

MEAL PATTERN FOR MENU PLANNERS

SCHOOL YEAR 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" .



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

- 7 CFR
 - Part 210 – National School Lunch Program (NSLP)
 - 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

MEAL PATTERN AND OVS FOR LUNCH & BREAKFAST



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 overlap

IMPLEMENTATION TIMELINE

New Requirements	Implementation (School Year) for NSLP (L) and SBP (B)					
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18 2022/23
Fruits Component						
• Offer fruit daily	L					
• Fruit quantity increase to 1 cup/week (minimum 1 cup/day)			B			
Vegetables Component						
• Offer vegetables subgroups weekly	L					
Grains Component						
• Half of grains must be whole-grain-rich	L	B				
• All grains must be whole-grain-rich			L	B		
• Offer weekly grains ranges						
Meats/Meat Alternatives Component						
• Offer weekly meat/meat alternative ranges (daily min.)	L					
Milk Component						
• Offer only fat-free (or low-fat or 2%) and low-fat (or cultured) milk	L	B				
Dietary Specifications (to be met on average over a week)						
• Calorie ranges	L	B				
• Saturated fat limit (no change)	L	B				
• Sodium ranges						
o Target 1			L	B		L, B
o Target 2						
o Total target						
• Zinc grams of zinc per portion	L	B				L, B
Menu Planning						
• A single FBMP approach	L	B				
Age-Grade Groups						
• Establish age/grade groups K-5, 6-8, 9-12	L	B				
Other vs. SBP						
• Reimbursable meals must contain a fruit or vegetable (1/2 cup minimum)	L	B				
Monitoring						
• Local site review cycle	L	B				
• Conduct weighted nutrient analysis on 1 week of menus	L	B				

CREDITING MEAT/MEAT ALTERNATE

- Product Formulation Statements (PFS)
- CN Labels
- Food Buying Guide
- 1 oz M/MA=
 - 1 oz cooked, skinless, unbreaded meat
 - ¼ cup nuts and seeds
 - 2 tbsp nut butters
 - 4 oz yogurt
 - ¼ cup cottage cheese
 - ¼ cup tofu
 - ½ cup beans
 - 1 oz cheese
 - ½ large egg



CN LABEL

Chicken Stir-Fry Bowl
 Ingredient Statement:
 Chicken, brown rice, broccoli, 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 oz eq Grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ¼ cup other vegetable for Child Nutrition Meal Pattern Requirements.
 (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XXX/XX).

CN

Net Wt.: 18 pounds

Chicken Wok Company
 1234 Kluck Street Poultry, PA 12345

PRODUCT FORMULATION STATEMENTS

Formulation Statement for Determining Credits to School Lunch
 Repealed Beginning 10/1/2015
 (Checklist Number: Revised Form of Child Nutrition)

1. School Lunch Repealed (SLR) is a product code used to identify the product and provide a reference to the Child Nutrition Repeal Act of 2015 (CNR). The product code is used to identify the product and provide a reference to the Child Nutrition Repeal Act of 2015 (CNR). The product code is used to identify the product and provide a reference to the Child Nutrition Repeal Act of 2015 (CNR).

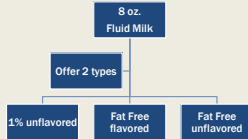
2. School Lunch Repealed (SLR) is a product code used to identify the product and provide a reference to the Child Nutrition Repeal Act of 2015 (CNR). The product code is used to identify the product and provide a reference to the Child Nutrition Repeal Act of 2015 (CNR).

Product Name	Quantity	Grade No.
Chicken Stir-Fry Bowl	18 pounds	099135

3. School Lunch Repealed (SLR) is a product code used to identify the product and provide a reference to the Child Nutrition Repeal Act of 2015 (CNR). The product code is used to identify the product and provide a reference to the Child Nutrition Repeal Act of 2015 (CNR).

