



Verification of Approved Continuing Education Units for Professional Standards - NSLP



| | |
|---|--|
| Title of Activity: Summer Food Service Training SY 2023-24 Zoom Training Part 1 | Participant Name: <hr/> <div>LastFirst</div> |
| Educational Provider: Nebraska Department of Education-Nutrition Services | SNA Membership ID #: if a member of the School Nutrition Association |
| Location (City and State):Lincoln, NE | CEU's Earned: 3 Hours |
| Date: | Learning Codes: Administration: Compliance with Regulations/Policies - 3320 |
| Signature of Educational Provider: <i>Kayla Panch</i> | |

Please keep this certificate for proof of continuing education.

<https://www.education.ne.gov/ns/reimbursement-rates>



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Questions, Comments, or
Corrections? Let us know!

Value of USDA Foods
Entitlement/lunch meal

Reimbursement Rates

July 1, 2023 – June 30, 2024

| National School Breakfast Program | | | | |
|-----------------------------------|---------|----------|-------------------------------------|---|
| Breakfast | Free | \$2.28 | | |
| | Reduced | \$1.98 | | |
| | Paid | \$0.38 | | |
| Severe Need Breakfast | Free | \$2.73 | | |
| | Reduced | \$2.43 | | |
| | Paid | \$0.38 | | |
| National School Lunch Program | | | Additional Qualifying 2 cents | Performance Based Incentive (*\$0.08 for SY23- 24) |
| Lunch | Free | \$4.25 | \$4.27 | \$0.08* |
| | Reduced | \$3.85 | \$3.87 | \$0.08* |
| | Paid | \$0.40 | \$0.42 | \$0.08* |
| After School Snacks | Free | \$1.17 | | |
| | Reduced | \$0.58 | | |
| | Paid | \$0.10 | | |
| Special Milk Program | | \$0.2625 | | |
| Child and Adult Care Centers | | | | |
| Breakfast | Free | \$2.28 | | |
| | Reduced | \$1.98 | | |
| | Paid | \$0.38 | | |
| Lunch/Supper | Free | \$4.25 | | |
| | Reduced | \$3.85 | | |
| | Paid | \$0.40 | | |
| Snacks | Free | \$1.17 | | |
| | Reduced | \$0.58 | | |
| | Paid | \$0.10 | | |
| Cash-in-lieu | | \$0.295 | | |

Lunch Meal Pattern – Effective July 1, 2023

| Food Component | Required Grade Groups ¹ Minimum Amount of Food ² per Day & Week | | |
|---|---|--|--|
| | Grades K-5 | Grades 6-8 | Grades 9-12 |
| Fruit: ³ Dried Fruit – 1/4 cup serving is equal to 1/2 cup of fruit | 1/2 cup per day 2 ½ cups per week | 1/2 cup per day 2 ½ cups per week | 1 cup per day 5 cups per week |
| Vegetables: ^{3,4} 1 cup of leafy greens = 1/2 cup of vegetable Required Vegetable Subgroups: | 3/4 cup per day 3 ¾ cups per week | 3/4 cup per day 3 ¾ cup per week | 1 cup per day 5 cups per week |
| Dark Green 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 |
| Red/Orange Acorn squash, butternut squash, carrots, pumpkin, tomatoes, tomato juice and sweet potatoes. | 3/4 cup per week | 3/4 cup per week | 1 ¼ cups per week |
| Bean/Peas (Legumes) ⁵ Black beans, black-eyed peas (mature 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 |
| Starchy 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 |
| Other Includes all other vegetables, such as artichokes, asparagus, avocado, 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 |
| Additional ⁶ Any other vegetable subgroup may be offered to meet weekly requirement. | 1 cup per week | 1 cup per week | 1 ½ cups per week |
| Grains: At least 80% of the grains offered during the week must be whole grain-rich. Dessert – maximum of 2 oz. eq. grains per week Grains-Breads Chart ⁷ | 1 oz eq per day 8 oz eq per week | 1 oz eq per day 8 oz eq per week | 2 oz eq per day 10 oz eq per week |
| Meat/Meat Alternate: (Imitation cheese, canned or powdered cheese/sauce and bacon do not credit.) Meat/Meat Alternate Examples: | 1 oz per day 8 oz per week | 1 oz per day 9 oz per week | 2 oz per day 10 oz per week |
| Meat, poultry, fish (cooked wt), cheese (aged or processed) | 1 oz | 1 oz | 2 oz |
| Egg (large) | 1/2 large egg | 1/2 large egg | 1 large egg |
| Cooked dry beans/peas ⁵ | 1/4 cup | 1/4 cup | 1/2 cup |
| Yogurt & Soy Yogurt (commercially prepared) | 4 fl oz or 1/2 cup | 4 fl oz or 1/2 cup | 8 fl oz or 1 cup |
| Peanut butter or other nut/seed butter | 2 Tbsp | 2 Tbsp | 4 Tbsp |
| Peanuts, soy nuts, tree nuts, seeds (No more than 50% of the daily requirement) | 1 oz | 1 oz | 1 oz |
| Tofu (commercially prepared) | 2.2 oz or 1/4 cup | 2.2 oz or 1/4 cup | 4.4 oz or 1/2 cup |
| Milk (fluid): Served as a beverage. Must offer two kinds. May offer unflavored or flavored low fat (1%) or fat free. | 8 fl oz per day | 8 fl oz per day | 8 fl oz per day |
| Calories: Minimum-maximum ranges when averaged for a week ^{8,9} | 550-650 | 600-700 | 750-850 |
| Saturated Fat: percent of total calories | < 10% | < 10% | < 10% |
| Sodium: milligrams ¹⁰ Interim Target 1A: Transitional Standards for SY 2023-2024 | ≤ 1110 | ≤ 1225 | ≤ 1280 |
| Trans Fat | Nutrition label or manufacturer specifications must indicate zero grams of trans fat/serving. | | |

¹ For purposes of this meal pattern, a week equals five days. For weeks with a greater or lesser number of days, the servings per week must be prorated.

² Food items included in each food group and subgroup and amount equivalents. The minimum creditable serving size for a fruit or vegetable is 1/8 cup.

³ All juice must be 100% full-strength. No more than ½ of the fruit or vegetable offerings per week may be in the form of juice.

⁴ Subgroup examples - not all inclusive.

⁵ Dried beans or peas may be credited as a meat/meat alternate or as a vegetable, but not as both in the same meal.

⁶ Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

⁷ 80% of the grains offered to meet the weekly grain requirement must be whole grain-rich.

⁸ The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

⁹ Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium.

¹⁰ For SFAs using an overlap of grade groups, the required sodium target will be the lesser of the overlapped grade groups.

Vegetable Subgroups



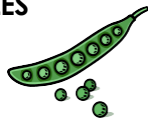
DARK GREEN VEGETABLES

Bok choy
Broccoli
Collard greens
Dark green leafy lettuce
Kale
Mesclun (assorted baby salad greens)
Mustard greens
Romaine lettuce
Spinach
Swiss chard
Turnip greens
Watercress



STARCHY VEGETABLES

Corn
Green peas
Green lima beans
Jicama
Parsnips
Potatoes
Water chestnuts



BEANS AND PEAS (LEGUMES)

Black beans (turtle beans)
Black-eyed peas (mature, dry)
Cannellini beans (white kidney beans)
Canned bean dishes (baked beans, refried beans)
Edamame
Garbanzo beans (chickpeas)
Great northern beans
Kidney beans
Lentils
Lima beans
Navy beans
Pinto beans
Red beans
Soybeans (mature, dry)
Split peas (green and yellow)



RED AND ORANGE VEGETABLES

Carrots
Peppers (red and orange)
Pumpkin
Squash (acorn, butternut, Hubbard, spaghetti, winter)
Sweet potatoes
Tomatoes
Tomato juice



OTHER VEGETABLES

(Includes all subgroups – except starchy)

Artichokes
Asparagus
Avocado
Beans, green and wax
Beets
Brussels sprouts
Cabbage
Carrots, rainbow (all colors but orange)
Cauliflower
Celery
Cucumbers
Eggplant
Iceberg lettuce
Mushrooms
Onions
Peppers, green and yellow
Pickles
Radishes
Sauerkraut
Sugar snap and snow peas
Summer squash
Turnips
Zucchini squash



The **ADDITIONAL VEGETABLES** category includes all vegetable subgroups.

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" (WG-R). WG-R 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. ^{1 2}

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 | 0.8 oz | 22 gm | 1 oz eq |
| | • Bread sticks (hard) | 0.6 oz | 17 gm | ¾ oz eq oz |
| | • Chow Mein noodles | 0.4 oz | 11 gm | ½ oz eq oz |
| | • Savory Crackers (snack crackers & ~ 8 saltines = 0.8 oz) | 0.2 oz | 6 gm | ¼ oz eq oz |
| | • Croutons (~ ½ cup = 0.8 oz) | | | |
| Group B | • Pretzels (hard) | | | |
| | • Stuffing (dry, note - weight applies to bread in stuffing) | | | |
| | • Bagels | 1.0 oz | 28 gm | 1 oz eq |
| | • Batter type coating | 0.75 oz | 21 gm | ¾ oz eq oz |
| | • Biscuits | 0.5 oz | 14 gm | ½ oz eq oz |
| | • Breads (sliced whole wheat, French, Italian) | 0.25 oz | 7 gm | ¼ oz eq oz |
| | • Buns (hamburger & hot dog) | | | |
| | • Sweet Crackers ⁵ (all shapes, animal crackers, & ~ 4 graham crackers) | | | |
| | • Egg roll skins | | | |
| | • English muffins | | | |
| | • Pita bread (whole wheat or WG-R) | | | |
| | • Pizza crust | | | |
| | • Pretzels (soft) | | | |
| Group C | • Rolls (whole wheat or WG-R) | | | |
| | • Tortillas (whole wheat or whole corn) | | | |
| | • Tortilla chips (whole wheat or whole corn) | | | |
| | • Taco shells (whole wheat or whole corn ~ 2 hard shells) | | | |
| | | | | |
| Group D | • Cookies ³ (plain - includes vanilla wafers) | 1.2 oz | 34 gm | 1 oz eq |
| | • Cornbread | 0.9 oz | 26 gm | ¾ oz eq oz |
| | • Corn muffins | 0.6 oz | 17 gm | ½ oz eq oz |
| | • Croissants | 0.3 oz | 9 gm | ¼ oz eq oz |
| | • Pancakes | | | |
| Group E | • Pie crust (dessert pie ³ , cobbler ³ , turnover ⁴ , & meat pies) | | | |
| | • Waffles | | | |
| | • Doughnuts ⁴ (cake and yeast raised, unfrosted) | 2.0 oz | 55 gm | 1 oz eq |
| | • Cereal bars, breakfast bars, granola bars ⁴ (plain) | 1.5 oz | 42 gm | ¾ oz eq oz |
| | • Muffins (all, except corn) | 1.0 oz | 28 gm | ½ oz eq oz |
| Group F | • Sweet roll ⁴ (unfrosted) | 0.5 oz | 14 gm | ¼ oz eq oz |
| | • Toaster pastry ⁴ (unfrosted) | | | |

* See Footnotes at the end of page 2

| Grain Item | | Portion Size Ounces Grams | | Credits As |
|------------|---|-----------------------------------|--------|------------------------|
| Group E | <ul style="list-style-type: none"> Cereal bars, breakfast bars, granola bars ⁴ (with nuts, dried fruit, &/or chocolate pieces) Cookies³ (with nuts, raisins, chocolate pieces &/or fruit purees) Doughnuts⁴ (cake & yeast raised, frosted or glazed) French toast Sweet rolls⁴ (frosted) Toaster pastry⁴ (frosted) | 2.4 oz | 69 gm | 1 oz eq |
| | | 1.8 oz | 52 gm | $\frac{3}{4}$ oz eq oz |
| | | 1.2 oz | 35 gm | $\frac{1}{2}$ oz eq oz |
| | | 0.6 oz | 18 gm | $\frac{1}{4}$ oz eq oz |
| | | | | |
| Group F | <ul style="list-style-type: none"> Cake³ (plain, unfrosted) Coffee cake⁴ | 2.9 oz | 82 gm | 1 oz eq |
| | | 2.2 oz | 62 gm | $\frac{3}{4}$ oz eq oz |
| | | 1.5 oz | 41 gm | $\frac{1}{2}$ oz eq oz |
| | | 0.7 oz | 21 gm | $\frac{1}{4}$ oz eq oz |
| Group G | <ul style="list-style-type: none"> Brownies³ (plain) Cake³ (all varieties, frosted) | 4.4 oz | 125 gm | 1 oz eq |
| | | 3.3 oz | 94 gm | $\frac{3}{4}$ oz eq oz |
| | | 2.2 oz | 63 gm | $\frac{1}{2}$ oz eq oz |
| | | 1.1 oz | 32 gm | $\frac{1}{4}$ oz eq oz |
| Group H | <ul style="list-style-type: none"> Cereal Grains (barley, quinoa, etc) Hot breakfast cereal (cooked)^{6,7} Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice (brown or 50/50 brown & enriched white mix) | $\frac{1}{2}$ cup cooked | | 1 oz eq |
| | | 1 oz dry | | |
| | | 28 gm dry | | |
| | | | | |
| | | | | |
| | | | | |
| Group I | <ul style="list-style-type: none"> Cold breakfast cereal (dry) ^{6,7} <p>Cereals must list a whole grain as the first ingredient and must be fortified.⁵</p> | 1 cup flake cereal | | 1 oz eq |
| | | $\frac{1}{4}$ cup granola | | |
| | | 1 $\frac{1}{4}$ cup puffed cereal | | |

¹ The quantities for Groups A-G, must contain at least 16 grams of whole-grain or can be made with 8 grams of whole-grain and 8 grams of enriched meal &/or enriched flour to be considered whole-grain-rich (WG-R).

² Some may contain more sugar, salt, &/or fat than others. This should be considered when deciding how often they are served.

³ Allowed in NSLP (up to 2.0 oz. eq grain-based dessert per week in grades K-2) as specified in 7CFR 210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count toward the grain's component in CACFP or NSLP/SBP infant and preschool meals as specified in &CFR 226.20(a)(4) and 210.10.

⁴ Allowed in NSLP (up to 2.0 oz. eq grain-based dessert per week for grades K-12) as specified in 7CFR210.10. May count toward the grain's component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count toward the grains component in the CACP and NSLP/SBP infant and preschool meals as specified in &CFR 226.20(a)(4) and 210.10.









⁵ Allowed in NSLP (up to 2.0 oz. eq grain-based dessert per week in grades K-12) as specified in 7CFR 210.10. May count toward the grain's component in SBP (grades K-12), CACFP, NSLP/SBP infant and preschool meals, and SFSP.

⁶ Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast

⁷ In NSLP and SBP, cereals that list a whole grain as the first ingredient must be fortified, or if the cereal is 100 percent whole grain, fortification is not required. For all Child Nutrition Programs, cereal must be whole-grain, enriched, or fortified: cereals served in CACFP and NSLP/SBP infant and preschool meals must contain no more than 6 grams of sugar per dry ounce.

Fluid Milk Substitutions (all ages)

Non-Dairy Beverages Meeting the United States Department of Agriculture Substitution Criteria per 8 Fluid Ounces








| Nutrients | USDA Criteria per 1 cup/8 oz fluid oz | Ripple Original Non-Soy Dairy-Free | 8th Continent Original Soymilk | Kirkland Signature Organic Soymilk Plain | Silk Original Soymilk | Pacific All- Natural Ultra Soy Original | Walmart Great Value Original Soymilk | Kikkoman Pearl Organic Soymilk Original | Sunrich Naturals Original Soymilk |
|---|--|---|---|--|---|---|---|---|---|
| Children under 5 years <i>may not</i> be served <i>flavored</i> milk substitutions | |  |  |  |  |  |  |  |  |
| Calcium (mg) | 276 | 440 | 300 | 300 | 450 | 300 | 300 | 373 | 300 |
| Protein (g) | 8 | 8 | 8 | 8 | 8 | 10 | 8 | 8.9 | 8 |
| Vitamin A (IU) | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 1249 | 500 |
| Vitamin D (IU) | 100 | 240 | 100 | 120 | 120 | 100 | 120 | 255 | 100 |
| Magnesium (mg) | 24 | 24 | 24 | 40 | 60 | 60 | 40 | 54 | 40 |
| Phosphorus (mg) | 222 | 491 | 250 | 250 | 250 | 250 | 250 | 313 | 250 |
| Potassium (mg) | 349 | 375 | 360 | 360 | 370 | 460 | 360 | 377 | 360 |
| Riboflavin (mg) | 0.44 | 0.48 | 0.51 | 0.51 | 0.51 | 0.51 | 0.51 | 0.96 | 0.45 |
| Vitamin B12 (mcg) | 1.1 | 1.1 | 1.2 | 3 | 3 | 1.5 | 3 | 2.31 | 1.2 |

The Nebraska Department of Education does not endorse the companies or products listed. This chart is for informational purposes only. Contact the manufacture at that time of purchase to ensure that the product formulations have *not* changed.

Revised June 2021

Fluid Milk Substitutions for Children Age 6 years and older

Non-Dairy Beverages Meeting United States Department of Agriculture Substitution Criteria per Eight Fluid Ounces

| Nutrients Flavored milk substitutions may only be served to children 6 years and older. | USDA Criteria per 8 Fluid Ounces | <i>Kikkoman</i> Pearl Organic Soymilk Creamy Vanilla | <i>8th Continent</i> Vanilla Soymilk | <i>Pacific Foods</i> All Natural Ultra Soymilk Vanilla | <i>Sunrich Naturals</i> Vanilla Soymilk | <i>Sunrich Naturals</i> Organic Vanilla Soymilk | <i>8th Continent</i> Light Chocolate Soymilk | <i>Kikkoman</i> Pearl Organic Soymilk Smart Chocolate |
|--|---|---|---|--|---|---|---|---|
| | |  |  |  |  |  |  |  |
| | Calcium (mg) | 276 | 408 | 300 | 300 | 300 | 300 | 395 |
| | Protein (g) | 8 | 9 | 8 | 10 | 8 | 8 | 8.4 |
| | Vitamin A (IU) | 500 | 1220 | 500 | 500 | 500 | 500 | 1219 |
| | Vitamin D (IU) | 100 | 205 | 100 | 100 | 100 | 100 | 191 |
| | Magnesium (mg) | 24 | 51 | 24 | 60 | 40 | 40 | 64 |
| | Phosphorus (mg) | 222 | 294 | 250 | 250 | 250 | 228 | 301 |
| | Potassium (mg) | 349 | 407 | 460 | 460 | 360 | 360 | 530 |
| | Riboflavin (mg) | 0.44 | 1.02 | 0.51 | 0.51 | 0.425 | 0.45 | 1.04 |
| | Vitamin B12 (mcg) | 1.1 | 1.86 | 1.2 | 1.5 | 1.2 | 1.1 | 1.46 |
| Packaging | | 8 fl. oz. carton | 32 fl. oz. carton | 32 fl. oz. carton | 8 fl. oz. carton | 32 fl. oz. carton | 8 oz. carton | 8 fl. oz carton |

*The Nebraska Department of Education does not endorse the companies or products listed. This chart is for informational purposes only. Contact the Manufacturer at the time of purchase to ensure that product formulations have not changed.

CREDITABLE AND NON-CREDITABLE FOODS

When planning menus, be sure the foods used to meet meal pattern requirements are creditable. While non-creditable foods do not count toward meeting the meal pattern requirements, they can be served in addition to the required components of a reimbursable meal. The addition of these types of food items adds cost and nutrients to the menus. You are required to track these food items on the daily production record.

Commercially Prepared* Foods

These foods do not count toward the meal pattern unless you have a CN label or a Product Specification Sheet on file:

- Canned, Powdered or Frozen Cheese Sauce
- Canned Pasta Products such as Ravioli
- Frozen Entrees (Lasagna, Stuffed Shells, etc.).
- Frozen Pizza
- Pepperoni
- Pizza Sauce
- Dried Meat Products

Canned Soups

Canned soups count toward the meal pattern requirements only under certain conditions:

- Tomato Soup, counts towards the Vegetable component – red/orange subgroup.
- A one-cup serving of Tomato Soup unless CN labeled differently is equivalent to 1/4 cup of Vegetable component.
- None of the meat or poultry-based soups (such as chicken noodle, beef barley, etc.) count toward the Meat/Meat Alternate component.

Canned and Frozen Juices

- Juice must be 100% full strength.
- No more than 1/2 of the fruits or vegetables offered during the week may be in the form of fruit or vegetable juice.
- Nectars, drinks, cocktails, and ades do not credit.
- 100% fruit juice-based sherbets are not creditable.

Other Foods

These foods do not count toward meal pattern requirements. They may be offered as part of a meal.

- Bacon, Bacon Bits
- Butter/Margarine
- Cheetos
- Chili Sauce
- Condiments (BBQ Sauce, Ketchup, Mustard)
- Cream, Fresh or Sour
- Cream Cheese
- Funyuns
- Frozen Yogurt
- Honey
- Ice Cream, Ice Cream Cones
- Jams, Jellies
- Gelatin
- Mayonnaise
- Potato Chips
- Puddings (canned or prepared from mix)
- Relish
- Salad Dressings
- Taco Sauce

Additional Information

- Dried fruit credits for twice the volume served (1/4 c. serving = 1/2 c. fruit)
- Raw green leafy vegetables credit differently than cooked:
1 c. raw green leafy = 1/2 c. vegetable
1/2 c. cooked green leafy = 1/2 c. vegetable

Breakfast Meal Pattern - Effective July 1, 2023

| | Required Grade Groups Minimum Amount of Food ¹ per Day & Week | | |
|---|---|---|---|
| Food Component | Grades K-5 | Grades 6-8 | Grades 9-12 |
| Fruit: ^{2,3} Dried Fruit - 1/4 cup serving is equal to 1/2 cup of fruit | 1 cup per day 5 cups per week | 1 cup per day 5 cups per week | 1 cup per day 5 cups per week |
| Vegetables: ^{2,3} Not required to be served | 0 | 0 | 0 |
| Grains: Grains-Breads Chart ⁴ At least 80% of the grains offered during the week must be whole grain-rich. | 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 |
| Meat/Meat Alternate: Not required to be served. (Imitation cheese, canned or powdered cheese/sauce and bacon do not credit.) ⁵ Meat/Meat Alternate Examples: | 0 | 0 | 0 |
| Meat, poultry, fish (cooked wt), cheese (aged or processed) | 1 oz | 1 oz | 1 oz |
| Egg (large) | 1/2 large egg | 1/2 large egg | 1/2 large egg |
| Cooked dry beans/peas ⁵ | 1/4 cup | 1/4 cup | 1/4 cup |
| Yogurt & Soy Yogurt (commercially prepared) | 4 fl oz or 1/2 cup | 4 fl oz or 1/2 cup | 4 fl oz or 1/2 cup |
| Peanut butter or other nut/seed butter | 2 Tbsp | 2 Tbsp | 2 Tbsp |
| Peanuts, soy nuts, tree nuts, seeds | 1 oz | 1 oz | 1 oz |
| Tofu (commercially prepared) | 2.2 oz or 1/4 cup | 2.2 oz or 1/4 cup | 2.2 oz or 1/4 cup |
| Milk (fluid): Served as a beverage or on cereal or both. Must offer two kinds. May offer unflavored or flavored low fat (1%) or fat free. ⁶ | 8 fl oz per day | 8 fl oz per day | 8 fl oz per day |
| Calories: (Minimum-maximum ranges) ^{7,8} | 350-500 | 400-550 | 450-600 |
| Saturated Fat: (percent of total calories) ⁸ | < 10% | < 10% | < 10% |
| Sodium (milligrams) ⁸ Target 1A: Transitional Standards for SY 2023-2024 | ≤ 540 | ≤ 600 | ≤ 640 |
| Trans fat ⁸ | Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving. | | |

¹Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1 /8 cup. For purposes of this meal pattern, a week equals five days. For weeks with a greater or lesser number of days, the servings per week must be prorated.

