USDA

United States
Department of
Agriculture

Food and
Consumer
Service

Mountain Plains
Region

1244 Speer Blvd.
Denver, CO
80204-3581

DEC 23 1997

Reply to
Attn. of: SP-98-10

Subject: School Meals Initiative (SMI) - Record Retention

To: STATE AGENCY DIRECTORS (Child Nutrition Programs) - Colorado ED, Iowa, Kansas, Missouri ED, Montana OPI, Nebraska ED, North Dakota, South Dakota, Utah and Wyoming ED

The regulations for the National School Lunch and Breakfast Programs outline general recordkeeping provisions under CFR 210.20(b) and 220.14(d), respectively. However, there has been some question as to what specific records are to be maintained at the state level for SMI reviews performed by State Agencies (SAs).

In an effort to provide clarification, the following documents are to be maintained on file to support SMI reviews conducted by SAs:

- SMI Review Instrument

- Copy of the nutrient analysis for the school week reviewed. At a minimum, retain the daily menu and nutrient summary; and the menu summary for the week reviewed to reflect the average weekly nutrient contribution for:

  - Protein
  - Calcium
  - Iron
  - Vitamin A
  - Vitamin C
  - Calories
  - Percentage of Calories From Fat
  - Percentage of Calories From Saturated Fat
  - Sodium
  - Cholesterol
  - Fiber

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Attached are sample forms of daily and weekly summary menus which meet minimum standards to support the nutrient analysis. Please note that these are only sample forms. The forms will vary depending on the nutrient analysis software utilized. However, all USDA approved software packages will print reports on the daily and weekly menus and the accompanying nutrient information. The SA is not expected to retain copies of supporting information such as production records, recipes, nutrient information for food products, menus, etc. However, all supporting documentation must be retained at the local level.

Please contact our office if you have questions.

