

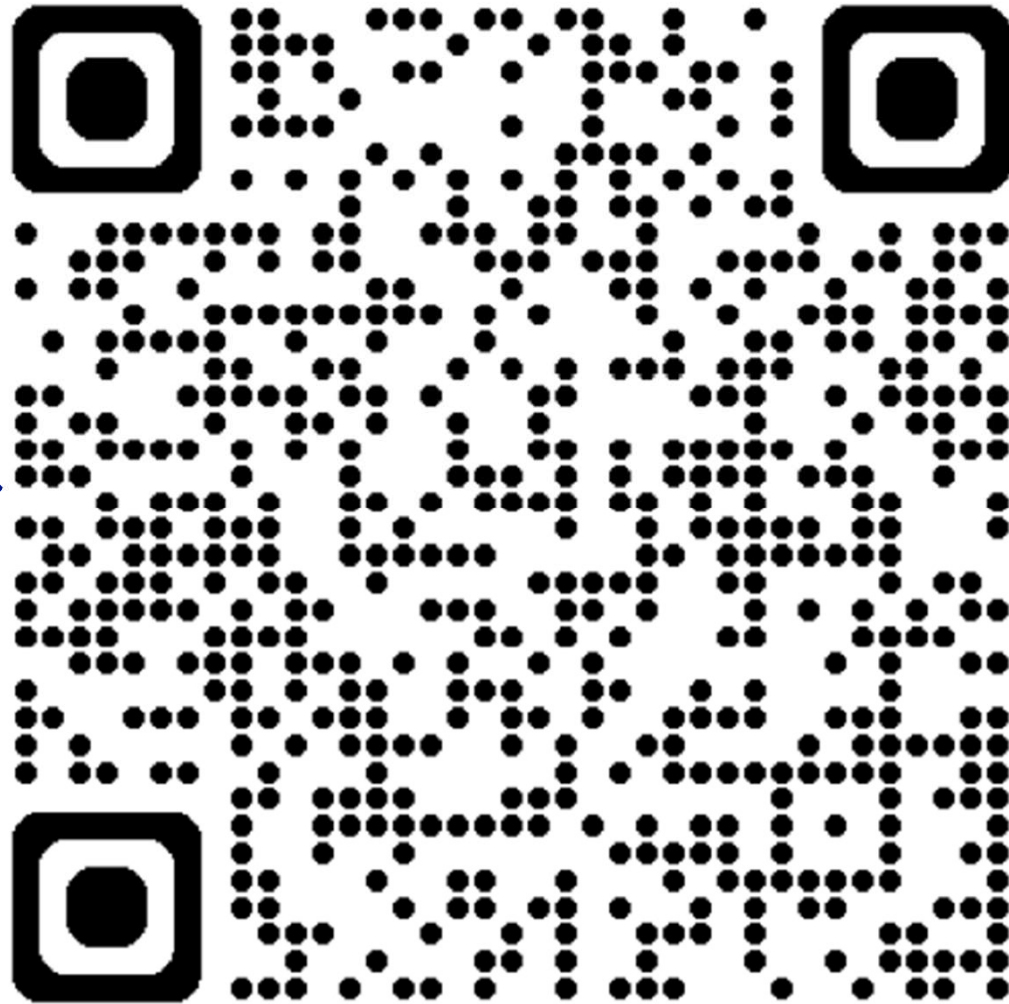


# **Nutrition Services**

## **School Nutrition Program**

We are  
glad you  
are here!

Be sure to  
sign-in.





# Welcome Attendees!

Be on time and stay engaged throughout the session.

One hour for Lunch. Return on time as we will start promptly.

Your input is valuable! Feel free to ask questions or contribute to discussions.

Be respectful to all participants. Listen actively and allow others to share their thoughts.

Please silence phones and limit side conversations to stay focused on the training.

Be open to new ideas and perspectives throughout the session.



# Training Objectives

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**Plan and serve menus that meet USDA meal pattern requirements** for reimbursable school meals, including calculating and crediting each meal component.

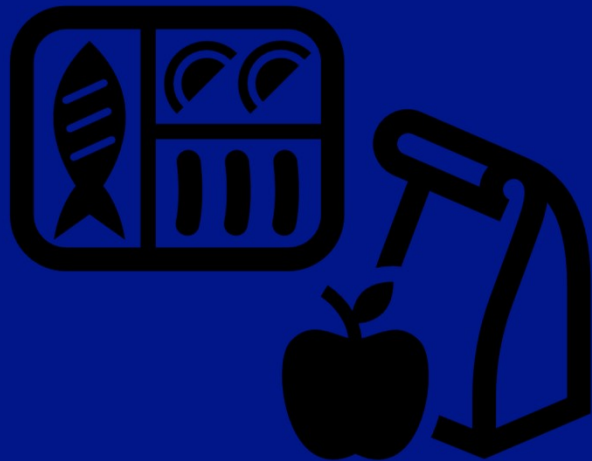
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**Implement procedures during meal service to correctly identify and claim reimbursable meals,** ensuring compliance and integrity in meal counting and claiming.

---

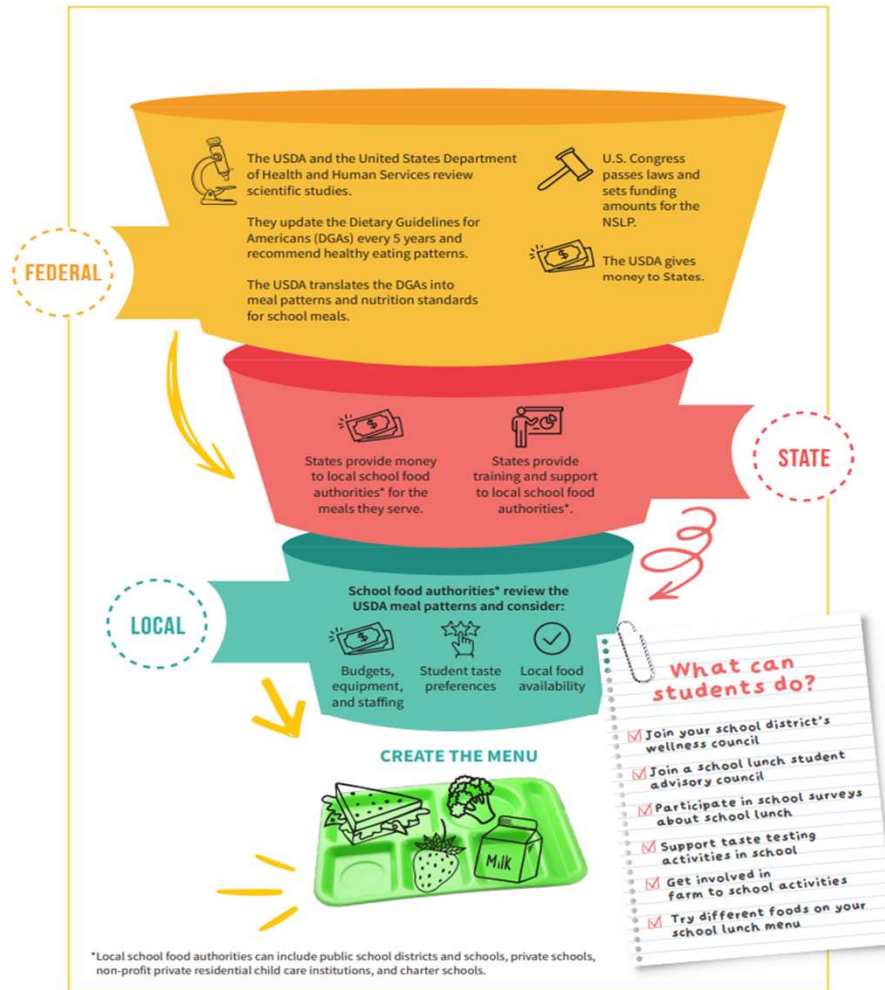
**Accurately complete all required daily documentation,** including production records and other recordkeeping necessary for program compliance.



