K-5	Grades 6-8	Grades 9-12	Grades K-8		✓ Must be offered at lunch
	Meal Pattern	А		ood Per Wee n Per Day)	ek		✓ Must meet daily and
		8 (1)	8 (1)	10 (2)	8 (1)		weekly minimum requirements
V	A maximur based dess lunch		✓ Use Exhibit A to calculate oz equivalents				
			LOOK FOR WHOLE GRAIN	All grains whole gra			✓ All grains must be whole grain rich (WGR)

### WHOLE GRAIN-RICH FOODS (WGR)

#### All grains must be WGR

- Contain 100% whole grain
- Contain a blend of at least 50% whole grain and the remaining grain is enriched
  - Product Formulation Statements
- A whole grain is listed as the first ingredient

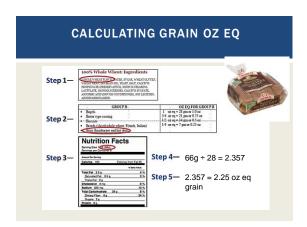


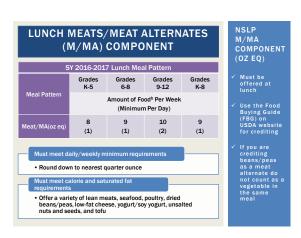
#### **EXHIBIT A**



Doughauts (color and years raised, sufficient)	1 as eq = 55 ga or 2.0 cs
Circal bars, lecolifort bars, grasols bars" (plant) Halflan (all, except com) Sweet solf" (unifocated) Tousies poets" (unifocated)	3/4 oc eq = 42 gm oc 1.5 ez 1/2 oc eq = 25 gm oc 1.6 oc 1/4 oc eq = 34 gm oc 8.5 oc
GROUPE	OZ EQ FOR GROUP E
Green fuer, hersidiya hari, gazada bani, (with aux, dirif thai, and or chocolar pacers) Codelani (with sate, resum, checolate pacers) Doughaumi (sale and years saxed, floored or glaced). Trench tone Sweet sali, "(floored) Tueste pacers, (floored)	8 mm = 60 pin m 2.4 m 354 mcm = 35 pin m 12 m 32 mcm = 35 pin m 12 m 124 mcm = 35 pin m 16 m 14 mcm = 18 pin m 16 m
GROUPF	OZ EO FOR GROUP F
Color (pleas, enfereded) Coffee color	1 serve = 82 gas or 23 or 34 or m = 62 gas or 22 or 12 or m = 41 gas or 13 or 14 or m = 21 gas or 13 or
GROUPG	OZ EO FOR GROUP G
Browner (place) Cale ((ditratene, freeed)	1 xx mg = 123 gm or 6 flog 34 cc mg = 94 gm or 3.3 cc 1/2 cc mg = 63 gm or 2.3 cc 1/4 cc mg = 32 gm or 13 cc
GROUPH	OZ EQ FOR GROUP H
Cereal Green Budge, queen, etc.) Breakfur consis (codadf of Budge or consist order Macanos (Al dapen) Novilles (all vascion) Posts (all stapen) Ravioli (consist only) Bare (consist only)	Tot eq + 12 cap cooled or 1 mace (28 g) day
GROUPI	OZ EQ FOR GROUP I
Ready to not breakfast cered (cold, dry) 1.5	I or eq = 1 cop or 1 mace for Bales and event 1 or eq = 1.33 cape or 1 mace for pulled overal 1 or eq = 1.4 cup or 1 mace for pushis or NM for continuent is used to children and 1

# CALCULATING GRAIN OZ EQ USING EXHIBIT A Step 1 Ensure grain product is whole grain-rich Step 2 Determine which group your product is listed under on Exhibit A Using the product's nutrition facts label, determine how many grams are in the product Step 4 Divide the total number of grams in the product by the number of grams equal to 1 oz eq grain Step 5 Round down to the nearest 0.25 oz eq