Ann C. DeGroat

ANN C. DEGROAT
Regional Director
Child Nutrition Programs

Attachment

cc: CO Health, MO Health, MT Health, and WY Health

USDA/FCS/MPRO

Back to School - grades 9-12

12-08-1997

09/08/97 thru 09/12/97

Recipe Name	Portion Size	Plan Qty	Cals	Mg Chol	Mg Sodm	G Fiber	Mg Iron	Mg Calc	RE Vit-A	Mg Vit-C	G Prot	G Carb	G T-Fat	G S-Fat
MONDAY - 09/08/97														
Taco Bar	serving	100	401	58	422	6.61	3.87	217.18	184	12.33	19.10	29.77	23.83	8.90
HAMBURGER ON A BUN	SERVING	100	288	55	285	1.16	2.59	66.22	0	0.00	18.04	21.63	13.72	5.04
French Fries, oven heat, cups	.5 CUP	100	134	0	178	2.14	0.83	5.36	0	6.76	2.12	20.90	5.06	0.84
CARROT STICKS	.5 CUP	50	37	0	30	2.63	0.44	23.72	2472	8.17	0.90	8.91	0.16	0.02
LETTUCE &TOMATO:1 leaf,2 slice	1 lf,2 slc	50	7	0	4	0.55	0.21	5.03	21	5.47	0.41	1.56	0.12	0.01
MIXED FRUIT: frozen,sweetened	.5 CUP	100	122	0	3	2.37	0.35	8.75	40	93.75	1.78	30.29	0.22	0.03
MILK,1% Chocolate	HALF PINT	150	157	7	151	1.25	0.60	286.75	147	2.32	8.10	26.10	2.50	1.54
MILK,1% Lowfat	HALF PINT	30	102	9	123	0.00	0.12	300.12	144	2.36	8.03	11.66	2.59	1.61
MILK,2% Lowfat	HALF PINT	10	121	18	121	0.00	0.12	296.70	139	2.31	8.13	11.71	4.68	2.91
CHERRY COBBLER	SERVINGS	150	246	0	51	2.08	1.19	18.41	15	3.22	2.14	48.43	5.80	1.65
MAYONNAISE	svg	25	32	2	26	0.00	0.02	0.82	3	0.00	0.05	0.12	3.65	0.39
MUSTARD YELLOW PREPARED	svg	50	3	0	62	0.05	0.10	4.20	0	0.00	0.24	0.32	0.22	0.01
CATSUP	2 tbsp	75	31	0	355	0.39	0.20	5.70	30	4.52	0.44	8.20	0.12	0.01
ORANGE RICE PUDDING	.5 CUP	50	199	4	33	0.68	1.34	84.95	33	2.19	4.07	42.42	1.34	0.75
DAILY AVERAGE		200	875	65	791	9.77	5.79	469.20	906	66.72	31.39	125.93	29.23	10.45
% OF CALORIES											14.32%	57.52%	30.06%	10.75%
RDA's			846				4.50	400.00	300	19.18	16.70		30.00%	10.00%
% of RDA Satisfied			104%				129%	117%	302%	348%	188%			
Shortfall from RDA's													*OVER*	*OVER*
TUESDAY - 09/09/97														
Salad Bar	serving	110	282	39	525	5.14	2.09	294.93	1148	53.92	16.68	22.22	15.30	7.65
CHICKEN STIR FRY	7 OUNCES	90	230	55	463	3.36	1.62	52.92	1517	53.21	23.25	13.19	9.57	1.91
Fr[illegible] Rice/lower sodium	.5 CUP	90	229	159	734	1.86	2.44	54.92	84	3.33	9.03	34.50	5.75	1.55
M[illegible] VEGETABLES:frozen,boiled	.5 CUP	125	53	0	31	4.00	0.74	22.75	389	2.91	2.60	11.91	0.14	0.02
PEACHES,CANNED,HEAVY SYRUP	.5 CUP	75	48	0	3	0.85	0.17	1.96	21	1.83	0.30	13.06	0.06	0.00
ROLLS,WHEAT: scratch(Yeast)	EACH 2 oz.	110	171	0	291	2.64	1.56	32.39	0	0.12	4.97	29.05	4.33	0.64
MILK,1% Chocolate	HALF PINT	150	157	7	151	1.25	0.60	286.75	147	2.32	8.10	26.10	2.50	1.54
MILK,1% Lowfat	HALF PINT	30	102	9	123	0.00	0.12	300.12	144	2.36	8.03	11.66	2.59	1.61
MILK,2% Lowfat	HALF PINT	10	121	18	121	0.00	0.12	296.70	139	2.31	8.13	11.71	4.68	2.91
ROYAL BROWNIES	1 PIECE	25	137	0	111	1.49	0.94	22.91	0	0.19	2.28	25.48	3.84	0.84
OATMEAL RAISIN COOKIES (NEW)	1 COOKIE	175	188	19	122	1.79	1.13	18.85	55	0.37	3.56	33.35	5.06	0.93
DAILY AVERAGE		200	829	143	1269	12.14	5.96	537.79	1791	60.25	39.25	116.29	25.21	8.61
% OF CALORIES											18.92%	56.08%	27.36%	9.34%
RDA's			846				4.50	400.00	300	19.18	16.70		30.00%	10.00%
% of RDA Satisfied			98%				132%	134%	597%	314%	235%			
Shortfall from RDA's			17											
WEDNESDAY - 09/10/97														
Baked Potato Bar	serving	75	363	38	262	5.86	3.43	171.56	655	49.88	12.15	52.60	12.42	7.23
ROLLS,WHEAT: scratch(Yeast)	EACH 1 oz.	75	85	0	145	1.32	0.78	16.19	0	0.06	2.49	14.52	2.17	0.32
CHICKEN FAJITAS	1 FAJITA	125	357	54	276	2.33	2.37	64.44	40	8.13	23.89	34.58	13.79	2.55
MEXICALI CORN/lower fat	.5 CUP	150	79	2	13	2.12	0.47	6.13	36	12.76	2.48	16.88	1.57	0.67
REFRIED BEANS: canned	.5 CUP	125	118	10	377	6.69	2.09	44.24	0	7.58	6.94	19.63	1.60	0.59
Lettuce & Tomato	svg	50	11	0	5	0.68	0.26	4.86	31	8.95	0.51	2.33	0.18	0.02
MILK,1% Chocolate	HALF PINT	150	157	7	151	1.25	0.60	286.75	147	2.32	8.10	26.10	2.50	1.54
MILK,1% Lowfat	HALF PINT	30	102	9	123	0.00	0.12	300.12	144	2.36	8.03	11.66	2.59	1.61
MILK,2% Lowfat	HALF PINT	10	121	18	121	0.00	0.12	296.70	139	2.31	8.13	11.71	4.68	2.91
APPLE COBBLER	SERVINGS	150	216	0	50	2.10	0.78	7.65	5	0.44	1.25	40.45	6.29	1.75
FROZEN YOGURT,VANILLA,SOFT	.5 CUP	150	57	0	31	0.00	0.10	51.48	20	0.28	1.44	8.71	2.02	1.23