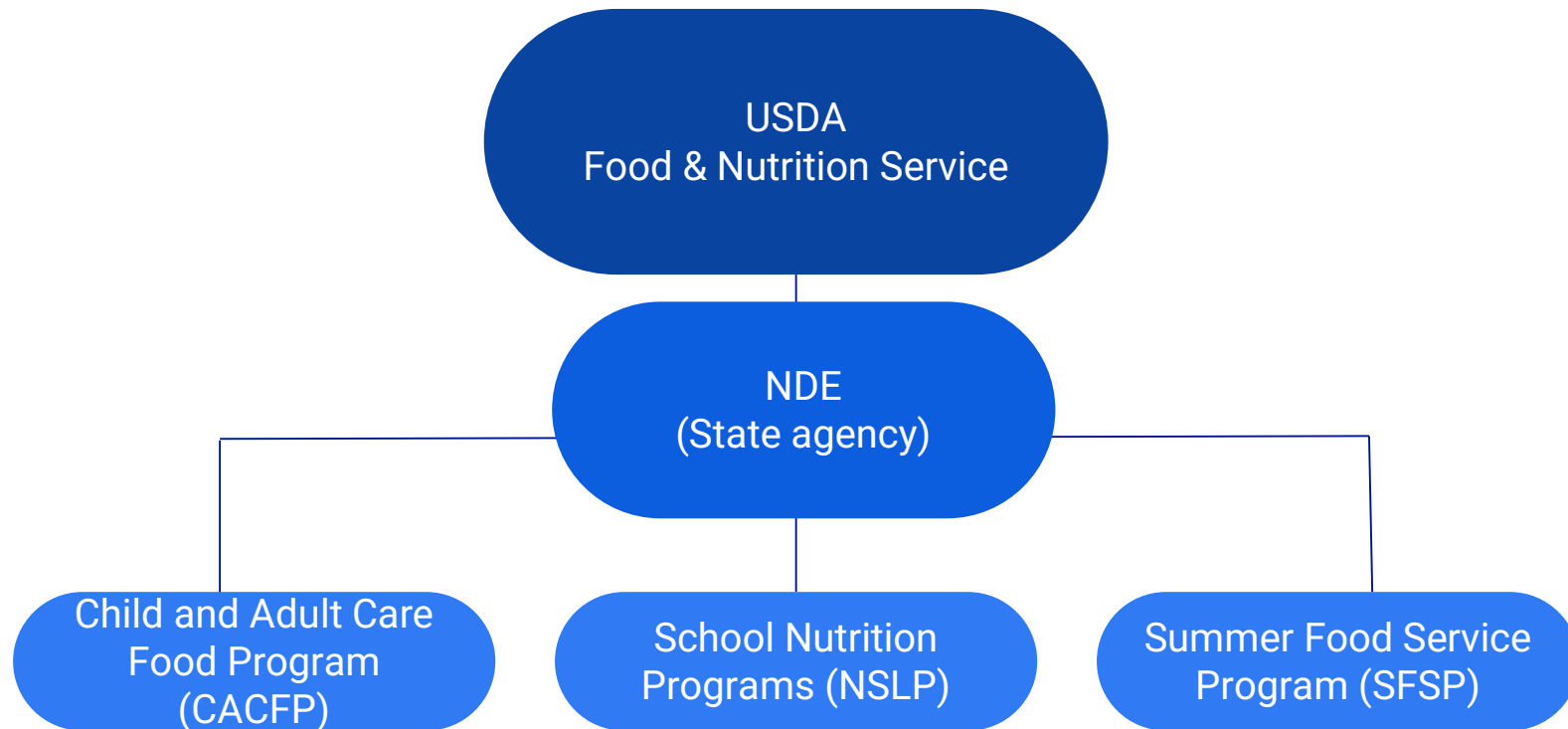


# School Nutrition Programs & USDA Meal Patterns

# School Nutrition Programs



# School Nutrition Programs

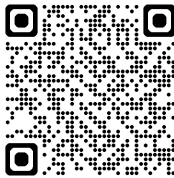


# School Nutrition Programs

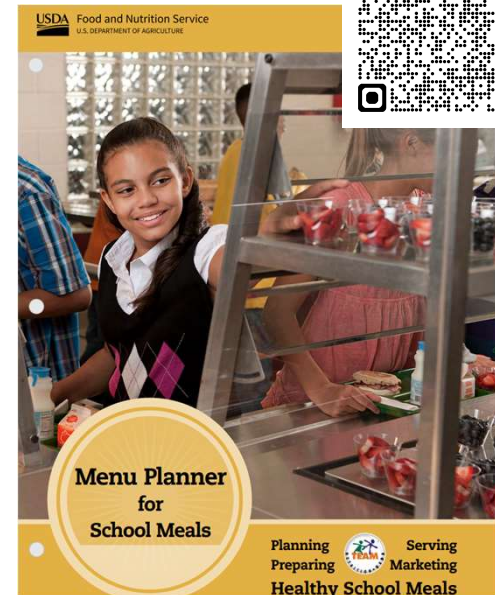
USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

HOME PROGRAMS DATA & RESEARCH FUNDING NEWSROOM RESOURCES OUR AGENCY

National School Lunch Program

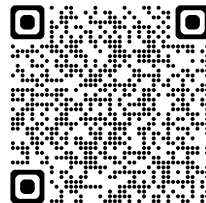


For Food Service Directors



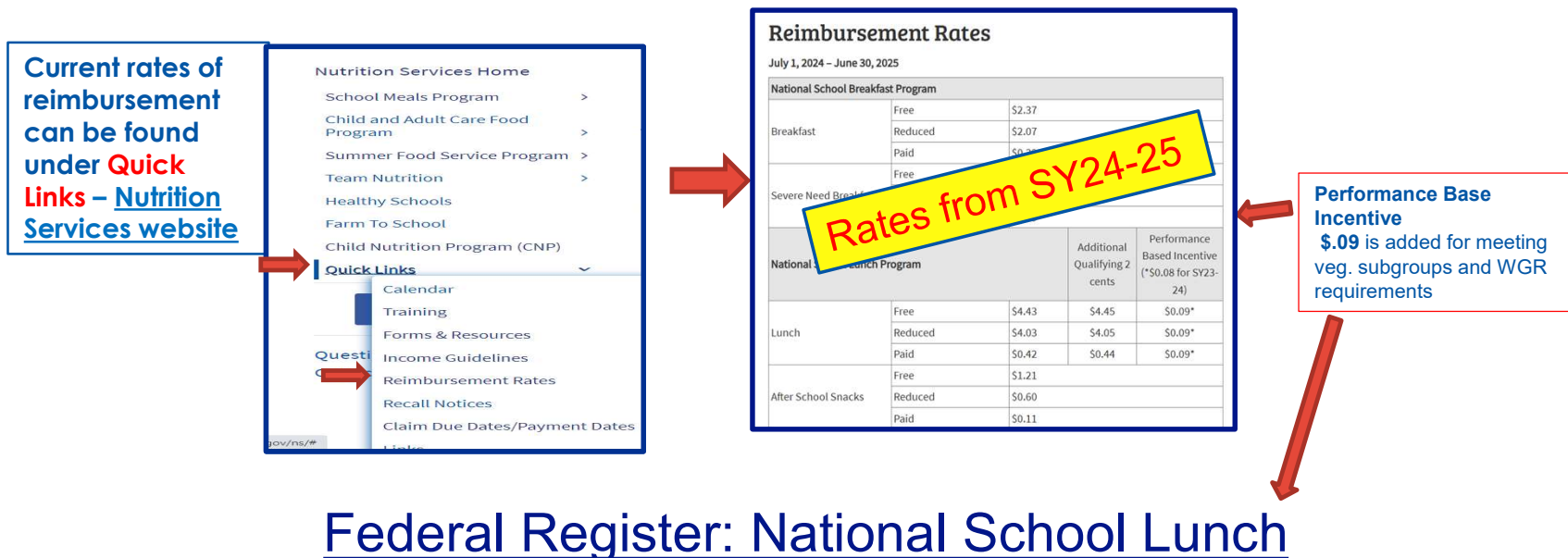
Resources

For Students



# School Nutrition Programs

- Meals served to students are reimbursed based on each student's eligibility category: Free, Reduced-Price, or Paid
- Reimbursement rates for meals will follow the School Year 2025–26 rates, which are pending publication in the Federal Register



# USDA Meal Pattern Grades K-12 School Nutrition Programs

Schools and institutions that participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) shall offer meals that comply with the U.S. Department of Agriculture's (USDA) NSLP and SBP meal patterns for grade K-12.

# USDA Meal Pattern

## Grades K-12 School Nutrition Programs

- The NSLP and SBP meal patterns require minimum daily and weekly servings of five meal components and weekly dietary specifications (nutrition standards).
  - *The current USDA meal patterns for grades K-12 were defined by the final rules, Nutrition Standards in the National School Lunch and School Breakfast Programs (77 FR 4088) on January 26, 2012, and Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium (87 FR 6984) on February 7, 2022.*
- The lunch meal pattern requirements are specified in **7 CFR 210.10** of the NSLP regulations.
- The breakfast meal pattern requirements are specified in **7 CFR 220.8** of the SBP regulations.

# USDA Meal Pattern Final Rule



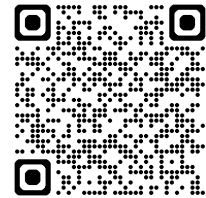
On April 25, 2024, the USDA published the final rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans (89 FR 31962).

This rulemaking finalizes long-term school nutrition requirements based on the goals of the 2020-2025 Dietary Guidelines for Americans, robust stakeholder input, and lessons learned from prior rulemakings.



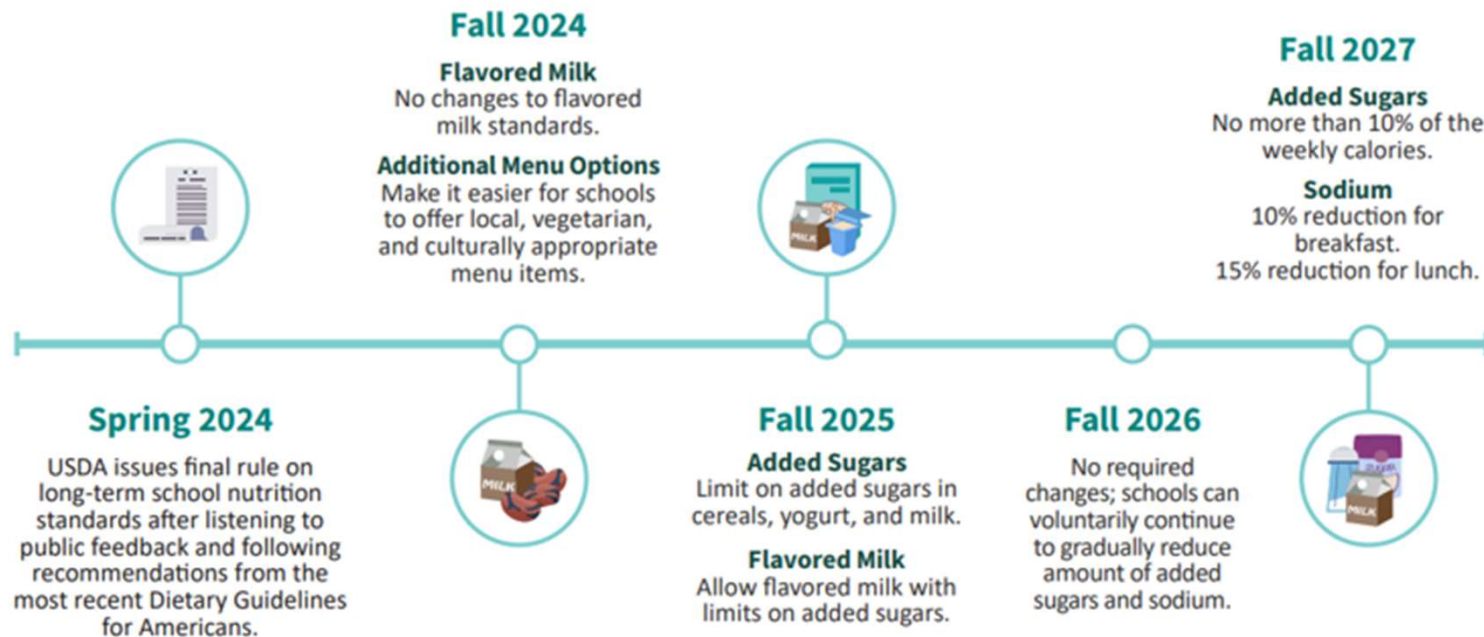
## USDA Meal Pattern Final Rule- Went Into Effect SY24-25

- Combined meats/meat alternates and grains meal component at school breakfast
- Schools that choose to substitute vegetables for fruits at breakfast more than one day per school week. 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
- 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
- Allow beans, peas, and lentils offered toward the meats/meat alternates meal component to also count toward the weekly vegetable subgroup requirement
- Allow nuts and seeds to credit for 100% of the meats/meat alternates component



## IMPLEMENTATION TIMELINE FOR UPDATING THE SCHOOL MEAL STANDARDS FINAL RULE

School meals will continue to include fruits and vegetables, emphasize whole grains, and give kids the right balance of nutrients for healthy, tasty meals. For the first time, schools will focus on products with less added sugar, especially in school breakfast.