²One-quarter cup of dried fruit counts as 1 /2 cup of fruit; 1 cup of leafy greens counts as 1 /2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

³Schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans/peas (legumes), or "Other vegetables" subgroups, as defined in §210.10(c)(2)(iii) of this chapter.

⁴At least 80 percent of grains offered weekly must meet the whole grain-rich criteria specified in FNS guidance, and the remaining grain items offered must be enriched. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

⁵There is no meat/meat alternate requirement.

⁶All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be unflavored or flavored, provided that unflavored milk is offered at each meal service.

⁷The average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

⁸Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

USDA Nutrient Standards for Breakfast and Lunch

| Nutrient Standards | Required Standards | |
|--------------------|---|---|
| Calories | Lunch: 550-650 (grades K-5) 600-700 (grades 6-8) 750-850 (grades 9-12) 600-650 (grades K-8 overlap) | |
| | Breakfast: 350-500 (grades K-5) 400-550 (grades 6-8) 450-600 (grades 9-12) 400-500 (grades K-8 overlap) 450-500 (grades K-12 overlap) | |
| | Calorie ranges listed are minimums and maximums. Only food-based menu planning is allowed. | |
| Sodium | For SY 2022-23: Target 1 | |
| | Lunch ≤ 1230 mg (K-5) ≤ 1360 mg (6-8) ≤ 1420 mg (9-12) | Breakfast ≤ 540 mg (K-5) ≤ 600 mg (6-8) ≤ 640 mg (9-12) |
| | Please note: For SFAs using an overlap of grade groups, the required sodium target will be the lesser of the overlapped grade groups. | |
| | For SY 2023-24: Target 1 with decrease of 10% for lunch only | |
| | Lunch ≤ 1110 mg (K-5) ≤ 1225 mg (6-8) ≤ 1280 mg (9-12) | Breakfast ≤ 540 mg (K-5) ≤ 600 mg (6-8) ≤ 640 mg (9-12) |
| Saturated Fat | < 10% of total calories | |
| Trans Fat | The Nutrition Facts label must state “0” grams per serving. Note: The FDA allows products with less than 0.5 gram per serving to be listed as “0.” | |

The ranges listed above for calories, sodium and saturated fat represent weekly averages. The value of 0 grams of trans fat is a daily requirement.

Transitional Sodium Limits for the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

July 1, 2022, through June 30, 2024

The U.S. Department of Agriculture's (USDA) final rule, [Transitional Standards for Milk, Whole Grains and Sodium](#) (87 FR 6984), establishes transitional standards for school meals to support the continued provision of nutritious school meals as schools respond to and recover from the pandemic and allows the USDA to engage in notice-and-comment rulemaking to update the meal pattern standards to more comprehensively reflect the [Dietary Guidelines for Americans 2020-2025](#). The transitional sodium standards are intended to encourage the reintroduction of lower sodium foods and meals to students and provide additional time for the food industry to develop and test lower sodium products that are palatable to students. The NSLP and SBP have different transitional sodium standards.

The table below summarizes the transitional sodium limits for school meals through school year 2023-24. Meals offered on average over the week must meet the sodium target for each grade group. These sodium limits do not apply per day, per meal, or per menu item. This allows menu planners to occasionally offer higher sodium meals or menu items if they are balanced with lower sodium meals and menu items throughout the week.



| Table 1. Transitional weekly sodium limits for school meals (milligrams) | | | |
|--|--|---|--|
| Grade group | SBP | NSLP | |
| | School Years 2022-23 and 2023-24 <i>Effective July 1, 2022</i> | Target 1: School Year 2022-23 <i>Effective July 1, 2022</i> | Target 1A: School Year 2023-24 <i>Effective July 1, 2023</i> |
| K-5 | ≤ 540 | ≤ 1,230 | ≤ 1,110 |
| 6-8 | ≤ 600 | ≤ 1,360 | ≤ 1,225 |
| 9-12 | ≤ 640 | ≤ 1,420 | ≤ 1,280 |

Offer Versus Serve in the National School Lunch and Breakfast Programs

Offer Versus Serve (OVS) is a serving option that applies to menu planning and the determination of reimbursable school meals in the U.S. Department of Agriculture's (USDA) National School Breakfast (SBP) and Lunch Programs (NSLP). OVS cannot be utilized in the Afterschool Snack Program.

The USDA meal patterns include five food components: Meat/Meat Alternate, Grains, Fruits, Vegetables and Milk. OVS allows students to decline a certain number of food components in the meal, reducing food waste and food costs and allowing students to select the foods they prefer to eat. OVS must be implemented in senior high schools for lunch. OVS is optional for junior high, middle schools and elementary schools.

OVS Requirements for Lunch:

For a lunch to be reimbursable under OVS, schools must meet the following criteria:

- All **five food components** (meat/meat alternate, grains, fruits, vegetables and low-fat (1%) or fat-free milk) must be offered to all students.
- Serving sizes for all food components must equal the required quantity for the different grade groups in the NSLP meal pattern.
- Meals must be priced as a unit, i.e., students pay the same price regardless of whether they take three, four or five food components.
- Students decide which foods to decline, if any. Students must be allowed to decline up to two food components.
- All students must take **at least three** of the five food components offered, including **at least a 1/2 cup serving of fruit or vegetable** and **full servings** of the other selected food components. Students may take smaller portions of the declined food components; however, they do not count towards a reimbursable meal.
 - When the meat/meat alternate is provided in two menu items (such as a Cheese Stick and Yogurt), the student must take at least the minimum daily serving size depending on the grade group. For grades K-5 and 6-8: 1 oz.; for grades 9-12 grades: 2 oz.
 - When the meal includes multiple grain items and the student selects more than one (e.g., 1/2 cup of pasta and a one-ounce roll), only one grain counts as a reimbursable component toward the OVS requirements.



A **food component** is one of the five food groups that comprise a reimbursable meal: including meat/meat alternate, grains, fruits, vegetables and milk.

A **food item** is a specific food offered within the five food components.

The chart below summarizes the meal pattern requirements and the number of food components that students can decline.

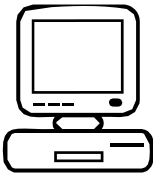
| Must offer Five Components ¹ | Student May Decline |
|---|---|
| <ul style="list-style-type: none"> • One serving of meat/meat alternate • One serving of grains • One serving of fruits • One serving of vegetables • One serving of unflavored or flavored low-fat (1%) or skim milk (must offer two choices) | <ul style="list-style-type: none"> • Up to two food components, however, must take 1/2 cup serving of fruit, vegetable or a combination of the two |
| ¹ Serving sizes must equal the required quantities for each grade group specified in the NSLP meal pattern. | |

OVS Requirements for Breakfast

OVS is not required at breakfast but encouraged to reduce plate waste. For purposes of OVS, a school must offer at least four food items that meet the required food components. Under OVS, students must select three food items, including at least 1/2 cup of fruit. If OVS is not implemented, students must leave the serving line with all food items. For a breakfast to be reimbursable under OVS, schools must meet the following criteria:

- The meal must be planned to include the three required components: grains, fruits, and milk.
- For all grade groups:
 - Schools must offer at least a 1-ounce equivalent (oz. eq.) of grains daily.
 - Schools may offer meat/meat alternate in place of part of the grain component after the minimum daily grain requirement is met.
 - Schools must offer 1 cup of fruit, 100% juice or vegetable daily. No more than half of the fruit or vegetable offerings during the week may be in the form of juice.
 - Vegetables may be substituted for fruits.
 - Students are required to take at a minimum a 1/2 cup of fruit, juice, or vegetable.
- Serving sizes for all food components must equal the required quantity for the different grade groups in the SBP meal pattern.
- Meals must be priced as a unit, i.e., students pay the same price regardless of whether they take three or four items.
- Students may decline any one food item.
- Students must take full servings of **at least three** of the four food items offered. Students may take a smaller portion of the declined food item; however, it does not count towards a reimbursable meal.

| Must offer Four Food Items ¹ | Student May Decline |
|--|---|
| <ul style="list-style-type: none"> • Two oz. eq. of Grains (can be the same food item) OR • One oz. eq. of Grain and substitute a one oz. eq. of Meat/Meat Alternate for a Grain • One serving of Fruit, Vegetable, or 100% Juice • One serving of unflavored or flavored low-fat (1%) or skim milk (must offer two choices) | <ul style="list-style-type: none"> • One food item; however, must take 1/2 cup serving of fruit, juice, or vegetable |
| ¹ Serving sizes must equal the required quantities for each grade group specified in the SBP meal pattern. | |



COUNTING MEALS



Federal reimbursement is provided for meals served to eligible students that meet program requirements. The amount of reimbursement per meal varies by category (free, reduced price and paid). To be eligible for reimbursement, school staff must accurately count meals served to students by category at the point of service and record these counts on a daily basis. Daily counts must be compared to attendance using the “Edit Check Worksheet.” They must also claim the correct number of meals each month by category.

Reimbursable Meals:

This term is used for meals that meet USDA meal pattern requirements. It means the correct food components and portion sizes are served to children according to grade/age group under the menu planning option used by the school district. Each school district selects either the Enhanced or Traditional Food Based Menu Planning Option (using meal patterns) or the Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu Planning Option (using nutrient analysis of menus by computer prior to meal service). This is confirmed in the annual application to NDE- Nutrition Services. Offer Versus Serve (OVS) requirements for each option must also be met. School staff that count meals must be trained in regulations regarding meal pattern and OVS.

Point of Service Meal Counts:

A point of service meal count is **required**. It is defined by regulation as a meal count taken at “that point in the food service line where it can be **accurately** determined that a reimbursable free, reduced price or paid lunch and/or breakfast has been served to an eligible child.” The **end of the serving line** is considered the point of service. This is after **all** foods that contribute to the meal pattern, including salad or food bars, have been offered to the students.

Exceptions to a Point of Service Count:

Exceptions to an end of the line count are rare and **must** be based on a physical barrier that prevents the meal count from being taken at that location. Basically, this means it is not possible to do the meal count at the end of the serving line without remodeling the area. Convenience or resistance to change is **not** an acceptable reason. Requests for a waiver to this requirement must be submitted in writing to the Nebraska Department of Education - Nutrition Services. A new waiver must be requested **each year** with the application. The waiver **must** state a clear reason for the request and how the school will guarantee that each meal served is reimbursable.

Food service staff behind a serving line cannot be responsible for checking trays if any food that contributes to the meal pattern is served away from the serving line. Schools are strongly discouraged from solving this problem by denying children the OVS option. Allowing children the right to select the food they want to eat pleases them and may increase participation. OVS will also reduce plate waste. This can save the school food service money for food and labor.

Acceptable Counting Methods:

Meal counts can be taken manually using tickets or a roster. Both need to be coded to designate category. This must be done carefully so the difference between tickets **is not observable**. A computerized system might use student identification numbers or coded bar lines on tickets/cards.

| Important Points |
|---|
| Counts taken in the classroom, attendance counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by “backing out” any number of lunches or breakfasts served are not point of service counts. |
| Color-coding or single-symbol coding of tickets/rosters by category using obvious identifiers such as F, R, P are prohibited. |
| School districts are responsible to document the accuracy of any computer software used for point of service meal counts. |

Meal count systems that are **not acceptable** because they do not provide a daily count at the point-of-service, by category, include:



- **Attendance counts** – using the number of students in attendance as a meal count. This does not provide a count of meals actually served and those are the only meals that may be claimed for reimbursement.
- **Tray or entrée counts** – counting the number of trays or entrees used during the meal service to obtain the meal count. This does not provide an accurate count of reimbursable meals-only of trays and entrees. There are no controls to ensure that trays contain all the necessary food items, that trays were not stuck together, that each entrée was part of a complete meal, etc. Each **meal** must be monitored to ensure that all the meal requirements have been met.
- **Classroom counts** – counting the number of students in the class who indicate that they intend to eat a meal (prior to the meal service itself). Students “intending” to eat may not actually do so. The count taken prior to the meal service will not reflect those changes and the count of meals served may not be accurate. Also, there are no controls at the point-of-service to ensure that the meals counted are actually reimbursable.
- **Counts taken anywhere other than at the point-of-service** – (unless otherwise approved by the state office). The only place an accurate count of reimbursable meals can be made is at the point where it can be determined that the meals are actually reimbursable. The end of the serving line is considered the “point-of-service”.
- **Prepaid/charged meals counted on day paid** – when students either prepay or charge their meals, these meals must be counted on the day that the student is served the meal, not on the day that the prepaid meal was purchased or the charged meal was re-paid.
- **Second meals claimed for reimbursement** – second meals served to students in any category are claimed for reimbursement. Districts can claim only one meal per eligible student per day.
- **Ineligible persons claimed for reimbursement** – meals served to ineligible students, adults or visitors are claimed for reimbursement.
- **Cash converted to meals** – using cash totals to determine the number of meals served. This does not provide a count of reimbursable meals served. Also, this allows cash collection errors to translate into meal count errors.
- **A la carte/special sales items claimed for reimbursement** – food items sold independently of the reimbursable meal and not priced as a unit are claimed for reimbursement.
- **Category/cash back-out system** – one or more of the meal categories are calculated by subtracting the number of meals of one or more meal categories (free, reduced-price or paid) from the total meal count to get a count of another meal category.
- **Delivery counts of meals produced off-site** – the number of meals delivered to a school is not necessarily the number of meals that were actually served.
- **Inaccurate computer software systems** – all software should be carefully reviewed and accuracy documented.
- **Visual identification without backup** – eligibility is determined based only on the cashier’s or counter’s visual identification and knowledge of the students’ eligibility categories.
- **Any of the acceptable example systems described that are not implemented properly.** – Even if the system is approved on paper, all necessary procedures must be followed in order for the meal count system to be acceptable. Software programs must be carefully evaluated and thorough training provided. All appropriate staff should be adequately trained in their responsibilities.

Understanding the Difference Between

MENU PLANNER (MP)

and

POINT OF SERVICE (POS)

LUNCH

MEAL PATTERN REQUIREMENTS—Menu must have:

MP

5

Components

Full Portions

BREAKFAST

MEAL PATTERN REQUIREMENTS—Menu must have:

MP

3

&

4

Components & Minimum Items

Full Portions

LUNCH

WHAT THE STUDENT TAKES = Reimbursable Meal

POS

3

Different
Components

1 of which is 1/2 cup fruit/veg

BREAKFAST

WHAT THE STUDENT TAKES = Reimbursable Meal

POS

3

Items

1 of which is 1/2 cup fruit/veg



OFFER VERSUS SERVE (OVS)

Tip Sheet for School Food Service Managers



School Breakfast Program

What is OVS?

The goal of OVS is to reduce food waste while allowing students to choose the foods they want to eat. Everyone plays a role. When students and cafeteria staff understand OVS, breakfast lines move smoothly, allowing students to make the most of meal time and enjoy the wholesome and appealing foods they are served. It also helps reduce overall food costs.

Under OVS at breakfast, schools must offer at least four food items from the three required food components (fruit, grains, and fluid milk*).

- A **food component** is one of three required food groups in a reimbursable breakfast. These are fruits, grains, and fluid milk*.
- A **food item** is a specific food offered within the three food components, for example, 2 slices of whole grain-rich bread, 1 cup of grapes, and 1 cup of milk. This meal meets OVS breakfast requirements because three food components and four food items are offered.

Students must select at least three of the four offered food items under OVS at breakfast, including at least ½ cup of fruit and/or vegetable. Please note, OVS is optional at breakfast for all grade levels.

Required Components at Breakfast



Fruit

1 cup



Grains

1 ounce equivalent
(oz eq)



Fluid Milk*

1 cup

Sample OVS breakfast menu:

Variety of milk*: fat free or low-fat (1 cup milk)
 Slice of whole grain-rich toast (1 oz eq grain)
 Whole grain-rich cereal (1 oz eq grain)
 Orange slices (1 cup fruit)

Optional Components at Breakfast

Vegetables

- Vegetables may be offered as a substitute for fruits.

Meats/Meat Alternates

- A meat/meat alternate may be served to meet the weekly grain requirement, as long as a 1 oz eq minimum of grains is offered daily.
- A meat/meat alternate may also be offered as an “extra” food (not credited toward meal pattern requirements) if a reimbursable meal is selected.

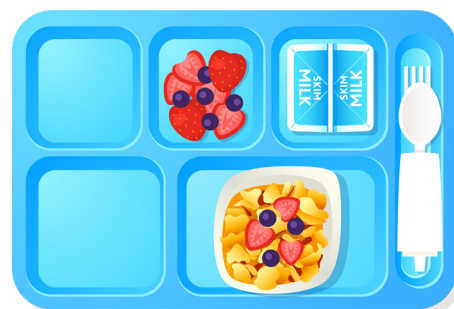
*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Is it Reimbursable?

For a breakfast to be reimbursable, at least four food items must be offered. Students must select three food items including ½ cup of fruit and/or vegetable for the meal to be reimbursable under OVS.

Use this simple checklist to determine if breakfasts are reimbursable under OVS:

- ☒ 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?



If the answer to each of these questions is yes, the breakfast meal is reimbursable under OVS.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Additional Tips for OVS Success

- Post signage (with pictures or graphics) near the beginning of each serving line to help students identify how to build a reimbursable meal and wherever student choices are made.
- Ask cashiers to review the reimbursable meal signage before each meal service.
- Keep fruit near the cashier stand so students can easily complete their reimbursable meal.
- Encourage teachers to review the day's menu with students and explain how students can select a reimbursable meal.
- Post menus that highlight required meal components on your school's website and/or on flyers that children can take home to discuss with their parents and caregivers.

For more information on OVS requirements, visit:

<https://www.fns.usda.gov/updated-offer-vs-serve-guidance-nslp-and-sbp-beginning-sy2015-16>

OFFER VERSUS SERVE (OVS)

Tip Sheet for School Food Service Managers



National School Lunch Program

What is OVS?

The goal of OVS is to reduce food waste and allow students to choose the foods they want to eat. Everyone plays a role. When students and cafeteria staff understand OVS, lunch lines move smoothly, allowing students to make the most of the lunch break and enjoy the wholesome and appealing foods they are served. It also helps reduce overall food costs.

Schools must offer all five food components in at least the minimum required quantities:

- A **food component** is one of five required food groups in reimbursable lunches. These are meats/meat alternates, grains, fruits, vegetables, and fluid milk*.
- A **food item** is a specific food offered within the five food components. For example, spaghetti (whole grain-rich pasta with tomato sauce) is one food item that contains a grain and a vegetable component.

Under OVS, students must select *three meal components* to ensure they get the nutritional benefits of a meal. OVS is required for lunches served in high schools, but is optional in middle and elementary schools. OVS is not required for meals offered as part of field trips or for any other meals served away from the school campus.

The required five food components must be offered for school lunch. Students must select at least three of the five required food components, including at least ½ cup of fruit and/or vegetable, to have a reimbursable lunch. See the **Required Food Components** table for a listing of required food components and their minimum quantities that must be offered. Meats/meat alternates and grains are measured in ounce equivalents (oz eq is considered the amount of food product that is equal to 1 ounce).

Required Food Components

| Required Food Component | Daily Minimum Requirements for Each Grade Level | | | |
|-------------------------|---|---------|---------|---------|
| | K-5 | 6-8 | K-8 | 9-12 |
| Vegetables | ¾ cup | ¾ cup | ¾ cup | 1 cup |
| Fruits | ½ cup | ½ cup | ½ cup | 1 cup |
| Grains | 1 oz eq | 1 oz eq | 1 oz eq | 2 oz eq |
| Meats/Meat Alternates | 1 oz eq | 1 oz eq | 1 oz eq | 2 oz eq |
| Fluid Milk* | 1 cup | 1 cup | 1 cup | 1 cup |

Is it Reimbursable?

Use this simple checklist to determine if student lunches are reimbursable under OVS:

- ☒ Does the meal offered to students include the minimum required amounts of vegetables, fruits, grains, meats/meat alternates, and fluid milk?
- ☒ Does the meal selected by the student contain at least three components, including at least ½ cup fruit and/or vegetable?

If the answer to each of these questions is yes, then the school lunch is reimbursable under OVS.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Test Your OVS Skills!

Which combination of food items from the following offered lunch menu would make a reimbursable school lunch under OVS for Grades 9-12?

Offered Lunch Menu

| Food Item | Food Components |
|--------------------------------------|-------------------------------|
| Hamburger on a whole grain-rich bun | 2 oz eq grain 2 oz eq meat |
| ½ cup corn | ½ cup starchy vegetable |
| ½ cup green beans | ½ cup other vegetable |
| 1 cup grapes | 1 cup fruit |
| Variety of Low Fat/ Fat-Free Milk | 1 cup fluid milk* |

oz eq = ounce equivalent



Which of the following student meals are reimbursable?

Meal 1:

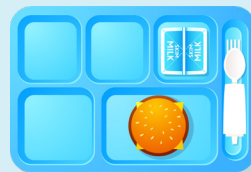
½ cup of corn
½ cup of green beans
½ cup of grapes
1 cup of milk*



- ☐ Reimbursable
☐ Not Reimbursable

Meal 2:

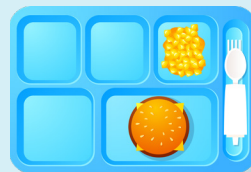
Hamburger on whole grain-rich bun
1 cup of milk*



- ☐ Reimbursable
☐ Not Reimbursable

Meal 3:

Hamburger on whole grain-rich bun
½ cup corn



- ☐ Reimbursable
☐ Not Reimbursable

Answers: Meals 1 and 3 are reimbursable meals under OVS. Meal 2 is not reimbursable because it does not include ½ cup fruit and/or vegetable.

*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

Additional Tips for OVS Success

- Post signage with pictures to help students identify how to build a reimbursable meal near the beginning of each serving line and wherever student choices are made.
- Have cashiers review the reimbursable meal signage before each meal service for greater success.
- Keep fruit near the cashier stand so students can easily complete their reimbursable meal.
- Encourage teachers to review the day's menu with students and explain how students can select a reimbursable meal.
- Post menus that highlight required meal components on your school's website and/or on flyers that children can take home to discuss with their parents and caregivers.

For more information on OVS requirements, visit:

<https://www.fns.usda.gov/updated-offer-vs-serve-guidance-nsfp-and-sbp-beginning-sy2015-16>



Back-to-School Checklist

Visit theicn.org/backtoschool for more details and training.

District: _____

Name of School: _____

Opening the Kitchen

- ☐ Wash, rinse, sanitize, and allow surfaces to air dry.
- ☐ Unpack and put away tools.
- ☐ Replace old or outdated signs.
- ☐ Check each hand sink for a handwashing sign, including employee restroom.
- ☐ Check each hand sink for paper towels, soap, and warm water.
- ☐ Hang up helpful signs in each work area.
- ☐ Print and display refrigerator logs.
- ☐ Check and log temperatures for each unit.
- ☐ Confirm and display the delivery schedule.

- ☐ Meet with facilities personnel to ensure gas, power, and water are all on and functioning.
- ☐ Make sure equipment is plugged in and functioning properly.
- ☐ Preheat ovens and check temperatures with an oven thermometer.
- ☐ Collect and calibrate probe thermometers.
- ☐ Log thermometer calibration activity.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Opening the Serving Line

- ☐ Ensure an *And Justice for All Poster* is at the point of service and in view of the customer.
- ☐ Display most recent health inspection.
- ☐ Display menu.
- ☐ Post information about possible allergens.
- ☐ Provide each cashier station with a paper roster and pen.
- ☐ _____
- ☐ _____

Opening the Manager's Office

- ☐ Update the food safety binder.
- ☐ Update the allergy management binder or documents.
- ☐ Update recipes.
- ☐ Set up clipboards or another method to share daily documents.
- ☐ Celebrate your accomplishments by posting training certificates and diplomas.
- ☐ Prepare your file drawers for the year's documentation.
- ☐ _____
- ☐ _____

Completed by: _____

Date of completion: _____

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<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

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Verification of Approved Continuing Education Units for Professional Standards - NSLP




| | |
|--|--|
| <p>Title of Activity:</p> <p>Summer Food Service Training SY 2023-24</p> <p>Zoom Training Part 2</p> | <p>Participant Name:</p> <hr/> <p>Last First</p> |
| <p>Educational Provider:</p> <p>Nebraska Department of Education-Nutrition Services</p> | <p>SNA Membership ID #: If a member of the School Nutrition Association</p> |
| <p>Location (City and State): Lincoln, NE</p> | <p>CEU's Earned: 3 hours</p> |
| <p>Date:</p> | <p>Learning Codes: Administration: Compliance with Regulations/Policies - 3320</p> |
| <p>Signature of Educational Provider:</p> <p><i>Kayla Panch</i></p> | |

Please keep this certificate for proof of continuing education.

