



## Verification of Approved Continuing Education Units for Professional Standards - NSLP



Title of Activity: <b>Summer Food Service Training SY 2025-26</b>	Participant Name: <hr/> <div>LastFirst</div>
Educational Provider: <b>Nebraska Department of Education-Nutrition Services</b>	SNA Membership ID #:
Location (City and State):	CEU's Earned:
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.

# Nebraska Department of Education Nutrition Services Staff Directory

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## NE Dept. of Health & Human Services Health Inspections

Contact Your local Health Inspector / [Local Health Departments](#)



# Key Terms and Definitions for the School Meals Programs

Term	Acronym	Definition
<b>A la carte</b>		Any food or beverage sold by school foodservice that is not part of a reimbursable meal. All a la carte items must meet the Smart Snack Standards. A la carte items are also referred to as non-program foods.
<b>Administrative Review</b>	<b>AR</b>	A USDA-mandated review of the SFA's School Meals Programs. The review is conducted by the State Agency to ensure compliance with program regulations.
<b>Afterschool Snack Program</b>	<b>ASP</b>	SFAs operating the National School Lunch Program (NSLP) may receive reimbursement for snacks served to students attending adult-supervised afterschool enrichment activities.
<b>Agreement Number</b>		Each SFA in NE has a unique, NDE assigned, 6-digit agreement code. The first 2 digits represent the county number, and the last 4 digits represent the Local Educational Agency (LEA) number.
<b>Allowable cost</b>		An expense charged to food service funds that is deemed necessary, reasonable, and allocable for the operation of the USDA's Schools Meals Programs.
<b>Authorized Representative</b>		The SFA staff member who agrees to, and is responsible for, the administration of the Child Nutrition Programs approved in the SFA's Sponsor Application, in accordance with federal regulations.
<b>"And Justice for All" poster</b>		Child Nutrition Program participants must be advised at the point of service (POS) of their right to file a civil rights complaint and the complaint procedure outlined on this poster. The poster must be placed in a prominent, visible location wherever meals or snacks are served, which may include cafeterias, food service areas, or classrooms.
<b>Average Daily Attendance</b>	<b>ADA</b>	The number of students attending school who have access to the National School Lunch Program (NSLP) during a specific time period and is used in claiming reimbursable meals. To calculate, divide the total number of students who attended school during the claiming month by the total number of school days in the claiming month.
<b>Average Daily Participation</b>	<b>ADP</b>	The average number of children participating in the Program each operating day. The ADA is determined by dividing the total reimbursable meals for the month by the number of operating days in that month.
<b>Benefit Issuance Document/List</b>		A list of students who qualify as eligible for free or reduced-price meal benefits, either by direct certification, application, or another source that identifies the student as eligible for meal benefits, such as Homeless, Migrant, Runaway, or Head Start. The list should, at a minimum, contain the student's full name, effective date of eligibility, and type of eligibility (Paid, Free, Reduced). The SFA maintains and updates the Benefit Issuance List with every new benefit determination. The list is used for proper meal counting and claiming. The list is generated manually or from the software used at the point of service (POS).
<b>Buy American Provision</b>		The Buy American provision requires SFAs to purchase, to the maximum extent practicable, domestic commodities or products. It is each SFA's responsibility to ensure USDA dollars are spent on American-grown products. SFAs are required to track non-domestic product(s) purchased that do not comply with the Buy American Provision. In SY25-26, non-domestic food purchases are

		capped at 10 percent.
<b>Carryover</b>		A child's free or reduced-price eligibility status from the previous year will continue in the carryover period. The carryover period is defined as up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever is first. The child's meals must be claimed at the paid rate when the carryover period ends, unless the household is notified that their child is directly certified, or the household submits a meal benefits application that is approved. Though encouraged to do so, the SFA is not required to send a reminder or a notice of expired eligibility.
<b>Categorical Eligibility</b>		Automatic eligibility for free or reduced-price meals due to a child's or a child's household member's receipt of benefits under an assistance program.
<b>Child</b>		A student of high school grade or under as determined by the State Educational Agency, who is enrolled in an educational unit of high school grade or under, including students who are mentally or physically disabled as defined by the State and who are participating in a school program established for the mentally or physically disabled; or a person under 21 years of age who is enrolled in an institution or center.
<b>Child &amp; Adult Care Food Program</b>	<b>CACFP</b>	A federally funded program ensuring that eligible children have access to healthy, nutritious food. CACFP serves At Risk After School Programs, Adult Day Centers, Child Care Centers, Family Child Care Providers, and Emergency Shelters.
<b>Child Nutrition Training Academy</b>		A training opportunity for foodservice directors and staff to learn more about the School Meals Program requirements while sharing resources and best practices for running a successful food service program. Offered annually in June.
<b>Child Nutrition Label (CN Label)</b>		A label on a commercially prepared food product that is approved by USDA's FNS and indicates the product's contribution toward meal pattern requirements.
<b>Child Nutrition Programs</b>	<b>CNP</b>	An umbrella term for programs that provide healthy food to children, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP), the Fresh Fruit and Vegetable Program (FFVP), and the Special Milk Program (SMP).
<b>Civil Rights</b>		All SFAs participating in the Child Nutrition Programs must comply with Federal civil rights requirements and regulations. These regulations are intended to ensure that all Child Nutrition Programs are made available to all eligible people in a nondiscriminatory manner.
<b>Claiming</b>		The required monthly report of meals eligible for program reimbursement; this process is completed in the CNP system.
<b>Claim/Bookkeeper Contact</b>		This individual is typically responsible for the determination of student meal eligibility, verification, meal counting, and submission of monthly claims for meal reimbursement (claiming).

<b>CNP</b>	<b>CNP</b>	A secure online program used by the Nebraska Dept. of Education – Nutrition Services for required application, reporting, and claiming functions of the USDA’s Child Nutrition Programs. Access the system here: <a href="https://nutrition.education.ne.gov/Splash.aspx">https://nutrition.education.ne.gov/Splash.aspx</a>
<b>Code of Federal Regulations (CFR)</b>	<b>CFR</b>	General and permanent program rules and regulations published in the Federal Register by the Federal Government.
<b>Community Eligibility Provision</b>	<b>CEP</b>	A non-pricing meal service option for qualifying schools (at least 25% of enrolled students are categorically eligible for free meal benefits as of April 1). No meal benefit applications are distributed or processed for the duration of CEP participation.
<b>Competitive Food</b>		Food or beverages sold in competition with the school lunch and breakfast meals. Sales of these food items are prohibited 30 minutes before and until 30 minutes after both breakfast and lunch time periods.
<b>Component</b>		The required food groups established by USDA used to establish the meal patterns used in USDA Child Nutrition Programs. Each component is based on the nutrient content of foods in each food group.
<b>Confirming Official</b>		SFA-designated person who reviews the accuracy and completeness of meal benefit applications selected for verification. The confirming official must be someone different than the individual who makes the determination of meal application eligibility.
<b>Corrective Action</b>	<b>CA</b>	A written plan that identifies in detail the action a school or organization has taken or will take to correct non-compliance with program regulations. Corrective action must be completed and approved to close an Administrative Review (AR).
<b>Counting and Claiming</b>		The method for counting reimbursable meals that must comply with the approved point of service (POS) requirement. Meal counts must be taken at the location where complete meals are served to children. Each school site must ensure the school’s claim is based on the approved counting system and yields an accurate number of reimbursable free, reduced-price, and paid-price meals.
<b>Crediting</b>		The process of determining how foods contribute toward meal pattern requirements for a reimbursable meal.
<b>Creditable Food</b>		A food that may be counted toward meeting meal pattern requirements for a reimbursable meal.
<b>Department of Defense (DoD) Fresh Fruit and Vegetable Program</b>	<b>DOD</b>	This program allows schools to use USDA Foods entitlement funds to buy fresh produce. The program is operated by the Defense Logistics Agency (DLA) at the Department of Defense (DoD). This is not the same as the Fresh Fruit and Vegetable Program (FFVP) grant.
<b>Determining Official</b>		The SFA staff member who is responsible for approving applications, maintaining eligibility, and notifying households of their eligibility status. The determining official may be responsible

		for creating and updating the benefit issuance list. In addition, the Determining official may be responsible for completing the Direct Certification (DC) process.
<b>Dietary Guidelines for Americans</b>	<b>DGA</b>	A set of evidence-based food and beverage recommendations for Americans across the lifespan that aim to promote health and prevent chronic disease. The DGAs provide parameters and guidelines for the school nutrition programs menu requirements.
<b>Dietary Specifications</b>		The amount of calories, saturated fat, sodium, and trans-fat that are allowed in reimbursable school meals. The daily amount allowed is based on the average of a 5-day week for calories, saturated fat, and sodium. There are product-based sugar limits for breakfast cereals, yogurt, and flavored milk for SY25-26. Less than 10% of total calories from added sugar must be implemented by July 1, 2027.
<b>Direct Certification</b>	<b>DC</b>	A student who is automatically eligible for free meal benefits because they, or a household member, receives benefits from a qualifying assistance program. A student who is directly certified does not need to complete a meal benefit application.
<b>Disclosure</b>		Information obtained through the free and reduced-price eligibility process, for a purpose other than that for which the information was obtained, must be kept confidential and private. Please note that the disclosure of children's free and reduced-price eligibility status to determine eligibility for other purposes requires the consent/signature of the household.
<b>Edit Check Report- Attachment J</b>		An edit check is a process to ensure that daily and monthly meal counts do not exceed the number of participating students. The edit check must ensure the daily meal counts are correct and do not exceed the Average Daily Participation at each site.
<b>Entitlement</b>		The dollar value of USDA Foods. The amount of entitlement the SFA receives is based on the total number of reimbursable lunches served to eligible children in the previous school year.
<b>Extension of Benefits</b>		A child or other household member's receipt of benefits from an assistance program (i.e., SNAP, MFREE, MRED) automatically extends eligibility for free or reduced-price meal benefits to all children who are members of the household.
<b>Family-Style Meal Service</b>		A meal where program participants are served reimbursable meals from common bowls, serving dishes, platters. This option requires enough of all required components are placed on the table in serving dishes, and there is enough of each component provided so that each child could serve themselves the required minimum serving size to meet the meal pattern requirements. The supervising adult(s) is responsible for encouraging the child to take the full portion during the course of the meal.
<b>Fiscal Action</b>	<b>FA</b>	The recovery of improperly paid funds; fiscal action is assessed when errors are found in the Performance Standard I review area: Meal Access and Reimbursement section (excluding verification errors) and the Performance Standard II: Nutritional Quality and Meal Pattern section.
<b>Food Buying Guide</b>	<b>FBG</b>	A resource for food yield information for USDA Child Nutrition Programs.

<b>NE DHHS Food Distribution Program</b>	<b>FDP</b>	A program within the NE Department of Health and Human Services that administers the donated commodity food (USDA Foods).
<b>Food Component</b>		A required food group that must be offered as part of the meal pattern for a reimbursable meal. Food components include Meat/Meat Alternate, Grain, Fruit, Vegetable, and fluid milk.
<b>Food Item</b>		Food items are only counted in the School Breakfast Program (SBP). A food item is defined as: 1 cup of milk, 1 oz eq of grain (or meat/meat alternative), or ½ cup of fruit and/or vegetable. Students must select at least three food items in order to have a reimbursable meal and must select at least ½ cup of fruit and/or vegetable as one of their three food items.
<b>Food Service Director</b>	<b>FSD</b>	The individual who is directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the SFA.
<b>Food Service Manager</b>	<b>FSM</b>	The individual who is directly responsible for the management of the day-to-day operations of school food service for a participating school under the direction of the Food Service Director. For SFAs who contract with another SFA for meals, the person in charge of the recipient school's food service program is identified as the Food Service Manager
<b>Food Service Management Company</b>	<b>FSMC</b>	A commercial enterprise or a nonprofit organization that is or may be contracted with by the SFA to manage any aspect of the school food service.
<b>Food and Nutrition Services</b>	<b>FNS</b>	The agency within the United States Department of Agriculture that administers Child Nutrition Programs.
<b>Free/Reduced-price/Paid</b>	<b>F/R/P</b>	Refers to a student's eligibility status for school meals.
<b>Fresh Fruit &amp; Vegetable Program</b>	<b>FFVP</b>	A program that introduces elementary school children to a variety of produce that they otherwise might not have the opportunity to sample. To be selected for the FFVP grant, a school must be an elementary school, represent the highest percentage of students certified for free and reduced-price benefits, participate in the National School Lunch Program (NSLP), and complete an annual application.
<b>Grade Groups</b>		School menus must be planned using K–5, 6–8, and 9–12 grade groups. Specific amounts of foods and average calories are required depending on the grade groups.
<b>Hazard Analysis and Critical Control Point</b>	<b>HACCP</b>	A method to address food safety through the analysis and control of biological, chemical, and physical hazards from the delivery, handling, distribution, and consumption of food. HACCP is based on seven principles, including: conducting a hazard analysis; identifying the critical control points; establishing critical limits, monitoring procedures, corrective actions, verification procedures; and record keeping and documentation.
<b>Healthy Hunger Free Kids Act</b>	<b>HHFKA</b>	The legislation that authorizes funding and sets policy for USDA's core Child Nutrition Programs. The act increases the amounts of fruit and vegetables served in the NSLP and SBP; defines age-specific recommended serving sizes; requires low-fat or fat-free milk, and whole grain-rich products. HHFKA also establishes standards for food and beverage products sold in schools outside of the breakfast and lunch programs (Smart Snacks), including á la

		carte offerings and snacks from vending machines or school stores.
<b>Hearing Official</b>		This person's role is to hear both sides in the event of an appeal (informal conference or formal hearing) by a household of their benefit determination or meal benefit verification results. The Hearing Official should be a neutral party and is most often a person of higher authority. The Hearing Official may not also serve as the Determining (DO), Confirming (CO), or Verifying Official (VO).
<b>Harvest of the Month</b>	<b>HOM</b>	Statewide farm to school program that features Nebraska local food products each month of the year.
<b>Homeless</b>		Other source categorically eligible designation for a child who is identified by the Local Education Agency's (LEA) homeless liaison or by an official of a homeless shelter as lacking a fixed, regular, and adequate nighttime residence.
<b>Household</b>		A group of related or nonrelated individuals who live as one economic unit.
<b>Identified Student Percentage</b>	<b>ISP</b>	The proportion of students (out of all enrolled students) who are categorically eligible for free school meals without the use of a school meal benefit application and are not subject to verification. The ISP is used to determine if a school, district, or group of schools are eligible to participate in the Community Eligibility Provision (CEP). The ISP is also used to calculate the claiming percentages used by participants in CEP.
<b>Income Eligibility Guidelines</b>	<b>IEG</b>	Published by the USDA annually and used for determining eligibility for free and reduced-price meals and free milk. The free guidelines are at or below 130 percent of the Federal poverty level, and the reduced-price guidelines are 130-185 percent of the Federal poverty level.
<b>Local Educational Authority</b>	<b>LEA</b>	The governing body responsible for the administration of one or more schools within the state.
<b>Local Foods for Schools Grant</b>	<b>LFS</b>	Funding provided to the state agency for distribution to eligible schools, explicitly to be used on the purchase of local foods for the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).
<b>Local Wellness Policy</b>	<b>LWP</b>	A required policy for sponsors participating in the NSLP.
<b>Master List</b>		A list of students enrolled at each site; includes students' eligibility designation (free, reduced-price, and paid) and the date eligibility was determined.
<b>Meals Per Worker Hour</b>	<b>MPWH</b>	A way to measure productivity at a food service site.
<b>NE School Nutrition Association</b>	<b>NSNA</b>	The state affiliate of the School Nutrition Association.
<b>National School Lunch Program</b>	<b>NSLP</b>	The National School Lunch Program (NSLP) is a federally funded meal program available to schools and residential childcare institutions. The Food and Nutrition Service (FNS) administers the program at the Federal level. At the State level, the NSLP is administered by the State Education Agency, which operates the program through agreements with school food authorities.

<b>Mountain Plains Regional Office</b>	<b>MPRO</b>	Office of USDA, located in Denver, Colorado, which is responsible for monitoring and providing guidance to State Agencies in this region.
<b>Net Off Invoice</b>	<b>NOI</b>	When a processor sells ready-to-eat end products containing USDA Foods to a commercial distributor, then the distributor sells the products to the SFA at a discounted net price, minus the value of the USDA food.
<b>National School Lunch Program</b>	<b>NSLP</b>	A federally assisted meal program operating in schools and residential childcare institutions. The NSLP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities.
<b>NSLP After Afterschool Snack Program</b>	<b>ASSP</b>	An option NSLP reimbursable snack program available to schools that offer an afterschool enrichment program to their students.
<b>Nondiscrimination Statement</b>		All materials and resources, including websites, that are used to inform the public about Child Nutrition Programs must contain the current USDA nondiscrimination statement. There are two nondiscrimination statements: the full statement and the shortened statement: "This institution is an equal opportunity provider."
<b>Non-Program Foods</b>		Non-program foods include à la carte foods and beverages, adult meals, and any other food not part of a reimbursable meal that are purchased using funds from the non-profit school food service account. Revenue available to support the production of reimbursable meals cannot subsidize the sale of non-program foods. SFAs are required to ensure that all revenue from the sale of non-program foods accrues to the non-profit school food service account.
<b>Nonprofit School Food Service Account</b>	<b>NSFSA</b>	All SFAs must maintain a separate, dedicated revenue and expense ledger or account that reports all accrued food service revenues and expenditures from July 1- June 30.
<b>Offer Versus Serve</b>	<b>OVS</b>	Offer versus serve (OVS) is a concept that applies to menu planning and meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. At the high school level (9-12), OVS is required at lunch. OVS is optional at breakfast for all grade levels. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.
<b>Onsite Monitoring</b>		Self-assessment of the counting and claiming system and general areas to ensure program integrity and accountability. On-site monitoring is required to be completed by Feb. 1 <sup>st</sup> for all SFAs with more than one school site operating the National School Lunch Program (1 site review for each site) and the School Breakfast Program (1/2 of the sites must receive an on-site review). It is also required for all SFAs operating the Afterschool Snack Program (ASP), regardless of operating at only one site (2 site visits/yr, the first within the first 4 weeks of operation/SY).
<b>Ounce Equivalent</b>	<b>oz eq</b>	A unit of measure used to quantify the amount of creditable components in a food item.



<b>Overt Identification</b>		Actions that may result in the identifying student eligibility for free or reduced-price meals, including at the point of service. Student eligibility must be kept confidential.
<b>Planned Assistance Level</b>	<b>PAL</b>	The value of entitlement dollars for USDA Foods that a Sponsor is entitled to.
<b>Paid Lunch Equity</b>	<b>PLE</b>	A federal requirement that the price charged for a paid student lunch be equitable with the amount received for free reimbursement.
<b>Point of Service</b>	<b>POS</b>	The point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to an eligible student.
<b>Procurement Review</b>	<b>PR</b>	An audit conducted by the state agency to ensure compliance with federal procurement requirements.
<b>Product Formulation Statement</b>	<b>PFS</b>	A signed document on manufacturers' letterhead that demonstrates how a processed product contributes to meal pattern requirements. A PFS should contain all the following items: manufacturer's name and letterhead, product name, portion size, description of creditable ingredients, weight of product (as purchased and cooked weights), total creditable amount of product per portion, crediting claim, signature, and date.
<b>Production records</b>		A required record that contains information about the food items and amounts prepared and served.
<b>Professional Standards</b>		USDA-established minimum professional standards for school nutrition staff who manage and operate the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP). This rule requires hiring standards for Food Service Directors (FSD) and training requirements for all school nutrition staff.
<b>Reimbursement</b>		The money paid to sponsors for meals that comply with the meal pattern and are served to eligible students. $\text{Reimbursement} = \# \text{ of reimbursable meals served} \times \text{the rate of reimbursement}$ .
<b>Reimbursable Meal</b>		A school meal that offers all the required meal pattern food items and/or food components in the required serving sizes for the student's age/grade group.
<b>Residential Childcare Institutions</b>	<b>RCCI</b>	Includes, but is not limited to, homes for the mentally, emotionally, or physically impaired; unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. RCCIs are eligible to participate in Child Nutrition Programs.
<b>Resource Management</b>		The process of maintaining effective oversight of Federal funds to ensure all charges to the nonprofit school food service account are allowable. A separate revenue and expense ledger that reports all accrued food service revenues and incurred food service expenditures from July 1 through June 30 must be maintained

<b>School Breakfast Program</b>	<b>SBP</b>	A federally assisted meal program operating in schools and residential childcare institutions. The SBP is administered at the Federal level by the FNS. At the State level, the program is usually administered by the State Education Agency, which operates the program through agreements with local school food authorities.
<b>School Day</b>		For the purpose of selling competitive foods (Smart Snacks) to students, the period from midnight before until 30 minutes after the end of the official school day. Food available for sale to students during that time, outside of the lunch and breakfast programs, must comply with the Smart Snacks requirements.
<b>School Campus</b>		Any part of the school that students have access to during the school day. All Smart Snacks rules apply on the school campus during the school day.
<b>School Food Authority</b>	<b>SFA</b>	The governing body responsible for the administration of the food service operation in one or more schools and has legal authority to operate the National School Lunch Program and/or School Breakfast Program.
<b>School Year</b>		The period from July 1 of any year to June 30 of the following year (also known as the academic year).
<b>School Nutrition Association</b>	<b>SNA</b>	National professional organization which represents the interest of school food service personnel.
<b>Severe Need Breakfast</b>		An additional reimbursement for SFAs participating in the School Breakfast Program (SBP) available to SFAs that served and claimed forty percent or more of student lunches served in the second proceeding school year to free or reduced-price eligible students.
<b>Smart Snacks</b>		Any food and beverage sold to students during the school day other than those provided as part of a reimbursable meal.
<b>School Nutrition Programs</b>	<b>SNP</b>	A collective term for all federally funded nutrition programs for children in schools.
<b>School Year</b>	<b>SY</b>	The period from July 1 of any year to June 30 of the following year (also known as the academic year)
<b>Special Milk Provision</b>	<b>SMP</b>	A program that provides milk to children in schools and childcare institutions who do not participate in other Federal meal service programs. The program reimburses schools for the milk they serve. Schools in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP) may also participate in the SMP to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the meals at school.
<b>Special Provision 2</b>	<b>Provision 2</b>	A non-pricing meal service option for schools. Meal benefit applications are distributed in the base year and not again for the duration of the agreement.
<b>State Agency</b>	<b>SA</b>	The state government office that manages and administers the USDA Child Nutrition Programs for participating schools and organizations in that state.

<b>Standardized Recipe</b>	<b>SR on production records</b>	A recipe that has been tried, adjusted, and retried several times for use by a given food service operation and has been found to produce the same food results and yield every time.
<b>Summer EBT</b>		A USDA hunger-reduction program to provide funds to the households of students who are eligible for free or reduced-price meals to buy groceries during the summer months when nutritious school meals are not be available.
<b>United States Department of Agriculture</b>	<b>USDA</b>	The government agency that administers Child Nutrition Programs.
<b>Team Nutrition</b>	<b>TN</b>	An initiative of the USDA Food and Nutrition Service (FNS) that supports national efforts to promote lifelong healthy food choices and physical activity by improving the nutrition practices of school meal programs.
<b>Technical Assistance</b>	<b>TA</b>	Assistance provided by the reviewer during an Administrative Review (AR) which may not require any follow-up action. It may include suggestions, resources, additional information, helpful links, etc.
<b>Triennial Assessment</b>		SFAs must complete an assessment of their Local School Wellness Policy (LSWP), at minimum, once every three years to measure compliance and scope.
<b>Unique Entity Identifier</b>	<b>UEI</b>	All entities that receive funding from the Federal government, including reimbursement for participation in USDA Child Nutrition Programs, are required to have a UEI assigned to them by the System for Award Management (SAM.gov).
<b>Unpaid Meal Charge Policy</b>		Charges to individual students' meal accounts which remain unpaid or outstanding. SFAs operating the Child Nutrition Programs are required to have a written and clearly communicated policy to address unpaid meal charges. Unpaid debt is an unallowable cost to the nonprofit food service account.
<b>Verification</b>		The process of confirming the eligibility for free and reduced-price meal eligibility in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP). SFAs must annually verify student eligibility from a sample of household applications approved for free and reduced-price meals from the current school year.
<b>Verifying Official</b>		The Verifying official conducts the verification process, which includes notifying the selected household(s), reviewing eligibility documentation, and completing the Verification Collection Report in CNP.
<b>USDA Foods</b>		USDA Foods are foods purchased by the USDA to support the domestic agriculture market and are then donated to states to support NSLP-participating school food authorities.
<b>Whole Grain</b>	<b>WG</b>	A product that contains all or 100% of the original kernel (bran, germ & endosperm).
<b>Whole Grain-Rich</b>	<b>WGR</b>	A term indicating that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched.

## Compliance Review Checklist

The following checklist should be used as a self-review for compliance with USDA School Nutrition Program Regulations. If you have questions regarding this checklist or the responsibilities detailed, please contact Nutrition Services for clarification at: (402) 471-2488, outside of Lincoln (800) 731-2233, or by email:

<https://www.education.ne.gov/contact-us/>

<b>A. School Nutrition Programs Application in the CNP SYSTEM (opens for completion on July 1<sup>st</sup> with a deadline for submission of August 15<sup>th</sup>)</b>	<b>YES</b>	<b>NO</b>
1. The School Nutrition Programs Application accurately reflects the three points of contact: Authorized Representative, <u>On-site</u> Food Service Director, and Claim Contact. At least two different individuals must be listed as points of contact.		
2. When there was a change in Authorized Representatives, a new <a href="#">CNP System Access Form</a> was completed, and		
3. A new User ID is being used.		
4. The Authorized Representative has assigned staff with their own User IDs for access to the CNP System. Staff at the SFA who no longer need access to the CNP System have been inactivated. When information is entered into the CNP system, the User ID and date are stamped at the bottom of the page, for example: Created By: cFilip001 on: 9/17/2024 9:42:39 AM Modified By: cFilip001 on: 9/17/2024 9:43:08 AM		
5. The three individuals listed as points of contact in the Sponsor Application have accurate email addresses. Nutrition Services generates an email list used for important communications from this information in the Sponsor Application.		
6. The section in the Sponsor Application, question #44, "When was your Wellness Policy adopted/amended?" has been answered with the most current date of review of the Wellness Policy.		
7. Reporting Requirements for the Unique Entity Identify number, date of renewed registration in sam.gov is within the last 12 months. For example, if the renewal date is 07/02/2024, it is an expired date. Dates of renewal of UEI numbers are for a one-year period. Do not report the date of expiration; report the date of renewing the registration in sam.gov.		
<b>B. Completion of the Annual Financial Report in CNP (deadline of July 15). Required for ONLY Non-Public Schools, Residential Child Care Institutions, and ESUs:</b>		
1. Dollar values entered are specific to the income and expenses of the non-profit school food service account for the previous School Year (July 1 through June 30).		
2. The end of the School Year (June 30th) has a Net Cash Resource Amount of \$0.00 or more. A transfer of funds from another source, such as the School District Contributions, is necessary to ensure the non-profit school food service account does not have a negative balance at the end of the School Year.		
<b>C. Direct Certification:</b>		
1. Throughout the SY, the SFA has added new students to the Person ID system as they enroll in their school district. Person ID will establish a unique NDE ID that allows students to appear on the Match List and be directly certified for free or reduced-price meal benefits if eligible.		
2. On or after June 1st, student records for the upcoming school year must be updated either individually or by batch roster in the ADVISER Person ID system (ADVISER Person ID link). After July 1st, the updated roster matches nightly with the Department of Health and Human Services databases for assistance programs. The direct certification match list in the CNP system will display students automatically eligible for free or reduced-price meal benefits based upon: SNAP, TANF, FDPIR, Foster, Migrant, Medicaid Free, and Medicaid Reduced. The SFA (School Food Authority) is required to maintain copies of the direct certification list to validate student eligibility for meal benefits.		
3. As a Secondary Option, if #2 above has not been completed in July: On or after July 1st, the Student Information File is uploaded into the CNP (see instructions here: <a href="#">Child Nutrition Program -Direct Certification/Direct Verification link - Enrollment Tab</a> ). You must utilize the Student Information File located in the Enrollment Tab for the		

upload to be successful. The uploaded enrollment matches the Department of Health and Human Services databases for assistance programs overnight. The direct certification match list in the CNP system will display students automatically eligible for free or reduced meal benefits based upon: SNAP, TANF, FDPIR, Foster, Migrant, Medicaid Free, and Medicaid Reduced. The SFA (School Food Authority) is required to maintain copies of the direct certification list to validate student eligibility for meal benefits.		
4. For households in which other student household members (related or not) did not appear on the direct certification match list, the SFA must extend the meal benefit from the student directly certified for SNAP, TANF, FDPIR, Medicaid Free, and Medicaid Reduced to other students in the household. The SFA must maintain this list of students with extended direct certification benefits. Foster, migrant, and homeless meal benefits <i>cannot be extended to any other students</i> .		
5. The effective date of eligibility was the date the student appeared on the direct certification match list. This date was also applied to other household students. The households of directly matched students and those with extended meal eligibility must receive notification of meal benefits letters as soon as possible, and no more than 10 operating days after the determination. Ensure that if using a computer-generated notification letter from a software system, the letter matches the information contained on <a href="#">Application -Attachment D Approval-Denial Letter</a> . Copies of eligibility letters sent to households must be retained by the SFA.		
6. All public and non-public SFAs must ensure student ID data is accurate and current. a. Public SFAs should manually upload new student data in Adviser Person ID through September 15, after which the system will begin syncing with Student Information Systems (SIS). b. Non-public SFAs should continue manual uploads in Person ID throughout the 2025–2026 school year. SFAs are encouraged to upload new student data upon enrollment and throughout the year. Additionally, all SFAs are required to conduct direct certification efforts at the start of the school year, and again at three and six months into the year.		
7. The SFA saves copies of their direct certification list each month.		
8. The SFA regularly reviews and accepts matches on the Possible Match List throughout the SY.		
<b>D. FREE and REDUCED-PRICE MEAL APPLICATIONS</b>		
1. After July 1, the letter to households informing them of the availability of free and reduced-price meals must be distributed to households of children attending the school. The letter may be distributed by the postal service, emailed to the parent or guardian, or included in the information packets provided to students. <a href="#">Application-Attachment B</a>		
2. The household meal application for the current school year is used. <a href="#">Application-Attachment C</a>		
3. If SFA is using an online meal application, it must be submitted to Nutrition Services for approval prior to being utilized. Submit to <a href="mailto:aspn.kosmacek@nebraska.gov">aspn.kosmacek@nebraska.gov</a>		
<b>Approving Income/Household Size Applications:</b>		
1. If a student's name appeared on the direct certification list and the school also received an application that qualifies the student for the same benefit, the application was pulled and filed separately and is not counted in the application verification pool. Direct certification takes precedence over a household application, except for Medicaid Reduced. If the household application determination is for free meal benefits based on household size and income, this eligibility takes precedence over the direct certification for Medicaid Reduced.		
2. When reviewing a meal eligibility application, each participating child's name is listed at the top of the application		
3. All household members are listed on the application with income and frequency of income reported for each wage earner. Household size is indicated, and the last four digits of the social security number are listed for the person signing the form, or the "No SSN" box has		

been checked.		
4. An adult household member signed and dated the application.		
5. For a “foster child only” application with no personal income to report, an adult household member signed and dated the application.		
<b>For SNAP, TANF, or FDPIR Applications:</b>		
1. Each participating child’s name is listed at the top of the application.		
2. Households have reported their Master Case Number (5 - 9 digits only). An 8-digit number starts out “00,” a 9-digit number starts out “000.” A Medicaid number listed on an application does not qualify a student for meal benefits. Direct Certification Medicaid is the only Medicaid that qualifies a student for meal benefits.		
3. An adult household member signed and dated the application.		
<b>Other Application Information:</b>		
1. Students with meal benefits carried over from the previous school year have the same meal benefits for the first 30 operating days of the new school year, OR until a new application is received, or the children’s names appear on the direct certification match list, whichever occurs first.		
2. The SFA has stamped the applications for when the household submitted the application to the SFA. This date can be used for establishing meal eligibility for a student as opposed to the determination date recorded by the application. Applications must be determined, and households notified of the determination within 10 days of receiving a complete application.		
3. Missing information on an application that is critical in determining meal benefit eligibility is obtained and documented on the application before eligibility is determined. Examples include not reporting the frequency of income received; not listing the names of all household members, including the children for whom the application is made; missing signature of the adult household member; and the last four digits of a required social security number or “No SSN” has been indicated on the application.		
4. Missing information on an application that is not critical for determining meal benefit eligibility, and which does not delay approval of the application. Examples of this would be not listing the street address/zip/phone.		
5. For household applications with only one source of income, or if all sources are received at the same frequency, such as monthly, the sum of all monthly income sources is compared to the monthly frequency of receiving on the Income Eligibility Guideline Chart.		
6. When calculating income, household applications reporting multiple frequencies of income (for example, weekly, monthly) are converted to annual income using the conversion formulas listed on the application.		
7. Applications reporting zero income are approved for free meal benefits for the remainder of the school year. Failure of an applicant to indicate no income is not considered missing information on the application.		
8. To determine eligibility on an income application, the SFA’s determining official calculates the household’s current income and compares the amount to the Income Eligibility Guideline chart applicable to the date on which the application was completed.		
9. The determining official completed, signed, and dated each application, indicating the benefit level for each approved child.		
10. Households must be notified in writing of their child’s eligibility status within 10 operating days of receipt of a complete application.		
11. Applications for households that have withdrawn from the district have the withdrawal date recorded and are filed separately.		
12. A change in a student’s eligibility is made within 3 calendar days if the benefit is increased; a decrease or termination of benefits requires a 10-calendar-day written notice of the change prior to the date the change will go into effect.		