#### **CREDITING MEAT/MEAT ALTERNATE**

- Product Formulation Statements (PFS)
- CN Labels
- Food Buying Guide
- 1 oz M/MA=
  - 1 oz cooked, skinless, unbreaded meat
  - 1/4 cup nuts and seeds
  - 2 tbsp nut butters
  - 4 oz yogurt
  - 1/4 cup cottage cheese
  - 1/4 cup tofu
  - ½ cup beans
  - 1 oz cheese
  - ½ large egg



#### **CN LABEL**

#### Chicken Stir-Fry Bowl

Ingredient Statement: Chicken, brown rice, broccoll, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

— CN — 099135 Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 CN oz eq Grains, ¼ cup dark green vegetable, ¼ cup redorange vegetable, and CN % cup other vegetable for Child Nutrition Meal Pattern Requirements.

(Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX/XX).

Net Wt.: 18 pounds

Chicken Wok Company 1234 Kluck Street Poultry, PA 12345

— CN -

#### **PRODUCT FORMULATION STATEMENTS**



LUNCH F	NSLP FLUID MILK COMPONENT						
Meal Pattern	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8	<ul> <li>✓ Must offer at least two choices at lunch</li> </ul>		
	Am	ount of Fo	od <sup>b</sup> Per We Per Day)	ek	✓ Allowable		
Fluid milk (cups) <sup>1</sup>	5 (1)	5 (1)	5 (1)	5 (1)	types, low-fat (1% unflavored) or fat-free (flavored or		
1% unfia	(cups) (1) (1) (1) (1)  8 oz. Fluid Milk  Offer 2 types  1% unflavored flavored unflavored						

M/AT	FΡΔ	$\mathbf{V}\mathbf{A}\mathbf{H}\mathbf{A}$	\BILIT\	1
***		VALL.	VDILII I	

- Free potable water must be available and easily accessible to students during breakfast and lunch
  - Does not apply to breakfast served outside of the cafeteria
- Water is in addition to milk it is not in competition with milk or a beverage choice
- Drinking fountain outside café may be used as long as students have free access

#### OFFER VERSUS SERVE

- For Offer vs. Serve (OVS) a school must offer students all 5 components in at least the minimum daily amounts at lunch
- A student must select ½ cup of fruit or vegetable plus 2 different full components







Grades K-8: Grades 9-12:



yes or no or no GINGER CHICKEN (2 OZ. EQ.) RICE (2 OZ. EQ.) BEANS (1/2 CUP) STRAWBER-RIES (1/2 CUP) FAT-FREE CHOCOLATE MILK (8 OZ.)

GRILLED CHICKEN (2 OZ. EQ.)

BROWN RICE (2 OZ. EQ.)



Grades K-8: Grades 9-12:

yes or (no yes or



#### SY 2016-17 BREAKFAST REQUIREMENTS

#### **Breakfast Meal Components**

- 1. Grains
  - All grains must be WGR
  - M/MA (optional)
- 2. Fluid Milk
- 3. Fruits / Vegetables

#### **Sodium targets**

- K-5 <u><</u> 540 mg
- 6-8 **≤** 600 mg
- 9-12 **≤** 640 mg
- K-8 **≤** 540 mg

#### **Dietary Specifications**

- Min-max calorie range
- Saturated fat maximum
- Trans fat restriction
- Sodium

#### **BREAKFAST DIETARY SPECIFICATIONS**

Breakfast Meal Pattern	K-5	6-8	9-12	K-8	K-12		
Min-max calories (kcal)	(350-500)	(400-550)	(450-600)	(400-500)			
Saturated fat (% of total calories)	< 10	< 10	< 10	< 10			
Sodium (mg) Target 1	<b>≤</b> 540	<b>≤</b> 600	<b>≤</b> 640	<b>≤</b> 540			
<u>Trans</u> fat	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.						

