


Completing the Certification Worksheet

Nutrition Services
Nebraska Department of Education
September, 2012



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USDA Certification Worksheets

Tips:

- Download and save the Certification Worksheets to your computer
- Save your work as you go
- Print out and refer to the instructions in the PDF
- Take your time
- Complete the worksheets tabs in the same order they are in the Excel file

Materials Needed:


- 1-week menu
- Completed Menu Organization Tool or all of the information on the Materials Checklist
- Standardized recipes
- Food Buying Guide
- Food Buying Guide Calculator
- Vegetable Subgroups List



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Certification Worksheet Orientation


- Open the Excel file corresponding to the appropriate grade group and menu.
- Each Excel file has twelve tabs located at the bottom of the spreadsheet, including the Simplified Nutrient Assessment.



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Tabs Names in Worksheet


- **Menu Worksheet Instructions:** quick review of the worksheet instructions. On the other tabs (All Meals, Monday, etc.), there are hyperlinks labeled "Go to Instructions" that will take the user back to this tab.
- **SFA Notes:** blank text box for the SFA to enter comments for reviewers
- **All Meals:** where all entrees choices entered for the week
- **Optional VegBar:** to report daily offerings from a fruit/vegetable bar (only vegetables are entered).
- **Monday- Friday:** to report meals and vegetable subgroups offered each day
- **Weekly Report:** results of weekly meal pattern requirement check



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Tabs Names in Worksheet

- **Nutrient Instructions:** instructions for completing the nutrient assessment
- **Simplified Nutrient Assessment:** where number of calories, grams of saturated fat and planned servings are entered for week




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"All Meals" Tab

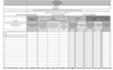
This is the first tab in the Excel file that needs to be completed. It is important to enter everything correctly into this sheet because all of the information will carry over to the other worksheets.

- Step 1: At the top of the worksheet enter your
 - ✓ SFA Name: **Lincoln Schools**
 - ✓ K-5 Menu #: **#1**
 - If only one menu per grade group type "1"
 - If multiple menus for a single grade group number them "1", "2", etc.



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“All Meals” Column 1 Meal Name



Meal Name
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal.
****DO NOT DELETE ROWS****

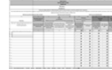
SFAs must list reimbursable meals offered on the menu.

Each reimbursable meal consists of all required food components:

- Any grain/meat/meat alternate in a main and/or side dish
- Total amount of fruit offered with this meal
- Total amount of vegetables in a main and/or side dish
- Amount of milk

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“All Meals” Column 1: Meal Name



Meal Name
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal.
****DO NOT DELETE ROWS****

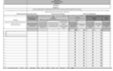
All unique reimbursable meals offered over the course of the entire week must be entered. One meal per row of the worksheet.

If the same main dish is offered with the same quantity of vegetables, fruit, and milk available every day, enter it only once.

If types of fruits, vegetables, or milk change, but the quantity remains the same, enter the menu on only one row.

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“All Meals” Column 1: Meal Name



Meal Name
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal.
****DO NOT DELETE ROWS****

Spaghetti w/sauce/Roll

Spaghetti w/sauce

Frequently Asked Question:
How do I show an optional grain offering on this worksheet?

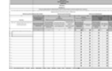
All grains must be counted toward daily and weekly requirements; therefore, even optional grains must be included with the meal.

If a menu is designed so that a child has the option to take an additional grain offering, such as a dinner roll, SFAs must enter TWO rows in the All Meals tab and list both meals on the day this option is offered.

Example: Spaghetti w/sauce and roll (3 oz eq grains)
Spaghetti w/sauce, no roll (2 oz eq grains)

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“All Meals” Column 1: Meal Name



Meal Name
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal.
****DO NOT DELETE ROWS****

Cheese pizza w/WG Crust

Meal Name Example 1:

Mon: Cheese Pizza
½ cup green beans
½ carrots
1 cup peaches
fat-free milk

Wed: Cheese Pizza
1 cup green salad (contribution amount)
1 cup apples
fat-free flavored milk

Result: Enter “Cheese Pizza” **once in Column 1, with 1 cup vegetables, 1 cup fruit, 1 cup milk**