<b>E. Verification - Oct. 1st start of process. Must be completed with online report submitted to NDE by November 15th</b>		
1. The <a href="#">correct verification method</a> (Standard OR Alternate One) was used. Standard was determined based on a 20% or more non-response rate of applications selected for verification in the prior year; standard requires selecting error prone applications based on income reported. The SFA has checked their non-response rate from the prior year. If the SFA had a non-response rate of less than 20%, then the SFA conducted Alternate One.		
2. The correct number of household applications to verify was selected. (3% for Alternate One or 3% of error prone applications for Standard)		
3. The SFA has rounded up in determining the number of applications that must be verified for income reported.		
4. The confirming official reviewed and signed each household application selected for verification prior to beginning the verification process. The confirming official must be someone different from the determining official.		
5. Only self-employed income (not regular wages) was verified using an IRS 1040 form from the previous year. Use <a href="#">Attachment E</a> for the specific lines of the tax form to be used. [OBJ]		
6. Households were notified in writing that they were selected for verification; selected households were also notified in writing of the results. Copies of documentation are retained by the SFA.		
7. The Tracker form ( <a href="#">Attachment H-2</a> ) was completed for each selected household. Copies of all required documents are on file for each household that responded to verification.		
<b>F. A CURRENT MASTER LIST OF STUDENT MEAL ELIGIBILITY Also referred to as the BENEFIT ISSUANCE LIST</b>		
1. Must maintain and update the master list of student meal eligibility with all eligibility changes that occur during the school year.		
2. Must match the meal benefit eligibility from the direct certification match list, meal eligibility application, or other source that identifies the student as eligible for benefits such as Homeless, Migrant, Runaway, or Head Start. The list should, at a minimum, contain the student's full name, effective date of eligibility, and type of eligibility (Paid, Free, Reduced), and the approval reported on meal benefit applications.		
<b>G. The MEAL COUNTING PROCEDURE</b>		
1. Protect students receiving free and reduced-price meals from being overtly identified. Rosters/computer screens are not coded in such a way that it is obvious to others which students are receiving free or reduced-price meals.		
2. Provide a Point of Service meal count by meal category (free, reduced, and paid).		
3. The meal count is taken at the end of all serving lines/self-serve food bars, where it can be accurately determined that all food components in the required portion sizes were provided to the student before a reimbursable meal can be counted.		
4. Meal counts are NOT based on morning counts in classrooms, tray counts, or back-out counts, where the number of paid meals is obtained by subtracting the free and reduced-price count from the total meal count.		
5. If sack lunch meals are provided for field trips or if meals are sent to alternative classrooms, a point of service meal count was taken at the time the students received their reimbursable meal. This documentation is kept on file for each claim month.		
6. Allow a maximum of one breakfast and one lunch per student per day to be claimed for reimbursement. Additional food items are charged at a la carte pricing.		
7. School districts with more than one meal service site must complete the On-Site Review form ( <a href="#">Attachment I</a> ) for each lunch site and 50% of all breakfast sites by February 1. This documentation must be retained on site.		
<b>H. The DAILY RECORD of MEALS SERVED and EDIT CHECK WORKSHEET</b>		
1. Complete the Edit Check Worksheet for each meal service site using the <a href="#">Attachment J</a> from		



NDE or a computer-generated report that provides the same information.		
2. Record correct meal counts by category for every meal service. <del>FOBI</del>		
3. Report the highest number of students eligible for free, reduced price, and paid meals in each month's claim for reimbursement in the CNP system.		
4. The SFA has completed the required edit check, which is the comparison of the Attendance Adjusted Eligible for Free, Reduced, and Paid number of students to the daily meal counts for breakfast and lunch prior to submitting the monthly reimbursement claim for each site. The Attendance Adjusted Eligible is calculated by multiplying the number of students eligible for free, reduced, or paid meals by the attendance factor for the month.		
6. Provide a valid explanation for any days in which the number of meals claimed exceeds the attendance adjusted eligible figures before submitting the monthly claim.		
8. Maintain daily meal count records and a copy of the monthly claim for reimbursement with other school food service records for three years plus the current school year.		
<b>I. Meals May be Claimed for REIMBURSEMENT</b>		
1. All serving lines offering reimbursable meals are available to all students.		
2. Meals are priced as a unit.		
3. Menus meet USDA meal pattern requirements. All menus must meet daily/weekly requirements in terms of components and portion sizes.		
4. Meals offer a choice of two kinds of milk: low-fat (1%) or fat-free (skim), unflavored or flavored varieties can be served. One choice must be unflavored milk.		
5. Offer Versus Serve has been properly implemented when:		
a. Required for 9-12 grades except in certain situations (Juvenile Justice Facilities).		
b. All required meal components are offered. Breakfast can be claimed if three food items are selected. Lunch can be claimed if three different components are selected. At breakfast and lunch, one of the three must be 1/2 cup of fruit, vegetables, or a combination of the two.		
c. Students decide which food items/components they will take; again, they must select a 1/2 cup of fruit, vegetables, or a combination of the two.		
d. The meal price is the same whether 3, 4, or 5 food components are taken.		
e. The person responsible for the Point of Service meal count has been trained to evaluate student trays to ensure all claimed meals are reimbursable.		
6. Menus reflect compliance with USDA's required nutrient standards.		
7. Unflavored drinking water is available to all students free of charge in the area where breakfast, lunch, and snacks are served.		
8. Reimbursable Meal Signage is posted for both breakfast and lunch in a visible area near the meal service line that shows students how to select a reimbursable meal.		
<b>J. CIVIL RIGHTS REQUIREMENTS</b>		
1. USDA's current nondiscrimination poster, "And Justice for All" (dated 2019), is displayed in each area where students eat. It must be visible and easy to read for program participants.		
2. There is no separation of students by race, color, national origin, gender, age, or disability during meal service.		
3. Special diets, with a complete Medical Statement or Meal Accommodation Request form, are provided at no extra charge to students as prescribed by regulation.		
4. Foreign language translations of program materials are made available as needed.		
5. USDA's current nondiscrimination statement is included in appropriate program materials, such as the student handbook in the section that addresses the School Nutrition Programs.		
6. Menus made available to the public may contain the statement "This institution is an equal opportunity provider," however, it is not required if no other nutrition message is provided to households.		

7. The Civil Rights Summary ( <a href="#">Attachment H-1</a> ) is completed and on file at school. Complete this form at the same time as conducting verification (Oct. 1-Nov. 15). The completed form is retained on-site.		
9. Annual Civil Rights training documentation is available for staff involved in all levels of administration of the School Nutrition Programs. This would also include any individuals volunteering in the food service program who interact with students/households. Documentation must include the training attended, date, and signature of the person attending. If a certificate is provided, print, complete, and maintain it on file.		
<b>K. USDA'S SMART SNACK RULE &amp; NEBRASKA'S COMPETITIVE FOOD RULE</b>		
1. Food items/snacks are not sold on the school premises by anyone except the school food service program from one-half hour before meal service to one-half hour after meal service (includes breakfast and lunch). This also applies to vending machines, school stores, snack/coffee bars, and concessions stands not operated by the school food service program		
2. A la carte food and beverages sold in schools both meet the Smart Snack Guidelines. The SFA has documentation of compliance for smart snack items.		
3. Vending machines are off during the school day unless items sold comply with the Smart Snack Guidelines. The "school day" is defined as 12:00 am through 30 minutes after the end of the school day.		
4. Fundraising activities held during the school day comply with USDA's Smart Snack Guidelines.		
<b>L. FOOD PRODUCTION RECORDS</b>		
1. Be completed daily for each site by the production kitchen and kept on file at the school.		
2. Be thoroughly completed using the current forms on the Nutrition Services website or alternate forms approved by NDE on an annual basis. Missing information from production records may result in meals not being eligible for reimbursement.		
3. When food choices are offered to students, clearly indicate in the top portion of The production records what menu choices are offered to the student		
4. Document that daily/weekly meal pattern requirements are met:		
<input type="checkbox"/> Standardized recipes are on file.		
<input type="checkbox"/> Nutrition Fact labels and Ingredient Statements are on file.		
<input type="checkbox"/> Child Nutrition (CN) labels or Product Specification Sheets are on file, if applicable.		
5. Delivery Tickets accompany meals sent to be served at another location.		
6. Reflect changes and substitutions made to menus.		
<b>M. PRESCHOOL MEAL PATTERN</b>		
1. Preschool meal patterns are utilized for students eating in the classroom or served separately in the lunchroom. No flavored milk and no dessert-type items are served.		
2. There is no offer versus serve option for the Preschool Meal Pattern when meals are plated for PreK students. All food components in at least the minimum required portion sizes are served. If meals are served Family-Style, all food components must be offered to students.		
3. If meals are served Family-Style, all food components must be offered to students.		
4. PreK staff have been trained in point of service meal counting and completion of the delivery ticket.		
5. A point of service meal count is taken in each classroom as the student receives their meal. Attendance Counts cannot be used.		
6. Preschool staff are completing the delivery ticket (recording milk usage, condiments, etc.)		
7. Completed Delivery Tickets are regularly reviewed by the Food Service Director/Manager for completeness.		
<b>N. HACCP (Hazard Analysis and Critical Control Point) FOOD SAFETY PROGRAM</b>		
1. The district has a written HACCP Plan. Copies of the plan have been distributed to each feeding site.		
2. The HACCP Plan is reviewed annually and revised as necessary.		

3. Appropriate HACCP logs are used, and the current Food Safety checklist is completed at least once per month. Food Safety Inspections are publicly posted. Production records/delivery tickets may be used for recording temperatures.		
4. A copy of the most recent health inspection report is posted in a visible location in the kitchen.		
5. Completed Temperature logs and Food Safety Checklists are kept on file for one year.		
<b>O. RESOURCE MANAGEMENT:</b>		
1. The Paid Lunch Equity (PLE) Tool is completed annually to determine “paid” student lunch prices for the next school year. A copy of the PLE Report is on file at the school. This was waived for SY24-25 for SFAs with a zero or positive balance in their Non-Profit Food Service Account as of June 30, 2024.		
2. Non-program foods, such as “seconds” or other a la carte items sold, are priced appropriately to ensure there is no loss of revenue to the school nutrition program.		
3. Adult meal prices reflect NDE’s annual recommendation, or the general fund provides funds to the food service account if the adult meal price is less than the requirement.		
<b>P. SCHOOL WELLNESS POLICY:</b>		
1. The SFA has updated its School Wellness Policy to include USDA’s required elements and is available for review.		
2. The SFA ensures appropriate parties are included on the wellness committee. Attendance and minutes of the meetings are documented.		
3. The SFA has completed the Triennial Assessment of its Local Wellness Policy. The Wellness Policy and the most current Triennial Assessment of its Wellness Policy is posted on the SFA’s website.		
<b>Q. CHARGE POLICY</b>		
1. For pricing programs, the SFA has a written charge policy that is distributed to all households at the beginning of the year and to households transferring to the school during the school year. The charge policy is included in the student handbook.		
2. The SFA follows its written charge policy to ensure there is no excess unpaid meal debt.		
3. Unpaid meal charges are considered “delinquent debt” when payment is overdue. A debt owed to the non-profit school foodservice remains on the accounting documents until it is either collected or is determined to be uncollectible and written off. When the SFA determines the delinquent debt is uncollectable, it must be reclassified as “bad debt”.		
<b>R. PROFESSIONAL STANDARDS</b>		
1. If a new food service director is hired, he/she meets the USDA hiring standards.		
2. The food service director has completed the ServSafe Manager course within the last 5 years or within 30 days of hiring.		
3. Training hours are being tracked with documentation on file for all food service employees.		
4. Non-food service employees, who have school lunch responsibilities, receive training related to their duties. Names, training topics, and dates of training are documented.		
5. Food service employees are on track to earn the required number of training hours for the year.		
<b>S. FRESH FRUIT and VEGETABLE PROGRAM</b>		
1. Required documentation, including fresh fruit/vegetable invoices, non-food purchases, and labor hour records, is maintained on a monthly basis by the meal service site.		
2. Nutrition Education activities for the FFVP are reported on the monthly claim for reimbursement.		
<b>T. AFTER SCHOOL SNACK PROGRAM</b>		
1. Annual on-site review(s) is completed within the first four weeks of the program's operation, and a second review is completed before the end of the school year.		
2. Meal count sheets and production records are available for each participating site.		
3. Snacks are claimed for reimbursement only when the student takes the entire snack (two		

different components) offered.		
4. Snacks are claimed on school days only.		
<b>U. FOOD SERVICE MANAGEMENT COMPANY (FSMC)</b>		
1. The SFA is responsible for ensuring the accuracy of the monthly FSMC invoice, which includes verifying that the correct fixed meal price is applied to meal counts, 2) the correct meal equivalency factor is used, and 3) the SFA receives USDA Foods credit. Documentation from the FSMC to substantiate meal counts, cost data used for meal equivalency, and USDA Foods/DoD Fruit and Vegetable invoices have been submitted to the SFA in support of each cost and credit on the monthly invoice.		
2. The SFA's Advisory Committee, composed of administration/faculty, students, parents, and the on-site FSMC director, has met at a minimum of once per semester. Documentation of these meetings includes members in attendance, agenda items, and meeting minutes are maintained on-site.		
3. The SFA, at a minimum, completes the FSMC Monitoring Form once per semester. Documentation of monitoring is retained on-site.		
4. The SFA has documentation to demonstrate that the <b><u>On-site food service director</u></b> has met the educational and experience requirements as outlined in the Professional Standards Hiring Requirements. This documentation has been provided to Nutrition Services.		
5. The SFA must list the <b><u>On-site food service director</u></b> as the point of contact on the Sponsor Application. Do not list the FSMC Area Director.		

## Important Dates – National School Lunch Program

<b>July 1</b>	<ul style="list-style-type: none"><li>• Program Year starts</li><li>• Upload student enrollment file(s) into the CNP Direct Certification (DC) Enrollment module if ADVISER/PersonID rosters are not accurate.</li><li>• Sponsor/Site Program Applications open in the online <a href="#">CNP system</a> for the new school year.</li></ul>
<b>July 2</b>	<ul style="list-style-type: none"><li>• DC match list will begin populating for the new school year. SFAs can start distributing eligibility notification letters (<a href="#">Attachment D</a>) to households with matched students.</li><li>• Nightly DC matching process begins based on ADVISER/PersonID or CNP DC student enrollment data - SFAs should check their match list daily for newly matched students.</li></ul>
<b>July 15</b>	<ul style="list-style-type: none"><li>• Residential Child Care Institutions (RCCIs) deadline to complete the School Meals Application in CNP.</li><li>• Annual Financial Statement for Non-Public Schools, Residential Child Care Institutions (RCCIs), and Government Agencies must be completed online in the <a href="#">CNP System</a>. Report from previous school year (SY).</li></ul>
<b>July -August</b>	<ul style="list-style-type: none"><li>• SFAs distribute <a href="#">Free/Reduced Meal Benefit Application and letter</a> to households. Ensure the Point of Sale service system has been updated with the student's eligibility. Determine the 30th school day/operating day for eligibility carryover (see below).</li><li>• School Meals and Bookkeeper Training presented by the NDE Nutrition Services.</li><li>• All staff (paid and volunteer) need to complete the annual Civil Rights training requirement; Civil Rights training available <a href="#">here</a>.</li></ul>
<b>August 15</b>	<ul style="list-style-type: none"><li>• Deadline for SFAs to complete the Sponsor/Site Applications in CNP for the new school year.</li></ul>
<b>August 31</b>	<ul style="list-style-type: none"><li>• Non-public SFAs should update student enrollment in the PersonID system or upload enrollment files into the DC Enrollment module to ensure accurate matching.</li></ul>
<b>September</b>	<ul style="list-style-type: none"><li>• SFAs participating in the After School Snack Program must complete an On-Site Review at each site within the first 30 days of operation. A second On-Site Review must be completed at each site before the end of the school year.</li></ul>
<b>September 15</b>	<ul style="list-style-type: none"><li>• Student enrollment data from public SFAs is automatically shared with ADVISER for nightly Direct Certification (DC) matching. Non-public SFAs must update enrollment data manually at least three times per year by uploading a student file to the CNP system or updating the PersonID field.</li></ul>
<b>30th School Day</b>	<ul style="list-style-type: none"><li>• Last date any students remaining on carryover of eligibility status from the previous school can receive free/reduced benefits. The prior year's eligibility can be extended for up to the first 30 operating days OR until the student appears on the DC list or submits a new application, whichever occurs first.</li></ul>
<b>October 1</b>	<ul style="list-style-type: none"><li>• Date free/reduced applications must be counted for the verification pool. SFAs may start verifying applications on or before Oct. 1, but the final number of applications to verify must be calculated as of Oct 1.</li></ul>

<b>October</b>	<ul style="list-style-type: none"> <li>National School Lunch Week - 2<sup>nd</sup> full week</li> <li>Sponsors considering a Food Service Management Company (FSMC) for the next school year must contact the NDE Nutrition Services.</li> </ul>
<b>October 15</b>	<ul style="list-style-type: none"> <li>Deadline for entering the number of Health Inspections received at each meal service site for the previous school year in the online <a href="#">CNP system</a>.</li> </ul>
<b>October 31</b>	<ul style="list-style-type: none"> <li>Non-public SFAs should update student enrollment in the PersonID system to ensure accurate matching. All schools must update student enrollment used for matching at least three times each school year.</li> <li>Verification Report opens for completion in the CNP system. SFAs should begin calculating total numbers of students directly certified through SNAP and other eligible programs. Record the number of students directly certified through SNAP in section 3-2, not 3-4, of the Verification Report.</li> </ul>
<b>November 1</b>	<ul style="list-style-type: none"> <li>Fixed Price Food Service Management Company (FSMC) Request for Proposal (RFP) is available from the NDE-Nutrition Services.</li> </ul>
<b>November 15</b>	<ul style="list-style-type: none"> <li>Verification must be completed, and the online Verification Report entered in CNP.</li> <li>Civil Rights Summary (<a href="#">Attachment H-1</a>) must be completed; keep on file at school.</li> </ul>
<b>December 1</b>	<ul style="list-style-type: none"> <li>Deadline for SFAs to request NDE's RFP Packet if considering a FSMC for the next school year.</li> </ul>
<b>January 15</b>	<ul style="list-style-type: none"> <li>Deadline for SFAs to submit the completed RFP Packet to NDE. This only applies to SFAs planning to outsource operations to a Food Service Management Company.</li> </ul>
<b>February 1</b>	<ul style="list-style-type: none"> <li>On-Site Reviews (<a href="#">Attachment I</a>) must be completed for each feeding site for SFAs with 2 or more feeding sites.</li> </ul>
<b>February 28</b>	<ul style="list-style-type: none"> <li>Non-public SFAs should update student enrollment in the PersonID system to ensure accurate matching. All schools must update student enrollment used for matching at least three times each school year.</li> </ul>
<b>March 1</b>	<ul style="list-style-type: none"> <li>Last date for the RFP notification in a newspaper with statewide distribution.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>National School Breakfast Week – 1<sup>st</sup> full week</li> </ul>
<b>March-May</b>	<ul style="list-style-type: none"> <li>Paid Lunch Equity (PLE) Tool must be completed by SFAs that don't qualify for PLE Exemption and charge for student meals.</li> </ul>
<b>April - May</b>	<ul style="list-style-type: none"> <li>Email with School Meals and Bookkeeper Training registration information sent to SFAs.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>School Nutrition Employee Appreciation Week – 1<sup>st</sup> full week</li> <li>Nebraska School Food Service Employee Appreciation Day–2<sup>nd</sup> Wednesday of the month.</li> </ul>
<b>May 1</b>	<ul style="list-style-type: none"> <li>Deadline to receive SFA's FSMC RFP/Contract for approval prior to execution.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>ADVISER/PersonID system opens for the upcoming school year. SFAs should update student rosters in ADVISER/Person ID for accurate and timely DC matches.</li> </ul>
<b>Late June</b>	<ul style="list-style-type: none"> <li>Nebraska School Nutrition Association (NSNA) Annual Conference</li> </ul>
<b>June 30</b>	<ul style="list-style-type: none"> <li>Program Year ends</li> </ul>

**Submitting a Claim:** SFAs are encouraged to submit the Claim for Reimbursement by noon CT the 10<sup>th</sup> day of the following month (i.e. August claims are due by September 10). Claims are paid on the 10<sup>th</sup> and 20<sup>th</sup> each month.

Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

Claim Month	Due Date	Claim Month	Due Date
October	December 30	April	June 29
November	January 29	May	July 30
December	March 1 (February 29 if leap year)	June	August 29
January	April 1 (March 31 if leap year)	July	September 29
February	April 29	August	October 30
March	May 30	September	November 29



## **Menu Planning and Operational Flexibilities**

**Implementation Date: July 1, 2024**

<b>Meat/Meat Alternates at Breakfast</b>
Establishes a combined grains and meats/meat alternates meal component in the SBP and removes the requirement for schools to offer 1.0-ounce equivalent of grains each day at breakfast. Schools may offer grains, meats/meat alternates, or a combination of both, to meet the minimum ounce equivalent requirements in this combined meal component.
<b>Substituting Vegetables for Grains in Tribal Communities</b>
Allows school food authorities and schools that are tribally operated, operated by the Bureau of Indian Education, and that serve primarily American Indian or Alaska Native children to serve vegetables to meet the grains requirement in NSLP and SBP.
<b>Traditional Indigenous Foods</b>
<ul style="list-style-type: none"><li>• Continues to allow and clarifies in the regulation that traditional indigenous foods may be served in reimbursable school meals.</li><li>• Regulations will include the definition of traditional foods from the Agriculture Improvement Act of 2014, which defines traditional food as “food that has traditionally been prepared and consumed by an [American] Indian tribe,” including wild game meat, fish, seafood, marine mammals, plants, and berries.</li></ul>
<b>Substituting Vegetables for Fruits at Breakfast</b>
<ul style="list-style-type: none"><li>• Continues to allow schools to substitute vegetables for fruits in the SBP and simplifies the vegetable variety requirement:<ul style="list-style-type: none"><li>◦ Schools choosing to offer vegetables at breakfast one day per school week have the option to offer any vegetable, including a starchy vegetable.</li><li>◦ Schools choosing to substitute vegetables for fruits at breakfast on two or more days per school week are required to offer vegetables from at least two different vegetable subgroups.<sup>2</sup></li></ul></li></ul>
<b>Nuts and Seeds</b>
<ul style="list-style-type: none"><li>• Allows nuts and seeds to credit for the full meats/meat alternates component, removing the 50 percent crediting limit for nuts and seeds at breakfast, lunch, and supper.</li><li>• This provision also streamlines CNP requirements by aligning nut and seed crediting across all programs and meals.</li></ul>
<b>Beans, Peas, and Lentils at Lunch</b>
<ul style="list-style-type: none"><li>• Changes the name of the “legumes (beans and peas)” vegetable subgroup and all references to “legumes (beans and peas)” and “dry beans and peas (legumes)” to “beans, peas, and lentils,” consistent with the terminology used in the <i>Dietary Guidelines</i> and to implement consistent terminology across CNPs.</li><li>• Allows schools the option to count beans, peas, and lentils offered as a meat alternate at school lunch toward the weekly beans, peas, and lentils vegetable subgroup requirement.</li></ul>

<ul style="list-style-type: none"> <li>Under this option, menu planners would determine which overall meal component beans, peas, and lentils would count toward, either vegetables or meats/meat alternates. Beans, peas, and lentils offered to students as either vegetables or meat alternates can count toward the weekly requirement to offer ½ cup of beans, peas, and lentils vegetable subgroup in the NSLP.</li> </ul>
<b>Competitive Foods/Smart Snacks in Schools</b>
<ul style="list-style-type: none"> <li>Adds bean dip to the list of foods exempt from the total fat standard in the Smart Snacks regulations: <ul style="list-style-type: none"> <li>This exemption applies to products marketed as hummus, as well as bean dips made from any variety of beans, peas, or lentils.</li> <li>Bean dip will continue to be subject to the saturated fat standard for Smart Snacks, as well as all other Smart Snacks requirements.</li> </ul> </li> </ul>
<b>Whole Grains (Entrée Definition)</b>
<ul style="list-style-type: none"> <li>Updates the definition of “entrée item” in competitive food standards regulations to clarify that entrées containing either whole grain-rich and/or enriched grains offered as part of a reimbursable school meal may qualify as an entrée item when sold à la carte as a Smart Snack.</li> </ul>
<b>Professional Standards</b>
<ul style="list-style-type: none"> <li>Allows state agency discretion to approve the hiring of an individual to serve as a school nutrition program director in a medium or large local educational agency, for individuals who have 10 years or more of school nutrition program experience but do not hold a bachelor’s or an associate degree. Directors hired under this exception must have a high school diploma or GED.</li> </ul>
<b>Geographic Preference</b>
<ul style="list-style-type: none"> <li>Expands the geographic preference option to allow “locally grown,” “locally raised,” or “locally caught” as procurement specifications (e.g., a written description of the product or service that the vendor must meet to be considered responsive and responsible) for unprocessed or minimally processed food items.</li> <li>Continues to allow state agencies and program operators to adopt their own definition of “local” and does not prescribe a federal definition of “local” for the purpose of procuring local foods.</li> </ul>
<b>Synthetic Trans Fat</b>
<ul style="list-style-type: none"> <li>Removes the dietary specification prohibiting synthetic <i>trans</i> fat in the school lunch and breakfast programs. Schools will no longer need to include the synthetic <i>trans</i> fat prohibition in their procurement documentation, and state agencies will no longer need to review product labels or manufacturers specifications with the synthetic <i>trans</i> fat dietary specification. The <a href="#">U.S. Food and Drug Administration (FDA)’s actions to eliminate synthetic <i>trans</i> fat</a> from the U.S. food supply effectively banned <i>trans</i> fats from being added to foods made or sold in the U.S. USDA used this opportunity to reduce burden on program operators by eliminating a requirement that USDA determined is no longer necessary.</li> </ul>

<sup>1</sup>**Note:** These provisions, which must begin to be implemented in school year 2024-25, do not make changes to the meal patterns. Several of these changes include in regulation requirements that are already in place through policy guidance.

<sup>2</sup>**Note:** For school year 2024-25, Congress has provided schools the option to offer any vegetables in place of fruits at breakfast (no subgroup requirements).

# Implementation Dates for School Meal Programs

The table below summarizes when changes in the final rule titled, *Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans*, will be implemented. **The final rule does not require program operators to make changes to current meal patterns right away. Required changes to the school meal patterns will not begin until school year (SY) 2025-26 and will be phased in through SY 2027-28.**

## Added Sugars



*indicates implementation date. Blank cells indicate no changes/no new requirements.*

Requirements	SY 2024-25	SY 2025-26	SY 2026-27	SY 2027-28
Product-based limits for breakfast cereals, yogurt, and flavored milk <ul style="list-style-type: none"> <li><i>Product-based limits to be implemented by school year 2025-26 (beginning July 1, 2025):</i> <ul style="list-style-type: none"> <li><b>Breakfast cereals</b> may have no more than 6 grams of added sugars per dry ounce.</li> <li><b>Yogurt</b> may have no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).</li> <li><b>Flavored milk</b> may have no more than 10 grams of added sugars per 8 fluid ounces or, for flavored milk sold as a competitive food for middle and high schools, 15 grams of added sugars per 12 fluid ounces.</li> </ul> </li> </ul>		✓		
Weekly limit (<10% weekly calories from added sugars for both lunch and breakfast programs) <ul style="list-style-type: none"> <li><i>Weekly dietary limits to be implemented by school year 2027-28 (beginning July 1, 2027):</i> <ul style="list-style-type: none"> <li>In addition to product-based limits described above, the final rule also establishes a dietary specification limiting added sugars to less than 10 percent of calories across the week in the school lunch and breakfast programs.</li> </ul> </li> </ul>				✓

## Milk

Requirements	SY 2024-25	SY 2025-26	SY 2026-27	SY 2027-28
All schools may offer flavored milk varieties (low-fat and fat-free) to K-12 students.	Schools will continue with current requirement.			

## Whole Grains

Requirements	SY 2024-25	SY 2025-26	SY 2026-27	SY 2027-28
At least 80% of the grains offered for both lunch and breakfast programs per week must be whole grain-rich.  Adds in regulation the current definition of whole grain-rich: <i>“the grain content of a product is between 50% and 100% whole grain with any remaining grains being enriched.”</i>	Schools will continue with current requirement.			

## Sodium



*indicates implementation date.*

Requirements	SY 2024-25	SY 2025-26	SY 2026-27	SY 2027-28
<b>LUNCH</b> <b>SYs (24-25), (25-26), (26-27)</b> <ul style="list-style-type: none"> <li>≤ 1110 mg (K-5)</li> <li>≤ 1225 mg (6-8)</li> <li>≤ 1280 mg (9-12)</li> </ul> <b>SY (27-28)</b> -- 15% reduction from current sodium limits: <ul style="list-style-type: none"> <li>≤ 935 mg (K-5)</li> <li>≤ 1035 mg (6-8)</li> <li>≤ 1080 mg (9-12)</li> </ul>	Continue sodium target 1A from <a href="#">transitional final rule</a> while working toward meeting future requirement.			✓
<b>BREAKFAST</b> <b>SYs (24-25), (25- 26), (26-27)</b> <ul style="list-style-type: none"> <li>≤ 540 mg (K-5)</li> <li>≤ 600 mg (6-8)</li> <li>≤ 640 mg (9-12)</li> </ul>	Continue sodium target 1A from <a href="#">transitional final rule</a> while working toward meeting future requirement.			✓

<b>SY (27-28)</b> - 10% reduction from current sodium limits: <ul style="list-style-type: none"> <li>• ≤485 mg (K-5)</li> <li>• ≤535 mg (6-8)</li> <li>• ≤570 mg (9-12)</li> </ul>		
--	--	--

## Afterschool Snacks



*indicates implementation date. Blank cells indicate no changes/no new requirements.*

Requirements	SY 2024-25	SY 2025-26	SY 2026-27	SY 2027-28
Revises the definition of “child” to clarify that children aged 18 and under at the start of the school year may receive reimbursable NSLP afterschool snacks throughout that school year. <sup>1</sup>	✓			
Aligns NSLP afterschool snack meal pattern requirements for K-12 children with the CACFP snack meal pattern requirements.		✓		

## Meal Modifications



*indicates implementation date. Blank cells indicate no changes/no new requirements.*

Requirements	SY 2024-25	SY 2025-26	SY 2026-27	SY 2027-28
Clarifies existing policy guidance by including in regulation that state licensed healthcare professionals may write medical statements to request meal modifications on behalf of students with disabilities in the school meal programs. <sup>1</sup>	✓			
Defines a state licensed healthcare professional as an individual authorized to write medical prescriptions under state law, consistent with current policy guidance. <sup>1</sup>	✓			
In addition to state licensed healthcare professionals, also permits registered dietitians to write medical statements to request meal modifications on behalf of students with disabilities in the school meal programs.		✓		
Regarding non-disability requests, makes clear in regulation that USDA encourages schools to meet participants' non-disability dietary preferences when planning and preparing school meals.	✓			

## Buy American



*indicates implementation date. Blank cells indicate not changes/no new requirements.*

Requirements	SY 2024-25	SY 2025-26	SY 2026-27	SY 2027-28
Maintains the two current limited exceptions for the Buy American provision, which is consistent with current policy guidance, and includes them in regulation. Also provides the use of an exceptions list when items are determined to not be available in the U.S.	Schools will continue to be able to use the limited exceptions to the Buy American requirement and can use the provided exceptions list beginning July 1, 2024.			
Institutes a phased-in cap on total non-domestic food purchases. For school food authorities unable to meet the phased-in cap, a temporary accommodation will be available.	<ul style="list-style-type: none"> <li>In SY 2025-26, non-domestic food purchases are capped at 10 percent.</li> <li>In SY 2028-29, non-domestic food purchases are capped at 8 percent.</li> <li>In SY 2031-32, non-domestic food purchases are capped at 5 percent.</li> </ul>			
Requires school food authorities to maintain documentation to demonstrate use of one of the two limited exceptions, except when items are listed on the exceptions list. <sup>1</sup>	✓			
Requires school food authorities to include the Buy American requirements in documented procurement procedures, solicitations, and contracts for foods and food products procured for NSLP and SBP using informal and formal procurement methods, and in awarded contracts. This is consistent with current policy guidance. <sup>1</sup>	✓			
Adds in regulation the following definition of “substantially” for the Buy American provision, which is consistent with current policy guidance: <i>“Substantially using agriculture commodities that are produced in the United States means over 51 percent of a food product must consist of agricultural commodities that were grown domestically.”<sup>1</sup></i>	✓			
Adds in regulation language explaining how the Buy American requirements apply to fish and fish products offered in NSLP and SBP, consistent with current policy guidance. <sup>1</sup>	✓			

## 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:
<b>IMPORTANT:</b> 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 <a href="https://www.education.ne.gov/ns/forms/nsipforms/SPdietMilkSub.pdf">https://www.education.ne.gov/ns/forms/nsipforms/SPdietMilkSub.pdf</a>		

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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, audiotope, 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: AD-3027, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400  
Independence Avenue, SW Washington,  
D.C. 20250-9410;
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



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

Nutrition Services  
Revised: June 2023



## 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 (i.e., Physician (MD or DO), Physician's Assistant (PA), Advance Practice Registered Nurse-Nurse Practitioner (APRN-NP), Chiropractor, or Registered Dietitian.

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 or Registered Dietitian:		
Printed Name and Title:	Phone Number:	Date:

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, audiotope, 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/ad-3027.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: (202) 690-7442; or

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

This institution is an equal opportunity provider.

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



## School Breakfast Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Meal Components	Amount of Food <sup>1</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>2</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>2</sup>	0	0	0
Dark Green Subgroup	0	0	0
Red/Orange Subgroup	0	0	0
Beans, Peas, and Lentils Subgroup	0	0	0
Starchy Subgroup	0	0	0
Other Vegetables Subgroup	0	0	0
Grains or Meats/Meat Alternates (oz. eq) <sup>3</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Fluid Milk (cups) <sup>4</sup>	5 (1)	5 (1)	5 (1)
<b>Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week<sup>5</sup></b>			
Minimum-Maximum Calories (kcal)	350-500	400-550	450-600
Saturated Fat (% of total calories)	<10	<10	<10
Added Sugars (% of total calories)	<10	<10	<10
Sodium Limit: In place through June 30, 2027	≤540 mg	≤600 mg	≤640 mg
Sodium Limit: Must be implemented by July 1, 2027	≤485 mg	≤535 mg	≤570 mg

<sup>1</sup> Food items included in each group and subgroup and amount equivalents.

<sup>2</sup> Minimum creditable serving is  $\frac{1}{8}$  cup. Schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Schools may substitute vegetables for fruit at breakfast as described in paragraphs (c)(2)(i) and (ii) of this section.