# USDA Meal Pattern Final Rule- NSLP Afterschool Snack July 2025

**Aligns NSLP Afterschool Snack Program standards with the  
CACFP snack standards**

## **CACFP Meal Pattern**

- Apply a weekly (rather than daily) juice limit
- 80% Whole grain-rich requirement
- Limits on sugars
- No grain-based desserts
- Snacks must contain 2 out of 5 meal components
  - Fruits and Vegetables are now 2 separate components

# USDA Meal Pattern Final Rule- Meal Modifications July 2025

**State licensed healthcare professionals may write medical statements to request modifications on behalf of students with disabilities and to define the term “State licensed healthcare professional” in the school meal program regulations**

## **Expands authority to:**

- Registered dietitians to be able to complete medical statements

# USDA Meal Pattern Final Rule- Buy American July 2025

## Phase 1: Implementation of the non-domestic food purchases limit

### Non-Domestic Purchase Limit

- 10% beginning in SY 2025-26
  - 8% beginning in SY 2028-29
  - 5% beginning in SY 2031-32

# USDA Meal Pattern Final Rule- Added Sugars July 2025

## Phase 1: Limits on specific high-sugar products (cereals, yogurts, and flavored milk)

### **Breakfast cereals**

- No more than 6 grams added sugars per dry ounce.

### **Yogurt**

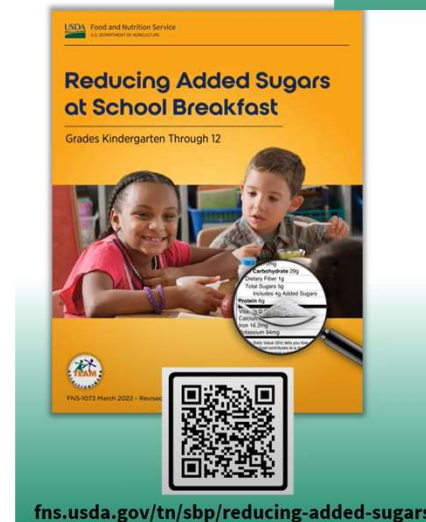
- No more than 12 grams added sugars per 6 ounces ( $\leq 2$  grams added sugar per ounce.)

### **Flavored milk**

- No more than 10 grams added sugar per 8 fluid ounces
  - No more than 15 grams added sugars per 12 fluid ounces(for flavored milk sold a la carte in middle & high schools)

# USDA Meal Pattern Final Rule- Added Sugars Swaps

- Prepare salad dressings and sauces in-house
- Replace sweeteners with 100% fruit juice
- Replace flavored yogurt with fruit and unflavored yogurt
- Replace baked goods and sugary muffins/pastries with whole-grain options made with unsweetened applesauce



# USDA Meal Pattern

## Final Rule- Added Sugars Swaps

### High-Sugar Items to Watch

(Approximate added sugar per serving)

Ketchup: 4g per tablespoon

BBQ Sauce: 6-8g per tablespoon

Honey Mustard: 4-6g per tablespoon

French/Catalina Dressing: 5-7g per  
tablespoon

Sweet Relish: 4-5g per tablespoon

"Lite" Dressings: Often 4-8g added sugar

### Better-for-You Alternatives

Mustard: 0g sugar

Plain Greek Yogurt-Based Ranch: 0-1g  
sugar

Salsa: 0g sugar

Guacamole or Mashed Avocado: 0g  
added sugar

Oil & Vinegar Vinaigrettes: 0g sugar (if no  
added sweeteners)

DIY Low-Sugar Ketchup: Tomato paste +  
vinegar + spices (optional 1 tsp honey per  
cup)



# USDA Meal Pattern

## Final Rule- Added Sugars & Sodium Swaps

Before



1 oz eq Breakfast Muffin



1 cup Mixed Berries



8 fl oz Milk, Flavored, Fat Free

**Calories:** 412

**Saturated Fat:** 1 g

**\*Sodium:** 390 mg

**Added Sugars:** 21 g

After



4 oz Greek Yogurt With  
4 g of Added Sugars



2 oz eq  
Hard-Boiled Egg



1 cup Mixed Berries



8 fl oz Milk, Unflavored, Low Fat

**Calories:** 355

**Saturated Fat:** 2.8 g

**\*Sodium:** 285 mg

**Added Sugars:** 4 g

# USDA Meal Pattern

## Final Rule- Added Sugars & Sodium Swaps

Before



2 oz eq Cinnamon Buns



8 fl oz Flavored, Fat-Free Milk



1 cup Grapes

**Calories:** 540

**Saturated Fat:** 5 g

**\*Sodium:** 560 mg

**Added Sugars:** 18 g

**Percent (%) of Calories**

**From Added Sugars:** 13%

After



2 oz eq Whole Grain-Rich Bagel With  
Light Cream Cheese



8 fl oz Unflavored, Low-Fat Milk



1 cup Grapes

**Calories:** 450

**Saturated Fat:** 4.3 g

**\*Sodium:** 533 mg

**Added Sugars:** 0 g

**Percent (%) of Calories**

**From Added Sugars:** 0%

# School Nutrition Programs & USDA Meal Pattern

1. Meet daily and weekly servings of required foods to be served from different food groups called “food components”
2. Serve portion sizes based on specific grade groups
3. Meet weekly dietary specifications “nutrient standards” by limiting food items high in calories, fat, sodium and added sugars
4. All meals served shall be documented with completed daily production records and supported by compliant menus that include meal pattern crediting information

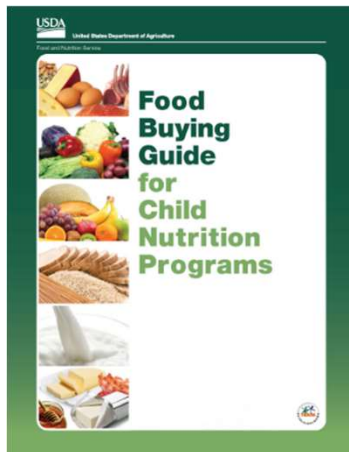


**Compliance Reviews** - Failure to meet USDA requirements may result in fiscal action of non-reimbursable meals, corrective action plan (CAP) and/or additional formal training.

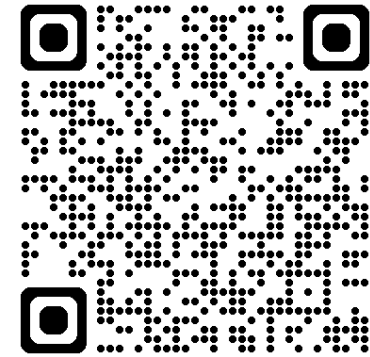
# USDA Meal Pattern Food-Based Menu Planning

Three ways to use!

PDF



Interactive web-based tool



Mobile App



<https://www.fns.usda.gov/tn/fbg/training> Food Buying Guide Training Resource

# USDA Meal Pattern Special Diets

## Medical Statement for Disability Reasons

The U.S. Department of Agriculture (USDA) requires a medical statement signed by a state licensed healthcare professional or registered dietitian when the requested modification is outside the meal pattern requirements for the school nutrition programs 7 CFR 210.10(m)(1)(i), 220.8(m) and 7 CFR 220.8(m)

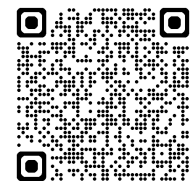
Food Service must work with the households to best meet the nutritional needs of the student

Households shall be informed of the process and procedure for requesting student meal accommodations

*Nutrition Services  
Special Diet Resources & Training*



Special Diets



# USDA Meal Pattern Special Diets



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

## 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:
Specify any dietary restrictions or special instructions for meals:		
Describe the student's physical or mental impairment:		
<p><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 this requirement visit <a href="https://www.education.nv.gov/ns/forms/nsiforms/SPdietMilkSub.pdf">https://www.education.nv.gov/ns/forms/nsiforms/SPdietMilkSub.pdf</a></p>		

## MEDICAL STATEMENT

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

Name of Child:		Date of Birth:
Name of Parent/Guardian:		Telephone:
Address:	City:	State/Zip:
Email Address:	School Building Child Attends:	Grade:
Description of student's physical or mental impairment that restricts the diet:		
Specify any dietary restrictions or special instructions for meals:		
If applicable, list foods to omit:	If applicable, list foods to substitute:	
Texture Modifications:	Thickness Modifications:	

# Recap

Networked- Met a new counterpart  
Learned today's objectives  
Introduction to School Nutrition Program  
Review key meal pattern requirements,  
menu planning requirements & meal  
accommodations  
Resources for Menu Planning



Nebraska School  
Lunch Spotlight!  
Elkhorn North High School



- Egg and potato bake w/Salsa,
- Whole grain pumpkin muffin,
- Orange wedges,
- Milk

# School Breakfast Meal Pattern



# Breakfast Meal Pattern



Resource



## School Breakfast Program Meal Pattern

3 Meal Components

Weekly Dietary  
Specifications  
(nutrition standards)

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
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 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.

# Breakfast Meal Pattern



**FOOD COMPONENT –**  
REQUIRED FOOD  
GROUPS THAT MAKE  
UP A BREAKFAST

**FOOD ITEM –**  
A SPECIFIC FOOD  
OFFERED WITHIN  
THE FOOD  
COMPONENTS



## Breakfast Meal Pattern



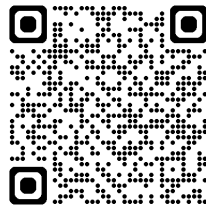
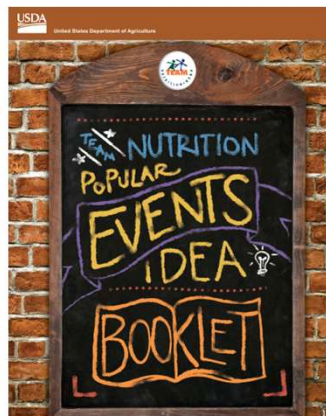
Consists of 3  
food  
components

The diagram consists of two identical graphic elements side-by-side. Each element features a dark blue rounded rectangle with a light blue rounded rectangle inside it, which is offset to the bottom-right. The text is centered within the light blue area.

