



### School Meals Zoom Training – Part 1 Summer 2023

Presented by the NDE - Nutrition Services



Nebraska Department of Education



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### Your Presenters: Nutrition Services Program Specialists

Shawn Vondracek



Erica Arter



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Complete Directory of NS Staff can be found on the last page of handouts

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### Housekeeping



Use the **Chat Box** to ask questions. We will not be answering these during the presentation.



Q/As at the end of the presentation



You will be muted during the presentation but unmuted during Q/A time.

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### More Housekeeping Tips



The slide deck and handouts have been emailed to you and posted on the Nutrition Services Website



Handouts will be reviewed in packet order



Training Certificate for today in packet

Handout

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### Training Certificate

- Certificate is in your handout packet
- Using the honor system
- Stay until the end for success and less stress *(you might miss something you need to know)*



Handout

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### After training you will be able to:

Plan

- Plan Lunch and Breakfast menus that meet USDA meal pattern requirements

Identify

- Identify reimbursable meals



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### Reimbursement for Meals Served to Students

School Food Authorities (SFAs) must adhere to the rules and regulations of the School Meals Program in order to receive the federal dollars

USDA provides Federal dollars (reimbursement) for meals served in schools

NE Department of Education Nutrition Services distributes these dollars

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Schools/Institutions are required to meet federal regulations to receive these funds

Nutrition Service Staff conducts **Administrative Reviews (AR) & Procurement Reviews (PR)** to ensure compliance with the rules and regulations

*Due to COVID-19 the normal 5-year review cycle has been extended*

**SFA's will be notified in the fall if they will be reviewed for SY 23-24**

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### What You Need to Know for SY23-24...

- Meals are reimbursed by the student's eligibility (**Free, Reduced, Paid**)
- Reimbursed at the **School Meals SY23-24 Rates** (released 7-7-23)

Current rates of reimbursement can be found under **Quick Links - Nutrition Services website**

Quick Links - Nutrition Services website

Program	Rate	Additional Incentive (75¢ to 95¢)
<b>National School Breakfast Program</b>		
Free	\$2.26	
Reduced	\$2.48	
Paid	\$2.58	
<b>National School Lunch Program</b>		
Free	\$2.73	
Reduced	\$2.43	
Paid	\$2.38	
<b>National School Lunch Program</b>		
Free	\$4.23	\$4.21
Reduced	\$2.42	\$2.41
Paid	\$2.41	\$2.40
<b>After School Snacks</b>		
Free	\$2.21	
Reduced	\$2.36	
Paid	\$2.32	

Performance Base Incentive \$1.08 is added for meeting veg. subgroups and WIC requirements

Federal Register: National School Lunch, Special Milk, and School Breakfast Programs, National Average Payments/Maximum Reimbursement Rates

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### Lunch: Meal Pattern Requirements

Lunch Meal Pattern – Effective July 1, 2023

Food Component	Required Grade Groups <sup>1</sup> Minimum Amount of Food <sup>2</sup> per Day & Week		
	Grades K-5	Grades 6-8	Grades 9-12
<b>Fruit<sup>3</sup></b> Dried Fruit – 1/4 cup serving is equal to 1/2 cup of fruit	1/2 cup per day 2 1/2 cups per week	1/2 cup per day 2 1/2 cups per week	1 cup per day 5 cups per week
<b>Vegetables<sup>3,4</sup></b> 1 cup of leafy greens = 1/2 cup of vegetable <i>Required Vegetable Subgroups:</i>	3/4 cup per day 3 3/4 cups per week	3/4 cup per day 3 3/4 cups per week	1 cup per day 5 cups per week
<b>Dark Green</b> Bok Choy, broccoli, collard greens, dark green leafy lettuce, kale, mesclun, romaine lettuce, and spinach	1/2 cup per week	1/2 cup per week	1/2 cup per week
<b>Red/Orange</b> Acorn squash, butternut squash, carrots, pumpkin, tomatoes, tomato juice and sweet potatoes	3/4 cup per week	3/4 cup per week	1 1/4 cups per week
<b>Bean/Peas (Legumes)<sup>5</sup></b> Black beans, black-eyed peas (maturo dry), garbanzo beans (chickpeas), kidney beans, lentils, navy beans, pinto beans, split peas, and white beans	1/2 cup per week	1/2 cup per week	1/2 cup per week
<b>Starchy</b> Black-eyed peas (not dry), corn, peas, green lima beans, water chestnuts, and white potatoes	1/2 cup per week	1/2 cup per week	1/2 cup per week
<b>Other</b> Includes all other vegetables, such as artichokes, asparagus, avocados, beets, cabbage, cauliflower, celery, cucumbers, green beans, green peppers, iceberg lettuce, mushrooms, onions, wax beans, and zucchini	1/2 cup per week	1/2 cup per week	3/4 cup per week

**Handout**

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### Food-Based Meal Pattern

- Requires foods to be served from different food groups called “**components**”
- Requires **portion sizes** to be based on specific **grade groups**
- Menus must meet USDA **nutrient standards**
- Failure to meet meal pattern requirements may result in non-reimbursable meals**

A row of four colorful icons representing food groups: a red apple for Fruit, a blue fish for Protein, a yellow carton for Dairy, and a green wheat stalk for Whole Grain.

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### Meal Components

- Meat/Meat Alternate
- Fruits
- Vegetables
- Grains
- Milk

oseMyPlate.gov

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### Required Grade Groups

- Grades K-5
- Grades 6-8
- Grades 9-12
- Grades K-8 (overlap)
  - Allows for flexibility depending on the grade groups served

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### Meat/Meat Alternate

Meat/Meat Alternate	K-5	6-8	9-12
Daily Requirements	1 oz equivalent minimum (cooked)	1 oz equivalent minimum (cooked)	2 oz equivalent minimum (cooked)
Weekly Requirements*	8 oz equivalent	9 oz equivalent	10 oz equivalent

\* A week is equal to 5 days.

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**Meat/Meat Alternate**

- Must be served in the main dish or the main dish and one other menu item
- For districts not offering entrée choices, the same form of meat should not be served more than **three** times/week.



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**Meat/Meat Alternate Examples**

- Meats, Poultry, Seafood, Cheese, Yogurt, Eggs
- Nuts & Seeds - not to exceed 50% of daily requirement
- Dried Beans/Peas – credit as a meat alternate or as a vegetable but **cannot** credit as both in the same meal
- Tofu and Soy Yogurt can be served

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**Creditable Meat Alternates**

- Cheese:** 1 oz = 1 oz  
**Dried Beans/Peas:** 1/4 cup = 1 oz  
**Cottage Cheese:** 1/4 cup = 1 oz  
**Eggs:** 1 large egg = 2 oz  
**Peanut Butter:** 2 Tbsp. = 1 oz  
**Yogurt:** 4 fl.oz or 1/2 cup = 1 oz  
**Tofu:** 2.2 oz or 1/4 cup = 1 oz



**Non-creditable items:** *bacon, canned chicken noodle soup, imitation cheese, commercial non-commodity cheese sauces or powdered mixes*

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Fruits

Fruit Component	K-5	6-8	9-12
Daily Requirements	½ cup	½ cup	1 cup
Weekly Requirements	2 ½ cups	2 ½ cups	5 cups



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Fruits continued...

- Canned in juice or light syrup
- 100% fruit juice can be served
- No more than half of fruit offerings over the week may be in the form of juice
- ¼ c. of dried fruit = ½ c. of fruit
- Minimum serving size to credit is 1/8 c.



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Fruits continued...

- Snack-type fruit products do not credit toward a reimbursable meal - *fruit leathers, fruit shapes*
- Fruit must be offered in a form students can recognize



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### Vegetables

Vegetable Component	K-5	6-8	9-12
Daily Requirements	¾ cup	¾ cup	1 cup
Weekly Requirements	3 ¾ cups	3 ¾ cups	5 cups



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### Vegetables continued...

- 100% vegetable juice may be served
- Canned Soup-vegetable based: 1 cup serving = ¼ cup vegetable credit unless CN-labeled
- Cooked dried beans/peas may count as a meat alternate or as a vegetable but not both
- Minimum serving size to credit: 1/8 cup



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### Vegetable Subgroups

- Dark Green
- Red/Orange
- Dried Beans/Peas
- Starchy
- Other



The minimum amount to plan for each subgroup is **per week** with **no daily** requirement

Handout

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Subgroup – Dark Green

Portion size for Grades K-12: ½ c. per week

Examples: Broccoli, Romaine, Spinach



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Dark Green Vegetables

- **Raw** leafy salad greens credit at half the volume served
  - 1 cup of romaine lettuce = ½ c. of vegetable
- **Cooked** leafy greens are equal to the volume served...
  - ½ c. cooked spinach = ½ c. vegetable



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Subgroup – Red/Orange

Portion size for Grades K-8: ¾ c/week  
Grades 9-12: 1¼ c/week

Examples: Tomatoes, Carrots, Sweet Potatoes, Red Peppers



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**Subgroup – Dried Beans/Peas**

Portion size for Grades **K-12:** ½ c./week

- Also known as “legumes”
- *Examples: Vegetarian, Kidney, Navy, Pinto, Refried Beans, Split Peas, Garbanzo Beans*



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**Subgroup – Starchy**

Portion size for Grades **K-12:** ½ c./week

*Examples: Potatoes, Corn, Peas*



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**Subgroup – Other**

Portion size for Grades **K-8:** ½ c./week  
Grades **9-12:** ¾ c./week

*Examples: Cabbage, Green Beans, Cucumbers, Iceberg Lettuce, Mushrooms, etc.*



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### Mixed Vegetables/Blends

**Classic Mixed Vegetables**

- Too many veggies to offer minimum of 1/8 c. of each credit as "other"



**California Blend Vegetables**

- ¾ cup serving would provide: ¼ c. red, ¼ c. dark green, & ¼ c. "other"



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### Fruit and Vegetable Bars



- Offering choices increases customer satisfaction and consumption
- Helps meet weekly sub-group requirements



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### Cut versus Whole Fresh Fruits



**Fruit/Vegetable Bars for All Ages**

*If students are allowed to come back, they need a clean plate or boat*

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Grains			
Grains	K-5	6-8	9-12
Daily Requirements	1 oz equivalent minimum	1 oz equivalent minimum	2 oz equivalent minimum
Weekly Requirements*	8 oz equivalent	8 oz equivalent	10 oz equivalent

\* A week is equal to 5 days.

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### Grain Requirements

- 80% of grain items offered at both breakfast and lunch weekly must be whole grain-rich (WGR) or they can be 100% whole grain. Remaining 20% grain items must be enriched.
- Definition of WGR:** 50 percent of the grains in the product must be composed of whole grains (by weight).



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Whole Grain-Rich (WGR)

- Three criteria to meet the definition of WGR:
- 1. Contains at **least 50 percent whole grains** by weight. This means that a whole grain is the **first ingredient** or if **water is the first ingredient, the second ingredient must be a whole grain.**
  - 2. Any remaining grain ingredients are enriched.
  - 3. Any non-creditable grain ingredients are less than 2 percent of the product formula.

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Determining Whole Grain-Rich

- Documentation Examples:
- 1. Product Ingredient List
  - 2. Child Nutrition (CN) label
  - 3. Product Formulation Statement
  - 4. School Recipe
  - 5. FDA's whole grain health claim on package
  - 6. Product contains at least 8 grams whole grain/ounce-equivalent

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Product Ingredient Label

Whole Grain #1    2nd Grain Ingredient

INGREDIENTS: Whole Wheat Flour, Enriched Wheat Flour (Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Vegetable Oils (Canola And/ Or Sunflower), Cheddar Cheese ([Cultured Milk, Salt, Enzymes], Annatto), Salt, Contains 2 Percent Or Less Of: Yeast Extract, Natural Flavor, Paprika, Spices (Celery), Baking Soda, Monocalcium Phosphate, Dehydrated Onions, Annatto Extract For Color.

CONTAINS: WHEAT, MILK

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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 ½ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Found and Nutrition Service, USDA, XX/XX)

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**Product Formulation Statement for Summer Grains/Breads/Servings**

**In the Child and Adult Care Food Program, Daily Service Food Program, and NSLP after-school meals.**

(Crediting Standards Based on Grams of Creditable Grains per Grains/Breads Serving (not potpourri equivalent))

Program operators should include a copy of the label from the purchased product packaging in addition to the following information on an internetted sign by your official representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs:

Product Name: Wheat Stale Panachés Code No.: 14005

Manufacturer: ABC Biscuit Co. Serving Size: 2 panaches - 50g (1.7 oz)

I, Doreen Smith, certify that the above information was used to calculate creditable grains:

☒ Yes     ☐ No

**II. Use Exhibit A (Gram Requirements for the Child Nutrition Act) or the Day Relying Guide for Child Nutrition Programs (PRR) to determine if the product fits the Group A or B product groups. Group A = breads; Group B = other (BTF) breakfast cereals. Different methodologies exist to calculate the grain contribution based on creditable grains. Groups A & B are the most commonly used methodology for crediting grains. See the standard of 25g creditable grains per serving as indicated below. Indicate which Exhibit A group [A] or product category is credited.**

DESCRIPTION OF CREDITABLE GRAIN INGREDIENT	GRAMS OF CREDITABLE GRAIN INGREDIENT PER PORTION		GRAM STANDARD OF CREDITABLE GRAINS PER GRAINS/BREAD SERVING*	CREDITABLE AMOUNT
	A	B		
Whole wheat flour (30%)	15	14.75	1.0169	
Enriched flour (22%)	11	14.75	0.7857	
			Total	1.76
			Total Creditable Amount†	1.75

\* Creditable grains per portion. See the FdR for specific product requirements.  
† During times of food shortages, you may wish to round up to be connected to grams.  
\* Standard grains of creditable grains from the corresponding Group A Exhibit A.  
† Total Creditable Amount must be rounded down to .50 (or .25 grains/bread serving). Do not round up.  
Total weight per portion of product as purchased: 50g (1.75 oz).

Total creditable grains per portion: 37.5g grains/bread serving.

I certify that the above information is true and correct and that a 1.75 ounce portion of the product (ready for serving) provides 1.75 grains/bread servings.

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YIELD:		VOLUME:	
50 Servings:	4 lb 14 oz (batter) 1 half-sheet pan	50 Servings:	about 2 quarts 2 cups (batter) 50 pieces
100 Servings:	9 lb 12 oz (batter) 2 half-sheet pans	100 Servings:	1 gallon 1 quart (batter) 100 pieces


  

Ingredients	Weight	Measure
Flour, enriched bleached	1 lb	3 ¾ cups
Flour, whole-wheat	½ lb	2 cups
Cornmeal, whole-grain	1 lb	3 ¾ cups
Salt		1 ¼ tsp
Eggs, whole	5 ¼ oz	¾ cup
Baking powder		2 Tbsp 2 tsp
Sugar	5 ¼ oz	¾ cup

Total amount of grains = 2.5 lbs.