Child Nutrition Label

Example

| | |
|--|--|
| 1 Chicken Stir-fry Bowl | |
| 2 Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices | |
| 3 CN | |
| 4 | 5 000000 |
| CN | Each 4.5 oz Chicken Stir-fry Bowl provides 1.5 oz eq meat, 1.0 oz eq grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ⅓ cup other vegetable for Child Nutrition Meal Pattern Requirements (Use of this logo and statement authorized by the Food and Nutrition Service, USDA, 09/16). |
| | 6 CN |
| 7 | |
| 8 Net weight: 18 pounds | 10  |
| 9 Chicken Wok Company 1234 Kluck Street • Poultry, PA, 12345 | |

- 1** Product name
- 2** Ingredients statement
- 3** CN logo
- 4** Meal pattern contribution statement
- 5** Six-digit product identification number
- 6** FNS authorization statement
- 7** Month and year of AMS approval
- 8** Net weight
- 9** Company signature/address line
- 10** Inspection legend

Product Formulation Statement Example:

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) 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 Ingredients per Food Buying Guide (FBG) | Ounces per Raw Portion of Creditable Ingredient | Multiply | FBG Yield/ Servings Per Unit | Creditable Amount * |
|---|---|----------|------------------------------|---------------------|
| Chicken | 3.04 | X | 0.658 | 2 |
| | | X | | |
| | | X | | |
| A. Total Creditable M/MA Amount¹ | | | | |

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

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

| Description of APP, manufacture's name, and code number | Ounces Dry APP Per Portion | Multiply | % of Protein As-Is* | Divide by 18** | Creditable Amount APP*** |
|--|----------------------------|----------|---------------------|----------------|--------------------------|
| | | X | | ÷ by 18 | |
| | | X | | ÷ by 18 | |
| | | X | | ÷ by 18 | |
| B. Total Creditable APP Amount¹ | | | | | |
| C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz) | | | | | |

*Percent of Protein As-Is is provided on the attached APP documentation.

**18 is the percent of protein when fully hydrated.

***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

¹Total Creditable Amount must be rounded down to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do not round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased 3.04

Total creditable amount of product (per portion) 2.0

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 3.04 ounce serving of the above product (ready for serving) contains 2.0 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Bob Chicken

Signature

Bob Chicken

Printed Name

VP - R&D

Title

Date

555-5555

Phone Number

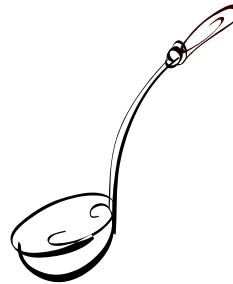
Portion Control – Measuring Equipment

| Scoop/Dipper Number | Level Measure |
|---------------------|---------------|
| 6 | 2/3 cup |
| 8 | 1/2 cup |
| 10 | 3/8 cup |
| 12 | 1/3 cup |
| 16 | 1/4 cup |
| 20 | 3 1/3 Tbsp. |
| 24 | 2 2/3 Tbsp. |
| 30 | 2 Tbsp. |
| 40 | 1 2/3 Tbsp. |
| 50 | 3 3/4 tsp. |
| 60 | 3 1/4 tsp. |
| 70 | 2 3/4 tsp. |
| 100 | 2 tsp. |



The number of the scoop or dipper indicates the number of level scoops it takes to fill one quart. Scoops or dippers are used to portion muffins, mashed potatoes, cookies, meat mixtures, etc.

| Ladles* | Level Measure |
|---------|---------------|
| 1 oz. | 1/8 cup |
| 2 oz. | 1/4 cup |
| 4 oz. | 1/2 cup |
| 6 oz. | 3/4 cup |
| 8 oz. | 1 cup |



The size of the ladle is located on the handle. Ladles are used in serving soups, stews, sauces, gravies, etc.

| Spoodles* | Level Measure |
|-----------|---------------|
| 2 oz. | 1/4 cup |
| 3 oz. | 3/8 cup |
| 4 oz. | 1/2 cup |
| 6 oz. | 3/4 cup |
| 8 oz. | 1 cup |



A spoodle is a combination spoon and ladle that is available either in perforated or solid form. Its size is usually indicated on the handle. Spoodles are used primarily for serving fruits and vegetables.

* The size of the ladle/spoodle is stated in ounces. The manufacturer of these utensils means “fluid ounces.”

Basics at a Glance

Recipe Abbreviations

| | |
|-----------|--------------------------------|
| approx. | = approximate |
| tsp or t | = teaspoon |
| Tbsp or T | = tablespoon |
| c | = cup |
| pt | = pint |
| qt | = quart |
| gal | = gallon |
| wt | = weight |
| oz | = ounce |
| lb or # | = pound (e.g., 3#) |
| g | = gram |
| kg | = kilogram |
| vol | = volume |
| mL | = milliliter |
| L | = liter |
| fl oz | = fluid ounce |
| No. or # | = number (e.g., #3) |
| in. or " | = inches (e.g., 12") |
| °F | = degree Fahrenheit |
| °C | = degree Celsius or centigrade |

Volume Equivalents for Liquids



| | | |
|----------|-------------------|--------------|
| 60 drops | = 1 tsp | |
| 1 Tbsp | = 3 tsp | = 0.5 fl oz |
| 1/8 cup | = 2 Tbsp | = 1 fl oz |
| 1/4 cup | = 4 Tbsp | = 2 fl oz |
| 1/3 cup | = 5 Tbsp + 1 tsp | = 2.65 fl oz |
| 3/8 cup | = 6 Tbsp | = 3 fl oz |
| 1/2 cup | = 8 Tbsp | = 4 fl oz |
| 5/8 cup | = 10 Tbsp | = 5 fl oz |
| 2/3 cup | = 10 Tbsp + 2 tsp | = 5.3 fl oz |
| 3/4 cup | = 12 Tbsp | = 6 fl oz |
| 7/8 cup | = 14 Tbsp | = 7 fl oz |
| 1 cup | = 16 Tbsp | = 8 fl oz |
| 1/2 pint | = 1 cup | = 8 fl oz |
| 1 pint | = 2 cups | = 16 fl oz |
| 1 quart | = 2 pt | = 32 fl oz |
| 1 gallon | = 4 qt | = 128 fl oz |

Equivalent Weights



| | | |
|-------|-----------|------------|
| 16 oz | = 1 lb | = 1.000 lb |
| 12 oz | = 3/4 lb | = 0.750 lb |
| 8 oz | = 1/2 lb | = 0.500 lb |
| 4 oz | = 1/4 lb | = 0.250 lb |
| 1 oz | = 1/16 lb | = 0.063 lb |

Scoops (Dishers)

| Size/No. ¹ | Level Measure | Color Code ² |
|-----------------------|---------------|-------------------------|
| 6 | 2/3 cup | |
| 8 | 1/2 cup | |
| 10 | 3/8 cup | |
| 12 | 1/3 cup | |
| 16 | 1/4 cup | |
| 20 | 3-1/3 Tbsp | |
| 24 | 2-2/3 Tbsp | |
| 30 | 2 Tbsp | |
| 40 | 1-2/3 Tbsp | |
| 50 | 3-3/4 tsp | |
| 60 | 3-1/4 tsp | |
| 70 | 2-3/4 tsp | |
| 100 | 2 tsp | |

¹ Scoops are left or right hand or squeeze-type that can be used for both hands. Number on the scoop indicates how many level scoopfuls make one quart. For example, eight No. 8 scoops = 1 quart.



² Use colored dots matching the brand-specific color coding of scoop sizes.

Ladles Portion Servers

| Ladle fl oz | Approx. Measure | Portion Server fl oz |
|----------------|-----------------|-------------------------|
| 1 oz | 1/8 cup | 1 oz |
| 2 oz | 1/4 cup | 2 oz |
| 3 oz | 3/8 cup | 3 oz |
| 4 oz | 1/2 cup | 4 oz |
| 6 oz | 3/4 cup | 6 oz |
| 8 oz | 1 cup | 8 oz |
| 12 oz | 1-1/2 cups | — |

Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz." "Fl oz" would be more accurate since they measure volume, not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

Cooking or Serving Spoons

Solid Spoons



Perforated Spoons



Slotted Spoons



Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

Fraction to Decimal Equivalents



| | |
|-----|---------|
| 1/8 | = 0.125 |
| 1/4 | = 0.250 |
| 1/3 | = 0.333 |
| 3/8 | = 0.375 |
| 1/2 | = 0.500 |
| 5/8 | = 0.625 |
| 2/3 | = 0.666 |
| 3/4 | = 0.750 |
| 7/8 | = 0.875 |

Metric Equivalents by Weight



| Customary Unit (avoirdupois) | Metric Unit |
|------------------------------|-----------------------|
| Ounces (oz) | Grams (g) |
| 1 oz | = 28.35 g |
| 4 oz | = 113.4 g |
| 8 oz | = 226.8 g |
| 16 oz | = 453.6 g |
| Pounds (lb) | Grams (g) |
| 1 lb | = 453.6 g |
| 2 lb | = 907.2 g |
| Pounds (lb) | Kilograms (kg) |
| 2.2 lb | = 1 kg (1000 g) |



Metric Equivalents by Volume



| Customary Unit (fl oz) | Metric Unit |
|------------------------|-------------|
| 1 cup (8 fl oz) | = 236.59 mL |
| 1 quart (32 fl oz) | = 946.36 mL |
| 1.5 quarts (48 fl oz) | = 1.42 L |
| 33.818 fl oz | = 1.0 L |



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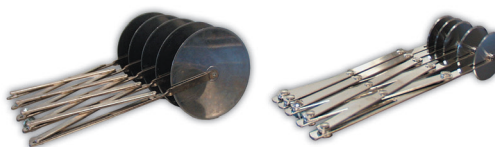
Steamtable Pan Capacity

| Pan Size | Approx. Capacity | Serving Size | Ladle (fl oz) | Scoop # | Approx. # Servings |
|---|------------------|--------------|---------------|---------|--------------------|
| 12" x 20" x 2-1/2"  | 2 gal | 1/2 cup | 4 oz | 8 | 64 |
| | | 3/8 cup | 3 oz | 10 | 80 |
| | | 1/3 cup | 2.65 oz | 12 | 96 |
| | | 1/4 cup | 2 oz | 16 | 128 |
| 12" x 20" x 4"  | 3-1/2 gal | 1/2 cup | 4 oz | 8 | 112 |
| | | 3/8 cup | 3 oz | 10 | 135 |
| | | 1/3 cup | 2.65 oz | 12 | 168 |
| | | 1/4 cup | 2 oz | 16 | 224 |
| 12" x 20" x 6"  | 5 gal | 1/2 cup | 4 oz | 8 | 160 |
| | | 3/8 cup | 3 oz | 10 | 200 |
| | | 1/3 cup | 2.65 oz | 12 | 240 |
| | | 1/4 cup | 2 oz | 16 | 320 |

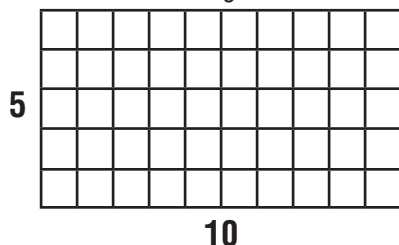
Approximate Dimensions of Serving Sizes from Different Pan Sizes

| Pan | Approx. Size | No. and Approx. Size Servings per Pan | | |
|----------------------|--------------------|---------------------------------------|-----------------|-----------------|
| | | 25 | 50 | 100 |
| Baking or steamtable | 12" x 20" x 2-1/2" | 2" x 3-3/4" | 2" x 2" | ----- |
| Sheet or bun | 18" x 26" x 1" | 3-1/4" x 5" | 3-1/4" x 2-1/2" | 1-3/4" x 2-1/2" |

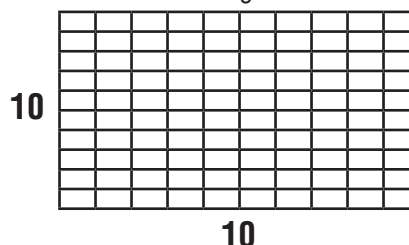
Cutting Diagrams for Portioning



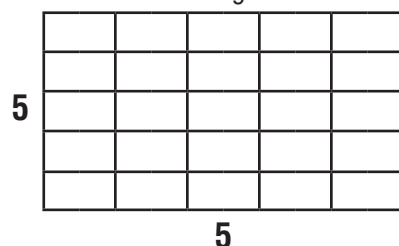
For 50 servings cut 5 x 10



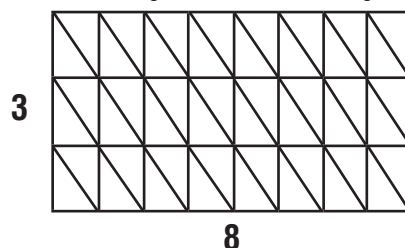
For 100 servings cut 10 x 10



For 25 servings cut 5 x 5



For 48 servings cut 3 x 8 then diagonally



Other Pan Sizes

1/1



20-3/4" x 12-3/4"

2/3



13-7/8" x 12-3/4"

1/2



10-3/8" x 12-3/4"

2/4



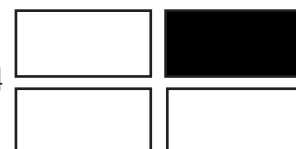
20-3/4" x 6-7/16"

1/3



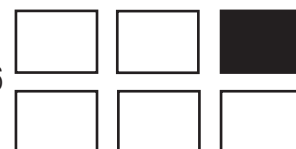
6-7/8" x 12-3/4"

1/4



6-3/8" x 10-3/8"

1/6



6-7/8" x 6-1/4"

1/9



6-7/8" x 4-1/4"

Steamtable or counter pans are available in various sizes. Smaller size pans may require the use of an adapter bar.

Information Standardized Recipes Must Include

1. **Name of Recipe:** 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. **Number of Servings:** 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. **Ingredients:** List in the order used and in measured weight, volume or specific can size.
4. **Directions for Preparation/Equipment:** List directions in order. Include equipment needed, pan size, amount of product per pan, kind of oven, how to cut portions, etc.
5. **Serving Size:** 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. **Yield:** Specify the total weight or volume that the recipe prepares.
7. **Serving Utensil:** Specify the utensil that is used on the serving line, for each grade group, if applicable.
8. **Meal Pattern Contribution:** 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. **Serving Suggestions:** Optional information for variations, condiments, etc.
10. **Critical Control Points:** Time, temperature, how to cool and store are important food safety points (optional).

EXAMPLE:

STANDARDIZED RECIPE FORM

| | | | | | |
|---|------------|--------------------------------|-----------|---------------|---|
| 1 Recipe Name: <u>Chili</u> (Source: <u>USDA: D-20</u>) | | Recipe Number: <u>Entrée 6</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 | 1 lb | | 2 lb | | 2. Add onions, seasonings |
| Garlic powder | | 1 Tbsp | | 2 Tbsp | 3. Stir in tomatoes, water, tomato paste, mix. Bring to boil. Reduce heat. Cover. Simmer slowly, stirring occasionally until thickened, about 40 min. |
| Pepper | | 2 tsp | | 1 Tbsp, 1 tsp | 4. Stir in beans. Cover and simmer about 10 min. or to 165°F. |
| Chili Powder | | 3 Tbsp | | ¼ c, 2 Tbsp | 5. Pour into serving pans. Keep hot over 135°F. |
| Paprika | | 1 Tbsp | | 2 Tbsp | 6. Quick-chill leftovers in a shallow pan in an ice bath. |
| Onion Powder | | 1 Tbsp | | 2 Tbsp | 7. Serving Suggestions: add a sprinkle of cheese or Fritos |
| Ground. Cumin | | 2 Tbsp | | ¼ cup | |
| Tomatoes, diced, cnd | 3 lb 3 oz | ½ #10 can | 6 lb 6 oz | 1 #10 can | |
| Water | | 2 ¼ qt | | 1 gal, 2 cups | |
| Tomato Paste | 1 lb 12 oz | ¼ #10 can | 3 lb 6 oz | ½ #10 can | |
| Pinto Beans, canned | 2 lb 1 oz | 1 qt 1½ cup | 4 lb 4 oz | 2 qt, 3 cups | |

5 Serving Size for Elementary is ½ cup (unit: cup, fl oz, each)

Serving Size for Secondary is ¾ cup (unit: cup, fl oz, each)

7 Serving Utensil: 4 oz ladle

Serving Utensil: 6 oz ladle

6 Total Yield for 50 1/2 cup (# servings recipe makes) is 1½ (number) gal (unit: lb, gal, or # pans and # servings/pan) or 32 ¾ cup servings

8 Meal Pattern Contribution:

| | | | | |
|--|-------------------|----------------------|---------------|-----------------|
| | Grades | Meat /Meat Alternate | Grains/Breads | Fruit/Vegetable |
| | <u>Elementary</u> | <u>2 oz</u> | <u></u> | <u>¾ cup</u> |
| | <u>Secondary</u> | <u>3 oz</u> | <u></u> | <u>½ cup</u> |

STANDARDIZED RECIPE FORM

Recipe Name: CHEF SALAD – RECIPE FOR 1

Recipe No: xxxxxx

| Ingredients | 1 Serving (Grades K-8) | 1 Serving (Grades 9-12) | Directions |
|---|---------------------------|----------------------------|---|
| | Amount | Amount | |
| Romaine or Romaine/iceberg/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 diced meat on left side 5. Place breadstick(s) on right side <u>Other grain options (1 oz eq)</u> WGR dinner roll, 1 each WGR saltines, 4 packages |
| Cherry Tomatoes | 4 | 4 | |
| Sliced American Cheese (1/2 oz./slice) | 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 (unit: cup, fl oz, each)

Serving Utensil: NA

Serving Size for Grades: : 9-12 1 salad (unit: cup, fl oz, each)

Serving Utensil: NA

| | Grades | Meat/Meat Alternate | Grains/Breads | Fruit/Vegetable |
|----------------------------|--------|---------------------|---------------|--------------------------------------|
| Meal Pattern Contribution: | K-8 | 2 oz M/MA | 1 oz eq Grain | ½ cup dark green vegetable ¼ cup red |
| Meal Pattern Contribution: | 9-12 | 2 oz M/MA | 2 oz eq Grain | 1 cup dark green vegetable ¼ cup red |

Chicken Tetrazzini

Main Dish

HACCP: #2 Same Day Service

Healthier Kansas Recipe 7
(USD 308 Hutchinson, modified)

| Ingredients | 100 Servings (3/4 cup) | | Servings | | Directions |
|-------------------------------------|------------------------|--------------|----------|---------|--|
| | Weight | Measure | Weight | Measure | |
| Water, cold | 3 lb 12 oz | 1 qt 3½ cups | | | 1. Mix water, broth, margarine, pepper, chicken, chilies, pimentos, and onions in stock pot, steam-jacketed kettle, or tilting skillet. 2. Bring to a boil. CCP: Heat to 165°F or higher for at least 15 seconds. |
| Broth, chicken, low sodium | 27 lb 10 oz | | | | |
| Margarine, liquid | 8 oz | | | | |
| Pepper, black | | 2 tsp | | | |
| Chicken, cooked, diced ½" | 12 lb | | | | |
| Chilies, diced, canned | 1 lb 1 oz | | | | |
| Pimentos, canned | 11 oz | | | | |
| Onions, dehydrated flakes | 5 oz | | | | |
| Soup, Cream of Mushroom | 4 lb 11 oz | | | | 3. Add soup to mixture. Stir until blended. |
| Spaghetti Noodles, whole wheat, dry | 6 lb 8 oz | | | | 4. Add dry spaghetti noodles. Bring to a boil for 2 minutes and turn to low. |
| Cheese, American, shredded | 2 lb | | | | 5. Add cheese to mixture. 6. Stir in to melt. Serve hot with 6 oz spoodle. CCP: Hold hot for service at 135°F or above. |

| Serving Size | 1 Serving Provides | Yield |
|-----------------------------------|--|---------|
| K-8: ¾ cup (6 oz spoodle) | K-8: 2.0 oz equivalent M/MA + 1.0 oz equivalent Grains | 75 cups |
| 9-12: 1 cup (8 oz spoodle) | 9-12: 2.75 oz equivalent M/MA + 1.25 oz equivalent Grains | |

Nutrients Per ¾ Cup Serving

| | | | | | |
|---------------|----------|-----------------|----------|-------------|-----------|
| Calories | 272 | Vitamin A | 259.2 IU | Iron | 1.97 mg |
| Protein | 24.58 gm | Vitamin C | 5.36 mg | Calcium | 70.79 mg |
| Carbohydrate | 25.85 gm | Fiber | 3.34 gm | Cholesterol | 60.62 mg |
| Fat | 8.87 gm | % Fat | 29.4 % | Sodium | 387.54 mg |
| Saturated Fat | 3.26 gm | % Saturated Fat | 10.79 % | | |

STEPS IN STANDARDIZING A RECIPE

1. Review recipe carefully. Check that:
 - ✓ All ingredients are listed.
 - ✓ Amounts of ingredients are correct and clearly stated in weight or measure (volume).
 - ✓ Amounts are converted to the largest possible unit and fractions are avoided if possible.
 - ✓ Ingredients are listed in the order used.
 - ✓ Directions are detailed, complete and accurate, and in the order they are to be done.
 - ✓ Pan size, time and temperature of baking are clear.
2. Prepare the recipe in a small quantity.
3. Weigh or measure the amount of product to be placed into each pan, if appropriate, noting this on the recipe.
4. Determine the recipe yield.
 - ✓ Measure the total yield: this could be a count, number of specific-sized pans, volume in gallons, quarts, etc., or weight in pounds. Record this on the recipe.
 - ✓ Determine serving size: Use the same unit of measure as the total yield (count, pan cuts, volume, or weight). Example: if the total yield is a liquid measure (volume) such as 3 gallons, use cups or fractions of a cup for the serving size. Record the serving size on the recipe.
 - ✓ Determine serving utensil: Be sure the utensil used measures the amount stated for serving size. Example: If the serving size is $\frac{1}{2}$ cup, a #8 disher, a 4 fl oz spoodle or ladle may be appropriate. Record the serving utensil on the recipe.
 - ✓ Compute the number of servings the recipe makes. Calculate the total yield by the serving size in one of the following ways. Record this on the recipe.
 - When the serving size is a unit of measure (items, cups, ounces) divide the total yield by the serving size. Example: 1 gallon divided by $\frac{1}{2}$ cup = 32.
 - When the serving size is not a standard unit of measure, use the selected serving utensil to physically transfer product from one container to the other. Example: 1 gal of "frozen fruit fluff" may yield 48 rounded #16 dishers.
 - When the serving size is a number of cuts from a pan, multiply the number of pans times the number of servings per pan.
5. Evaluate the recipe for quality, yield, serving size, flavor, color, etc. Adjust if needed.
6. Calculate the meal pattern contribution. Record calculations on the back of the recipe.
7. Re-test the recipe to assure all information in the recipe is complete and correct.
8. For potentially hazardous foods include the cooking temperature and other HACCP food safety information (optional).
9. Calculate the cost of the recipe and per serving (optional).