Must menu 4  
food items

# Breakfast Meal Pattern

Resources



USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

HOME PROGRAMS DATA & RESEARCH FUNDING NEWSROOM RESOURCES OUR AGENCY

Energize Your Day with School Breakfast



Whole Grain Resource  
for the National School Lunch and School Breakfast Programs  
A Guide to Meeting the Whole Grain-Rich Criteria



# Breakfast Meal Pattern

## Fruits and Vegetables

- Daily offering 1 cup. Plan for ½ cup portions
- Limit 100% fruit juice to half or less of the fruit component weekly, including fruits credited in smoothies
- Fruits must be fresh or unsweetened
- Vegetables can be substituted for fruit
- Schools that choose to offer vegetables at breakfast more than once a week must offer vegetables from at least two different subgroups

# Breakfast Meal Pattern

## Grains and Meat/Meat Alternates

- At breakfast, can serve a double portion of the same grain item and it counts as two food items
- At least 80% of grains offered at breakfast weekly must be whole grain-rich



# Breakfast Meal Pattern

## Grains and Meat/Meat Alternates

### Can a food count as more than one food item?

In some cases, foods may count as more than one food item at breakfast. Here are some examples:

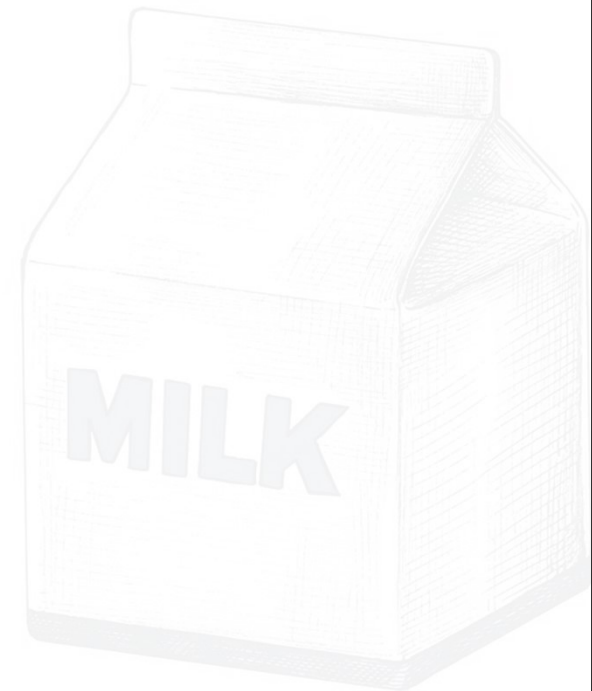
Example Food	How this Food May Count as Two Food Items
<p>The food has 2 oz eq grains</p> <p><b>Example:</b> Large Muffin (4 oz = 2 oz eq)</p>	<p>You may decide that this 2 oz eq muffin counts as two food items. This muffin contains two servings, each of which are 1 oz eq grains.</p>
<p>The food has 2 oz eq grains and/or meats/meat alternates</p> <p><b>Example:</b> Egg Sandwich (1 oz eq bread + 1 oz eq egg)</p>	<p>You may decide that this sandwich is two food items. This sandwich contains one serving of 1 oz eq grains and one serving of 1 oz eq meat alternates, which counts toward the grains and/or meats/meat alternates requirement.</p>
<p>The food has ½ cup of fruits or vegetables and at least 1 oz eq of grains and/or meats/meat alternates</p> <p><b>Example:</b> Blueberries and Yogurt Smoothie (½ cup fruit and 1 oz eq yogurt)</p>	<p>You may decide that this smoothie is two food items. This smoothie contains one serving of ½ cup fruits and one serving of 1 oz eq meat alternates, which counts toward the grains and/or meats/meat alternates requirement.</p>

In the examples above, it is up to you to determine if the food item (e.g., the egg sandwich) will count as one or two food item(s) at the meal. It is important that menu planners are consistent in how they count food items at breakfast. You must ensure that staff and students understand what food items need to be selected to create a reimbursable school breakfast. You can provide training for teachers and school nutrition staff and post signs for students so everyone knows what combination of foods may be selected.

# Breakfast Meal Pattern

## Milk

- Served as a beverage
  - Offer at least two choices:
    - Unflavored Milk – *skim or 1%*
    - Flavored Milk – *skim or 1%*
- \* One option must be unflavored*





# Breakfast Meal Pattern Water Requirement

- Plain drinking water must be available to students at no charge where meals are served
- Schools may choose to offer water with fruits, vegetables, and herbs added, in addition to the required plain water
- Cups are required to be available



# Breakfast Meal Pattern Non-Traditional Meal Service

## BOOST school breakfast participation!

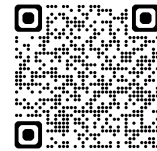
Grab n Go

Breakfast in the classroom

Breakfast After the Bell

Second Chance Breakfast

Tips here



# Breakfast Meal Pattern Unitized Meals & Grab n Go

*If no Offer vs  
Serve, package all  
components for  
reimbursable meal in  
full portion sizes.*



Sack Grab n Go Recipe

## Nebraska School Lunch Spotlight!

Gretna East High School



- BBQ Smart chicken thigh,
- Cornbread,
- Broccoli salad,
- Corn,
- Watermelon,
- Milk

## Nebraska School Lunch Spotlight!

Wisner-Pilger Public Schools



- Spaghetti with sauce and whole grain noodles,
- Garlic bread,
- Corn,
- Side salad,
- Pears,
- Milk

# National School Lunch Meal Pattern

# Lunch Meal Pattern



Resource

5 Meal Components  
(with additional  
vegetable subgroups)

Weekly Dietary  
Specifications  
(nutrition standards)



United States Department of Agriculture

## 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.

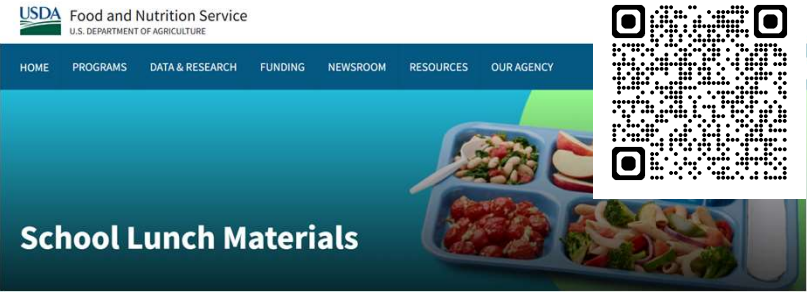
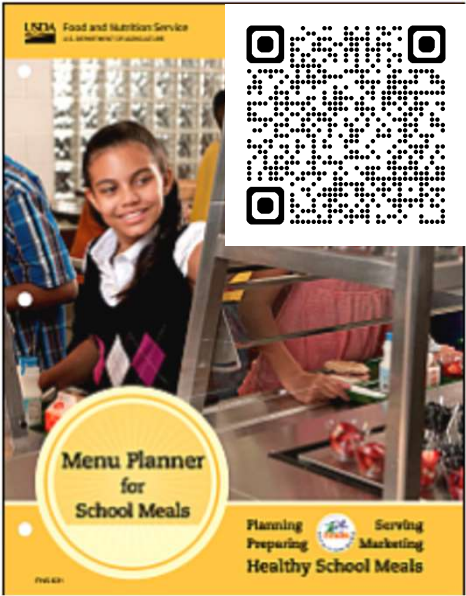
<sup>2</sup> Minimum creditable serving is ¼ cup. One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.

<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

# Lunch Meal Pattern

Resources

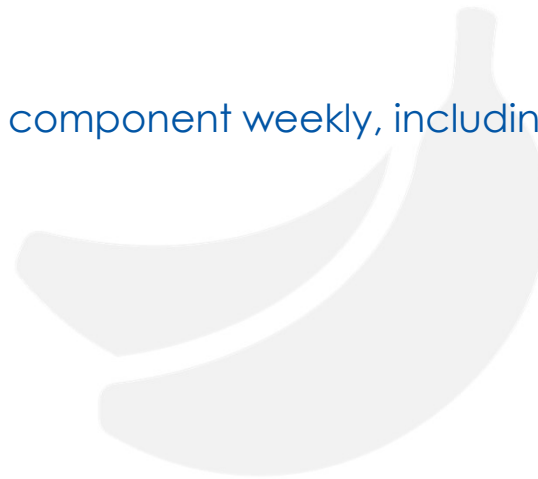


# Lunch Meal Pattern

## Fruits

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

- Canned in juice or light syrup
- Limit 100% fruit juice to half or less of the fruit component weekly, including fruits credited in smoothies.
- Credit dried fruits at twice the volume  
(e.g., 1/8 cup credits as ¼ cup)
- The smallest creditable amount is 1/8 cup.





# Lunch Meal Pattern

## Vegetables

Vegetable Component	K-5	6-8	9-12
<b>Daily Requirements</b>	<b><math>\frac{3}{4}</math> cup</b>	<b><math>\frac{3}{4}</math> cup</b>	<b>1 cup</b>
<b>Weekly Requirements</b>	<b>3 <math>\frac{3}{4}</math> cups</b>	<b>3 <math>\frac{3}{4}</math> cups</b>	<b>5 cups</b>

- Over the course of the week, schools must offer specific amounts for each grade group of the five vegetable subgroups
- Vegetables must be fresh, frozen, canned, dried or full-strength vegetable juice (100% juice)
- Raw leafy greens credit at half the volume  
(ex:  $\frac{1}{2}$  cup romaine lettuce contributes  $\frac{1}{4}$  cup toward DG veg subgroup)
- Cooked dried beans, peas, and lentils may count as a meat alternate or as a vegetable but not both
- Most vegetables credit as volume served; the minimum serving size is  $\frac{1}{8}$  cup (exceptions are tomato paste, tomato puree and raw leafy greens)
- Seasonal fruits and vegetables provide peak flavor at affordable prices. Plan to offer local produce when it is in season