<sup>3</sup> Minimum creditable serving is 0.25 oz. eq. School may offer grains, meats/meat alternates, or a combination of both to meet the daily and weekly ounce equivalents for this combined component. At least 80 percent of grains offered weekly at breakfast must be whole grain-rich as defined in § 210.2 of this chapter, and the remaining grain items offered must be enriched.

<sup>4</sup> Minimum creditable serving is 8 fluid ounces. All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less) and must meet the requirements in paragraph (d) of this section.

<sup>5</sup> By July 1, 2027, schools must meet the dietary specification for added sugars. Schools must meet the sodium limits by the dates specified in this chart. Discretionary sources of calories may be added to the meal pattern if within the dietary specifications.

# THE SCHOOL BREAKFAST PROGRAM



## 1. What is the School Breakfast Program?

The School Breakfast Program (SBP) is a federally assisted meal program operating in public and non-profit private schools and residential child care institutions. The SBP started in 1966 as a pilot project, and was made a permanent entitlement program by Congress in 1975.

Participation in the SBP has slowly but steadily grown over the years: 1970: 0.5 million children; 1980: 3.6 million children; 1990: 4.0 million children; 2000: 7.5 million children; 2010: 11.67 million children; and 2016: 14.57 million children.

## 2. Who administers the SBP?

The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) administers the Program at the Federal level. At the State level, the Program is administered by State agencies, which operate the SBP through agreements with local school food authorities. State agency contact information is available at: <https://www.fns.usda.gov/school-meals/school-meals-contacts>.

## 3. How does the Program work?

The SBP is generally operated by public or non-profit private schools of high school grade or below. Public or non-profit private residential child care institutions may also participate in the SBP, and charter schools may participate in the SBP as public schools. School districts and independent schools that choose to participate in the Program must serve breakfast meals meeting Federal nutrition requirements, and offer free or reduced

price breakfasts to all eligible children. In exchange, participating institutions receive cash subsidies from the USDA for each reimbursable meal served.

## 4. What are the nutrition requirements for school breakfasts?

All school breakfasts must meet Federal nutrition requirements, though decisions about the specific foods to serve and how the foods are prepared are made by local school food authorities. Information about the SBP meal pattern requirements may be found on the School Meals website: <https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>.

## 5. How can children qualify for free or reduced price school breakfast?

Children may be determined “categorically eligible” for free meals through participation in certain Federal Assistance Programs, such as the Supplemental Nutrition Assistance Program, or based on their status as a homeless, migrant, runaway, or foster child. Children enrolled in a federally-funded Head Start Program, or a comparable State-funded pre-kindergarten program, are also categorically eligible for free meals. Children can also qualify for free or reduced price school meals based on household income and family size. Children from families with incomes at or below 130 percent of the Federal poverty level are eligible for free meals.

**SCHOOL BREAKFAST**  
PROGRAM

Those with incomes between 130 and 185 percent of the Federal poverty level are eligible for reduced price meals. Schools may not charge children more than 30 cents for a reduced price breakfast. To see the current Income Eligibility Guidelines, please visit: <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines>.

## 6. What are the current reimbursement rates for participating schools?

School food authorities are reimbursed for meals based on children's free, reduced price, or paid eligibility status. For current SBP reimbursement rates, please see: <http://www.fns.usda.gov/school-meals/rates-reimbursement>. Schools serving a higher percentage of low-income students (at least 40 percent of children receive free or reduced price lunch) are considered "severe need" schools and are eligible for a higher reimbursement rate. Schools in Alaska, Hawaii, and Puerto Rico also receive a higher reimbursement rate, due to the higher cost of food in those areas.

## 7. What breakfast service options are available to schools?

In addition to the traditional, cafeteria-based breakfast model, schools may also consider an alternative breakfast model. For example, "Breakfast in the Classroom" involves serving the breakfast meal to children during a morning class, often while the teacher is taking attendance or giving classroom announcements. Schools operating "Grab & Go Breakfast" serve children a breakfast "to go," often in a paper or plastic bag, before school or during a morning break. To learn more about these and other breakfast service options, please see the School Breakfast Program webpage: <https://www.fns.usda.gov/sbp/school-breakfast-program-sbp>.

## 8. What additional support do schools receive from FNS?

Through its Team Nutrition initiative, FNS provides training and technical assistance to school nutrition professionals to enable them to prepare and serve nutritious meals that meet the Program meal pattern requirements and appeal to children. The Team Nutrition Resource Library has web-based resources available to help children and school nutrition professionals understand the link between diet and health. State and local agencies may request free printed copies of certain Team Nutrition materials. To learn more, visit: <http://www.fns.usda.gov/tn/team-nutrition>.

## 9. Where can I go to learn more about the SBP?

For more information about the SBP, please contact the State agency responsible for the administration of the Program in your State: <https://www.fns.usda.gov/school-meals/school-meals-contacts>.





## National School Lunch Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Meal Components	Amount of Food <sup>1</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>2</sup>	2 ½ ( ½ )	2 ½ ( ½ )	5 (1)
Vegetables (cups) <sup>2</sup>	3 ¾ ( ¾ )	3 ¾ ( ¾ )	5 (1)
Dark Green Subgroup <sup>3</sup>	½	½	½
Red/Orange Subgroup <sup>3</sup>	¾	¾	1 ¼
Beans, Peas, and Lentils Subgroup <sup>3</sup>	½	½	½
Starchy Subgroup <sup>3</sup>	½	½	½
Other Vegetables Subgroup <sup>3 4</sup>	½	½	¾
Additional Vegetables from Any Subgroup to Reach Total	1	1	1 ½
Grains (oz. eq.) <sup>5</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz. eq.) <sup>6</sup>	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups) <sup>7</sup>	5 (1)	5 (1)	5 (1)
<b>Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week<sup>8</sup></b>			
Minimum-Maximum Calories (kcal)	550-650	600-700	750-850
Saturated Fat (% of total calories)	<10	<10	<10
Added Sugars (% of total calories)	<10	<10	<10
Sodium Limit: In place through June 30, 2027	≤1,110 mg	≤1,225 mg	≤1,280 mg
Sodium Limit: Must be implemented by July 1, 2027	≤935 mg	≤1,035 mg	≤1,080 mg

<sup>1</sup> Food items included in each group and subgroup and amount equivalents.

<sup>2</sup> Minimum creditable serving is ⅛ cup. One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ 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 percent full-strength.

<sup>3</sup> Larger amounts of these vegetables may be served.

<sup>4</sup> This subgroup consists of “Other vegetables” as defined in paragraph (c)(2)(ii)(E) of this section. For the purposes of the NSLP, the “Other vegetables” requirement may be met with any

additional amounts from the dark green, red/orange, and bean, peas, and lentils vegetable subgroups as defined in paragraph (c)(2)(ii) of this section.

<sup>5</sup> Minimum creditable serving is 0.25 oz. eq. At least 80 percent of grains offered weekly (by ounce equivalents) must be whole grain-rich as defined in § 210.2 of this chapter, and the remaining grains items offered must be enriched.

<sup>6</sup> Minimum creditable serving is 0.25 oz. eq.

<sup>7</sup> Minimum creditable serving is 8 fluid ounces. All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less) and must meet the requirements in paragraph (d) of this section.

<sup>8</sup> By July 1, 2027, schools must meet the dietary specification for added sugars. Schools must meet the sodium limits by the dates specified in this chart. Discretionary sources of calories may be added to the meal pattern if within the dietary specifications.

## 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

# Crediting **Fruits** in the **Child Nutrition Programs** Tip Sheet



Fruits are a required component for reimbursable meals in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Preschool lunch meal pattern, and the Child and Adult Care Food Program (CACFP) lunch and supper meals. However, this requirement can also be met with a vegetable (with the exception of NSLP). Fruits may be served as part of a reimbursable meal to fulfill the combined fruits and vegetables requirement for Preschool and CACFP breakfasts, as well as in the Summer Food Service Program (SFSP). They may also be served as one of the two required meal components for a reimbursable snack in all Child Nutrition Programs.

## Fruit Requirements



- Fruits may be fresh, frozen, dried, canned (packed in water, fruit juice, or light syrup), and/or pasteurized, full-strength fruit juice, referred to as 100% juice. Examples of creditable fruits can be found in the "Food Buying Guide for Child Nutrition Programs" (FBG) at <https://foodbuyingguide.fns.usda.gov/>.
- The minimum creditable serving size for fruit is  $\frac{1}{8}$  cup. **Note:** Minimum creditable amounts do not apply to the infant meal pattern.



- Pureed fruits credit as juice when served in a smoothie.



- Fruits credit toward a meal based on the volume served (except for dried fruit).
  - Whole dried fruit and whole dried fruit pieces credit at twice the volume served in school meal programs and CACFP.
    - Example:  $\frac{1}{8}$  cup of dried cranberries credits as  $\frac{1}{4}$  cup fruit.
    - $\frac{1}{8}$  cup of any fruit is the minimum serving size that may be creditable. For example, although dried fruit credits as twice the volume served,  $\frac{1}{16}$  cup (1 Tbsp) of dried fruit cannot be offered to count as  $\frac{1}{8}$  cup, because  $\frac{1}{16}$  cup is less than the minimum serving size that may be creditable.
  - Note:** In SFSP and NSLP afterschool snack service (NSLP afterschool snacks), dried fruit credits as volume served. Dried fruit credits as twice the volume served in NSLP afterschool snacks by no later than July 1, 2025.



- Menu items in school meal programs and CACFP that are mixtures of fruits and vegetables (e.g., fruit salsa made with peaches and red peppers), must be credited separately for the fruits and the vegetables components.

More training, menu planning, and nutrition education materials can be found at [TeamNutrition.USDA.gov](https://TeamNutrition.USDA.gov).

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## Coconut Credits in Child Nutrition Programs

- Coconut (fresh or frozen) credits as a fruit based on the volume served.
- Like other dried fruit, dried coconut credits at twice the volume served in school meal programs, CACFP, and NSLP afterschool snacks (by July 1, 2025).
- Coconut water, **labeled as 100% juice**, credits as fruit juice per volume served.

## Products that Do Not Contribute Toward the Meal Pattern Requirements

- ✗ Snack-type foods made from fruits (e.g., fried banana chips, fruit drops, fruit strips)
- ✗ Freeze-dried fruits (unless rehydrated)
- ✗ Pickle relish, jam, jelly, or other condiments
- ✗ Home-canned products (for food safety reasons)
- ✗ Coconut flour, coconut milk, and coconut oil

## Fruit Juice

- Pasteurized, 100% fruit juice (in either liquid, gelled, or frozen form) may be used to meet the fruits requirement of reimbursable meals or snacks.
- Juice concentrates can be used only when reconstituted to 100% juice, and can be served either as liquid, gelled, or frozen juice.
- Juice may be used as one component of a snack when the other component **is not** a beverage (e.g., fluid milk).
- Juice does not credit when used as an ingredient in another food or beverage product, with the exception of smoothies.



# Serving Fruit and Fruit Juice in Child Nutrition Programs

### NSLP Afterschool Snack Service

- 100% fruit juice may count toward the entire fruits component.\*
- Juice may not be served when milk is served as the only other component.

### Summer Food Service Program

- Fruit or vegetable juice must be full-strength for breakfast and snacks.
- For lunch and supper, 100% vegetable or fruit juice may be counted to meet not more than ½ of the vegetables or fruits requirement.

### CACFP – Infants

- Fruit and vegetable juices must not be served.
- A serving of fruit is required when the infant is developmentally ready to accept it.

### CACFP – Children and Adults

- Pasteurized, 100% juice may only be used to meet the vegetables or fruits requirement at one meal per day, including snack.\*\*
- At breakfast, either vegetables, fruits or portions of both may fulfill the combined vegetables and fruits requirement.
- At lunch and supper, a vegetable may be used to meet the entire fruits requirement.

### School Meal Programs (NSLP and SBP)

- No more than ½ of the total weekly fruits offered may be met with 100% fruit juice.
- For breakfast, vegetables may be substituted for fruits. If vegetables are substituted 2 or more days a week, then at least two vegetable subgroups must be offered.

### Preschool

- Pasteurized, 100% juice may only be used to meet the vegetables or fruits requirement at one meal per day, including snack.\*\*
- At breakfast, either vegetables, fruits, or portions of both may fulfill the combined vegetables and fruits requirement.
- At lunch, a vegetable may be used to meet the entire fruits requirement if two different vegetables are served.

\*Effective July 1, 2025, no more than ½ the total weekly fruits offered may be met with 100% fruit juice for NSLP afterschool snacks.

\*\*Juice limit is measured by program. For example, if a school serves lunch to preschoolers under NSLP and a snack through CACFP, the school can serve juice at both lunch and snack, though it is best practice to serve no more than once daily.



## Test Your Skills!

### True or False

Select the correct answer.

1. School meals can offer up to half the weekly fruits as 100% juice.  
☐ True ☐ False
2. The minimum creditable serving size for fruit is ¼ cup.  
☐ True ☐ False
3. Mixed fruit and vegetable menu items must credit separately as a fruit and a vegetable and each component must contain a minimum of ⅓ cup for school meal programs and CACFP.  
☐ True ☐ False
4. Organic fried banana chips are creditable.  
☐ True ☐ False
5. A smoothie that contains 8 fluid ounces of fat-free milk, ½ cup blueberry puree, and 4 oz low-fat yogurt can credit as ½ cup 100% fruit juice.  
☐ True ☐ False
6. Students can take ½ cup of apricots to meet the minimum fruits requirement for a reimbursable lunch meal.  
☐ True ☐ False

## How Much?

You've decided to add peaches to the salad bar. You're using 20-pound bags of frozen peaches. According to the FBG, one 20-pound bag of sliced frozen peaches provides 147.40 quarter-cup servings of thawed frozen peaches with the liquid. Use the FBG entry below to answer the questions.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
Peaches, frozen <i>Sliced, Sweetened or Unsweetened, Includes USDA Foods</i>	20 lb Bag	147.40	1/4 cup thawed, fruit and liquid	0.68	20-lb Bag = about 36-7/8 cups thawed peaches and liquid

1. How many half-cup servings will one 20-pound bag of thawed peaches with the liquid provide? \_\_\_\_\_
2. If you want to serve 110 quarter-cup servings of peaches, thawed with fruit and liquid, how many pounds of frozen peaches will you need? \_\_\_\_\_



1. School meals can offer up to half the weekly fruits as 100% juice.  
**True:** Up to half of the fruits offered at school can be in the form of 100% juice.
2. The minimum creditable serving size for fruit is  $\frac{1}{4}$  cup.  
**False:** The minimum creditable serving size for fruit is  $\frac{1}{8}$  cup.
3. Mixed fruit and vegetable menu items must credit separately as a fruit and a vegetable and each component must contain a minimum of  $\frac{1}{8}$  cup for school meal programs and CACFP.  
**True:** For both school meal programs and CACFP, fruits and vegetables present in the same dish must credit separately for the fruits or vegetables component and contain a minimum of  $\frac{1}{8}$  cup fruit or  $\frac{1}{8}$  cup vegetable.
4. Organic fried banana chips are creditable.  
**False:** Snack-type foods made from fruits, such as fried banana chips do not contribute to the meal pattern requirements.
5. A smoothie that contains 8 fluid ounces of fat-free milk,  $\frac{1}{2}$  cup blueberry puree, and 4 oz low-fat yogurt can credit as  $\frac{1}{2}$  cup 100% fruit juice.  
**True:** Fruit served in a smoothie credits based on the pureed volume, in its thawed state, if frozen. The pureed fruit in a smoothie credits as 100% fruit juice.
6. Students can take  $\frac{1}{2}$  cup of apricots to meet the minimum fruits requirement for a reimbursable lunch meal.  
**True:** In order for a lunch to be reimbursable, the daily minimum amount of fruit offered must be  $\frac{1}{2}$  cup for students in Kindergarten through 8th grade and 1 cup for students in grades 9 through 12. Under Offer versus Serve, students must take  $\frac{1}{2}$  cup of fruit or vegetable plus two other meal components at lunch in order for the meal to be considered reimbursable.

## How Much?

You've decided to add peaches to the salad bar. You're using 20-pound bags of frozen peaches. According to the FBG, one 20-pound bag of sliced frozen peaches provides 147.40 quarter-cup servings of thawed frozen peaches with the liquid.

1. How many half-cup servings will one 20-pound bag of thawed peaches with the liquid provide?

### 73 half-cup servings

One 20-pound bag of frozen peaches provides 147.40 quarter-cup servings thawed fruit with liquid. We know that 2 quarter-cup servings equal 1 half-cup serving ( $\frac{1}{4}$  cup +  $\frac{1}{4}$  cup =  $\frac{1}{2}$  cup). Therefore, if we divide the number of quarter cups by 2, we will get the number of half-cup servings:

**147.40 quarter-cup servings  $\div$  2 = 73.7 half-cup servings, which rounds down to 73 half-cup servings.**

2. If you want to serve 110 quarter-cup servings of peaches, thawed with fruit and liquid, how many pounds of frozen peaches will you need? **15 pounds**

If there are 147.40 quarter-cup servings in a 20-pound bag, then the desired number of quarter-cup servings must be divided by 147.40 to calculate the portion of the (20-pound) bag that will be needed:

**110 quarter-cup servings  $\div$  147.40 quarter-cup servings = 0.7463 of a 20-pound bag.**

Then, calculate the weight of the needed portion of the 20-pound bag:

**0.7463 x 20 pounds = 14.93 pounds, which rounds up to 15 pounds**

# Crediting **Vegetables** in the **Child Nutrition Programs**

## Tip Sheet



Vegetables are a required component for reimbursable meals in the National School Lunch Program (NSLP) including the Preschool lunch meal pattern, as well as the Child and Adult Care Food Program (CACFP) lunch and supper meals. Vegetables may be served as part of a reimbursable meal for the School Breakfast Program (SBP), and to fulfill the combined fruits and vegetables requirement for Preschool and CACFP breakfasts, as well as in the Summer Food Service Program (SFSP). They may also be served as one of the two required meal components for a reimbursable snack in all Child Nutrition Programs.

## Vegetable Requirements



- Vegetables must be fresh, frozen, canned, dried (including beans, peas, and lentils), or full-strength vegetable juice, referred to as 100% juice. Examples of creditable vegetables can be found in the “Food Buying Guide for Child Nutrition Programs” (FBG) at <https://foodbuyingguide.fns.usda.gov/>.



- Most vegetables credit as volume served; the minimum creditable serving size is  $\frac{1}{8}$  cup (exceptions are tomato paste, tomato puree, and raw leafy greens). **Note:** Minimum creditable amounts do not apply to the infant meal pattern.
  - **Raw leafy greens** credit at half the volume served in Schools Meals Programs and CACFP (Example: In NLSP,  $\frac{1}{2}$  cup romaine lettuce contributes  $\frac{1}{4}$  cup toward the dark green vegetable subgroup). In SFSP and NSLP afterschool snack service (until July 1, 2025), raw leafy greens credit as volume served.
  - **Cooked leafy greens**, such as sautéed spinach, credit based on volume served.
  - **Tomato paste** and **tomato puree** can credit using the whole food equivalency (volume of tomatoes prior to pureeing) rather than on the actual volume served. All other vegetable purees credit based on the finished volume served.



- Beans, peas, and lentils may count toward the meats/meat alternates or vegetables component, but not as both in the same meal. Schools have the option to count beans, peas, and lentils offered as a meat alternate at lunch toward the weekly beans, peas, and lentils vegetable subgroup requirement.



- In the school meal programs and CACFP, mixtures of fruits and vegetables (e.g., baked sweet potato with apples), must credit separately for the fruits and the vegetables components.



- Over the course of the week, schools must offer specific amounts for each grade group of the five vegetable subgroups.

More training, menu planning, and nutrition education materials can be found at [TeamNutrition.USDA.gov](https://TeamNutrition.USDA.gov).

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Vegetable Subgroup	Examples Include
<b>Dark Green</b>	bok choy, broccoli, collard greens, dark green leafy lettuce, kale, mesclun, mustard greens, romaine lettuce, spinach, turnip greens, and watercress
<b>Red/Orange</b>	acorn squash, butternut squash, carrots, pumpkin, tomatoes, tomato juice, and sweet potatoes
<b>Beans, Peas, and Lentils</b>	black beans, garbanzo beans (chickpeas), kidney beans, lentils, navy beans, pinto beans, soy beans, split peas, and white beans
<b>Starchy</b>	corn, cassava, hominy, green bananas, green peas, plantains, taro, water chestnuts, and white potatoes
<b>Other Vegetables</b>	all other fresh, frozen, and canned vegetables, cooked or raw, such as artichokes, asparagus, avocado, bean sprouts, beets, Brussels sprouts, cabbage, cauliflower, celery, cucumbers, eggplant, green beans, green peppers, iceberg lettuce, mushrooms, okra, onions, parsnips, turnips, wax beans, and zucchini

## Vegetable Juice

- In school meal programs, no more than ½ of the total weekly vegetables offered may be 100% vegetable juice and is measured separately at breakfast, lunch, and snack (Limitations at snack are effective July 1, 2025).
- In CACFP or Preschool meal patterns, 100% vegetable juice may be used to meet the vegetables component no more than once per day, including snack. 100% vegetable juice may be used as one component of a snack when the other component is not a beverage.
- In SFSP, 100% vegetable or fruit juice may be counted to meet not more than ½ of the vegetable or fruits requirement at lunch or supper.

**Note:** Juice limit is measured by Program. For example, if a school serves lunch to preschoolers under NSLP and a snack through CACFP, the school can serve juice at both lunch and snack, though it is encouraged to serve juice no more than once per day.

## Vegetable Smoothies

- Pureed vegetables (fresh, frozen, or canned), when served in a smoothie, credit as juice, and as such are subject to the limitations regarding juice service.
- Pureed vegetable included in a smoothie may count as the entire vegetables component in NSLP afterschool snack service and at breakfast and snack in CACFP and SFSP. At snack, a smoothie containing juice and milk can credit as either juice or milk as long as there is a separate, second component served in addition to the smoothie.
- Beans, peas, and lentils may credit toward the vegetables component as vegetable juice when served in a smoothie.
- Juice does not credit when used as an ingredient in another food or beverage product with the exception of smoothies.



## Hominy

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- Hominy may credit toward the vegetables component in a reimbursable meal or snack.
  - ¼ cup of canned, drained hominy or cooked, whole hominy (from dried hominy) credits as ¼ cup vegetable (starchy vegetable for NSLP and SBP).

## Pasta

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- Pasta products made of one or more 100 percent vegetable flour(s) may credit toward the vegetables requirement in all Child Nutrition Programs. For example, ½ cup of pasta made of 100 percent vegetable flour(s) credits as ½ cup of vegetables.
- Pasta products made of flour(s) from one vegetable subgroup may credit toward the appropriate vegetable subgroup for school meals. Pasta made of legume flour (e.g., red lentil flour) may credit toward the beans, peas, and lentils vegetable subgroup or the meat alternates requirement.
- Pasta products made of a blend of 100 percent vegetable flours from multiple vegetable subgroups (e.g., lentils and cauliflower) may credit in two ways for school meals:

① With a Product Formulation Statement (PFS) from the food manufacturer detailing the actual volume of each vegetable flour per serving, the pasta product may credit toward specific vegetable subgroups; or

② If the actual volume of each vegetable flour is unknown, the pasta product may credit toward the additional vegetables to meet the overall weekly vegetables requirement.



## Products That Do Not Contribute Toward Meal Pattern Requirements

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- ✗ Snack-type foods made from vegetables, such as potato chips
- ✗ Freeze-dried vegetables (unless rehydrated)
- ✗ Condiments such as pickle relish, jam, jelly, tomato catsup, or chili sauce
- ✗ Dehydrated vegetables used for seasoning
- ✗ Home-canned products (for food safety reasons)



## Test Your Skills!

Fill in the blank.

1. \_\_\_\_ cup is the minimum creditable amount for any single vegetable.  
☐ A.  $\frac{1}{2}$  cup   ☐ B.  $\frac{1}{4}$  cup   ☐ C.  $\frac{1}{8}$  cup
2. For school meals, sweet potatoes belong to the \_\_\_\_\_ subgroup.  
☐ A. Starchy vegetable   ☐ B. Red/Orange vegetable   ☐ C. Other vegetable
3. Raw, leafy salad greens credit at \_\_\_\_\_ the volume served in school meals and CACFP.  
☐ A. full   ☐ B. half   ☐ C. quarter
4. Cooked leafy greens like sautéed spinach, credit at \_\_\_\_\_ served.  
☐ A. volume   ☐ B. double the volume   ☐ C. half the volume
5. Dehydrated vegetables used as seasoning \_\_\_\_\_ creditable.  
☐ A. are   ☐ B. are not
6. The combination of \_\_\_\_\_ makes a one-cup vegetable serving of fresh tomato, spinach, and bean salad in school meals and the CACFP.  
☐ A.  $\frac{1}{4}$  cup fresh tomatoes, 1 cup fresh spinach, and  $\frac{1}{4}$  cup drained garbanzo beans  
☐ B.  $\frac{1}{4}$  cup fresh tomatoes, 2 cups fresh spinach, and  $\frac{1}{4}$  cup drained garbanzo beans  
☐ C.  $\frac{1}{4}$  cup fresh tomatoes,  $1\frac{1}{4}$  cups fresh spinach, and  $\frac{1}{8}$  cup drained garbanzo beans  
☐ D. Both A and C



# Does It Credit?

You are serving Kale and Sweet Potato Soup as one of the lunch menu items for high school. The manufacturer provided the following Product Formulation Statement (PFS). You need to review the documentation to make sure the vegetables credit as stated. Use the PFS and the FBG information below to answer the questions.

<b>Product Name:</b> Kale and Sweet Potato Soup			<b>Product Code:</b> 987		
<b>Serving Size:</b> 1 cup (8.20 oz)			<b>Date:</b> 7/21/2020		
<b>Vegetables</b>					
Description of Creditable Ingredients per FBG	Vegetable Subgroup	Ounce per Raw Portion of Creditable Ingredient (A)	FBG Yield (B)	Purchase Unit (C)	Creditable Amount (A x B / C)
Kale, fresh, <i>Untrimmed</i> , cooked, drained vegetable	Dark Green Vegetables	2.80 oz	11.80	16.00 oz	<b>2.0650 1/4 cups</b>
Sweet Potatoes, frozen, <i>Center cuts, approx. 7/8 to 1-3/8-inch thick by 1-1/4 to 1-3/4 inch diameter</i> , cooked vegetable	Red/Orange Vegetables	3.50 oz	9.70	16.00 oz	<b>2.1218 1/4 cups</b>
<b>Total Cups Dark Green Vegetables:</b>	<b>0.5163 cups</b>	<b>Total Cups Red/Orange Vegetables:</b>			<b>0.5305 cups</b>
<b>Meal Pattern Contribution Statement</b>					
I certify that the above information is true and correct and that a <b>1 cup (8.20 oz)</b> ounce serving of the above product (ready for serving) provides <b>1/2</b> cup(s) of Dark Green vegetables, <b>1/2</b> cup(s) of Red/Orange vegetables when prepared according to directions.					
_____		_____		_____	
Signature		Title			
_____		_____		_____	
Printed Name		Phone Number			

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
Kale, fresh <i>Untrimmed</i>	Pound	11.80	1/4 cup cooked, drained vegetable	8.50	1 lb AP = 0.67 lb ready-to-cook
Sweet Potatoes, frozen <i>Center cuts, approx. 7/8 to 1-3/8-inch thick by 1-1/4 to 1-3/4 inch diameter</i>	Pound	9.70	1/4 cup cooked vegetable	10.40	1 lb AP = 0.98 lb (about 2-3/8 cups) cooked sweet potatoes

## True or False:

- The manufacturer correctly calculated the vegetable credit for this product.  
☐ True   ☐ False
- The students do not need any additional vegetables for a reimbursable meal because this product meets the entire vegetables component.  
☐ True   ☐ False







# Answers

1. \_\_\_\_\_ cup is the minimum creditable amount for any single vegetable.

**C:  $\frac{1}{8}$  cup**

2. For school meals, sweet potatoes belong to the \_\_\_\_\_ subgroup.

**B: Red/Orange vegetable**

3. Raw, leafy salad greens credit at \_\_\_\_\_ the volume served in school meals and CACFP.

**B: half**

4. Cooked leafy greens like sautéed spinach, credit by \_\_\_\_\_ as served.

**A: volume**

5. Dehydrated vegetables used as seasoning \_\_\_\_\_ creditable.

**B: are not**

6. The combination of \_\_\_\_\_ makes a one-cup vegetable serving of fresh tomato, spinach, and bean salad in school meals and the CACFP.

**D: Both A and C**

**Both A and C are correct.** Remember, raw leafy greens credit at half the volume served in school meals and the CACFP!

**A** is correct because  $\frac{1}{4}$  cup fresh tomatoes plus 1 cup fresh spinach (which credits as  $\frac{1}{2}$  cup) plus  $\frac{1}{4}$  cup of drained garbanzo beans equals 1 cup serving of vegetables.  
( $\frac{1}{4}$  cup +  $\frac{1}{2}$  cup +  $\frac{1}{4}$  cup = 1 cup)

**C** is correct because  $\frac{1}{4}$  cup fresh tomatoes plus  $1\frac{1}{4}$  cups fresh spinach (which credits as  $\frac{5}{8}$  cup) plus  $\frac{1}{8}$  cup drained garbanzo beans equals 1 cup serving of vegetables.  
( $\frac{1}{4}$  cup +  $\frac{5}{8}$  cup +  $\frac{1}{8}$  cup = 1 cup)



# Does it Credit?

1. The manufacturer correctly calculated the vegetable credit for this product.

**Product Name:** Kale and Sweet Potato Soup  
**Serving Size:** 1 cup (8.20 oz)

**Product Code:** 987  
**Date:** 7/21/2020

**Vegetables**

Description of Creditable Ingredients per FBG	Vegetable Subgroup	Ounce per Raw Portion of Creditable Ingredient (A)	FBG Yield (B)	Purchase Unit (C)	Creditable Amount (A x B / C)
Kale, fresh, <i>Untrimmed</i> , cooked, drained vegetable	Dark Green Vegetables	2.80 oz	11.80	16.00 oz	<b>2.0650</b> 1/4 cups
Sweet Potatoes, frozen, <i>Center cuts, approx. 7/8 to 1-3/8-inch thick by 1-1/4 to 1-3/4 inch diameter</i> , cooked vegetable	Red/Orange Vegetables	3.50 oz	9.70	16.00 oz	<b>2.1218</b> 1/4 cups
<b>Total Cups Dark Green Vegetables:</b>	<b>0.5163 cups</b>	<b>Total Cups Red/Orange Vegetables:</b>		<b>0.5305 cups</b>	

**Meal Pattern Contribution Statement**  
 I certify that the above information is true and correct and that a **1 cup (8.20 oz)** ounce serving of the above product (ready for serving) provides **1/2 cup(s)** of Dark Green vegetables, **1/2 cup(s)** of Red/Orange vegetables when prepared according to directions.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
Kale, fresh <i>Untrimmed</i>	Pound	11.80	1/4 cup cooked, drained vegetable	8.50	1 lb AP = 0.67 lb ready-to-cook
Sweet Potatoes, frozen <i>Center cuts, approx. 7/8 to 1-3/8-inch thick by 1-1/4 to 1-3/4 inch diameter</i>	Pound	9.70	1/4 cup cooked vegetable	10.40	1 lb AP = 0.98 lb (about 2-3/8 cups) cooked sweet potatoes

**True:** To calculate the contribution of the creditable ingredients for the soup, information from the FBG is entered into the PFS. Multiply the amount of Kale in column A (2.8 ounces per serving) by the FBG Yield in column B (11.80), which is the number of quarter-cup Servings per Purchase Unit. Since the FBG lists the purchase unit as pounds, the PFS must divide by 16.00 ounces (column C) as there are 16 ounces in one pound.

## Let's check the calculations:

### Kale



2.80 ounces of Kale x 11.8 for FBG Yield (Servings per Purchase Unit) ÷ 16 ounces per pound = 2.0650 quarter-cup servings.



To obtain the number of cups of Kale, divide the result by 4, as there are 4 quarter-cups in one cup: 2.0650 quarter cups ÷ 4 = 0.5163 cup, which rounds down to 0.5 or 1/2 cup vegetable.

Since Kale belongs to the dark green vegetable subgroup, it provides **1/2 cup of dark green vegetable**.

calculations continued on next page

## Does it Credit? (continued)

### Sweet Potato

- ✓ 3.50 ounces of Sweet Potato x 9.70 for FBG Yield (Servings per Purchase Unit) ÷ 16 ounces per pound = 2.1218 quarter-cup servings
- ✓ To obtain the number of cups of Sweet Potato, divide the result by 4 to obtain number of cups: 2.1218 quarter-cups ÷ 4 = 0.5305 cup, which rounds down to 0.5 cup of vegetable.

Since Sweet Potato belongs to the red/orange subgroup, it provides **½ cup of red/orange vegetable**.

This product provides  
**1 cup of total vegetables:**

½ cup Kale + ½ cup Sweet  
Potato = 1 cup vegetable



2. The students do not need any additional vegetables for a reimbursable meal because this product meets the entire vegetables component.

**True:** 1 cup vegetable is the minimum amount a school must offer to meet the daily vegetables requirement for grades 9–12, and a serving of the Kale and Sweet Potato Soup provides 1 cup of total vegetable. Under Offer versus Serve, students must select ½ cup of fruit or vegetable, plus two additional meal components for the meal to be reimbursable.





# Vegetable Subgroups



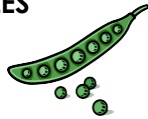
## DARK GREEN VEGETABLES

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, PEAS, AND LENTILS

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.



# Handling Fresh Produce on Salad Bars\*

## Preparation and Set Up

- Use equipment with food shields or sneeze guards. In elementary schools, equipment with a solid barrier between the students and the food is recommended.\*\*
- Consider offering pre-packaged or pre-portioned items for students in all grades. In elementary schools, pre-packaged or pre-portioned items are recommended for all self-service items.\*\*
- Place a clean and sanitized utensil in each container on the salad bar. Consider replacing utensils at the beginning of each meal period.
- Label containers to identify foods and condiments.
- Use dispensers or single-use packages for salad dressings and other condiments.
- Set up the salad bar just prior to the meal period.
- Select container size so that food is used within one meal period.
- Provide individually wrapped eating utensils, or keep unwrapped utensils in containers with the handles up.