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## Product Information


### FDA Health Claim

- Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers.
- Diets rich in whole grain foods and other plant foods, and low in saturated fats and cholesterol, may help reduce the risk of heart disease.

### The Whole Grain Stamp



Whole Grain Rich



100% Whole Grain

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## Grain-Based Desserts



- A total of two-ounce equivalents of whole grain-rich desserts may be offered per week.
- Nutrition standards must be considered when planning these menu items.



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## Determining at least 80% of the grains served are WGR

### Option 1 Lunch:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>WGR</b> 2 oz. eq.	<b>WGR</b> 2 oz. eq.	<b>WGR</b> 2 oz. eq.	<b>WGR</b> 2 oz. eq.	<b>Enriched</b> 2 oz. eq.


$$\left( \frac{8 \text{ oz. eq. WGR at all meals for the week}}{10 \text{ oz. eq. All Grains (WGR \& Enriched) at all meals for the week}} \right) \times 100 = 80\%$$

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### Determining at least 80% of the grains served are WGR

Option 2 Lunch:

Monday	Tuesday	Wednesday	Thursday	Friday
 <b>WGR</b> 2 oz. eq.	<b>WGR</b> 1 oz. eq. and <b>Enriched</b> 1 oz. eq.	<b>WGR</b> 2 oz. eq.	<b>WGR</b> 1 oz. eq. and <b>Enriched</b> 1 oz. eq.	<b>WG-R</b> 2 oz. eq.

8 oz. eq. WGR at all meals for the week

10 oz. eq. All Grains (WGR & Enriched) at all meals for the week

X 100 = **80%**

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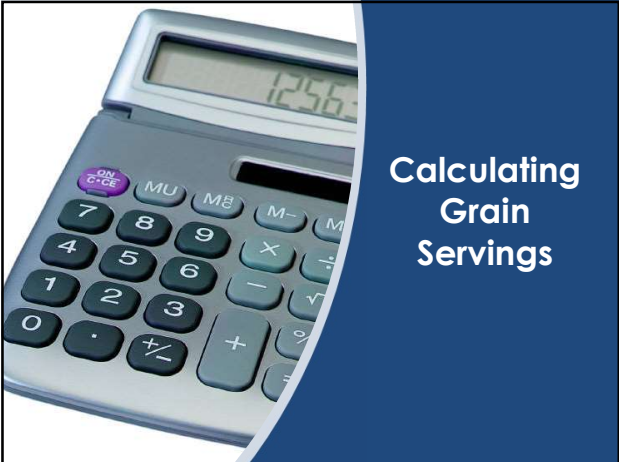
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### Calculating Grain Servings

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### How to Calculate Grain Servings

1. Determine the weight of your product:

- Package information
- Recipe information
- Weigh the item – must have a scale!

2. Refer to USDA's Grains-Breads Chart

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### Grains-Bread Chart

**Grains - Breads Chart \***  
Crediting Whole Grain-Rich Products for School Meal Programs

At least 80% of grain/bread items offered at breakfast and at lunch each week must meet USDA's definition of "whole-grain-rich" (WGR). WGR product is a food that contains at least 50% or more whole grain or a 50% or more blend of whole grains/whole meal & enriched flour/meal.<sup>1,2</sup>

This chart is used to determine how grain/bread items credit toward the meal pattern and the portion sized needed to credit as 1 grain serving or 1 ounce equivalent (oz eq). There are 16 grams (gm) of creditable grain ingredients in 1 oz eq.

	Grain Item	Portion Size		Credits As
		Ounces	Grams	
Group A	• Bread type coating			
	• Bread sticks (hard)	0.8 oz	22 gm	1 oz eq
	• Chow Mein noodles	0.6 oz	17 gm	½ oz eq
	• Savory Crackers (snack crackers & ~ 8 saltines = 0.8 oz)	0.4 oz	11 gm	½ oz eq
	• Pretzels (hard)	0.2 oz	6 gm	½ oz eq
Group B	• Stuffing (dry, note - weight applies to bread in stuffing)			
	• Bagels			
	• Batter type coating			
	• Biscuits	1.0 oz	28 gm	1 oz eq
	• Breads (sliced whole wheat, French, Italian)	0.75 oz	21 gm	½ oz eq
	• Buns (hamburger & hot dog)	0.5 oz	14 gm	½ oz eq
	• Sweet Crackers <sup>3</sup> (all shapes, animal crackers, & ~ 4 graham crackers)	0.25 oz	7 gm	½ oz eq
	• Egg roll skins			
	• English muffins			
	• Pita bread (whole wheat or WGR)			
• Pizza crust				
• Pretzels (soft)				
• Rolls (whole wheat or WGR)				
• Tortillas (whole wheat or whole corn)				
• Tortilla chips (whole wheat or whole corn)				
• Taco shells (whole wheat or whole corn ~ 2 hard shells)				

Handout

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### Using Package information



100% Wheat Sandwich Buns

Fresh

This whole wheat bun is perfect for any hamburger build or big sandwich.

Credits as 2 oz. eq. grains

**Product Details:**

Apexes Size	5.75"
Unit Weights (oz)	1.00
Unit Weights (g)	28g
Additional Sizes	4.5" x 5.5"
Formed	Fresh
Koehler	No
Shelf Life	7 days fresh
Pack Size	100

**Group B**

- Bagels
- Batter type coating
- Biscuits
- Breads (sliced whole wheat, French, Italian)
- Buns (hamburger & hot dog)
- Sweet Crackers<sup>3</sup> (all shapes, animal crackers, & ~ 4 graham crackers)
- Egg roll skins
- English muffins
- Pita bread (whole wheat or WGR)
- Pizza crust

1.0 oz	28 gm	1 oz eq
0.75 oz	21 gm	½ oz eq
0.5 oz	14 gm	½ oz eq
0.25 oz	7 gm	½ oz eq

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### How to Calculate Grain Servings if information is not available

Two basic methods:



- Weigh the product and compare to weights on the Grains-Breads Chart  
or
- Weigh the product and do a little math!

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### Here's the Equation...

The weight of your grain item  
**divided by**  
The weight equivalent to 1 serving  
from the appropriate grain group  
**equals**  
The number of grain servings  
(round down to nearest 1/4 serving)

Weight of Grain Item

Weight Equivalent to 1 serving

The number of grain servings



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### Here's an Example

- Homemade Cinnamon Roll - 2.5 oz
- Find Group on the G-B Chart- D
- Using the equation we just discussed:  
 $2.5 \text{ oz} \div 2.0 \text{ oz} = 1.25$
- Round down to the nearest 1/4 grain svq
- A 2.5 oz roll provides 1.25 (1 1/4) oz eq



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### Name the Group and the Number of WG-R Servings:

Grain Item	Group	Portion Size	# of WG-R Servings
Tortilla Chips (approx. 20)	B	2 oz	2 oz eq
Blueberry Muffin	D	1.5 oz	0.75 oz eq
Snickerdoodle Cookie	C	1 oz	0.75 oz eq
Cooked Pasta	H	1 cup	2 oz eq
Chocolate Chip Granola Bar	E	1 oz	0.25 oz eq

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### Milk

Minimum **daily** requirement: 8 fl. oz - grades K-12

- Must be fluid milk
- Must be served as a beverage
- Schools must offer at least two choices:  
  
Unflavored Milk – skim or 1%  
Flavored Milk – skim or 1%

**No other beverage (e.g., juice, water) can be promoted as an alternate to milk**



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### Milk Substitutions

- Schools may offer a non-dairy beverage that meets USDA criteria
- If a substitution is offered, it must have the same nutritional content as cow's milk
- Approved varieties


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### Water Requirement

- Drinking water must be available to students at no charge where meals are served  
– Breakfast, Lunch and Snack
- Cups are required to be available



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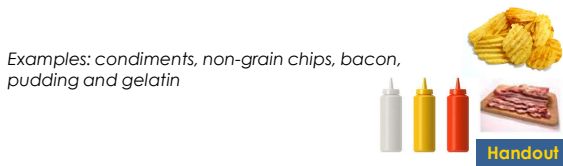
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Non-Creditable Menu Items

Can be served to add variety and improve acceptability ... consider the quantity and frequency of offering as these impact:

- nutrient content
- increase food costs



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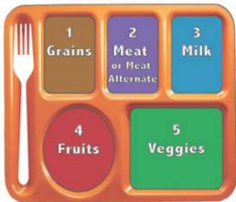
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Crediting Combination Foods

- Cheeseburger on a Bun
- Homemade Lasagna
- Taco Salad



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Review of Zoom Features

Non-verbal reactions



Annotate



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### Cheeseburger with Bun (no brainer)



- Meat/ Meat Alternate
- Fruits
- Vegetables
- Grains
- Milk

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### Homemade Lasagna

- Meat/ Meat Alternate
- Fruits
- Vegetables
- Grains
- Milk



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### Taco Salad

- Meat/ Meat Alternate
- Fruits
- Vegetables
- Grains
- Milk



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### Testing Your Knowledge of Meal Pattern Requirements

Lunch Meal Pattern – Effective July 1, 2023

Food Component	Required Grade Groups <sup>1</sup> Minimum Amount of Food <sup>2</sup> per Day & Week		
	Grades K-5	Grades 6-8	Grades 9-12
<b>Fruit<sup>2</sup></b> Dried fruit – 1/4 cup serving is equal to 1/2 cup of fruit	1/2 cup per day 2 1/2 cups per week	1/2 cup per day 2 1/2 cups per week	1 cup per day 5 cups per week
<b>Vegetables<sup>2</sup></b> 1 cup of half-cups = 1/2 cup of vegetable	3/4 cup per day 3 3/4 cups per week	3/4 cup per day 3 3/4 cups per week	1 cup per day 5 cups per week
<b>Required Vegetable Subgroups:</b>			
<b>Dark Green</b> Dark chard, broccoli, collard greens, dark green leafy lettuce, kale, mustard, romaine lettuce, and spinach	1/2 cup per week	1/2 cup per week	1/2 cup per week
<b>Red/Orange</b> Acorn squash, butternut squash, carrots, pumpkin, tomatoes, tomato juice and sweet potatoes	2 1/4 cup per week	2 1/4 cup per week	1 1/2 cups per week
<b>Bean/Peanut Legumes<sup>2</sup></b> Black beans, black-eyed peas (not fava), garbanzo beans (chickpeas), kidney beans, lentils, navy beans, pinto beans, split peas, and white beans	1/2 cup per week	1/2 cup per week	1/2 cup per week
<b>Starchy</b> Buckwheat (not hot dry), corn, quinoa, green lima beans, water chestnuts, and white potatoes	1/2 cup per week	1/2 cup per week	1/2 cup per week
<b>Other</b> All kinds of other vegetables, such as artichokes, asparagus, avocados, beets, cabbage, cauliflower, celery, cucumbers, green beans, green peppers, kohlrabi, mushrooms, radishes, onions, and zucchini	1/2 cup per week	1/2 cup per week	3/4 cup per week

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### Review of Zoom Features

- Non-verbal reactions
- Annotate

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### Does this meal meet Lunch Meal Pattern Requirements for K-8? For 9-12?

WGR Corn Dog (1) (2 oz. eq. Grain and 2 oz. M/MA)  
Crinkle Cut French Fries (1/2 c.)  
Corn (1/2 c.)  
Diced Peaches (1/2 c.)  
Milk (1 cup)

YES

NO

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Does this meal meet Lunch  
Meal Pattern Requirements for K-8?  
For 9-12?

Chicken Nuggets (4 nuggets = 2 oz. eq. Grain and 2 oz. M/MA)  
WGR Bread (1 oz. eq. Grain)  
Creamy Whipped Potatoes (1/2 c.)  
Mixed Vegetables (1/4 c.)  
Chocolate Chip Cookie (0.5 oz. eq. Grain)  
Milk (1 c.)

YES

NO

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Does this meal meet Lunch  
Meal Pattern Requirements for K-8?  
For 9-12?

Nachos with Meat/Cheese (1 serving = 1 oz. eq. Grains and 2 oz. M/MA)  
Corn (1/2 c)  
Seasoned Black Beans (1/2 c)  
Apple (1)  
Milk (1 cup)

YES

NO

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Does this meal meet Lunch  
Meal Pattern Requirements for K-8?  
For 9-12?

MBUSD  
It's in the bag!

\$ 3.00 Elementary School  
\$ 4.00 MBMS & MCHS  
\$ 4.00 All Reduced Students  
\$ 4.25 Adults

MENU

Deli Sandwich  
Baked Chips  
Baby Carrots  
Fruit Strip  
Milk

YES

NO

SACK LUNCH FORM

Staple to Field Trip Permission Slip and  
Turn in to the school office at least  
3 DAYS BEFORE the Field Trip

FIELD TRIP DATE: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
GRADE: \_\_\_\_\_ Room No: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
LAST NAME: \_\_\_\_\_

Milk Choice (long duration) (circle 1)    WHITE    CHOCOLATE  
PAYMENT BY CHECK ☐ check # \_\_\_\_\_ \$ amount \_\_\_\_\_  
PAYMENT ON NUTRIFUND ACCOUNT ☐  
PLEASE MAKE SURE THERE IS MONEY IN YOUR CHILD'S NUTRIFUND MEAL ACCOUNT

YOU ARE ORDERING A PRE-PAID & PRE-ORDERED MEAL. Since this meal is being prepared in order, there are no refunds if the lunch is not picked up by your child.

Questions? Call Shannon XXXXXXXXXX

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### Breakfast: Meal Pattern Requirements

Breakfast Meal Pattern - Effective July 1, 2023

Food Component	Required Grade Groups/ Minimum Amount of Food <sup>1</sup> per Day & Week		
	Grades K-5	Grades 6-8	Grades 9-12
<b>Fruits</b> <sup>1, 2</sup> <small>1 med fruit - 1/4 cup serving is equal to 1/2 cup of fruit</small>	1 cup per day 5 cups per week	1 cup per day 5 cups per week	1 cup per day 5 cups per week
<b>Vegetables</b> <sup>1, 3</sup> <small>Not required to be served</small>	0	0	0
<b>Grains: Grains-Breads Chart<sup>4</sup></b> <small>At least 80% of the grains offered during the week must be whole grains<sup>5</sup>.</small>	1 oz eq per day 7 oz eq per week	1 oz eq per day 8 oz eq per week	1 oz eq per day 9 oz eq per week
<b>Meat/Meat Alternates:</b> <small>Not required to be served. Cereals, cheese, canned or powdered (cheese sauce and frozen do not count). <b>Meat/Meat Alternates Examples:</b> Meat, poultry, fish (cooked w/o), cheese (aged or processed)</small>	0	0	0
<small>Egg (large)</small>	1/2 large egg	1/2 large egg	1/2 large egg
<small>Cooked dry beans/soas<sup>6</sup></small>	1/4 cup	1/4 cup	1/4 cup
<small>Yogurt &amp; Soy Yogurt (commercially prepared)</small>	4 fl oz or 1/2 cup	4 fl oz or 1/2 cup	4 fl oz or 1/2 cup
<small>Peanut butter or other nut/seed butter</small>	2 Tbsp	2 Tbsp	2 Tbsp
<small>Peanuts, soy nuts, tree nuts, seeds</small>	1 oz	1 oz	1 oz
<small>Tofu (commercially prepared)</small>	2.2 oz or 1/4 cup	2.2 oz or 1/4 cup	2.2 oz or 1/4 cup
<b>Milk (fluid):</b> <small>sterilized as a beverage or on carton or UHT; must offer two kinds. May offer unflavored or flavored low fat (1%) or fat free.</small>	8 fl oz per day	8 fl oz per day	8 fl oz per day
<b>Calories:</b> <small>(Minimum-maximum ranges)<sup>8,9</sup></small>	350-500	400-550	450-600
<b>Saturated Fat:</b> <small>(percent of total calories)<sup>8</sup></small>	< 10%	< 10%	< 10%
<b>Sodium</b> <small>(mg/gram)<sup>10</sup></small>	≤ 540	≤ 600	≤ 640
<b>Trans fat<sup>8</sup></b>			

<sup>1</sup> Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.