# Lunch Meal Pattern

## Vegetables - Subgroups

	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
Vegetables (cups) <sup>2</sup>	3 <sup>3</sup> / <sub>4</sub> ( <sup>3</sup> / <sub>4</sub> )	3 <sup>3</sup> / <sub>4</sub> ( <sup>3</sup> / <sub>4</sub> )	5 (1)
Dark Green Subgroup <sup>3</sup>	<sup>1</sup> / <sub>2</sub>	<sup>1</sup> / <sub>2</sub>	<sup>1</sup> / <sub>2</sub>
Red/Orange Subgroup <sup>3</sup>	<sup>3</sup> / <sub>4</sub>	<sup>3</sup> / <sub>4</sub>	1 <sup>1</sup> / <sub>4</sub>
Beans, Peas, and Lentils Subgroup <sup>3</sup>	<sup>1</sup> / <sub>2</sub>	<sup>1</sup> / <sub>2</sub>	<sup>1</sup> / <sub>2</sub>
Starchy Subgroup <sup>3</sup>	<sup>1</sup> / <sub>2</sub>	<sup>1</sup> / <sub>2</sub>	<sup>1</sup> / <sub>2</sub>
Other Vegetables Subgroup <sup>3 4</sup>	<sup>1</sup> / <sub>2</sub>	<sup>1</sup> / <sub>2</sub>	<sup>3</sup> / <sub>4</sub>
Additional Vegetables from Any Subgroup to Reach Total	1	1	1 <sup>1</sup> / <sub>2</sub>

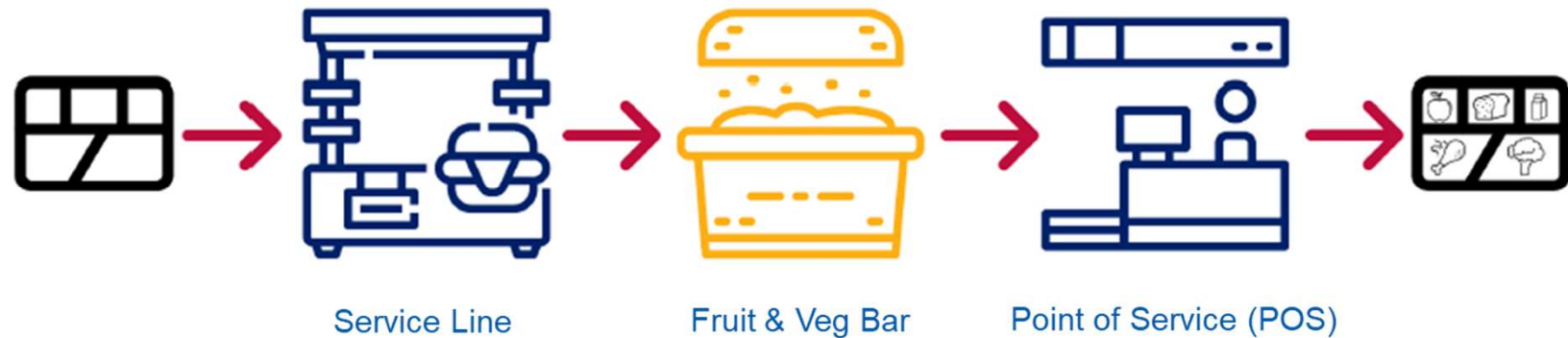
# Lunch Meal Pattern Vegetables Subgroups



*Resource*

Vegetable Subgroup	Examples Include
Dark Green	bok choy, broccoli, collard greens, dark green leafy lettuce, kale, mesclun, mustard greens, romaine lettuce, spinach, turnip greens, and watercress
Red/Orange	acorn squash, butternut squash, carrots, pumpkin, tomatoes, tomato juice, and sweet potatoes
Beans, Peas, and Lentils	black beans, garbanzo beans (chickpeas), kidney beans, lentils, navy beans, pinto beans, soy beans, split peas, and white beans
Starchy	corn, cassava, hominy, green bananas, green peas, plantains, taro, water chestnuts, and white potatoes
Other Vegetables	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

# Lunch Meal Pattern Fruit & Vegetable Bars



- Place bar BEFORE the Point of Service
- Offering choices increases customer satisfaction and consumption
- Helps meet weekly sub-group requirements
- Portion size should be reasonable for each item
- Required to demonstrate how the meals offered contribute to the required food components and food quantities for each age/grade group every day
- All state and local food safety rules and regulations shall be followed

# Lunch Meal Pattern Fruit & Vegetable Bars

*Tips and Resources*



USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

**Salad Bars in the National School  
Lunch Program and School Breakfast  
Program**



USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

**Best Practices for Handling Fresh  
Produce in Schools**



*Resource*



# Lunch Meal Pattern

## Grains


Gains Component	K-5	6-8	9-12
<b>Daily Requirements</b>	<b>1 oz eq</b>	<b>1 oz eq</b>	<b>2 oz eq</b>
<b>Weekly Requirements</b>	<b>8 oz eq</b>	<b>8 oz eq</b>	<b>10 oz eq</b>

- A total of two-ounce equivalents of whole grain-rich desserts may be offered per week.
- At least 80% of the grains offered each week in the school lunch and breakfast programs must be whole grain-rich, based on ounce equivalents.
  - Any remaining grains offered must be enriched.
  - Contains at least 50 percent whole grains by weight. This means that a whole grain is the first ingredient or if water is the first ingredient, the second ingredient must be a whole grain.
  - This requirement applies to each program (school lunch and school breakfast) separately



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

## Option 1 Lunch:



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

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

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

## Option 2 Lunch:



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

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

# Lunch Meal Pattern

## Meat/Meat Alternate

Meats/Meat Alternates Component	K-5	6-8	9-12
<b>Daily Requirements</b>	<b>1 oz eq</b>	<b>1 oz eq</b>	<b>2 oz eq</b>
<b>Weekly Requirements</b>	<b>8 oz eq</b>	<b>8 oz eq</b>	<b>10 oz eq</b>

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



# Lunch Meal Pattern Milk

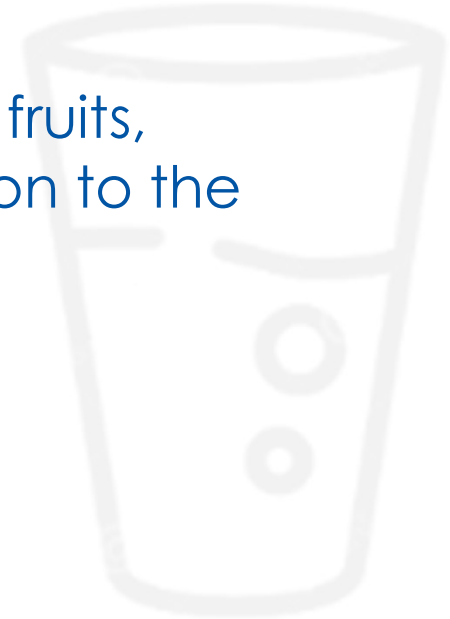


- Served as a beverage
  - Offer at least two choices:
    - Unflavored Milk – *skim or 1%*
    - Flavored Milk – *skim or 1%*
- \* One option must be unflavored*



## Lunch Meal Pattern Water Requirement

- Plain drinking water must be available to students at no charge where meals are served
- Schools may choose to offer water with fruits, vegetables, and herbs added, in addition to the required plain water
- Cups are required to be available



# Lunch Meal Pattern Unitized Meals & Grab n Go

If no Offer vs  
Serve, package all  
components in full  
portion sizes for  
reimbursable meal



## SACK LUNCH FORM

Staple to Field Trip Permission Slip and  
turn in to the school office at Least  
**3 DAYS BEFORE** the Field Trip

FIELD TRIP DATE: \_\_\_\_\_

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

GRADE: \_\_\_\_\_ Room No: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

Milk Choice (long duration) (circle 1)      **WHITE**      **CHOCOLATE**

PAYMENT BY CHECK ☐ check # \_\_\_\_\_ \$ amount \_\_\_\_\_

PAYMENT ON NUTRIKIDS ACCOUNT ☐

PLEASE MAKE SURE THERE IS MONEY IN YOUR CHILD'S NUTIKIDS MEAL ACCOUNT

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

Questions? Call Shannon 310.318.7345 x3130



Sack Lunch Recipe

# Recap

Review of Breakfast Meal Pattern  
Review of Lunch Meal Pattern  
Resources for Meal Components





# Meal Service

# Meal Service

Signage is required be displayed at or near the beginning of the serving line

Order Now  
Team Nutrition USDA & Nutrition Services

The collage features several USDA Food and Nutrition Service materials. On the left, there are four posters: 'Color Your Lunch Tray!' which encourages choosing 3 or more food groups and picking at least 1/2 cup of fruit and/or vegetable; '#5formaxflavor' which shows a food tray with 5 food groups; 'COLOR is FLAVOR' which promotes choosing 3 or more colorful food groups and taking at least 1/2 cup of fruit and/or vegetable; and another '#5formaxflavor' poster. In the center is a large QR code. To the right is a screenshot of the 'Nutrition Services' website, which includes the 'Nutrition Services Vision Statement', 'Nutrition Services References', and 'Materials Order Request' sections. Below the website screenshot is a poster titled 'AND JUSTICE FOR ALL' with the USDA logo and a list of contact information for the National Secretary for Civil Rights.

# Meal Service



Resource

**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 fruits, grains, and fluid milk.
- A **food item** is a specific food offered within the three food components. For example, whole grain-rich bread, 1 cup of grapes, and 1 cup of milk are all food items. Schools must offer at least three food items from the three required food components because three food components and four food items are required for breakfast.
- Students must select at least three of the four offered food items. At least 1/2 cup of fruit and/or vegetable. Please note, OVS is optional for the school breakfast program.

**Required Components at Breakfast**

- Fruit**  
1 cup
- Grains**  
1 ounce equivalent (or eq)
- Fluid Milk\***  
1 cup

**Optional Components at Breakfast**

- Vegetables**
  - Vegetal
- Meats/Meat Alternates**
  - A meat, minimum
  - A meat, require
  - Water does

**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 meal time and enjoy the wholesome and appealing foods they are served. It also helps reduce overall food costs.

Under OVS, schools must offer at least five food items from the five required food components (meats/meat alternates, grains, fruits, vegetables, and fluid milk).

at least 1/2 cup of fruit and/or vegetable. Please note, OVS is optional for the school lunch program.

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

**Required Food Components**

Required Food Component	K-5	6-8	9-12
Meats/Meat Alternates	1 oz eq	1 oz eq	2 oz eq
Grains	1 oz eq	1 oz eq	2 oz eq
Fruits	1/2 cup	1/2 cup	1 cup
Vegetables	1/2 cup	1/2 cup	1 cup
Fluid Milk*	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 1/2 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.

## Resources

USDA FNS & Nutrition Services

### 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 reimbursable school meals in the U.S. Department of Agriculture's (USDA) National School Lunch Program (NSLP) and School Breakfast Program (SBP). OVS cannot be utilized in the After-school Snack Program (ASBP).