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“All Meals” Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (oz equivalents)	Grains (oz equivalents)		Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternate offered with this meal	**Note: Grains may be offered as ounce equivalents or bread servings		**Note: Enter the CREDITABLE amount of dried fruit					
	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice that are offered with this meal	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice that are offered with this meal	Enter the number of cups of fluid milk that are offered with this meal	
Cheese Pizza									
Enter the name of the reimbursable meal as it is found on the menu									

Result: Enter “Cheese Pizza” **once in Column 1, with 1 cup vegetables, 1 cup fruit, and 1 cup milk**

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“All Meals” Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (oz equivalents)	Grains (oz equivalents)		Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternate offered with this meal	**Note: Grains may be offered as ounce equivalents or bread servings		**Note: Enter the CREDITABLE amount of dried fruit					
	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice that are offered with this meal	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice that are offered with this meal	Enter the number of cups of fluid milk that are offered with this meal	
Cheese Pizza	2								
Enter the total M/MA offered with this meal									

Result: Enter “Cheese Pizza” **once in Column 1, with 1 cup vegetables, 1 cup fruit, and 1 cup milk**

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"All Meals" Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (oz equivalents)	Grains (oz equivalents)		Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternates offered with this meal	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk that are offered with this meal
Cheese Pizza	2	2	2	0	1	2			1
Enter the name of the reimbursable meal as it is found on the menu									
Enter the number of cups of fluid milk that are offered with this meal									
Select ONLY the cups of vegetable juice that are offered with this meal.									

Result: Enter "Cheese Pizza" once in Column 1, with 1 cup vegetables, 1 cup fruit, and 1 cup milk

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"All Meals" Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (oz equivalents)	Grains (oz equivalents)		Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternates offered with this meal	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk that are offered with this meal
Cheese Pizza	2	2	2	0	1	2			1
Enter the name of the reimbursable meal as it is found on the menu									
Enter the number of cups of fluid milk that are offered with this meal									

Result: Enter "Cheese Pizza" once in Column 1, with 1 cup vegetables, 1 cup fruit, and 1 cup milk

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"All Meals" Example 2

Meal Name Example 2:

Meal offered Monday: Cheese Pizza, $\frac{1}{2}$ cup corn, $\frac{1}{2}$ cup carrots, 1 cup peaches, fat-free milk

Meal offered Wednesday: Cheese Pizza, $\frac{1}{2}$ cup green salad, 1 cup apples, fat-free flavored milk (1/2 cup of creditable dark green; 1 cup is actually offered)

Result:
 Enter "Cheese Pizza with 1 cup veggies," with 1 cup vegetables, 1 cup fruit, and 1 cup milk
AND
 Enter "Cheese Pizza with $\frac{1}{2}$ cup veggies," with $\frac{1}{2}$ cup vegetables, 1 cup fruit, and 1 cup milk

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"All Meals" Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (oz equivalents)	Grains (oz equivalents)		Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternates offered with this meal	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk that are offered with this meal
Cheese Pizza/ 1 c. Veg									
Cheese Pizza/ $\frac{1}{2}$ c. Veg									
Enter the name of the reimbursable meal as it is found on the menu									
Enter the number of cups of fluid milk that are offered with this meal									

Result: Enter "Cheese Pizza with 1 c. veggies," with 1 c. vegetables, 1 c. fruit, and 1 c. milk
AND
 Enter "Cheese Pizza with $\frac{1}{2}$ c. veggies," with $\frac{1}{2}$ c. vegetables, 1 c. fruit, and 1 c. milk

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"All Meals" Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (oz equivalents)	Grains (oz equivalents)		Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternates offered with this meal	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk that are offered with this meal
Cheese Pizza/ 1 c. Veg	2								
Cheese Pizza/ $\frac{1}{2}$ c. Veg	2								
Enter the total M/MA offered with this meal									
Enter the total B/G servings offered with this meal									

Result: Enter "Cheese Pizza with 1 c. veggies," with 1 c. vegetables, 1 c. fruit, and 1 c. milk
AND
 Enter "Cheese Pizza with $\frac{1}{2}$ c. veggies," with $\frac{1}{2}$ c. vegetables, 1 c. fruit, and 1 c. milk