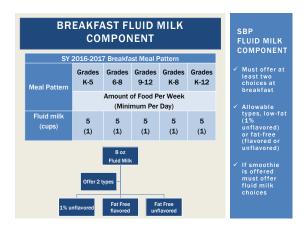
### BREAKFAST FRUIT / VEGETABLE REQUIREMENTS

SY 2016-2017 Breakfast Meal Pattern								
Meal	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8	Grades K-12			
Pattern		Amount of Food Per Week (Minimum Per Day)						
Fruits or Vegetables	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)			

- Must offer at least 1 full cup fruit or vegetable for all age/grade groups
- Under OVS, a student must select at least ½ cup fruit/vegetable
- Vegetables may be substituted for fruit
- No more than half of the fruit or vegetable offerings over the course of the week may be in the form of juice
- All juice must be 100% fruit or vegetable juice

#### 

# COMPONENT OUNCE Equivalents Items 1.0-1.99\* 1 item 2.0-2.99\* 1 or 2 items



#### **SMOOTHIES**

- Smoothies prepared in-house may credit toward the fruit, vegetable, milk, and meat/meat alternate components
- Commercial products may only credit toward fruit or vegetable component



 Refer to memo SP 10-2014 (v3), released 7/22/15

#### **BREAKFAST OFFER VS. SERVE**

- OVS is optional in the SBP for all grade levels
- For Offer vs. Serve (OVS) a school must offer at least 4 food items at breakfast in at least the minimum required amounts
- A student must select ½ cup fruit or vegetable plus 2 other food items

#### SIGNAGE

Must display signage at or near the beginning of each service line!



Write the breakfast and lunch menu components & items daily!

Must take 1/2 cup fruit

### SAMPLE MENU WITH 4 ITEMS AND A M/MA IS CREDITED AS A GRAIN ITEM

Components	Crediting	Food Items
Yogurt	1 oz. eq. grain	1 grain item
Whole Grain Cereal *May take 2	1 oz. eq. grain	1 grain item
Peaches	1 c fruit	1 fruit/vegetable item
Variety of Milk (Lowfat or FF)	1 cup	1 milk item



#### REIMBURSABLE

- 3 of 4 items selected
- Menu planner allowed more than 1 selection of cereal

2 WHOLE GRAIN CEREALS (2 OZ. EQ., 2 GRAIN ITEMS)

PEACHES (1 CUP FRUIT, 1 FRUIT



NOT REIMBURSABLE Does not include ½ cup fruit

WHOLE GRAIN CEREAL (1 OZ EQ., 1 GRAIN ITEM)

YOGURT (1 OZ EQ., 1 GRAIN ITEM)

FAT-FREE MILK (8 OZ)

# SCHOOL BREAKFAST PROMOTION Breakfast

#### **DAILY ALTERNATE MEALS**

When planning your menu, always ensure that alternate meals meet the minimum daily and weekly requirements for each age/grade group

- Calculate the amount (ounce equivalents/cups) of meat/meat alternate, grain and fruit, and vegetable and subgroups for **every** reimbursable meal offered.
- \* This includes any alternate meals such as a chef salad or a peanut butter and jelly sandwich which is offered each day.
- Alternate meals served at breakfast and lunch must offer all the components.
- Menu planners often forget to include a meat or grain component with alternate meals (for example, a chef salad that does not include bread, croutons, crackers)

#### **WEEKLY REQUIREMENTS (K-5)**

Monday	Tuesday	Wednesday	Thursday	Friday
Hamburger = 2 oz. eq. grain, 2 oz. eq. m/ma	Chicken patty on bun = 2 oz. eq. grain, 2 oz. eq. m/ma	French toast sticks with sausage = 2 oz. eq. grain, 2 oz. eq. m/ma	Chicken nuggets = 1 oz. eq. grain, 2 oz. eq. m/ma	Pizza supreme = 2 oz. eq. grain, 2 oz. eq. m/ma
Bagel with Yogurt = 2 oz. eq. grain, 2 oz. eq. m/ma	Ham and cheese sandwich = 2 oz. eq. grain, 2 oz. eq. m/ma	Nachos = 2 oz. eq. grain, 1 oz. eq. m/ma	Turkey and cheese wrap = 2 oz. eq. grain, 2 oz. eq. m/ma	Grilled cheese = 2 oz. eq. grain, 2 oz. eq. m/ma
Pizza = 1.5 oz. eq. grain, 2 oz. eq. m/ma	Pizza = 1.5 oz. eq. grain, 2 oz. m/ma	Pizza = 1.5 oz. eq. grain, 2 oz. eq. m/ma	Pizza = 1.5 oz. eq. grain, 2 oz. eq. m/ma	Pizza = 1.5 oz. eq. grain, 2 oz. eq. m/ma