Handout

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### Breakfast Meal Pattern

#### Three Required Components

- Grain (oz. eq.) - Minimum of 1
- Fruit - 1 cup
- Milk – 8 fl. oz

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### Required Grade Groups

- Grades K-5
- Grades 6-8
- Grades 9-12
- Grades K-8 (Overlap)
- **Grades K-12 (Overlap)**

Allows flexibility depending on the grade groups served



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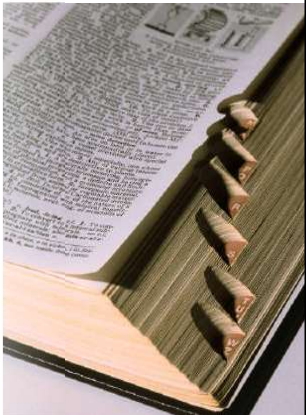
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### Breakfast Terminology

**Food Component** – one of three required food groups that make up a breakfast

**Food Item** – a specific food offered within the three food components



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### What Makes Up a Breakfast Menu?

- Consists of 3 food components
- Must contain at least 4 food items

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**What Makes Up a Breakfast Menu?**

- Does the meal **offered** consist of at least four food items?
- Does the meal **offered** include the minimum required amounts of fruits, grains, and milk?
- Does the meal **selected** by the student contain at least three food items, including at least ½ cup fruit and/or vegetable?



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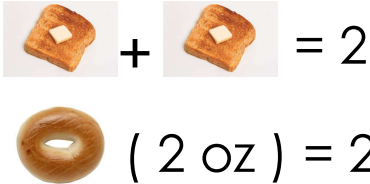
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**Grains**

- At breakfast, can serve a double portion of the same grain item and it counts as two food items



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**Meat/Meat Alternate**

- Not required to be served
- Schools have two options:
  - Substitute 1 oz of M/MA for 1 oz eq of Grain **after** daily grain requirement is met
  - Offer M/MA and consider it an “extra”



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### Fruits

- **100% juice** – no more than half of the fruit offered per week can be in the form of juice
- **Frozen varieties** – should not contain added sugar (exception is USDA Foods frozen fruits)
- **Canned varieties** – packed in juice or light syrup

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### Fruit Portion Size – 1 Cup

- Offer a variety of fruits and juices daily
- Recommend offering in ½ cup portions
- Plan at least two different fruit choices daily
- Student must select at least ½ cup
- Student must be allowed to take two-½ cup servings if desired



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### Vegetables

- Vegetables can be substituted for fruit
- Any variety can be served – no limit



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### Grains

- **Daily** Grades K-12: 1 oz. eq.
- **Weekly** Grades K-5: 7 oz. eq.  
Grades 6-8: 8 oz. eq.  
Grades 9-12: 9 oz. eq.
- A week is equal to 5 days
- At least 80% of grains offered at breakfast weekly must be whole grain-rich.

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### Transitional Standards: Whole Grains

Example: Breakfast K-12 Grade Groups:

Monday	Tuesday	Wednesday	Thursday	Friday
 WGR 2 oz. eq.	WGR 1 oz. eq. and 1 oz. M/MA	WGR 2 oz. eq.	WGR 2 oz. eq.	Enriched 1 oz. eq. and 1 oz. M/MA

7 oz. eq. WGR at all meals for the week

8 oz. eq. All Grains (WGR & Enriched) at all meals for the week

X 100 = 87.5 %

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### Transitional Standards: Whole Grains

Example: Breakfast K-12 Grade Groups:

Monday	Tuesday	Wednesday	Thursday	Friday
 WGR 1 oz. eq. and Enriched 1 oz. eq.	WGR 2 oz. eq.	WGR 1 oz. eq. and Enriched 1 oz. eq.	WGR 2 oz. eq.	WGR 2 oz. eq.

8 oz. eq. WGR at all meals for the week

10 oz. eq. All Grains (WGR & Enriched) at all meals for the week

X 100 = 80 %

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### Milk

Minimum **daily** requirement: 8 fl. oz. for K-12

- Must be served as a beverage
- Must offer at least two choices:

Unflavored Milk – *skim* or *1%*  
Flavored Milk – *skim* or *1%*



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### Breakfast Reminders:

- Fruit portion size to offer - 1 cup
- At least 80% grains offered weekly must be WGR
- A reimbursable breakfast must contain at least 3 items – one must be 1/2 cup of fruit (or veggie, if substituting)



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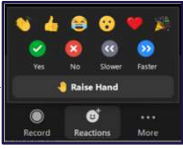
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### Review of Zoom Features

- Non-verbal reactions
- Annotate



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Does this planned meal meet Breakfast Meal Pattern Requirements?

Cereal (1 oz. eq.)


Graham Cracker ( 1 oz. eq.)

Juice (1/2 c.)

Milk (1 c.)

YES

NO



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Does this planned meal meet Breakfast Meal Pattern Requirements?

Cereal (1 oz. eq.)

Egg Pattie/cheese ( 2 oz. M/MA)


Juice (1/2 c.)

Fresh Orange

Milk (1 c.)

YES

NO



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Does this planned meal meet Breakfast Meal Pattern Requirements?

Waffles (1 oz. eq.)

Scrambled Eggs (1.5 oz. M/MA)

Sausage Patty (.5 oz. M/MA)


Juice (1/2 c.)

Strawberries (1/2 c.)

Milk (1 c.)

YES

NO



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### USDA Nutrient Standards

**For Breakfast and for Lunch**  
Four Nutrient Standards Are Reviewed...

**Weekly average requirements for:**

- Calories
- Sodium
- Saturated Fat

**Daily requirement for:**

- Trans Fat = 0

Calories <small>Weekly Average</small>	Sodium <small>Weekly Average</small>
Dietary Specifications	
Saturated Fat <small>Weekly Average</small>	Trans Fat <small>Daily Requirement</small>

Handout

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### Calories – Breakfast & Lunch

- Minimum & maximum calorie levels identified for each grade group
- Calorie values averaged for a 5-day week
- Individual days can be over/under the required levels
- Lunch values are separate from Breakfast

*(Pay attention to condiment usage and those extra items that don't count towards meal pattern requirements)*

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### Transitional School Nutrition Standards




**Milk**

- Option to serve flavored, low-fat milk in NSLP and SBP
- Requires unflavored milk to be offered at each NSLP/SBP meal service



**Whole grains**

- 80% of grains offered weekly must be whole grain-rich



**Sodium**

- Breakfast: Remains the same for SY 2023-2024 (Target 1)
- Lunch only: Target 1A, 10% reduction in SY 2023-2024

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### Transitional Standards: Sodium

Target 1A: Effective July 1, 2023 – Sodium (milligrams) weekly averages for breakfast and lunch  
(10% reduction for lunch from SY22-23)

	Grades K-5	Grades 6-8	Grades 9-12
Breakfast	≤ 540	≤ 600	≤ 640
Lunch	≤ 1110	≤ 1225	≤ 1280

Add flavor with seasonings



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**Consider a Flavor Station in the Cafeteria**

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### Limits on Unhealthy Fat

- Less than 10% of calories can come from Saturated Fat
- Food Items must not contain added Trans Fats
- Guidelines are the same for NSLP & SBP



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### Meeting the Nutrient Standards

Meet the required minimum and maximum daily and weekly portion sizes for each grade group.

Meals served over a 5-day week should meet specific nutrient/caloric standards.

In planning menus, food items high in calories, fat and sodium must be limited to ensure compliance with nutrient/caloric standards.

Menus items must be supported by Nutrition Fact labels, product labels, recipes, product specification information.

Menu Planners may ensure compliance by utilizing USDA-approved software for nutrient analysis, but this is not required.

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### Identifying a Reimbursable meal

### Offer vs. Serve (OVS)

### Point of Service Meal Counting

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### Identifying a Reimbursable Meal

- Signage must be displayed at or near the beginning of the serving line
- Purpose – identify the components of a reimbursable meal

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### Don't Forget Breakfast Signage

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### Material Order Form

#### Nutrition Services Vision Statement

Nutrition Services provides leadership that inspires service of nutritious meals to children, students and adults.

#### Nutrition Services References

Contact Information

Address

Mailing Address: (USPS)  
Nutrition Services  
PO Box 94987  
Lincoln, NE 68509-4987

Shipping Address: (UPS, FedEx)  
Nutrition Services  
500 S 84th St  
Lincoln NE 68510-2611

Quick Links

Office of Coordinated Student Support Services

Material Order Form

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### Team Nutrition Resources for Schools

#### Spotlights

Discover MyPlate en español: nutrición para el jardín de niños

Discover MyPlate: Nutrition Education for Kindergarten

#### Resources

Policy

Technical Assistance & Guidance

Research, Analysis & Background

#### Nutrition Education

- Digital Nutrition Resources for Kids
- Discover MyPlate: Nutrition Education for Kindergarten Family Portal
- Eating My Healthy Life
- Garden Resources
- Grades K Library
- How School Lunch Is Made and How You Can Help
- Local School Wellness Policy Outreach Toolkit
- Serving Up MyPlate: A Nursery Curriculum
- Stronger with School Meals Educational Materials
- Taste Testing Event Resources
- Team Nutrition Cookbook
- Team Nutrition Profiles
- Team Nutrition Outings

#### Menu Planning

- A Guide to School Meals in School
- Best Practices for Reducing Added Sugars at School Breakfast
- Crediting Tie Sheets in the Child Nutrition Programs
- Food Buying Guide for Child Nutrition Programs
- Guide to Professional Standards for School Nutrition Programs
- Offer Versus Serve Materials
- Offering Meals and Meat Alternatives at School Breakfast
- Offering Smoothies as Part of Breakfast School Meals
- Recipes for Healthy Kids Cookbook for Schools
- Team Nutrition Recipes
- USDA Approved Nutrition Analysis Software

#### Webinars

- Procurement Strategies for School Year 2022-23 Webinar for School Food Authorities
- Team Nutrition Webinars & Training

Great Resources

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### Offer Versus Serve (OVS)

**Purpose:**

- Allows students to decline food items

**Goals:**

- Minimize plate waste
- Encourage schools to offer choices
- Improve customer satisfaction



Handout

104

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### OVS Basics



- All** required components must be offered in full portions
- The meal **must** be priced as a unit
- The **STUDENT** decides which items to decline

 You can not require a student to take an entrée and/or milk

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**OVS continued...the student must select**

A reimbursable **LUNCH** must contain at least **three different components**; one must be at least a **1/2 cup** of fruit, vegetable or a combination of the two

A reimbursable **BREAKFAST** must contain at least **three food items**; one must be at least a **1/2 cup** of fruit (or veggie, if substituting)



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**OVS continued...**

- **Student** charged the full price for the meal whether it contains 3, 4 or all 5 components
- **Cashier** must be able to recognize a reimbursable meal
- **Student** does not have 3 components, ask them to select more. *If student refuses, the meal cannot be claimed, and student must be charged a la carte pricing for the food items taken*



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**Offer Versus Serve at Lunch**

- **Mandatory for high school**
- Optional for all other grades  
 (Nutrition Services encourages)
- Students must select at a minimum at least a **1/2 c.** of fruit and/or vegetable; may decline two components



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Offer Versus Serve at Breakfast

- Required to **offer** a minimum of 3 required components
- With **OVS**, must offer **4 food items**; student may decline 1 item but must take at a minimum a ½ c. of fruit/juice/vegetable
- Optional for all grade groups



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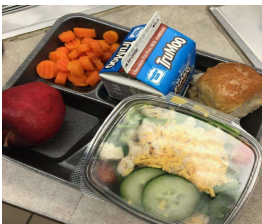
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Schools not Implementing OVS

All students must leave the serving line with **all** food components/items in the required portion sizes



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Point of Service Meal Count

Point of Service is defined as:

*“that point in the serving line where it can be accurately determined a reimbursable meal has been taken by the student”*



Handout

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### Point of Service (POS) continued

- Meal count must be taken at the **end of the serving line** or at a location after **all** food components have been offered
- This includes the **end of any fruit/veggie bar or food lines**



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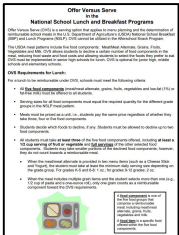
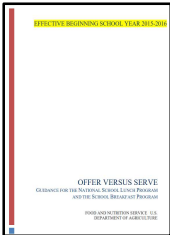
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### OVS Resources

<https://www.education.ne.gov/ns/forms-resources/national-school-lunch-program/meal-pattern-requirements/>



Handouts

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### OVS Resources

- USDA offers OVS Tip Sheets



Breakfast Lunch Handouts

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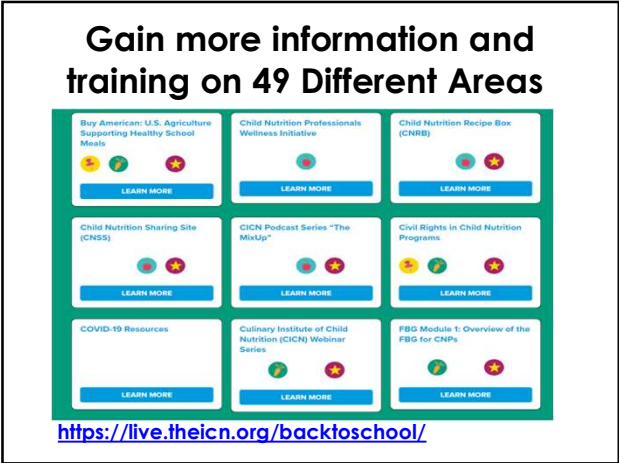
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### Important on the Sponsor Application – 3 Contacts

**Information Must Be Up-to-Date**

**Email addresses are generated from the Sponsor Application**

**Check the box if new**

**Authorized Representative**

9. Name	School	First Name	M.I.	Last Name
10. Email Address	State	L	Registration	
11. Phone	(402) 775-2388	Ext:	214	Fax: (402) 775-5570
12. Alt Phone		Ext:		
13. Title	Superintendent			
14. Check if new?				