The USDA meal patterns include five food components: Meat/Meat Alternates, Grains, Vegetables, and Milk. OVS allows students to decline a certain number of food components, reducing food waste and food costs and allowing students to select the foods they want to eat. OVS must be implemented in senior high schools for lunch. OVS is optional for junior high 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 alternates, grains, fruits, vegetables, and fluid milk) must be offered to all students.
  - Serving sizes for all food components must equal the required quantity for 1 group in the NSLP meal pattern.
  - Meals must be priced as a unit, i.e., students pay the same price regardless of the number of food components they select.
  - Students decide which foods to decline, if any. Students must be allowed to decline food components.
  - All students must take at least three of the five food components offered, i.e., 1/2 cup serving of fruit or vegetable and full serving of the other select components. Students may take smaller portions of the declined food components if they do not count towards a reimbursable meal.
  - When the meat/meat alternate is provided in two menu items (such as meat and yogurt), the student must take at least the minimum daily serving (1/2 cup) of the meat/meat alternate and the student selects in 1/2 cup of pasta and a one-ounce roll, only one grain counts as a grain component toward the OVS requirements.



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

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



**OFFER VERSUS SERVE**  
GUIDANCE FOR THE NATIONAL SCHOOL LUNCH PROGRAM  
AND THE SCHOOL BREAKFAST PROGRAM

FOOD AND NUTRITION SERVICE, U.S. DEPARTMENT OF AGRICULTURE

# Meal Service

## **Offer vs Serve (OVS)**

- Definition: OVS is a provision that allows students to decline some of the food offered in a reimbursable meal.
- Purpose: Reduce food waste, increase student choice, and maintain nutritional standards.

## **Why Use OVS?**

- Encourages student choice
- Supports nutrition goals
- Helps reduce plate waste
- Still ensures meals meet USDA requirements





# Meal Service

## **OVS Requirements for Breakfast (SBP)**

- 3 Food Components Offered: Grain (and/or m/ma), Fruit (and/or vegetable), Milk
- Must menu at least 4 food items
- Students must select at least 3 items, one must be fruit or vegetable
- Optional for all grade groups

# Meal Service

## Examples of Acceptable Breakfast Selections

✓ 1 Grain + 1 Fruit + 1 Milk = OK  
(3 components)

✓ 1 Fruit + 1 Meat/Meat Alternate +1 Milk = OK  
(fruit/veg included)

X 1 Grain + 1 Milk = Not OK  
(no fruit or veg, only 2 food items)



# Meal Service

## OVS Requirements for NSLP (Lunch)

- 5 Components Offered: Meat/Meat Alternate, Grain, Vegetable, Fruit, Milk
- Students must take at least 3 components, one must be a fruit or vegetable
- All components must be offered in full required portions
- Mandatory for high school
- Optional for all other grades  
(Nutrition Services encourages)



# Meal Service

## Examples of Acceptable Lunch Selections

- ✓ Meat + Grain + Vegetable = OK  
(3 components)
- ✓ Fruit+ Milk + Vegetable = OK  
(fruit/veg included)
- X Grain + Meat + Milk = Not OK  
(no fruit or veg)



# Meal Service

## Top OVS Mistakes

- Not offering all required components
- Letting students take fewer than 3 components/items
  - Not ensuring a fruit/veg is selected
    - Counting condiments as components

## Best Practices

- Train staff to recognize reimbursable meals quickly
- Use signage to guide students
- Pre-portion fruits and vegetables
- Do practice runs with students/staff



# Meal Service

## Non-Program Foods

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

# Meal Service



## Competitive Food Policy

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

# Meal Service



## Smart Snacks in School

### What Are Smart Snacks?

Smart Snacks are nutrition standards for all foods and beverages sold to students during the school day (outside of reimbursable meals).

- ✓ **Applies To:**

- Vending machines

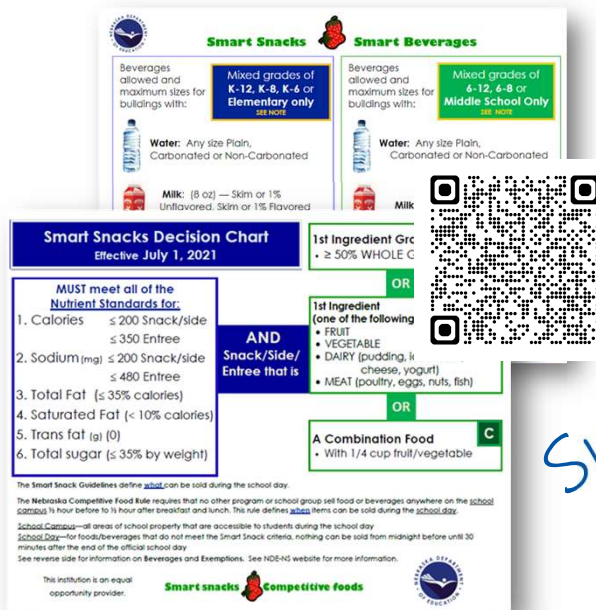
- School stores


- À la carte lines

- ✓ Regulations identify foods/beverages that can be sold during the school day



# Meal Service



**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

**Mixed grades of 5-12, 4-8 or Middle School Only** SEE NOTE

**Water:** Any size Plain, Carbonated or Non-Carbonated

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

**Smart Snacks Decision Chart**  
Effective July 1, 2021

**MUST meet all of the Nutrient Standards for:**

1. Calories ≤ 200 Snack/side ≤ 350 Entree
2. Sodium (mg) ≤ 200 Snack/side ≤ 480 Entree
3. Total Fat (≤ 35% calories)
4. Saturated Fat (≤ 10% calories)
5. Trans fat (g) (0)
6. Total sugar (≤ 35% by weight)

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

**1st Ingredient Grc** ≥ 50% WHOLE C

**OR**

**1st Ingredient (one of the following)**

- FRUIT
- VEGETABLE
- DAIRY (pudding, li cheese, yogurt)
- MEAT (poultry, eggs, nuts, fish)

**OR**

**A Combination Food** C

- With 1/4 cup fruit/vegetable

The Smart Snack Guidelines define [www.fda.gov](http://www.fda.gov) 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 [www.fda.gov](http://www.fda.gov) items can be sold during the school day.

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

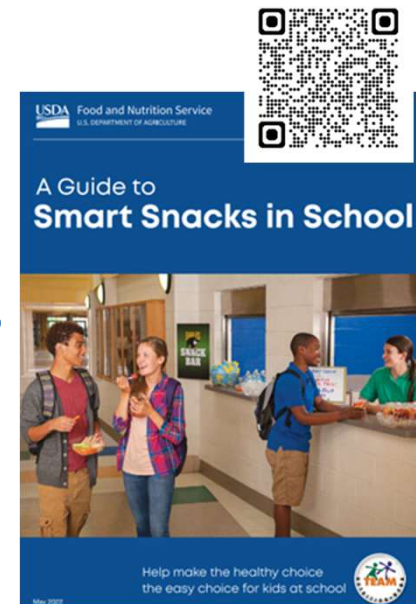
School Day—for foods/beverages that do not meet the Smart Snack criteria, nothing can be sold from midnight before until 30 minutes after the end of the official school day.

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

This institution is an equal opportunity provider.

**Smart snacks**  **Competitive foods** 

Smart Snack Resources



USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

**A Guide to Smart Snacks in School**

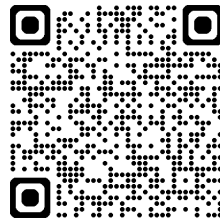
Help make the healthy choice the easy choice for kids at school

May 2023

USDA Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

HOME PROGRAMS DATA & RESEARCH FUNDING NEWSROOM RESOURCES OUR AGENCY

## Smart Snacks in Schools



 SMART SNACKS IN SCHOOLS  
PRODUCT CALCULATOR



# Recap

Meal Service requirements  
Offer vs Serve  
Non-Program Foods  
Compleitive Foods Policy  
Smart snacks  
Signage & resources

A faint, light gray background graphic on the right side of the slide. It depicts a stylized human figure with a large circular head. Above the head is a speech bubble containing a lightbulb icon, symbolizing an idea or knowledge. The figure's body is simple, with a curved line for the back and a vertical line for the legs.



# USDA Preschool Meal Patterns

# USDA Preschool Meal Patterns

Child and Adult Care Program (CACFP)

OR

School Breakfast Program (SBP)

National School Lunch Program (NSLP)



Resource

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>
Fluid Milk <sup>2</sup>	1/2 cup	3/4 cup	1 cup	1 cup
Vegetables, fruits, or portions of both <sup>3</sup>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grain Items (oz equivalent) <sup>4,5,6</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce
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	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</sup> , cereal grain, and/or pasta	1/2 cup	1/2 cup	1 cup	1 cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry/cold) <sup>7</sup>	1/2 cup	1/2 cup	1 cup	1 cup
Fibers	3/4 cup	3/4 cup	1 1/4 cup	1 1/4 cup
Puffed Cereal	1/8 cup	1/8 cup	1/8 cup	1/8 cup
Granola	1/2 ounce	1/2 ounce	1 ounce	1 ounce
Meat/Meat Alternative in lieu of grain—Maximum 3 times per week <sup>8</sup>				

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>
Fluid Milk <sup>2</sup>	1/2 cup	3/4 cup	1 cup	1 cup
Meat/meat alternatives	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Lean Meat, poultry, or fish	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Tofu, soy product, or alternate protein product <sup>3</sup>	1 ounce	1 1/2 ounces	2 ounces	2 ounces
Cheese	1/2	3/4	1	1
Large Egg	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Cooked dry beans or peas	2 Tbsp.	3 Tbsp.	4 Tbsp.	4 Tbsp.
Peanut butter or soy nut butter or another seed butter	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup	8 ounces or 1 cup
Yogurt, plain or flavored, sweetened or unsweetened <sup>4</sup>	1 ounce	1.5 ounces	2 ounces	2 ounces
Nuts	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Vegetables <sup>5,6</sup>	1/8 cup	1/4 cup	1/4 cup	1/4 cup
Fruits <sup>5,6</sup>				
Grain Items (oz equivalent) <sup>4,5,6</sup>	1/2 ounce	1/2 ounce	1 ounce	1 ounce
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	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>7</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>7</sup>	1/4 cup	1/4 cup	1/2 cup	1/2 cup

School Breakfast Program Meal Pattern		
Meal Components	Grades K-5	Grades 6-8
Fruits (cups) <sup>1</sup>	5 (1)	5 (1)
Vegetables (cups) <sup>1</sup>	0	0
Dark Green Subgroup <sup>2</sup>	0	0
Red-Orange Subgroup <sup>2</sup>	0	0
Beans, Peas, and Lentils Subgroup <sup>2</sup>	0	0
Starchy Subgroup <sup>2</sup>	0	0
Other Vegetables Subgroup <sup>2</sup>	0	0
Grains or Meats/Meat Alternates (oz. eq.) <sup>3</sup>	7-10 (1)	8-10 (1)
Fluid Milk (cups) <sup>4</sup>	5 (1)	5 (1)

<sup>1</sup> Food items included in each group and subgroup and amount equivalent to 1 cup of fruit or 1/2 cup of vegetables. Schools must offer 1 cup of fruit weekly. Schools may substitute vegetables for fruit at breakfast.