## Temperature Control

- Verify that the temperature of equipment is at 41 °F or below before use.
- Check to be sure the bottom of the pan comes into contact with the ice or ice pack, when using them for temperature control.
- Chill foods to an internal temperature of 41 °F or below before placing on the salad bar.
- Check and record internal temperatures of each food item with a clean, sanitized, and calibrated thermometer before placing it on the salad bar. Check at least every two hours to verify that it remains at or below 41 °F.

## Supervision

- Consider using a serving line with a solid food shield in elementary schools, allowing students to select items for assisted service rather than self-service. Employees place selected items on a plate or tray, then pass it over the food shield to students.\*\*
- Monitor self-service salad bar in middle and high schools to ensure that students do not:
  - ◆ Touch food with bare hands.
  - ◆ Touch food with clothing or jewelry.
  - ◆ Cough, spit, or sneeze on food.
  - ◆ Use utensils in multiple containers.
  - ◆ Place foreign objects in food.
  - ◆ Place dropped food or utensils back into containers.
  - ◆ Use the same plate or tray on subsequent trips.
- Assist students with utensils, if needed.
- Avoid adding or layering freshly prepared food on top of food already on salad bars and self-service lines. Check with your state or local health department for regulations on replenishing food.



# Handling Fresh Produce on Salad Bars, continued

- Use a clean cloth or towel dipped in sanitizing solution to wipe surfaces during and between meal periods. Store sanitizing solution away from salad bar.

## Clean Up

- Remove food immediately after the last meal period.
- Cover, label, date, and refrigerate food remaining at the end of service if it will be served the following day.
- Discard food that may have been contaminated, either unintentionally or intentionally.
- Use chemical sprays only after all food has been removed.

**Follow the Food Code for your local or state jurisdiction. Consult your school district's food safety plan for appropriate actions when temperature standards are not met. Ask your local health department if you have any questions.**

\*These best practices are based on the FDA Food Code. Follow the food code for your local or state jurisdiction. Consult with your local health department if you have any questions. <https://www.fda.gov/food/retail-food-protection/fda-food-code>

\*\*Memo SP 31-2013, Salad Bars in the National School Lunch Program  
<https://www.fns.usda.gov/cn/salad-bars-national-school-lunch-program-and-school-breakfast-program>

These best practices are consistent with ICN's Standard Operating Procedures for Hot and Cold Holding Time Temperature Control for Safe Foods and Preventing Contamination at Food Bars.  
<https://theicn.org/resources/181/food-safety-standard-operating-procedures/105686/hot-and-cold-holding-for-time-temperature-control-for-safe-foods.docx>  
<https://theicn.org/resources/181/food-safety-standard-operating-procedures/105696/preventing-contamination-at-food-bars.docx>

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Updated: 02/2016



# Crediting **Grains** in the **Child Nutrition Programs**

## Tip Sheet

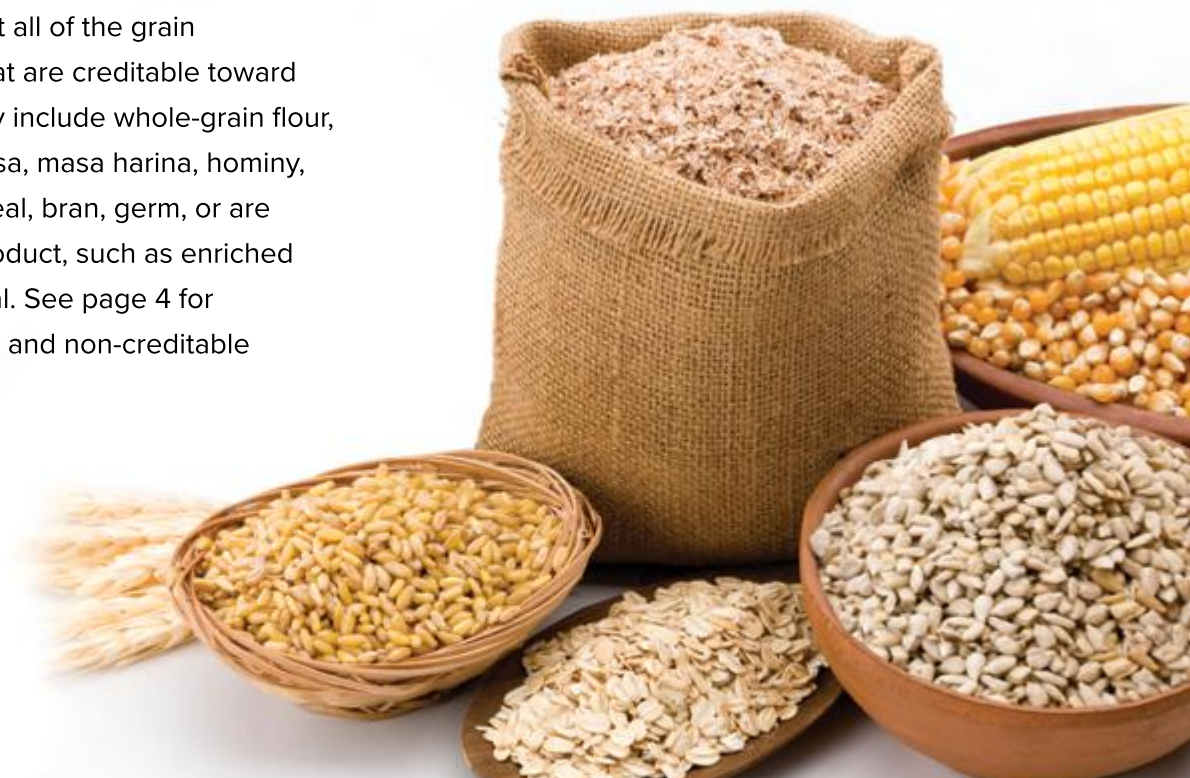
### Part 1: Creditable Grains in Child Nutrition Programs



Grain products made with creditable grains are a required component of reimbursable meals offered in Child Nutrition Programs (CNP), such as the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Preschool meal pattern, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). Items made with creditable grains may also be offered as part of a reimbursable snack in Preschool, CACFP, SFSP, and NSLP afterschool snack service (NSLP afterschool snacks). This tip sheet identifies creditable grains in CNP that meet meal pattern requirements.

## What Is a Creditable Grain?

Creditable grains represent all of the grain ingredients in a product that are creditable toward the grains component; they include whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or are included in an enriched product, such as enriched bread or in a fortified cereal. See page 4 for a list of common creditable and non-creditable grain ingredients.



More training, menu planning, and nutrition education materials can be found at [TeamNutrition.USDA.gov](https://TeamNutrition.USDA.gov).

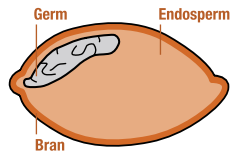
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# Terms and Definitions



**Whole Grains** contain all parts of the grain kernel (bran, germ, and endosperm).



**Enriched Grains** meet the U.S. Food and Drug Administration's (FDA) Standard of Identity for enrichment (**21 CFR Section 137**):

- The terms “enriched” or “fortified” indicate the addition of one or more vitamins, minerals, or protein to a food;
- Enriched/fortified grains or flours are labeled as “enriched” or “fortified.” Alternatively, when included in the ingredient list of a product, the nutrients are listed after the grain ingredient (i.e., wheat flour (niacin, iron, riboflavin, folic acid, thiamin)).



**Bran** is the seed husk or outer coating of grains. Bran ingredients are often a good source of B vitamins, iron, potassium, and fiber.

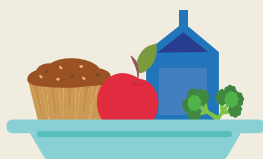


**Germ** is the vitamin-rich portion of the grain kernel. Germ ingredients are often a good source of B vitamins, phosphorus, and zinc.



**Minimum Creditable Amount of Grains:** When serving a grain product in the CNP, the product must contain a minimum amount of creditable grain in order to credit toward the grains component. These minimums are:

- 0.25 ounce equivalent (oz eq) for school meals, NSLP afterschool snacks, Preschool, and CACFP. The minimum creditable amounts do not apply to the infant meal pattern.
- 0.25 servings of grains/breads for SFSP and NSLP afterschool snacks (until July 1, 2025).



**Whole Grain-Rich:** School meals (including NSLP afterschool snacks beginning July 1, 2025), Preschool, and CACFP (with the exception of infants) have a whole grain-rich requirement. Whole grain-rich is the term designated by FNS to indicate that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched. See **Crediting Grains in Child Nutrition Programs Tip Sheet, Part 2: Identifying Grain Products That Are Whole Grain-Rich** for details and examples of whole grain-rich products.



**Nixtamalized corn** (i.e., corn treated with lime), such as hominy, corn masa, and masa harina are considered whole grain when evaluating products for meal requirements. These ingredients are processed in a way that increases the bioavailability of certain nutrients, so they have a nutritional profile similar to whole corn.



# Evaluating Grains for NSLP & SBP



All grain ingredients must be creditable **and** provide at least 0.25 oz eq grains per serving. See Page 4: [Common Grain Ingredients Chart](#) for examples of creditable grains.

- Any **non-creditable grains** must be less than 2 percent by weight or less than 0.25 oz eq. If non-creditable grains are present in a greater amount, the product is not creditable. See page 4 for a list of common non-creditable grains.
- A **grain derivative**, typically only present in small amounts (less than 2 percent), can be ignored (e.g., wheat gluten, wheat dextrin). If a grain derivative is present in a greater amount, the product is not creditable.

## Evaluating Grains for Preschool, CACFP, SFSP, & NSLP Afterschool Snack Service

The grain product is creditable if it contains at least:

- 0.25 oz eq grains per serving—for NSLP/SBP, NSLP afterschool snacks,\* Preschool & CACFP; or
- 0.25 grains/breads serving—for SFSP & NSLP afterschool snacks,\*

and one of the following is true:

- The first ingredient (or second after water) is an enriched grain, whole grain, bran, or germ, or the ingredient list includes a listing of nutrients used to enrich or fortify the grain flour or meal (refer to the [Common Grain Ingredients Chart](#) on the next page); or
- The grain product is labeled as “enriched” (e.g., enriched long grain rice), “fortified” (e.g., fortified breakfast cereal) or “whole grain” (e.g., whole wheat bread); or
- Though the primary grain is not creditable, there are other creditable grains in the product. In these cases, obtain documentation from the manufacturer stating the grams of creditable grains per serving. If there are enough creditable grains per serving (at least 0.25 oz eq or 0.25 grains/breads), this product can contribute toward the grains component.










**Note:** For more information on determining the oz eq grains per serving, see [Crediting Grains in Child Nutrition Programs Tip Sheet, Part 3: Program Requirements](#).



**Note:** Although products whose first ingredient is whole grain or are labeled as whole grain are creditable, they are not necessarily whole grain-rich. See [Crediting Grains in Child Nutrition Programs Tip Sheet, Part 2: Identifying Grain Products That Are Whole Grain-Rich](#) to determine whether a product is whole grain-rich.






\*Effective July 1, 2025, for NSLP afterschool snacks, grain products must contain at least 0.25 oz eq grains.

# Common Grain Ingredients (not all inclusive)

Creditable Grains			Non-Creditable Grains
Whole Grain Ingredients	Enriched Grain & Bran and Germ Ingredients		Grain Ingredients
 <b>Tip:</b> Look for the words “whole” or “whole grain”	 <b>Tip:</b> Look for the word “enriched,” a listing of nutrients used for enrichment, or “bran” or “germ”		 <b>Tip:</b> If present, look for the phrase “contains less than 2% of the following:”
<b>Wheat</b>  <ul style="list-style-type: none"> <li>Bulgur</li> <li>Bromated whole-wheat flour</li> <li>Cracked wheat</li> <li>Crushed wheat</li> <li>Entire wheat flour</li> <li>Flaked wheat</li> <li>Graham flour</li> <li>Sprouted wheat</li> <li>Wheat berries</li> <li>Wheat groats</li> <li>White whole-wheat flour</li> <li>Whole durum flour</li> <li>Whole-grain wheat</li> <li>Whole-grain wheat flakes</li> <li>Whole-wheat flour</li> </ul>	<ul style="list-style-type: none"> <li>Enriched all-purpose flour</li> <li>Enriched bromated flour</li> <li>Enriched durum flour</li> <li>Enriched durum wheat flour</li> <li>Enriched farina</li> <li>Enriched semolina</li> <li>Enriched wheat flour</li> <li>Enriched white flour</li> <li>Wheat bran</li> <li>Wheat germ</li> </ul>		<ul style="list-style-type: none"> <li>Non-enriched flours               <ul style="list-style-type: none"> <li>All-purpose flour</li> <li>Bromated flour</li> <li>Durum flour</li> <li>Wheat flour</li> <li>White flour</li> </ul> </li> <li>Farina</li> <li>Semolina</li> </ul>
<b>Rye</b>  <ul style="list-style-type: none"> <li>Flaked rye</li> <li>Rye berries</li> <li>Rye groats</li> <li>Sprouted whole rye</li> <li>Whole rye</li> <li>Whole rye flour</li> </ul>	<ul style="list-style-type: none"> <li>Enriched rye flour</li> <li>Rye bran</li> </ul>		
<b>Barley</b>  <ul style="list-style-type: none"> <li>Dehulled barley</li> <li>Dehulled barley flour</li> <li>Whole barley</li> <li>Whole barley flour</li> </ul>			<ul style="list-style-type: none"> <li>Barley malt</li> <li>Malted barley flour</li> </ul>
<b>Corn</b>  <ul style="list-style-type: none"> <li>Corn masa*</li> <li>Hominy*</li> <li>Hominy grits*</li> <li>Masa harina*</li> <li>Popcorn</li> <li>Whole corn, dried</li> <li>Whole cornmeal</li> <li>Whole-grain corn</li> <li>Whole-grain corn flour</li> <li>Whole-grain grits</li> </ul>	<ul style="list-style-type: none"> <li>Enriched corn flour</li> <li>Enriched grits</li> <li>Enriched yellow corn flour</li> <li>Corn bran</li> </ul>		<ul style="list-style-type: none"> <li>Corn flour</li> <li>Corn fiber</li> <li>Degermed corn</li> <li>Degerminated cornmeal</li> <li>Grits</li> <li>Stone ground corn</li> <li>Yellow corn flour</li> <li>Yellow corn meal</li> </ul>

\*Nixtamalized corn (i.e., corn treated with lime), such as hominy, corn masa, and masa harina are considered whole grain when evaluating products for meal requirements. These ingredients are processed in a way that increases the bioavailability of certain nutrients so they have a nutritional profile similar to whole corn.

# Common Grain Ingredients (not all inclusive)

Creditable Grains			Non-Creditable Grains
Whole Grain Ingredients			Grain Ingredients
 <b>Tip:</b> Look for the words “whole” or “whole grain”			 <b>Tip:</b> If present, look for the phrase “contains less than 2% of the following:”
<b>Oats</b> 	<ul style="list-style-type: none"> <li>• Oats</li> <li>• Oatmeal (all types)</li> </ul>	<ul style="list-style-type: none"> <li>• Oat groats</li> <li>• Whole-grain oat flour</li> </ul>	<ul style="list-style-type: none"> <li>• Oat bran</li> <li>• Oat fiber</li> </ul>
<b>Rice</b> 	<ul style="list-style-type: none"> <li>• Brown rice</li> <li>• Brown rice flour</li> <li>• Sprouted brown rice</li> </ul>	<ul style="list-style-type: none"> <li>• Wild rice</li> <li>• Wild rice flour</li> </ul>	<ul style="list-style-type: none"> <li>• Enriched rice</li> <li>• Enriched rice flour</li> <li>• Rice bran</li> <li>• Rice flour</li> </ul>
<b>Other</b> 	<ul style="list-style-type: none"> <li>• Amaranth</li> <li>• Amaranth flour</li> <li>• Buckwheat</li> <li>• Buckwheat flour</li> <li>• Buckwheat groats</li> <li>• Einkorn berries</li> <li>• Millet</li> <li>• Millet flour</li> <li>• Quinoa</li> <li>• Spelt berries</li> <li>• Sprouted buckwheat</li> <li>• Sprouted einkorn</li> <li>• Sprouted spelt</li> <li>• Teff</li> </ul>	<ul style="list-style-type: none"> <li>• Teff flour</li> <li>• Triticale</li> <li>• Triticale flour</li> <li>• Whole-grain einkorn</li> <li>• Whole-grain einkorn flour</li> <li>• Whole-grain sorghum</li> <li>• Whole-grain sorghum flour</li> <li>• Whole kamut</li> <li>• Whole spelt</li> <li>• Whole-grain spelt flour</li> </ul>	<ul style="list-style-type: none"> <li>• Bean or legume flour (e.g., soy, chickpea, lentil)</li> <li>• Nut or seed flour (any kind)</li> <li>• Potato flour</li> <li>• Tapioca flour</li> <li>• Vegetable flour (any kind)</li> </ul>





## Test Your Knowledge

Yes or No

.....

All the products below contribute at least 0.25 oz eq grains per serving. Based on the product label, are the following grain products made with creditable grains?

1. Wheat bread

INGREDIENTS: Whole-wheat flour, water, enriched wheat flour [flour, malted barley flour, reduced iron, niacin, thiamin mononitrate (vitamin B1), riboflavin (vitamin B2), folic acid], honey, yeast, wheat bran, salt, soybean oil, sugar, preservatives [CALCIUM PROPIONATE, SORBIC ACID], datem, monoglycerides, grain vinegar, citric acid, soy lecithin.

☐ Yes ☐ No

.....

2. Snack crackers

INGREDIENTS: Whole-wheat flour, enriched wheat flour (wheat flour, niacin, reduced iron, thiamin mononitrate, riboflavin, folic acid), sunflower oil and/or canola oil, sea salt, and less than 2% of the following: organic cane sugar, oat fiber, yeast, malted barley flour, rosemary extract (antioxidant), and ascorbic acid (antioxidant).

☐ Yes ☐ No

.....

3. High fiber bread

INGREDIENTS: Whole rye, water, whole rye flour, salt, oat fiber, yeast.

3a. Is it creditable for school meals?

☐ Yes ☐ No

3b. Is it creditable for the CACFP and SFSP?

☐ Yes ☐ No





# Answers

All products below contribute at least 0.25 oz eq grains per serving. Based on the product label, are the following grain products made with creditable grains?

## 1. Wheat bread

INGREDIENTS: **Whole-wheat flour**, water, **enriched wheat flour** [flour, malted barley flour, reduced iron, niacin, thiamin mononitrate (vitamin B1), riboflavin (vitamin B2), folic acid], honey, yeast, **wheat bran**, salt, soybean oil, sugar, preservatives [CALCIUM PROPIONATE, SORBIC ACID], datem, monoglycerides, grain vinegar, citric acid, soy lecithin.

- **Yes. For school meals consider all grain ingredients.**  
Looking at the three bolded grain ingredients, the first is whole grain (whole-wheat flour), the second is enriched (enriched wheat flour), and the third (wheat bran) is bran, which is assessed as an enriched grain. For all other CNP, the first grain ingredient is whole grain (whole-wheat flour) and therefore, it is creditable.
- No

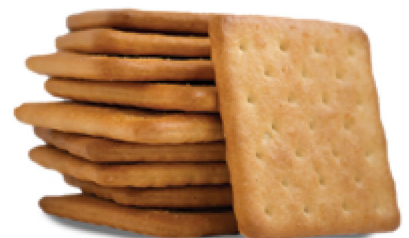


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## 2. Snack crackers

INGREDIENTS: **Whole-wheat flour**, **enriched wheat flour** (wheat flour, niacin, reduced iron, thiamin mononitrate, riboflavin, folic acid), sunflower oil and/or canola oil, sea salt, and less than 2% of the following: organic cane sugar, **oat fiber**, yeast, **malted barley flour**, rosemary extract (antioxidant), and ascorbic acid (antioxidant).

- **Yes. For school meals consider all grain ingredients.** Looking at the four bolded grain ingredients, the first (whole-wheat flour) is whole grain, the second (enriched wheat flour) is enriched, the third (oat fiber) and fourth (malted barley flour) are not creditable, but are present at less than 2 percent, and therefore can be ignored. For all other CNP, the first grain ingredient is whole grain (whole-wheat flour) and therefore, it is creditable.
- No







# Answers

## 3. High fiber bread

INGREDIENTS: **Whole rye**, water, **whole rye flour**, salt, **oat fiber**, yeast.

### 3a. Is it creditable for school meals?

- ☐ Yes
- ☒ **No. Based on this label, it is not creditable for school meals. Looking at the three bolded grain ingredients, the first two (whole rye and whole rye flour) are whole grain, but the third (oat fiber) is not creditable. Therefore, based on the label, this grain product is not creditable. NOTE: This bread may be creditable for school meals if additional product information is obtained from the manufacturer and indicates that oat fiber is present at less than 2 percent of the product weight.**

### 3b. Is it creditable for CACFP and SFSP?

- ☒ **Yes. It is creditable for CACFP and SFSP. Because the first ingredient is whole grain, the product is creditable. You would need to perform additional steps to see if this item can be served as a whole grain-rich item in the CACFP.**
- ☐ No



# Crediting **Grains** in the **Child Nutrition Programs**

## Tip Sheet

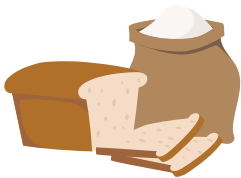
### Part 2: Identifying Grain Products That Are Whole Grain-Rich



Whole grain-rich products are required in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Preschool meal pattern, and the Child and Adult Care Food Program (CACFP) (with the exception of infants). Whole grain-rich items are not required in the Summer Food Service Program (SFSP) and NSLP afterschool snack service (NSLP afterschool snacks); however, by July 1, 2025, NSLP afterschool snacks will have the same weekly whole grain-rich requirement as NSLP and SBP. This tip sheet provides helpful information to determine whether a grain product meets the whole grain-rich criteria.

## What Does Whole Grain-Rich Mean?

“**Whole grain-rich**” is the term used by the U.S. Department of Agriculture’s Food and Nutrition Service (FNS) to indicate that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched. The term refers to criteria for meeting the grains requirement for the NSLP (including NSLP afterschool snacks), SBP, Preschool, and CACFP. The term is not found on product labels and should not be confused with the U.S. Food and Drug Administration’s (FDA) whole grain health claim.



- One ounce equivalent (oz eq) of grains products, such as crackers, bread, bagels, and pancakes (represented in **Exhibit A: Grain Requirements for Child Nutrition Programs (CNP)** ([https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/Exhibit\\_A\\_Grain\\_Requirements\\_For\\_Child\\_Nutrition\\_Programs.pdf](https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/Exhibit_A_Grain_Requirements_For_Child_Nutrition_Programs.pdf)), Groups A – G), contains 16 grams of creditable grain. To be whole grain-rich, these products must contain at least 8 grams of whole grain per oz eq.<sup>1</sup>



- One oz eq of grains products, such as cereal grains, pasta, and ready-to-eat (RTE) cereal<sup>2</sup> (represented in **Exhibit A: Grain Requirements for CNP**, Groups H & I), contains 28 grams of creditable grain. To be whole grain-rich, these products must contain at least half the volume or dry weight (14 grams) as whole grain per oz eq.<sup>1</sup>

<sup>1</sup> For details on ounce equivalents, see **Crediting Grains in Child Nutrition Programs Tip Sheet, Part 3: Program Requirements**.

<sup>2</sup> Breakfast cereals must contain no more than 6 grams of added sugars per dry ounce by July 1, 2025 in NSLP, SBP, and NSLP afterschool snacks and by October 1, 2025 in CACFP.



## When evaluating for meal requirements



- Nixtamalized corn ingredients (i.e., corn treated with lime, such as hominy, corn masa, and masa harina) are considered whole grains.



- Bran and germ ingredients are considered enriched grains.



See Crediting Grains in Child Nutrition Programs Tip Sheet, Part 1: Creditable Grains in Child Nutrition Programs for more information on crediting grains in the CNP.

## Whole Grain-Rich Requirement in CNP

- In the **NSLP, SBP, and NSLP afterschool snacks (effective July 1, 2025)**, at least **80 percent of the grain products offered per week** must be whole grain-rich. The remaining grain products must be enriched.

Calculating the percent of whole grain-rich products offered in a week:

**Sum of All Whole Grain-Rich Grain Products (oz eq) ÷ Sum of All Grains Products (oz eq)**

**Ex. 26.50 oz eq for All Whole Grain-Rich Products ÷ 31.75 oz eq for All Grain Products = 83 percent of the Weekly Grains Offered are whole grain-rich**

- In **Preschool and CACFP**, at least **one serving of grains per day** across all eating occasions, including snack, must be whole grain-rich for child and adult participants. The CACFP infant meal pattern does not have a whole grain-rich requirement.
- The SFSP and NSLP afterschool snacks do not have a whole grain-rich requirement; however, by July 1, 2025, NSLP afterschool snacks will have the same weekly whole grain-rich requirement as NSLP and SBP.

## How do I know if a product is whole grain-rich?

### For School Meals (NSLP & SBP) Use Product Ingredient Statements

#### Non-mixed dishes (such as bread or cereal)

Ingredient statements list ingredients in descending order by weight, so the ingredient that weighs the most is listed first. A grain product that lists a whole grain as the primary ingredient by weight (or as the second ingredient after water) and in which the remaining grains are enriched meets the whole grain-rich criteria. In some cases (See Sample B on p. 3), a Product Formulation Statement (PFS) is needed from the manufacturer to determine if the whole grains weighs equal to or more than the enriched grains in the product. A PFS indicates how the product contributes to the CNP meal pattern requirements. Non-creditable grains that are present in insignificant amounts (less than 2 percent by weight) can be disregarded.





## Sample A: Flatbread Ingredient Statement

INGREDIENTS: **Stoneground whole wheat flour**, water, **enriched flour** (wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), soybean oil, yeast, salt, contains 2% or less of: sugar, dough conditioner (cultured wheat, mono- and diglycerides, sodium stearoyl lactylate, guar gum, enzymes, l-cysteine), leavening (sodium bicarbonate, monocalcium phosphate, sodium acid pyrophosphate), wheat starch, wheat protein, lactic acid, natural flavors, canola oil, calcium propionate (preservative)

In Sample A, the first grain ingredient listed is stoneground whole wheat flour and the second grain ingredient listed is enriched flour. Stoneground whole wheat flour is listed first, so this whole grain weighs more than the enriched flour. Because there are only two grain ingredients in this flatbread and the whole grain weighs more than the enriched grain, the stoneground whole wheat flour makes up at least 50 percent of the total grain ingredients. Therefore, this item meets the whole grain-rich criteria.

Cultured wheat, wheat starch, and wheat protein, which are non-creditable grains, are present in insignificant amounts (less than 2 percent of weight) and can be disregarded.



See [Crediting Grains in Child Nutrition Programs Tip Sheet, Part 1: Creditable Grains in Child Nutrition Programs](#) for a list of both creditable and non-creditable grains.

## Sample B: Flatbread Ingredient Statement

INGREDIENTS: **Enriched flour** (wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), **stoneground whole wheat flour**, **whole oats**, water, soybean oil, yeast, salt, contains 2% or less of: wheat gluten, sugar, dough conditioner (cultured wheat, mono- and diglycerides, sodium stearoyl lactylate, guar gum, enzymes, l-cysteine), leavening (sodium bicarbonate, monocalcium phosphate, sodium acid pyrophosphate), wheat starch, wheat protein, lactic acid, natural flavors, canola oil, calcium propionate (preservative)

When a whole grain is not listed as the first ingredient, the primary grain ingredient(s) by weight must be whole grain(s) for the product to be considered whole grain-rich. If there are multiple whole grain ingredients, their combined weight must be more than the weight of the enriched grain ingredients for the product to be considered whole grain-rich. In Sample B, there are three grain ingredients: enriched flour, stoneground whole wheat flour, and whole oats. Although the enriched grain is listed first, the weight of the whole grain ingredients combined may be at least 50 percent of the total grains weight.

To determine the percent weight of the grain ingredients, you need to request a PFS from the manufacturer.

The PFS received from the manufacturer confirmed that the combined weight of the whole grains is 60 percent of the weight of the grain ingredients (30 percent stoneground whole wheat flour and 30 percent whole oats) and the enriched flour is 40 percent; therefore, this product meets the whole grain-rich criteria.



## Flour blends

For grain products with flour blends, such as in the example below, the Program operator needs documentation from the manufacturer showing that the whole grain content is at least 8 grams per oz eq or that the combined weight of the whole grain ingredients is greater than the first ingredient listed after the flour blend (ex. honey), in order to determine if the whole grain is the primary ingredient by weight and meets the whole grain-rich criteria.

**INGREDIENTS:** Flour blend (whole wheat flour, enriched wheat flour, enriched corn flour), honey . . .

### Mixed dishes (such as a pizza or burrito)

To determine if a product meets the whole grain-rich criteria, only the grains portion of the ingredient label needs to be considered. For example, the pizza bagel ingredient statement to the right lists the bagel, sauce, and topping separately.

The crust (bagel) is not a creditable grains product, since the first ingredient, organic wheat flour, is not whole grain, enriched, bran or germ. Organic whole wheat flour is listed as the second ingredient and therefore weighs less than the organic wheat flour. Remember, non-creditable grains must be less than 2 percent of the product weight.

**INGREDIENTS: BAGEL HALF:** (organic wheat flour, organic whole wheat flour, water, organic vital wheat gluten, organic cane sugar, sea salt, yeast, organic potato starch, organic white distilled vinegar). **SAUCE:** Water, organic tomato paste, corn starch, organic cane sugar, sea salt, organic seasoning (organic onion powder, organic garlic powder, organic basil, organic black pepper, organic oregano). **TOPPING:** Organic low-moisture part-skim mozzarella cheese (organic pasteurized part-skim milk, cheese cultures, sea salt, vegetable enzymes), cheddar cheese (pasteurized enzymes), cheddar cheese (pasteurized milk, cheese cultures, sea salt, vegetable enzymes), organic rice flour.

**Ready-to-eat (RTE) breakfast cereals** must list a whole grain as the primary ingredient, and the cereal must be fortified to be considered whole grain-rich. RTE breakfast cereals that are 100 percent whole grain and do not contain other refined grains are not required to be fortified. These unfortified, 100 percent whole grain, RTE breakfast cereals sometimes contain an insignificant amount (less than 2 percent by weight) of non-creditable, refined grains and can still be credited. By July 1, 2025, breakfast cereals served in the NSLP, SBP, and NSLP afterschool snacks must have no more than 6 grams of added sugars per dry ounce. In CACFP, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce until October 1, 2025, when the limit changes to 6 grams of added sugars per dry ounce.

## Use Manufacturer's Documentation

A **Child Nutrition (CN) label** crediting statement that indicates the product credits toward the grains component, as in the first example below, ensures that the product is whole grain-rich. If the crediting statement includes "grains (enriched)," as in the second example below, then the product credits toward the grains component in CNP, but does not meet the whole grain-rich criteria.

### Whole-Grain Bean and Cheese Burrito

Ingredient Statement: Whole-wheat flour tortilla, pinto beans, American cheese, green chili, onion, chili powder, salt.

**CN**

XXXXXX

**CN**

Each 4.50 oz. Whole-Grain Bean and Cheese Burrito provides 2.00 oz. equivalent meat alternate and 2.00 oz. equivalent grains **OR** 1.00 oz. equivalent meat alternate, 2.00 oz. equivalent grains, and 1/4 cup legume vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA mm/yy).

**CN**

**CN**

Net Wt.: 27.0 pounds

HJK Foods, Inc  
1234 Green Street Leafville, PA 12345

### Egg and Cheese Breakfast Wrap

Ingredient Statement: Enriched flour tortilla, eggs, Monterey jack cheese, American cheese, chipotle chili pepper, spices.

**CN**

XXXXXX

**CN**

Each 3.50 oz. Egg and Cheese Breakfast Wrap provides 1.00 oz. equivalent meat alternate and 1.00 oz. equivalent grains (enriched) for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA mm/yy).

**CN**


**CN**

Net Wt.: 19.0 pounds

WXW Company  
1234 Maroon Street Cypress, PA 12345

## Use Manufacturer's Documentation (continued)

A **Product Formulation Statement (PFS)**, supplied by the manufacturer, may be used to determine if the grain product is whole grain-rich and ensure the grams of non-creditable grain ingredients are less than 2 percent of the product weight (or less than 0.25 oz eq).



United States Department of Agriculture

Food and Nutrition Service

**Product Formulation Statement for Documenting Grains in Child Nutrition Programs**  
(Crediting Standards Based on Grams of Creditable Grains (ounce equivalent))

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: \_\_\_\_\_ Code No.: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Serving Size: \_\_\_\_\_  
(raw dough weight may be used to calculate creditable grains)

**I. Does the product meet the whole grain-rich criteria?** Yes \_\_\_\_\_ No \_\_\_\_\_


**II. Does the product contain non-creditable grains?** Yes \_\_\_\_\_ No \_\_\_\_\_ **How many grams?** \_\_\_\_\_  
(Products with more than 0.24 ounce equivalent (oz eq) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)


Any State agency's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)-approved whole grain food list contains products that meet the whole grain-rich criteria:  
<https://www.fns.usda.gov/fns-contacts/wic>.

**USDA Standardized Recipes** (<https://theicn.org/cnr/b/>) include crediting statements. For recipes that credit toward the grains component, check the grain ingredient amounts to make sure they are at least **50 percent whole grain** to ensure the recipe is **whole grain-rich**.

## Use Product Packaging

**Products with one of the following U.S. Food and Drug Administration (FDA) approved health claims, exactly as written, on the packaging meet the whole grain-rich criteria:**

- 

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

"Diets rich in whole grain foods and other plant foods and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

**Products labeled with the following names have a Standard of Identity issued by FDA that meets the whole grain-rich criteria:**

### Breads with these exact product names...

- Whole-wheat bread
- Entire wheat bread
- Graham bread
- Whole-wheat rolls
- Entire wheat rolls
- Graham rolls
- Whole-wheat buns
- Entire wheat buns
- Graham buns

### Pasta with these exact product names...

- Whole-wheat macaroni products
- Whole-wheat macaroni
- Whole-wheat spaghetti
- Whole-wheat vermicelli

# For CACFP & Preschool

## Use NSLP Criteria

If the product meets NSLP's criteria for whole grain-rich using any of the methods previously described, then it also meets the whole grain-rich criteria for CACFP and Preschool.

or

## Use the Rule of Three

The Rule of Three was developed to help CACFP operators who may purchase food from retail environments and may not have access to manufacturers' PFS or products formulated for School Meal Programs.