**School Nutrition Director/Manager**

15. Name	School	First Name	M.I.	Last Name
16. Email Address	Registration	L	Registration	
17. Phone	(402) 775-2388	Ext:	218	Fax: (402) 775-5570
18. Title	School Nutrition Manager			
19. Check if new?				

**Chain Contact**

20. Name	School	First Name	M.I.	Last Name
21. Email Address	Registration	L	Registration	
22. Phone	(402) 775-2388	Ext:		Fax: (402) 775-5570
23. Title	Secretary			
24. Check if new?				

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### Questions?

Contact Nutrition Services at:  
1-800-731-2233 or 402-471-2488

Click on "Contact Us" at:  
<https://www.education.ne.gov/ns/contact-us/>

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:


(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: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)


This institution is an equal opportunity provider.

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School Meals Zoom Training – Part 2  
Summer 2023

Presented by the NDE - Nutrition Services



Nebraska Department of Education



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Your Presenters: Nutrition Services Program Specialists

Shawn Vondracek



Brica Arter



All Lampman



Complete Directory of NDE Staff can be found on the last page of Handouts

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Housekeeping



Use the **Chat Box** to ask questions. We will not be answering these during the presentation.



Q/As at the end of the presentation



You will be muted during the presentation but unmuted during Q/A time.

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### More Housekeeping Tips



The slide deck and handouts have been emailed to you and posted on the Nutrition Services Website



Handouts will be reviewed in packet order



Training Certificate for today in packet

Handout

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### Training Certificate

- Certificate is in your handout packet
- Using the honor system
- Stay until the end for success and less stress *(you might miss something you need to know)*



Handout

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### Areas Covered in Part 1

- Food Based Meal Patterns for Lunch and Breakfast
- 5 Food Components *(meat/meat alt., fruits, vegetables, grains, and milk)*
- Grade Group Portion Sizes *(K-5, 6-8, 9-12)*
- Nutrient Standards
- Required Signage to be posted for students to recognize a reimbursable meal
- Offer versus Serve
- Point of Service Meal Counting



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After training you  
will be able to:

Identify

• Product labels and other documentation  
required to be on file

Develop

• Recipes and Hazard Analysis Critical Control  
Point Plans to keep students happy and safe

Complete

• Record keeping requirements for the school  
meals program



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What Product Labels are Required  
to be on File?



All that support meal  
pattern requirements  
and nutrient content

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Product Label Information


1. Ingredient Statements

2. Nutrition Facts Labels

3. CN Labels (maybe...depends on  
product) or

4. Product Specification Statement

- Company letterhead
- Creditable ingredients
- Component contribution  
statement
- Signature



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1. Ingredient Statements

Whole Grain Chicken Nuggets



INGREDIENTS

Chicken, water, textured soy protein concentrate, isolated soy protein with less than 2% soy lecithin, seasoning [corn syrup solids, brown sugar, dextrose, salt, vinegar powder (maltodextrin, modified corn starch, dried vinegar), garlic powder, onion powder, chicken type flavor (hydrolyzed corn gluten, autolyzed yeast extract, sunflower oil, disodium inosinate, disodium guanylate)], sodium phosphates. BREADED WITH: Whole wheat flour, water, enriched bleached wheat flour (enriched with niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), modified wheat starch, salt, soybean oil, spice, paprika, yellow corn flour, leavening (sodium acid pyrophosphate, sodium bicarbonate, monocalcium phosphate), garlic powder, natural flavor, extractives of turmeric, fumaric acid. Breading set in vegetable oil.

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2. Nutrition Facts Label

Nutrition Facts	
Amount Per Serving	
Calories 220	
Total Fat 12g	
Saturated Fat 1g	
Trans Fat 0g	
Cholesterol 0mg	
Sodium 160mg	
Total Carbohydrate 37g	
Dietary Fiber 4g	
Sugars 1g	
Protein 3g	
Vitamin A 10%	
Vitamin C 8%	
Calcium 20%	
Iron 45%	
Total Fat 12g	
Saturated Fat 1g	
Trans Fat 0g	
Cholesterol 0mg	
Sodium 160mg	
Total Carbohydrate 37g	
Dietary Fiber 4g	
Sugars 1g	
Protein 3g	
Vitamin A 10%	
Vitamin C 8%	
Calcium 20%	
Iron 45%	

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3. Child Nutrition Labels

**1** Chicken Stir-fry Bowl

**2** Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

**3** CN

**4** Each 8 oz Chicken Stir-fry Bowl provides 1 g of fat, 1 g of protein, 1 g of carbohydrates, 1 cup of dark green vegetables, 1/2 cup of orange vegetables, and 1/2 cup of other vegetables for Child Nutrition Program Requirements (List of 2000) and statement authorized by the Food and Nutrition Service, USDA, (07/16)

**5** Net weight: 16 pounds

**6** Chicken Wok Company  
1234 N. Main Street • Pottsville, PA, 12345

**7** Product name

**8** Ingredients statement

**9** CN logo

**10** Mail pattern combination statement

**11** Six-digit product identification number

**12** FNS authorization statement

**13** Month and year of AMS approval

**14** Net weight

**15** Company signature/address line

**16** Inspection legend

Handout

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### 4. Product Specification

**Product Formulation Statement Example:**

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (MMA)

Products:

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: Chicken Patty Code No.: 555

Manufacturer: Chicken Company Case/Pack/Count/Portion/Size: 158servings/case

**I. Meat/Meat Alternate**

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate.

Description of Creditable Ingredient per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield: Servings Per Unit	Creditable Amount *
Chicken	<u>3.04</u>	X	<u>0.858</u>	<u>2.6</u>
		X		
		X		

**A. Total Creditable MMA Amount:**

\*Creditable Amount = Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

\_\_\_\_\_  
Signature  
Bob Chickens

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title  
VP – R&D

\_\_\_\_\_  
Date  
555-5555

Signed and Dated: 1

**Handout**

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## Recipes & Resources

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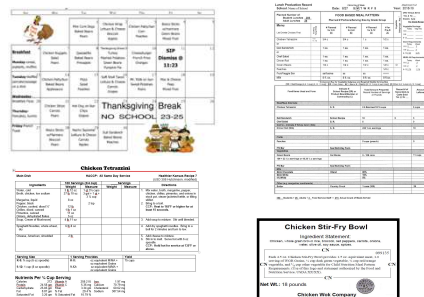
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### Food Service Documentation: How does it all fit together?



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Food Service Documentation:  
How does it all fit together?

• Menu – What

• Production Records – How Much

• Labels – Composition

• Standardized Recipes – Complete Set of Instructions



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A Standardized  
Recipe is:

• A complete, specific set of written instructions for cooks to produce a consistent, high-quality product

• A recipe that has been tested to provide an established yield and quantity using ingredients that remain constant in both measurements and preparation methods

• A **Quantity Recipe** is not a **Standardized Recipe**



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A Standardized Recipe is:

■ Tried and tested in your facility

■ verified for accuracy

■ adapted for your operation

■ **Required for meal pattern compliance and nutrition standards**



<https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/>

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What menu items need standardized recipes?

All menu items with more than one ingredient should have recipes and every recipe used in your kitchen should be standardized.



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Information Standardized Recipes Must Include	
1. <b>Name of Recipe:</b>	The same as you use on menus. Recipe numbers are optional. They are useful for organizing recipe files. The source of the recipe is another optional item.
2. <b>Number of Servings:</b>	Note the number of servings that the recipe makes. Recipes can be written for a quantity of "one" as for a sandwich, chef salad etc.
3. <b>Ingredients:</b>	List in the order used and in measured weight, volume or specific can size.
4. <b>Directions for Preparation/Equipment:</b>	List directions in order. Include equipment needed, pan size, amount of product per pan, kind of oven, how to cut portions, etc.
5. <b>Serving Size:</b>	Amount served per student, by grade group if applicable. This should be in weight or volume using the same units as the yield. It may also be "each" or "one piece."
6. <b>Yield:</b>	Specify the total weight or volume that the recipe prepares.
7. <b>Serving Utensil:</b>	Specify the utensil that is used on the serving line, for each grade group, if applicable.
8. <b>Meal Pattern Contribution:</b>	Record the contribution the recipe ingredients make to the required food components (oz. of meat/meat alternate, number of servings of grains/breads, cups of fruit/vegetable). Record the calculations on the back of the recipe for reference.
9. <b>Serving Suggestions:</b>	Optional information for variations, condiments, etc.
10. <b>Critical Control Points:</b>	Time, temperature, how to cool and store are important food safety points (optional).

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STANDARDIZED RECIPE FORM									
1 Recipe Name: <u>Chili</u> (Source: <u>USDA, D-20</u> )						Recipe Number: <u>Entrée 8</u>			
2	For <u>50</u> Servings		2 For <u>100</u> Servings		4 Directions				
3	Ingredients	Weight	Measure	Weight	Measure	Critical Control Points (opt)			
	Ground beef (85/15)	7 lb		14 lb		1. Brown ground beef			
	Onion, chopped					2. Add onions, seasonings			
	Garlic powder		1 Tbsp		2 Tbsp	3. Stir in tomatoes, water, tomato juice, etc. Bring to boil. Reduce heat. Cover. Simmer slowly, stirring occasionally until thickened, about 40 min.			
	Chili Powder		3 Tbsp		2 Tbsp	4. Stir in beans and simmer about 10 min. or to 165°F.			
	Paprika		1 Tbsp		2 Tbsp	5. Pour into serving pans. Keep hot over 150°F.			
	Onion Powder		1 Tbsp		2 Tbsp	6. Quick-coil leftovers in a shallow pan in an oil bath			
	Ground, Cumin		2 Tbsp		¼ cup	7. Serving Suggestions: add a sprinkle of cheese or Pintos			
	Tomatoes, diced, can	3 lb 3 oz	¾ #10 can	6 lb 6 oz	1 #10 can				
	Water		2 ½ qt		1 gal, 2 cups				
	Tomato Paste	1 lb 12 oz	¼ #10 can	3 lb 6 oz	¼ #10 can				
	Pinto Beans, canned	2 lb 1 oz	1 qt 1 ½ cup	4 lb 4 oz	2 qt, 3 cups				
5	Serving Size for Elementary is ½ cup. (unit: cup, if oz, each)				7	Serving Utensil: 4 oz ladle			
	Serving Size for Secondary is ¾ cup. (unit: cup, if oz, each)					Serving Utensil: 6 oz ladle			
6	Total Yield for 50 ½ cup (if servings recipe makes) is 1 ½ (number) gal (unit: lb, gal, or if pans and if servings/pan) or 32 ½ cup servings								
8	Meal Pattern Contribution		Grades	Meat/Meat Alternate	Grains/Breads	Fruit/Vegetable			
	Elementary:			2 oz.		¾ cup			
	Secondary:			3 oz.		1 cup			

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STANDARDIZED RECIPE FORM

Recipe Name: **CHEF SALAD – RECIPE FOR 1** Recipe No: **XXXX**

Ingredients	1 Serving	1 Serving	Directions
	Amount	Amount	
Romaine or Romaine/tobacco/spinach mix	1 cup	2 cups	In 6 x 6 inch clear hinged container, assemble the salad in the following order:  1. Bottom Layer: Romaine 2. Add Cherry Tomatoes 3. Add cheese slices in the center 4. Add sliced meat on left side 5. Place breadsticks(s) on right side  Other grain options (1 oz. eq.) WGR dinner roll: 1 each WGR salines: 4 packages
Cherry Tomatoes	4	4	
Sliced American Cheese (1/2 oz. sliced)	2	2	
Diced ham or turkey	1 oz.	1 oz.	
WGR breadstick (1 oz. eq.)	1	2	

Serving Size for Grades: K-8 1 salad (ent. cup, 8 oz. each)

Serving Size for Grades: 9-12 1 salad (ent. cup, 8 oz. each)

Serving Utensil: N/A

Serving Utensil: N/A

Grades: Meal/Meal Alternative

Grains/Breads: Fruit/Vegetable

Meal Pattern Contribution: K-8 2 oz. MMA 1 oz. eq. Grains 1/2 cup. dark green vegetable 1/2 cup. red

Meal Pattern Contribution: 9-12 2 oz. MMA 2 oz. eq. Grains 1 cup. dark green vegetable 1/2 cup. red

Handout

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Chicken Tetrazzini

Main Dish

HACCP: #2 Same Day Service

Healthier Kansas Recipe 7 (USO 308 Hutchinson, modified)

Ingredients	100 Servings (1/4 cup)		Servings		Directions
	Weight	Measure	Weight	Measure	
Water, cold	3 to 12 oz	1 qt 3/4 cups			1. Mix water, broth, margarine, pepper, chicken, onion, potatoes, and onions in stock pot, steam-jacketed kettle, or tilting boiler.  2. Bring to a boil. CCP: Heat to 165°F or higher for at least 15 seconds.  3. Add soup to mixture. Stir until blended.  4. Add dry spaghetti noodles. Bring to a boil for 2 minutes and turn to low.  5. Add cheese to mixture. 6. Stir in to melt. Serve hot with 6 oz. salines. CCP: Hold hot for service at 135°F or above.
Broth, chicken, low sodium	27 to 10 oz	8 oz			
Margarine, liquid					
Pepper, black	12 lb	2 tsp			
Chicken, cooked, diced 1/2"	1 lb 1 oz				
Onion, dried, canned	11 oz				
Potatoes, canned	5 oz				
Soup, Cream of Mushroom	4 to 11 oz				
Spaghetti Noodles, whole wheat, dry	6 to 9 oz				
Cheese, American, shredded	2 lb				

Serving Size: K-8 1/4 cup (8 oz. spoonful)

Serving Size: 9-12 1 cup (8 oz. spoonful)

1 Serving Provides: K-8 2.1 oz. equivalent MMA + 1.0 oz. equivalent Grains

Yield: 70 cups

Nutrients Per 1/4 Cup Serving

Calories	259.2 kJ	Iron	1.97 mg
Protein	24.58 gm	Vitamin C	5.36 mg
Carbohydrate	25.85 gm	Fiber	3.35 gm
Fat	8.87 gm	% Fat	29.4 %
Saturated Fat	3.26 gm	% Saturated Fat	10.79 %

Handout

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Steps in Standardizing a Recipe