LUNCH FLUID MILK COMPONENT

SY 2016-2017 Lunch Meal Pattern				
Meal Pattern	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8
Amount of Food ^b Per Week (Minimum Per Day)				
Fluid milk (cups) ¹	5 (1)	5 (1)	5 (1)	5 (1)



NSLP FLUID MILK COMPONENT

- ✓ Must offer at least two choices at lunch
- ✓ Allowable types, low-fat (1% unflavored) or fat-free (flavored or unflavored)
- ✓ If smoothie is offered must offer fluid milk choices

WATER AVAILABILITY

- 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

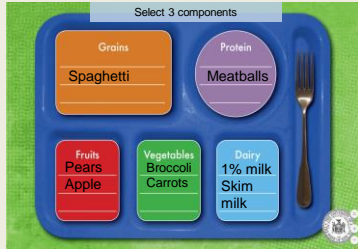
OFFER VERSUS SERVE

- 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 $\frac{1}{2}$ cup of fruit or vegetable plus **2** different full components



SIGNAGE

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



Write the breakfast and lunch menu components & items daily!

Must take 1/2 cup fruit or vegetable



GINGER CHICKEN (2 OZ. EQ.)

BROWN RICE (2 OZ. EQ.)

GREEN BEANS (1/2 CUP)

STRAWBERRIES (1/2 CUP)

FAT-FREE CHOCOLATE MILK (8 OZ.)

Grades K-8: yes or no
Grades 9-12: yes or no



GRILLED CHICKEN (2 OZ. EQ.)

BROWN RICE (2 OZ. EQ.)

Grades K-8: yes or no
Grades 9-12: yes or no

SY 2016-17 BREAKFAST REQUIREMENTS

<p>Breakfast Meal Components</p> <ol style="list-style-type: none"> 1. Grains <ul style="list-style-type: none"> ▪ All grains must be WGR ▪ M/MA (optional) 2. Fluid Milk 3. Fruits / Vegetables 	<p>Sodium targets</p> <ul style="list-style-type: none"> ▪ K-5 ≤ 540 mg ▪ 6-8 ≤ 600 mg ▪ 9-12 ≤ 640 mg ▪ K-8 ≤ 540 mg <p>Dietary Specifications</p> <ul style="list-style-type: none"> ▪ Min-max calorie range ▪ Saturated fat maximum ▪ Trans fat restriction ▪ Sodium
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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)	(450-500)
Saturated fat (% of total calories)	< 10	< 10	< 10	< 10	< 10
Sodium (mg) Target 1	≤540	≤600	≤640	≤540	≤540
Trans 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 Pattern	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8	Grades K-12
	Amount of Food Per Week (Minimum Per Day)				
Fruits or Vegetables (cups)	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

BREAKFAST GRAIN-M/MA COMPONENT

SY 2016-2017 Breakfast Meal Pattern					
Meal Pattern	Grades K-5	Grades 6-8	Grades 9-12	Grades K-8	Grades K-12
	Amount of Food Per Week (Minimum Per Day)				
Grains (oz. eq.)	8 (1)	8 (1)	9 (1)	8 (1)	9 (1)

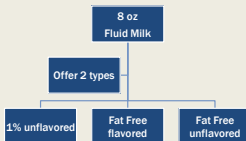
- All grains offered at breakfast must be whole grain-rich
- A minimum of 1 oz. eq. grain must be offered to each age/grade group daily
- Optional to offer meat/meat alternate (M/MA)
 - Schools may substitute M/MA for grains after the daily grain requirement is met
 - 1 ounce equivalent of M/MA is equivalent to 1 ounce equivalent of grains

CREDITING DIFFERENT SIZE ITEMS

Component	Ounce Equivalents	Items
	1.0-1.99*	1 item
	2.0-2.99*	1 or 2 items

BREAKFAST FLUID MILK COMPONENT

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



SBP FLUID MILK COMPONENT

- Must offer at least two choices at breakfast
- Allowable types, low-fat (1% unflavored) or fat-free (flavored or unflavored)
- If smoothie is offered must offer fluid milk choices