- 1 To meet the Rule of Three criteria, the first ingredient (or the second ingredient after water) must be whole grain and the next two grain ingredients (if any) must be whole grains, enriched grains, bran, or germ.
- 2 When applying the Rule of Three to mixed dishes, only consider the grain portion of the mixed dish. The first grain ingredient must be whole grain and the next two grain ingredients (if any) must be whole grain, enriched grain, bran or germ.
- 3 When applying the Rule of Three to RTE breakfast cereals, if the first grain ingredient is a whole grain and the cereal is fortified, the product meets the whole grain-rich criteria. There is no need to look at any other grain ingredients in the cereal.

Grain derivatives, which are generally present in small amounts, do not count as grain ingredients and can be ignored.

### Grain Derivatives in the CACFP

- corn starch
- corn dextrin
- modified food starch
- rice starch
- tapioca starch
- wheat dextrin
- wheat gluten
- wheat starch

Any non-creditable grain ingredients, such as wheat flour or rice flour, that are labeled as less than 2 percent in the ingredients list are considered insignificant and may also be ignored.

**Note:** In the CACFP and Preschool, non-creditable grains only need to be considered when using the Rule of Three.

## Wheat Breadsticks

Looking at this label, we see that this grain product is whole grain-rich using the Rule of Three. The first grain ingredient is whole-wheat flour, the second grain ingredient is enriched unbleached wheat flour, and the third grain ingredient is wheat gluten, which is a grain derivative and can be ignored; therefore, this product meets the whole grain-rich criteria.

INGREDIENTS: **Whole-wheat flour**, water, **enriched unbleached wheat flour**. Yeast, sugar. Contains less than 2% of **wheat gluten**, soybean oil, salt, oat fiber, honey, sodium stearoyl lactylate, datem, acesulfame potassium, ascorbic acid, enzyme

See [Identifying Whole Grain-Rich Foods For the CACFP](https://www.fns.usda.gov/tn/identifying-whole-grain-rich-foods-cacfp) for additional information (<https://www.fns.usda.gov/tn/identifying-whole-grain-rich-foods-cacfp>)



For additional information on using whole grain-rich products in the CACFP, see these worksheets: <https://www.fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp>



## Test Your Knowledge

Yes or No

1. Using the name on the product label, is this product whole grain-rich based on FDA's Standard of Identity?

☐ Yes ☐ No



2. These strawberry pancakes are served at Liberty Elementary School (K-5).

Serving size = 2 pancakes (70 grams)

INGREDIENTS: Water, whole wheat flour, enriched wheat flour (unbleached wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), soybean oil, cane sugar contains 2% or less: baking powder, barley malt, salt, strawberries, guar gum, soy lecithin.

Based on the label, is this product whole grain-rich?

☐ Yes ☐ No



3. Sunrise Day Care Center cares for children ages 3 through 5 years old. The Program operator purchased the following cracker product to serve at snack.

INGREDIENTS: Unbleached enriched flour (wheat flour, niacin, reduced iron, thiamine mononitrate {vitamin B1}, riboflavin {vitamin B2}, folic acid) whole grain wheat flour, canola oil, sugar, palm oil, leavening (calcium phosphate, baking soda), salt, high fructose corn syrup, soy lecithin. CONTAINS: WHEAT, SOY.

Is this cracker whole grain-rich in the CACFP using the Rule of Three?

☐ Yes ☐ No







# Answers

1. Using the name on the product label, is this product whole grain-rich based on FDA's Standard of Identity?

- ☐ Yes
- ☒ **No. The term "whole-wheat cereal" does not have a Standard of Identity issued by FDA. The product name cannot be used and you would need to refer to the ingredient statement to determine if the product is whole grain-rich.**



2. These strawberry pancakes are served at Liberty Elementary School (K–5).

Serving size = 2 pancakes (70 grams)

INGREDIENTS: Water, **whole wheat flour**, **enriched wheat flour** (unbleached wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), soybean oil, cane sugar contains 2% or less: baking powder, barley malt, salt, strawberries, guar gum, soy lecithin.

Based on the label, is this product whole grain-rich?

- ☒ **Yes. There are two grain ingredients in this product. Both are creditable. The first is whole wheat flour and the second is enriched wheat flour. Since the first is whole wheat flour, the product has at least 50 percent whole grain by weight. Remember, ingredients are listed in descending order by weight.**
- ☐ No



3. Sunrise Day Care Center cares for children ages 3 through 5 years old. The Program operator purchased the following cracker product to serve at snack.

INGREDIENTS: **Unbleached enriched flour** (wheat flour, niacin, reduced iron, thiamine mononitrate {vitamin B1}, riboflavin {vitamin B2}, folic acid), **whole grain wheat flour**, canola oil, sugar, palm oil, leavening (calcium phosphate, baking soda), salt, high fructose corn syrup, soy lecithin. CONTAINS: WHEAT, SOY.

Is this cracker whole grain-rich in the CACFP using the Rule of Three?

- ☐ Yes
- ☒ **No. When using the Rule of Three, the first ingredient (or the second ingredient after water) must be whole grain and the next two grain ingredients (if any) must be whole grain, enriched, bran, or germ. For this cracker, the first ingredient is enriched, the second grain ingredient is whole grain, and there is no third grain ingredient; therefore, this cracker is not whole grain-rich. However, in the CACFP, only one grains serving per day must be whole grain-rich. This cracker could still be served as a creditable grain, if a whole grain-rich product is also served at another meal or snack during that day.**



# Crediting **Grains** in the **Child Nutrition Programs**

## Tip Sheet

### Part 3: Program Requirements



Grain products made with creditable grains are required as part of reimbursable meals offered in Child Nutrition Programs (CNP), such as the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Preschool meal pattern, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). Products made with creditable grains may also be offered as part of a reimbursable snack in the CACFP, NSLP Preschool, SFSP, and NSLP afterschool snack service (NSLP afterschool snacks). This tip sheet provides helpful information on serving creditable grains in CNP to meet meal pattern requirements.

## How Much?

**A.** In NSLP, SBP, Preschool meal pattern, and CACFP, the grains component is measured in ounce equivalents (oz eq). To provide 1.00 oz eq grains, the product must contain at least:

- 16 grams of creditable grains for grain products listed in Groups A-G of **Exhibit A: Grain Requirements for Child Nutrition Programs (Exhibit A)** ([https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/Exhibit\\_A\\_Grain\\_Requirements\\_For\\_Child\\_Nutrition\\_Programs.pdf](https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/Exhibit_A_Grain_Requirements_For_Child_Nutrition_Programs.pdf)), such as breads, crackers, bagels, pancakes, etc.
- 28 grams of creditable grains for grain products listed in Groups H and I of Exhibit A, such as dry cereal grains, pastas, and ready-to-eat (RTE) cereals.

A grain product must provide **a minimum of 0.25 oz eq grains per serving** to credit toward the grains component. **Note:** The minimum creditable amounts do not apply to the infant meal pattern.

**B.** For SFSP and NSLP afterschool snacks,\* the grains contribution is measured in grains/breads servings. One grains/breads serving provides:

- 14.75 grams of creditable grains for grain products listed in Groups A-G of Exhibit A, such as breads and crackers.
- 25 grams of creditable grains for grain products listed in Groups H and I of Exhibit A, such as dry cereal grains, pastas, and ready-to-eat cereals.

A grain product must provide **a minimum of 0.25 grains/breads serving** to contribute toward the grains component.

\*Effective July 1, 2025, NSLP afterschool snacks will measure grains in oz eq.



More training, menu planning, and nutrition education materials can be found at [TeamNutrition.USDA.gov](https://TeamNutrition.USDA.gov).

FNS-935C • May 2023, Slightly Revised August 2024

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The minimum grains requirement for a reimbursable meal depends upon the age or grade group for the specific CNP.

## School Meals

### SBP\*

Grade	Daily Minimum (oz eq)	Weekly Minimum-Maximum (oz eq)
K-5	1	7-10
6-8	1	8-10
9-12	1	9-10

### NSLP

Daily Minimum (oz eq)	Weekly Minimum-Maximum (oz eq)
1	8-9
1	8-10
2	10-12

\*At breakfast, meats/meat alternates may be served with or in place of grains to meet the minimum daily and weekly requirements of the combined grains and meats/meat alternates component.

School meals have both a minimum daily grains requirement and a weekly grains requirement range. Although schools may serve more than the upper weekly range (as long as the weekly dietary specifications are met), they must serve at least the minimum amount listed per week.

## CACFP and Preschool Meal Pattern

Age Group	Meal	Daily Minimum per Meal/Snack* (oz eq)
Ages 1-2 & Ages 3-5	Each Meal* & Snack**	½
Ages 6-18	Each Meal* & Snack**	1
Adults	Each Meal*	2
Adults	Snack**	1

\*At breakfast, meats/meat alternates may be served in place of the entire grains requirement up to three times per week.

\*\*Grains may be served at snack.

CACFP Training Worksheets can be found at: <https://www.fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp>

## SFSP & NSLP Afterschool Snack Service\*

Age Group	Daily Minimum per Meal/Snack*
All Ages SFSP Each Meal & Snack**	1 grains/breads serving
Ages 1-2 NSLP Afterschool Snack**	½ grains/breads serving
Ages 3-5	½ grains/breads serving
Ages 6-12	1 grains/breads serving

\*Effective July 1, 2025, NSLP afterschool snacks must serve the meal components and quantities required in the snack meal pattern established for the Child and Adult Care Food Program.

\*\*Grains may be served at snack.

**Note:** Schools, sponsors, institutions, and facilities that serve primarily American Indian/Alaska Native children may serve vegetables to meet the grains requirement.





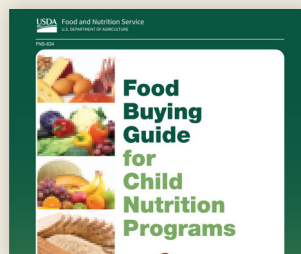
# Four Ways To Determine How Grain Products Credit Toward the Meal Pattern Requirements

## 1 Exhibit A

Exhibit A: Grain Requirements For Child Nutrition Programs <sup>1,2</sup>		
Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red		
Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
Group A	Ounce Equivalent (oz eq) for Group A	Minimum Serving Size for Group A
Bread type coating	1 oz eq = 22 gm or 0.8 oz	1 serving = 20 gm or 0.7 oz
Bread sticks (hard)	3/4 oz eq = 17 gm or 0.6 oz	3/4 serving = 15 gm or 0.5 oz
Chow Mein noodles	1/2 oz eq = 11 gm or 0.4 oz	1/2 serving = 10 gm or 0.4 oz
Savory Crackers (saltines and snack crackers)	1/4 oz eq = 6 gm or 0.2 oz	1/4 serving = 5 gm or 0.2 oz
CROUTONS		
Pretzels (hard)		
Stuffing (dry) Note: weights apply to bread in stuffing		

Example: 11 grams or 0.4 ounces of whole grain-rich crackers provides 0.5 oz eq grains

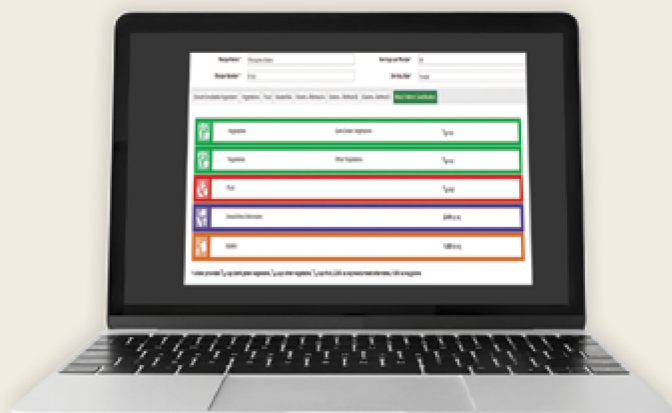
## 2 The Food Buying Guide



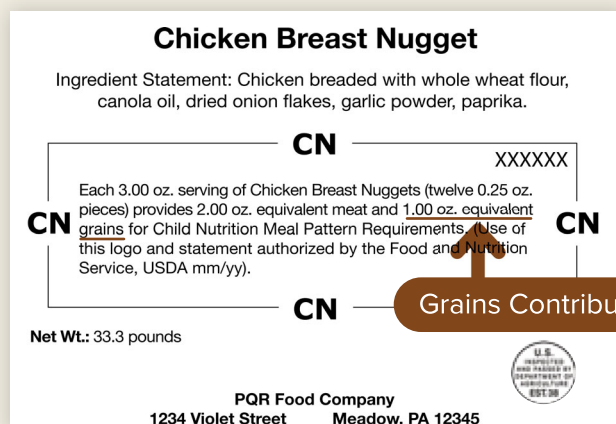
1 1/2 cups of popcorn provides 0.5 oz eq grains

POPCORN			
Popcorn, popped	Pound	45.50	3/4 cup popped provides 1/4 oz equivalent grains
	Pound	22.75	1-1/2 cup popped provides 1/2 oz equivalent grains
	Pound	11.38	3 cup popped provides 1 oz equivalent grains

## 3 The Recipe Analysis Workbook (RAW)



## 4 Manufacturer's Documentation Child Nutrition (CN) Label



This helps Program operators determine how creditable ingredients in a standardized recipe may credit toward meal pattern requirements, including grains and other meal pattern components.

- For more details, visit <https://foodbuyingguide.fns.usda.gov/Appendix/ResourceAppendixA>.
- To access the online RAW, visit <https://foodbuyingguide.fns.usda.gov/>.

A CN label provides crediting information for commercial products. Main dish products that provide at least 0.50 oz equivalent meats/meat alternates are eligible for a CN label.

For more information, see: <https://www.fns.usda.gov/cn/labeling-program>.

## 4

## Manufacturer's Documentation (continued)

### Product Formulation Statement (PFS)

A PFS is a certified document that may be used to demonstrate how a manufacturer's product contributes to the meal pattern requirements. A PFS may be provided for processed products that do not have a CN label. Program operators are responsible for ensuring menu items meet meal pattern requirements; therefore, they should review and verify the crediting statement on a manufacturer's PFS prior to purchasing the product.

For more information, see: <https://www.fns.usda.gov/cn/labeling/food-manufacturersindustry>.

### Crediting Statement from a PFS for Dinner Rolls (for NSLP)

Total weight (per portion) of product as purchased 2.25

Total contribution of product (per portion) 2.00 oz eq

I certify that the above information is true and correct and that a 2.25 ounce portion of this product (ready for serving) provides 2.00 oz eq grains. I further certify that non-creditable grains **are not** above 0.24 oz eq per portion. Products with more than 0.24 oz eq or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.

## Grains Requirement in CNP

- Grains offered in all CNP must be creditable to count toward meal pattern requirements.
- When calculating the grains contribution, round down to the nearest 0.25 oz eq or 0.25 grains/breads serving.

### What is a creditable grain in CNP?

For more information see: Crediting Grains in Child Nutrition Programs Tip Sheet, Part 1: Creditable Grains in Child Nutrition Programs.



- School meal programs, Preschool, and CACFP have a whole grain-rich requirement.

### What does Whole Grain-Rich mean?

"Whole grain-rich" is the term designated by FNS to indicate that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched.

For more information, see: Crediting Grains in Child Nutrition Programs Tip Sheet, Part 2: Identifying Grain Products That Are Whole Grain-Rich.

**Note:** There is no whole grain-rich requirement for SFSP, NSLP afterschool snacks, or the CACFP infant meal pattern; however, by July 1, 2025, NSLP afterschool snacks will have the same weekly whole grain-rich requirement as NSLP and SBP.

### School Meal Programs (NSLP & SBP)

- 80 percent of grains offered over the course of the week must be whole grain-rich.
- In NSLP, up to 2 oz eq of grain-based desserts per week are allowed.
- In SBP, schools may offer grains, meats/meat alternates, or a combination of both to meet this combined component requirement, based on ounce equivalents.
- Effective School Year 2027–2028, added sugars must be less than 10 percent of calories per week in the school lunch and breakfast programs.

### CACFP and Preschool

- At least one offering of grains per day must be whole grain-rich for children and adults.
- Grain-based desserts do not credit toward the grains component.
- Breakfast cereals must contain no more than 6 grams of total sugars per dry oz (by October 1, 2025, breakfast cereals are limited to no more than 6 grams of added sugars per dry ounce).
- At breakfast, meats/meat alternates may be used to meet the entire grains requirement a maximum of three times per week.



## Test Your Knowledge

1. The preschool at Liberty Elementary School served Happy Days breakfast cereal to students, ages 3–5 years old. Can this cereal count toward the grains component in a reimbursable breakfast?



**INGREDIENTS:** Corn, sugar, contains 2% or less of: malt flavor, corn syrup, modified food starch, dextrose, salt, gelatin, natural flavors

**Vitamins & Minerals:** Iron (ferric phosphate), niacinamide, vitamin B6 (pyridoxine hydrochloride), vitamin B2 (riboflavin), vitamin B1 (thiamin hydrochloride), folic acid, vitamin D3, vitamin B12.

☐ Yes ☐ No

### Nutrition Facts

**Serving size** 2/3 cup (1 oz)

**Amount per serving**

**Calories** 102

% Daily Value\*

**Total Fat** 0g 0%

Saturated Fat 0g 0%

Trans Fat 0g

**Cholesterol** 0mg 0%

**Sodium** 124mg 5%

**Total Carbohydrate** 25g 9%

Dietary Fiber <1g 2%

Total Sugars 12g

Includes 11g Added Sugars 22%

**Protein** 1g

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

2. Sunrise Day Care Center cares for children ages 3–5 years old. The program operator purchased the following crackers to serve at snack.

Using Exhibit A, how many crackers would need to be offered to each child to meet the meal pattern requirement in oz eq when including grains at snack?



Serving size = 5 crackers (15 grams)

- ☐ 3 crackers  
☐ 4 crackers  
☐ 5 crackers

#### Exhibit A: Grain Requirements For Child Nutrition Programs<sup>1,2</sup>

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
Group A	Ounce Equivalent (oz eq) for Group A	Minimum Serving Size for Group A
Bread type coating	1 oz eq = 22 gm or 0.8 oz	1 serving = 20 gm or 0.7 oz
Bread sticks (hard)	3/4 oz eq = 17 gm or 0.6 oz	3/4 serving = 15 gm or 0.5 oz
Chow Mein noodles	1/2 oz eq = 11 gm or 0.4 oz	1/2 serving = 10 gm or 0.4 oz
Savory Crackers (saltines and snack crackers)	1/4 oz eq = 6 gm or 0.2 oz	1/4 serving = 5 gm or 0.2 oz
Croutons		
Pretzels (hard)		
Stuffing (dry) <small>Note: weights apply to bread in stuffing</small>		

3. These strawberry pancakes are served at Liberty Elementary School (K–5) for breakfast.

**INGREDIENTS:** Water, whole wheat flour, enriched wheat flour (unbleached wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), soybean oil, cane sugar contains 2% or less: baking powder, barley malt, salt, strawberries, guar gum, soy lecithin.



Serving size = 2 pancakes (70 grams)

- a. Using Exhibit A (below), how many ounce equivalents of grains are provided in 2 pancakes?

<b>Exhibit A: Grain Requirements for Child Nutrition Programs<sup>1,2</sup></b>		
Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red		
<b>Group C</b>	<b>Ounce Equivalent (oz eq) for Group C</b>	<b>Minimum Serving Size for Group C</b>
Cookies <sup>3</sup> (plain - includes vanilla wafers)	1 oz eq = 34 gm or 1.2 oz	1 serving = 31 gm or 1.1 oz
Cornbread	3/4 oz eq = 26 gm or 0.9 oz	3/4 serving = 23 gm or 0.8 oz
Corn muffins	1/2 oz eq = 17 gm or 0.6 oz	1/2 serving = 16 gm or 0.6 oz
Croissants	1/4 oz eq = 9 gm or 0.3 oz	1/4 serving = 8 gm or 0.3 oz
Pancakes		
Pie crust (dessert pies <sup>3</sup> , cobbler <sup>3</sup> , fruit turnovers <sup>4</sup> , and meats/meat alternate pies)		
Waffles		

- ☐ 1 oz eq
- ☐ 2 oz eq
- ☐ 2.5 oz eq

- b. Do two strawberry pancakes meet the SBP daily minimum requirement for grades K–5?

<b>Chart 1A: School Breakfast Program (SBP)</b>			
<b>Meal Components</b>	<b>Grades K–5</b>	<b>Grades 6–8</b>	<b>Grades 9–12</b>
<b>Amount of Food<sup>1</sup> Per Week (Minimum Per Day)</b>			
Grains or Meats/Meat Alternates (oz eq) <sup>3</sup>	7–10 (1)	8–10 (1)	9–10 (1)

- ☐ Yes   ☐ No





# Answers

1. The preschool at Liberty Elementary School served Happy Days breakfast cereal to students, ages 3–5 years old. Can this cereal count toward the grains component in a reimbursable breakfast?



**INGREDIENTS:** Corn, sugar, contains 2% or less of: malt flavor, corn syrup, modified food starch, dextrose, salt, gelatin, natural flavors

**Vitamins & Minerals:** Iron (ferric phosphate), niacinamide, vitamin B6 (pyridoxine hydrochloride), vitamin B2 (riboflavin), vitamin B1 (thiamin hydrochloride), folic acid, vitamin D3, vitamin B12.

## Nutrition Facts

**Serving size** 2/3 cup (1 oz)

**Amount per serving**

**Calories** 102

% Daily Value\*

**Total Fat** 0g 0%

Saturated Fat 0g 0%

Trans Fat 0g

**Cholesterol** 0mg 0%

**Sodium** 124mg 5%

**Total Carbohydrate** 25g 9%

Dietary Fiber <1g 2%

**Total Sugars** 12g

Includes 11g Added Sugars 22%

**Protein** 1g

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

- **No. The grain ingredient, corn, does not indicate that it is whole grain or enriched. However, the cereal is fortified with added vitamins and minerals, and therefore appears creditable based on the ingredient label. The sugar content for a RTE breakfast cereal served in Preschool must contain no more than 6 grams of total sugars per dry ounce. The Nutrition Facts label for this cereal, which lists nutrients per 1 oz serving size, states that Total Sugars are 12 grams per dry ounce; hence, this cereal is not creditable. By July 1, 2025, the added sugars limit will be no more than 6 grams of added sugars per dry ounce. This cereal exceeds that limit as well.**

○ Yes

2. Sunrise Day Care Center cares for children ages 3–5 years old. The program operator purchased the following crackers to serve at snack.

Using Exhibit A, how many crackers would need to be offered to each child to meet the meal pattern requirement in oz eq when including grains at snack?

Serving size = 5 crackers (15 grams)

### Exhibit A: Grain Requirements For Child Nutrition Programs<sup>1,2</sup>

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
Group A	Ounce Equivalent (oz eq) for Group A	Minimum Serving Size for Group A
Bread type coating	1 oz eq = 22 gm or 0.8 oz	1 serving = 20 gm or 0.7 oz
Bread sticks (hard)	3/4 oz eq = 17 gm or 0.6 oz	3/4 serving = 15 gm or 0.5 oz
Chow Mein noodles	1/2 oz eq = 11 gm or 0.4 oz	1/2 serving = 10 gm or 0.4 oz
Savory Crackers (saltines and snack crackers)	1/4 oz eq = 6 gm or 0.2 oz	1/4 serving = 5 gm or 0.2 oz
Croutons		
Pretzels (hard)		
Stuffing (dry) Note: weights apply to bread in stuffing		

○ 3 crackers

- **4 crackers. When grains are included at snack in the CACFP for 3-5 year olds, 0.5 oz eq of grains must be served. According to Exhibit A, 1/2 oz eq of savory crackers equals 11 grams.**

To find out how many crackers are in 11 grams, first find the weight of each cracker. Divide the total weight of the crackers (15 grams) by the number of crackers (5). 15 grams divided by 5 crackers is 3 grams. Each cracker weighs 3 grams.

You need to serve at least 11 grams of crackers. 11 divided by 3 is 3.66 crackers, which rounds up to 4 crackers.

○ 5 crackers



# Answers

3. These strawberry pancakes are served at Liberty Elementary School (K–5) for breakfast.

**INGREDIENTS:** Water, **whole wheat flour, enriched wheat flour** (unbleached wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), soybean oil, cane sugar contains 2% or less: baking powder, barley malt, salt, strawberries, guar gum, soy lecithin.



Serving size = 2 pancakes (70 grams)

- a. Using Exhibit A (below), how many ounce equivalents of grains are provided in 2 pancakes?

Exhibit A: Grain Requirements For Child Nutrition Programs <sup>1,2</sup>		
Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red		
Group C	Ounce Equivalent (oz eq) for Group C	Minimum Serving Size for Group C
Cookies <sup>3</sup> (plain - includes vanilla wafers) Cornbread Corn muffins Croissants Pancakes Pie crust (dessert pies <sup>3</sup> , cobbler <sup>3</sup> , fruit turnovers <sup>4</sup> , and meats/meat alternate pies) Waffles	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz	1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz

☐ 1 oz eq

☒ 2 oz eq. Two pancakes weigh 70 grams. Exhibit A states that 34 grams of pancakes provide 1 oz eq grains. Divide the weight of the two pancakes (70 grams) by the weight of 1 oz eq of pancakes (34 grams), and the result is 2.05 oz eq. This amount needs to be rounded down to the nearest 0.25 oz eq, which is 2.0 oz eq.

☐ 2.5 oz eq

- b. Do two strawberry pancakes meet the SBP daily minimum requirement for grades K–5?

Chart 1A: School Breakfast Program (SBP)			
Meal Components	Grades K–5	Grades 6–8	Grades 9–12
Amount of Food <sup>1</sup> Per Week (Minimum Per Day)			
Grains or Meats/Meat Alternates (oz eq) <sup>3</sup>	7–10 (1)	8–10 (1)	9–10 (1)

☒ Yes. As calculated in the previous step, two pancakes provide 2 oz eq grains, which exceeds the minimum daily grains requirement at breakfast in the SBP for grades K–5.

☐ No



## Exhibit A: Grain Requirements For Child Nutrition Programs<sup>1,2</sup>

Color Key: **Footnote 5 = Blue**, **Footnote 3 or 4 = Red**

Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
<b>Group A</b>	<b>Ounce Equivalent (oz eq) for Group A</b>	<b>Minimum Serving Size for Group A</b>
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 in stuffing	1 oz eq = 22 gm or 0.8 oz ¾ oz eq = 17 gm or 0.6 oz ½ oz eq = 11 gm or 0.4 oz ¼ oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz ¾ serving = 15 gm or 0.5 oz ½ serving = 10 gm or 0.4 oz ¼ serving = 5 gm or 0.2 oz
<b>Group B</b>	<b>Ounce Equivalent (oz eq) for Group B</b>	<b>Minimum Serving Size for Group B</b>
Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) <b>Sweet Crackers<sup>5</sup> (graham crackers - all shapes, animal crackers)</b> Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells	1 oz eq = 28 gm or 1.0 oz ¾ oz eq = 21 gm or 0.75 oz ½ oz eq = 14 gm or 0.5 oz ¼ oz eq = 7 gm or 0.25	1 serving = 25 gm or 0.9 oz ¾ serving = 19 gm or 0.7 oz ½ serving = 13 gm or 0.5 oz ¼ serving = 6 gm or 0.2 oz
<b>Group C</b>	<b>Ounce Equivalent (oz eq) for Group C</b>	<b>Minimum Serving Size for Group C</b>
<b>Cookies<sup>3</sup> (plain - includes vanilla wafers)</b> Cornbread Corn muffins Croissants Pancakes Pie crust ( <b>dessert pies<sup>3</sup>, cobbler<sup>3</sup>, fruit turnovers<sup>4</sup>, and meats/meat alternate pies</b> ) Waffles	1 oz eq = 34 gm or 1.2 oz ¾ oz eq = 26 gm or 0.9 oz ½ oz eq = 17 gm or 0.6 oz ¼ oz eq = 9 gm or 0.3 oz	1 serving = 31 gm or 1.1 oz ¾ serving = 23 gm or 0.8 oz ½ serving = 16 gm or 0.6 oz ¼ serving = 8 gm or 0.3 oz
<b>Group D</b>	<b>Ounce Equivalent (oz eq) for Group D</b>	<b>Minimum Serving Size for Group D</b>
<b>Doughnuts<sup>4</sup> (cake and yeast raised, unfrosted)</b> <b>Cereal bars, breakfast bars, granola bars<sup>4</sup> (plain)</b> Muffins (all, except corn) <b>Sweet roll<sup>4</sup> (unfrosted)</b> <b>Toaster pastry<sup>4</sup> (unfrosted)</b>	1 oz eq = 55 gm or 2.0 oz ¾ oz eq = 42 gm or 1.5 oz ½ oz eq = 28 gm or 1.0 oz ¼ oz eq = 14 gm or 0.5 oz	1 serving = 50 gm or 1.8 oz ¾ serving = 38 gm or 1.3 oz ½ serving = 25 gm or 0.9 oz ¼ serving = 13 gm or 0.5 oz

<sup>1</sup> In the NSLP, SBP (grades K–12), and NSLP afterschool snacks (effective July 1, 2025), at least 80 percent of the weekly grains offered must meet the whole grain-rich criteria and the remaining grain items offered must be made from whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or a fortified cereal. Please note: State agencies have the discretion to set stricter requirements than the minimum nutrition standards for school meals. For additional guidance, please contact your State agency. For all other Child Nutrition Programs, grains must be made from whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or a fortified cereal. Under the CACFP child and adult meal patterns and in the NSLP/SBP preschool meals, at least one grain serving per day must meet the whole grain-rich criteria.

<sup>2</sup> For the NSLP, SBP (grades K–12), NSLP afterschool snacks, and CACFP, and NSLP/SBP infant and preschool meals grain quantities are determined using ounce equivalents (oz eq). SFSP may determine grain quantities using grains/breads servings. Some of the following grain items may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>3</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K–12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count toward the grains component in CACFP or NSLP afterschool snacks (effective July 1, 2025), or NSLP/SBP infant and preschool meals as specified in §§226.20(a)(4) and 210.10.

<sup>4</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K–12) as specified in §210.10. May count toward the grains 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 CACFP, NSLP afterschool snacks (effective July 1, 2025), or NSLP/SBP infant and preschool meals as specified in §§226.20(a)(4) and 210.10.

<sup>5</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K–12) as specified in §210.10. May count toward the grains component in the SBP (grades K–12), NSLP afterschool snacks, CACFP, NSLP/SBP infant and preschool meals, and SFSP.

<b>Group E</b>	<b>Ounce Equivalent (oz eq) for Group E</b>	<b>Minimum Serving Size for Group E</b>
Cereal bars, breakfast bars, granola bars <sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces) Cookies <sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees) Doughnuts <sup>4</sup> (cake and yeast raised, frosted or glazed) French toast Sweet rolls <sup>4</sup> (frosted) Toaster pastry <sup>4</sup> (frosted)	1 oz eq = 69 gm or 2.4 oz ¾ oz eq = 52 gm or 1.8 oz ½ oz eq = 35 gm or 1.2 oz ¼ oz eq = 18 gm or 0.6 oz	1 serving = 63 gm or 2.2 oz ¾ serving = 47 gm or 1.7 oz ½ serving = 31 gm or 1.1 oz ¼ serving = 16 gm or 0.6 oz
<b>Group F</b>	<b>Ounce Equivalent (oz eq) for Group F</b>	<b>Minimum Serving Size for Group F</b>
Cake <sup>3</sup> (plain, unfrosted) Coffee cake <sup>4</sup>	1 oz eq = 82 gm or 2.9 oz ¾ oz eq = 62 gm or 2.2 oz ½ oz eq = 41 gm or 1.5 oz ¼ oz eq = 21 gm or 0.7 oz	1 serving = 75 gm or 2.7 oz ¾ serving = 56 gm or 2 oz ½ serving = 38 gm or 1.3 oz ¼ serving = 19 gm or 0.7 oz
<b>Group G</b>	<b>Ounce Equivalent (oz eq) for Group G</b>	<b>Minimum Serving Size for Group G</b>
Brownies <sup>3</sup> (plain) Cake <sup>3</sup> (all varieties, frosted)	1 oz eq = 125 gm or 4.4 oz ¾ oz eq = 94 gm or 3.3 oz ½ oz eq = 63 gm or 2.2 oz ¼ oz eq = 32 gm or 1.1 oz	1 serving = 115 gm or 4 oz ¾ serving = 86 gm or 3 oz ½ serving = 58 gm or 2 oz ¼ serving = 29 gm or 1 oz
<b>Group H</b>	<b>Ounce Equivalent (oz eq) for Group H</b>	<b>Minimum Serving Size for Group H</b>
Cereal Grains (barley, quinoa, etc.) Breakfast cereals (cooked) <sup>6,7</sup> Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice	1 oz eq = ½ cup cooked or 1 ounce (28 gm) dry	1 serving = ½ cup cooked or 25 gm dry
<b>Group I</b>	<b>Ounce Equivalent (oz eq) for Group I</b>	<b>Minimum Serving Size for Group I</b>
Ready to eat breakfast cereal (cold, dry) <sup>6,7,8,9</sup>	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = ¼ cup or 1 ounce for granola	1 serving = ¾ cup or 1 oz, whichever is less

<sup>3</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K–12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count toward the grain component in CACFP, NSLP afterschool snacks (effective July 1, 2025), or NSLP/SBP infant and preschool meals as specified in §§226.20(a)(4) and 210.10.

<sup>4</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K–12) as specified in §210.10. May count toward the grains 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 CACFP, NSLP afterschool snacks (effective July 1, 2025), or NSLP/SBP infant and preschool meals as specified in §§226.20(a)(4) and 210.10.

<sup>6</sup> Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in 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.

<sup>7</sup> In the NSLP and SBP, cereals that list a whole grain as the first ingredient must be fortified. If the cereal is 100 percent whole grain, fortification is not required. For all Child Nutrition Programs, cereals must be whole-grain, enriched, or fortified.

<sup>8</sup> Effective July 1, 2025, cereals served in NSLP, SBP, and NSLP afterschool snacks must contain no more than 6 grams of added sugars per dry ounce.

<sup>9</sup> Effective October 1, 2025, cereals served in CACFP and NSLP/SBP infant and preschool meals must contain no more than 6 grams of added sugars per dry ounce. Prior to October 1, 2025, breakfast cereals served in the CACFP must contain no more than 6 grams of total sugars per dry ounce.