1. Review recipe carefully.

2. Prepare the recipe in a small quantity.

3. Weigh or measure amount of product to be placed into each pan.

4. Determine the recipe yield.

5. Evaluate the recipe.

6. Calculate the meal pattern contribution.

7. Re-test the recipe.

8. Include cooking temps and other HACCP food safety information.

9. Calculate the cost of the recipe and per serving (optional).

Handout

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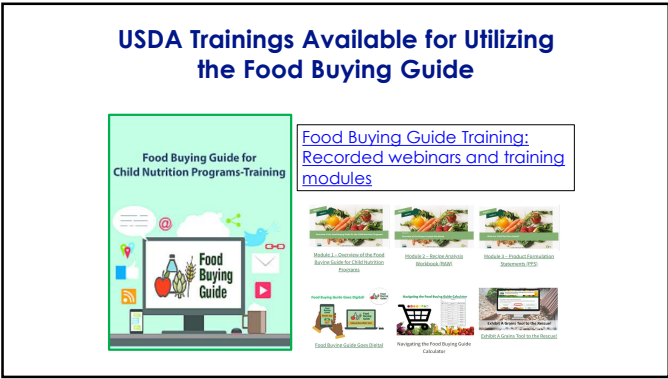
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# Using the Short Form of the Food Buying Guide

## SHORT FORM – Foods and Approximate Equivalents

	Food As Purchased (AP) FRUITS AND VEGETABLES	Purchase Unit (PU)	1/2 cups per unit	Comments
CANNED	FRUITS - All types - Undrained	#10 can	24	All varieties unless noted
	FRUITS - All types - Drained	#10 can	17	All varieties unless noted
	JUICES - Full strength - 100% Juice	46 oz. can	11.5	
	VEGETABLES - Drained - All types	#10 can	19	
	TOMATOES - In juice	#10 can	23.5	Whole, crushed, diced
	TOMATO PASTE	#10 can	96	1/2 cup paste credits as 1/2 cup red-orange
	TOMATO PUREE	#10 can	48	1/2 cup puree credits as 1/2 cup red-orange
	TOMATO SAUCE	#10 can	25	
	SALSA - Commodity	#10 can	24	Commercial brands do not credit
	SOUP - Tomato and Vegetable only	46 oz. can	5.5	1 cup soup = 1/2 c veg unless CN labeled
	SPAGHETTI SAUCE - Commodity	#10 can	24	Commercial brands do not credit
	APPLES - Medium = 125-138 count	lb.	6.5	1 apple = 1/2 cup fruit
	BANANAS - Medium = 100-120 count	lb.	3.5	1 banana = 1/2 cup fruit

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### HACCP Information

- Locate your district's HACCP Plan when you get back to school
- The HACCP Plan and Standard Operating Procedures (SOPs) must be reviewed and signed off on yearly (**the beginning of the SY is the best time to do this**)
- HACCP forms are on our web site

**CORRECTIVE ACTION:**  
1. Remove any foodservice employee found not following the procedures in this SOP.  
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

**VERIFICATION AND RECORD KEEPING:**  
The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_  
DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_  
DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

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**Don't Forget to Call Your Food Safety Inspector when:**

- Construction/Remodel your kitchen
- Food Borne Illness: (*Shigella, Salmonella Typhi, Non typhoidal Salmonella, E Coli, Hepatitis A, Norovirus*)
- Natural Disaster - flood, tornado, blizzard, fire



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### NDE Food Safety Newsletter

- CHECK IT OUT!
- Beth Hass sends out monthly by email



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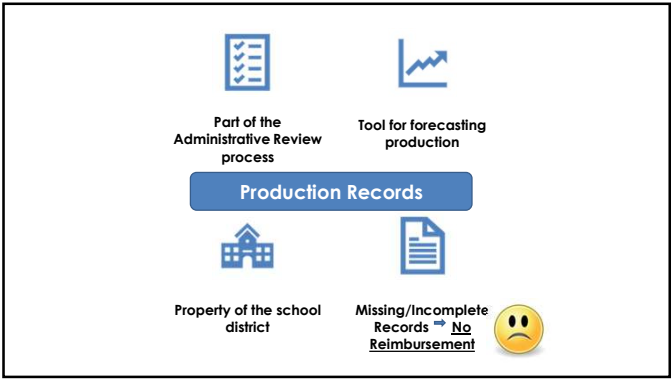
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### Production Records

- Required to be completed daily
- Demonstrate compliance with meal pattern
- Document amount of each food item **prepared, sold** and **leftover**
- Completed by each preparation kitchen

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### Production Record forms

Schools/RCCIs are to use:

- **Lunch and Breakfast:**
  - NDE Forms
  - Develop Own – requires approval each year
- **Available:** Nutrition Services website & in packet

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### Production Records



- **Breakfast**
- **Lunch**
  - **Multi-Day** - used for fresh fruit and vegetable bars
  - **Single-Day** - single event days when items are self-serve
  - **Delivery Tickets** - food is prepared at one site and then sent to a receiving site (typically Vended Programs)
  - **Multi-Day Milk** – tracking milk usage by day then for the week (separate for breakfast and lunch)

Handout

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### Production Record Reminders SY23-24

- Do not use a milk recipe
  - **Milk must be counted by type for breakfast and lunch**
- Indicate Items that are **Whole Grain-Rich (WGR)** on production records

Chicken orzo noodle soup	WGR	SP	3.85	1.8	—
Unavailable		Breaker's	AP	5.0	1.0
Spicy chicken & white rice (WGR)					
Chicken chili	WGR	Rich's	2.10		1.0

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Production Records  
MUST Document:

All information necessary to support the claiming of reimbursable meals:

1. All menu items are listed, and all required meal components are offered

2. Milk, whole grain-rich, and vegetable sub-group requirements are met

3. Weekly quantity requirements for grains, meat/meat alternates are met



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Production Records MUST Document:

• Time and Temp (HACCP)

• Product Brand/Number or School Recipe (SR)

• Amount of Food Prepared and Leftover

• A la carte, adult, and/or other non-reimbursable meals, including number of portions for each of these food items

• Condiments served as part of the meal

Is that all????

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Meals NOT eligible for reimburse 

Missing or incomplete production records

• Missing meal components

• Missing vegetable subgroups

• Inadequate quantities

• Minimum quantity requirements not met for grains and or meats/meat alternates

• Not meeting whole grain-rich or milk variety requirements

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Production Record – Master Copy

Lunch Production Record  
School: Lincoln School

Example – Master Production Record  
Date: May 10 S M T W R F S

Attachment K-2  
Year: 20XX-XX

Menu List Entire Choices First	Canned Ingredients	MEAL PATTERN Planned # Portions/Serving Size by Grade Group				Vegetables Serving Size	Offer Versus Serve Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Grades: <u>all</u> For Grade Range
		# Planned for K-5	# Planned for 6-8	# Planned for 9-12	# for Pre-K		
Beef Sandwich	<input checked="" type="checkbox"/>	1 each	1 each	1 each			
Chef Salad	<input checked="" type="checkbox"/>	1 each	1 each	1 each			
Fruit/Veggie Bar	<input checked="" type="checkbox"/>	1 each	1 cup	1 cup			
Milk	<input checked="" type="checkbox"/>	1 each	1 cup	1 cup			

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Production Record – Master Copy

Food Items Used and Form	Indicate if: School Recipe (SR) or Product Brand Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Record # of Servings: A, B, C, etc. with Yes ___ No ___	Amount Leftover
Meat/Meat Alternative				
Chef Salad Sandwich	S.R.			
Grains – Indicate if Whole Grain Rich (WGR)	S.R.			
Fruits				
F/V Bar - See MCF				
Vegetables				
F/V Bar - See MCF				
Milk				
Skim Chocolate	Hand			
1% White				

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Complete Production Record - Top

Lunch Production Record  
School: Lincoln School

Example – Completed Production Record  
Date: May 10 S M T W R F S

Attachment K-2  
Year: 20XX-XX

Menu List Entire Choices First	Canned Ingredients	MEAL PATTERN Planned # Portions/Serving Size by Grade Group				Vegetables Serving Size	Offer Versus Serve Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Grades: <u>all</u> For Grade Range
		# Planned for K-5	# Planned for 6-8	# Planned for 9-12	# for Pre-K		
United Chicken / Bun	10 10/10	1/0 – 1 each	7/0 – 1 each				
OR							
Chef Salad		10 – 1 each	10 – 1 each				
Green Beans		1/4 cup	1/2 cup				
French Fries		1/2 cup	1/2 cup				
Watermelon or Grapes		1/2 cup	1 cup				
Oatmeal Cookie		1 each	1 each				
Milk		1 each	1 each				

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Complete Production Record - Bottom

Food Items Used and Form	Indicate If School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Record # of Seconds/A la Carte Sold	Amount Leftover
<b>Meat/Meat Alternates</b>				
Grilled Chicken	Tyson	275 2 ea. (round a unit)	15	5
Chaf Salad	S.R.	6-8 10 each		2
		6-12 10 each		1
<b>Grains - Indicate if Whole Grain Rich (WGR)</b>				
Hot Cereal	1 Lot	225 2 ea.		20
WGR Coldmeal Cakes	S.R.	200 1 ea.	20	15
<b>Fruits</b>				
Watermelon		20 lbs		5 lbs
Oranges		40 lbs		
<b>Vegetables</b>				
Green Beans	C	6 #10 cans	1 #10	
French Fries	Generation 7	20 lbs	2 lbs	
			Indicate L.O. to subtract only	
<b>Milk</b>				
Chocolate Skim	HiLand	100		40
White 1%		20		10
<b>Other (e.g. margarine, condiments)</b>				
BBQ Sauce	C	1 gal		10 gal
Catfish		2 #10		1 1/2 #10

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Production Record - Breakfast

Example - Completed Breakfast Production Record

Breakfast Production Record

School: Lincoln School

Date: May 2

Count of Week  
S M T W T F S

Attachment K-1  
Year: 20XX-XX

Planned # of Student Breakfasts 75

Adult Breakfasts 10

Menu

Cooking Temp/Time

# Planned for K-8

# Planned for 9-12

# Planned for

Offer Versus Serve  
Yes X No

Grades: All

Seconds or A la Carte Items Sold from the Main Line  
Yes X No

Pancakes and Sausage	150/7:15	1 ea/1 ea	2 ea/1 ea		
OR					
Cereal and Toast		1 oz/1 ea	1 oz/2 ea		
Assorted Juice		1 ea	1 ea		
AND					
Fruit		1/2 cup	1/2 cup		
Milk		1 ea	1 ea		

Handout

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Production Record - Breakfast

Food Items Used and Form	Indicate If School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Number of Seconds/A la Carte Sold	Amount Leftover
<b>Meat/Meat Alternates</b>				
Sausage Patties	C	75 1 oz		20
<b>Fruits/Vegetables</b>				
Juice - 4 fl. oz.	HiLand	Orange Apple - 125	15	45
Instant Banana-Dried		10 lbs.		0
<b>Grains - Indicate if Whole Grain Rich (WGR)</b>				
WGR Pancakes	S.R.	100 1.25 ea.	8	0
WGR Cereal - Honeylok	O. Mills	Cherries - 5		2
WGR Toast	S. Lee	Corn T. Crumbs - 10		6
<b>Milk</b>				
Chocolate Skim	HiLand	100		40
White 1%		20		5
<b>Other (e.g. margarine, jelly)</b>				
Syrup - 1.5 oz		75		24
Margarine - and		25		10
Margarine - and	C	75		20

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## Portion Sizes - Be Specific!

### Example – Specifically Identifying Entrée Portion Sizes

Example – Specifying Entrée Portion Sizes

Attachment K-2

Lunch Production Record

School: \_\_\_\_\_ Date: \_\_\_\_\_ S M T W T F S \_\_\_\_\_ Year: \_\_\_\_\_

Planned Number of: \_\_\_\_\_

Student Lunches \_\_\_\_\_

Adult Lunches \_\_\_\_\_

Planned # Portions/ Serving Size by Grade Group

Menu	Cooking Method	Portion Size				Notes
		# Planned for K-6	# Planned for 9-12	# Planned for Pre-K	# for Portion Size is correct?	
List Entrée Choices First  Spaghetti with Meat Sauce		1.5 oz 3/4 cup 3/4 cup / 3 fl oz	2 oz 1 cup 1 c / 4 fl oz		Is this portion size correct?	
Garlic Bread		1 slice	2 slices			
F/V Bar		1 each	1 each			
Milk		1 each	1 each			

Other Versions Served

Yes ☐ No ☐

Cooking Method

Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Vegetable

Today ☐ Tomorrow ☐ 3 days ☐ 4 days ☐ 5 days ☐ 6 days ☐ 7 days ☐ 8 days ☐ 9 days ☐ 10 days ☐ 11 days ☐ 12 days ☐

Grain

Today ☐ Tomorrow ☐ 3 days ☐ 4 days ☐ 5 days ☐ 6 days ☐ 7 days ☐ 8 days ☐ 9 days ☐ 10 days ☐ 11 days ☐ 12 days ☐

Milk

Today ☐ Tomorrow ☐ 3 days ☐ 4 days ☐ 5 days ☐ 6 days ☐ 7 days ☐ 8 days ☐ 9 days ☐ 10 days ☐ 11 days ☐ 12 days ☐

Handout

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## How to Record Self-Serve Items

### Example – How to Show Self-Serve Items

Lunch Production Record		Example - How To Show Self-Serve Items					Attachment K-2	
School	Date:	From Day of Week					Year:	
Planned Number of: Student Lunches _____ Adult Lunches _____		MEAL PATTERN Planned # Portions/Serving Size by Grade Group					Offer Versus Serve Yes _____ No _____ Grades _____	
Menu						Vegetarian _____ For Grade _____		
	Counting Portions	# Planned for K-4	# Planned for 5-12	# Planned for 9-12	# for Pre-K	Vegetarian Servings Today _____ Week _____ K-5 _____ 6-8 _____ 9-12 _____		
List Entree Choices First								
Cavatini	3/4 cup		1 cup			Grain Requirements Today _____ Week _____ K-5 _____ 6-8 _____ 9-12 _____		
Romaine Salad	1 cup		S.S.					
Assorted Relishes	1/4 cup		S.S.					
Peaches	1/2 cup		S.S.			M/M/M All Requirements Today _____ Week _____ K-5 _____ 6-8 _____ 9-12 _____		
Breadstick	1 each		1 each					
Milk	1 each		1 each					

Handout

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## Single Day Food Bar form

### Single-Day Food Bar Production Record

SCHOOL

This production record is designed for schools that have food bars on occasion such as a potato bar, salad bar, pasta bar, etc. If you repeat this bar often, write in the items you routinely use prior to copying this form and reuse it as needed. Use the Vegetable Subgroup Key column to record the abbreviation for the following vegetable subgroups served:

Date: \_\_\_\_\_ Year: \_\_\_\_\_ Planned Participation: \_\_\_\_\_

E (K-3) M (6-8) H (9-12) A (Adult)					
Food Items Used and Form	Cooking	Indicate if:	Vegetable	Total Amount	Amount