<sup>2</sup> Minimum creditable serving is 0.25 oz. eq. School may offer grain (c)(2)(i) and (ii) of this section.

<sup>3</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>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

National School Lunch Program Meal Pattern			
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>	2 1/2 ( 1/2 )	2 1/2 ( 1/2 )	5 (1)
Vegetables (cups) <sup>2</sup>	3 1/2 ( 1/2 )	3 1/2 ( 1/2 )	5 (1)
Dark Green Subgroup <sup>3</sup>	1/2	1/2	1 1/2
Red-Orange Subgroup <sup>3</sup>	1/2	1/2	1/2
Beans, Peas, and Lentils Subgroup <sup>3</sup>	1/2	1/2	1/2
Starchy Subgroup <sup>3</sup>	1/2	1/2	1/2
Other Vegetables Subgroup <sup>3</sup>	1	1	1 1/2
Additional Vegetables from Any Subgroup to Reach Total	8-9 (1)	8-10 (1)	10-12 (2)
Grains (oz. eq.) <sup>4</sup>	8-10 (1)	9-10 (1)	10-12 (2)
Meats/Meat Alternates (oz. eq.) <sup>5</sup>	5 (1)	5 (1)	5 (1)
Fluid Milk (cups) <sup>6</sup>	5 (1)	5 (1)	5 (1)

**Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week<sup>7</sup>**

	Grades K-5	Grades 6-8	Grades 9-12
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

Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/2 cup. One quarter-cup of dried fruit counts as 1/2 cup of fruit or 1/4 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. Larger amounts of these vegetables may be served. This subgroup consists of "Other vegetables" as defined in paragraph (c)(2)(ii)(E) of this section.

## USDA Preschool Meal Patterns

- The National School Lunch Program (NSLP) – portions based on child's grade (Grades K-5)
- The Child and Adult Care Food Program (CACFP) – portions based on child's age (Ages 1-2, Ages 3-5)
- Production Records and Label information must be on file to document compliance
- OVS: not an option when utilizing the CACFP Meal Pattern
- Serving Option: Family Style Meal Service

# USDA Preschool Meal Patterns

Which Meal Pattern is followed?

This depends on where and when the children eat.

- SBP and NSLP meal pattern can be followed when preschoolers are served in the cafeteria co-mingled at the same time as other students.
- CACFP meal pattern must be followed when preschool meals are served in the classroom or if preschoolers are not co-mingled with other students in the cafeteria.

# USDA Preschool Meal Patterns

## Co-mingled (NSLP)

Milk variety, includes flavored

Grain-based desserts

- <2 oz / week

Juice

- Provide up to ½ weekly  
F/V requirement

OVS allowed

## Not co-mingled (CACFP)

Milk must be unflavored

- skim or 1%

No grain-based desserts

Juice allowed once daily

Sugar limits

- breakfast cereals & yogurt

No OVS allowed

# USDA Preschool Meal Patterns Water Requirement

- Plain drinking water must be available to students at no charge where meals are served
- Schools may choose to offer water with fruits, vegetables, and herbs added, in addition to the required plain water
- Cups are required to be available





# USDA Preschool Meal Patterns

## **Co-mingled eating (NSLP)**

- Based on the same required components as NSLP
- Breakfast – 3 required components
- Lunch – 5 required components

# USDA Preschool Meal Patterns

## **Eating in the classroom (CACFP)**

### Point of Service

- Shall be done as child receives meal

### Meal Service

- Family Style (encouraged)
- Pre-plated or Pre-portioned

# USDA Preschool Meal Patterns

## **Covering Cost for Non-Program Snacks**

Morning and Afternoon snacks served during the school day cannot be claimed for reimbursement under School Meals Program

General Fund (or other sourcing) is required to cover the cost of non-program meals and snacks

Definition of Non-Program: *meals and snacks NOT served through a USDA Child Nutrition Program (e.g., NSLP, CACFP)*

# Recap

Preschool Meal Pattern(s) NSLP & CACFP  
Meal Service & Co-mingled Definitions  
Program Requirements

A faint, light gray background graphic depicting a stylized person with a lightbulb above their head, enclosed in a speech bubble-like shape, symbolizing an idea or a key point.

# Takeaway!

What have you learned that you will take back to your kitchen?





# Documentation & Recordkeeping

# Documentation & Recordkeeping

Which menu items need documentation for meal crediting?  
Which items need to be documented on a production record?

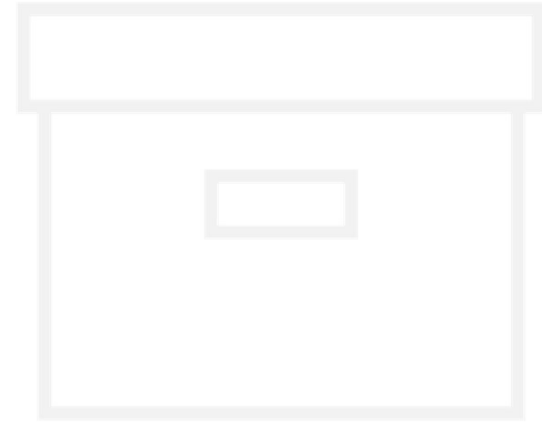
All menu items with more than one ingredient should have a standardized recipes, CN label or product formulation statement. Grains may also need grain chart calculations.



# Documentation & Recordkeeping

## Why Is Documentation Important?

- Proves that meals meet USDA meal pattern requirements
  - Supports accurate claiming for reimbursement
  - Required for State Agency Administrative Reviews
- Helps ensure menu consistency, food safety, and student nutrition





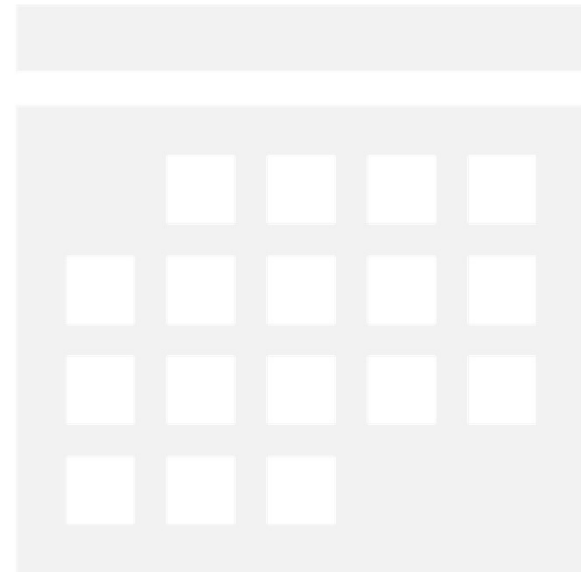
# Documentation & Recordkeeping

## **Menu Records**

Completed Menus  
(Planned and Actual)

### **Must include:**

- All food items offered
  - Portion sizes
- Daily and weekly component totals



# Documentation & Recordkeeping

## **Daily Production Records**

Required for every meal served

### **Must include:**

- Menu items and portion sizes
  - Number of planned and served portions
  - Leftovers
- Meal components credited
- Used to verify compliance during reviews



# Documentation & Recordkeeping



*Find all records here*



## Production Records

- **Breakfast**
- **Lunch**
- **Additional Breakfast/Lunch Forms**
  - **Multi-Day Food Bar** - used for fresh fruit and vegetable bars and/or condiments
  - **Multi-Day Milk** – tracking milk usage by day (separate for breakfast and lunch)
  - **Delivery Ticket for Meal Service** - food is prepared at one site and then sent to a receiving site (typically Vended Programs). Also used when sending food to classroom (Preschool).
- **After School Snack**



# Documentation & Recordkeeping



Resource

**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

Menu	Cooking Temp/ Time	Record Planned # for Each Grade Group and Serving Size for Each Menu Item in Columns Below				Vegetable Subgroups Key *
		# Planned Pre-K	# Planned for K-5	# Planned for 6-8	# Planned for 9-12	
Planned Number of: Student Breakfasts <u>60</u> Adult Breakfasts <u>1</u>			<u>60</u>			
<b>All Food Components Must Be Recorded.</b> List Entrée Choices First.						
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: 1/4 c. & 9-12: 1/4 c. DG = Dark Green K-12: 1/2 c. BP = Dried Beans/Peas/Lentils K-12: 1/2 c. S = Starchy K-12: 1/2 c. O = Other K-8: 1/2 c. & 9-12: 1/4 c.

Record Serving Size for Fruits and Vegetables in cups

Example Breakfast Production Record

Record all Menu Items Below	X if Whole Grain Item	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., 2MMA, 2oz eq. Grain, 1/2 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</b>		If self-serve can record on multi-day food bar record				
<b>Fruits</b>		If self-serve can record on multi-day food bar record				
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</b>		Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.				
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						

Must record Amounts Leftover. Record Amount Prepared and Leftover in same units.

Total prepared includes a la carte

Record Milk count here or on Multi-Day Milk Form. Record count by type.

Don't forget

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

# Documentation & Recordkeeping



Resource

## Lunch Production Record

Attachment K-2

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:		Record Planned # for Each Grade Group and Serving Size for Each Menu Item in Columns Below				Vegetable Subgroups Key *
Student Lunches	Adult Lunches	# Planned Pre-K	# Planned for K-5	# Planned for 6-8	# Planned for 9-12	
Menu						
All Food Components Must Be Recorded. List Entrée Choices First.			150			
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: 1/2 c. & 9-12: 1/2 c. DG = Dark Green K-12: 1/2 c. BP = Dried Beans/Peas/Lentils K-12: 1/2 c. S = Starchy K-12: 1/2 c. O = Other K-8: 1/2 c. & 9-12: 1/2 c.

MUST Have All 5 Food Components!