EXAMPLE OF DETERMINING THE YIELD OF A RECIPE

1. Prepare the recipe for chicken and noodles. Weigh/measure the following ingredients:

| | | | |
|---------------|------------|------------------------|------------------------------|
| Chicken Stock | 8 gal | Flour | 1 lb |
| Noodles | 12 lb 8 oz | Milk | 1 gal + 3 $\frac{1}{2}$ qt |
| Onion, dry | 8.75 oz | Pepper | 2 Tbsp + 1 $\frac{1}{2}$ tsp |
| Margarine | 1 lb | Chicken, cooked, diced | 42 lb |
2. Measure total yield. The total volume is 15 gal + 2 $\frac{1}{2}$ qt.
3. Determine serving size. The serving size is 1 cup. Using an 8 fl oz ladle, 1 gal = 16 servings.
 - ✓ Convert 15 gal + 2 $\frac{1}{2}$ qt to cups.
 - 15 gal (x) 16 cups/gal = 240 cups
 - 2 $\frac{1}{2}$ qt (x) 4 cups/qt = 10 cups
 - 240 cups + 10 cups = 250 cups
 - ✓ Determine the number of servings in the recipe by dividing total yield by the serving size.
 - 250 cups \div 1 cup per serving = 250 servings
4. Retest the recipe. Be sure the recipe yields the same amount (15 gal + 2 $\frac{1}{2}$ qt).

STANDARDIZED RECIPE FORM

Recipe Name: _____

Recipe No: _____

| Ingredients | For _____ Servings | | For _____ Servings | | Directions |
|-------------|--------------------|---------|--------------------|---------|------------|
| | Weight | Measure | Weight | Measure | |
| | | | | | |

Serving Size for Grades _____ is _____ (unit: cup, fl oz, each) Serving Utensil: _____
Serving Size for Grades _____ is _____ (unit: cup, fl oz, each) Serving Utensil: _____

Total Yield for _____ (# servings recipe makes) is: _____ (number) _____ (unit: lbs, gal, OR # pans and # servings/pan)

| | Grades | Meat/Meat Alternate | Grains/Breads | Fruit/Vegetable |
|----------------------------|--------|---------------------|--------------------------------------|-----------------|
| Meal Pattern Contribution: | _____ | _____ oz | _____ oz. eq. = _____ g/b serving(s) | _____ cup |
| Meal Pattern Contribution: | _____ | _____ oz | _____ oz eq. = _____ g/b serving(s) | _____ cup |

CHILD NUTRITION PROGRAM RECIPES

Institute of Child Nutrition – Child Nutrition Recipe Box (USDA Standardized Recipes for Child Nutrition Programs):

<https://theicn.org/cnrb/>

Healthy School Recipes: <https://healthyschoolrecipes.com/about/>

NDE - Nutrition Services:

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

Iowa Gold Star Recipes: <https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition/iowa-gold-star-cycle-menus>

Healthier Kansas Menus/Recipes: <https://cnw.ksde.org/snp/food-service-facts/chapters/chapter-16-menu-planning/healthier-kansas-menus>

Washington State Schools “Scratch Cooking” Recipe Book:

<https://healthyschoolrecipes.com/source/washington-state-schools-scratch-cooking-recipe-book>

Ohio Menus that Move:

<http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/Menus-that-Move>

Chef Ann Foundation “The Lunch Box”:

<http://www.thelunchbox.org/recipes-menus/recipes>

School Nutrition Association Healthy Recipe Ideas:

<https://schoolnutrition.org/learningcenter/communications-marketing/steps/healthy-recipe-ideas/>

Chef Cyndie Recipes: <https://www.chefcyndie.com/recipes.html>

SHORT FORM – Foods and Approximate Equivalents

| | Food As Purchased (AP) FRUITS and VEGETABLES | Purchase Unit (PU) | ½ 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 | ¼ cup paste credits as ½ cup red-orange |
| | TOMATO PUREE | #10 can | 48 | ¼ cup puree credits as ½ 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 = ¼ c veg unless CN labeled |
| | SPAGHETTI SAUCE - Commodity | #10 can | 24 | Commercial brands do not credit |
| FRESH | APPLES - Medium = 125-138 count | lb. | 6.5 | ½ apple = ½ cup fruit |
| | BANANAS - Medium = 100-120 count | lb. | 3.5 | 1 banana = ½ cup fruit |
| | GRAPES - Seedless | lb. | 5 | 14 large grapes = ½ cup |
| | MELONS | lb. | 3 | 1 lb. = 1⅜ c. ready to eat |
| | ORANGES - Small = 138 count | lb. | 3 | 1 orange = 1/2 c fruit/juice |
| | CABBAGE - Shredded w/o Dressing | lb. | 12 | |
| | CARROT - Sticks | lb. | 5.2 | 6 - 4"x ½ "strips = 1/2 c |
| | CARROT - Baby | lb. | 6.5 | 1 lb = 3 1/8 cups |
| | CELERY - Sticks | lb. | 6 | 6 – 1/2"x 4" strips =1/2 cup |
| | LETTUCE - Cleaned and Cored | lb. | 14.5 | Ready-to-serve |
| | LETTUCE - Salad Mix w/o Dressing | lb. | 13 | Ready-to-serve |
| | POTATOES - With skin | lb. | 5 | 1 lb = 3 medium |
| | TOMATOES | lb. | 4 | 1 lb = 3 - 4 medium |
| | TOMATOES - Cherry | lb. | 6 | 6 cherry tomatoes = 1/2 cup |
| | FRUITS - All types | lb. | 3.5 | Peaches, cherries, strawberries |
| FROZEN | POTATOES - French Fries regular/crinkle | lb. | 7 | About 10 fries = 1/2 cup |
| | POTATOES - French Fries, shoestring cut | lb. | 8 | About 14 fries = 1/2 cup |
| | POTATOES - Tater Tots | lb. | 6 | About 8 regular sized tots =1/2 c |
| | POTATOES - Wedges w/skin | lb. | 5 | |
| | POTATOES - Hashbrown patty, prebrowned | lb. | 3.5 | 1 patty = ¼ c. |
| | VEGETABLES - Small uniform pieces | lb. | 5 | Corn, peas, carrots, green beans |
| | VEGETABLES - All others | lb. | 4.5 | Broccoli, cauliflower |
| DRIED | POTATOES – Flakes, granules | lb. | 25 | |
| | POTATOES – Sliced, diced | lb. | 22 | |

Serving sizes of less than 1/8 cup (2 tablespoons) may not be counted toward the fruit/vegetable requirement.

| CANNED | Food As Purchased (AP) MEAT/MEAT ALTERNATES | Purchase Unit | Ounces per PU | Comments |
|-----------------|---|---------------|---------------|-----------------------------|
| | BEEF or PORK - In natural juices | 29 oz. can | 14 | Boneless |
| | CHICKEN - Boned in broth | 29 oz. can | 20 | Drained |
| | TUNA - Chunk | 66½ oz. can | 50 | Drained |
| FRESH OR FROZEN | RAW | | | |
| | BEEF - Ground 80% lean | lb. | 11.8 | |
| | PORK – Ground 80% lean | lb. | 11.5 | |
| | PORK – Boneless, fresh ham/roast/shoulder | lb. | 9 | |
| | CHICKEN or TURKEY - Ground | lb. | 11.2 | |
| | CHICKEN - Fresh/Frozen - Whole with skin | lb. | 5.8 | |
| | TURKEY – Boneless roast or roll | lb. | 10.5 | |
| | BEEF Roast - Boneless | lb. | 10 | |
| | PRECOOKED and BREADED | | | |
| | BEEF - Breaded patties or nuggets | lb. | 8 | |
| | CHICKEN - Breaded patties or nuggets | lb. | 8 | |
| | FISH PORTIONS - Battered or breaded | lb. | 8 | |
| | PORK - Breaded patties or nuggets | lb. | 8 | |
| | COOKED MEATS, UNBREADED | | | |
| | TURKEY HAM – 15% added ingredients | lb. | 9.4 | 1.7 oz = 1 oz cooked |
| | Note: Many similar type deli meat contain added water. Carefully review crediting information, which may require serving 3-4 ounces of product to CREDIT as 2 oz of meat. This is a key factor that will affect food cost. | | | |
| | DELI – Style meats for sandwiches | lb. | 16 | First review CN information |
| | HAM - Boneless, mild cured | lb. | 13 | |
| | FRANKS | lb. | 16 | |
| | PRECOOKED - Unbreaded meat portions | lb. | 16 | |
| MEAT ALTERNATES | BEANS - Assorted Canned kidney, chili, navy | #10 can | 36 | ¼ cup = 1 oz eq |
| | CHEESE - American, Cheddar, Mozzarella | lb. | 16 | 4 cups grated = 1 lb. |
| | CHEESE - Cottage or Ricotta | lb. | 8 | ¼ cup = 1 oz eq |
| | CHEESE - Food, Spread | lb. | 8 | 2 oz. = 1 oz eq |
| | EGGS - Fresh, Large | Each | 2 | ½ egg = 1 oz eq |
| | EGGS – Frozen | lb. | 18 | 1 lb. = 9 large eggs |
| | NUTS or SEEDS – Shelled | lb. | 16 | Max 50% of requirement |
| | PEANUT BUTTER | lb./ #10 can | 14 / 97 | 2 Tbsp. = 1 oz eq |
| | YOGURT - Plain or flavored | lb. | 4 | 4 fl oz = ½ cup = 1 oz eq |

If available, refer to Child Nutrition (CN) Labels for portion size and meal pattern contribution.





Outline of What to Include in the Written HACCP Plan

(Refer to pages 55-79 in the USDA guidance manual)

Culture of Food Safety using HACCP Food Safety Program

(Name of your school/facility – grades Served)

1. Description of Program/ Facility

- a. Brief introduction (see top of page 56)
- b. Identify staff by numbers: Example 1 manager, 4 full time staff
- c. List the total number of feeding sites for your school/facility
- d. List the total number of kitchens for your school/facility:
(Onsite/central kitchens and satellite kitchens)
- e. List other school districts to which you provide meals
- f. Specify the average daily number of meals prepared for breakfast and lunch
- g. Menus – how they are planned: i.e. monthly, use a cycle menu etc.
- h. Specify the date this manual was created.

2. Standard Operating procedure

Will include those SOP's that are applicable to your school/facility

3. Categorizing Menu items and Identifying Control Measures and Critical Control Points

Will include the food items you serve at your school/facility using:

- Cook and Same Day Service Process Chart
- No Cook Process Chart
- Cook, Cool, Reheat, Serve Process Chart

4. Corrective Actions (pages 64-65)

5. Recordkeeping Requirements – pages 66-78

This may be where you want to keep the originals for making copies in the future and have a separate notebook for completed HACCP logs and the current logs posted in the kitchen to be completed)

6. NDE Nutrition Services HACCP

<https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/>

7. USDA's Guidance Manual

https://fns-prod.azureedge.net/sites/default/files/Food_Safety_HACCPGuidance.pdf

8. State of Nebraska Food Code

http://www.nda.nebraska.gov/regulations/foods/food_code.pdf

Refrigeration and Freezer Log

Instructions: A designated food service employee will record the date, time, air temperature, corrective action, and initials on this log for each holding unit. Holding units include walk-in coolers, refrigerators, milk coolers, and freezers. The food service manager will verify that food service employees have taken the required temperatures by visually monitoring food service employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

Location/Unit Description: _____

Refrigeration and Freezer Log

Instructions: A designated food service employee will record the date, time, air temperature, corrective action, and initials on this log for each holding unit. Holding units include walk-in coolers, refrigerators, milk coolers, and freezers. The food service manager will verify that food service employees have taken the required temperatures by visually monitoring food service employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

Location/Unit Description: _____

| | | | | | |
|--|--|--|--|-------------|----------------|
| | | | | Food | Manager |
|--|--|--|--|-------------|----------------|

[illegible]

FOOD SAFETY CHECKLIST

Directions: Complete this checklist at least once a month. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference and review. On page 4, extra lines are available to record additional corrective action, if necessary. This form can be run front to back to save paper.

Note: This form has been modified to allow the recording of four months of reviews. Please record the date the monthly review was done and check “yes” or “no” to each statement. If a statement is not applicable to your facility, write “N/A” at the end of the sentence.

School Year: _____

Date: _____

PERSONAL HYGIENE

Y N Y N Y N Y N Corrective Action/Date

- Employees wear clean and proper uniform including closed-toe shoes. _____
- Effective hair restraints are properly worn. _____
- Fingernails are short, unpolished and clean (no artificial nails). _____
- Jewelry is limited to a plain ring, such as a wedding band, watch and no bracelets. _____
- Hands are washed properly, frequently and at appropriate times. _____
- Burns, wounds, sores, scabs, and splints are covered with water-proof bandages and completely covered with a foodservice glove while handling food. _____
- Eating, drinking, chewing gum and smoking are allowed only in designated areas away from preparation, service, storage and ware washing areas. _____
- Employees use disposable tissues when coughing or sneezing and then immediately wash hands. _____
- Employees appear in good health. _____
- Hand sinks are unobstructed, operational and clean. _____
- Hand sinks are stocked with soap, disposable towels and warm water. _____
- A handwashing reminder sign is posted. _____
- Employee restrooms are operational and clean. _____

FOOD PREPARATION

Y N Y N Y N Y N Corrective Action/Date

- All food stored or prepared in facility is from approved sources. _____
- Frozen food is thawed under refrigeration or in cold running water and then cooked to the proper temperature. _____



Date: _____

FOOD PREPARATION (continued)

| | Y | N | Y | N | Y | N | Y | N | Corrective Action/Date |
|--|---|---|---|---|---|---|---|---|------------------------|
| • Thawed food is not refrozen. | | | | | | | | | _____ |
| • Preparation is planned so ingredients are kept out of the temperature danger zone. | | | | | | | | | _____ |
| • Food is tasted using the proper procedure. | | | | | | | | | _____ |
| • Procedures are in place to prevent cross-contamination. | | | | | | | | | _____ |
| • Food is handled with suitable utensils, such as single use gloves or tongs. | | | | | | | | | _____ |
| • Food is prepared in small batches to limit the time it is in the temperature danger zone. | | | | | | | | | _____ |
| • Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils or floor. | | | | | | | | | _____ |
| • Food is cooked to the required safe internal temperature for the appropriate time. | | | | | | | | | _____ |
| • The internal temperature of food being cooked is monitored and documented. | | | | | | | | | _____ |

HOT HOLDING

| | Y | N | Y | N | Y | N | Y | N | Corrective Action/Date |
|---|---|---|---|---|---|---|---|---|------------------------|
| • Hot holding unit is clean. | | | | | | | | | _____ |
| • Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. | | | | | | | | | _____ |
| • Hot holding unit is pre-heated before hot food is placed in unit. | | | | | | | | | _____ |
| • Temperature of hot food being held is at or above 135 °F. | | | | | | | | | _____ |
| • Food is protected from contamination. | | | | | | | | | _____ |

COLD HOLDING

| | Y | N | Y | N | Y | N | Y | N | Corrective Action/Date |
|---|---|---|---|---|---|---|---|---|------------------------|
| • Temperature of cold food being held is at or below 41 °F. | | | | | | | | | _____ |
| • Food is protected from contamination. | | | | | | | | | _____ |

REFRIGERATOR, FREEZER and MILK COOLER

| | Y | N | Y | N | Y | N | Y | N | Corrective Action/Date |
|--|---|---|---|---|---|---|---|---|------------------------|
| • Food is stored 6 inches off the floor in walk-in coolers. | | | | | | | | | _____ |
| • Refrigerator and freezer units are clean and organized. | | | | | | | | | _____ |
| • Proper chilling procedures are used. | | | | | | | | | _____ |
| • All food is properly wrapped, labeled and dated. | | | | | | | | | _____ |
| • Air temperature of all refrigerators and freezers is monitored using accurate thermometers and documentation is on file. | | | | | | | | | _____ |



Date: _____

FOOD STORAGE and DRY STORAGE

Y N Y N Y N Y N

Corrective Action/Date

- Temperature of dry storage area is between 50 °F and 70 °F.
- All food and paper supplies are stored 6 to 8 inches off the floor.
- All food is labeled with name and date received.
- Open bags of food are stored in containers with tight fitting lids and labeled with common name.
- The FIFO (First In, First Out) method of inventory management is used.
- There are no dents on the seam, bulging or leaking canned goods.
- All food surfaces are clean.
- Chemicals are clearly labeled and stored away from food and food-related supplies.
- There is a regular cleaning schedule for all food surfaces.
- Food is stored in original container or a food grade container and is labeled with name and date received.

CLEANING and SANITIZING

- Three-compartment sink is properly set up for ware washing.
- Dishmachine is working properly (gauges and chemicals are at recommended levels).
- Water is clean and free of grease and food particles.
- Water temperatures are correct for wash and rinse.
- If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.
- All washed/sanitized items are allowed to air dry.
- Wiping cloths are stored in sanitizing solution while in use.

UTENSILS and EQUIPMENT

Y N Y N Y N Y N

Corrective Action/Date

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.
- Work surfaces are cleaned and sanitized between uses.
- Thermometers are cleaned and sanitized after each use.
- Thermometers are calibrated on a regular basis.
- Can opener is clean.



Date: _____

UTENSILS and EQUIPMENT

Y N Y N Y N Y N Corrective Action/Date

- Drawers and racks are clean.
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.

LARGE EQUIPMENT

Y N Y N Y N Y N Corrective Action/Date

- Food slicer is broken down, cleaned and sanitized before and after every use.
- Exhaust hood and filters are clean.

GARBAGE STORAGE and DISPOSAL

Y N Y N Y N Y N Corrective Action/Date

- Outdoor garbage cans/dumpsters are clean, water-tight and kept covered.
- Garbage cans are emptied as necessary.
- Boxes and containers are removed from the site.
- Loading dock and area around dumpster are clean and odor free.

PEST CONTROL

Y N Y N Y N Y N Corrective Action/Date

- Outside doors have screens, are well-sealed and are equipped with a self-closing device.
- No evidence of pests is present.
- There is a regular schedule of pest control by a licensed pest control operator.

Reviewer's Initials: _____

Additional Corrective Action: (Record the date, problem and corrective action required.)



School:

S M T W R F S

Year:

Date:

[illegible]

Grades: _____

Yes _____ No _____

| 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 |
|---|---|--|--|--------------------|
| Meat/Meat Alternate | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Fruits/Vegetables | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grains-Indicate if Whole Grain-Rich (WG-R) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Milk | | | | |
| | | | | |
| | | | | |
| | | | | |
| Other (e.g. margarine, jelly) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Nebraska Department of Education – Nutrition Services Revised 5-17

School:

S M T W R F S

Year:

Offer Versus Serve

Yes No

Grades: _____

Per Grade Range

Vegetable Servings

Today Veg Key

K-5 _____

6-8 _____

9-12 _____

Grain Requirements

| Today | Week |
|-------|------|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 | 6 |
| 7 | 7 |
| 8 | 8 |
| 9 | 9 |
| 10 | 10 |
| 11 | 11 |
| 12 | 12 |
| 13 | 13 |
| 14 | 14 |
| 15 | 15 |
| 16 | 16 |
| 17 | 17 |
| 18 | 18 |
| 19 | 19 |
| 20 | 20 |
| 21 | 21 |
| 22 | 22 |
| 23 | 23 |
| 24 | 24 |
| 25 | 25 |
| 26 | 26 |
| 27 | 27 |
| 28 | 28 |
| 29 | 29 |
| 30 | 30 |
| 31 | 31 |

K-5 _____

6-8 _____

9-12 _____

Mt/Mt Alt Requirements

| | |
|--------------|-------------|
| <i>Today</i> | <i>Week</i> |
|--------------|-------------|

K-5 _____

6-8 _____

9-12 _____

[illegible]

[**RO** = Red/Orange (K-8: ¾ cup) (9-12: 1¼ cup)] [**DG** = Dark Green **BP** = Beans **S** = Starchy (K-12: ½ cup of each one)] [**O**=Other K-8: ½ cup & 9-12: ¾ cup]

| 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 Yes ___ No ___ | Amount Leftover |
|---|---|--|---|--------------------|
| Meat/Meat Alternate | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grains – Indicate if Whole Grain-Rich (WG-R) | | | | |
| | | | | |
| | | | | |
| Fruits | | | | |
| | | | | |
| | | | | |
| | | | | |
| Vegetables | | | | |
| | | | | |
| | | | | |
| | | | | |
| Milk | | | | |
| | | | | |
| | | | | |
| | | | | |
| Other (e.g. margarine, condiments) | | | | |
| | | | | |
| | | | | |
| | | | | |

Students + Adults + Food Service Staff = Actual Count of Meals Served

Meal Delivery Ticket

(for use with single portion sizes)

Site: _____

Date: _____

Number of Meals Ordered:

Students: _____

Adults: _____

Total: _____

| Temp at Serving/ Time * | Menu | Portion |
|-------------------------------|------|---------|
| | | |

*Record temperatures of potentially hazardous foods at serving time. Temperatures in violation must be circled with Corrective Action documented on the *Receiving Log*.

Initial for Receipt of Delivery: _____

Condiments Used:

| Food Item(s) | Amount Used |
|--------------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Other Foods Used (not sent by the delivery kitchen that day)

| Food Item(s) | Amount Used |
|--------------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Milk

List Kinds List Actual Count

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Meal Delivery Ticket

(for use with multiple portion sizes)

Site: _____

Date: _____

| Number of Meals Ordered | K-5 | 6-8 |
|-------------------------|-----|-----|
| Students | | |
| Adults | | |
| Totals | | |

| Temp at Serving/ Time * | Menu | Portion Size | |
|----------------------------|------|--------------|-----|
| | | K-5 | 6-8 |
| | | | |

* Record temperatures of potentially hazardous foods at serving time. Temperatures in violation must be circled with Corrective Action documented on the *Receiving Log*.