Food Items Used and Form	Cooking Time *	Indicate if School Recipe (SR) or Product Brand/Number or Commodity (C)	Vegetable Subgroup Key	E (K-5) M (6-8) H (9-12)		Amount Leftover
				Prepared	Reconstituted	
Potatoes		120 count		_____	_____	lbs
Cheese Sauce		S.R.		_____	_____	gal
Turkey Ham, C		C		_____	_____	lbs
Chicken, Diced		C		_____	_____	lbs
Chili,		USDA D-20		_____	_____	gal
Broccoli, frozen cuts				_____	_____	lbs
Black Olives				_____	_____	#10 can
Baby Carrots				_____	_____	lbs
Diced Tomatoes				_____	_____	lbs

Handout

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### Multi-Day Milk Form (Optional)

[illegible]

## Handout

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## Recording Food Items on Self-Serve Fruit/Vegetable Bars and Condiments



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## Multi-Day Form: F/V Bar

[illegible]

***Make sure to record leftovers and total amount used***

## Handout

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Production Record Examples

Planned Number of Student Lunches Adult Lunches	325	FOOD BASED MEAL PATTERN Planned # Portions/Serving Size by Grade Group				Other Items Served Yes <input type="checkbox"/> No <input type="checkbox"/> Grades: K-6 Pre-Grade Review
Menu		# Planned for K-4	# Planned for 4-6	# Planned for 6-12	# for Pre-K	
Let's Eat! Choices Plate						
Chicken Noodle	<input checked="" type="checkbox"/>	1	1	1		
PIBAJ		1	1			
Corn	<input checked="" type="checkbox"/>	4oz	4oz			
Peaches		1/2	1/2			
Banana						
Milk		1	1			

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Production Record Examples

Planned Number of Student Lunches Adult Lunches	325	FOOD BASED MEAL PATTERN Planned # Portions/Serving Size by Grade Group				Other Items Served Yes <input type="checkbox"/> No <input type="checkbox"/> Grades: K-6 Pre-Grade Review
Menu		# Planned for K-4	# Planned for 4-6	# Planned for 6-12	# for Pre-K	
Let's Eat! Choices Plate						
Chicken Noodle	<input checked="" type="checkbox"/>	1	1	1		
PIBAJ		1	1			
Corn	<input checked="" type="checkbox"/>	4oz	4oz			
Peaches		1/2	1/2			
Banana						
Milk		1	1			

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Meal Pattern Check Form


Meal Pattern Check Form - Breakfast & Lunch w/Inexpensive Substitutions	SCHOOL				MENU WEEK				TOTAL
Breakfast	Monday	Tuesday	Wednesday	Thursday	Friday				
Grains									
Vegetables									
Protein									
Milk									
Other									
Lunch	Monday	Tuesday	Wednesday	Thursday	Friday				
Grains									
Vegetables									
Protein									
Milk									
Other									
Handout									


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### Record Retention

- Production Records/Recipes
  - 3 years *plus current*
- HACCP Records
  - 1 year *plus current*

Property of the School and must be easily retrievable  
(If saved electronically must maintain a back-up file)





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### If you are **New** Food Service Director....

Please enter Name, Title, School Name, School Phone Number, and Email in the [Google Sheet](#) now. Link is in the chat box.

Rocky Road – Food Service Director/  
Perfect Public School/ 308-731-2323 ext. 9/  
[Rocky.road@perfectschool.org](mailto:Rocky.road@perfectschool.org)

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### Important on the Sponsor Application – 3 Contacts

Information Must Be Up-to-Date

Email addresses are generated from the Sponsor Application

Check the box if new

Authorized Representative				
Person ultimately responsible for managing the School Nutrition Program(s)				
	Position	First Name	M.I.	Last Name
9. Name:		Sharon	L	Waggoner
10. Email Address:		dwaggoner@spn.org		
11. Phone:		(402) 779-5589	Ext:	214 Fax: (402) 779-5578
12. Alt. Phone:			Ext:	
13. Title:		Superintendent		
14. Check if new?		<input type="checkbox"/>		
Food Service Director/Manager				
	Position	First Name	M.I.	Last Name
15. Name:		Kristal		Gonzales
16. Email Address:		kgonzales@spn.org		
17. Phone:		(402) 779-5589	Ext:	218 Fax: (402) 779-5578
18. Title:		Food Service Manager		
19. Check if new?		<input checked="" type="checkbox"/>		
Claims Contact				
	Position	First Name	M.I.	Last Name
20. Name:		Julia	L	Hershey
21. Email Address:		jhershey@spn.org		
22. Phone:		(208) 512-3274	Ext:	
23. Title:		Secretary		
24. Check if new?		<input type="checkbox"/>		

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### Questions?



Contact Nutrition Services at:  
1-800-731-2233 or 402-471-2488



Click on "Contact Us" at:  
<https://www.education.ne.gov/ns/contact-us/>

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17fac2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(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: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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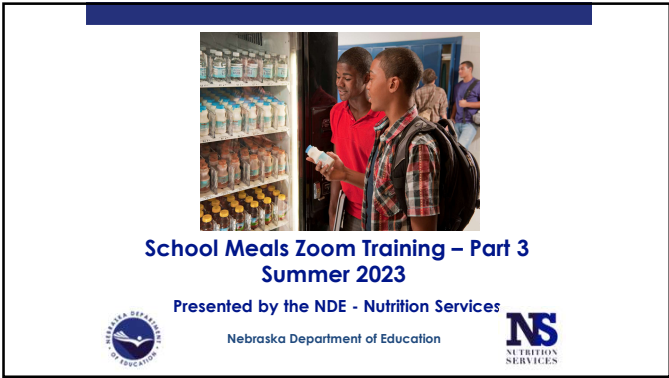
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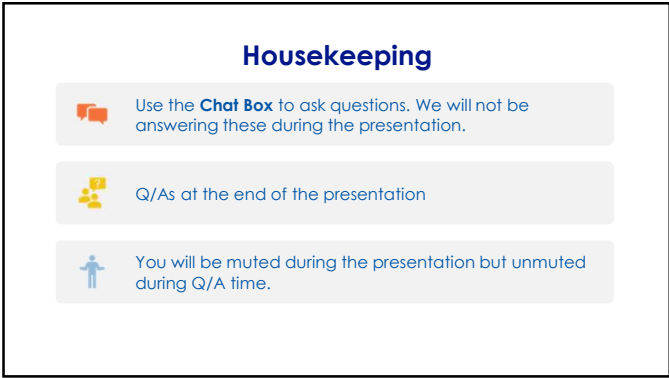
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### Training Certificate

- Certificate is in your handout packet
- Using the honor system
- Stay until the end for success and less stress *(you might miss something you need to know)*



Handout

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### More Housekeeping Tips



The slide deck and handouts have been emailed to you and posted on the Nutrition Services Website



Handouts will be reviewed in packet order



Training Certificate for today in packet

Handout

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### Areas Covered in Part 1 and 2

**Part 1: Meal Pattern and Service**

- Food Based Meal Patterns for Lunch and Breakfast
- 5 Food Components (meat/meat alt., fruits, vegetables, grains, and milk)
- Grade Group Portion Sizes (K-5, 6-8, 9-12)
- Nutrient Standards
- Required Signage to be posted for students to recognize a reimbursable meal
- Offer versus Serve
- Point of Service Meal Counting

**Part 2: Required Documentation**

- Labels
- Food Buying Guide
- HACCP
- Production Records
- Record Retention



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After training you will be able to:

Identify

• Requirements for meal service for PreK, After-school Care Snack, and the Special Milk Program, along with other program requirements

Develop

• Program menus, and procedures for meeting all program requirements

Complete

• Record keeping requirements for the school meals program

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Providing Meals for Preschoolers in the School Meals Program

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USDA Preschool Meal Patterns

• The National School Lunch Program (NSLP) – portions based on child's grade (Grades K-5)

• The Child and Adult Care Food Program (CACFP) – portions based on child's age (Ages 1-2, Ages 3-5)

Meal Pattern	Breakfast	Lunch	Snack	Dinner
1-2 Years	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables
3-5 Years	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables	1/2 cup milk, 1/4 cup cereal, 1/4 cup fruit, 1/4 cup vegetables

Handouts

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- **SBP and NSLP** meal pattern can be followed when preschoolers are served in the cafeteria at the same time as other students. Students are intermingled with other students in different grades. The server can't distinguish a PreK student from a grade school student. This is called **co-mingling**.
- **CACFP** meal pattern **must** be followed when preschool meals are served in the classroom or if preschoolers are **not co-mingled** with other students in the cafeteria. An example would be if they come to the serving line all in one group, they are **not co-mingled**.

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Lunch/Meat serves all 5 components for a reimbursable meal			
Food Components and Food Items	Ages 1-2	Ages 3-5	
<b>Fluid Milk*</b>	3/2 cup	3/4 cup	
<b>Meat/Meat Alternatives</b>			
Lean Meat, poultry, or fish	1 oz	1.5 to 2 oz	
Tofu, soy product, or alternate protein product*	1 oz	1.5 to 2 oz	
Cheese	1 oz	1.5 to 2 oz	
Large Egg	1/2	3/4	
Cooked dry beans or peas	3/4 cup	3/8 cup	
Peanut butter or soy nut butter or another seed butter	2 Tbsp.	3 Tbsp.	
Yogurt, plain or flavored, or unsweetened*	4 oz	4 to 6 oz	
Yogurt, plain or flavored, or unsweetened*	4 oz	4 to 6 oz	
Nuts or more than 50% of meat/meat/alternative requirement	1/2 oz	3/4 oz or 1/2 cup	
<b>Vegetables*</b>	1/2 cup	3/4 cup	
<b>Fruits*</b>	1/2 cup	3/4 cup	
<b>Grains (or equivalents)*</b>			
Whole grain or enriched bread	1/2 oz	1/2 oz	
Whole grain-rich or enriched bread product such as flatbread, roll or muffin	1/2 oz	1/2 oz	
Whole grain-rich, enriched or fortified cooked cereal (dry/cold)	1/4 cup	1/4 cup	

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### Milk

- For children 2-5 years of age:  
**Unflavored** 1% or skim milk only;  
flavored milk **cannot** be served

In CACFP & NSLP:

- WATER** - must be offered at meals



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### Meat/Meat Alternate Options

- Tofu and yogurt, including soy yogurt, can be served in CACFP
- Yogurt – must contain no more than 15 grams of sugar per 4 ounce serving  
(1/2 cup = 1 ounce of M/MA)
- Overall, M/MA quantities credit the same as school lunch



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### Fruits and Vegetables

- Fruits and vegetables are separate meal components
- For ages 3-5 the portion size is ¼ c. for fruit and ¼ c for vegetable. A ½ c. vegetable may be served in place of the fruit but must serve two different vegetables. *See footnote # 8 of Preschool Meal Pattern Chart.*
- Juice – limited to serving once a day/child



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### Fruits and Vegetables

- A vegetable may be used to meet the entire fruit requirement at lunch
- If replacing the fruit component, with a vegetable the portion size must be at least the ¼ c. The total portion size for vegetables would be ½ c.
- **Two different types of vegetables must be offered**





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### Juice

- For children ages 1-18, pasteurized 100% juice may only be used to meet the vegetable or fruit requirement at **one meal**, including snack, per day





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### Grains

- At least **one** serving per day must be WGR or Whole Grain
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce
- Grain-based desserts – **not** creditable in CACFP, with exceptions: *muffins, quick breads, graham crackers, and animal crackers.*
- Other dessert type items may not be served  
(doughnuts, sweet rolls, cereal/granola/breakfast bars, toaster pastry, cookies, and cake)









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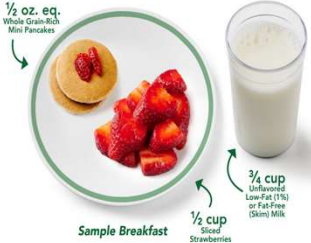
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### Minimum Portions for Ages 3-5 yrs. at Breakfast



**What is in a Breakfast?**  
Milk (6 fl. oz. or ¾ cup)  
Vegetables, Fruits, or Both (½ cup)  
Grains (½ oz. eq.)  
Optional: Meats/meat alternates may be served or part of the entire grain component up to 3 times per week at breakfast.



½ oz. eq. Whole Grain-Rich Mini Pancakes  
¾ cup Unflavored Low-Fat (1%) or Fat-Free (Skim) Milk  
½ cup Sweet Strawberries

**Sample Breakfast**

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### Minimum Portions for Ages 3-5 yrs. at Lunch



**What is in a Lunch or Supper?**  
Milk (6 fl. oz. or ¾ cup)  
Meats/Meat Alternates (1½ oz. eq.)  
Vegetables (¾ cup)  
Fruits (¾ cup)  
Grains (½ oz. eq.)



¾ cup Unflavored Low-Fat (1%) or Fat-Free (Skim) Milk  
1 Taco Made with:  
1½ oz. Lean Ground Beef,  
¾ cup Lettuce\*, and  
¾ cup Chopped Tomatoes  
½ oz. eq. Enriched Flour Tortilla  
¾ cup Baked Sweet Potatoes

**Sample Lunch/Supper**

A second, different vegetable may be served in place of half of each at lunch and supper. In this meal, the ½ cup of lettuce and ½ cup of tomatoes in the taco meets the vegetable requirement, and the ¾ cup of sweet potatoes is used to meet the fruit component.

\*Raw leafy greens, such as lettuce, should be half size amount served. The ½ cup of lettuce in the taco counts as ½ cup of vegetables in this meal.

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified. At least one grain served each day must be whole grain-rich.

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### Serving Snack

- Snacks served during the school day **cannot** be claimed for reimbursement
- Non-reimbursable snacks may need to follow CACFP meal patterns for licensing requirements
- Pre-school snacks **cannot** be paid for out of the school meals account. These will need to be billed to the PreK Program or General fund.



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Other Program Considerations...