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"All Meals" Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (oz equivalents)	Grains (oz equivalents)		Fruit (cups)		Vegetables (cups)		Fluid Milk (cups)	
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternates offered with this meal	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk that are offered with this meal
Cheese Pizza/ 1 c. Veg	2	2							
Cheese Pizza/ $\frac{1}{2}$ c. Veg	2	2							
Enter the total M/MA offered with this meal									
Enter the total B/G servings offered with this meal									

Result: Enter "Cheese Pizza with 1 c. veggies," with 1 c. vegetables, 1 c. fruit, and 1 c. milk
AND
 Enter "Cheese Pizza with $\frac{1}{2}$ c. veggies," with $\frac{1}{2}$ c. vegetables, 1 c. fruit, and 1 c. milk

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“All Meals” Entering Components

1	2	3	3a	3b	4	4a	5	5a	6
Meal Name	Meat / Meat Alternate (or equivalents)	Grains (or equivalents)		Fruit (cups)	Vegetables (cups)		Fluid Milk (cups)		
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**	Enter the total Meat / Meat Alternate offered with this meal	Enter the total grain ounces / bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal enter the number of ounces / bread servings that are whole grain rich	Of the grains offered with this meal enter the number of ounces / bread servings that are grain based dessert	Select the number of cups of fruit including fruit juice that are offered with this meal	ONLY select the cups of fruit juice that are offered with this meal	Select the number of cups of vegetables including vegetable juice that are offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk that are offered with this meal
Cheese Pizza/ 1 c. Veg	2	2	2	0	1		2		1
Cheese Pizza/ ½ c. Veg	2	2	2	0	1		1		1
Enter the number of cups of fluid milk that are offered with this meal.									

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Optional Vegetable Bar “Tab”

Use this tab ONLY if there is a vegetable bar offered for the week with the SAME vegetable subgroups offered multiple times over the week.

- Vegetable bar must be accessible to ALL students for the days on which it is offered.
- Select the name and quantity of each vegetable offered on the vegetable bar in the appropriate subgroup. *The quantity is the planned offering amount for each student.*
- Menu planners must predetermine what the offered amount is; options for implementing this include:
 - Pre-portioning
 - Signage encouraging students to “select 3,” etc.
 - Offered amounts may also be based on historical daily disappearance data.

“Unlimited” portions cannot be assessed for component and nutrient requirements .

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Optional Vegetable Bar “Tab”

IMPORTANT:

If a vegetable bar is offered as an entire reimbursable meal (contains grains, meat/meat alternate, and fruit), enter this meal in the “All Meals” tab, naming it something similar to “Salad Bar Meal” and listing the food component contributions.

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Optional VegBar “Tab”

Vegetable Offering Bar	
Yield: 100 Servings	
Vegetable	Serving Size
Romaine Lettuce	1/4 cup
Iceberg Lettuce	1/4 cup
Carrots, Shredded	1/8 cup
Tomatoes, Cherry	1/8 cup
Peppers, Red Sweet, Diced	1/8 cup
Kidney Beans, Canned	1/8 cup
Corn, Frozen	1/8 cup
Peas, Frozen	1/8 cup

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Vegetable Bar (Optional)

OPTIONAL Weekly Vegetable Bar Data Entry
Grades 6-8

Use this tab ONLY if there is a vegetable bar offered for the week with the SAME vegetable subgroup offerings multiple times over the week.

The vegetable bar must be accessible to ALL students for the days in which it is offered.

Select the name and quantity of each vegetable offered on the vegetable bar in the appropriate subgroup. The quantity is the planned offering amount for each student.

DARK GREEN vegetables offered	Quantity (cups)	Red/Orange vegetables offered	Quantity (cups)	Beans/Peas (legumes) offered	Quantity (cups)	Starchy vegetables offered	Quantity (cups)	Other vegetables offered	Quantity (cups)
<input 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"/>		<input 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"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Any vegetables that are not listed in the drop down boxes should be written in below.

Unspecified Dark Green Vegetables	Unspecified Red/Orange Vegetables	Unspecified Beans/Peas	Unspecified Starchy Vegetables	Unspecified Other Vegetables

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Vegetable Bar (Optional)

OPTIONAL Weekly Vegetable Bar Data Entry
Grades 6-8

Use this tab ONLY if there is a vegetable bar offered for the week with the SAME vegetable subgroup offerings multiple times over the week.

The vegetable bar must be accessible to ALL students for the days in which it is offered.