Initial for Receipt of Delivery: _____

Condiments Used:

Food Item(s)

Amount Used

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Other Foods Used (not sent by the delivery kitchen that day):

Food Item(s)

Amount Used

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Milk

List Kinds

List Actual Counts

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Multi-Day Milk Counts

School: _____

[illegible]

Example – Master Production Record

Lunch Production Record

Circle Day of Week

Attachment K-2

School: **Name of School**

Date:

S M T W R F S

Year: **20XX-XX**

| Planned Number of: Student Lunches _____ Adult Lunches _____ | | MEAL PATTERN Planned # Portions/Serving Size by Grade Group | | | | Vegetable Subgroups * Key |
|--|----------------------|--|-------------------------------|--------------------------------|-------------------------|---------------------------------|
| Menu List Entrée Choices First | Cooking Temp/Time | # Planned for K-5 _____ | # Planned for 6-8 _____ | # Planned for 9-12 _____ | # for Pre-K _____ | |
| | | | | | | |
| Deli Sandwich | | 1 each | 1 each | 1 each | | |
| Chef Salad | | 1 each | 1 each | 1 each | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Fruit/Veggie Bar | | 1 each | → | → | | |
| | | | | | | |
| Milk | | 1 each | → | → | | |

Offer Versus Serve
Yes ☒ No _____

Grades: **All**
Per Grade Range

Vegetable Servings
Today Veg Key
K-5 _____
6-8 _____
9-12 _____

Grain Requirements
Today Week
K-5 _____
6-8 _____
9-12 _____

Mt/Mt Alt Requirements
Today Week
K-5 _____
6-8 _____
9-12 _____

* Component Key for Vegetable Subgroup and Required Weekly Serving Size

[RO = Red/Orange (K-8: ¼ cup) (9-12: 1¼ cup)] [DG = Dark Green BP = Beans S = Starchy (K-12: ½ cup of each one)] [O=Other K-8: ½ cup & 9-12: ¾ cup]

| 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 Yes ___ No ___ | Amount Leftover |
|---|---|--|---|--------------------|
| Meat/Meat Alternate | | | | |
| | | | | |
| | | | | |
| Sandwich | S.R. | | | |
| Chef Salad | S. R. | | | |
| Grains – Indicate if Whole Grain-Rich (WG-R) | | | | |
| | | | | |
| | | | | |
| Fruits | | | | |
| | | | | |
| F/V Bar - See MDF | | | | |
| Vegetables | | | | |
| | | | | |
| | | | | |
| F/V Bar - See MDF | | | | |
| Milk | | | | |
| Skim Chocolate | Hiland | | | |
| 1% White | | | | |
| | | | | |
| Other (e.g. margarine, condiments) | | | | |
| | | | | |
| | | | | |

_____ Students + _____ Adults + _____ Food Service Staff = _____ Actual Count of Meals Served

Example – Completed Production Record

Lunch Production Record

School: Lincoln School

Circle Day of Week

Date: May 10 S M T W R F S

Attachment K-2

Year: 20XX-XX

| Planned Number of: Student Lunches <u>260</u> Adult Lunches <u>20</u> | | MEAL PATTERN Planned # Portions/Serving Size by Grade Group | | | | Vegetable Subgroups Key * |
|---|-------------------|--|---------------------------------|--------------------|----------------------|---------------------------|
| Menu List Entrée Choices First | Cooking Temp/Time | # Planned for K-8 <u>180</u> | # Planned for 9-12 <u>80</u> | # Planned _____ | # for Pre-K _____ | |
| Grilled Chicken / Bun | 155°/ 10:50 | 170 – 1 each | 70 – 1 each | | | |
| OR | | | | | | |
| Chef Salad | | 10 – 1 each | 10 – 1 each | | | |
| Green Beans | | 1/4 cup | 1/2 cup | | | O |
| French Fries | | 1/2 cup | 1/2 cup | | | S |
| Watermelon or Grapes | | 1/2 cup | 1 cup | | | |
| | | | | | | |
| Oatmeal Cookie | | 1 each | 1 each | | | |
| | | | | | | |
| Milk | | 1 each | 1 each | | | |

Offer Versus Serve

Yes ☒ No ☐

Grades: All

Per Grade Range

Vegetable Servings-Optional

Today Veg Key

K-5 _____

6-8 _____

9-12 _____

Grain Requirements

Today Week

K-8 2.75 4.25

9-12 2.75 4.75

Mt/Mt Alt Requirements

Today Week

K-8 2 3.5

9-12 2 4

* Component Key for Vegetable Subgroup and Required Weekly Serving Size

[RO = Red/Orange (K-8: ¾ cup) (9-12: 1¼ cup)] [DG = Dark Green BP = Beans S = Starchy (K-12: ½ cup of each one)] [O=Other K-8: ½ cup & 9-12: ¾ cup]

| 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 Yes <input type="checkbox"/> No <input type="checkbox"/> | Amount Leftover |
|---|---|--|---|-----------------------------|
| Meat/Meat Alternate | | | | |
| Grilled Chicken | Tyson | 275 – 2 oz (need a unit) | 15 | 5 |
| | | | | |
| Chef Salad | S.R. | K-8: 10 each 9-12: 10 each | | 2 1 |
| Grains – Indicate if Whole Grain-Rich (WG-R) | | | | |
| WG-R Bun | S Lee | 275 – 2 oz | | 20 |
| WG-R Oatmeal Cookie | S.R. | 280 – 1 oz | 20 | 15 |
| Fruits | | | | |
| Watermelon | | 60 lbs | | |
| Grapes | | 40 lbs | | 5 lbs |
| Vegetables | | | | |
| Green Beans | C | 5 #10 cans | | 1 #10 |
| French Fries | Generation 7 | 50 lbs | | 2 lbs |
| | | | | record L.O. in same unit |
| Milk | | | | |
| Chocolate Skim 1% White | Hiland | 300 50 | | 45 13 |
| Other (e.g. margarine, condiments) | | | | |
| BBQ Sauce | C | 1 gal | | 1/2 gal |
| Ketchup | | 2 #10 | | 1/2 #10 |

247 Students + 15 Adults + 3 Food Service Staff = 265 Actual Count of Meals Served

Example – Completed Breakfast Production Record

Breakfast Production Record

School: Lincoln School

Date: May 2

Circle Day of Week

S M T W R F S

Attachment K-1

Year: 20XX-XX

| | | | | |
|---|----------------------------|---|---------------------------------|-------------------------------|
| Planned # of Student Breakfasts 75 Adult Breakfasts 0 | | FOOD BASED MEAL PATTERN Planned # Portions/Serving Size | | |
| Menu | Cooking Temp/Time * | # Planned for K-8 50 | # Planned for 9-12 25 | # Planned for _____ |
| 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 | |
| | | | | |
| | | | | |

Offer Versus Serve

Yes X No _____

Grades: All

Seconds or A la Carte
Items Sold from the
Main Line

Yes X No _____

* Record highest temperature on potentially hazardous foods and the time it was taken. Temperatures in violation must be circled with Corrective Action documented on the *Cooking and Reheating Temperature Log*.

| 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 |
|---|---|--|--|--------------------|
| Meat/Meat Alternate | | | | |
| Sausage Pattie | C | 75 - 1 oz | | 20 |
| | | | | |
| | | | | |
| | | | | |
| Fruits/Vegetables | | | | |
| Juice - 4 fl oz | Hiland | Orange/Apple - 125 | 15 | 45 |
| Strawberries-fresh | | 10 lbs | | 0 |
| | | | | |
| Grains-Indicate if Whole Grain-Rich (WG-R) | | | | |
| WG-R Pancakes | S.R. | 100 - 1.25 oz | 6 | 0 |
| WG-R Cereal - bowlpak | G. Mills | Cheerios - 5 | | 2 |
| | | Cinn T. Crunch - 10 | | 3 |
| WG-R Toast | S. Lee | 24 slices | | 6 |
| Milk | | | | |
| Chocolate Skim | Hiland | 100 | | 30 |
| White 1% | | 20 | | 5 |
| | | | | |
| | | | | |
| Other (e.g. margarine, jelly) | | | | |
| Syrup - 1.5 oz | | 75 | | 25 |
| Jelly - ind | | 25 | | 10 |
| Margarine - ind | C | 75 | | 30 |
| | | | | |
| | | | | |

68 Students + 0 Adults + 2 Food Service Staff = 70 Actual Count of Meals Served

Example – Specifically Identifying Entrée Portion Sizes

Lunch Production Record

Circle Day of Week

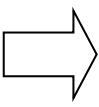
Attachment K-2

School:

Date:

S M T W R F S

Year:

| Planned Number of: Student Lunches _____ Adult Lunches _____ | | MEAL PATTERN Planned # Portions/Serving Size by Grade Group | | | | Vegetable Subgroups * Key |
|--|----------------------|--|--------------------------------|--|---|---------------------------------|
| Menu List Entrée Choices First | Cooking Temp/Time | # Planned for K-8 _____ | # Planned for 9-12 _____ | # Planned _____ | # for Pre-K _____ | |
| Spaghetti with Meat Sauce | | 1.5 oz | 2 oz |  | So what portion size is correct? | |
| | | 3/4 cup | 1 cup | | | |
| | | 3/4 cup / 3 fl oz | 1 c / 4 fl oz | | | |
| Garlic Bread | | 1 slice | 2 slices | | | |
| F/V Bar | | 1 each | 1 each | | | |
| Milk | | 1 each | 1 each | | | |

Offer Versus Serve
Yes ___ No ___
Grades: _____
Per Grade Range

Vegetable Servings
Today Veg Key
K-5 _____
6-8 _____
9-12 _____

Grain Requirements
Today Week
K-5 _____
6-8 _____
9-12 _____

Mt/Mt Alt Requirements
Today Week
K-5 _____
6-8 _____
9-12 _____

* Component Key for Vegetable Subgroup and Required Weekly Serving Size

[RO = Red/Orange (K-8: ¾ cup) (9-12: 1 ¼ cup)] [DG = Dark Green BP = Beans S = Starchy (K-12: ½ cup of each one)] [O=Other K-8: ½ cup & 9-12: ¾ cup]

| 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 Yes ___ No ___ | Amount Leftover |
|--|---|--|---|--------------------|
| Meat/Meat Alternate | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grains – Indicate if Whole Grain-Rich (WG-R) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Fruits | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Vegetables | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Milk | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Other (e.g. margarine, condiments) | | | | |
| | | | | |
| | | | | |

_____ Students + _____ Adults + _____ Food Service Staff = _____ Actual Count of Meals Served

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:

RO=Red/Orange; **DG**=Dark Green; **BP**=Beans & Peas (Legumes); **S**=Starchy.

Date: _____ **Year:** _____ **Planned Participation:** _____
E (K-5) M (6-8) H (9-12) A(Adult)

| Food Items Used and Form | Cooking Temp./ Time * | Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C) | Vegetable Subgroup Key | Total Amount Prepared: Record Number of Servings or Pounds | Amount Leftover |
|------------------------------|-----------------------|--|------------------------|--|-----------------|
| 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 | |
| Diced Green Peppers | | | | _____ lbs | |
| Sliced Mushrooms | | | | _____ lbs | |
| | | | | | |
| Peaches | | C | | _____ lbs | |
| Applesauce | | C | | _____ #10 cans | |
| Watermelon Chunks | | | | _____ lbs | |
| | | | | | |
| WG-R Dinner Rolls | | 16 count pkg - 16 oz each | | _____ pkgs | |
| | | | | | |
| Milk | | See Main P Record | | | |
| | | | | | |
| Condiments | | Tracked on MDF | | | |

For Meal Patterns Requirements: Are all five food components available? _____

* Record highest cooking temperature on potentially hazardous foods and the time it was taken. Temperatures in violation must be circled with Corrective Action documented on the *Cooking and Reheating Temperature Log*.

_____ Students + _____ Adults + _____ Food Service Staff = _____ Actual Count of Meals Served

Multi-Day Milk Counts

School: **Name of School**

[illegible]


Multi-Day Food/Condiment Bar Production Record**School:** Name of School

This production record is designed for schools that have an ongoing fruit/vegetable bar. It can also be used to track condiments. Write in items used routinely before copying the form. The Total Amount Used" column is for nutrient analysis and costing. Use the Vegetable Subgroup Key column to record the abbreviation for the following vegetable subgroups served: **RO**=Red Orange; **DG**=Dark Green; **BP**=Beans & Peas (Legumes); **S**=Starchy.

| Week of: May 10 Year: 20XX - XX | | | | Monday | Tuesday | Wednesday | Thursday | Friday | Total Number Served for Week | |
|---|--|------------------------|---|--|-----------------------|------------------------|------------------------|------------------------|------------------------------|-------------------|
| Record Daily Participation: Elm (K-5) M (6-8) HS (9-12) A (Adult) ⇨ | | | | E=47 M=68 HS=110 | E=49 M=58 HS=98 | E=44 M=65 HS=124 | E=47 M=68 HS=112 | E=47 M=70 HS=116 | E=234 M=329 HS=560 | |
| Food Items Used and Form | Product Brand # or School Recipe (SR) or Commodity (C) | Vegetable Subgroup Key | Unit of Weight or Volume or # of Servings | On Monday, record the total amount of all foods prepared. As foods are added during the week, record the amount. On Friday, record the leftover amount of each item and calculate the total for the week. Please note: For potentially hazardous foods, record the Time/Temperature when set out. | | | | | Left-overs | Total Amount Used |
| Romaine/Iceberg Lettuce Mix | Dole | DG | lbs. | 10 | 7 | 7 | 8 | 5 | 1 | 36 lbs. |
| Tomatoes, diced | Dole | RO | lbs. | 5 | 3 | | 4 | | | 12 lbs. |
| WG-R Saltines Crackers | Nabisco 2/pkg | WG | lbs. | 3 | 2 | 2 | 3 | 1 | | 11 lbs. |
| Ranch Dressing, reg. | C | | qt. | 2 | 2 | 1 | 2 | 2 | 1 | 8 qts. |
| Carrots, shredded | Dole | RO | lbs. | 2 | | 1 | | 2 | 1 | 4 lbs. |
| Cheese, American, shredded | C | | lbs. | 3 | 1 | 1 | 2 | | | 7 lbs. |
| Orange quarters | Dole | | lbs. | 8 | | 3 | | 2 | | 13 lbs. |
| Red Kidney Bean Salad | SR | B | gal. | 5 | | | 3 | | | 8 gal. |
| Cabbage Salad | SR | O | qt. | 3 | | | | | | 3 qts. |
| WG-R Bread Sticks, 1oz each | SR | WG | each | | 175 | | | | | 175 each |
| Vegetarian Beans | C | B | #10 can | | 1 | | | | | 1 #10 |
| Watermelon Chunks | Dole | | lbs. | | 20 | 15 | | | | 35 lbs. |
| Broccoli Salad | SR | DG | qt. | | | 1 | | | | 1 qt. |
| Pineapple Tidbits, lgt syrup | C | | #10 can | | | 1 | | 1 | 1/2 | 1 ½ #10 |

Multi-Day Food Condiment Bar Production Record – Condiment Bar for K-12**School:** Name of School

This production record is designed for schools that have an ongoing fruit/vegetable bar. It can also be used to track condiments. Write in items used routinely before copying the form. The Total Amount Used" column is for nutrient analysis and costing. Use the Vegetable Subgroup Key column to record the abbreviation for the following vegetable subgroups served: **RO**=Red Orange; **DG**=Dark Green; **BP**=Beans & Peas (Legumes); **S**=Starchy.

| Week of: May 10 Year: 20XX – XX | | | | Monday | Tuesday | Wednesday | Thursday | Friday | Total Number Served for Week | |
|---|--|------------------------|---|---|---------|-----------|----------|--------|------------------------------|-------------------|
| Record Daily Participation: Elm (K-5) M (6-8) HS (9-12) A (Adult) ⇒ | | | | 225 | 205 | 221 | 227 | 233 | 878 | |
| Food Items Used and Form | Product Brand # or School Recipe (SR) or Commodity (C) | Vegetable Subgroup Key | Unit of Weight or Volume or # of Servings | On Monday, record the total amount of all foods prepared. As foods are added during the week, record the amount. On Friday, record the leftover amount of each item and calculate the total for the week. Please note: For potentially hazardous foods, record the Time/Temperature when set out.  | | | | | Left-overs | Total Amount Used |
| Ranch Dressing | Mrs. Clark – SR 50/50 | | Gal | 2 | 1/2 | 1 | 1/2 | 1/2 | 1/2 | 4 Gal |
| Dorothy Lynch Dressing | SR | | Qt | | 2 | | 1/2 | | 1/4 | 2 ¼ Qt |
| Italian Dressing | Mrs. Clark – Reg. | | Cup | 3 | | | 2 | 1 | 1 | 5 Cups |
| Honey Mustard Dressing | Mrs. Clark | | Cup | 2 | 2 | 1 | 2 | 2 | 1 | 8 Cups |
| | | | | | | | | | | |
| Ketchup | Heinz | | #10 can | | 2 | | | 2 | 0 | 4 #10 |
| Mustard | French's | | Cup | | 3 | | | | | 3 Cups |
| Mayonnaise | C | | Qt | | 1 | | | | | 1 Qt |
| BBQ Sauce | C | | Gal | | | | | | | |
| Salsa | C | | #10 can | | | 3 | | | 1/2 | 2 ½ #10 |
| Margarine | Land O Lakes | | Each | 150 | | | 100 | | 50 | 200 each |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Meal Delivery Ticket

(for use with single portion sizes)

Site: Name of School

Date: May 9, 20XX

Number of Meals Ordered: (Elementary – K-5)

Students: 95

Adults: 5

Total: 100

| Temp at serving* | Menu | Portion (K-5) |
|------------------|------------------|---------------|
| 145 ° @ 11:20 | Chicken Nuggets | 5 each |
| | Relish Cup | 1/2 cup |
| | Green Beans | 1/4 cup |
| | Orange Quarters | 3 each |
| | Whole Wheat Roll | 1 each |
| | BBQ Sauce | Self-serve |
| | Milk | 1 each |

*Temperatures in violation must be circled with Corrective Action documented on the *Receiving Log*.

Initial for Receipt of Delivery: _____

Condiments Used:

| Food Item(s) | Amount Used |
|--------------------------|-------------------|
| <u>BBQ Sauce</u> | <u>1/2 gallon</u> |
| <u>Margarine Tubs, C</u> | <u>50 tubs</u> |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Other Foods Used (not sent by the delivery kitchen that day)

| Food Item(s) | Amount Used |
|--------------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Milk

List Kinds List Actual Count

| | |
|-----------------------|-----------|
| <u>Skim Chocolate</u> | <u>85</u> |
| <u>1% White</u> | <u>15</u> |
| _____ | _____ |

Meal Pattern Check - Breakfast & Lunch w/Vegetable Subgroups

SCHOOL: _____

MENU WEEK: _____

| BREAKFAST | Monday | Tuesday | Wednesday | Thursday | Friday | TOTALS |
|--|---|---------|-----------|----------|--------|--|
| Grains Indicate WG-R (whole grain-rich) Specify serving size (oz or oz eq) | | | | | | <input type="checkbox"/> Servings = 80% WG-R <input type="checkbox"/> Daily Grain MIN 1 oz eq Weekly MIN <input type="checkbox"/> K-5 (7) <input type="checkbox"/> 6-8 (8) <input type="checkbox"/> 9-12 (9) |
| Meat/Meat Alternate Specify serving size or Self-Serve (SS) | | | | | | <input type="checkbox"/> 1 cup |
| Fluid Milk -- 1 cup Must offer 2 types | CIRCLE type offered: Unflavored Skim Flavored Skim Unflavored 1% Flavored 1% | | | | | <input type="checkbox"/> 2 types |
| LUNCH | Monday | Tuesday | Wednesday | Thursday | Friday | TOTALS |
| Meat/Meat Alternate Specify serving size (oz) Daily MIN (K-8 1oz) (9-12 2oz) | | | | | | <input type="checkbox"/> Daily MIN Weekly MIN <input type="checkbox"/> K-8 (9oz) <input type="checkbox"/> 9-12 (10oz) |
| Grains Specify serving size (oz or oz eq) Daily MIN (K-8 1oz) (9-12 2oz) Indicate WG-R (whole grain-rich) | | | | | | <input type="checkbox"/> Servings 80% WG-R Weekly MIN <input type="checkbox"/> K-8 (8oz) <input type="checkbox"/> 9-12 (10oz) |
| Vegetables List vegetables offered on specific days. Next, identify subgroup below and list portion size (or SS) | | | | | | Total Vegetable Portion: <input type="checkbox"/> K-8 (3/4c) <input type="checkbox"/> 9-12 (1c) |
| Dark Green <i>*Leafy greens credit half the serving size</i> | "X" Subgroup List Portion Size or SS | | | | | <input type="checkbox"/> 1/2 cup *Leafy greens credit Half the serving size <input type="checkbox"/> K-8 (3/4c) 9-12 (1 1/4c) <input type="checkbox"/> 1/2c <input type="checkbox"/> 1/2c <input type="checkbox"/> K-8 (1/2c) 9-12 (3/4c) |
| Red/Orange | | | | | | |
| Dried Beans/Peas | | | | | | |
| Starchy | | | | | | |
| Other | | | | | | |
| Fruits Specify serving size or SS | | | | | | <input type="checkbox"/> K-8 (1/2c) <input type="checkbox"/> 9-12 (1c) |
| Fluid Milk -- 1 cup Must offer 2 types | CIRCLE type offered: Unflavored Skim Flavored Skim Unflavored 1% Flavored 1% | | | | | <input type="checkbox"/> 2 types |
| FRUIT/VEGETABLE (F/V) BAR Available to: <input type="checkbox"/> ALL Grades <input type="checkbox"/> ONLY _____ | | | | | | List all Fruits/Vegetables offered daily on the SS bar during the week. |

| Meal Pattern Check - Breakfast & Lunch w/Vegetable Subgroups | | | | SCHOOL: Elementary (grades K-8) | | MENU WEEK: September 8-12, 20XX | |
|---|--|--|--|---|---|---|---|
| BREAKFAST | Monday | Tuesday | Wednesday | Thursday | Friday | TOTALS | |
| Grains Indicate WG-R (whole grain-rich) Specify serving size (oz or oz eq) Meat/Meat Alternate | WG-R Cereal 1 cup = 1 G WG-R Muffin 2 oz = 1 G | WG-R Breakfast Sandwich 2 oz Biscuit = 2 G 1.5 oz M/MA | WG-R Pancakes (2) 1.25 oz each = 2 G | Scrambled Eggs 2 oz = 2 G WG-R Toast 1 slice = 1 G | WG-R Bagel/Cream Cheese - 2 oz = 2G OR WG-R Granola Bar - 2 oz | <input checked="" type="checkbox"/> Servings = 80% WG-R <input type="checkbox"/> Daily Grain MIN 1 oz eq Weekly MIN <input checked="" type="checkbox"/> K-5 (7) <input checked="" type="checkbox"/> 6-8 (8) <input type="checkbox"/> 9-12 (9) | |
| Fruit or Vegetable Specify serving size or Self-Serve (SS) | Fruit – ½ cup and Juice – ½ cup | 1 cup | 1 cup | 1 cup | 1 cup | <input checked="" type="checkbox"/> 1 cup | |
| Fluid Milk -- 1 cup Must offer 2 types | CIRCLE types offered: Unflavored 1% Unflavored Skim Flavored Skim Flavored 1% | | | | | <input checked="" type="checkbox"/> 2 types | |
| LUNCH | Monday | Tuesday | Wednesday | Thursday | Friday | TOTALS | |
| Meat/Meat Alternate Specify serving size (oz) Daily MIN (K-8 1oz) (9-12 2oz) | Taco Meat – 1.5 oz Cheese – 1 oz total = 2.5 oz | Deli Turkey 2.8 oz = 2 oz | Grilled Chicken Pattie 1 = 2 oz | Sloppy Joe Meat ¼ cup = 2 oz | Cheese Pizza 1 slice = 2 oz | <input checked="" type="checkbox"/> Daily MIN Weekly MIN <u>10.5 oz</u> <input checked="" type="checkbox"/> K-8 (9oz) <input type="checkbox"/> 9-12 (10oz) | |
| Grains Specify serving size (oz or oz eq) Daily MIN (K-8 1oz) (9-12 2oz) Indicate WG-R (whole grain-rich) | WG-R Tortilla 1.5 oz = 1.5 G | WG-R Bun 1.5 oz = 1.5 G | WG-R Bun – 1.5 oz Sun Chips – 1 oz total = 2.5 G | WG-R Bun 1.5 oz = 1.5 G | WG-R Crust 2 oz = 2 G | <input checked="" type="checkbox"/> Servings = 80% WG-R Weekly MIN <u>9 Grains</u> <input checked="" type="checkbox"/> K-8 (8oz) <input type="checkbox"/> 9-12 (10oz) | |
| Vegetables List vegetables offered on specific days. Next, identify subgroup below and list portion size (or SS) | Romaine – 1 cup Refried Beans - ¼ c Salsa – ¼ cup | Green Beans – ½ c Celery – ¼ cup | Baby Carrots – ¼ c Peas – ½ cup | French Fries – ½ c Cucumbers – ¼ c | Pizza – 1/8 cup Baby Carrots – ¼ c Baked Beans – ¼ c Green Beans – ¼ c | Total Vegetable Portion: <input checked="" type="checkbox"/> K-8 (3/4c) <input type="checkbox"/> 9-12 (1c) | |
| Dark Green <i>*Leafy greens credit half the serving size</i> | "X" Subgroup List Port ion Size or SS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> 1/2 cup *Leafy greens credit half the serving size <input checked="" type="checkbox"/> K-8 (3/4c) 9-12 (1 1/4c) <input checked="" type="checkbox"/> 1/2c <input checked="" type="checkbox"/> 1/2c <input checked="" type="checkbox"/> K-8 (1/2c) 9-12 (3/4c) |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Fruits Specify serving size or SS | ½ cup | ½ cup | ½ cup | ½ cup | ½ cup | <input checked="" type="checkbox"/> K-8 (1/2c) <input type="checkbox"/> 9-12 (1c) | |
| Fluid Milk -- 1 cup Must offer 2 types | CIRCLE types offered: Unflavored 1% Unflavored Skim Flavored Skim Flavored 1% | | | | | <input checked="" type="checkbox"/> 2 types | |
| FRUIT/VEGETABLE (F/V) BAR Available to: <input checked="" type="checkbox"/> ALL Grades <input type="checkbox"/> ONLY _____ | Apples, orange quarters, grapes, applesauce, sliced peaches strawberry cups | | | | | List all Fruits/Vegetables offered daily on the SS bar during the week. | |
| | Romaine, carrots, cucumber slices, grape tomatoes, broccoli | | | | | | |
| | | | | | | | |



Verification of Approved Continuing Education Units for Professional Standards - NSLP



| | |
|--|--|
| <p>Title of Activity:</p> <p>Summer Food Service Training SY 2023-24</p> <p>Part 3 Zoom Training</p> | <p>Participant Name:</p> <hr/> <p>Last First</p> |
| <p>Educational Provider:</p> <p>Nebraska Department of Education-Nutrition Services</p> | <p>SNA Membership ID #: if a member of the School Nutrition Association</p> |
| <p>Location (City and State): Lincoln, NE</p> | <p>CEU's Earned: 3 Hours</p> |
| <p>Date:</p> | <p>Learning Codes: Administration: Compliance with Regulations/Policies - 3320</p> |
| <p>Signature of Educational Provider:</p> <p><i>Kayla Panch</i></p> | |

Please keep this certificate for proof of continuing education.