- Recordkeeping: Production Records and Label information **must** be on file to document compliance
- Food Production: frying not allowed
- **OVS: not an option** when utilizing the CACFP Meal Pattern
- Serving Option: **Family Style Meal Service**

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Family Style Meal Service

- With adult supervision, children seated at tables serve themselves
- Each food component, in sufficient quantity, must be available for each child to select at least the minimum required portion size
- A child may decline all foods as long as each food component is offered more than once



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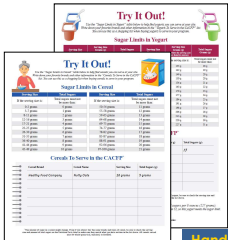
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Important Resources

- [USDA's Guide: Serving Meals to Preschoolers](#)
- [USDA Cereal Sugar Limit Guide](#)
- [USDA Yogurt Sugar Limit Guide](#)



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Civil Rights

- USDA's Nondiscrimination Statement: must be included in program information, student handbooks and district website in the areas that address the school meals program
- The **"And Justice for All"** poster must be posted in the foodservice area and be visible to program participants
- On menus, it can be the single sentence – **"USDA is an equal opportunity provider."**



USDA has not sent the new poster - keep the old version posted

Handout

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Civil Rights Training Resources



Documentation of training includes staff name, position, name of training, if receiving continuing education hours indicate length of training

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Civil Rights

- Child Nutrition Program Sponsors are responsible for training all frontline staff annually, these include:
  - All food service staff
  - Staff responsible for reviewing/approving free and reduced meal application or income eligibility forms
  - Point of Service/Cashiers
  - Teachers responsible for breakfast in the classroom
  - Program volunteers
- New employees must receive training prior to involvement in program activities

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### Special Diets

- Food Service is required to work with the household to best meet the nutritional needs of their student(s)
- Households **must** be informed of the process and procedure for requesting student meal accommodation requests




Americans with Disabilities Act



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### Special Diets

- Accommodations can be made within Meal Pattern Requirements (*Request for Meal Accommodation form should be completed by student/household*)
- Accommodations outside of Meal Pattern Requirements (*Medical Statement form must be completed and signed by licensed health care provider*)
- Lifestyle Choices – consider offering menu options to accommodate

[Special Diets –NS Website](#)






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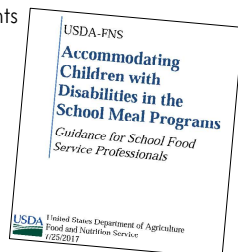
### Best Practices

- Working with Special Diets involves the **School Team** (*Principals, School Nurses, Classroom Teachers, Food Service*)
- Keep an open line of communication with the household about the special diet needs of their student
- While a new medical statement is not required annually – check in with the household annually if their student is still needing the meal accommodations. If you are told of different meal accommodations request a new Medical Statement (*remember to document the contact and what was discussed*).



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- Statutory and Regularity Requirements
- Addresses Meal Modifications
- Reimbursement for Modified Meals
- Meal Service Modifications
- Procedural Safeguards and Training
- Non-Disability Situations



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- Annual Professional Standards Continuing Education Training Hours for **all** foodservice staff.
- Training hours earned in excess of the annual requirement may be applied to the school year directly preceding or directly following the date of training.
- All training **must** be documented on a training/tracker log.

Professional Standards	
Annual Training Requirements	
Title	Required Hours
Program Directors	12 hours
Program Managers	10 hours
Program Staff (20 or more hours per week)	6 hours
Program Staff (less than 20 hours per week)	4 hours
Vended Site Staff (20 or more hours per week)	6 hours
Vended Site Staff (less than 20 hours per week)	4 hours



Handout

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- Training documentation is required and should include:
  - Dates
  - First and last name of each person attending training
  - Signatures
  - Topics/Title

[illegible]

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### Professional Standards

- USDA Hiring Standards for all new food service directors (**education and experience requirements**)
- SFA's must hire staff that meet these standards and supply documentation upon request

Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).)

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Minimum Education Standards	Bachelor's degree, or equivalent educational experience, with academic major in specific areas *	Bachelor's degree, or equivalent educational experience, with academic major in specific areas *	Bachelor's degree, or equivalent educational experience, with academic major in specific areas *

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### Professional Standards

- **New Food Service Directors** must have at least 8 hours of food safety that is not more than 5 years prior to their starting date or complete this training within **30 days** of their start date as the Food Service Director.
- [SERV Safe Manager Certificate](#)
- or
- [Always Food Safe Food Manager Certification](#)

Contact [beth.haas@nebraska.gov](mailto:beth.haas@nebraska.gov) (our expert on Food Safety)



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### Non-Program Foods

- **Definition:** any non-reimbursable food or beverage purchased using funds from the nonprofit food service account
- Includes the sale of 2<sup>nd</sup> entrees, milk, any other "extra" items and adult meals
- Prices charged must be set high enough to recover food cost - cannot lose money; keep calculations on file
- Adult meals – NDE's recommendation



Handout

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### NDE Recommended Adult Meal Price SY23-24

**Adult Lunch Price \$4.60**

- Free Rate of Reimbursement + Value of Donated Foods (commodities) + Performance Based Incentive
- \$4.25 + \$.295 + \$.08 = \$4.625 (NDE recommended adult lunch price \$4.60)

**Adult Breakfast Price \$2.75**

- Severe Need Free Reimbursement + State Reimbursement
- \$2.73 + \$.05= \$2.78 (NDE recommended adult breakfast price \$2.75)

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### Nebraska's Competitive Food Policy

- Identifies **WHEN** foods can be sold
- Competitive food sales prohibited from 1/2 hour before meal service until 1/2 hour after meal service
- Applies to breakfast and lunch
- Reimbursement withheld from schools in violation of this policy



Handout

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### Smart Snacks in Schools

Regulations specify **WHAT** foods/beverages can be sold during the school day



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Smart Snacks Decision Chart

Effective July 1, 2021

MUST meet all of the Nutrient Standards for:

1. Calories ≤ 200 Snack/side  
≤ 350 Entree

2. Sodium (mg) ≤ 200 Snack/side  
≤ 480 Entree

3. Total Fat (≤ 35% calories)

4. Saturated Fat (< 10% calories)

5. Trans fat (g) 0

6. Total sugar (≤ 35% by weight)

AND

Snack/Side/  
Entree that is

1st Ingredient Grain

• ≥ 50% WHOLE GRAIN

A

OR

1st Ingredient (one of the following)

• FRUIT

• VEGETABLE

• DAIRY (pudding, ice cream, cheese, yogurt)

• MEAT (poultry, eggs, nuts, fish)

B

OR

A Combination Food

• With 1/4 cup fruit/vegetable

C

The Smart Snacks Guidelines define **smart** as can be sold during the school day.

The Nebraska Competitive Food Rule requires that no other program or school group sell food or beverages anywhere on the school campus 1 hour before to 1 hour after breakfast and lunch. This rule defines **smart** items can be sold during the school day.

**School Campus**—all areas of school property that are accessible to students during the school day


**School Day**—for food/beverages that do not meet the Smart Snacks criteria, nothing can be sold from midnight before until 30 minutes after the end of the official school day

See reverse side for information on Beverages and Exemptions. See NDE-NE website for more information.

This institution is an equal opportunity provider.

Smart snacks

Competitive foods



Handout

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Smart Snacks

Smart Beverages

Beverages allowed and maximum sizes for buildings with:

Mixed grades of K-12, K-8, K-4 or Elementary only

SEE NOTE

Water: Any size Plain, Carbonated or Non-Carbonated

Milk: (8 oz) — Skim or 1% Unflavored, Skim or 1% Flavored

Juice: (8 oz) - 100% Juice, Plain or Carbonated (With no added sweeteners)

NOTE — All beverages must be caffeine free. Buildings with Elementary and Middle School students combined can serve only beverages from Group 1.

GROUP 1

Beverages allowed and maximum sizes for buildings with:

Mixed grades of 4-12, 4-8 or Middle School Only

SEE NOTE

Water: Any size Plain, Carbonated or Non-Carbonated

Milk: (12 oz) — Skim or 1% Unflavored, Skim or 1% Flavored

Juice: (12 oz) - 100% Juice, Plain or Carbonated (With no added sweeteners)

NOTE — All beverages must be caffeine free. Buildings with Middle School and Elementary students combined: see Group 1.

GROUP 2

Handout

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Alliance For a Healthier Generation

<https://foodplanner.healthiergeneration.org>




Recipes

Freshen up your menu with these kid-friendly recipe ideas.



Menu Plan


Check out our menu plan ideas.



Product Calculator

View Smart Snacks Product Calculator

View CACFP Product Calculator



Food for Thought

Slam Dur Snacking

03/27/2019 | Does March Cheer on your delicious diet?

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NDE Nutrition Services 8/2023


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### Procurement

To receive federal reimbursement... federal procurement regulations must be followed

Must be conducted in a manner that promotes full and open competition

Must be good stewards of taxpayers' dollars



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### USDA Program Regulations Pertaining to Procurement

<b>USDA Program Regulations</b>  Procurement Rules Access to the U.S. National Archives and Records Administration website at <a href="https://www.archives.gov/fdsys/cfr/procure">https://www.archives.gov/fdsys/cfr/procure</a>  Allowable Cost Rules Access CDR Circulars on the Office of Management and Budget website at <a href="https://www.omb.eop.govt/procurement">https://www.omb.eop.govt/procurement</a>  Federal Small Purchase Threshold  Anticompetitive Practices  Geographical Preferences	<b>Public Schools and Public Residential Child Care Institutions</b>  7 CFR Parts 210, 213, 215, and 218  Part 203B Sections: 203B.3020-10, 203B.402-2, 37  A-187  Lessor of \$250,000, state or local rules  Potential contractors may provide information. Potential contractors named agency procurement document or contract information.  Geographical preferences are prohibited, except agencies may specify an regional geographic preference in the procurement of unprocessed locally grown or locally raised agricultural products.	<b>Private Schools and Private Residential Child Care Institutions</b>  7 CFR Parts 210, 213, 215, and 218  Part 203B Sections: 203B.402-28  A-322  Lessor of \$250,000, state or local rules  Potential contractors may provide information. Potential contractors named agency procurement document or contract information.  Not applicable
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**Indirect Costs: Guidance for State Agencies and School Food Authorities**



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### The Multi-step Process of Procuring Goods, Products, and Services

**Steps Involved:**

- Plan Menus
- Determine the products needed for the menus
- Forecast the necessary quantities of each product
- Product descriptions and quality standards
- Establish delivery schedules and inventory management



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### More Steps for **PROCUREMENT**

- Determine the proper procurement method and create solicitation documents
- Contact potential vendors to obtain competitive offers
- Evaluate vendor responses
- Select the vendor that is most responsive and responsible with consideration of price
- Manage the contract or purchasing process