#### **COMMON ERRORS**

PBJ sandwich served daily at 1 oz. eq. grain and 1 oz. eq. m/ma. This would make the weekly minimum offered only 5 oz. eq. grain and 5 oz. eq. m/ma which does not meet any weekly minimum age/grade group requirement.

\*Salads served daily with only a 1 oz. eq. grain.

- \*Yogurt parfaits served daily with only a 1 oz. grain.
- \$1 oz. eq. grain equivalent cereals or muffins served at breakfast daily.







#### **EXEMPTIONS**

- School Breakfast Program
- Whole Grain Rich
- Whole Grain Rich exemptions from SY 2015-16 have been extended to the 2016-17 SY
- New exemptions must submit exemption form
- Religious Variations
  - Grain requirement for observance of Passover
  - Milk Waiver to allow flexibility for meals that contain poultry or meat
  - Dark Green Vegetable Waiver

STANDARDIZED
RECIPES &
PRODUCTION RECORDS



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#### WHAT IS A STANDARDIZED RECIPE?

- Standardized recipes will help produce a consistent food product through the use of the same ingredients, measurements, and methods of preparation every time
- Source of documentation that demonstrates meal pattern requirements are being met
- SFAs are required to complete and maintain standardized recipes for all menu items containing more than one ingredient

### REQUIRED ELEMENTS OF A STANDARDIZED RECIPE

- IngredientsWeights and
- Measures

  Serving
- Yield
- Yield
- Preparation Directions

Ingredients	Yield:	50 Servings	Yield:	Servings	Directions
	Weight	Volume	Weight	Volume	
	-	-	_		
		-	_		
		-	-		
		_	_		
	-	-	_		
	_		_		
	-	_	_		
et Contribution Per	Surdan	Section Six	o Walnut II o	Suppl & Sourchist	sen) or Volume (5/2 cup Rice P
o Mouthlest Altern	Cr.	Servin	0.500	SHORE OF SOUR CASE	en) or essame ( = 2 cop roce =

#### STANDARDIZED RECIPE EXAMPLE

- Recipes must show number of servings, portion size and how it credits toward meal components
  - Adopt USDA Recipes

		Any	own Schoo (School Na	District rve)		-			
Recipe Title: Spaghetti and Me	at Sauce	Recipe Numbe				e: USDA Quantity i			
Serving Size: 3'4 cup		Portion Utensil	: 6 oz ladk		Contri	bution per serving:		5	(02)
Total Yield: 50 servings: about: 100 servings: about		s (loxves, buns,	oups, gallo	s, etc.)			EV OB	1/2	(cup):
Ingredients	50	Servings	100	Servings		Preparati			_(
	Weight	Measure	Weight	Measure					
Riser ground beef () (no more than 20% tat) () Only drated onlors () Off Tresh onlors, chapped () Garlic powder	7 to 3 oz 6 oz 0 ft 3 to	13H cup OR 24E 1T+11/2tip	14 to 6 nz 12 nz OR 6 to	312 caps OM 1 gal		<ol> <li>Than ground beef cooking. Brown p onions and gartic p Cook for 5-minutes</li> </ol>	round bee		
Black Pepper Carneed tenutrees, with liquid, shopped. Tonnain passis Water Telesacolings Flaked best Flaked onegano Flaked onegano Flaked onegano Flaked onegano	6 fb 4 oz 1 fb 12 oz	1 1/2 tsp 2/3 No. 10 can 1/4 No. 10 can 1 1/2 qt 3 T + 2 tsp 3 T + 2 tsp 3 T + 2 tsp 1 1/2 tsp	8 to 8 oz 3 to 8 oz	1 1/3 No. 10 car 1/2 no. 10 car 3 qt 1/4 cap + 3 T 1/4 cap + 3 T 1/4 cap + 3 T 1 T	ian n	<ol> <li>Add pepper, cannowater, and season internal remperature Senser about 1 hr</li> </ol>	ings. Co re-of 155* our.	tor 15 seo	
Water		3-gal		6 gal	_	<ol> <li>Heat water to rolling</li> </ol>	ng boll. A	dd seit.	
tigagheti, brokes into thedo	3-6-1-02		6 th 2 ex	21		<ol> <li>Skeely alld spagfin bolts again. Cook sitr occasionally. I wed.</li> <li>Ske one wast seen.</li> </ol>	10-12 mi 00 NOT 0	OVERCOO	til tender; K. Drain
						<ol> <li>Pour sits serving p 140° or above.</li> </ol>	ians. Hos	d in sening	g pans at
Oredder cheese, stredded	16		2 b			Top with shredded b. Portion 3/4 cup set b. Cool any leftovers refrigerator to 41°	rying.	ive pan in	