# Crediting **Meats/Meat Alternates** in the **Child Nutrition Programs** Tip Sheet



Meats/Meat Alternates (M/MA) are a required meal component for reimbursable lunches and suppers in Child Nutrition Programs (CNP), such as the National School Lunch Program (NSLP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). They are also a required meal component for lunches served under the Preschool meal pattern. M/MA are not required for a reimbursable breakfast in CNP. M/MA may be offered in place of, or in combination with, grains in the School Breakfast Program (SBP) and up to three times a week in the Preschool and CACFP Breakfast meal patterns. M/MA may also be served as one of the two required meal components for a reimbursable snack in CNP. When planning menus, remember:

- M/MA are measured in ounce equivalents (oz eq) of the edible portion as served. An oz eq of M/MA is the amount of the food that represents 1 ounce of edible portion of lean meat without the bone. See page 2 for a list of creditable M/MA commonly served in CNP and their 1 oz eq amounts.
- The M/MA amount offered **must provide a minimum of 0.25 oz eq per serving to be creditable in CNP.**
- The minimum creditable amounts do not apply to the CACFP infant meal pattern.

## Specific Program Requirements

### School Meals: SBP & NSLP

**SBP** has daily and weekly ounce equivalency requirements for the combined grains and M/MA component at breakfast that may be met with M/MA, grains, or a combination of both. **NSLP** has daily minimum requirements for M/MA as well as weekly minimums and maximums at lunch, depending on grade level. Schools may exceed the weekly maximum for M/MA, provided that meals (on average) meet the weekly dietary specifications for calories, saturated fat, sodium, and added sugars.\*

#### SBP Combined Grains and M/MA Daily and Weekly Requirements

Grades	Daily Min (oz eq)	Weekly Min (oz eq)	Weekly Max (oz eq)
K-5	1	7	10
6-8	1	8	10
9-12	1	9	10

#### NSLP M/MA Daily and Weekly Requirements

Grades	Daily Min (oz eq)	Weekly Min (oz eq)	Weekly Max (oz eq)
K-5	1	8	10
6-8	1	9	10
9-12	2	10	12

For more information, check out “Offering Meats and Meat Alternates at School Breakfast” at [www.fns.usda.gov/tn/offering-meats-and-meat-alternates-school-breakfast](http://www.fns.usda.gov/tn/offering-meats-and-meat-alternates-school-breakfast).

**NSLP afterschool snack service:** 1 oz eq M/MA for all ages until July 1, 2025 (then ½ oz eq M/MA for ages 1–5, 1 oz eq M/MA for ages 6–18), if served as one of the two components.

\*Effective July 1, 2027, added sugars must be less than 10 percent of calories per week in SBP and NSLP.

More training, menu planning, and nutrition education materials can be found at [TeamNutrition.USDA.gov](http://TeamNutrition.USDA.gov).

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# Specific Program Requirements (continued)

## CACFP & Preschool Meals

CACFP has minimum M/MA requirements for children and adults that vary by meal/snack and age.

Preschool meals, served through NSLP and SBP, follow the same meal pattern as CACFP.

## CACFP M/MA Minimum Requirements (oz eq)

Age (Years)	Breakfast* (When Served in Place of Grains)	Lunch & Supper	Snack** (When Served)
1–2	½	1	½
3–5	½	1 ½	½
6–12	1	2	1
13–18	1	2	1
Adult	2	2	1

**SFSP:** For all ages, 2 oz eq M/MA at lunch and supper; 1 oz eq, if offered, at snack; no requirement at breakfast.

For more information, check out “Serving Meats and Meat Alternates at Breakfast” at

[www.fns.usda.gov/tn/serving-meats-and-meat-alternates-breakfast-cacfp](http://www.fns.usda.gov/tn/serving-meats-and-meat-alternates-breakfast-cacfp)

\*M/MA is not required at breakfast but may be served in place of the entire grains requirement **up to three times per week**. 1 oz eq of M/MA replaces 1 oz eq of grains.

\*\*M/MA is not required at snack but may be served as one of two required meal components.



## What To Serve and How Much?

Below are common M/MA with the amount needed to provide 1 oz eq M/MA.

### Common Creditable Meats\* (oz eq)

<ul style="list-style-type: none"> <li>• Beef</li> <li>• Canadian bacon</li> <li>• Chicken</li> <li>• Duck</li> <li>• Fish</li> <li>• Game meat** (bison, venison (deer))</li> </ul>	<ul style="list-style-type: none"> <li>• Ham (fresh)</li> <li>• Lamb</li> <li>• Pork (fresh or mildly cured)</li> <li>• Pork sausage</li> <li>• Shellfish</li> <li>• Turkey</li> </ul>	<b>1 oz cooked lean meat = 1 oz eq</b>
<ul style="list-style-type: none"> <li>• Bologna</li> <li>• Frankfurter</li> </ul>	<ul style="list-style-type: none"> <li>• Knockwurst</li> <li>• Vienna sausage</li> </ul>	<b>1 oz serving = 1 oz eq</b>
<ul style="list-style-type: none"> <li>• Surimi seafood</li> <li>- Surimi seafood is pasteurized, ready-to-eat, restructured seafood usually made from pollock (fish).</li> </ul>		<b>1.0 oz = 0.25 oz eq</b> <b>3.0 oz = 1.0 oz eq</b> <b>4.4 oz = 1.5 oz eq</b>

\*Not an exhaustive list

\*\*All purchased game meat must meet applicable Federal, State, local, and Tribal food safety regulations and inspection requirements. Donated, uninspected wild game served by program operators which primarily serve Native Americans is creditable in Child Nutrition Programs.

## Common Creditable Meat Alternates\* (oz eq)



### Bean soup (Ready-to-Serve)

- Check the “Food Buying Guide for Child Nutrition Programs” (FBG) for specific items that are creditable. Some commercially prepared products, such as bean soup, are listed in the FBG.\*\*

½ cup = 1 oz eq



### Cheese

- Natural and processed cheese and cheese substitutes such as:
  - American, Cheddar, Mozzarella, Provolone, Swiss, Feta, Brie, Parmesan, Romano
- Cottage cheese, Ricotta cheese
- Cheese food, cheese food substitutes, cheese spread\*\*\*

1 oz = 1 oz eq

2 oz (or ¼ cup) = 1 oz eq

2 oz = 1 oz eq



### Eggs, whole

(fresh, frozen, dried)

½ large egg = 1 oz eq



### Beans, peas, and lentils cooked

- Beans, peas, and lentils may credit as a meat alternate or vegetable, but not as both for the same item at the same meal. However, schools have the option to count beans, peas, and lentils offered as a M/MA at lunch toward the weekly beans, peas, and lentils vegetable subgroup requirement.

¼ cup = 1 oz eq



### Nuts & seeds



Serve with caution to children under age 4 and older adult participants in the CACFP. See: <https://www.fns.usda.gov/tn/reducing-risk-choking-young-children-mealtimes>

1 oz = 1 oz eq



### Pasta or noodles made from 100 percent bean/legume flour

- To credit as a M/MA, it must be served with an additional visible M/MA of at least 0.25 oz eq per serving. For example, 0.25 oz eq cheese sprinkled over the pasta.
- It can also credit as a vegetable, but not as both a vegetable and M/MA in the same meal. Schools have the option to count beans, peas, and lentils offered as a M/MA at lunch toward the weekly beans, peas, and lentils vegetable subgroup requirement.

¼ cup cooked = 1 oz eq



### Peanut butter

& other nut or seed butters

2 tablespoons = 1 oz eq



### Tempeh (commercially prepared)

- Crediting applies to tempeh with ingredients limited to soybeans, other legumes, water, or tempeh culture, but may also contain vinegar, seasonings, and herbs.
- Documentation needed for other formulations.\*\*

1 oz = 1 oz eq



### Tofu (commercially prepared)

- 1 oz eq serving must contain at least 5 grams of protein.
- Must be visually recognizable.

2.2 oz or ¼ cup = 1 oz eq



### Yogurt or soy yogurt (commercially prepared): plain or flavored, unsweetened or sweetened

- Yogurt served in CACFP and Preschool must contain no more than 23 grams of total sugars per 6 ounces of yogurt.\*\*\*\*
- Yogurt drinks that meet the Food and Drug Administration's Standard of Identity for yogurt.
- Yogurt is the only creditable M/MA allowed in a smoothie. Smoothies can be prepared in-house or commercially (documentation required).

½ cup (4 oz) = 1 oz eq

\*Not an exhaustive list \*\* See page 4 for Items That May Be Creditable With Proper Documentation \*\*\*Not creditable in the infant meal pattern. \*\*\*\*Effective July 1, 2025 in NSLP, SBP, Preschool, and NSLP afterschool snacks, and October 1, 2025 in CACFP, yogurt is limited to no more than 12 grams of added sugars per 6 ounces.

## Foods Not Creditable as Meats/Meat Alternates

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- ✗ Canned, pressed luncheon meat (potted/deviled)
- ✗ Ceviche or home pickled fish
- ✗ Cream Cheese/Neufchatel Cheese
- ✗ Egg yolks only; egg white only; liquid egg substitutes
- ✗ “Imitation” Cheese & Cheese “products”
- ✗ Frozen yogurt, yogurt bars, probiotic drinks
- ✗ Nut flour
- ✗ Peanut butter “spreads” (a mixture of peanut butter and other ingredients)
- ✗ Pig’s feet and ham hocks
- ✗ Pork bacon and imitation bacon products/salt pork/scrapple
- ✗ Powdered cheese (such as in boxed macaroni and cheese)
- ✗ Tofu, silken or soft, added to smoothies or baked into desserts for texture/nutrition enhancement

## Items That May Be Creditable With Proper Documentation

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Some commercial food items containing M/MA may not be listed in the FBG; however, they still may be creditable with proper documentation, such as a Child Nutrition (CN) label or Product Formulation Statement (PFS). Examples of these foods are:

- ✓ Combination foods, such as pizza, corn dogs, chicken nuggets, and meat sauce
- ✓ Dried meat, poultry, and seafood
- ✓ Luncheon meat that is not listed in the FBG
- ✓ Turkey bacon/sausage that is not listed in the FBG
- ✓ Pepperoni
- ✓ Hummus

**Note:** Foods listed in the FBG are creditable in CNP. A limited number of combination foods are listed in the FBG (e.g., beef stew, chili, fish sticks), so check the FBG first!





## Example CN Label – Whole Grain Pizza

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The CN Labeling Program is a voluntary Federal labeling program for CNP. A CN label identifies the contribution of a product toward the meal pattern requirements. Main dishes that contribute at least 0.50 oz eq per serving to the M/MA meal component are eligible for a CN label. For more information visit: <https://www.fns.usda.gov/cn/labeling-program>.

When a food item with a CN label is served according to directions, the label is sufficient documentation and provides a warranty against audit claims.

### Whole Grain Cheese Pizza

Ingredient Statement: White whole wheat flour, part skim mozzarella cheese, tomatoes, tomato paste, water, salt.

CN

XXXXXX

Each 5.00 oz. slice Whole-Grain Cheese Pizza provides 2.00 oz. equivalent meat alternate, 2.00 oz. equivalent grains, and 1/8 cup red/orange vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA mm/yy).

CN

CN

Net Wt.: 20.0 pounds

INSPECTED BY THE  
U.S. DEPT. OF AGRICULTURE  
IN ACCORDANCE WITH  
FNS REQUIREMENTS


STV Foods, Inc  
1234 Indigo Ave Birchtree, PA 12345

Each 5.00 oz slice contributes 2.00 oz eq MA per serving, as well as 2.00 oz eq grains and 1/8 cup red/orange vegetable.



# Example PFS – Honey Lime Chopped Chicken

When a CN label is not available, Program operators may request that the manufacturer provide a PFS to show how the creditable ingredients in the product contribute toward the meal pattern requirements for M/MA, fruits, vegetables (including subgroups), and grains.

 USDA does not approve Product Formulation Statements. Program operators are responsible for verifying and keeping records of the PFS. Always evaluate the PFS using the USDA's PFS Tip Sheet before adding it to your menu. (<https://www.fns.usda.gov/cn/labeling/tips-evaluating-pfs>)



**Product Name:** Honey Lime Chopped Chicken  
**Serving Size:** 2 oz

**Product Code:** X345  
**Date:** 9/22/2021

## Meat

Description of Creditable Ingredients per FBG	Ounce per Raw Portion of Creditable Ingredient (A)	FBG Yield (B)	Creditable Amount (A x B)
Chicken Parts, fresh or frozen, Thighs, With backs, With bone, With skin, (about 8.7 oz each), cooked poultry without skin	3.84 oz	0.33 lb	1.2672 oz
Total Meat Creditable Amount:			1.2672 oz

## Fruit


Description of Creditable Ingredients per FBG	Ounce per Raw Portion of Creditable Ingredient (A)	FBG Yield (B)	Purchase Unit (C)	Creditable Amount (A x B / C)
Juices, canned, Single strength (100% fruit juice such as apple, grape, grapefruit, grapefruit- orange, lemon, lime, orange, pineapple, prune, tangerine), fruit juice	0.16 oz	48.00	96.00 oz	0.0800 1/4 cups
Total Creditable Fruit Amount:				0.0200 cups


## Meal Pattern Contribution Statement

I certify that the above information is true and correct and that a **2 oz** ounce serving of the above product (ready for serving) provides **1.25** ounces of equivalent meat/meat alternate when prepared according to directions.

2 oz of Honey Lime Chicken provides 1.25 oz eq of Meat.

## Other Special Considerations

 **Enriched Macaroni Products with Fortified Protein:** May be used in school meals and SFSP to meet part of the M/MA requirement or the grains requirement, but not as both in the same meal. If used to meet the M/MA requirement, 1 ounce (28.35 grams) of dry product may meet up to half of the M/MA requirement when served with 1 ounce cooked meat, poultry, fish, or cheese. More details can be found in 7 CFR Part 210 Appendix A (I)(1)(2) (<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#Appendix-A-to-Part-210>) and 7 CFR 225.16(e)(3) ([https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225#p-225.16\(e\)\(3\)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225#p-225.16(e)(3)))

 Products formulated with **Alternate Protein Product (APP)** may credit toward all or part of the M/MA requirement in all CNP. Examples of APPs include soy flours, soy concentrates, soy isolates, whey protein concentrate, whey protein isolate and casein. Products containing APPs must be documented with a CN label or a PFS. Details for completing this documentation can be found at <https://www.fns.usda.gov/cn/labeling/food-manufacturersindustry>



## Test Your Knowledge

1. A family day care home is low on inventory and has the following to serve for the children's lunch. Which of these choices could be served to fulfill the M/MA requirement for a CACFP lunch? (Select all that apply)

- ☐ Smoothie made with silken tofu
- ☐ Grilled cheese sandwich
- ☐ Venison that was donated by a parent
- ☐ Egg white omelet
- ☐ A mixture of almonds and pumpkin seeds

2. High school students have been requesting more food in their breakfast menus. The cafeteria manager decides to add ½ cup yogurt to a menu that has mixed fruits (1 cup), pancakes (1 oz eq grains), and milk (1 cup). Can the yogurt be part of a reimbursable breakfast in the SBP?

- ☐ Yes
- ☐ No

Chart 1A: School Breakfast Program (SBP)

Meal Components	Grades K-5	Grades 6-8	Grades 9-12
Amount of Food <sup>1</sup> Per Week (Minimum Per Day)			
Fruits (cups) <sup>2</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>2</sup>	0	0	0
Grains or Meats/Meat Alternates (oz eq) <sup>3</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Fluid Milk (cups) <sup>4</sup>	5 (1)	5 (1)	5 (1)

3. A SFSP operator has found a turkey luncheon meat that has received high acceptability ratings from program participants, and the operator has an opportunity to purchase it in bulk for a good price. However, this product is not listed in the FBG. What should the Program operator do **prior** to purchasing the product to determine how the product contributes to the meal pattern requirements? (Select all that apply.)

- ☐ Go ahead and use it, since the children enjoy it and will consume this meal.
- ☐ Ask the manufacturer to provide a PFS for the product. Evaluate the PFS using USDA's PFS Tip Sheet. (<https://www.fns.usda.gov/cn/labeling/tips-evaluating-pfs>).
- ☐ Do not use it. If it's not in the FBG, it cannot be creditable.
- ☐ Check the CN labeling website (<https://www.fns.usda.gov/cn/labeling-program>) to determine if this product has a CN label.





# Answers

1. A family day care home is low on inventory and has the following to serve for the children's lunch. Which of these choices could be served to fulfill the M/MA requirement for a CACFP lunch? (Select all that apply)

- ☐ Smoothie made with silken tofu

**No: Tofu in smoothies is not creditable.**

- ☒ A mixture of almonds and pumpkin seeds

**Yes: This is creditable.**

- ☐ Venison that was donated by a parent  
**Maybe: Only donated, uninspected wild game served by Program operators which primarily serve Native Americans is creditable in Child Nutrition Programs.**

- ☒ Grilled cheese sandwich

**Yes: This is creditable.**

- ☐ Egg white omelet

**No: Egg whites are not creditable, only whole eggs.**

2. High school students have been requesting more food in their breakfast menus. The cafeteria manager decides to add ½ cup yogurt to a menu that has mixed fruits (1 cup), pancakes (1 oz eq grains), and milk (1 cup). Can the yogurt be part of a reimbursable breakfast in the SBP?

- ☒ **Yes: A M/MA can be offered as part of the combined grains and M/MA component in the SBP.**

- ☐ No

**Chart 1A: School Breakfast Program (SBP)**

Meal Components	Grades K-5	Grades 6-8	Grades 9-12
<b>Amount of Food<sup>1</sup> Per Week (Minimum Per Day)</b>			
Fruits (cups) <sup>2</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>2</sup>	0	0	0
Grains or Meats/Meat Alternates (oz eq) <sup>3</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Fluid Milk (cups) <sup>4</sup>	5 (1)	5 (1)	5 (1)

3. A SFSP operator has found a turkey luncheon meat that has received high acceptability ratings from program participants, and the operator has an opportunity to purchase it in bulk for a good price. However, this product is not listed in the FBG. What should the Program operator do **prior** to purchasing the product to determine how the product contributes to the meal pattern requirements? (Select all that apply.)

- ☐ Go ahead and use it, since the children enjoy it and will consume this meal.

- ☐ Do not use it. If it's not in the FBG it cannot be creditable.

- ☒ **Check the CN labeling website (<https://www.fns.usda.gov/cn/labeling-program>) to determine if this product has a CN label.**

- ☒ **Ask the manufacturer to provide a PFS for the product. Evaluate the PFS using USDA's PFS Tip Sheet (<https://www.fns.usda.gov/cn/labeling/tips-evaluating-pfs>).**

It is important to make sure the product being served is creditable. First check the FBG. However, if the product is not listed in the FBG, it still may be creditable. In this case, check the CN labeling website to determine if the product has a CN label. If it does, you can use the product. If it doesn't have a CN label, ask the manufacturer for a PFS that shows how the product credits toward the meal pattern requirements in CNP. Please see the Tip Sheet for Accepting Processed Product Documentation (<https://www.fns.usda.gov/cn/labeling/tips-accepting-processed-product-documentation>) for more information on how a product not listed in the FBG can contribute toward a reimbursable meal.

# Crediting **Fluid Milk** in the **Child Nutrition Programs** Tip Sheet



Fluid milk is a required component for reimbursable meals in Child Nutrition Programs (CNP) such as the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). Fluid milk must be offered at each breakfast, lunch, or supper meal service. Program operators have the option to serve fluid milk as one of the two components of a snack served in the SFSP, CACFP, and in the NSLP afterschool snack service (NSLP afterschool snacks).

## What Is Milk?

- **Fluid milk** refers to pasteurized fat-free (skim) milk; low-fat (1%) milk; reduced-fat (2%) milk; whole milk; lactose-free milk; lactose-reduced milk; cultured milk, such as cultured buttermilk, cultured kefir milk, and cultured acidophilus milk; acidified milk, such as acidified kefir milk and acidified acidophilus milk; and Ultra High Temperature (UHT) milk: all of which meet State and local standards for such milk.
- **Milk substitutes** must be nutritionally equivalent to milk and provide specific levels of calcium, protein, vitamins A and D, magnesium, phosphorus, potassium, riboflavin, and vitamin B-12.



More training, menu planning, and nutrition education materials can be found at [TeamNutrition.USDA.gov](https://TeamNutrition.USDA.gov).

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# Milk Types Allowed by Program

A serving of milk must be at least ¼ cup (or 2 fl oz) in order to credit toward the milk requirement.

## School Meals, Child and Adult Care Food Program, NSLP Afterschool Snack Service

Age (Grade)	Milk Type
12–23 months	 Unflavored: Whole
2–5 years	 Unflavored: Low-fat (1%)/Fat-free (skim)
6–Adult (K–12)	 Unflavored: Low-fat (1%)/Fat-free (skim) Flavored: Low-fat (1%)/Fat-free (skim)*



### \*Note:

**CACFP and NSLP afterschool snacks:** Flavored milk may be served to children ages 6 years and older.


**School Meals (NSLP, SBP) only:** Schools must offer at least two different options of fluid milk; at least one of them must be unflavored milk.

By July 1, 2025, flavored milk must have no more than 10 grams added sugars per 8 fl oz.

## Milk Transition for Infants and Preschoolers

- Iron-fortified formula may be served to children between the ages of 12 months and 13 months to help with the transition to whole milk.
- Breastmilk may be used to meet the fluid milk component in the CACFP meal pattern.
- Unflavored whole milk and reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free milk or low-fat (1%) milk.

## Summer Food Service Program

Age	Milk Type
All Ages	 Unflavored: Whole/Reduced-fat (2%)/ Low-fat (1%)/Fat-free (skim)  Flavored: Whole/Reduced-fat (2%)/ Low-fat (1%)/Fat-free (skim)



# Minimum Milk Requirements by Age or Grade

Program	Age in years	Grade	Minimum amount
<ul style="list-style-type: none"> <li>• CACFP</li> <li>• Preschool</li> <li>• NSLP Afterschool Snack</li> </ul>	1–2	N/A	4 fl oz
<b>Meals only:</b> <ul style="list-style-type: none"> <li>• CACFP Meals</li> <li>• Preschool Meals</li> </ul>	3–5	N/A	6 fl oz
<b>Snack only:</b> <ul style="list-style-type: none"> <li>• CACFP Snack</li> <li>• Preschool Snack</li> <li>• NSLP Afterschool Snack</li> </ul>	3–5	N/A	4 fl oz
<ul style="list-style-type: none"> <li>• CACFP</li> <li>• NSLP Afterschool Snack</li> <li>• SFSP*</li> </ul>	6 and older (includes Adult participants)	N/A	8 fl oz
<ul style="list-style-type: none"> <li>• NSLP/SBP</li> </ul>	N/A	K–12	8 fl oz

\*State agencies may authorize SFSP sponsors to follow CACFP meal pattern requirements for children under age 6, which include smaller serving sizes than the 8 fl oz indicated in the SFSP.

## Tips to Remember

- ✓ Fluid Milk **must be** offered at each meal.
- ✓ Fluid milk **may be** offered as one of the two required meal components at snack; however, the other required meal component must not be a beverage.
- ✓ At breakfast and snack, fluid milk may be offered as a beverage, on cereal, or both.
- ✓ At lunch and supper, fluid milk must be offered as a beverage.
- ✓ Special note for CACFP Adult Participants only
  - Fluid milk is optional at supper.
  - 6 oz or  $\frac{3}{4}$  cup of yogurt may be served in place of 8 fl oz of milk once per day when yogurt is not served as a meat alternate in the same meal.



# Milk Substitutes



- ✓ Nondairy beverages offered as fluid milk substitutes may also be offered in CNP (except for SFSP). However, they must be nutritionally equivalent to fluid milk and provide certain amounts of specific nutrients.
- ✓ If a milk substitute is desired for a child, the parent/guardian must request the substitute in writing, and the milk substitute must be nutritionally equivalent to milk.



## Nutrient Requirements for Fluid Milk Substitutes/Nondairy Beverages

Nutrient	Per Cup (8 fl oz)
Calcium	276 milligrams
Protein	8 grams
Vitamin A	150 micrograms retinol activity equivalents (RAE)
Vitamin D	2.5 micrograms
Magnesium	24 milligrams
Phosphorus	222 milligrams
Potassium	349 milligrams
Riboflavin	0.44 milligrams
Vitamin B-12	1.1 micrograms

## Nutrient Requirements for Fluid Milk Substitutes/Nondairy Beverages (Continued)

**Not all “milk” is created equal.** Drinks made with nuts, rice, or coconuts often contain little or no protein. Nondairy beverages that are **not** nutritionally equivalent to cow’s milk are not a creditable replacement for milk in the CNP. In general, only certain nondairy beverages meet the nutrient standards for nondairy fluid milk substitutes.

**Nondairy fluid milk substitutes that are not nutritionally equivalent to fluid milk** may only credit toward a reimbursable meal or snack with a medical statement from a State licensed healthcare professional or Registered Dietitian/Registered Dietitian Nutritionist. Most commercial almond, coconut, and rice beverages are **not** nutritionally equivalent to fluid milk.



## Milk Products That Do Not Contribute Toward Meal Pattern Requirements

- ✗ Canned Evaporated Milk & Dry Milk\*\*
- ✗ Cream
- ✗ Cream Soups & Sauces
- ✗ Custards/Puddings
- ✗ Eggnog
- ✗ Frozen Yogurt
- ✗ Half & Half
- ✗ Ice Cream
- ✗ Ice Milk/Sherbet/Sorbet
- ✗ Imitation & Ultra-Filtered Milk
- ✗ Pudding Pops
- ✗ Raw Milk (including certified raw milk)
- ✗ Sour Cream
- ✗ Sweetened Condensed Milk

\*\*Canned evaporated milk and dry milk may be creditable as reconstituted milk under certain conditions of limited fluid milk availability. Check with your State agency for more information.

# Crediting of Fluid Milk in Smoothies for Child Nutrition Programs

Smoothies containing milk may be offered as part of reimbursable meals and snacks in Child Nutrition Programs. Smoothies can be prepared in-house or commercially. Some ingredients in smoothies, including fluid milk, may credit as long as there is documentation showing how the product meets meal pattern requirements. The type of milk used in the smoothie must be consistent with the policies for the program, meal, and age group being served.



## Commercially prepared smoothies

Acceptable forms of documentation include Product Formulation Statements (PFS) or CN labels for commercially prepared smoothies.



## In-house smoothies

Smoothies prepared in-house must be documented with a standardized recipe. It is important to use a standardized recipe to make sure it produces the same amount of smoothie each time it is prepared. The standardization process can also help schools determine how the smoothie credits toward meal pattern requirements.



## Crediting

Smoothies must contain at least  $\frac{1}{4}$  cup (or 2 fl oz) of fluid milk per serving in order to credit toward the milk component. If the smoothie contains less than the minimum amount of fluid milk required, additional fluid milk must be offered. For example, schools are required to offer 8 fl oz of milk at meals to each student in grades K–12. If the school offers smoothies that provide 4 fl oz of milk per smoothie, the school must offer at least another 4 fl oz of milk to each student during the same meal and at least one must be unflavored milk, either fat-free or low-fat.

For more information on smoothies, check out:



“Smoothies Offered in Child Nutrition Programs” (<https://www.fns.usda.gov/cn/smoothies-offered-child-nutrition-programs>)



Team Nutrition’s “Offering Smoothies as Part of Reimbursable School Meals” (<https://www.fns.usda.gov/tn/offering-smoothies-part-reimbursable-school-meals>)

**Note:** Milk used in preparation of menu items other than smoothies does not credit toward the fluid milk requirement.





## Test Your Knowledge!

### True or False

1. Fluid milk used as an ingredient in recipes (other than smoothies) can credit toward the fluid milk requirement.  
☐ True ☐ False
2. In the CACFP, a serving of fluid milk is optional at supper for adult participants.  
☐ True ☐ False
3. Fluid milk is not a required meal component at breakfast, lunch, or supper meal service.  
☐ True ☐ False



### Multiple Choice

4. Which milk product does not contribute toward the meal pattern requirements for CNP?  
☐ A. Sweetened condensed milk  
☐ B. Unflavored low-fat (1%) milk  
☐ C. Certified raw milk  
☐ D. A & C
5. When crediting milk in smoothies, what is the minimum amount of milk required per serving?  
☐ A. ½ cup  
☐ B. 1 cup  
☐ C. ¼ cup  
☐ D. ⅓ cup
6. What is the minimum required amount of milk to offer children ages 3–5 years in the CACFP and Preschool breakfast, lunch, and supper?  
☐ A. 4 fl oz  
☐ B. 8 fl oz  
☐ C. 6 fl oz  
☐ D. 2 fl oz





# Answers

## True or False

1. Fluid milk used as an ingredient in recipes (other than smoothies) can credit toward the fluid milk requirement.
  - ☐ True
  - ☒ **False: Milk used in preparation of menu items other than smoothies does not credit toward the fluid milk requirement.**
2. In the CACFP, a serving of fluid milk is optional at supper for adult participants.
  - ☒ **True: A serving of fluid milk is optional for supper served to adult participants in the CACFP.**
  - ☐ False
3. Fluid milk is not a required meal component at breakfast, lunch, or supper meal service.
  - ☐ True
  - ☒ **False: Fluid milk is a required component for reimbursable meals in Child Nutrition Programs (CNP). Fluid milk is not required for adult participants in the CACFP at supper.**











## Multiple Choice

4. Which milk product does not contribute toward the meal pattern requirements for Child Nutrition Programs?
  - ☐ A. Sweetened condensed milk
  - ☐ B. Unflavored low-fat (1%) milk
  - ☐ C. Certified raw milk
  - ☒ **D. A & C**  
**Sweetened condensed milk does not meet the definition of fluid milk. Raw milk is not pasteurized and therefore does not meet regulations requiring the use of pasteurized milk.**
5. When crediting milk in smoothies, what is the minimum amount of milk required per serving?
  - ☐ A. ½ cup
  - ☐ B. 1 cup
  - ☒ **C. ¼ cup**  
**The minimum creditable amount of milk is ¼ cup (or 2 fl oz fluid milk).**
  - ☐ D. ⅛ cup
6. What is the minimum required amount of milk to offer children ages 3–5 years in the CACFP and Preschool breakfast, lunch, supper?
  - ☐ A. 4 fl oz
  - ☐ B. 8 fl oz
  - ☒ **C. 6 fl oz**  
**The minimum milk required for children ages 3–5 years in CACFP and Preschool meals is 6 fl oz of milk at meals.**
  - ☐ D. 2 fl oz

## 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	Sun rich Naturals Original Soymilk
Children under 5 years <i>may not</i> be served <i>flavored</i> milk substitutions									
Calcium (mg)	<b>276</b>	440	300	300	450	300	300	373	300
Protein (g)	<b>8</b>	8	8	8	8	10	8	8.9	8
Vitamin A (IU)	<b>500</b>	500	500	500	500	500	500	1249	500
Vitamin D (IU)	<b>100</b>	240	100	120	120	100	120	255	100
Magnesium (mg)	<b>24</b>	24	24	40	60	60	40	54	40
Phosphorus (mg)	<b>222</b>	491	250	250	250	250	250	313	250
Potassium (mg)	<b>349</b>	375	360	360	370	460	360	377	360
Riboflavin (mg)	<b>0.44</b>	0.48	0.51	0.51	0.51	0.51	0.51	0.96	0.45
Vitamin B12 (mcg)	<b>1.1</b>	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 April 2024**

## 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

<b>Nutrients</b>  Flavored milk substitutions <b>may only</b> be served to children 6 years and older.	<b>USDA Criteria per 8 Fluid Ounces</b>	<i>Kikkoman</i> <b>Pearl Organic Soymilk</b> <b>Creamy Vanilla</b> 	<i>8th Continent</i> <b>Vanilla Soymilk</b> 	<i>Pacific Foods</i> <b>All Natural Ultra Soymilk</b> <b>Vanilla</b> 	<i>Sunrich Naturals</i> <b>Vanilla Soymilk</b> 	<i>Sunrich Naturals</i> <b>Organic Vanilla Soymilk</b> 	<i>8th Continent</i> <b>Light Chocolate Soymilk</b> 	<i>Kikkoman</i> <b>Pearl Organic Soymilk Smart Chocolate</b> 
	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.