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### Procurement Methods

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graph TD; A["Small Purchase Threshold  
(Federal & State Threshold = $250,000)"] -- "<=" --> B["Informal"]; A -- ">" --> C["Formal  
Anytime - Required over $250,000"]; B --> D["Micro-Purchases  
<$10,000"]; B --> E["Small Purchases"]; D --> F["Distribute equitably among suppliers"]; E --> G["Requires price quotes from at least 3 bidders"]; G --> H["Bread, Milk  
Large Equipment"]; C --> I["Sealed Bids (IFBs) & Competitive Proposals (RFPs)"]; I --> J["* Requires public advertising"];
```

USDA's Guidance Manual: Procuring Local Foods for Child Nutrition Programs

Handout

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### Procurement

- USDA required **Procurement Reviews** conducted at the same time as an Administrative Review
- SFA's must have the following:
  - Code of Conduct (ethical practices)**
  - Procurement Plan (procurement methods)**
- Review of purchasing practices and past purchases

Handout

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### Buy American Provision



All food procurement transactions using funds from the nonprofit food service must comply with the Buy American provision (included in solicitation and contract language) See SP 38-2017

Exceptions: the product is not produced or manufactured in the U.S. in sufficient and reasonable quantities of a satisfactory quality; or

Competitive bids reveal the cost of the U.S. product is significantly higher than the non-domestic product

Must keep documentation justifying the use of any exception(s) (price/availability/domestic alternative substitutes)

Handout

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### Supply Chain Assistance (SCA) Funding

First distributed to SFAs in SY 21-22

Used for only unprocessed or minimally processed food items

Maintain receipts and invoices for review and audit purposes

Adhere to the "Buy American" Provision

Round 4 of SCA Funds for SY23-24  
Must apply for these funds

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### USDA Foods Program

- Administered by the Dept. of Health and Human Services
- Entitlement dollars for the purchase domestic agricultural food products in school and institutions
- Need to use these dollars annually

USDA Foods – [www.cnpsweb.org/nebraska/login](http://www.cnpsweb.org/nebraska/login)

Coordinator Chad Mohr – 402-540-0480  
[chad.mohr@nebraska.gov](mailto:chad.mohr@nebraska.gov)

Staff Assistant Brian Gerkenmeyer – 402-580-2503  
[brian.gerkenmeyer@nebraska.gov](mailto:brian.gerkenmeyer@nebraska.gov)

Program Year Selection	Program Start Date	Program End Date
2019	July 1, 2019	June 30, 2019
2020	July 1, 2019	June 30, 2019
2021	July 1, 2019	June 30, 2019
2022	July 1, 2019	June 30, 2019
2023	July 1, 2020	June 30, 2021
2024	July 1, 2021	June 30, 2022
2025	July 1, 2022	June 30, 2023
2026	July 1, 2023	June 30, 2024

Handout

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If you are **New** Food Service Director....

Please enter Name, Title, School Name, School Phone Number, and Email in the **Google Sheet** now. Link is in the chat box.

Rocky Road – Food Service Director/  
Perfect Public School/ 308-731-2323 ext. 9/  
Rocky.road@perfectschool.org

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Important on the Sponsor Application – 3 Contacts

Information Must Be Up-to-Date

Email addresses are generated from the Sponsor Application

Check the box if new

Authorized Representative

	School	First Name	M.I.	Last Name
16. Name:		Diana	L.	Wassman
19. Email Address:		dwassman@psps.org		
21. Phone:	(402) 779-5569	Ext:	224	Fax: (402) 779-5578
22. Alt Phone:		Ext:		
23. Title:	Superintendent			
24. Check if new?	<input type="checkbox"/>			

Food Service Director/Manager

	School	First Name	M.I.	Last Name
25. Name:		Kristal		Gonzalez
26. Email Address:		kgonzalez@psps.org		
27. Phone:	(402) 779-5569	Ext:	228	Fax: (402) 779-5578
28. Title:	Food Service Manager			
29. Check if new?	<input checked="" type="checkbox"/>			

Chain Contact

	School	First Name	M.I.	Last Name
30. Name:		Jada	L.	Harris
31. Email Address:		j.harris@psps.org		
32. Phone:	(505) 532-1874	Ext:		Fax: (505) 532-8015
33. Title:	Secretary			
34. Check if new?	<input type="checkbox"/>			

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After School Care Snack Program & Special Milk Program








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### After School Care Snack Program




 Offer educational or enrichment activities


 Only serve snacks after the end of the school day

 Production records and an accurate point of service meal count to support the claim for reimbursement

 Conduct two onsite reviews during each school year

(The first review must be conducted within 4 weeks of program start date)

 Meet Meal Pattern and Maintain Food Safety

 Ensure potable water is available to students

*This program is often served by others – make sure it is administered correctly!*

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### Area Eligibility

- Sites located in areas served by a school or in a RCCI, in which **at least 50 percent of the enrolled children are eligible for free or reduced-price meals**
- All students receive snacks at no cost
- Claim all snacks at the free rate of reimbursement

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### Attendance Area Eligible

- Must document the site is located **in the attendance area of a school where at least 50 percent of the enrolled children are eligible for free or reduced price meals.**
- All students receive snacks at no cost
- Claim all snacks at the free rate of reimbursement

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Non-Area Eligible

- Sites located in areas served by a school or in a RCCI in which **less than 50 percent of the enrolled children are certified eligible for free or reduced price meal benefits**
- Claim snacks at the Free, Reduced and Paid rates of reimbursement
- Can implement a pricing or non-pricing program

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Non-Area Eligible  
Pricing vs Non-Pricing Program

- **Pricing Program**
  - Snacks are claimed in their respective categories – free, reduced and paid
  - Students are charged based on their eligibility status
    - Free eligible students receive their snack at no charge
    - **Reduced price eligible students charged no more than 15 cents**
    - Paid students pay the price determined by the school/facility.

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Non-Area Eligible  
Pricing vs Non-Pricing Program

- **Non-Pricing Program**
  - Snacks are claimed in their respective categories – free reduced and paid
  - Students receive their snacks at no charge
  - The snacks are paid for from other non-program funds (non-federal funds, general fund)

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<h1>School Meals Application</h1>																						
<p style="text-align: center;"><b>2023 – 2024 SNIP Site Application</b></p> <p><small>Issue Active Public School</small></p> <p style="text-align: center;"><b>NORRIS PARK ELEMENTARY</b> <small>2100 N 3rd Columbia</small></p> <p><b>Program Information</b></p> <p>I. Participating Program(s)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. National School Lunch Program (NSLP)      CFDA #10.555</li> <li><input type="checkbox"/> B. National Breakfast Program (NBP)            CFDA #10.552</li> <li><input type="checkbox"/> C. After-school Care Program (ASCP)          CFDA #10.555</li> <li><input type="checkbox"/> D. Special Milk Program (SMP)                 CFDA #10.556</li> <li><input type="checkbox"/> E. Fresh Fruit and Vegetable Program (FFVP)      CFDA #10.552</li> </ul>	<p><b>Section C – AFTER-SCHOOL CARE PROGRAM (ASCP)</b></p> <p>C1. Questional Dates:      Start Date: 08/28/2023      End Date: 05/17/2024</p> <p>C2. Days of the week snacks are served and claimed for reimbursement: (Check all that apply)</p> <p style="margin-left: 20px;">Non-Fri: <input type="checkbox"/>    Mon: <input type="checkbox"/>    Tue: <input type="checkbox"/>    Wed: <input type="checkbox"/>    Thu: <input type="checkbox"/>    Fri: <input type="checkbox"/></p> <p>C3. Snack Service Times      Begin Time: 3:25 PM      End Time: 4:00 PM</p> <p>C4. What time does the normal school day end?      3:25 PM</p> <p>C5. Point of Service/Cook:      Snack      Master/Check Off</p> <p>PDS count must be taken after snack is served.</p> <p>C6. Free and Reduced Enrollment Percentage:      95.11 %</p> <p>SSE to:      @ Attendance Area Eligible - Eligible based on this site (claim all snacks free).                         @ Attendance Area Eligible - Eligible based on another qualifying site.                         @ Non-Attendance Area Eligible (reduced and paid).</p> <p>Enter the Qualifying Site for the After-school Care Program:</p> <p>C7. For each activity offered at this site, indicate the title of the adult supervisor and the days of the week each activity is offered.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Type of Activity</th> <th>Supervisor by (Provide Title only)</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>Art/Music</td> <td>Site Director, Art Teacher &amp; Support Staff</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Physical and Recreational</td> <td>Principal, Art Teacher &amp; Support Staff</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Type of Activity	Supervisor by (Provide Title only)	M	T	W	T	F	Art/Music	Site Director, Art Teacher & Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical and Recreational	Principal, Art Teacher & Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of Activity	Supervisor by (Provide Title only)	M	T	W	T	F																
Art/Music	Site Director, Art Teacher & Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Physical and Recreational	Principal, Art Teacher & Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																

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[illegible]

## SY 2023-24 Reimbursement Rates



After School Snacks	Free	\$1.17
	Reduced	\$0.58
	Paid	\$0.10

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[illegible][illegible]

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[illegible]

### Meal Pattern

- Serve at least **2 different** components (*in the required portion size*) of the following four food components:

Component	Serving Size
Milk	1 cup/8 fluid ounces
Vegetables and Fruits	¾ cup
Grains	1 oz. eq.
Meat/Meat Alternate (M/MA)	1 ounce

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### What is in a Snack?

Pick 2:  
Milk (8 fl. oz. or 1 cup)  
Meats/Meat Alternates (1 oz. eq.)  
Vegetables and Fruits (¾ cup)  
Grains (1 oz. eq.)

1 oz. eq. Crackers

¾ cup Mandarin Oranges

**Sample Snack**

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### Meal Pattern Chart

- <https://www.education.ne.gov/forms-resources/national-school-lunch-program/after-school-snacks>

AFTER SCHOOL SNACK MEAL PATTERN	
MINIMUM QUANTITIES FOR AFTER SCHOOL SNACK MEAL PATTERN	
SELECT ONE SERVING FROM TWO DIFFERENT FOOD COMPONENTS	
<b>Food Components</b>	<b>Required Grade Group</b>
Milk: fluid or homogenized or de-creamed (1% or skim flavored or unflavored)	Grades K-12 8 fluid ounces
<b>Fruit/Vegetables:</b> May be fresh, frozen, or canned (all full-strength fruit puree) All full-strength vegetable juice (Excludes products that are not pure vegetable juice, but other brands do not count as vegetable without a USDA Nutrition Label.)	¾ cup
<b>Grains/Breads:</b> Must be whole grain or enriched flour (enriched flour) In serving is a slice of bread (all ½ cup of rice or pasta (cooked)) All ½ cup of dry cereal (all an equivalent serving of other grain-based items as listed on the "Standardized List")	1 serving
<b>Meat/Meat Alternates:</b> Meat, poultry, fish (cooked) Cheese, aged or processed Alternate protein products (Egg, Tofu) Canned or dried beans Nuts (commercially prepared) Protein isolate or other isolated protein Peanuts, soy nuts, lentils, seeds (Beans, soybean cheese, and peanut or powdered cheese/beans do not count as meat/meat alternate components.)	1 ounce 2 ounce 2 ounce ¼ cup ¼ cup 2 Tbsp. 1 ounce

Handout

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**Meal Pattern Reminders**

- **No Offer vs. Serve**
- Students must take two components
- Cannot serve only two foods from the same component
  - Ex: Fruit Juice and Carrots (both from Vegetables/Fruit component)
- Snack cannot be only fluids (Juice and Milk)

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**Non-Creditable Foods**

- Non-creditable foods, such as potato chips, pudding, ice cream, gelatin, cream cheese, bacon, and fruit roll-ups cannot credit in the ASP meal pattern.



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**Water Availability**

- Free, potable water must be made available during snack service.
- However, water is not a meal pattern component.



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After School Snack Ideas



After School Snack Ideas (Grades K-12)

WG-R Pumpkin muffin – 2 oz. 100% Apple juice – ½ cup/6 fl. oz. Broccoli, carrot, and cauliflower pieces – ½ cup total vegetables (may serve with low-fat dip*) WG-R Wheat crackers – 8 shredded wheat type or 0.8 oz.	WG-R Bagel and cream cheese* – 1 oz. bagel 100% Orange juice – ½ cup/6 fl. oz. Peanut butter or Sun butter – 2 Tbsp. WG-R Saltine crackers – 8 crackers or 0.8 oz.
WG-R Soft pretzel – 1 oz. Milk (low-fat or fat-free) – 8 fl. oz. Refried beans – 2 Tbsp. + Shredded cheese – 0.5 oz. WG-R Tortilla chip – 1 oz.	Fresh fruit salad – ½ cup WG-R Pancake – 1.2 oz. Cucumber and carrot coins – ½ cup Cottage cheese – ½ cup
Tuna, egg, or ham salad – 1 oz. meat or ½ egg WG-R Pita pockets – 1 oz. Low-fat yogurt – ½ cup Mixed berries – ½ cup	Cantaloupe – ½ cup Shaved ham – 1 oz. WG-R Graham Crackers – 1 oz. Strawberry, peach, & pineapple (mixed) – ½ cup
WG-R Cornbread muffin – 1.2 oz. Milk (low-fat or fat-free) – 8 fl. oz. Cheese sticks or cubes – 1 oz. Seedless grapes – ½ cup	WG-R Plain granola bar – 2.4 oz. Cheese stick – 1 oz. WG-R French toast – 2.4 oz. Melon balls – ½ cup

Handout

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Production Records

AFTER SCHOOL SNACK PROGRAM				
DAILY PRODUCTION RECORD (Snacks Claimed On School Days ONLY)				
Site Name:	Week		Year	
MEAL PATTERN	MENU	SERV. SIZE	QUANT. PREP.	NUMBER SNACKS
MONDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (¾ C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students:
				Adults:
TUESDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (¾ C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ)				Students:
				Adults:

Handout

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Point of Service (POS) Meal Counts

- Point of Service (POS) meal counts must be taken at the time each child receives a reimbursable snack.
- Snack counts cannot be taken before the snack is served or counted after snack service is over.
- Counts based on pre-order numbers or attendance are not allowed.
- Can use electronic POS system, paper count sheet, or some form of electronic spreadsheet.
- Non-area eligible programs must track by student name and maintain confidentiality to prevent overt identification of eligibility status.

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**Monthly Snacks Participation Record For Snacks Claimed as Free/Reduced/Paid**

Site: \_\_\_\_\_ Date: \_\_\_\_\_ A. Absent    S. Snacks Participation    N. Present, No Snacks

Child's Full Name \_\_\_\_\_

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Tricky Totals \_\_\_\_\_

\_\_\_\_\_ Free \_\_\_\_\_ Reduced \_\_\_\_\_ Paid \_\_\_\_\_

\_\_\_\_\_ percent of adults daily.

Number of Days Snacks Served \_\_\_\_\_

Number of Rotten/Unusable Snacks Served for the Month \_\_\_\_\_ Free \_\_\_\_\_ Reduced \_\_\_\_\_ Paid \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Handout

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Often the staff operating the snack service are different than the ones working in the other meal programs, such as 21<sup>st</sup> century grant staff.

They need to be trained on program requirements and this must be documented with names, signatures, dates, and topics covered.

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- Program Overview and Purpose
- Meal Counting and Claiming
- Meal Pattern Requirements
- Food Safety and Sanitation
- Civil Rights

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- The poster must be prominently displayed where snack is served.
- If additional posters are needed, complete the request form on our web page.



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- Conduct 2 onsite reviews each school year
- 1st review must be completed within the first 4 weeks of operation

Each site operating an After School Snack Program must be reviewed by the school district or residential child care facility (RCCF) two times per year under 7CFR 210.9(c)(7). The first review must be completed by the school district or RCCF during the first four weeks the snack program is in operation. The second review can be any time during the remainder of the school year. If the school district or RCCF has more than one after school care snack program each site must be reviewed twice. The completed reviews should be kept on file at the school district or RCCF with other records pertinent to the After School Care Snack Program.

Feeding Size:

Check type of review completed:

\_\_\_\_ Conducted within the first four weeks of snack operation.

Date site started serving snack for this school year: \_\_\_\_\_

\_\_\_\_\_. Second review of the school year.

1. Describe the educational and/or enrichment element of this site's after school snack program.

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## Handout

- “Menu”/Production Records/Labels/Invoices
- Daily Meal Counts
- Consolidated Meal Counts for filing the monthly Claim for Reimbursement
- Attendance Records
- Monitoring Forms

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### Special Milk Program



- Available for half-day preschoolers or students who do not have access to meals
- Offer 1% or skim unflavored milk only for children 2-5 years old
- Operate on a non-profit basis
- Two program options for participating:
  - Charge all households & claim as paid milk
  - Eligibility documentation on file & claim as paid and free milk

<https://www.education.ne.gov/nsfp/special-milk-program/>

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### Special Milk Program

- Who pays for the milk?
  - Charge all households or determine who will pay for the milk (must use a non-program funding source)
- How much do we charge?
  - Must know your dairy price – not what is charged for extra milk
- Point of Service Meal Count is Required
- Submitting a Claim for Reimbursement

If determining free eligibility →

M4. Reimbursable Milks Served (Students Only)	
a. Free Milk Served:	231
b. Paid Milk Served:	713
c. Total Milk Reimbursable (a + b):	944
M5. Average Cost per 1/2 Pint:	\$0.29

**SY 23-24  
Reimbursement  
Rate**  
\$0.2625

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National School Lunch Program Home

School Meals Program

Important Dates

After School Snacks

Fresh Fruit and Vegetable Program

Forms & Resources

Grants

School Breakfast Program

Special Milk Program

### Special Milk Program

#### How Do Families Apply for Free Milk

Free Milk Application

USDA Food and Nutrition Services Fact Sheet for Special Milk Program

Power Point Presentation Special Milk Program

Power Point Presentation Special Milk Program

Federal Regulations Part 215 - Special Milk Program for Children

USDA FNS Website Special Milk Program (SMP)

Additional Forms and Resources

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If you are **New** Food Service Director....

Please enter Name, Title, School Name, School Phone Number, and Email in the [Google Sheet](#) now. Link is in the chat box.

Rocky Road – Food Service Director/  
Perfect Public School/ 308-731-2323 ext. 9/  
[Rocky.road@perfectschool.org](mailto:Rocky.road@perfectschool.org)

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**Important on the Sponsor Application – 3 Contacts**

Information Must Be Up-to-Date

Email addresses are generated from the Sponsor Application

Check the box if new

Authorized Representative				
	Selection	First Name	M.I.	Last Name
16. Name:		Donna	L.	Wolman
19. Email Address:	<input type="checkbox"/>	<a href="mailto:dwolman@psps.org">dwolman@psps.org</a>		
21. Phone:		(402) 779-5569	Ext:	224
22. Alt Phone:			Ext:	
23. Title:		Superintendent		
24. Check if new?	<input type="checkbox"/>			

Food Service Director/Manager				
	Selection	First Name	M.I.	Last Name
25. Name:		Kristal		Gonzalez
26. Email Address:	<input type="checkbox"/>	<a href="mailto:kgonzalez@psps.org">kgonzalez@psps.org</a>		
27. Phone:		(402) 779-5569	Ext:	228
28. Title:		Food Service Manager		
29. Check if new?	<input checked="" type="checkbox"/>			

Chain Contact				
	Selection	First Name	M.I.	Last Name
30. Name:		Jada	L.	Harris
31. Email Address:	<input type="checkbox"/>	<a href="mailto:jharris@psps.org">jharris@psps.org</a>		
32. Phone:		(505) 532-1874	Ext:	
33. Title:		Secretary		
34. Check if new?	<input type="checkbox"/>			

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**ANY QUESTIONS**



Contact Nutrition Services at:  
1-800-731-2233 or 402-471-2488

Click on "Contact Us" at:  
<https://www.education.ne.gov/ns/contact-us/>



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 726-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(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: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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