Select the name and quantity of each vegetable offered on the vegetable bar in the appropriate subgroup. The quantity is the planned offering amount for each student.

DARK GREEN vegetables offered	Quantity (cups)	Red/Orange vegetables offered	Quantity (cups)	Beans/Peas (legumes) offered	Quantity (cups)	Starchy vegetables offered	Quantity (cups)	Other vegetables offered	Quantity (cups)
Romaine	1/8	Carrots	1/8	Kidney	1/8	Corn	1/8	Iceberg	1/8
<input type="checkbox"/>		Tomatoes	1/8	<input type="checkbox"/>		Green peas	1/8	Extra Red/Orange	1/8
<input 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"/>		<input type="checkbox"/>	

If using a Dark Green, Red/Orange, or Beans/Peas vegetable as Other, you MUST enter the item in the Other column as: “Extra used as other”

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Daily Tabs

The meals on this tab are populated from the data that was entered on the "All Meals" tab

Using the drop-down boxes in the "Meal Name" column, click on any meals that are offered on MONDAY (one meal per row). If 10 meals are offered, there should be 10 rows of information filled in.

- Enter up to 20 meals offered per day- if more than 20 meals are offered per day, an expanded version of this worksheet is required. Please contact our office.
- Once the meal is selected, other columns within that row automatically fill in from data previously entered in the "All Meals" tab.

Daily Tabs

Meat/Meat Alternate, Grain, Fruit, and Vegetable Component Checks

- Columns are color-coded, matching columns in the "All Meals" tab. The first column shown (in blue) is "Meat/Meat Alternate." There are two columns for this component.
 - ✓ The first column shows the quantity of the component, previously typed in.
 - ✓ The second column for meat/meat alternate, colored yellow, calculates if the meal selected meets the daily requirement for this component.
- If the entered quantity meets the "daily requirement", the Requirement Check column turns green and reads "Yes."
- If the entered quantity does not meet the "daily minimum", the Requirement Check column turns red and reads "No."

The same applies to all other components: Grains, Fruit, Vegetables, and Milk.

Daily Requirement Check

Meal Name Select the reimbursable lunches offered on Monday Note: You may not delete lines, if you want to clear a meal select the first blank in the drop-down list	Meat/Meat Alternate (M/M/A)		Grains				Fruit			Vegetables			Milk
	M/M/A oz. equiv.	Daily M/M/A Requirement Check 2 oz. equiv.	Grains oz. equiv. or bread servings	Daily Grain Requirement Check 2 oz. equiv.	Whole Grain Rich oz. equiv. or bread servings	Grain Based Dessert oz. equiv. or bread servings	Fruit cups	Daily Fruit Requirement Check 1 cup	Fruit juice cups	Vegetable cups	Daily Vegetable Requirement Check 1 cup	Vegetable juice cups	Milk cups
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													

Daily Requirement Check

Meal Name Select the reimbursable lunches offered on Monday Note: You may not delete lines, if you want to clear a meal select the first blank in the drop-down list	Meat/Meat Alternate (M/M/A)		Grains				Fruit			Vegetables			Milk	
	M/M/A oz. equiv.	Daily M/M/A Requirement Check 2 oz. equiv.	Grains oz. equiv. or bread servings	Daily Grain Requirement Check 2 oz. equiv.	Whole Grain Rich oz. equiv. or bread servings	Grain Based Dessert oz. equiv. or bread servings	Fruit cups	Daily Fruit Requirement Check 1 cup	Fruit juice cups	Vegetable cups	Daily Vegetable Requirement Check 1 cup	Vegetable juice cups	Milk cups	Daily Milk Requirement Check 1 cup
Cheese Pizza w/ 1 c. veg <input type="checkbox"/>	2.00	Yes	2.00	Yes	2.00	0.00	1	Yes	0	2	Yes	0	1	Yes
<input type="checkbox"/>														
<input type="checkbox"/>														