# 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.

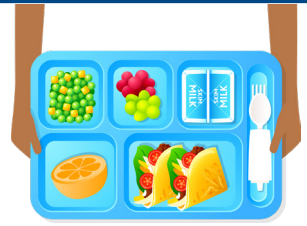
For more information on OVS requirements, visit:

<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:

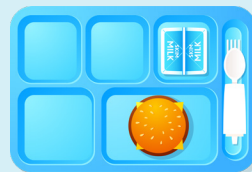
½ cup of corn  
½ cup of green beans  
½ cup of grapes  
1 cup of milk\*



- ☐ Reimbursable  
☐ Not Reimbursable

#### Meal 2:

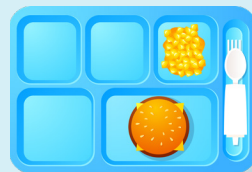
Hamburger on whole grain-rich bun  
1 cup of milk\*



- ☐ 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>

# 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.

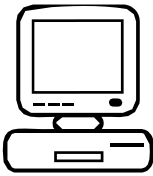
Must offer Five Components <sup>1</sup>	Student May Decline
<ul style="list-style-type: none"> <li>• One serving of meat/meat alternate</li> <li>• One serving of grains</li> <li>• One serving of fruits</li> <li>• One serving of vegetables</li> <li>• One serving of unflavored or flavored low-fat (1%) or skim milk (must offer two choices)</li> </ul>	<ul style="list-style-type: none"> <li>• Up to two food components, however, must take 1/2 cup serving of fruit, vegetable or a combination of the two</li> </ul>
<sup>1</sup> 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 <sup>1</sup>	Student May Decline
<ul style="list-style-type: none"> <li>• Two oz. eq. of Grains (can be the same food item) OR</li> <li>• One oz. eq. of Grain and substitute a one oz. eq. of Meat/Meat Alternate for a Grain</li> <li>• One serving of Fruit, Vegetable, or 100% Juice</li> <li>• One serving of unflavored or flavored low-fat (1%) or skim milk (must offer two choices)</li> </ul>	<ul style="list-style-type: none"> <li>• One food item; however, must take 1/2 cup serving of fruit, juice, or vegetable</li> </ul>
<sup>1</sup> 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 <b>not</b> 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



## Non-Program Foods ■ Food Cost and Selling Price

<b>SFA Name</b>	<b>Date Completed:</b>
-----------------	------------------------

**“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](http://dhhs.ne.gov/children_family_services/Pages/StateProcOfDonatedFoods.aspx)

<b>Completed by:</b>			<b>Invoice date(s):</b>				
Item	Brand	Purchase Unit (PU)	Purchase Price	Serving Size	Servings Per PU	Cost Per Serving	Selling Price
<b>MILK</b>							
<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>
<b>Milk Totals</b>							
<b>ENTRÉE</b>							
<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>
<b>Entrée Totals</b>							

### 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>
<b>Other A La Carte &amp; Smart Snack Totals</b>							

**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		
<b>Grand Total</b>		

Grand Total of Cost per Serving	Grand Total of Selling Price	% of Non-Program Food Cost
$\div$		=
<b>100 minus % of Non-Program Food Cost</b>		<b>= _____ % Profit</b>

# 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  $\leq 200$  Snack/side  
 $\leq 350$  Entree
2. Sodium (mg)  $\leq 200$  Snack/side  
 $\leq 480$  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 1/2 hour before to 1/2 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
<b>WATER</b> <i>Non-carbonated or carbonated</i>	<b>ANY SIZE</b>	<b>ANY SIZE</b>	<b>ANY SIZE</b>
<b>MILK</b> <i>Skim or 1% unflavored Skim or 1% flavored</i>	8 oz	12 oz	12 oz
<b>100% JUICE</b> <i>Plain or carbonated</i>	8 oz	12 oz	12 oz
<b>ZERO CALORIE BEVERAGE</b> <i>Flavored and/or Carbonated ≤5 cal/8 oz Or ≤10 cal/20 oz</i>	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	20 oz
<b>LOW CALORIE BEVERAGE</b> <i>Flavored and/or Carbonated ≤40 cal/8 oz Or ≤60 cal/12 oz</i>	<b>NOT PERMITTED</b>	<b>NOT PERMITTED</b>	12 oz
Caffeinated beverages are only permitted at the High School Level			

EXEMPTIONS
<b>ENTRÉE SECOND</b> - Exempt from nutrient standards if served same day or next day.
<b>FRUITS/VEGETABLES</b> - Exempt from nutrient standards if NO added ingredients.
<b>DRIED FRUITS/VEGETABLES</b> - Exempt from sugar standard if NO added nutritive sweeteners or if added ingredient is necessary for processing and/or palatability.
<b>SEAFOOD</b> - Exempt from total fat standard.
<b>CHEESE</b> - Exempt from fat and saturated fat standards. Does not apply to combination foods.
<b>NUTS/NUT BUTTER/SEEDS</b> - Exempt from total fat and saturated fat standards. Exemption does not apply to combination foods such as peanut butter crackers.
<b>DRIED FRUIT WITH NUTS</b> - 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  $\leq 10$  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)  
 $\leq 40$  calories per 8 oz, or  $\leq 60$  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**

## CHILD MEAL PATTERN REQUIREMENTS

### Breakfast (Must serve all 3 meal components for a reimbursable meal)

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>1</sup> (At-Risk afterschool programs & Emergency Shelters)
<b>Fluid Milk<sup>2</sup></b>	1/2 cup	3/4 cup	1 cup	1 cup
<b>Vegetables, fruits, or portions of both<sup>3</sup></b>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
<b>Grain Items (oz equivalent)<sup>4,5,6,7</sup></b>				
Whole grain-rich or enriched bread	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Whole grain-rich or enriched bread product such as biscuit, roll or muffin	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry/cold) <sup>6,7</sup>				
Flakes	1/2 cup	1/2 cup	1 cup	1 cup
Puffed Cereal	3/4 cup	3/4 cup	1 1/4 cup	1 1/4 cup
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Meat/Meat Alternative in lieu of grain—Maximum 3 times per week <sup>5,9</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce

### Lunch & Supper (Must serve all 5 meal components for a reimbursable meal)

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>1</sup> (At-Risk afterschool programs & Emergency Shelters)
<b>Fluid Milk<sup>2</sup></b>	1/2 cup	3/4 cup	1 cup	1 cup
<b>Meat/meat alternatives</b>				
Lean Meat, poultry, or fish	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Tofu, soy product, or alternate protein product <sup>9</sup>	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Cheese	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Large Egg	1/2	3/4	1	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Peanut butter or soy nut butter or another seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.	4 Tbsp.
Yogurt, plain or flavored, sweetened or unsweetened <sup>10</sup>	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup	8 ounces or 1 cup
Nuts	1 ounce	1.5 ounces	2 ounces	2 ounces
<b>Vegetables<sup>3,8</sup></b>	1/8 cup	1/4 cup	1/2 cup	1/2 cup
<b>Fruits<sup>3,8</sup></b>	1/8 cup	1/4 cup	1/4 cup	1/4 cup
<b>Grain Items (oz equivalent)<sup>4,6,7</sup></b>				
Whole grain-rich or enriched bread	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Whole grain-rich or enriched bread product such as biscuit, roll or muffin	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Whole grain-rich, enriched or fortified cooked cereal (dry/cold) <sup>6,7</sup> cereal grain and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup

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

Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>1</sup> (At-Risk afterschool programs & Emergency Shelters)
<b>Fluid Milk<sup>2</sup></b>	1/2 cup	1/2 cup	1 cup	1 cup
<b>Meat/meat alternatives</b>				
Lean Meat, poultry, or fish	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein product <sup>9</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Cheese	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Large Egg	1/2	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Peanut butter or soy nut butter or another seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.	2 Tbsp.
Yogurt, plain or flavored, sweetened or unsweetened <sup>10</sup>	2 ounces or 1/4 cup	2 ounces or 1/4 cup	4 ounces or 1/2 cup	4 ounces or 1/2 cup
Peanuts, soy nuts, tree nuts or seeds	1/2 ounce	1/2 ounce	1 ounce	1 ounce
<b>Vegetables<sup>3,8</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Fruits<sup>3,8</sup></b>	1/2 cup	1/2 cup	3/4 cup	3/4 cup
<b>Grain Items (oz equivalent)<sup>4,6,7</sup></b>				
Whole grain-rich or enriched bread	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Whole grain-rich or enriched bread product such as biscuit, roll or muffin	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry/cold) <sup>6,7</sup>	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Flakes	1/2 cup	1/2 cup	1 cup	1 cup
Puffed Cereal	3/4 cup	3/4 cup	1 1/4 cup	1 1/4 cup
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup

### IMPORTANT—Superscript Notations

1—Larger portion sizes than specified may need to be served to children 13 through 18 years to meet their nutritional needs. (Offer versus serve is an option **only** for at-risk afterschool participants.)

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. Must be unflavored low-fat or unflavored fat-free, or flavored fat-free or low-fat (1%) milk for children 6 years old and older and adults.

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 grain serving per day, across all eating occasions, must be whole grain-rich. Grain-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 alternates 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; **6-18 years** — 1 oz meat/cheese, 2 Tbsp nut butters, 4 oz-1/2 cup yogurt, 1/2 egg or 1/4 cup cooked dry beans or peas)

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

7—Through September 30, 2025, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. **Beginning October 1, 2025, breakfast cereals must contain no more than 6 grams of added sugars per dry ounce.**

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

9—Alternate protein products must meet requirements in Appendix A to Part 226. Information on crediting meat/meat alternates may be found in FNS guidance.

10—Through September 30, 2025, yogurt must contain no more than 23 grams of total sugars per 6 ounces. **Beginning October 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of sugars per ounce).**

11—Nuts/Seeds—Serve with caution to children under age 4 and older adult participants in the CACFP.

## 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	
<b>Calories</b> 130	Calories from Fat 20
% Daily Value*	
<b>Total Fat</b> 2g	<b>3%</b>
Saturated Fat 1.5g	<b>8%</b>
Trans Fat 0g	
<b>Cholesterol</b> 10mg	<b>3%</b>
<b>Potassium</b> 400mg	<b>1%</b>
<b>Sodium</b> 160mg	<b>7%</b>
<b>Total Carbohydrate</b> 21g	<b>7%</b>
Dietary Fiber 4g	<b>17%</b>
<b>Sugars</b> 9g	
<b>Protein</b> 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

\*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
<b>Calories</b> 100	<b>100</b>	<b>140</b>
Calories from Fat 5	5	5
<b>% Daily Value*</b>		
<b>Total Fat</b> 0.5g	<b>1%</b>	<b>1%</b>
Saturated Fat 0g	<b>0%</b>	<b>0%</b>
Trans Fat 0g		
Polyunsaturated Fat 0g		
Monounsaturated Fat 0g		
<b>Cholesterol</b> 0mg	<b>0%</b>	<b>1%</b>
<b>Sodium</b> 140mg	<b>6%</b>	<b>9%</b>
<b>Potassium</b> 90mg	<b>3%</b>	<b>8%</b>
<b>Total Carbohydrate</b> 22g	<b>7%</b>	<b>9%</b>
Dietary Fiber 3g	<b>11%</b>	<b>11%</b>
<b>Sugars</b> 5g		
Other Carbohydrate 14g		
<b>Protein</b> 140mg		

#### Test Yourself:

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

Serving Size: \_\_\_\_\_

Sugars: \_\_\_\_\_

☐ Yes ☐ No

# 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

\*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<sup>1,2</sup>

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 <sup>3</sup>	
Grains listed in this category are not allowed in CACFP.	

<b>Group G<sup>3</sup></b>	
Grains listed in this category are not allowed in CACFP.	
<b>Group H</b>	<b>Ounce Equivalent – Group H</b>
Cereal grains (barley, quinoa, etc.) Breakfast cereals (cooked) <sup>4,5</sup> 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)
<b>Group I</b>	<b>Ounce Equivalent – Group I</b>
Ready to eat breakfast cereal (cold, dry) <sup>4,5</sup>	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.

# Breakfast Production Record

Attachment K-1

Name of Site: \_\_\_\_\_

Date: \_\_\_\_\_ X Day of Week S \_ M \_ T \_ W \_ R \_ F \_ S \_ Offer Versus Serve: Yes \_ No \_ What Grades: \_\_\_\_\_

Planned Number of: Student Breakfasts _____ Adult Breakfasts _____		Record Planned # for Each Grade Group and Serving Size for Each Menu Item in Columns Below				Vegetable Subgroups Key *
<b>Menu</b> All Food Components Must Be Recorded. List Entrée Choices First.	Cooking Temp/ Time	# Planned Pre-K _____	# Planned for K-5 _____	# Planned for 6-8 _____	# Planned for 9-12 _____	

\* Component Key for Vegetable Subgroup and Required Weekly Serving Size

RO = Red/Orange = K-8: ¼ c. & 9-12: 1¼ c. DG = Dark Green K-12: = ½ c. BP = Beans/Peas/Lentils K-12: = ½ c. S = Starchy K-12: = ½ c. O = Other K-8: ½ c. & 9-12: ¾

Record all Menu Items Below	X if Whole Grain Rich	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Planned # of a la carte	Total Quantity of Food Item prepared (e.g.: # serv, # of lbs., #10 cans, pieces)	Amount Leftover	Record how food item contributes to meal pattern e.g., 2M/MA, 2oz eq. Grain, ½ c Fruit
<b>Meat/Meat Alternate</b>	WGR					
<b>Grains</b>	WGR	At least 80% of grains each week must be whole grain rich (WGR) for Breakfast				
<b>Vegetables</b> If self-serve can record on muti-day food bar record						
<b>Fruits</b> If self-serve can record on muti-day food bar record						
<b>Milk</b> - Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.						
<b>Other Food Items</b> (syrup, jelly, marg.).						

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



Lunch Production Record

Name of Site: \_\_\_\_\_

Date: \_\_\_\_\_ X Day of Week S \_ M \_ T \_ W \_ R \_ F \_ S \_ Offer Versus Serve: Yes \_ No \_ What Grades: \_\_\_\_\_

Planned Number of: Student Lunches _____ Adult Lunches _____		Record Planned # for Each Grade Group and Serving Size for Each Menu Item in Columns Below				Vegetable Subgroups Key *
Menu All Food Components Must Be Recorded. List Entrée Choices First.	Cooking Temp/ Time	# Planned Pre-K _____	# Planned for K-5 _____	# Planned for 6-8 _____	# Planned for 9-12 _____	

\* Component Key for Vegetable Subgroup and Required Weekly Serving Size  
RO = Red/Orange = K-8: ¼ c.& 9-12: 1¼ c. DG = Dark Green K-12: = ½ c. BP = Beans/Peas/Lentils K-12: = ½ c. S = Starchy K-12: = ½ c. O = Other K-8: ½ c. & 9-12: ¾ c.

Record all Menu Items Below	X if Whole Grain Rich	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Planned # of a la carte	Total Quantity of Food Item prepared (e.g.: # serv, # of lbs., #10 cans, pieces)	Amount Leftover	Record how food item contributes to meal pattern e.g., 2M/MA, 2oz eq. Grain, ½ c Fruit
Meat/Meat Alternate	WGR					
Grains	WGR	At least 80% of grains each week must be whole grain rich (WGR) for Lunch				
Vegetables If self-serve can record on muti-day food bar record						
Fruits If self-serve can record on muti-day food bar record						
Milk - Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.						
Other Food Items (ketchup, gravy, marg.).						

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

**Multi-Day Food/Condiment Bar Production Record****Site Name:** \_\_\_\_\_

This production record is designed for schools that have an ongoing fruit/vegetable bar. It can also be used to track condiments. Add items used routinely before copying the form. The "Starting Quantity" and "Leftover Quantity" columns must be completed for each item. 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, and Lentils; S=Starchy; O=Other. Record (WGR) if an item is whole grain rich.

For each day, record the quantity of each food item placed on the bar. At the end of meal service, record the quantity of each food item left.

**Please note:** For Potentially Hazardous Foods (PHFs), record the Time/Temperature when set out. Examples include cut tomatoes, melon, lettuce/romaine, as well as protein type food items such as hummus. All PHF foods from a non-mechanically cooled bar and cold foods that have been out of the refrigerator for **four hours** must be discarded. Discard food that has been mixed with other foods or touched by bare hands. **YOU MUST MAINTAIN TIME AND TEMPERATURE LOGS FOR FOODS REUSED THE NEXT DAY.**

Food Items Used  <i>Examples: Romaine Lettuce, Baby Carrots, Diced Tomatoes, Apple (Whole), Ketchup, Low-fat Ranch Dressing</i>	Product Brand or School Recipe (SR) or Commodity (C)	Vegetable Subgroup Key or if item is WGR	Record the Unit of Weight or Volume or # of Servings with portion size for placement on the bar	Monday			Tuesday			Wednesday			Thursday			Friday		
				Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity

[illegible]

## Meal Delivery Ticket

**Site Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Delivery Time:** \_\_\_\_\_

Number of Meals Ordered/Grade Group	PreK	K-5/seconds	6-8/seconds	___/seconds
Students (entrée choice 1)		/	/	/
Students (entrée choice 2)		/	/	/
<b>Adults</b>				
<b>Totals</b>				

Temp at leaving for delivery - taken by prep site	Temp at serving time - taken by site receiving food	<b>Menu for the Day</b> List all food items. Indicate whole grain rich items with (WGR)	<b>Portion Size</b>			
			PreK	K-5	6-8	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

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

**Signature of Site Staff:** \_\_\_\_\_

<u>Food Items</u>	<u>Amount Used</u>

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

<u>Food Items</u>	<u>Amount Used</u>

		minus	=
		minus	=
		minus	=
		minus	=

<u>Food Items</u>	<u>Quantity Leftover</u>

# After School Snack Weekly Production Record

Name of Site:

Dates:

(Example: May 6-10, 20XX)

**Instructions: Complete each section of the production record. Copies of the completed record must be retained.**

**Requirements:**

1. Two different food components in the required portion size must be served.
2. Students must take both food components. There is **no offer versus serve option in the After School Snack Program.**
3. Indicate how the food item portion size contributes to meeting meal pattern requirement.
4. Identify whole grain-rich items with "WGR".

Number of Snacks Ordered						Actual Number of Snacks Served					
	Mon	Tues	Wed	Thurs	Fri		Mon	Tues	Wed	Thurs	Fri
Snack						Children					
						Staff					
						Total Snacks Served					

Snack	Component Name of each food component item. Must serve two different food components.	Planned Serving Sizes <u>With meal pattern contribution</u>	Total Amount Prepared	Food Temperatures Kitchen /Site		Leftovers/ Comments <small>(Record leftovers amounts and comments)</small>
Monday Snack	Food Component 1					
	Item:					
	Food Component 2					
Tuesday Snack	Food Component 1					
	Item:					
	Food Component 2					
Wednesday Snack	Food Component 1					
	Item:					
	Food Component 2					
Thursday Snack	Food Component 1					
	Item:					
	Food Component 2					
Friday Snack	Food Component 1					
	Item:					
	Food Component 2					

## Meal Pattern Check - Breakfast &amp; Lunch w/Vegetable Subgroups

SCHOOL: \_\_\_\_\_

MENU WEEK: \_\_\_\_\_

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



# Breakfast Production Record

Attachment K-1

Name of Site: Apple Elementary School

Date: 6/10/2024 X Day of Week S M ☒ T W R F S Offer Versus Serve: Yes ☒ No ☐ What Grades: k-5

<b>Planned Number of:</b> Student Breakfasts <u>60</u> Adult Breakfasts <u>1</u>		<b>Record Planned # for Each Grade Group and Serving Size for Each Menu Item in Columns Below</b>				<b>Vegetable Subgroups Key *</b>
<b>Menu</b> All Food Components Must Be Recorded. List Entrée Choices First.	<b>Cooking Temp/ Time</b>	<b># Planned Pre-K</b> <u>      </u>	<b># Planned for K-5</b> <u>60</u>	<b># Planned for 6-8</b> <u>      </u>	<b># Planned for 9-12</b> <u>      </u>	
Cereal Bowl and Toast			1 ea/1ea			
Or Cherry Frudel			1 ea			
Fruit Cup			1/2 cup			
Fruit Juice			4 fl oz			
Milk			1 cup			

\* Component Key for Vegetable Subgroup and Required Weekly Serving Size

RO = Red/Orange = K-8: ¾ c. & 9-12: 1¼ c. DG = Dark Green K-12: = ½ c. BP = Dried Beans/Peas/Lentils K-12: = ½ c. S = Starchy K-12: = ½ c. O = Other K-8: ½ c. & 9-12: ¾ c.

Record all Menu Items Below	X if Whole Grain Rich	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Planned # of a la carte	Total Quantity of Food Item prepared (e.g.: # serv, # of lbs., #10 cans, pieces)	Amount Leftover	Record how food item contributes to meal pattern e.g., 2M/MA, 2oz eq. Grain, ½ c Fruit
<b>Meat/Meat Alternate</b>	WGR					
<b>Grains</b>	WGR	At least 80% of grains each week must be whole grain rich (WGR) for Breakfast				
Cereal, Trix bowl pak	x	General Mills		30-1 oz	15-1 oz	1 oz eq G
Cereal, Fruit Loop bowl pak	x	Kellogg's		30- 1 oz	11-1oz	1 oz eq G
Frudel, Cherry	x	Pillsbury	5	65 each	10 each	2 oz eq G
Toast	x	Rotella's		60-1 oz	12-1 oz	1 oz eq G
<b>Vegetables If self-serve can record on muti-day food bar record</b>						
<b>Fruits If self-serve can record on muti-day food bar record</b>						
Fruit Cup, Applesauce		C		60- 1/2 cup	10-1/2 cup	1/2 c Fruit
Fruit Juice, Apple		Hiland	5	40- 4 fl oz	7-4 fl oz	1/2 c Fruit
Fruit Juice, Orange		Hiland	5	40- 4 fl oz	9-4 fl oz	1/2 c Fruit
<b>Milk - Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.</b>						
Chocolate, Skim		Hiland	10	50- 1/2 pint	10-1/2 pint	
White, 1%		Hiland	8	20- 1/2 pint	5-1/2 pint	
White, Skim		Hiland		20- 1/2 pint	5-1/2 pint	
<b>Other Food Items (syrup, jelly, marg.).</b>						
Jelly		Smuckers		70	50	
Margarine		C		70	25	

50 Students + 1 Adults + 1 Food Service Staff = 52 Actual Count of Meals Served

Lunch Production Record

Name of Site: Apple Elementary School

Date: 6/10/2024 X Day of Week S M X T W R F S Offer Versus Serve: Yes X No What Grades: k-5

Planned Number of: Student Lunches 150 Adult Lunches 10		Record Planned # for Each Grade Group and Serving Size for Each Menu Item in Columns Below				Vegetable Subgroups Key *
Menu All Food Components Must Be Recorded. List Entrée Choices First.	Cooking Temp/ Time	# Planned Pre-K	# Planned for K-5 150	# Planned for 6-8	# Planned for 9-12	
Cheeseburger on Bun			1 ea			
Or Taco Salad			1 ea			RO/DG
Roasted Corn			1/2 cup			S
Fresh Fruit and Veggie Bar			SS			*
Milk			1 cup			

\* Component Key for Vegetable Subgroup and Required Weekly Serving Size  
RO = Red/Orange = K-8: ¼ c.& 9-12: 1¼ c. DG = Dark Green K-12: = ½ c. BP = Dried Beans/Peas/Lentils K-12: = ½ c. S = Starchy K-12: = ½ c. O = Other K-8: ½ c. & 9-12: ¾ c.

Record all Menu Items Below	X if Whole Grain Rich	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Planned # of a la carte	Total Quantity of Food Item prepared (e.g.: # serv, # of lbs., #10 cans, pieces)	Amount Leftover	Record how food item contributes to meal pattern e.g., 2M/MA, 2oz eq. Grain, ½ c Fruit
Meat/Meat Alternate	WGR					
Beef Pattie		C	5	135 ea	5 ea	1.5M/MA
Cheese Slice		C	5	135 ea	10 ea	.5M/MA
Taco Salad	x	SR 106		30 ea	2 ea	2M/MA, 2oz eq. G, 1 cup V
Grains	WGR	At least 80% of grains each week must be whole grain rich (WGR) for Lunch				
Hamburger Bun	x	Rotella's	5	135 ea	5 ea	2oz eq. G
Vegetables If self-serve can record on muti-day food bar record						
Roasted Corn		SR 77		155 servings	10 servings	1/2c V
See Multi Day Food Bar						
Fruits If self-serve can record on muti-day food bar record						
See Multi Day Food Bar		SR		SS		*
Milk - Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.						
Chocolate Skim		Hilland	25	100-1/2 pint	20-1/2 pint	
White Skim		Hilland	15	100-1/2 pint	20-1/2 pint	
White 1%		Hilland	2	50-1/2 pint	15-1/2 pint	
Other Food Items (ketchup, gravy, marg.).						
See Multi Day Condiment Bar		SR		SS		

140 Students + 10 Adults + 3 Food Service Staff = 153 Actual Count of Meals Served

## Multi-Day Milk Counts

**School:** **Name of School**

[illegible]

**Multi-Day Food/Condiment Bar Production Record**Site Name: Jolly Schools

This production record is designed for schools that have an ongoing fruit/vegetable bar. It can also be used to track condiments. Add items used routinely before copying the form. The "Starting Quantity" and "Leftover Quantity" columns must be completed for each item. 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, and Lentils; S=Starchy; O=Other. Record (WGR) if an item is whole grain rich.

For each day, record the quantity of each food item placed on the bar. At the end of meal service, record the quantity of each food item left.

**Please note:** For Potentially Hazardous Foods (PHFs), record the Time/Temperature when set out. Examples include cut tomatoes, melon, lettuce/romaine, as well as protein type food items such as hummus. All PHF foods from a non-mechanically cooled bar and cold foods that have been out of the refrigerator, for **four hours** must be discarded. Discard food that has been mixed with other foods or touched by bare hands. **YOU MUST MAINTAIN TIME AND TEMPERATURE LOGS FOR FOODS REUSED THE NEXT DAY.**

Food Items Used <i>Examples: Romaine Lettuce, Baby Carrots, Diced Tomatoes, Apple (Whole), Ketchup, Low-fat Ranch Dressing</i>	Product Brand or School Recipe (SR) or Commodity (C)	Vegetable Subgroup Key or if item is WGR	Record the Unit of Weight or Volume or # of Servings with portion size for placement on the bar	Monday 10/1			Tuesday 10/2			Wednesday 10/3			Thursday 10/4			Friday 10/5		
				Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity	Time and Temperature	Starting Quantity	Leftover Quantity
Romaine Lettuce	Dole	DG	lbs	39°/10:50	15	2	39°/10:45	10	2	39°/10:50	5	3	39°/10:55	10	0	39°/10:50	6	0
Carrots, baby	Dole	RO	lbs	36°/10:50	3	0	36°/10:45	5	1	36°/10:50	3	.25	36°/10:55	5	0	36°/10:50	5	0
Cucumbers	Farmer Fresh	O	lbs	35°/10:50	5	1							35°/10:55	8	1			
Black Bean Salsa	SR	BP	quarts	38°/10:50	1	0												
Oranges, wedges	Sunkist		lbs					10	1		10	2					8	0
Strawberries	Driscoll's		lbs	39°/10:50	8	.5							39°/10:55	8	0			
Canned Peaches	C		# 10 can	38°/10:50	2	0	38°/10:45	2	0	38°/10:50	2	0	38°/10:55	2	0	38°/10:50	1	0
Salsa	C	RO	quarts		1	0												
Ketchup	C		quarts		1	.25					1	0					1	0
Mustard	Heinz		pc packet		25	3											25	10
Ranch	C		quarts	35°/10:50	1.5	0	38°/10:45	1	0	36°/10:50	1	0	38°/10:55	1	0	36°/10:50	1	0

## Meal Delivery Ticket

**Site Name:** Apple Elementary School

**Date:** 6/10/2024 **Delivery Time:** 10:30 am

Number of Meals Ordered/Grade Group	PreK	K-5/seconds	6-8/seconds	___/seconds
Students (entrée choice 1) Cheeseburger		75 / 0	/	/
Students (entrée choice 2) Taco salad		25 / 0	/	/
<b>Adults</b>		3		
<b>Totals</b>		103		

Temp at leaving for delivery - taken by prep site	Temp at serving time - taken by site receiving food	Menu for the Day List all food Items. Indicate whole grain rich items with (WGR)	Portion Size			
			PreK	K-5	6-8	
10:00 am/165°	11:30 am/145°	Beef Pattie, 1.5 M/MA		1 pattie		
		Cheese Slice, 0.5 M/MA		1 slice		
		Hamburger Bun, WGR 2 oz eq G		1 bun		
10:00 am/40°	11:30 am/40°	Taco Salad, WGR, 2 M/MA, 2 oz eq G, 1 cup V		1 salad		
10:00 am/165°	11:30 am/145°	Roasted Potatoes		1/2 cup		
10:00 am/40°	11:30 am/40°	Pineapple, Fresh		1/2 cup		
		Milk		1 cup		

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

**Signature of Site Staff:** Betty Bloom

**Condiments: Must record condiment usage for each meal.**

<u>Food Items</u>	<u>Amount Used</u>
Ketchup	6 cups
Ranch	105 2 oz portions
<b>Other Foods Used (not sent by the delivery kitchen that day):</b>	
<u>Food Items</u>	<u>Amount Used</u>
Lettuce, shredded	2 pounds
Carrots, baby	5 pounds

**Milk: Must record milk usage by type for each meal.**

<u>List Kinds</u>	<u>Starting Count - End Count = Amt. Used</u>		
Chocolate, Skim	100	minus 14	= 86
White, 1%	15	minus 5	= 10
White, Skim	15	minus 8	= 7
		minus	=

**Leftover Food Items After Meal Service:**

<u>Food Items</u>	<u>Quantity Leftover</u>
Cheeseburger	5
Taco Salad	2

**Special Instructions/Notes:**

Shredded Lettuce and Baby Carrots are Self-Serve

# After School Snack Weekly Production Record

**Name of Site:** Apple Elementary School

**Dates:** 6/10/2024  
(Example: May 6-10, 20XX)

**Instructions: Complete each section of the production record. Copies of the completed record must be retained.**

**Requirements:**

1. Two different food components in the required portion size must be served.
2. Students must take both food components. There is **no offer versus serve option in the After School Snack Program.**
3. Indicate how the food item portion size contributes to meeting meal pattern requirement.
4. Identify whole grain-rich items with "WGR".

Number of Snacks Ordered						Actual Number of Snacks Served					
	Mon	Tues	Wed	Thurs	Fri		Mon	Tues	Wed	Thurs	Fri
Snack	27	25	25	27	30	Children	27	24	23	27	25
						Staff					
						<b>Total Snacks Served</b>	27	24	23	27	25

Snack	Component Name of each food component item. Must serve two different food components.	Planned Serving Sizes <u>With meal pattern contribution</u>	Total Amount Prepared	Food Temperatures Kitchen /Site		Leftovers/ Comments <small>(Record leftovers amounts and comments)</small>
Monday Snack	Food Component 1 Item: WGR Cracker	1 oz	27			0
	Food Component 2 Item: Cheese Stick	1 oz	27	3:00/39	3:45/39	0
Tuesday Snack	Food Component 1 Item: Cucumber and Celery	1/4 cup and 1/2 cup	25	3:00/40	3:45/40	1
	Food Component 2 Item: Hummus Dip	1/4 cup	25	3:00/40	3:45/40	1
Wednesday Snack	Food Component 1 Item: Watermelon	3/4 cup	25	3:00/39	3:45/40	2
	Food Component 2 Item: Yogurt	1/2 cup	25	3:00/40	3:45/40	2
Thursday Snack	Food Component 1 Item: WGR Blueberry Muffin	2 oz	27			0
	Food Component 2 Item: Orange Slices	3/4 cup	27	3:00/40	3:45/40	0
Friday Snack	Food Component 1 Item: Trail Mix	1/4 cup cereal and 1/2 cup pretzels	30			5
	Food Component 2 Item: Milk	1 cup	30	3:00/40	3:45/40	5



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
<b>Grains</b> Indicate WGR (whole grain-rich) Specify serving size (oz or oz eq) <b>Meat/Meat Alternate</b>	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/M/MA 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)
<b>Fruit or Vegetable</b> 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
<b>Fluid Milk -- 1 cup</b> Must offer 2 types	<b>CIRCLE types offered:</b> Unflavored 1%   Unflavored Skim   Flavored Skim   Flavored 1%					<input checked="" type="checkbox"/> 2 types
LUNCH	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS
<b>Meat/Meat Alternate</b> 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)
<b>Grains</b> Specify serving size (oz or oz eq) Daily MIN (K-8 1oz) (9-12 2oz) Indicate WGR (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)
<b>Vegetables</b> 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)
<b>Dark Green</b> <i>*Leafy greens credit half the serving size</i>	"X" Subgroup List Portion Size or SS	<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 type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> K-8 (3/4c)   9-12 (1 1/4c)	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1/2c	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1/2c	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> K-8 (1/2c)   9-12 ( 3/4c)	
<b>Fruits</b> 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)
<b>Fluid Milk -- 1 cup</b> Must offer 2 types	<b>CIRCLE types offered:</b> Unflavored 1%   Unflavored Skim   Flavored Skim   Flavored 1%					<input checked="" type="checkbox"/> 2 types
<b>FRUIT/VEGETABLE (F/V) BAR</b> Available to: <input checked="" type="checkbox"/> ALL Grades <input type="checkbox"/> ONLY _____	Apples, orange quarters, grapes, applesauce, sliced peaches strawberry cups Romaine, carrots, cucumber slices, grape tomatoes, broccoli					List all Fruits/Vegetables offered daily on the SS bar during the week.

## 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	

## 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).

## 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 <b>Recipe Name:</b> <u>Chili</u> <b>(Source: USDA: D-20)</b>		<b>Recipe Number:</b> <u>Entrée 6</u>			
2 <b>For <u>50</u> Servings</b>		2 <b>For <u>100</u> Servings</b>		4 <b>Directions</b>	
3 <b>Ingredients</b>	<b>Weight</b>	<b>Measure</b>	<b>Weight</b>	<b>Measure</b>	<b>Critical Control Points (opt)</b>
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	
Chili Powder		3 Tbsp		¼ c, 2 Tbsp	
Paprika		1 Tbsp		2 Tbsp	
Onion Powder		1 Tbsp		2 Tbsp	4. Stir in beans. Cover and simmer about 10 min. or to 165°F.
Ground. Cumin		2 Tbsp		¼ cup	
Tomatoes, diced, cnd	3 lb 3 oz	½ #10 can	6 lb 6 oz	1 #10 can	5. Pour into serving pans. Keep hot over 135°F.
Water		2 ¼ qt		1 gal, 2 cups	
Tomato Paste	1 lb 12 oz	¼ #10 can	3 lb 6 oz	½ #10 can	6. Quick-chill leftovers in a shallow pan in an ice bath.
Pinto Beans, canned	2 lb 1 oz	1 qt 1½ cup	4 lb 4 oz	2 qt, 3 cups	7. Serving Suggestions: add a sprinkle of cheese or Fritos

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

	Grades	Meat /Meat Alternate	Grains/Breads	Fruit/Vegetable
8 Meal Pattern Contribution:	Elementary	2 oz		¾ cup
	Secondary	3 oz		½ cup

# 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	<b>1 cup</b>	<b>2 cups</b>	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	<b>4</b>	<b>4</b>	
Sliced American Cheese (1/2 oz./slice)	<b>2</b>	<b>2</b>	
Diced ham or turkey	<b>1 oz.</b>	<b>1 oz.</b>	
WGR breadstick (1 oz. eq.)	<b>1</b>	<b>2</b>	

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

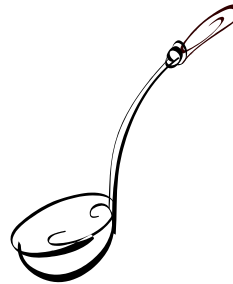
# Portion Control – Measuring Equipment

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.”