USDA/FCS/MPRO

Back to School - grades 9-12

09/08/97 thru 09/12/97

Recipe Name	Portion Size	Plan Qty	Cals	Mg Chol	Mg Sodm	G Fiber	Mg Iron	Mg Calc	RE Vit-A	Mg Vit-C	G Prot	G Carb	G T-Fat	G S-Fat
WEDNESDAY - 09/10/97 (continued)														
DAILY AVERAGE		200	873	64	773	12.61	5.93	463.42	464	43.12	36.46	131.07	25.04	9.09
% OF CALORIES											16.68%	60.00%	25.83%	9.36%
RDA's			846				4.50	400.00	300	19.18	16.70		30.00%	10.00%
% of RDA Satisfied			103%				132%	116%	155%	225%	218%			
THURSDAY - 09/11/97														
Pasta Bar	serving	125	351	40	731	5.99	2.65	175.75	299	17.43	12.40	48.36	12.57	5.01
ROLLS,WHEAT: scratch(Yeast)	EACH 2 oz.	125	171	0	291	2.64	1.56	32.39	0	0.12	4.97	29.05	4.33	0.64
Nachos with Ground Beef/Lean	SERVINGS	75	303	57	581	1.77	1.51	252.81	141	1.23	15.82	15.28	20.12	9.39
PINTO BEANS: cooked	.5 CUP	75	116	0	1	7.29	2.21	40.70	0	1.78	6.96	21.75	0.44	0.09
Lettuce & Tomato	svg	50	11	0	5	0.68	0.26	4.86	31	8.95	0.51	2.33	0.18	0.02
APPLES,Fresh	1 EACH	150	81	0	0	3.72	0.24	9.66	6	7.86	0.26	21.04	0.50	0.08
MILK,1% Chocolate	HALF PINT	150	157	7	151	1.25	0.60	286.75	147	2.32	8.10	26.10	2.50	1.54
MILK,1% Lowfat	HALF PINT	30	102	9	123	0.00	0.12	300.12	144	2.36	8.03	11.66	2.59	1.61
MILK,2% Lowfat	HALF PINT	10	121	18	121	0.00	0.12	296.70	139	2.31	8.13	11.71	4.68	2.91
PEACH COBBLER	SERVINGS	75	200	0	53	1.87	0.93	5.48	42	2.92	1.61	37.48	5.82	1.66
WHOLE WHEAT SUGAR COOKIES	1 COOKIE	75	173	14	207	2.09	0.78	29.74	75	0.06	2.81	28.22	6.18	1.08
DAILY AVERAGE		200	827	60	1095	14.18	5.40	536.74	436	23.58	29.07	125.19	25.69	9.73
% OF CALORIES											14.04%	60.52%	27.90%	10.58%
RDA's			846				4.50	400.00	300	19.18	16.70		30.00%	10.00%
% of RDA Satisfied			98%				120%	134%	146%	123%	174%			
Shortfall from RDA's			19											*OVER*
FRIDAY - 09/12/97														
Sandwich Bar	serving	75	460	64	1553	4.01	3.91	261.30	383	32.42	29.98	39.55	20.44	5.97
BURRITO, BEAN	1 EACH	125	305	30	461	5.75	3.22	283.59	150	8.35	14.47	34.67	12.55	6.55
CORN: frozen, yellow	.5 CUP	125	65	0	4	1.96	0.28	3.28	18	2.54	2.26	16.04	0.36	0.05
Lettuce & Tomato	svg	50	11	0	5	0.68	0.26	4.86	31	8.95	0.51	2.33	0.18	0.02
APPLESAUCE,W/CINNAMON	.5 CUP	175	97	0	35	1.68	0.55	8.63	1	2.25	0.24	25.62	0.24	0.04
PEARS,FRESH	1 EACH	25	97	0	0	3.98	0.41	18.26	3	6.64	0.65	25.08	0.66	0.03
MILK,1% Chocolate	HALF PINT	150	157	7	151	1.25	0.60	286.75	147	2.32	8.10	26.10	2.50	1.54
MILK,1% Lowfat	HALF PINT	30	102	9	123	0.00	0.12	300.12	144	2.36	8.03	11.66	2.59	1.61
MILK,2% Lowfat	HALF PINT	10	121	18	121	0.00	0.12	296.70	139	2.31	8.13	11.71	4.68	2.91
CHOCOLEANA CAKE	1 PIECE	150	185	0	245	1.44	1.18	73.05	0	2.05	3.78	33.28	4.95	1.02
RICE PUDDING	#12 SCOOP	50	177	35	369	0.56	1.16	87.08	51	0.77	5.18	36.43	1.15	0.38
DAILY AVERAGE		200	828	60	1320	10.64	5.91	639.81	411	27.95	33.94	128.64	22.55	8.82
% OF CALORIES											16.40%	62.12%	24.48%	9.58%
RDA's			846				4.50	400.00	300	19.18	16.70		30.00%	10.00%
% of RDA Satisfied			98%				132%	160%	137%	146%	203%			
Shortfall from RDA's			18											
COMPLETE MENU AVERAGE			847	78	1050	11.87	5.80	529.39	802	44.32	34.02	125.42	25.54	9.34
% OF CALORIES											16.08%	59.24%	27.18%	9.93%

USDA/FCS/MPRO

Back to School - grades 9-12

12-08-1997

MENU SUMMARY - 09/08/97 thru 09/12/97

Nutrient	Menu Average	Target	% of Target	Missing Data	Shortfall (if any)	Error Messages (if any)
Calories	847	846	100%			
Cholesterol (Mg)	78					
Sodium (Mg)	1050					
Fiber (G)	11.87					
Iron (Mg)	5.80	4.50	129%			
Calcium (Mg)	529.39	400.00	132%			
Vitamin A (RE)	802	300	267%			
Vitamin C (Mg)	44.32	19.18	231%			
Protein (G)	34.02	16.70	204%			

Nutrient	Menu Average	% of Calories	Target	Missing Data	Error Messages (if any)
Protein (G)	34.02	16.08%			
Carbohydrate (G)	125.42	59.24%			
Total Fat (G)	25.54	27.18%	30% or less		
Saturated Fat (G)	9.34	9.93%	10% or less		