Daily Requirement Check

Meal Name Select the reimbursable lunches offered on Monday Note: You may not delete lines, if you want to clear a meal select the first blank in the drop-down list	Meat/Meat Alternate (M/M/A)		Grains				Fruit			Vegetables			Milk	
	M/M/A oz. equiv.	Daily M/M/A Requirement Check 2 oz. equiv.	Grains oz. equiv. or bread servings	Daily Grain Requirement Check 2 oz. equiv.	Whole Grain Rich oz. equiv. or bread servings	Grain Based Dessert oz. equiv. or bread servings	Fruit cups	Daily Fruit Requirement Check 1 cup	Fruit juice cups	Vegetable cups	Daily Vegetable Requirement Check 1 cup	Vegetable juice cups	Milk cups	Daily Milk Requirement Check 1 cup
Cheese Pizza w/ 1 c. veg <input type="checkbox"/>	2.00	Yes	2.00	Yes	2.00	0.00	1	Yes	0	2	Yes	0	1	Yes
Cheese Pizza 1/2 c. veg <input type="checkbox"/>	2.00	Yes	2.00	Yes	2.00	0.00	1	Yes	0	1/2	No	0	1	Yes
<input type="checkbox"/>														

Daily Requirement Check

Meal Name Select the reimbursable lunches offered on Monday Note: You may not delete lines, if you want to clear a meal select the first blank in the drop-down list	Meat/Meat Alternate (M/M/A)		Grains				Fruit			Vegetables			Milk	
	M/M/A oz. equiv.	Daily M/M/A Requirement Check 2 oz. equiv.	Grains oz. equiv. or bread servings	Daily Grain Requirement Check 2 oz. equiv.	Whole Grain Rich oz. equiv. or bread servings	Grain Based Dessert oz. equiv. or bread servings	Fruit cups	Daily Fruit Requirement Check 1 cup	Fruit juice cups	Vegetable cups	Daily Vegetable Requirement Check 1 cup	Vegetable juice cups	Milk cups	Daily Milk Requirement Check 1 cup
Cheese Pizza w/ 1 c. veg <input type="checkbox"/>	2.00	Yes	2.00	Yes	2.00	0.00	1	Yes	0	2	Yes	0	1	Yes
Cheese Pizza 1/2 c. veg <input type="checkbox"/>	2.00	Yes	2.00	Yes	2.00	0.00	1	Yes	0	1/2	No	0	1	Yes
Chicken Nuggets w/ honey sauce & roll <input type="checkbox"/>	3.00	Yes	2.00	Yes	2.00	0.00	1	Yes	1/2	2	Yes	0	1	Yes

Daily Requirement Check Milk Types

Click the small checkbox next to each type of milk offered on Mondays. Check one or more boxes. When finished, the yellow column in this section turns green (Yes) or red (No).

Milk Type		
Check the type of milk below if it is offered to students on Monday. All types of milk included.		
Skim/fat-free, unflavored	<input type="checkbox"/>	No
Skim/fat-free, flavored	<input checked="" type="checkbox"/>	
Low-fat (1% or less), unflavored	<input type="checkbox"/>	No
Low-fat (1% or less), flavored	<input checked="" type="checkbox"/>	
Reduced fat (2% fat) or whole, unflavored and flavored	<input type="checkbox"/>	No

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Daily Requirement Check Vegetable subgroups

Vegetable Subgroup Reporting

- The final step for MONDAY is reporting vegetable subgroups offered.
- Beginning with "Dark Green" (first green column), click the *first drop-down box* to select the **LARGEST amount of dark green vegetables offered to any one student.**
 - Leave this column blank if dark green vegetables are not offered.

Vegetable Subgroup Example 1: Dark Green offered in 2 choices.

- The Monday menu offers a spinach pizza (¼ cup spinach) and a side of broccoli (½ cup broccoli).
- The child has the opportunity to select pizza and broccoli.

*Result: Add the amount of spinach and broccoli (¼ cup dark green) = select ¼ in the first drop down box.
(This is the largest amount of dark green vegetables a student can select.)*

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Daily Requirement Check Vegetable subgroups

If two items are offered and the child CANNOT select both, do NOT add the amounts of spinach and broccoli together. The student cannot take both of those food items. This also applies if more than one side dish with dark green vegetables is offered and students are instructed to take only one choice.

Vegetable Subgroup Example 2: Conflict

The menu offers a spinach pizza (¼ cup spinach) and a broccoli soufflé (½ cup broccoli).

The child has the opportunity to select pizza or soufflé.

Result: Do NOT add the amount of spinach and broccoli. The largest amount offered = ½ cup.