http://www.fns.usda.gov/usda-standardized-recipe

WHY	IISF S.	TA NIDA	RDIZED	PFC	IPFS?
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- Customer Satisfaction
- Consistent Nutrient Content
- Food and Labor Cost Controls
- Predictable Yield



#### **PRODUCTION RECORD**

- A production record provides a daily written history of the food, planned, prepared, and served in your establishment
- Production records are another menu tool which helps document compliance with meal pattern requirements
- Production records are required to be maintained for breakfast, lunch and snack
- Production records must be completed daily for each building
- Must reflect distinct age/grade groups served for each building

#### REQUIRED ELEMENTS OF PRODUCTION **RECORDS**

- All food items on the reimbursable menu
   All daily menu items, alternates, milk, condiments, toppings, etc.
- Recipe Number (optional)
- Quantity Prepared for each food Item
- Portion Size for each age/grade group
   Amount of item that is available to each student
- Number of portions planned
   Amount of each item expected to be served
- Number of reimbursable portions served
  Number of portions of each food item that is actually served in a reimbursable meal
- Number of non reimbursable portions served
   Example: adult meals, a la carte
- Number of left over portions
   Number of portions that were not served

#### **WEIGHT VS. VOLUME**

#### Cheese, grated

Weight: 2 oz. = 212 calories Volume: 1/4 cup = 84 calories



#### French Fries, potato puffs

Weight: 4 oz. = 252 calories Volume: ½ cup = 142 calories



#### WHEN TO COMPLETE PRODUCTION **RECORDS**

#### Complete before meal service:

- School / Site Name
- Date/ DayAge / 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

#### PRODUCTION RECORD FORMS

Date/Day:Friday October 5, 2 School/Site Name: Apple Elemen	stary	Ageora	ar Group.	_k-5	Breakfast: Total Reimbursa	ble Meals: _30	10
MENU ITEM	Recipe Number Size Portion Offered Served Served Served Number Number Number Number Number Number Non-Reimbursable Portions (adult, A la Carte, second meals)		Leftovers TIME & T				
Cheese Pizza	21	1 slice	102	83	13	6	
Pepperoni Pizza	22	1 slice	102	97	3	2	
Meatball sub	14	1 each	102	94	2	6	
Peanut Butter and Jelly Sandwich	15	1 each	25	12	0	13	
Ham and Cheese Chef Salad	18	1 each	25	12	Ó	13	
Carrot and Celery Sticks	30	14 cup	150	134	6	10	
Apple		½ cup	150	135	0	15	
Pineapple		½ cup	154	134	0	20	
Chocolate Skim Milk		8 gg	200	190	0	10	
White 1% Milk		S oz	100	100	0	0	
Ranch Dip		2 oz	150	140	Ō	10	
Italian Dressing		2 oz	50	40	0	10	
			_				
							_