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



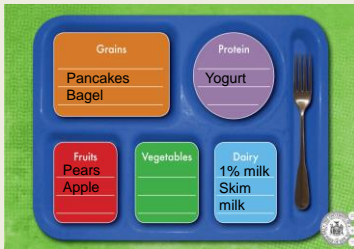
Refer to memo SP 10-2014 (v3), released 7/22/15

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 1/2 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



2 WHOLE GRAIN CEREALS (2 OZ. EQ., 2 GRAIN ITEMS)
PEACHES (1 CUP FRUIT, 1 FRUIT ITEM)

REIMBURSABLE

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



WHOLE GRAIN CEREAL (1 OZ. EQ., 1 GRAIN ITEM)
YOGURT (1 OZ. EQ., 1 GRAIN ITEM)
FAT-FREE MILK (8 OZ)

NOT REIMBURSABLE
Does not include ½ cup fruit

SCHOOL BREAKFAST PROMOTION



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



WHY USE STANDARDIZED RECIPES?

- 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 in your SFA
- 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
- **Date**

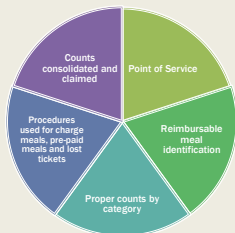
HOW SED USES THIS INFORMATION

- 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/guidance/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

■ Records must be kept for a minimum of 3 years plus the current year, unless otherwise noted

■ Must be made available to the following agencies:

- NYSED CN
- United States Department of Agriculture
- NYS Department 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)



SMART SNACKS "ALL FOODS SOLD IN SCHOOLS" STANDARDS

The Smart Snacks standards apply to all foods sold outside the school meal programs, including foods sold:

On the school campus

During the school day

➔

➔

Areas that are under the jurisdiction of the school to which students have access

Midnight through 30 minutes after the end of the instructional day

Includes à la carte foods and beverages sold in the cafeteria, vending machines, ~~school stores~~ and fundraisers

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 ¼ cup fruit and/or vegetable

SMART SNACKS

All foods must also meet the following nutrient requirements:

Entrées

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


Snacks

- 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	Vegetables
<ul style="list-style-type: none"> ▪ <i>Fresh, frozen and canned</i> fruits with no added ingredients except water ▪ Fruits packed in 100% fruit juice or extra light, or light syrup 	<ul style="list-style-type: none"> ▪ <i>Fresh and frozen</i> vegetables with no added ingredients except water ▪ <i>Canned vegetables</i> (no added salt or low sodium) with no added fats
	

NUTRIENT STANDARDS (FOODS)

Entrées	Snack or Side
<ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ Not allowable: yogurt, low-fat or reduced-fat cheese, nuts, seeds, nut or seed butters ▪ A "breakfast entrée" item 	<ul style="list-style-type: none"> ▪ Any item that does not fit the qualifications of an entrée <div style="text-align: center; padding: 10px;">  </div>

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

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

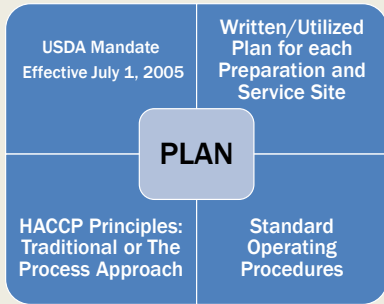


FOOD SAFETY REQUIREMENTS

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



SCHOOL FOOD SAFETY PLAN



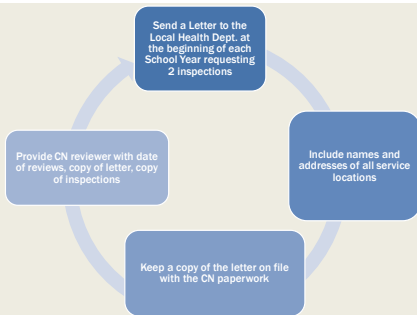
FOOD SAFETY INFORMATION

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.nfamf.org>
- USDA Guidance:
 - http://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf



HEALTH INSPECTIONS





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, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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