Child and Adult Care Food Program (CACFP) Meal Pattern for Preschoolers

| Breakfast (Must serve all 3 components for a reimbursable meal) | | |
|---|-----------------------------|-----------------------------|
| Food Components and Food Items | Ages 1-2¹ | Ages 3-5¹ |
| Fluid Milk² | 1/2 cup | 3/4 cup |
| Vegetables, Fruits, or portions of both³ | 1/4 cup | 1/2 cup |
| Grains (oz equivalent)^{4,5,6,7} | | |
| Whole grain-rich or enriched bread | 1/2 oz | 1/2 oz |
| Whole grain-rich or enriched bread product such as biscuit, roll or muffin | 1/2 oz | 1/2 oz |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta | 1/4 cup | 1/4 cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry/cold) ^{6,7} | | |
| Flakes | 1/2 cup | 1/2 cup |
| Puffed Cereal | 3/4 cup | 3/4 cup |
| Granola | 1/8 cup | 1/8 cup |
| Meat/Meat Alternate in lieu of grain—Maximum 3 times per week ^{5,9} | 1/2 oz | 1/2 oz |
| Lunch (Must serve all 5 components for a reimbursable meal) | | |
| Food Components and Food Items | Ages 1-2¹ | Ages 3-5¹ |
| Fluid Milk² | 1/2 cup | 3/4 cup |
| Meat/Meat Alternates | | |
| Lean Meat, poultry, or fish | 1 oz | 1 ½ oz |
| Tofu, soy product, or alternate protein product ⁹ | 1 oz | 1 ½ oz |
| Cheese | 1 oz | 1 ½ oz |
| Large Egg | 1/2 | 3/4 |
| Cooked dry beans or peas | 1/4 cup | 3/8 cup |
| Peanut butter or soy nut butter or another seed butter | 2 Tbsp. | 3 Tbsp. |
| Yogurt, plain or flavored, sweetened or unsweetened ¹⁰ | 4 oz or 1/2 cup | 6 oz or 3/4 cup |
| Nuts—no more than 50% of meat/meat alternate requirement | 1/2 oz = 50% | 3/4 oz = 50% |
| Vegetables^{3,8} | 1/8 cup | 1/4 cup |
| Fruits^{3,8} | 1/8 cup | 1/4 cup |
| Grains (oz equivalent)^{4,6,7} | | |
| Whole grain-rich or enriched bread | 1/2 oz | 1/2 oz |
| Whole grain-rich or enriched bread product such as biscuit, roll or muffin | 1/2 oz | 1/2 oz |
| Whole grain-rich, enriched or fortified cooked cereal (dry/cold) ^{6,7} cereal grain and/or pasta | 1/4 cup | 1/4 cup |

Snack (Must serve at least 2 components for a reimbursable meal)

| Food Components and Food Items | Ages 1-2 ¹ | Ages 3-5 ¹ |
|---|-----------------------|-----------------------|
| Fluid Milk² | 1/2 cup | 3/4 cup |
| Meat/Meat Alternates | | |
| Lean Meat, poultry, or fish | 1/2 ounce | 1/2 ounce |
| Tofu, soy product, or alternate protein product ⁹ | 1/2 ounce | 1/2 ounce |
| Cheese | 1/2 ounce | 1/2 ounce |
| Large Egg | 1/4 | 1/4 |
| Cooked dry beans or peas | 1/8 cup | 1/8 cup |
| Peanut butter or soy nut butter or another seed butter | 1 Tbsp. | 1 Tbsp. |
| Yogurt, plain or flavored, sweetened or unsweetened ¹⁰ | 2 ounces or 1/4 cup | 2 ounces or 1/4 cup |
| Peanuts, soy nuts, tree nuts or seeds | 1/2 ounce | 1/2 ounce |
| Vegetables^{3,8} | 1/2 cup | 1/2 cup |
| Fruits^{3,8} | 1/2 cup | 1/2 cup |
| Grains (oz equivalent)^{4,6,7} | | |
| Whole grain-rich or enriched bread | 1/2 ounce | 1/2 ounce |
| Whole grain-rich or enriched bread product such as biscuit, roll or muffin | 1/2 ounce | 1/2 ounce |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta | 1/4 cup | 1/4 cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry/cold) ^{6,7} | | |
| Flakes | 1/2 cup | 1/2 cup |
| Puffed Cereal | 3/4 cups | 3/4 cup |
| Granola | 1/8 cup | 1/8 cup |

IMPORTANT—Superscript Notations

1—Offer Versus Serve is not an option in CACFP.

2—Must be unflavored **whole** milk for children age one. Must be unflavored low-fat (1%) or unflavored fat-free (skim) for children 2—5 five years old.

3—Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

4—At least one serving per day, across all eating occasions, must be whole grain-rich. Grains-based desserts do not count towards meeting the grains requirement.

5—**Breakfast only:** Meat and Meat Alternates may be used to meet the entire grains requirement a maximum of three (3) times a week. One ounce of meat and meat alternate is equal to one serving of grains. (1-5 year olds—1/2 oz meat/cheese, 1 Tbsp nut butters, 2 oz-1/4 cup yogurt, 1/2 egg or 1/8 cup cooked dry beans or peas).

6—Beginning October 1, 2019, ounce equivalents are used to determine the quantity of grains.

7—Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).

8—**Lunch only:** A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch, two different kinds of vegetables must be served.

9—Alternate protein products must meet requirements in 7 CFR Appendix A to Part 226 Alternate Foods for Meals.

10—Yogurt must contain no more than 23 grams of total sugars per 6 ounces

Choose Yogurts That Are Lower in Added Sugars

As of October 1, 2017, yogurt served in the Child and Adult Care Food Program (CACFP) must not have more than 23 grams of sugar per 6 ounces.

There are many types of yogurt that meet this requirement. It is easy to find them by using the Nutrition Facts label and following the steps below.



1

Use the Nutrition Facts Label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.

2

Find the **Sugars** line. Look at the number of grams (g) next to Sugars.

3

Use the serving size identified in Step 1 to find the serving size of your yogurt in the table below.

| Serving Size* Ounces (oz) | Serving Size Grams (g) (Use when the serving size is not listed in ounces) | Sugars Grams (g) |
|------------------------------|--|-------------------------------|
| If the serving size is: | | Sugars must not be more than: |
| 2.25 oz | 64 g | 9 g |
| 3.5 oz | 99 g | 13 g |
| 4 oz | 113 g | 15 g |
| 5.3 oz | 150 g | 20 g |
| 6 oz | 170 g | 23 g |
| 8 oz | 227 g | 31 g |

4

In the table, look at the number to the right of the serving size amount, under the “Sugars” column.

If your yogurt has that amount of sugar, or less, the yogurt meets the sugar requirement.

| Nutrition Facts | |
|-------------------------------|----------------------|
| Serving Size 8 oz (227g) | |
| Servings about 4 | |
| Amount Per Serving | |
| Calories 130 | Calories from Fat 20 |
| % Daily Value* | |
| Total Fat 2g | 3% |
| Saturated Fat 1.5g | 8% |
| Trans Fat 0g | |
| Cholesterol 10mg | 3% |
| Potassium 400mg | 1% |
| Sodium 160mg | 7% |
| Total Carbohydrate 21g | 7% |
| Dietary Fiber 4g | 17% |
| Sugars 9g | |
| Protein 10g | |
| Vitamin A 6% | Vitamin C 4% |
| Calcium 35% | Iron 0% |
| Vitamin D 6% | |

TIP: If the serving size says “one container,” check the front of the package to see how many ounces or grams are in the container.

Test Yourself:

Does the yogurt above meet the sugar requirement?
(Check your answer on the next page)

Serving Size: _____

Sugars : _____

☐ Yes ☐ No



*Serving sizes here refer to those commonly found for store-bought yogurts. Homemade yogurt is not creditable in the CACFP. For serving size requirements of yogurt in the CACFP, please visit <https://www.fns.usda.gov/cacfp/meals-and-snacks>.

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.





Try It Out!

Use the “Sugar Limits in Yogurt” table below to help find yogurts you can serve at your site. Write down your favorite brands and other information in the “Yogurts To Serve in the CACFP” list. You can use this as a shopping list when buying yogurts to serve in your program.



Sugar Limits in Yogurt

| Serving Size Ounces (oz) | Sugars Limit Grams (g) (Use when the serving size is not listed in ounces) | Sugars |
|-----------------------------|---|----------------------------------|
| If the serving size is: | | Sugars must not be more than: |
| 1 oz | 28 g | 4 g |
| 1.25 oz | 35 g | 5 g |
| 1.5 oz | 43 g | 6 g |
| 1.75 oz | 50 g | 7 g |
| 2 oz | 57 g | 8 g |
| 2.25 oz | 64 g | 9 g |
| 2.5 oz | 71 g | 10 g |
| 2.75 oz | 78 g | 11 g |
| 3 oz | 85 g | 11 g |
| 3.25 oz | 92 g | 12 g |
| 3.5 oz | 99 g | 13 g |
| 3.75 oz | 106 g | 14 g |
| 4 oz | 113 g | 15 g |
| 4.25 oz | 120 g | 16 g |
| 4.5 oz | 128 g | 17 g |

| Serving Size Ounces (oz) | Sugars Limit Grams (g) (Use when the serving size is not listed in ounces) | Sugars |
|-----------------------------|---|----------------------------------|
| If the serving size is: | | Sugars must not be more than: |
| 4.75 oz | 135 g | 18 g |
| 5 oz | 142 g | 19 g |
| 5.25 oz | 149 g | 20 g |
| 5.3 oz | 150 g | 20 g |
| 5.5 oz | 156 g | 21 g |
| 5.75 oz | 163 g | 22 g |
| 6 oz | 170 g | 23 g |
| 6.25 oz | 177 g | 24 g |
| 6.5 oz | 184 g | 25 g |
| 6.75 oz | 191 g | 26 g |
| 7 oz | 198 g | 27 g |
| 7.25 oz | 206 g | 28 g |
| 7.5 oz | 213 g | 29 g |
| 7.75 oz | 220 g | 30 g |
| 8 oz | 227 g | 31 g |

Yogurts To Serve in the CACFP*

| Yogurt Brand | Flavor | Serving Size (oz or g) | Sugars (g): |
|--------------|---------|------------------------|-------------|
| Yummy Yogurt | Vanilla | 6 oz | 13 |
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*The amount of sugar in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to “Test Yourself” activity on page 1: This yogurt has 9 grams of sugar per 8 ounces (227 grams). The maximum amount of sugar allowed in 8 ounces of yogurt is 31 grams. 9 is less than 31, so this yogurt is creditable.

Choose Breakfast Cereals That Are Lower in Added Sugars

As of October 1, 2017, breakfast cereal served in the Child and Adult Care Food Program (CACFP) must contain no more than 6 grams of sugar per dry ounce.

There are many types of cereal that meet this requirement. You can use any cereal that is listed on any sState agency's Women, Infants, and Children (WIC)-approved cereal list, found as part of the State's approved food lists at: <https://www.fns.usda.gov/wic/links-state-agency-wic-approved-food-lists>. You can also find cereals that meet the requirement using the Nutrition Facts label and by following the steps below:



1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.

2 Find the **Sugars** line. Look at the number of grams (g) next to Sugars.

3 Use the serving size identified in Step 1 to find the serving size of your cereal in the table below.

| Serving Size* | Sugars |
|-------------------------|-----------------------------|
| If the serving size is: | Sugars cannot be more than: |
| 12-16 grams | 3 grams |
| 26-30 grams | 6 grams |
| 31-35 grams | 7 grams |
| 45-49 grams | 10 grams |
| 55-58 grams | 12 grams |
| 59-63 grams | 13 grams |
| 74-77 grams | 16 grams |

4 In the table, look at the number to the right of the serving size amount, under the "Sugars" column.
If your cereal has that amount of sugar, or less, your cereal meets the sugar requirement.

*Serving sizes here refer to those commonly found for breakfast cereals. For serving size requirements in the CACFP, please visit <https://www.fns.usda.gov/cacfp/meals-and-snacks>.

Yummy Brand Cereal

Nutrition Facts

| Serving Size $\frac{3}{4}$ cup (30g) | | |
|--------------------------------------|------------|-----------------------|
| Servings Per Container about 15 | | |
| Amount Per Serving | Cereal | with 1% cup skim milk |
| Calories 100 | 100 | 140 |
| Calories from Fat 5 | 5 | 5 |
| % Daily Value* | | |
| Total Fat 0.5g | 1% | 1% |
| Saturated Fat 0g | 0% | 0% |
| Trans Fat 0g | | |
| Polyunsaturated Fat 0g | | |
| Monounsaturated Fat 0g | | |
| Cholesterol 0mg | 0% | 1% |
| Sodium 140mg | 6% | 9% |
| Potassium 90mg | 3% | 8% |
| Total Carbohydrate 22g | 7% | 9% |
| Dietary Fiber 3g | 11% | 11% |
| Sugars 5g | | |
| Other Carbohydrate 14g | | |
| Protein 140mg | | |

Test Yourself:

Does the cereal above meet the sugar requirement?
(Check your answer on the next page)

Serving Size: _____

Sugars: _____

☐ Yes ☐ No

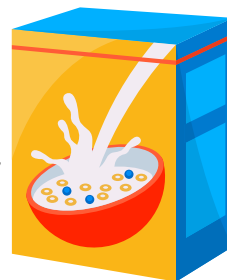
More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.



Try It Out!



Use the “Sugar Limits in Cereal” table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the “Cereals To Serve in the CACFP” list. You can use this as a shopping list when buying cereals to serve in your program.



Sugar Limits in Cereal

| Serving Size | Sugars |
|-------------------------|-----------------------------|
| If the serving size is: | Sugars cannot be more than: |
| 8-11 grams | 2 grams |
| 12-16 grams | 3 grams |
| 17-21 grams | 4 grams |
| 22-25 grams | 5 grams |
| 26-30 grams | 6 grams |
| 31-35 grams | 7 grams |
| 36-40 grams | 8 grams |
| 41-44 grams | 9 grams |
| 45-49 grams | 10 grams |
| 50-54 grams | 11 grams |

| Serving Size | Sugars |
|-------------------------|-----------------------------|
| If the serving size is: | Sugars cannot be more than: |
| 55-58 grams | 12 grams |
| 59-63 grams | 13 grams |
| 64-68 grams | 14 grams |
| 69-73 grams | 15 grams |
| 74-77 grams | 16 grams |
| 78-82 grams | 17 grams |
| 83-87 grams | 18 grams |
| 88-91 grams | 19 grams |
| 92-96 grams | 20 grams |
| 97-100 grams | 21 grams |

Cereals To Serve in the CACFP*

| Cereal Brand | Cereal Name | Serving Size | Sugars (g) |
|----------------------|-------------|--------------|------------|
| Healthy Food Company | Nutty Oats | 28 grams | 5 grams |
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*The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to “Test Yourself” activity on page 1: The cereal has 5 grams of sugar per 30 grams.
The maximum amount of sugar allowed for 30 grams of cereal is 6 grams.
5 is less than 6, so this cereal is creditable.

CACFP Grain Serving Sizes^{1,2}

| Group A | Ounce Equivalent – Group A |
|--|---|
| Bread type coating Bread sticks (hard) Chow mein noodles Savory crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) Note: weights apply to bread stuffing | 1 oz eq = 22 gm or 0.8 oz $\frac{3}{4}$ oz eq = 17 gm or 0.6 oz $\frac{1}{2}$ oz eq = 11 gm or 0.4 oz $\frac{1}{4}$ oz eq = 6 gm or 0.2 oz |
| Group B | Ounce Equivalent – Group B |
| Bagels Batter type coating Biscuits Breads (white, whole wheat, French, Italian) Buns (hamburger and hot dog) Egg roll skins English muffins Pita bread (white, whole-wheat, whole grain-rich) Pizza crust Pretzels (soft) Rolls (white, whole-wheat, whole grain-rich) Sweet Crackers (graham crackers –all shapes, animal crackers) Tortillas (wheat or corn) Tortilla chips (wheat or corn) Taco shells | 1 oz eq = 28 gm or 1.0 oz $\frac{3}{4}$ oz eq = 21 gm or 0.75 oz $\frac{1}{2}$ oz eq = 14 gm or 0.5 oz $\frac{1}{4}$ oz eq = 7 gm or 0.25 oz |
| Group C | Ounce Equivalent – Group C |
| Cornbread Corn muffins Croissants Pancakes Pie crust (Meat/Meat alternate pies only) Waffles | 1 oz eq = 34 gm or 1.2 oz $\frac{3}{4}$ oz eq = 26 gm or 0.9 oz $\frac{1}{2}$ oz eq = 17 gm or 0.6 oz $\frac{1}{4}$ oz eq = 9 gm or 0.3 oz |
| Group D | Ounce Equivalent – Group D |
| Muffins (all, except corn) Quick breads (banana, zucchini, pumpkin, etc.) | 1 oz eq = 55 gm or 2.0 oz $\frac{3}{4}$ oz eq = 42 gm or 1.5 oz $\frac{1}{2}$ oz eq = 28 gm or 1.0 oz $\frac{1}{4}$ oz eq = 14 gm or 0.5 oz |
| Group E | Ounce Equivalent – Group E |
| French toast | 1 oz eq = 69 gm or 2.4 oz $\frac{3}{4}$ oz eq = 52 gm or 1.8 oz $\frac{1}{2}$ oz eq = 35 gm or 1.2 oz $\frac{1}{4}$ oz eq = 18 gm or 0.6 oz |
| Group F ³ | |
| Grains listed in this category are not allowed in CACFP. | |






| | |
|---|--|
| Group G³ | |
| Grains listed in this category are not allowed in CACFP. | |
| Group H | Ounce Equivalent – Group H |
| Cereal grains (barley, quinoa, etc.) Breakfast cereals (cooked) ^{4,5} Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice (enriched white or brown) | 1 oz eq = ½ cup cooked or 1 oz dry (28 gm) |
| Group I | Ounce Equivalent – Group I |
| Ready to eat breakfast cereal (cold, dry) ^{4,5} | 1 oz eq = 1 cup or 1 ounce for flakes & rounds 1 oz eq = 1 ¼ cup or 1 ounce puffed cereal 1 oz eq = ¼ cup or 1 ounce granola |

- 1- Under the CACFP, the following foods are whole grain or enriched or made with enriched or whole grain meal and/or flour, bran, and/or germ. For meals and snacks served to children and adults, at least one serving of grains per day in the CACFP must be whole-grain rich starting October 1, 2017.
- 2- Some the following foods, or the accompaniments, many contain more sugar, salt and/or fat than others. This should be considered when deciding how often to serve them.
- 3- Considered a grain-based dessert and cannot count towards the grain component at any meal served under the CACFP effective October 1, 2017, as specified in §226.20(a)(4).
- 4- Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served under the SBP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.
- 5- Under the CACFP, cereal must be whole grain, enriched, or fortified and must contain no more than 6 grams of sugar per dry ounce. Under the NSLP and SBP, cereals must be whole grain, whole grain enriched, or fortified.

Serving School Meals to Preschoolers

Preschool meals served through the U.S. Department of Agriculture's National School Lunch Program and School Breakfast Program (NSLP and SBP) are designed to meet the nutritional needs of young children. Children receive meals that follow the preschool meal pattern if they are a student in the preschool grade level. There are two age groups under the preschool meal pattern: children 1 through 2 years old (1-2 years), and children 3 through 5 years old (3-5 years). Types of milk and minimum serving sizes for some food components are different for the two age groups. By following the preschool meal pattern, your school can help young children eat the types and amounts of foods that best support their growth and development.

Preschool Meal Pattern

| | Breakfast | | Lunch | |
|--|---|---------------|---|---------------|
| | 1-2 years | 3-5 years | 1-2 years | 3-5 years |
|  Milk | ½ cup (4 oz.) | ¾ cup (6 oz.) | ½ cup (4 oz.) | ¾ cup (6 oz.) |
|  Fruits | ¼ cup | ½ cup | ⅛ cup | ¼ cup |
|  Vegetables | | | ⅛ cup <i>Optional: A second, different vegetable may be served in place of fruit at lunch.</i> | ¼ cup |
|  Grains | ½ oz. eq. | ½ oz. eq. | ½ oz. eq. | ½ oz. eq. |
|  Meats/Meat Alternates | <i>Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast. Minimum serving size for both age groups is ½ oz. eq.</i> | | 1 oz. eq. | 1½ oz. eq. |







Serving sizes are minimums.

Operators may offer larger portions.

Oz. = Ounces; Oz. eq. = Ounce equivalent.









Differences Between the Preschool and the Kindergarten Through 5th Grade (K-5) Meal Patterns at Breakfast

| | Preschool | Grades K-5 |
|---|---|---|
|  Milk | <p>Minimum Serving Size: ✓ For 1-2 year olds: ½ cup (4 oz.) required daily. ✓ For 3-5 year olds: ¾ cup (6 oz.) required daily.</p> <p>Types: ✓ For 1 year olds: Unflavored whole milk only. ✓ For 2-5 year olds: Unflavored low-fat (1%) or fat-free (skim) milk only.*</p> <ul style="list-style-type: none"> Not required to offer different options of fluid milk. | <p>Minimum Serving Size: ✓ 1 cup (8 oz.) required daily (5 cups required weekly).</p> <p>Types: ✓ Unflavored or flavored low-fat (1%) or fat-free (skim) milk.</p> <ul style="list-style-type: none"> Must offer at least two different options of fluid milk (e.g., low-fat and fat-free milk). If offering flavored milk, must also offer unflavored milk. |
|  Fruits | <p>Minimum Serving Size: ✓ For 1-2 year olds: ¼ cup of fruits, vegetables, or a combination of both required daily. ✓ For 3-5 year olds: ½ cup of fruits, vegetables, or a combination of both required daily.</p> <ul style="list-style-type: none"> May serve fruits, vegetables, or combination of both to meet the combined vegetables/fruit component. No vegetable subgroup requirements. May serve 100% juice once per day. If juice is served at breakfast, it cannot be served at lunch. | <p>Minimum Serving Size: ✓ 1 cup of fruit required daily (5 cups required weekly).</p> <ul style="list-style-type: none"> Only fruits are required at breakfast. Vegetables may replace fruits (see “Vegetables” below). 100% juice can be offered to meet up to half the amount of fruit or vegetable offerings in a week (no daily limit). |
|  Vegetables | | <p>Minimum Serving Size: ✓ Optional at breakfast.</p> <ul style="list-style-type: none"> Vegetables may be offered in place of fruit. Starchy vegetables can be served at any time during the week, provided at least 2 cups of vegetables from the following subgroups are offered during that same week: <ul style="list-style-type: none"> Dark Green Red/Orange Beans and Peas (Legumes) Other. 100% juice can be offered to meet up to half the amount of fruit or vegetable offerings in a week (no daily limit). |
|  Grains | <p>Minimum Serving Size: ✓ For 1-2 and 3-5 year olds: ½ oz. eq. required daily.</p> <ul style="list-style-type: none"> One of the grain components offered during the day must be whole grain-rich. Enriched grains may be served at breakfast if whole grain-rich items are served at lunch. | <p>Minimum Serving Size: ✓ 1 oz. eq. required daily (7-10 oz. eq. required weekly).</p> <ul style="list-style-type: none"> At least half the grains offered each week must be whole grain-rich. |
|  Meats/Meat Alternates | <p>Minimum Serving Size: ✓ Optional at breakfast. ✓ For 1-2 and 3-5 year olds: Can serve ½ oz. eq. in place of grains up to 3 times per week.</p> <ul style="list-style-type: none"> When substituting the meat/meat alternate at breakfast, it must be substituted for the entire grains component. May not count a combination of grains and meats/meat alternates toward the grains component. | <p>Minimum Serving Size: ✓ Optional at breakfast.</p> <ul style="list-style-type: none"> Can substitute 1 oz. eq. meats/meat alternates for 1 oz. eq. grains after 1 oz. eq. minimum grains requirement is offered (permitted daily). Grains and meats/meat alternates can be combined and count toward the grains component in a reimbursable breakfast. |
|  Grain-Based Desserts | <ul style="list-style-type: none"> May not credit toward the grains component. Sweet crackers (e.g., graham and animal crackers) are allowable and count toward the grains component. | <ul style="list-style-type: none"> Can serve grain-based desserts denoted by superscript 4 or 5 in <i>Exhibit A: Grain Requirements for Child Nutrition Programs</i>** at breakfast for some or all days in a week. Examples of allowable grain-based desserts at breakfast include sweet crackers, doughnuts, cereal bars, sweet rolls, and toaster pastries. Items listed in Exhibit A with a superscript 3, such as cookies, cake, dessert pies, and cobbler, do not contribute toward grain requirements at breakfast. Average daily calories for a 5-day school week must meet minimum and maximum values. |

* Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition from whole milk to fat-free (skim) or low-fat (1%) milk.