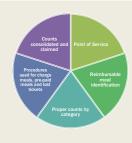
#### **HOW SED USES THIS INFORMATION**

- The State Agency looks at production records and standardized recipes during administrative reviews to:
  - Ensure the meal pattern and nutrient standards are being met
  - Validate all components were offered and served in the required quantities
  - Ensure enough food was prepared for the number of servings reported
  - Provide suggestions for improving operation

ACCOUNTABILITY & RECORD KEEPING



#### COMPONENTS OF ACCOUNTABILITY



#### **CLAIMS FOR REIMBURSEMENT**

- Ensure claims for reimbursement are accurate prior to submitting to NYSED
- Ensure claims for reimbursement are submitted within 60 days
- SAMS registration expires annually
  - SFA will be unable to submit claims for reimbursement until SAMS registration is complete.

http://www.oms.nysed.gov/cafe/guldance/sam.html.

- For all claims for reimbursement report the highest number of free/reduced eligible students and enrollment
  - Except in October claim for reimbursement-enter free/reduced eligible and enrollment as the last operating day of October

#### 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



#### **ANNUAL SELF-REVIEW**

- Requirement
  - SFA with more than one school
- Minimum of one on-site review per building Prior to February 1 of each school year
- Evaluate the school's procedures for counting and claiming meals for reimbursement
  - Use NYSED prototype form(s)



# RECORD KEEPING \*\* Must be made available to the following agencies: \*\* NYSED CN \*\* united States \*\* Department of Agriculture \*\* NYS Epartment of Agriculture \*\* NYS Epartment of Audit and Control \*\* NYS Education \*\* Department District \*\* Auditors \*\* Office of General Services-Bureau of Donated Foods

ALL FOODS SOLD IN SCHOOLS STANDARDS (SMART SNACKS)



		SOLD IN S	CHOOLS" STANDARDS
the school r	meal progran	ns, including foods	s sold:
On the scho	ool campus	$\longrightarrow$	Areas that are under the jurisdiction of the school to which students have access
During the	school day	$\longrightarrow$	Midnight through 30 minutes after the end of the instructional day
		oods and beverages ores and fundraiser	sold in the cafeteria, vending

SMART SNACKS	

Under Smart Snack requirements, all foods sold outside the reimbursable meal must be:

- 1. Whole grain-rich
- 2. Have a fruit, vegetable, dairy product or protein food (meat, beans, poultry, nut butters, etc.) as the first ingredient
- 3. Be a "combination food" with at least  $\frac{1}{4}$  cup fruit and/or vegetable

#### **SMART SNACKS**

All foods must also meet the following nutrient requirements:

#### Entrées

#### Snacks

- Calories: ≤ 350
- Fat: ≤ 35% of calories
  Sat. Fat: <10% of calories
  Sodium: ≤ 480 mg
  Sugar: ≤ 35% of weight from total sugar
- Calories: ≤ 200
  Fat: ≤ 35% of calories
  Sat. Fat: <10% of calories
  Sodium: ≤ 200 mg
  Sugar: ≤ 35% of weight from total sugar

#### **SMART SNACKS**

- The exemption for foods that contain 10 percent of the Daily Value for nutrients of public health concern such as calcium, potassium, vitamin D and fiber is no longer in effect.
- Food items that were previously allowed under this ruling must now meet the general criteria outlined on the previous slide.