## SHORT FORM – Foods and Approximate Equivalents

	Food As Purchased (AP) <b>FRUITS and VEGETABLES</b>	<b>Purchase Unit (PU)</b>	<b>½ cups per unit</b>	<b>Comments</b>
<b>CANNED</b>	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
<b>FRESH</b>	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
<b>FROZEN</b>	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
<b>DRIED</b>	POTATOES – Flakes, granules	lb.	25	
	POTATOES – Sliced, diced	lb.	22	

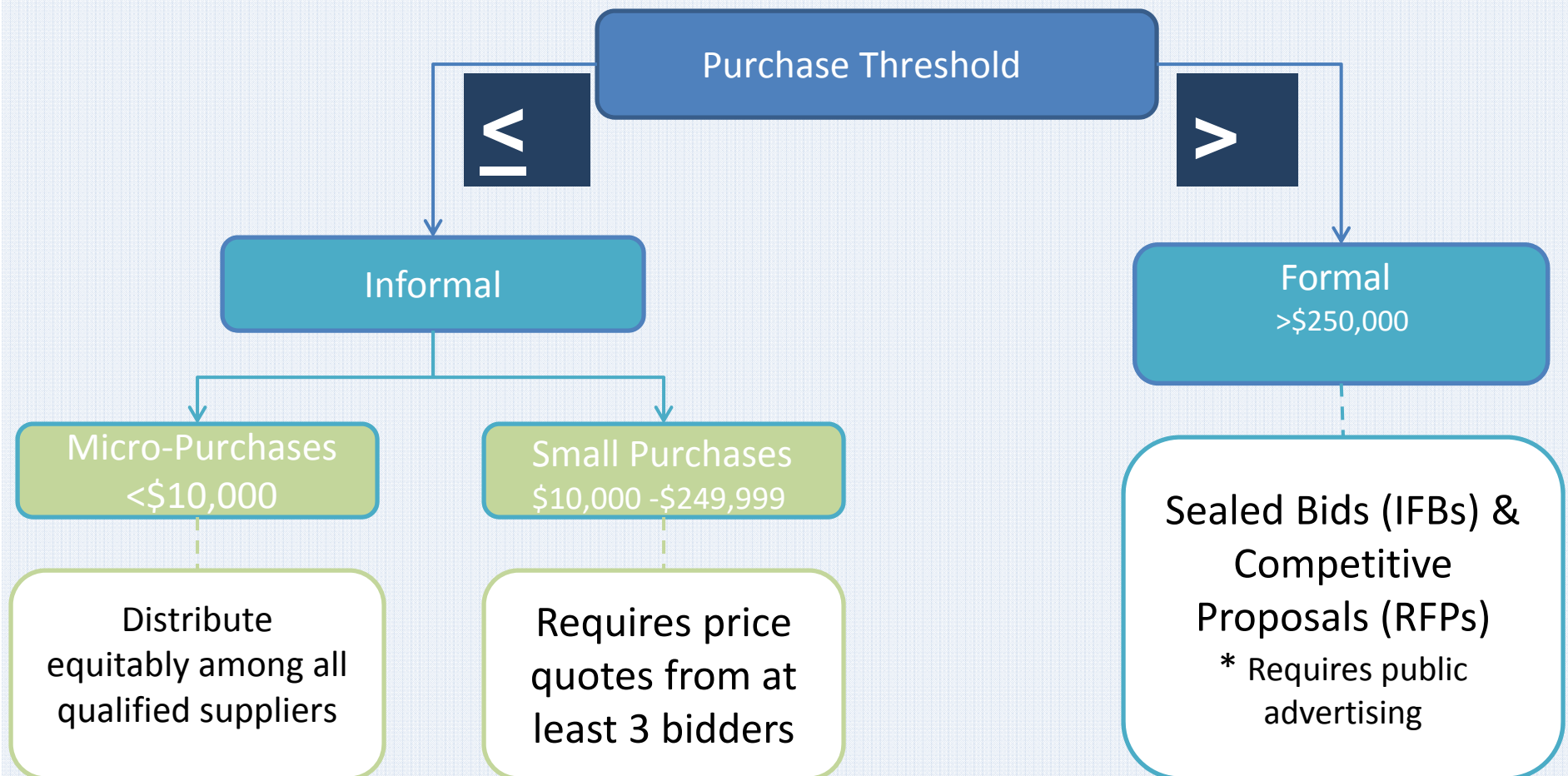
Serving sizes of less than 1/8 cup (2 tablespoons) may not be counted toward the fruit/vegetable requirement.

CANNED	Food As Purchased (AP) <b>MEAT/MEAT ALTERNATES</b>	<b>Purchase Unit</b>	<b>Ounces per PU</b>	<b>Comments</b>
	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	<b>RAW</b>			
	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	
	<b>PRECOOKED and BREADED</b>			
	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	
	<b>COOKED MEATS, UNBREADED</b>			
	TURKEY HAM – 15% added ingredients	lb.	9.4	1.7 oz = 1 oz cooked
	<b>Note:</b> 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.



# Procurement Methods



## 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 part 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 purchases **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 purchases **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). *Purchasing from a single vendor may require justification and supporting documentation to ensure a fair market value price is paid.*

- 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

**Note: If the small purchase threshold established in the sponsor's procurement policy statement is less than \$250,000, the smaller purchase threshold must be used.**

For purchases made below the small purchase threshold, the Small Purchase Procedure will be utilized to purchase necessary goods and services. When the Small Purchase Procedure is 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 supplier that provides the lowest, most responsive [to the specifications], and responsible quote;
- 5) Document the supplier that was selected for the purchase; and

- 6) Manage orders by confirming product and prices match quoted pricing.

### **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; and
  - 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; and
  - 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; and
  - 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.

### **Procurement Summary**

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR part 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): <https://www.fns.usda.gov/nsip/compliance-enforcement-buy-american>.
  - 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.



## **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.

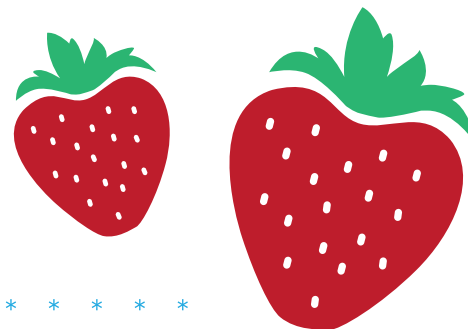
No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his 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.



# BUY AMERICAN: SUPPORTING DOMESTIC AGRICULTURE IN SCHOOL MEALS



The **BUY AMERICAN PROVISION** safeguards the health and well-being of our Nation's children and supports the U.S. economy, American farmers, and small and local agricultural businesses (7 CFR 210.21 (d) and Memo SP 38-2017).

School food authorities (SFAs) in the continental United States\* must purchase domestic agricultural commodities and food products. For foods that are unprocessed, the agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume. A domestic creditable food component is the portion that counts toward a reimbursable school meal (meats/meat alternates, grains, vegetables, fruits, and fluid milk).

- Foods and food products of Guam, American Samoa, U.S. Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic.

## How SFAs Can Buy American Foods

- Develop menus that include only domestic foods and domestic food products. \*\*
- Include the Buy American provision and Geographic Preference option in written procurement procedures, specifications in solicitations, and contracts for food; be sure to monitor contractor performance.
- Require suppliers to attest that their final food products are either 100% domestic commodities or a food product containing over 51% domestic food components, by weight or volume.
- Use USDA Foods and food products processed in the United States using USDA Foods.
- Participate in **USDA's Farm to School Grant Program**.

## Exceptions to Buy American

There are two limited exceptions when non-domestic foods may be purchased. These exceptions are determined by the SFA:

- The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

### REMEMBER:

Document exceptions and keep records!

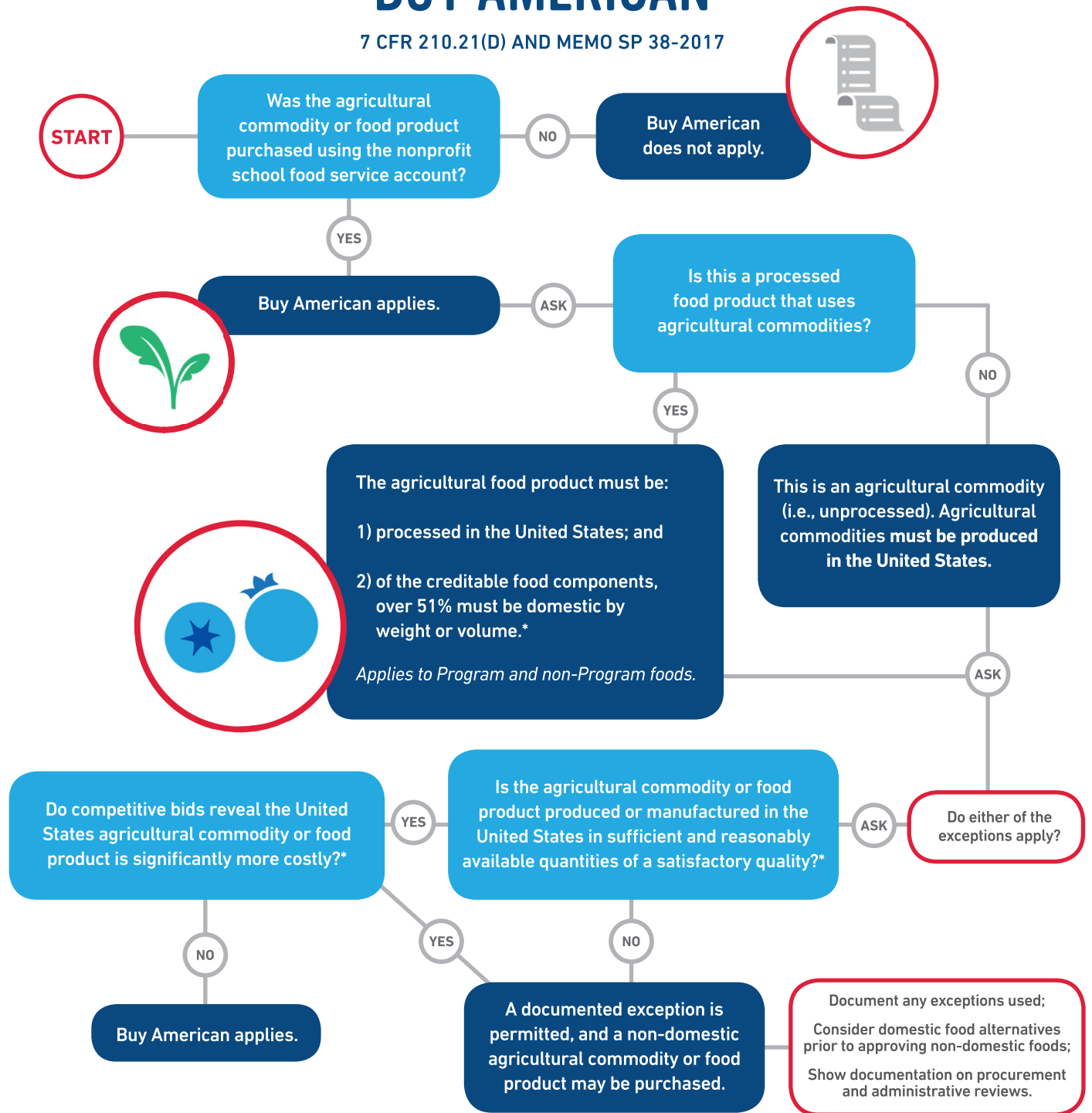
\*SFAs in Alaska, Hawaii, and the U.S. territories are exempt from the Buy American provision. However, SFAs in Hawaii are required to purchase food products produced in Hawaii in sufficient quantities, as determined by the SFA, per 7 CFR 210.21(d) (3). Likewise, SFAs in Puerto Rico are required to purchase food products produced in Puerto Rico in sufficient quantities, under 42 USC 1760(n)(4).

\*\*Information on availability of domestic foods available at: <https://www.ams.usda.gov/market-news>.



# BUY AMERICAN

7 CFR 210.21(D) AND MEMO SP 38-2017



\* \* \* \* \*

\*As determined by the SFA.

SFAs can obtain information on Buy American at: <https://www.fns.usda.gov/school-meals/compliance-enforcement-buy-american> or by contacting their State agency.

**USDA Foods – <https://ne.cnpus.com/FDP/>**

**Make sure your contact information is correct by calling:**

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

**Program Specialist- Sterling Williams – 531-350-3614  
[sterling.williams@nebraska.gov](mailto:sterling.williams@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



# USDA DoD FRESH PROGRAM:

## A Source for Locally Grown Produce

\* \* \* \* \*

The USDA Department of Defense Fresh Fruit and Vegetable Program (USDA DoD Fresh) is a program available to schools to help increase access to fresh produce for schoolchildren. More than 42,000 schools place orders for weekly deliveries of American-grown fresh fruits and vegetables through USDA DoD Fresh to serve as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Schools interested in participating in USDA DoD Fresh should contact their State Distributing Agency.

### How Does USDA DoD Fresh Work?

Schools participating in the NSLP receive two types of support from the USDA. The bulk of USDA's support comes in the form of cash reimbursements which are provided to schools for the meals they serve. Schools also receive USDA Foods entitlement or pre-determined allocations that can be used to order food procured by the USDA for use in school meals. Schools may elect to spend a portion of their USDA Foods entitlement to receive produce through USDA DoD Fresh.

USDA DoD Fresh operates through a partnership between the USDA and the Department of Defense (DoD) Defense Logistics Agency (DLA), as well as the State Distributing Agencies in each participating State. State Distributing Agencies vary from State to State, but can be State Departments of Agriculture, Departments of Education, Departments of Human Services, or other agencies. State Distributing Agencies communicate with schools to determine how much of their USDA Foods entitlement they choose to spend on fresh produce through the USDA DoD Fresh Program.

### How Is Local Produce Available in USDA DoD Fresh?

USDA DoD Fresh leverages DoD's procurement system to provide a variety of nutritious U.S.-grown fresh fruits and vegetables to schools. The DLA serves as the procurement agent that contracts with produce distributors to purchase and deliver produce to participating schools. Schools place orders directly in the Fresh Fruit and Vegetable Order/Receipt System (FFAVORS), an online catalog of domestically grown produce that is updated weekly by the vendors. FFAVORS tracks schools' entitlement balances and provides the actual cost at the time of order. DLA manages vendor payment and reconciliation.

The USDA and DLA support the purchase of locally grown produce to the maximum extent practicable because many participating school districts value local food and have local procurement goals. USDA DoD Fresh vendors are encouraged to source local produce, taking into consideration price, quality, availability, and other factors. Local produce for the purposes of USDA DoD Fresh is defined as produce from within the State or adjacent States, even though schools may establish their own definitions of local. Vendors selected to supply produce through USDA DoD Fresh must submit a local purchasing plan to DLA that includes:

- A list of products that the vendor currently purchases locally;
- A list of local growers from which the vendor sources products;
- Plans to expand the purchase of local items; and
- A list of resources that might assist in efforts to source more local products.

Vendors are required to report the State(s) where each fruit or vegetable is grown in FFAVORS, where schools can review available produce and place their orders. Local produce must meet the same contract requirements for quality, food safety, and reasonable pricing as non-local produce in the USDA DoD Fresh Program.



## What Should States and School Districts Do If They Want To Source Local Foods Through USDA DoD Fresh?

States and schools that want to order local produce through USDA DoD Fresh should start by looking for the State of Origin information or look for produce indicated as locally grown in the FFAVORS catalog, and compare this information to the school's own definition of local. This can be done by accessing the State of Origin report in FFAVORS.<sup>1</sup> If States or schools would like to request local products not listed in the FFAVORS catalog, they should contact their [USDA DoD produce vendor and DLA Service Representatives \(www.fns.usda.gov/usda-foods/usda-dod-fresh-fruit-and-vegetable-program\)](#) to ask if the product is available and can be added to the catalog.

Producers interested in selling to the USDA DoD Fresh Program should contact the DLA contracted vendor in their State. USDA and DLA have specific requirements for USDA DoD Fresh vendors and producers, such as the requirement that all producers supplying fruits and vegetables for the program be Good Agricultural Practices (GAP) certified. GAP certification is a requirement for USDA DoD Fresh, but is not required for all produce served by schools.

USDA DoD Fresh vendors are required to include State of Origin information for all products in the FFAVORS catalog. Products marked as "Local Grown" are grown within the State the customer is located or an adjacent State. Note that vendors may choose up to three States when inputting State of Origin information.

<sup>1</sup> Contact your DLA representative if you need assistance running the State of Origin report in FFAVORS.

## What are the advantages of sourcing local produce through the USDA DoD Fresh Program?

**Convenience and Value:** USDA DoD Fresh provides an option for school districts to use their USDA Foods entitlement to source a variety of fresh fruits and vegetables grown locally and in-State through a vendor that schools may already be using.

**Availability:** USDA DoD Fresh encourages vendors to supply local products, especially in-season. USDA DoD Fresh offers a variety of U.S.-grown whole and pre-cut fresh fruits and vegetables.

**High-Quality Produce:** Locally grown produce, like all produce available through the USDA DoD Fresh Program, must meet specific quality and food safety requirements such as Good Agricultural Practices (GAP) and Good Handling Practices (GHP). All produce must meet requirements for U.S. No.1 or better.

**Variety:** USDA DoD Fresh offers different types and varieties of locally grown produce. Produce may be available in different package sizes and whole or pre-cut options.

**Trackability:** States and schools may use FFAVORS usage reports to track local products ordered through the USDA DoD Fresh program, making it easy to see if local procurement goals are met.

## Learn More

For more general information on USDA DoD Fresh, a list of DLA contacts, and a list of USDA DoD Fresh vendors, visit [www.fns.usda.gov/usda-foods/usda-dod-fresh-fruit-and-vegetable-program](#).

Contact information for State Distributing Agencies is available on the [Food and Nutrition Service \(FNS\) website \(www.fns.usda.gov/contacts\)](#) (Select your State on the map and then select "USDA Foods in Schools"). Feedback or inquiries about USDA DoD Fresh should be directed to [USDADoDFresh@usda.gov](mailto:USDADoDFresh@usda.gov).

\* \* \* \* \*

For more information and to sign up for The Dirt, the e-letter from the Patrick Leahy Farm to School Program, visit [www.fns.usda.gov/f2s/e-letter-archive](#)

Questions? Email us at [SM.FN.FarmToSchool@usda.gov](mailto:SM.FN.FarmToSchool@usda.gov)

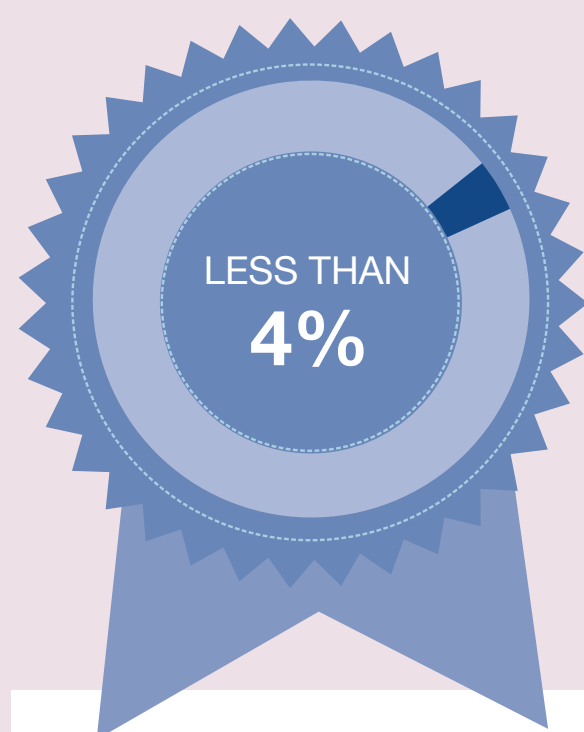




United States Department of Agriculture

Schools are doing a great job ensuring that kids are served safe meals!

# FOOD SAFETY IN SCHOOLS

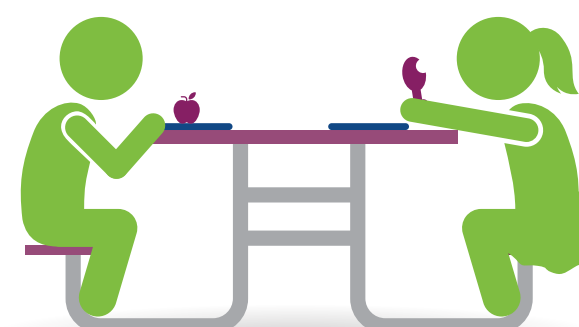


of all **foodborne outbreaks** reported to the CDC are associated with schools.

## Targeting Norovirus

When foodborne outbreaks do occur in schools, illnesses are most often associated with norovirus.

**56%** of **foodborne illnesses** associated with outbreaks in schools are caused by norovirus, **a very contagious stomach illness** that can make you sick with diarrhea, throwing up, and stomach pain. **Sick food handlers can easily contaminate food.**

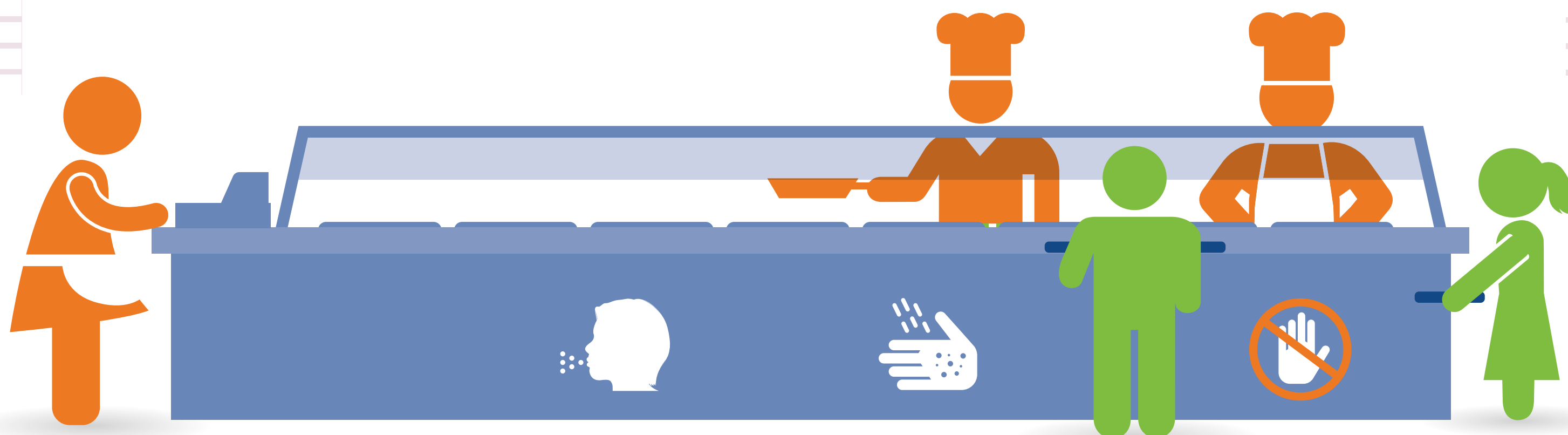


## The USDA Food and Nutrition Service (FNS) Office of Food Safety

is committed to arming school nutrition professionals with the tools they need to prevent and control norovirus outbreaks.

MORE THAN  
**100,000**

copies of *The Stomach Bug Book* – a FREE resource that explains what school employees need to know about stomach illnesses – have been distributed to schools across the country. ¡También en español!



Three key practices can help prevent the spread of norovirus by food handlers.

**1**

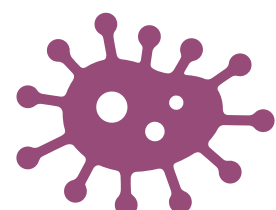
Stay home when sick

**2**

Wash your hands

**3**

Avoid touching food with your bare hands



More than **1,000** school nutrition professionals have been trained in norovirus prevention and control. FREE resources are available at: [www.theicn.org/norovirus](http://www.theicn.org/norovirus)

# Reviewing Your Current Food Safety Efforts: A Checklist for Food-Safety

This checklist will help you assess your current food safety efforts and provide you with an outline of actions you can take to enhance your efforts. Upon completion of the checklist, you will have an understanding of the food safety strengths within your child nutrition program(s), as well as areas that may need improvement. Remember, the checklist can be applied to your district as a whole or to an individual school. Use it in a way that best suits *your* needs.

Completing the checklist is your first step toward building food-safe schools; it will acknowledge important food safety efforts that have already been accomplished, as well as actions you can take to strengthen and expand on those efforts. As you work through this process, remember that building food-safe schools isn't simply about "checking all the boxes." It's about creating a culture of food safety throughout your school community to safeguard students' health while providing them with the nutritious food they need to succeed!

## Action Guide Checklist ✓

The National School Lunch Act: Food Safety Requirements		
	Yes	No
Have you implemented a school food safety program based on HACCP principles throughout your district?		
Does your school food safety plan apply to every <i>location</i> where food is stored, prepared, or served for child nutrition programs?		
Does each school in your district obtain at least two food safety inspections each school year from the State or local agency responsible for conducting food safety inspections?		
Does each school in your district post the most recent food safety inspection report in a publicly visible location and provide a copy of the report to the public upon request?		

## A School Food Safety Program Based on Hazard Analysis and Critical Control Points (HACCP) Principles

	Yes	No
Have you developed and implemented a written food safety plan based on HACCP principles at each school within your district that:		
Classifies food preparation into three broad categories according to the process approach to HACCP?		
Identifies hazards associated with the three broad categories of food preparation (Process 1, Process 2, and Process 3)?		
Determines the critical control points (CCPs) in food preparation processes (Process 1, Process 2, and Process 3)?		
Establishes critical limits for each CCP?		
Establishes monitoring procedures for each critical limit?		
Establishes procedures to take corrective action when critical limits are not met?		
Establishes a system to maintain written records that document important food safety activities?		
Establishes procedures to verify that school nutrition employees are monitoring CCPs and critical limits, taking corrective actions when necessary, and keeping records?		
As part of a food safety plan based on HACCP principles, have you developed and implemented written Standard Operating Procedures (SOPs) at each school within your district that address:		
General Safety Considerations		
Personnel		
Product Procurement		
Receiving Deliveries		
Storing Food		
Transporting Food		
Holding Hot and Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Preparing Food		
Cleaning and Sanitizing (Food Contact Surfaces)		
Cooking Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Cooling Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Reheating Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Do you use HACCP-based recipes in your school nutrition operation?		

## Training and Education

	Yes	No
Do you hold a certification as a food protection manager through an accredited program?*		
Have you developed and implemented a food safety training program for all nutrition employees within your school district?		
Have you encouraged each school nutrition manager within your school district to earn a certification as a food protection manager or a certificate in food safety and sanitation?		
Do you provide continuing education opportunities to help foodservice managers and employees learn existing and new food safety practices at least once per school year?		

\* Certification as a food protection manager through an accredited program means earning a certification through a program recognized by the Conference for Food Protection through the American National Standards Institute. A program meeting these requirements would be deemed an accredited program as defined by the model Food and Drug Administration (FDA) *Food Code*. More information on the Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification Programs can be found at [www.foodprotect.org/manager-certification](http://www.foodprotect.org/manager-certification). Accredited programs can be found at <https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4>

## Employee Health and Personal Hygiene

	Yes	No
Have you developed and implemented a written policy or SOP that requires school nutrition employees to report certain diagnosed illnesses and symptoms of illness?		
Have you developed and implemented a written policy or SOP that restricts or excludes ill school nutrition employees from preparing or serving food and handling food contact surfaces?		
Have you developed and implemented a written policy or SOP that requires employees to properly wash their hands before handling ready-to-eat food?		
Have you developed and implemented a written policy or SOP that requires employees to use gloves or other suitable utensils when handling ready-to-eat food?		

## Produce Safety

	Yes	No
Are you knowledgeable about the State and local public health requirements that apply to fresh produce?		
Have you developed food safety criteria for selecting produce suppliers that allow you to:		
Verify that your suppliers are getting their products from licensed, reputable sources?		
Inspect a supplier's warehouse or plant from time to time and verify that it is clean and well run?		
Determine if your suppliers have implemented a HACCP program or a Good Agricultural Practices plan to ensure product safety?		
Determine if a supplier's employees are trained in food safety?		
Check shipments for consistent product quality, inspect deliveries for unsafe packaging, and inspect the condition of delivery trucks?		
Have you established district-wide food safety specifications for fresh produce that require your suppliers to:		
Use high-quality raw products?		
Use containers that are clean and sturdy enough to protect produce during shipping?		
Ship produce, specifically cut fresh produce, in refrigerated trucks at temperatures between 32 °F and 40 °F?		
Follow good processing methods and procedures?		
Follow a good, ongoing food safety program with documentation?		
Follow good distribution policies?		
Have you established an SOP for handling produce for each school within your district that addresses:		
Purchasing and receiving produce?		
Washing and preparing produce?		
Hand hygiene?		
Serving produce?		
Storing produce?		
Have you started or expanded Farm-to-School activities?		
Have you developed procedures to purchase fruits and vegetables locally?		
Is there a garden at your school in which produce is being grown?		
Are you knowledgeable about the State and local public health requirements that apply to the use in school meals of school garden produce?		

## Managing Food Allergies

	Yes	No
Have you educated yourself and your staff about food allergies?		
Have you, in collaboration with other stakeholders, developed and implemented a written food-allergy management plan for each school in your district that:		
Ensures the daily management of individual children with food allergies?		
Prepares staff for a food-allergy emergency?		
Provides professional development for staff?		
Educates students and family members about food allergies?		
Establishes and maintains a healthy and safe educational environment?		

## Food Defense

	Yes	No
Have you developed and implemented a written food defense plan for each school in your district that includes the following components:		
An assessment of current food defense measures?		
Identification of food defense risks?		
Mitigation of food defense risks?		
An emergency contact list?		
Implementation and maintenance of the food defense plan?		
Have you trained all school nutrition staff in your district on food defense?		
Have you tested your district's readiness to respond to a food defense incident by holding a drill or exercise?		



## Responding to Food Recalls

	Yes	No
Are you aware of how your State agency, processors, suppliers, and distributors will alert your school district to food recalls?		
Have you developed and implemented a recall alert system within your school district to ensure that each school learns about food recalls rapidly and understands how to respond to a food recall alert?		
Have you established an inventory management system that tracks what food is in inventory, when it was received, where it is stored, and when and where it was distributed?		

## Responding to a Foodborne Illness Outbreak

	Yes	No
Have you worked with your State or local health department to determine what records, documents, and information the school nutrition team will need to provide during an outbreak investigation?		
Have you developed procedures for school nutrition employees to maintain complete records, documents, and information—and be able to retrieve them quickly?		



## Professional Standards for School Nutrition Program Professionals

### Summary of Updates Effective May 2019

In the final rule, *Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010*, USDA established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. The standards set the minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These standards ensure school nutrition professionals have the knowledge, training, and tools they need to plan, prepare, and purchase healthy food to create nutritious, safe, and enjoyable school meals. The additional final rule, *Hiring Flexibility under Professional Standards*, establishes flexibilities for hiring standards under the Professional Standards regulations.

These final rules:

- 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;
- Add 4 flexibilities to the hiring standards for new school nutrition program directors in small local educational agencies (LEAs) and new State directors of school nutrition programs; and
- Require minimum annual training for all new and current school nutrition professionals.

**USDA Professional Standards Training Database** (<https://professionalstandards.fns.usda.gov>) has free to low-cost trainings available and is updated regularly. You can search the database by key areas, topics, type of training, and more.

**USDA Professional Standards Training Tracker Tool (PSTTT)** (<https://pstrainingtracker.fns.usda.gov>) is an optional, free, record-keeping web-based tool that can be used to track required training hours.

### Training Standards for School Nutrition Program Professionals (All LEA Sizes)

Job Category	Annual Training Requirements <sup>1</sup>
<b>All Directors</b>	At least <b>12</b> 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.
<b>All Managers</b>	At least <b>10</b> hours of annual continuing education/training.
<b>All Other Staff</b> (Work at least 20 hours or more per week)	At least <b>6</b> hours of annual continuing education/training.
<b>Part-Time Staff</b> (Work <20 hours per week)	At least <b>4</b> hours of annual continuing education/training, regardless of the number of part-time hours worked.

<sup>1</sup> Annual training requirements apply to the 12 months between July 1 and June 30.

NOTE: If hired January 1 or later, an employee must only complete half of the required training hours.

### Training Requirements for State Agency Directors

State Director of School Nutrition Programs	State Director of Distributing Agencies
Each year, at least <b>15</b> hours of annual continuing education/training.	Each year, at least <b>15</b> hours of annual continuing education/training.
Must PROVIDE, or ensure that State agency staff receives, annual continuing education/training.	Must PROVIDE, or ensure that State food distribution staff receives, annual continuing education/training. <sup>1</sup>
Must also PROVIDE a minimum of <b>18</b> hours of training to SFAs each year. <sup>1</sup>	

<sup>1</sup> 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 (e.g., School Nutrition Association, Institute of Child Nutrition) 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 education requirements below. 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
<b>Minimum Education Standards</b>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least 1 year of relevant food service experience;</p> <p><b>OR</b></p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,<sup>1</sup> and at least 1 year of relevant food service experience;</p> <p><b>OR</b></p> <p>High school diploma (or GED) <b>and</b> 3 years of relevant food service experience.<sup>2,3</sup></p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least 2 years of relevant school nutrition programs experience;</p> <p><b>OR</b></p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,<sup>1</sup> <b>and</b> at least 2 years of relevant school nutrition programs experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least 5 years experience in management of school nutrition programs.</p>
<b>Minimum Prior Training Standards</b>	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 calendar days of employee's starting date.		

<sup>1</sup> Related majors include food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. Consult your State agency for more information about equivalent educational experience.

<sup>2</sup> For LEAs with fewer than 500 students, and at the State agency's discretion, the SFA can be approved to hire a school nutrition program director who has less than the required years of food service experience, provided the applicant has the minimum education specified in the hiring standards for LEAs with 2,499 students or fewer.

<sup>3</sup> At the discretion of the State agency, and on an individual basis, the SFA can hire a new director with documented volunteer or unpaid relevant food service experience.

## Hiring Standards for New State Directors

	State Director of School Nutrition Programs	State Director of Distributing Agencies
<b>Education</b>	<p>Bachelor's degree in a related field;<sup>1</sup></p> <p><b>OR</b></p> <p>Master's or doctorate degree in one of the specified fields<sup>1</sup> regardless as to field of the bachelor's degree.</p>	Bachelor's degree with any major.
<b>Knowledge &amp; Experience</b>	Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.	
<b>Skills &amp; Abilities</b>	Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.	

<sup>1</sup> Related majors include food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. State agencies with questions should contact the appropriate FNS Regional Office.

## 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](mailto: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.



<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												