** Available at: <https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>.

Differences Between Preschool and K-5 Meal Patterns at Lunch

| | Preschool | Grades K-5 |
|--|---|---|
|  Milk | Minimum Serving Size: ✓ For 1-2 year olds: ½ cup (4 oz.) required daily. ✓ For 3-5 year olds: ¾ cup (6 oz.) required daily. Types: ✓ For 1 year olds: Unflavored whole milk only. ✓ For 2-5 year olds: Unflavored low-fat (1%) or fat-free (skim) milk only.* • Not required to offer different options of fluid milk. | Minimum Serving Size: ✓ 1 cup (8 oz.) required daily (5 cups required weekly). Types: ✓ Unflavored or flavored low-fat (1%) or fat-free (skim) milk. • Must offer at least two different options of fluid milk (e.g., low-fat and fat-free milk). • If offering flavored milk, must also offer unflavored milk. |
|  Fruits | Minimum Serving Size: ✓ For 1-2 year olds: ½ cup required daily. ✓ For 3-5 year olds: ¼ cup required daily. • A second, different vegetable may be served in place of fruit. • May serve 100% juice once per day. If juice is served at breakfast, it cannot be served at lunch. | Minimum Serving Size: ✓ ½ cup required daily (2½ cups required weekly). • A second vegetable cannot be offered in place of fruit. • 100% juice can be offered to meet up to half the amount of fruit or vegetable offerings in a week (no daily limit). |
|  Vegetables | Minimum Serving Size: ✓ For 1-2 year olds: ½ cup required daily. ✓ For 3-5 year olds: ¼ cup required daily. • No vegetable subgroup requirements. • A second, different vegetable can be served in place of fruit. • May serve 100% juice once per day. If juice is served at breakfast, it cannot be served at lunch. | Minimum Serving Size: ✓ ¾ cup required daily (3¾ cups required weekly). • Weekly vegetable subgroup requirements: • Dark green: ½ cup • Red/Orange: ¾ cup • Beans and Peas (Legumes): ½ cup • Starchy: ½ cup • Other: ½ cup. • 100% juice can be offered to meet up to half the amount of fruit or vegetable offerings in a week (no daily limit). |
|  Grains | Minimum Serving Size: ✓ For 1-2 and 3-5 year olds: ½ oz. eq. required daily. • One of the grain components must be whole grain-rich every day. • Enriched grains may be served at lunch if whole grain-rich items are served at breakfast. | Minimum Serving Size: ✓ 1 oz. eq. required daily (8-9 oz. eq. required weekly). • At least half the grains offered each week must be whole grain-rich. |
|  Meats/Meat Alternates | Minimum Serving Size: ✓ For 1-2 year olds: 1 oz. eq. required daily. ✓ For 3-5 year olds: 1½ oz. eq. required daily. | Minimum Serving Size: ✓ 1 oz. eq. required daily (8-10 oz. eq. required weekly). |
|  Grain-Based Desserts | • May not credit toward the grains component. • Sweet crackers (e.g. graham and animal crackers) are allowable and can count toward the grains component (with no weekly limit). | • May credit up to 2 oz. eq. of grain-based desserts (denoted by superscript 3, 4 or 5 in <i>Exhibit A: Grain Requirements for Child Nutrition Programs</i> **) toward the grains component each week. • Sweet crackers count toward the weekly limit for crediting no more than 2 oz. eq. of grain-based desserts toward the grains component each week. |
| Additional Considerations About the Preschool and K-5 Meal Patterns | | |
| Sugar Limits | • Cereals: 6 grams (g) or less per dry oz. • Yogurt: 23 grams (g) or less per 6 oz. | • No sugar limits on specific foods; average daily calories for a 5-day school week must meet minimum and maximum values. |
| Fat Limits | • No deep-fat frying onsite (including at central kitchens). | • Deep-fat frying onsite is allowed, but average percent of calories from saturated fat must be <10% of total calories. Food products and ingredients must contain zero grams of trans fats (less than 0.5 g) per serving. |
| Sodium | • No limit on sodium. | • Weekly limits on sodium. |
| Offer Versus Serve (OVS) | • Only allowed when preschool students are co-mingled with older children (see page 4 for more information on co-mingling). • Students must select at least three food items; one item must be at least a ½ cup of fruits and/or vegetables. | • Allowed. • Students must select at least three food items; one item must be at least a ½ cup of fruits and/or vegetables. |
| Family Style Meal Service | • Students must select at least a ¼ cup of vegetables, fruit, or both if offered the preschool meal pattern. • If students are co-mingled and being offered the K-5 meal pattern, each student must select at least a ½ cup of vegetables, fruits, or both. • Minimum serving size of each item or component must be offered to each student over the course of the meal. | • Students must select at least a ½ cup of vegetables, fruits, or both. • Minimum serving size of each item or component must be offered to each student over the course of the meal. |

Meal Service When Preschoolers and Students in Older Grades Are Served Meals Together

Sometimes, schools must serve meals to a variety of grades at the same time. This is usually due to operational constraints, such as time and space. This practice is called “co-mingling.”

Co-mingling occurs when:

- Preschool students and students from older grade groups (such as kindergarten through 5th grade, kindergarten through 8th grade, or kindergarten through 12th grade) are served meals in the same place at the same time;
- It's hard to tell the preschool students from older students; and
- It would be operationally difficult to serve different foods or different amounts of foods during the combined meal service.

When the above conditions are met, schools may offer the meal pattern of the older grades, such as kindergarten through 5th grade (K-5), to preschool students.

Four Reasons To Avoid Co-Mingled Meal Service

1. Serving preschoolers separately from older students may allow for closer supervision of the younger children, thereby allowing staff to better assist students with food packaging and monitor mealtime behaviors that may increase the risk of choking.
2. A separate family style meal service allows preschool children to serve themselves, which can help children develop independence and build self-confidence.
3. Younger children may feel distracted or overwhelmed by older children, which may affect the amount that they eat within the provided mealtime.
4. The preschool meal pattern provides the amounts and types of foods at meals that most younger children need for healthy growth and development.



How Schools Can Avoid Co-Mingled Meal Service

- Serve “Breakfast in the Classroom” or “Grab & Go Breakfast” (look for shelf-stable options and easy-to-prepare items, and use mobile service carts and/or thermal bags for easy transport).
- Stagger meal service times for both preschoolers and older students.
- Only offer food items that meet meal patterns for preschool and older students, such as unflavored milk, creditable grain items, cereals and yogurts that meet sugar limits, and a variety of fruits and vegetables.

Try It Out! Use the information in this worksheet to answer the questions below.

- a. Tommy is a 4½ year old who attends kindergarten at your school. Should you offer Tommy the preschool meal pattern or the K-5 meal pattern?
- b. Amy is a preschooler who eats with kindergarten and first grade students at breakfast. At lunch, her preschool class eats in the cafeteria an hour before the older students.
 - 1) What meal pattern should you serve Amy at breakfast? 2) What meal pattern should you serve Amy at lunch?
- c. Mr. Smith's 3-year-old preschool class eats lunch in his classroom every day. For lunch today, you want to serve fat-free chocolate milk, applesauce, roasted squash, and a turkey sandwich on whole grain-rich bread. Does this meal meet the preschool meal pattern? Why or why not?

Answer Key
a. You must offer Tommy the K-5 meal pattern. Meals are offered based on the grade level, not age, of the child.
b. 1) At breakfast, you may offer Amy the preschool or K-5 meal pattern. 2) At lunch, Amy must be offered the preschool meal pattern.
c. This lunch does not meet the preschool meal pattern. Flavored fat-free milk is only allowed for students in grades K-5, or for preschool students who are co-mingled with the older students and served the meal pattern for older students.

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

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-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority

(SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - 1) Name, address and telephone number or other means of contacting the complainant.
 - 2) The specific location and name of the entity delivering the program service or benefit.
 - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
 - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
 - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
 - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
- **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- **COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
- **COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during review process.
- **RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
- **REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
- **REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.
- **CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
- **CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.



Request for Meal Accommodation

This form may be used to request meal modifications for students who have a physical or medical impairment and participate in the National School Lunch & School Breakfast Programs. The district will work collaboratively with parents to ensure equal opportunity to participate in the School Meal Programs and receive program benefits. However, if the district is unable to accommodate your student's request within the meal pattern requirements; a *Medical Statement* completed by a State licensed Medical Professional will be needed (SP 59-2016).

Parent/Guardian:

Completing the *Request for Meal Accommodation* form helps the school provide meal modifications within the meal pattern requirements for students with a mental or physical impairment. Your participation in this process is very important and communication with the school team allows for advanced planning and preparation needed to provide the accommodation. The district is not required to provide a specific substitution (such as a particular brand name), but offer a reasonable modification that effectively accommodates your child's needs.

| | | |
|---|--------------------------------|----------------|
| Name of Child: | | Date of Birth: |
| Name of Parent/Guardian: | | Telephone: |
| Address: | City: | State/Zip: |
| Email Address: | School Building Child Attends: | Grade: |
| Describe the student's physical or mental impairment: | | |
| Specify any dietary restrictions or special instructions for meals: | | |
| Signature of Parent/Guardian: | | Date: |
| IMPORTANT: The only fluid cow's milk substitutions allowed by USDA are (1) Lactose-free fluid cow's milk or (2) a non-dairy beverage with a nutrient profile equivalent to fluid cow's milk as specified in federal regulations. To see the non-dairy beverages that meet the this requirement visit https://www.education.ne.gov/ns/forms/nsfpforms/SPdietMilkSub.pdf | | |

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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

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| | |
|-----------------------------------|-------|
| Internal Use - School Information | |
| Return to: | _____ |
| Phone number: | _____ |
| Date form received by school: | _____ |
| Follow-up: | _____ |

MEDICAL STATEMENT

Parent/Guardian: You have requested a meal accommodation for your child that cannot be achieved within the federal meal pattern requirements for school meals (SP 59-2016). Therefore, in order to meet your child's needs, this form must be completed and returned to the school. The form must be completed by a State Licensed Health Care Professional (Physician (MD or DO), Physician's Assistant (PA), Advance Practice Registered Nurse-Nurse Practitioner (APRN-NP), or Chiropractor. A Licensed Medical Nutrition Therapist (LMNT) may also complete and sign when acting under the consultation of the licensed physician.

| | | |
|---|--|----------------|
| Name of Child: | | Date of Birth: |
| Name of Parent/Guardian: | | Telephone: |
| Address: | City: | State/Zip: |
| Email Address: | School Building Child Attends: | Grade: |
| Description of student's physical or mental impairment that restricts the diet: | | |
| Specify any dietary restrictions or special instructions for meals: | | |
| If applicable, list foods to omit: | If applicable, list foods to substitute: | |
| Texture Modifications: | Thickness Modifications: | |
| Signature of State Licensed Health Care Professional: | Name of referring physician working with LMNT <i>(if applicable)</i> : | |
| Printed Name and Title: | Phone Number: | Date: |

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Internal Use - School Information

Return to: _____

Phone number: _____

Date form received by school: _____

Follow-up: _____

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Professional Standards Training Requirements and Online Resources



| 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 |

Important Points:

- 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. Therefore, if the number of training hours earned in SY21-22 did not meet the annual requirement, extra hours earned in SY22-23 can be used to make up the difference.
- **New Food Service Directors** must be certified in food safety either not more than 5 years prior to their starting date or within 30 days of their start date (USDA Hiring Standards). It is mandatory that new directors obtain this certification by completing the ServeSafe Manager Certification training.
 - ServSafe Training through Nebraska Extension can be found on the following UNL website: <https://food.unl.edu/servsafe-training>. You can also contact your local health department to determine when and where the training will be offered in your area. There is also an opportunity to take the course online. Information can be found on the ServSafe website: <https://www.servsafe.com/>
- Training in the area of food safety is mandatory for **Vended Site Staff**. It's recommended that at least one person at each vended SFA take the ServSafe Managers course to fulfill this requirement (see information above). A second food safety training course choice can be found on the Institute of Child Nutrition (ICN) website with the title *Food Safety in Schools*.
 - The Institute of Child Nutrition (ICN) *Food Safety in Schools* course can be found here: <https://theicn.docebosaas.com/learn/course/21/FoodSafetyinSchools>
You must register to create a free account to sign in.
- Every year, all Food Service Directors must read and sign off on *Standard Operating Procedures (SOPs)* relevant to your foodservice operation: <https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/#1566416773609-65d0c690-7f7f>
- All training must be documented on a training tracker/log.
 - NDE Annual Training Log: [https://www.education.ne.gov/ns/nslp/professional-standards/Training tracker/log](https://www.education.ne.gov/ns/nslp/professional-standards/Training%20tracker%20log) at bottom of the page.
 - USDA Training Tracker Tool 2.0: <https://pstrainingtracker.fns.usda.gov/>

Additional Online Resources for Free Continuing Education/Training

Nutrition Services School Lunch Training webpage:

<https://www.education.ne.gov/ns/training/national-school-lunch-program/>

- In addition to School Lunch Training for Food Service staff, this page has links to training for all individuals who work with the School Meals Program including bookkeepers. You can access select Town Hall trainings on topics such as Shutting Down your Kitchen Over Summer and Commodities in addition to training to meet the annual Civil Rights training requirement. There are also links to upcoming workshops and other in-person training opportunities.

Institute of Child Nutrition (ICN) e>Learning Portal: <https://theicn.docebosaas.com/learn>

- Over 60 courses in categories such as Food Safety and School Nutrition. Register for a free account and get started!

School Nutrition Association (SNA): <https://schoolnutrition.org/learning-center/>

- The SNA Learning Center provides many resources on topics such as Breakfast in the Classroom, Culinary Skills, Procurement and the Training Zone to name a few.
- The Training Zone is described as a "One-Stop Shop" for all of SNA's eLearning. Here you'll find Online Training Modules, On-Demand Webinars, and the popular Webinar Wednesdays.
- Must be a member to log in.

USDA/FNS

- **Database of Professional Standards Trainings:** <https://professionalstandards.fns.usda.gov/>
 - Search for training by topic. Check out the Trainings of the Month on timely topics such as *Purchasing Using the Food Buying Guide*.
- **USDA/FNS YouTube Channel:** <https://www.youtube.com/user/USDAfoodandnutrition>
 - You can browse by Videos, Playlists, Community and Channels. Good source of up-to-date information on many topics such as CN Labeling, Farm to School, USDA Foods and more.
- **Team Nutrition:** <http://www.fns.usda.gov/tn/team-nutrition>
 - A link to Team Nutrition Webinars & Training can be found in the bottom right-hand corner of the Spotlights section. Good source of Crediting Updates for Child Nutrition Programs.
- **Food Safety:** <https://www.fns.usda.gov/ofs/food-safety>
 - In the Spotlights section you'll find links to Food Safe Schools resources including Produce Safety Hacks and Food Safety Flashes videos.
 - Produce Safety University Resource page <https://www.fns.usda.gov/psu/graduates>
A wonderful source of produce safety training in many formats including fact sheets, videos, webinars and training materials taught at the annual USDA Produce Safety University.
- **Making It Count (UMass Amherst):** <http://www.makingitcount.info/>
Highly recommended training for foodservice staff who work at vended sites.
 - Videos and interactive activities provide a fun learning experience for all school food service staff.
 - Topics are divided into the categories of Breakfast, Lunch, Afterschool Snack, Food Production in Schools, Accountability and Access. Specific topics within these categories include Identify a Reimbursable Meal, Portion Control, Meal Patterns, Dietary Specifications and Special Dietary Needs.



Professional Standards for All School Nutrition Program Employees

Summary of the Final Rule Effective March 7, 2019

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Require minimum annual training for all new and current school nutrition professionals.

A comprehensive Professional Standards Web site provides a database of training options. School nutrition staff can search for training that meets their learning needs in one easy-to-use location: <http://professionalstandards.fns.usda.gov/>

Training Standards for All School Nutrition Program Employees (All Local Educational Agency Sizes)

| | |
|---|---|
| All Directors | Beginning school year 2016-2017: at least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment. |
| All Managers | Beginning school year 2016-2017: at least 10 hours of annual continuing education/training. |
| All Other Staff Other than the Director or Manager who works an average of at least 20 hours per week | Beginning school year 2016-2017: at least 6 hours of annual continuing education/training. |
| Part-Time Staff Work <20 hours per week | Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked. Note: If hired January 1 or later, an employee must only complete half of the above required training hours. |

Training Requirements for All State Agency Directors

| State Director of School Nutrition Programs | State Director of Distributing Agencies |
|---|---|
| Each year, at least 15 hours of annual continuing education/training. Must PROVIDE, or ensure that State agency staff receives, annual continuing education/training. Must also PROVIDE a minimum of 18 hours of training to SFAs each year.* | Each year, at least 15 hours of annual continuing education/training. Must PROVIDE, or ensure that State food distribution staff receives, annual continuing education/training.* |

**Training is an approved use of State Administrative Expenses (SAE) funds and a variety of training formats are allowed. States may use contractors or partner with other organizations (School Nutrition Association and National Food Service Management Institute, etc.) to provide training.*

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 See the final rule for additional preferred educational standards for new directors | Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 1 year of relevant food service experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 1 year of relevant food service experience; OR High school diploma (or GED) and at least 3 years of relevant food service experience. (For an LEA with less than 500 students, the State agency may approve a candidate who meets the educational standards but has less than the required 3 years experience.) | Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 2 years of relevant school nutrition programs experience. | Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs. * Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. |
| Minimum Prior Training Standards | At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date. | | |

Hiring Standards for New State Directors

| | State Director of School Nutrition Programs | State Director of Distributing Agencies |
|-----------------------------------|---|---|
| Education | Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. | Bachelor's degree with any major. |
| Knowledge & Experience | Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education. | |
| Skills & Abilities | Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs. | |

| | | | | | | | | | | | | | |
|---|----------------|--|--|--|--|--|--|--|--|--|--|--|-----------------------------|
| <div>Year _____</div> <div>Annual Training Log</div> <div>All NSLP Employees</div> <div>Employee Name</div> | Date | | | | | | | | | | | | Total Annual Training Hours |
| | Training Title | | | | | | | | | | | | |
| | Hours | | | | | | | | | | | | |
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Non-Program Foods ▪ Food Cost and Selling Price

| | |
|-----------------|------------------------|
| SFA Name | Date Completed: |
|-----------------|------------------------|

“Non-program foods” are defined as non-reimbursable foods and beverages (also known as **“à la carte”**) that are purchased and then sold by the SFA’s food service department. SFA’s must demonstrate that the selling price for “non-program” foods is set high enough to fully cover the cost of the food item. This ensures that reimbursement intended to support the production of reimbursable school meals does not subsidize the sale of à la carte items.

Complete the three sections using invoice pricing from 5 consecutive days, to evaluate and document that à la carte pricing is set at a level which fully covers the base food cost. Copies of invoices must be available the day of your Administrative Review.

Cost per serving of commodity foods can be found on the “End Product” sheets, on the DHHS Food Distribution website. Open the pdf document for the product type. The cost per serving will be shown as “FFS/serv.”

http://dhhs.ne.gov/children_family_services/Pages/StateProcOfDonatedFoods.aspx

| Completed by: | | | Invoice date(s): | | | | |
|------------------------|-------------------|--------------------|-------------------------|------------------|-----------------|------------------|---------------|
| Item | Brand | Purchase Unit (PU) | Purchase Price | Serving Size | Servings Per PU | Cost Per Serving | Selling Price |
| MILK | | | | | | | |
| <i>Chocolate Skim</i> | <i>Moo Moo</i> | <i>na</i> | <i>na</i> | <i>1 - 8 oz.</i> | <i>na</i> | <i>0.24</i> | <i>0.35</i> |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Milk Totals | | | | | | | |
| ENTRÉE | | | | | | | |
| <i>Chicken Nuggets</i> | <i>Flavorbest</i> | <i>300 ct case</i> | <i>\$89.00</i> | <i>3 pieces</i> | <i>100</i> | <i>0.89</i> | <i>\$1.50</i> |
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| Entrée Totals | | | | | | | |

OTHER A LA CARTE & SMART SNACKS

| Item | Brand | Purchase Unit (PU) | Purchase Price | Serving Size | Servings Per PU | Cost Per Serving | Selling Price |
|--|---------------|--------------------|----------------|--------------|-----------------|------------------|---------------|
| <i>Crispy Brown Rice Bar</i> | <i>Munchy</i> | <i>200 ct box</i> | <i>\$86.00</i> | <i>1</i> | <i>200</i> | <i>0.43</i> | <i>0.50</i> |
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| Other A La Carte & Smart Snack Totals | | | | | | | |

Calculate the percent of non-program revenue by dividing the Total Cost Per Serving by the Total Selling Price

| | Total Cost per Serving | Total Selling Price |
|---------------------------------------|------------------------|---------------------|
| Milk Total | | |
| Entrée Total | | |
| Other A La Carte & Smart Snacks Total | | |
| Grand Total | | |

| Grand Total of Cost per Serving | Grand Total of Selling Price | % of Non-Program Food Cost |
|---|------------------------------|----------------------------|
| \div | | = |
| 100 minus % of Non-Program Food Cost | | = _____ % Profit |

Nebraska Competitive Food Policy

The Nebraska Competitive Food Policy is designed to assure healthy foods/meals for children are provided during the school day. Schools who participate in the National School Lunch Program and School Breakfast Program are required to adhere to the following:

- No food or beverages can be sold to children anywhere on school premises beginning ½ hour before breakfast and/or lunch service until ½ hour after meal service.
- If a vending machine is operated by a department, club, or group other than the school nutrition program, it must be off beginning ½ hour before breakfast and or lunch service until ½ hour after meal service.
- No other program or club can sell foods/beverages during times that overlap with lunch/breakfast meal service even if the products comply with Smart Snack guidelines.
- All foods sold during the school day must meet the nutrition standards as outlined in the Smart Snack guidance. The Smart Snacks in Schools regulation applies to foods sold a la carte, in school stores, by clubs, teachers or in vending machines.
- There are no requirements for food/beverages sold during non-school hours. Non-school hours are defined as thirty minutes after the end of the school day until midnight the following day and weekends.
- The list of “Foods of Minimal Nutritional Value” has been replaced by the Smart Snack guidelines.