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Daily Requirement Check Vegetable subgroups

*****Accuracy in the "largest amount" box is critical- it determines the weekly subgroup offerings and if requirements are met.*****

-Below this section, use drop-down boxes to select both *names of dark green vegetables and the quantity (in cups, ranging from 1/8 to 2).*

- Once dark green vegetables have been entered, the same process must be repeated for each of the other four subgroups (Red/Orange, Beans/Peas, Starchy, and Other).

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Daily Requirement Check Vegetable subgroups

Creditable Amount of Each Vegetable Subgroup Offered on Monday
In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each vegetable offered in the subgroup.
If you want to clear an entry, select the first blank in the drop-down box.

Click here for help categorizing vegetables (Scroll to page 5)

Check this box if you offered the weekly vegetable bar on Monday with **CHANGES**

If you offered any vegetables in addition to the weekly vegetable bar, select the largest amount of the vegetable offered to a student and select the name of each vegetable under the appropriate subgroup.

NOTE: If you offered a vegetable bar on Monday that differs from the weekly offerings, all offerings and quantities for each vegetable subgroup must be selected in the section below.

DARK GREEN	Quantity	Red/Orange	Quantity	Beans/Peas (legumes)	Quantity	Starchy vegetables	Quantity	Other vegetables	Quantity
vegetables offered on Monday	(cups)	vegetables offered on Monday	(cups)	offered on Monday	(cups)	offered on Monday	(cups)	offered on Monday	(cups)
Largest amount of dark green to select on Monday	<input type="text"/>	Largest amount of red/orange to select on Monday	<input type="text"/>	Largest amount of beans/peas to select on Monday	<input type="text"/>	Largest amount of starchy to select on Monday	<input type="text"/>	Largest amount of other to select on Monday	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Daily Requirement Check Vegetable subgroups

Creditable Amount of Each Vegetable Subgroup Offered on Monday
In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each vegetable offered in the subgroup.
If you want to clear an entry, select the first blank in the drop down box.

Click here for help categorizing vegetables (Scroll to page 5)

Check this box if you offered the weekly vegetable bar on Monday with **CHANGES**

If you offered any vegetables in addition to the weekly vegetable bar, select the largest amount of the vegetable offered to a student and select the name of each vegetable under the appropriate subgroup.

NOTE: If you offered a vegetable bar on Monday that differs from the weekly offerings, all offerings and quantities for each vegetable subgroup must be selected in the section below.

DARK GREEN	Quantity	Red/Orange	Quantity	Beans/Peas (legumes)	Quantity	Starchy vegetables	Quantity	Other vegetables	Quantity
vegetables offered on Monday	(cups)	vegetables offered on Monday	(cups)	offered on Monday	(cups)	offered on Monday	(cups)	offered on Monday	(cups)
Largest amount of dark green to select on Monday	<input type="text"/>	Largest amount of red/orange to select on Monday	<input type="text"/>	Largest amount of beans/peas to select on Monday	<input type="text"/>	Largest amount of starchy to select on Monday	<input type="text"/>	Largest amount of other to select on Monday	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Daily Requirement Check

Vegetable subgroups

Creditable Amount of Each Vegetable Subgroup Offered on Monday

In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each vegetable offered in the subgroup. If you want to clear an entry, select the first blank in the drop down box.

Check this box if you offered the weekly vegetable bar on Monday with **NO** **CHANGES**

If you offered any vegetables in addition to the weekly vegetable bar, select the largest amount of the vegetable offered to a student and select the name of each vegetable under the appropriate subgroup.

NOTE: If you offered a vegetable bar on Monday that differs from the weekly offerings, all offerings and quantities for each vegetable subgroup must be selected in the section below.

DARK GREEN vegetables offered on Monday	Quantity (cups)	Red/Orange vegetables offered on Monday	Quantity (cups)	Beans/Peas (legumes) offered on Monday	Quantity (cups)	Starchy vegetables offered on Monday	Quantity (cups)	Other vegetables offered on Monday	Quantity (cups)
Largest amount of dark green to select on Monday	1/2	Largest amount of red/orange to select on Monday		Largest amount of beans/peas to select		Largest amount of starchy to select	1/2	Largest amount of other to select on Monday	
Broccoli	1/2					Potatoes	1/2		

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Weekly Report Tab

- Compiles all daily and weekly information to check if all requirements have been met.
- There are columns for Monday-Friday, Weekly Total, Weekly Requirement (cups or oz eq), and Weekly Requirement Check.
- On the left side of the sheet, in rows, are the food components. The Monday-Friday columns show the amount of each component entered each day of the week.
- The Weekly Total, a light gray color, lists the amount of the component offered over the entire 5-day week. To the right is the Weekly Requirement, a beige-yellow color.