### SMART SNACKS FRUITS AND VEGETABLES

#### **Fruits**

#### Fresh, frozen and canned fruits with no added ingredients except water

 Fruits packed in100% fruit juice or extra light, or light syrup

#### Vegetables

- Fresh and frozen vegetables with no added ingredients except water
- Canned vegetables (no added salt or low sodium) with no added fats



#### NUTRIENT STANDARDS (FOODS)

#### Entrées

#### A combination food with meat/meat alternate and grain

- A combination food with meat/meat alternate and a vegetable or fruit
- A meat/meat alternate alone
  - Not allowable: yogurt, low-fat or reduced-fat cheese, nuts, seeds, nut or seed butters
- · A "breakfast entrée" item

#### Snack or Side

 Any item that does not fit the qualifications of an entrée



### EXEMPTIONS TO SMART SNACK REGULATIONS

- An entrée served as part of a reimbursable breakfast or lunch on the day of or day after service
- Snack items that may exceed the total fat, saturated fat & sugar standards:
- Reduced fat cheeses
- Paired exempt foods
- e.g., celery with peanut butter, apples with peanuts
- Nuts, seeds & nut or seed butters
- Dried fruit with nuts or seeds with no added nutritive sweeteners or fats
- Seafood with no added fat (exempt only from the total fat standard)
- Whole eggs with no added fat
- These items must still meet the calorie and sodium limits for competitive foods

BE'	VERAGE:	STANDAF	RDS				
Beverages Acceptable for All Grades							
Beverage	Elementary School	Middle School	High School				
Plain water, carbonated or not	no size limit	no size limit	no size limit				
Low fat milk, unflavored*	≤ 8 oz	≤ 12 oz	≤ 12 oz				
Non fat milk, unflavored or flavored*	≤ 8 oz	≤ <b>12</b> oz	≤ <b>12</b> oz				
100% fruit/vegetable juice **	≤ 8 oz	≤ <b>12</b> oz	≤ 12 oz				
* Includes nutritionally equiva ** May include 100% juice di							

BEVERAGES FOR GRADES 9-12
Maximum serving size is 20 fluid ounces
<ul> <li>Includes:</li> <li>Calorie-free flavored water, with or without carbonation</li> <li>&lt; 5 calories per 8 fluid ounces</li> <li>&lt; 10 calories per 20 fluid ounces</li> </ul>
Maximum serving size of 12 fluid ounces
Includes reduced-calorie beverages:     ≤ 40 calories per 8 fluid ounces     ≤ 60 calories per 12 fluid ounces
Caffeinated beverages, like iced tea, are permitted for grades 9-12 but NOT for grades K-8*

# Use the Alliance for a Healthier Generation's Smart Snacks Product Calculator to determine if a product is compliant with Smart Snacks requirements Enter the requested information exactly as presented on the ingredients and nutrition facts label Remember to print and save the results for 3 years plus the current school year [Interpolation of the current school year of the current schools when the current school year and the current schools when the current school year of the current schools when the current school year of the current schools when the current schools when the current schools when the current schools when the current school year of the current schools when the c

#### **FUNDRAISERS**

 All fundraisers held on campus during the school day must comply with Smart Snack Standards when items sold are intended for consumption at school.

#### **THERE ARE NO EXEMPTIONS**

 Standards DO NOT apply to items sold during non-school hours, weekends, or outside of school fundraising events.

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FOOD SAFETY & HEALTH INSPECTION



#### **FOOD SAFETY REQUIREMENTS**

- ■Permit to Operate a Food Service
- ■HACCP plan
- ■Health Inspections



# USDA Mandate Effective July 1, 2005 Written/Utilized Plan for each Preparation and Service Site PLAN HACCP Principles: Traditional or The Process Approach Procedures

### FOOD SAFETY INFORMATION

To help you create your food safety plan, please review the following resources:

- = CKNC -
- http://portal.nysed.gov/portal/page/portal/CNKC/haccp\_page\_pp
- Templates, Standard Operating Procedures and Process Approach Information:
  - http://sop.nfsml.org
- USDA Guidance:
  - http://www.fns.usda.gov/sites/default/files/Food\_Safety\_HACCPGuidance.pdf

# Send a Letter to the Local Health Dept. at the beginning of each School Year requesting 2 inspections Provide CN reviewer with date of reviews, copy of letter, copy of inspections [Responsible of the letter on file with the CN paperwork]



Child Nutrition Program Administration 89 Washington Avenue, Room 375 EBA Albany, NY 12234 518-473-8781

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

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

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

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