Smart Snacks Decision Chart

Effective July 1, 2022

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 ($\leq 35\%$ calories)
4. Saturated Fat ($< 10\%$ calories)
5. Trans fat (g) (0)
6. Total sugar ($\leq 35\%$ by weight)

AND
**Snack/Side/
Entree that is**

1st Ingredient Grain
• $\geq 50\%$ 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 Snack Guidelines** define what 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 ½ hour before to ½ hour after breakfast and lunch. This rule defines when 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 foods/beverages that do not meet the Smart Snack 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-NS website for more information.

This institution is an equal
opportunity provider.



| BEVERAGES | | | |
|--|------------------|------------------|----------|
| Maximum Size for each grade | ELEM | MIDDLE | HIGH |
| WATER <i>Non-carbonated or carbonated</i> | ANY SIZE | ANY SIZE | ANY SIZE |
| MILK <i>Skim or 1% unflavored Skim or 1% flavored</i> | 8 oz | 12 oz | 12 oz |
| 100% JUICE <i>Plain or carbonated</i> | 8 oz | 12 oz | 12 oz |
| ZERO CALORIE BEVERAGE <i>Flavored and/or Carbonated ≤5 cal/8 oz Or ≤10 cal/20 oz</i> | NOT PERMITTED | NOT PERMITTED | 20 oz |
| LOW CALORIE BEVERAGE <i>Flavored and/or Carbonated ≤40 cal/8 oz Or ≤60 cal/12 oz</i> | NOT PERMITTED | NOT PERMITTED | 12 oz |
| Caffeinated beverages are only permitted at the High School Level | | | |

| EXEMPTIONS |
|--|
| ENTRÉE SECOND - Exempt from nutrient standards if served same day or next day. |
| FRUITS/VEGETABLES - Exempt from nutrient standards if NO added ingredients. |
| DRIED FRUITS/VEGETABLES - Exempt from sugar standard if NO added nutritive sweeteners or if added ingredient is necessary for processing and/or palatability. |
| SEAFOOD - Exempt from total fat standard. |
| CHEESE - Exempt from fat and saturated fat standards. Does not apply to combination foods. |
| NUTS/NUT BUTTER/SEEDS - Exempt from total fat and saturated fat standards. Exemption does not apply to combination foods such as peanut butter crackers. |
| DRIED FRUIT WITH NUTS - Exempt from total fat, saturated fat and sugar if no added sugar or fat. |



Smart Snacks



Smart Beverages

Beverages allowed and maximum sizes for buildings with:

Mixed grades of
**K-12, K-8, K-6 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
**6-12, 6-8 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**

Allowed beverages and maximum sizes for buildings with:

High School
grades **9-12** only
SEE NOTE



Water: Any size
Plain Non-Carbonated
or Plain Seltzer



Calorie Free Flavored Waters: (20 oz)
Carbonated or Non-Carbonated
Examples — Zero Calorie and Diet Flavored Water, Zero Calorie and Diet Sparkling Flavored Water or Flavored Seltzer



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



No Calorie Beverages: (20 oz)
< 5 calories per 8 oz, or ≤ 10 calories per 20 oz
Examples — Diet Sport Drinks, Diet Cola, Diet Root Beer, Other Diet or Zero Calorie Sodas, Unsweetened Tea, Diet Teas, Diet Lemonade



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



Low Calorie Beverages: (12 oz)
 ≤ 40 calories per 8 oz, or ≤ 60 calories per 12 oz
Examples — Diet Sport Drinks, Diet Cola, Diet Root Beer

NOTE — Beverages containing caffeine are allowed for high school students only. Buildings with mixed grades such as K-12 or Middle School/High School students combined, see group 1 or 2.

GROUP
3

Code of Conduct Template for School Food Authorities

This written Code of Conduct shall govern the performance and actions of School District officers, School Board members, employees, School Food Authorities, directors, volunteers or agents who are engaged in any aspect of procurement, contracts, grants or the administration and supervision of contracts supported entirely or in part by federal entitlement funds disbursed by USDA. These regulations are found in:

- 2 CFR 200.317-326 Office of Management and Budget (OMB) Super Circular
- 7 CFR 210.21 National School Lunch Program (NSLP) Procurement
- 7 CFR 220.16 School Breakfast Program (SBP) Procurement
- 7 CFR 225.17 Summer Food Service Program (SFSP) Procurement

The [District or System name] School Food Authority seeks to conduct all procurement procedures: in compliance with stated regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, organizations may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Disciplinary actions, as outlined in local district policy [Number and title of district or system's internal policy], will be applied for violations of such standards by officers, employees, or agents of the organization.

Procurement Plan for School Food Authorities

This is a template to be used by School Food Authorities (SFAs). Please modify the template to reflect your SFA's procurement process.

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the School Meals Program. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- 1) When the annual total for food service program related items **is less than \$250,000** (small purchase threshold) per procurement event or in aggregate purchases per year this organization will follow the informal **Small Purchase Procedures**.
- 2) When the annual total for food service program related items **is greater than \$250,000** (small purchase threshold) per procurement event or in aggregate purchases per year this organization will follow the **Formal Competitive Solicitation Procedures**.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor 2 CFR 200.320(a).

- 1) Prices must be reasonable 2 CFR 200.320(a).
- 2) Purchases will be spread equitably among all qualified sources 2 CFR 200.320(a).

Small Purchase Procedures

For purchases made below the small purchase threshold, the Small Purchase Procedure will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

- 1) Contact a reasonable number of qualified vendors
- 2) Write specifications for goods and services
- 3) Document each vendor's quoted price (ex. log sheet)
- 4) Select the company that provides the lowest, most responsive, and responsible quote
- 5) Document supplier that was awarded the quote
- 6) Manage orders by confirming product and prices match quotes

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

- 1) Prepare an Invitation for Bid (IFB) or Request For Proposal (RFP) document specifically addressing the items to be procured
 - a. Include detailed specifications
 - b. Ensure price will be the selection criteria most heavily weighted.
- 2) Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time, and location in which bids will be opened.
- 3) Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsive bidders will be those whose bid/proposal conforms to all of the terms, conditions and requirements of the IFB/RFP;
 - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
- 4) Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP;
 - b. At least two weeks before program operations begin;
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21.
- 5) Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the small purchase threshold established in the sponsor's procurement policy statement is less than \$250,000, the smaller purchase threshold will govern.)

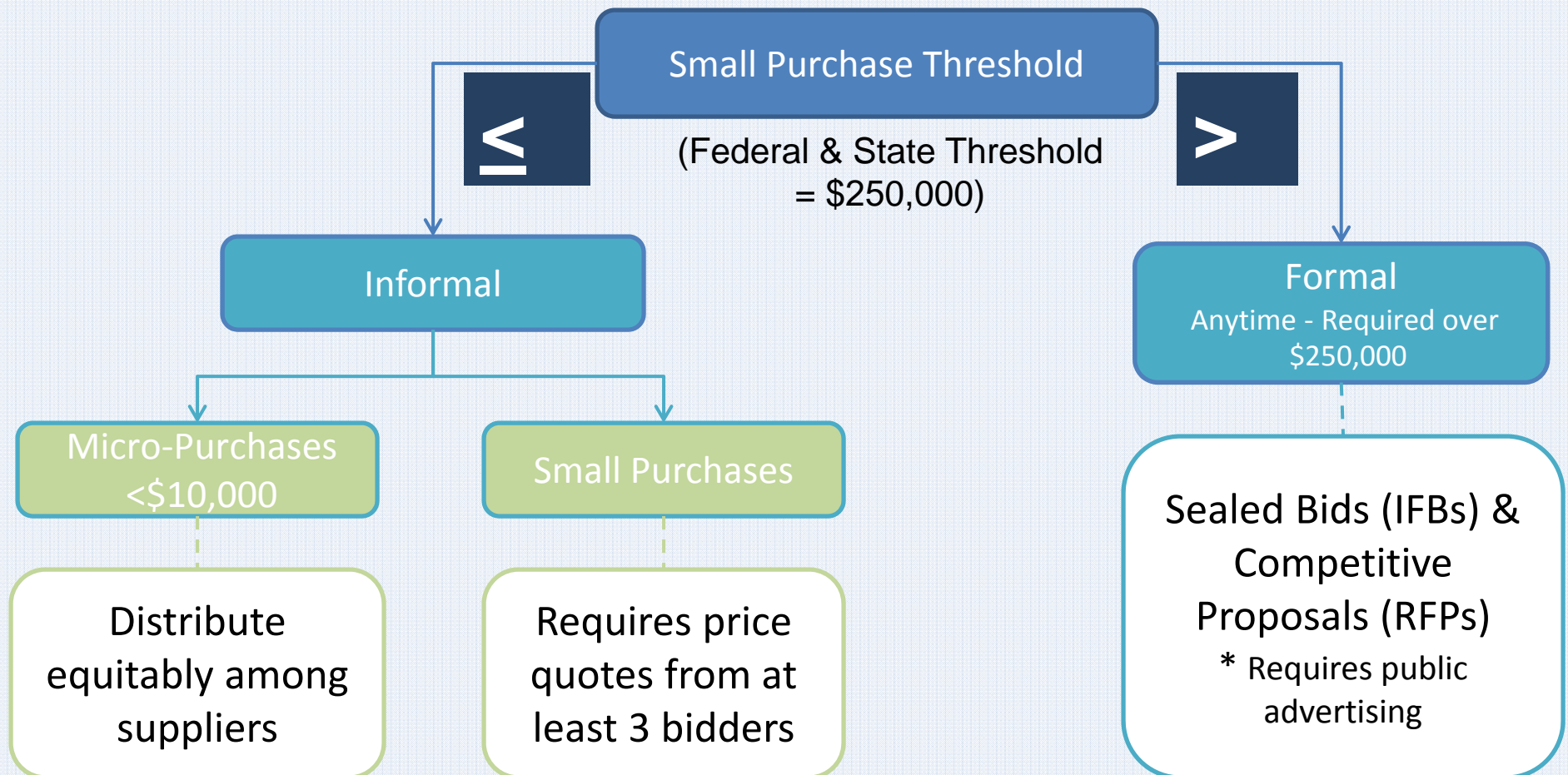
Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210.

- A. **Competition:** We shall demonstrate our goods and services are procured in an openly competitive manner and competition will not be unreasonably restricted 7 CFR 210.21(c)(1) and 2 CFR Part 200.319(a)(1-7).
- B. **Comparability:** We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles 2 CFR 200.319(a)(6).

- C. **Documentation:** We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures 2 CFR 200.318(i).
- D. **Code of Conduct:** This program shall be governed by the SFA's Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program 2 CFR 200.318(c)(1).
- E. **Contract Administration:** Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified against the contract. All invoices and receipts shall be signed, dated, and maintained in the documentation file 2 CFR Part 200.318(b).
- F. **General Requirements:**
- 1) Small, minority and women's businesses enterprises and labor surplus firms are used when possible 2 CFR 200.321.
 - 2) Ensure compliance with the Buy American Provision when purchasing food 7 CFR 210.21(d).
 - 3) A cost or price analysis in connection with every procurement action in excess of the small purchase threshold including contract modifications 2 CFR 200.323(a).
 - 4) Documented Procurement Procedures and activities will be maintained 2 CFR 200.318(a).
- G. **Food Service Supervisor:**
- 1) Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 - 2) Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 - 3) Compare product specifications among all vendors/contractors. Information for informal purchases may be obtained online, in catalogs, sale flyers, newspapers, prices obtained from grocery stores, farmer's markets, etc.
 - 4) Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 - 5) Place and confirm orders with vendors or make plans to purchase the required items.
 - 6) Work with vendors on a fair and equal basis.
 - 7) Conduct an in-house procurement review once per year.

Procurement Methods



Buy American Provision

The School Food Authority (SFA) will to the maximum extent practical purchase American grown products as required by participation in the federal school meals programs. Domestic commodities or food products are agricultural commodities produced and/or processed in the United States. For unprocessed foods, agricultural commodities must be domestic. Processed foods must be processed domestically using agricultural food components that are comprised of over 51% domestically grown food items by weight or volume (7 CFR 210.21, 220.16, SP38-2017). Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

The SFA must ensure the Buy American Provision is included in the SFA's procurement plan/procedures, all procurement solicitation/contracts and bid specifications. The SFA must ensure the Buy American Provision is followed for all informal purchasing and micro-purchasing.

Limited Exceptions to the Buy American Provision

Federal regulations require all foods purchased for USDA Child Nutrition Programs to be of domestic origin to the maximum extent practical. There are limited exceptions to the Buy American provision, these include:

- a. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. Examples: bananas and pineapple
- b. Competitive bids from vendors reveal the cost of a U.S. product is significantly higher than a non-domestic product.

Vendors must notify the SFA prior to delivery when a non-domestic product is substituted for a domestic product. Vendors must provide the school food service director with documentation to support the substitution, which would include product availability and/or cost information. The food service director must approve the substitution of a non-domestic product for a domestic product prior to delivery. Any non-domestic product delivered to the school without the prior approval of the food service director, may be rejected and returned to the vendor at vendor's expense.

Buy American Justification Form

Complete this form when purchasing a **non-domestic food** product due to the following exceptions: **availability and/or cost.**

| | |
|--|----|
| Vendor's Name: | |
| Vendor Contact Information: | |
| Food Product Name: | |
| Food Product Country of Origin: | |
| Purchase Unit (example: case, lbs., each) | |
| Indicate reason below for purchase of non-domestic food item: <input type="checkbox"/> Availability – Poor market conditions exist (weather, and/or supply availability). Provide explanation: <input type="checkbox"/> Cost – Domestic food product is significantly higher in cost than non-domestic food product. Complete cost information below. | |
| Cost per Purchase Unit for Domestic Food Product | \$ |
| Cost per Purchase Unit for Non-Domestic Food Product | \$ |
| What other alternatives to using this non-domestic food products were considered? | |
| Explain why the non-domestic food product was used and an alternate food product was not used: | |

Food Service Director Signature

Date

USDA Foods – www.cnpweb.org/nebraska/login

Make sure your contact information is correct by calling:

Coordinator Chad Mohr – 402-560-0480

chad.mohr@nebraska.gov

Staff Assistant Brian Gerkenismeyer – 402-580-2503

brian.gerkenismeyer@nebraska.gov

↓ Bottom of Form

Sponsor Summary

Any School

Sponsor Info Activity

| Applications | Entitlement | Surveys | Allocations | Inventory | Orders | Invoicing |
|--------------|--------------------------|------------------|-------------------|-----------|------------|-----------|
| Program | Current Year Entitlement | Entitlement Used | Remaining Balance | Bonus | Commercial | |
| NSLP | 31,113.33 | 31,143.75 | -30.42 | 0.00 | 0.00 | |

Sponsor Entitlement Adjustments

| Date | Amount | Description | User |
|-----------|----------|-------------|-------|
| 1/23/2023 | 31113.33 | | cmohr |

Sponsor Entitlement Detail by Product Category

| Category | Entitlement Used |
|--------------------------------------|------------------|
| Beef/Pork End Products | 0.00 |
| Cheese | 2,871.60 |
| Cheese/Pizza/Breadstick End Products | 0.00 |
| DOD FFAVORS | 15,000.00 |
| Eggs/Breakfast End Products | 0.00 |
| Flour/Potato End Products | 0.00 |
| Fruit Cups/Condiment End Products | 0.00 |
| Fruits and Vegetables | 10,164.60 |
| Grains, Nuts, Oil | 356.35 |
| Peanut Butter End Products | 0.00 |
| Poultry | 1,605.60 |
| Poultry End Products | 0.00 |
| Red Meat | 1,145.60 |

↑ Top of Form

AFTER SCHOOL SNACK MEAL PATTERN

MINIMUM QUANTITIES FOR AFTER SCHOOL SNACK MEAL PATTERN

SELECT ONE SERVING FROM TWO DIFFERENT FOOD COMPONENTS

| | Required Grade Group |
|--|--|
| Food Components | Grades K-12 ¹ |
| Milk: fluid as beverage or on cereal (1% or skim flavored or unflavored) | 8 fluid ounces |
| Fruit/Vegetable: May be fruit and/or vegetable; OR full strength fruit juice OR full strength vegetable juice (Includes potatoes but not potato chips. Includes commodity spaghetti sauce and commodity salsa, but other brands do not credit as vegetable without a Child Nutrition (CN) label.) | $\frac{3}{4}$ cup |
| Grains/Breads: Must be whole grain or enriched flour (read label) A serving is a slice of bread OR $\frac{1}{2}$ cup of rice or pasta (cooked) OR $\frac{3}{4}$ cup or 1 ounce of dry cereal OR an equivalent serving of other grain-based items as listed on the "Grains/Breads List" ²) | 1 serving |
| Meat/Meat Alternate: Meat, poultry, fish (cooked) Cheese, aged or processed Alternate protein products ³ Egg (large) Cooked dry beans/peas Yogurt (commercially prepared) Peanut butter or other nut/seed butter Peanuts, soy nuts, tree nuts, seeds (Bacon, imitation cheese, and canned or powdered cheese/sauce do not credit as meat/meat alternate components.) | 1 ounce 1 ounce 1 ounce $\frac{1}{2}$ $\frac{1}{4}$ cup $\frac{1}{2}$ cup 2 Tbsp. 1 ounce |

¹ Children are eligible through the age of 18, or through the school year in which they turn 19 years old.

² FNS Instruction 783-1, Rev. 2

³ Alternate protein products must meet USDA requirements.

IMPORTANT:

Serving sizes may be exceeded.

Snacks with **ONLY** the following **are NOT reimbursable**:

- ✓ Two fluids (e.g. milk and fruit juice).
- ✓ Two foods from the same food component (e.g. fruit juice and carrots)



After School Snack Ideas (Grades K-12)



| | |
|---|--|
| WG-R Pumpkin muffin – 2 oz. 100% Apple juice – $\frac{3}{4}$ cup/6 fl. oz. | WG-R Bagel and cream cheese* – 1 oz. bagel 100% Orange juice – $\frac{3}{4}$ cup/6 fl. oz. |
| Broccoli, carrot, and cauliflower pieces – $\frac{3}{4}$ cup total vegetables (may serve with low-fat dip*) WG-R Wheat crackers – 8 shredded wheat type or 0.8 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. | Fresh fruit salad – $\frac{3}{4}$ cup WG-R Pancake – 1.2 oz. |
| Refried beans – 2 Tbsp. + Shredded cheese – 0.5 oz. WG-R Tortilla chip – 1 oz. | Cucumber and carrot coins – $\frac{3}{4}$ cup Cottage cheese – $\frac{1}{4}$ cup |
| Tuna, egg, or ham salad – 1 oz. meat or $\frac{1}{2}$ egg WG-R Pita pockets – 1 oz. | Cantaloupe – $\frac{3}{4}$ cup Shaved ham – 1 oz. |
| Low-fat yogurt – $\frac{1}{2}$ cup Mixed berries – $\frac{3}{4}$ cup | WG-R Graham Crackers – 1 oz. Strawberry, peach, & pineapple (mixed) – $\frac{3}{4}$ cup |
| WG-R Cornbread muffin – 1.2 oz. Milk (low-fat or fat-free) – 8 fl. oz. | WG-R Plain granola bar – 2.4 oz. Cheese stick – 1 oz. |
| Cheese sticks or cubes – 1 oz. Seedless grapes – $\frac{3}{4}$ cup | WG-R French toast – 2.4 oz. Melon balls – $\frac{3}{4}$ cup |
| Banana slices – $\frac{3}{4}$ cup WG-R Graham cracker squares – 1 oz. | WG-R Cornbread – 1.2 oz. piece Baked apples – $\frac{3}{4}$ cup |
| Hard-boiled egg – $\frac{1}{2}$ egg (can serve whole egg) Cherry tomatoes, carrots, celery – $\frac{3}{4}$ cup total vegetables (may serve with low-fat dip*) | WG-R English muffin – 1 oz. (may serve with cream cheese*) Milk (low-fat or fat-free) – 8 fl. oz. |
| WG-R Cereal mix – 1 oz. eq. Milk (low-fat or fat-free) – 8 fl. oz. | WG-R Waffles – 1.2 oz. or larger Strawberries – $\frac{3}{4}$ cup |
| WG-R Whole wheat toast – 1 oz. slice Orange slices – $\frac{3}{4}$ cup | Deviled eggs – $\frac{1}{2}$ egg (can serve whole egg) WG-R Wheat Thins – 0.8 oz. |
| WG-R Hard bread stick – 0.8 oz. Cheese cubes – 1 oz. | WG-R Soft Pretzel – 1 oz. 100% Orange juice – $\frac{3}{4}$ cup/6 fl. oz. |
| WG-R Banana muffin – 2 oz. Milk (low-fat or fat-free) – 8 fl. oz. | Apple Slices – $\frac{3}{4}$ cup Peanut butter or Sun butter – 2 Tbsp. |
| WG-R Oatmeal – $\frac{1}{2}$ cup cooked Peaches – $\frac{3}{4}$ cup | Pear slices – $\frac{3}{4}$ cup Cheddar cheese – 1 oz. |
| Toasted cheese on WG-R whole wheat bread (1 oz. cheese & 1 oz. eq. slice of bread) | WG-R Grain fruit bar – 2.4 oz, Milk (low-fat or fat-free) – 8 fl. oz. |
| Low-fat yogurt – $\frac{1}{2}$ cup Fruit slices – $\frac{3}{4}$ cup (strawberries, apple, kiwi, or other) | WG-R Pretzel Sticks – 0.8 oz. CN labeled cheese sauce – serving equal to 1 oz. meat alternate |
| Baked apple with raisins – 1 medium apple + $\frac{1}{4}$ cup raisins WG-R Wheat crackers - 8 shredded wheat type or 0.8 oz. | Mandarin oranges – $\frac{3}{4}$ cup WG-R Animal crackers – 1 oz. |
| WG-R Purchased cinnamon roll – 2 oz. unfrosted Milk (low-fat or fat-free) – 8 fl. oz. | WG-R Oatmeal muffin – 2 oz. Apricots – $\frac{3}{4}$ cup |

A snack must include **two different components** from the following four components:
Fluid Milk (8 fl. oz.), Fruit/Vegetable ($\frac{3}{4}$ cup), Grain (1 oz. eq.), Meat/Meat Alternate (1 oz.)

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. (3/4 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. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ) | | | | Students: Adults: |
| WEDNESDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ) | | | | Students: Adults: |
| THURSDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ) | | | | Students: Adults: |
| FRIDAY: SNACK (Select 2 of 4 food groups) Milk, Fluid (1 CUP) Juice or Fruit or Veg. (3/4 C) Grains/Breads (1 SERVING) Meat or Meat Alternate (1 OZ) | | | | Students: Adults: |

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

Site: _____ A- Absent S- Snack Participation N-Present, No Snack

[illegible]

Number of Days Snacks Served: _____

Number of Reimbursable Snacks Served for the Month Free: _____ Reduced: _____ Paid: _____

Signature of person completing form: _____ Date: _____

On-Site Review Summary for After School Care Snack Program

Each site operating an After School Snack Program must be reviewed by the school district or residential child care facility (RCCI) two times per year under 7CFR 210.9(c)(7). The first review must be completed by the school district or RCCI 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 RCCI 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 RCCI with other records pertaining to the After School Care Snack Program.

School District _____ Review Date: _____

Feeding Site: _____

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:

2. What method best describes the counting method used for the after school snacks?

Check one:

_____ 1. Roster/Check off

_____ 2. Ticket/Tally

_____ 3. Electronic Device

_____ 4. Other (describe): _____

3. What method is used for taking attendance?

Check one:

_____ 1. Roster/Check off

_____ 2. Ticket/Tally

_____ 3. Electronic Devices

_____ 4. Other (describe): _____

3. Are production records maintained daily?

_____ Yes _____ No

4. Do production records indicate snacks meet meal pattern requirements for both components and quantities?

_____ Yes _____ No

If no, identify problems and document corrective action:

Signature of Person Conducting Review

Date Review Completed

Nebraska Department of Education Nutrition Services Staff Directory

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