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View Weekly Tab - Subgroups

Weekly Report
Lunch, Grades K-5

Go to instructions	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Fruit (cups)	3/4	3/4	3/4	3/4	3/4	3 3/4	2 1/2	Yes
Minimum Vegetables	3/4	3/4	3/4	3/4	3/4	3 3/4	3 3/4	Yes
Cups of DARK GREEN	0	1 1/4	1 1/4	1 1/4	1 1/4	5	1/2	Yes
Cups of RED/ORANGE	1/2	1 1/4	3/4	3/4	3/4	4	3/4	Yes
Cups of BEANS/PEAS (legumes)	0	5/8	5/8	5/8	5/8	2 1/2	1/2	Yes
Cups of STARCHY vegetables	0	1/2	1/2	1/2	1 1/4	2 3/4	1/2	Yes
Cups of OTHER (any other type of vegetable)	0	1 7/8	1 7/8	1 7/8	1 7/8	7 1/2	1/2	Yes

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Weekly Report

- The Weekly Requirement Check becomes **green (Yes)** if the requirement is met and **red (No)** if not met.
- This tab also assesses the weekly requirement for fruit juice and vegetable juice (no more than half of the weekly offering in the form of juice), grain-based dessert (2 or fewer ounce equivalents/bread servings), and whole grain-rich grains (at least half of the grain offerings must be whole grain-rich).
- For grains and meat/meat alternates, the daily minimum and maximum offerings each day are shown. These are added together to report the total weekly minimum and maximum grains offered.

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View Weekly Tab – Min/Max

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Meat/Meat Alternate	2.00	2.00	2.00	2.00	2.00	10.00	8	Yes
Maximum Meat/Meat Alternate	2.00	2.00	2.00	2.00	2.00	10.00	10	Yes
Minimum Grain	1.50	1.00	1.50	2.00	2.00	8.00	8	Yes
Maximum Grain	2.00	1.00	1.50	2.00	2.00	9.00	8	Yes
Grain Based Dessert Total for all weekly meals						1.00	No more than 2 oz equivalents	Yes
Whole Grain Rich Weekly Amount	Weekly Grains Total: 35.50	Weekly Whole Grain Rich: 35.50	Percent of Whole Grain Rich: 100.0%				At least half whole grain rich	Yes
Minimum Fluid Milk	1	1	1	1	1	5	5	Yes
Variety: Meat/Meat Alternate, Milk/Fat Free, Reduced, Low Fat (less than 1%), Unflavored	Yes	Yes	Yes	Yes	Yes			Yes
Low Fat (2% or less), Unflavored								
Reduced Fat (2% fat) or whole, unflavored and sweetened								

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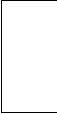
View Weekly Tab – Fruit/Veg

Cells shaded this color means the daily minimum for the component is NOT met

Weekly Fruit Juice Limit Check (no more than half of total fruit)	Total Weekly Fruit	Total Weekly Fruit Juice	Percent of total weekly fruit that is juice	Weekly requirement check
	3 3/4	2 1/2	66.67%	No
Weekly Vegetable Juice Limit Check (no more than half of total vegetables)	Total Weekly Vegetables	Total Weekly Vegetable Juice	Percent of total weekly vegetables that is juice	Weekly requirement check
	5	0	0.00%	Yes


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Red Boxes

 <p>Cells shaded this color mean the daily minimum for the component is NOT met.</p>	 <p>Cells shaded this color mean the weekly requirement for the component is NOT met</p>
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If the weekly report has any red boxes indicating the new meal pattern is not met, the SFA **MUST** re-evaluate the menu and adjust meal options as needed to ensure compliance.

DO NOT submit Certification Worksheets to Nutrition Services if there are red boxes on the weekly report.

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Summary

- Save your work frequently
- Take your time
- Print out the directions – PDF file
- View the training a second time
- Link to FNS Resources
- Call Nutrition Services

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