Example Lunch Production Record

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 ea, Grain, 1/2 c Fruit)
<b>Meat/Meat Alternate</b>	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	2MMA, 2oz eq. G, 1 cup V
Must record Amounts Leftover						
<b>Grains</b>	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
<b>Vegetables</b>		If self-serve can record on multi-day food bar record				
Roasted Corn		SR 77		155 servings	10 servings	1/2c V
See Multi Day Food Bar		SR=School Recipe				
<b>Fruits</b>		If self-serve can record on multi-day food bar record				
See Multi Day Food Bar		SR		SS		*
<b>Milk</b>		Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.				
Chocolate Skim		Hiland	25	100-1/2 pint	20-1/2 pint	
White Skim		Hiland	15	100-1/2 pint	20-1/2 pint	
White 1%		Hiland	2	50-1/2 pint	15-1/2 pint	
<b>Other Food Items</b> (ketchup, gravy, marg.,)						
See Multi Day Condiment Bar		SR		SS		

Record Milk count here or on Multi-Day Milk Form. Record count by type.

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

# Documentation & Recordkeeping



Resource

Example Multi-Day Milk Form

Multi-Day Milk Counts

School: Name of School

Week of: <u>May 10</u> Year: <u>20XX</u>			Monday			Tuesday			Wednesday			Thursday			Friday			Total Number Served for Week (optional)
<b>Breakfast Milks</b>																		
Flavor/ Fat Content	Brand	Serving Size	Start Count	End Count	Used	Start Count	End Count	Used	Start Count	End Count	Used	Start Count	End Count	Used	Start Count	End Count	Used	Total Amount Used (optional)
White 1%	Hiland	8 fl. oz.	100	20	80	100	30	70	100	20	80	100	25	75	100	30	70	375
Chocolate Skim	Hiland	8 fl. oz.	50	20	30	50	25	25	50	25	25	50	30	20	50	20	30	130
			Monday			Tuesday			Wednesday			Thursday			Friday			Total Number Served for Week (optional)
<b>Lunch Milks</b>																		
Flavor/ Fat Content	Brand	Serving Size	Start Count	End Count	Used	Start Count	End Count	Used	Start Count	End Count	Used	Start Count	End Count	Used	Start Count	End Count	Used	Total Amount Used (optional)
White 1%	Hiland	8 fl. oz.	100	50	50	100	30	70	100	40	60	100	25	75	100	30	70	325
Chocolate Skim	Hiland	8 fl. oz.	100	30	70	100	20	80	100	25	75	100	10	90	100	50	50	365

Record start count, end count and amount used by milk type for Breakfast and Lunch each day.

# Documentation & Recordkeeping



Resource

## Example Multi-Day Food Bar Record

If all students do not have access to the Food Bar, indicate the grades/number with access

Attachment K-3

### 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 not	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

Record Daily

Record how items are put out on the food bar. Do not use units that are not measurable such as "bags" of lettuce





### Example Meal Delivery Ticket

## NDE Nutrition Services -2025



# Documentation & Recordkeeping



Resource

Meal Pattern Check Form

Meal Pattern Check - Breakfast & 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/MMA 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> *Leafy greens credit half the serving size <b>Red/Orange</b> <b>Dried Beans/Peas</b> <b>Starchy</b> <b>Other</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <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>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.

1. New Managers  
2. Administrative Review

# Documentation & Recordkeeping

## **Meal Component Credit Documentation**

Use one or more of the following to verify crediting:

- Standardized Recipes
- Child Nutrition (CN) Labels
- Product Formulation Statements (PFS)
  - Ingredient + Nutrition Labels
  - USDA Food Buying Guide (FBG)
- Exhibit A: Grain Requirements for Child Nutrition Programs (FBG)



# Documentation & Recordkeeping



## **Standardized Recipes**

Ensure consistent quality and accurate portions

Must include:

- Ingredients and quantities
  - Preparation instructions
  - Serving size and yield
- Crediting information for meal components



# Documentation & Recordkeeping

## Standardized Recipes

### Why Does Portion Control Matter?

- Ensures meal pattern requirements are consistently met
- Helps maintain food cost control and reduce waste
- Promotes fair and equal serving sizes for all students
  - Use Standardized Recipes
- Include exact portion sizes for each item (e.g., ½ cup vegetables, 2 oz meat) Recipe yield tells how many servings each batch produces
- Helps staff serve the right amount every time



# Documentation & Recordkeeping



Resource

Resources



Tool	Use	Color Code/Size
<b>Dishers/Scoops (# sizes)</b>	Soft or shaped items (e.g., mashed potatoes, fruit)	#8 = ½ cup, #12 = ⅓ cup, #16 = ¼ cup
<b>Ladles (oz sizes)</b>	Liquids, sauces, soups	2 oz = ¼ cup, 4 oz = ½ cup, etc.
<b>Spoodles</b>	Soupy or chunky items (combines spoon + ladle)	Helps with accurate scoop + pour
<b>Scales</b>	Weigh protein items like meat or cheese	Use to confirm oz equivalents

# Documentation & Recordkeeping

## **Child Nutrition (CN) Labels**

Found on some processed products

- Provide USDA-approved meal component crediting
- Keep original packaging with CN label for records

*Example: Breaded chicken patty = 2 oz  
M/MA + 1 oz grain*

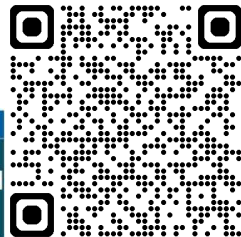


# Documentation & Recordkeeping



Resource

*CN Label Example & Resource*

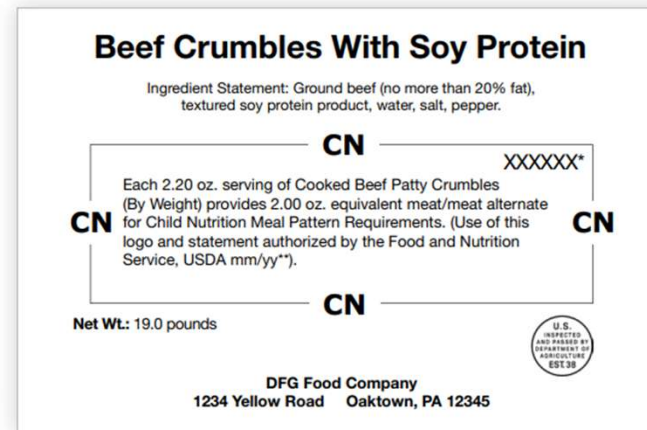


## What Information Is on a Child Nutrition (CN) Label?

A Child Nutrition (CN) labeled product must contain the following on the product packaging:

- ✓ The federally required label featuring the product name, inspection legend, ingredient statement, name and address of manufacturer or distributor, and net weight;
- ✓ A unique 6-digit CN identification number (Note: All CN numbers are assigned by the U.S. Department of Agriculture's Agricultural Marketing Service (AMS)); and
- ✓ The CN logo, which has a distinct border;
- ✓ The meal pattern contribution statement;
- ✓ The USDA authorization statement;
- ✓ The month and year of AMS or the U.S. Department of Commerce's National Oceanic and Atmospheric Administration Seafood Inspection Program (NOAA SIP) approval.

A sample CN label:



\* The 6-digit CN identification number is assigned by CN Labeling office.  
 \*\* Date is written using numbers to represent the month/year of final label approval.

# Documentation & Recordkeeping

## **Product Formulation Statements (PFS)**

Manufacturer-provided documentation

- Used when no CN label is available
  - Must be signed and on company letterhead
- Clearly states how product credits toward meal pattern





# Documentation & Recordkeeping



Resource

Product Formulation Statement  
(PFS) Example

## Product Formulation Statement Example:

### Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

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

Product Name: Chicken Patty Code No.: 555

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

#### I. Meat/Meat Alternate

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

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
Chicken	<u>3.04</u>	X	0.658	<u>2</u>
		X		
		X		
<b>A. Total Creditable M/MA Amount<sup>1</sup></b>				

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

<u>Bob Chicken</u>		<u>VP – R&amp;D</u>	
Signature		Title	
<u>Bob Chicken</u>		<u>9/24/14</u>	<u>555-5555</u>
Printed Name		Date	Phone Number

# Documentation & Recordkeeping

## **Ingredient & Nutrition Labels**

Use to determine:

- Whole grain-rich content
- Added sugars and sodium
- Serving size for component credit
- Often needed when other forms of crediting are unavailable



# Documentation & Recordkeeping



## Ingredient Labels & Nutrition Facts Examples

### 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.

Nutrition Facts	
Serving Size 2/3 cup (55g)	
Servings Per Container About 8	
Amount Per Serving	
<b>Calories</b> 230	Calories from Fat 40
% Daily Value*	
<b>Total Fat</b> 8g	<b>12%</b>
Saturated Fat 1g	<b>5%</b>
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 160mg	<b>7%</b>
<b>Total Carbohydrate</b> 37g	<b>12%</b>
Dietary Fiber 4g	<b>16%</b>
Sugars 1g	
<b>Protein</b> 3g	

Nutrition Facts	
<b>8 servings per container</b>	
Serving size 2/3 cup (55g)	
Amount per 2/3 cup	
<b>Calories</b>	<b>230</b>
% DV*	
<b>12%</b>	<b>Total Fat</b> 8g
<b>5%</b>	<b>Saturated Fat</b> 1g
	<b>Trans Fat</b> 0g
<b>0%</b>	<b>Cholesterol</b> 0mg
<b>7%</b>	<b>Sodium</b> 160mg
<b>12%</b>	<b>Total Carbs</b> 37g
<b>14%</b>	<b>Dietary Fiber</b> 4g
	<b>Sugars</b> 1g
	<b>Added Sugars</b> 0g
	<b>Protein</b> 3g
<b>10%</b>	<b>Vitamin D</b> 2mcg
<b>20%</b>	<b>Calcium</b> 260mg
<b>45%</b>	<b>Iron</b> 8mg
<b>5%</b>	<b>Potassium</b> 235mg

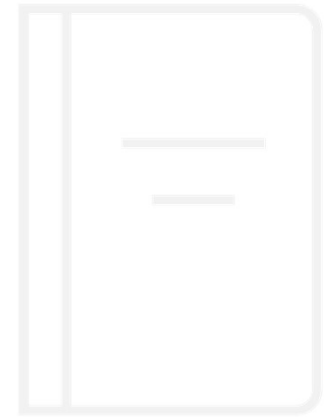
\* Footnote on Daily Values (DV) and calories reference to be inserted here.

# Documentation & Recordkeeping

## **Food Buying Guide (FBG)**

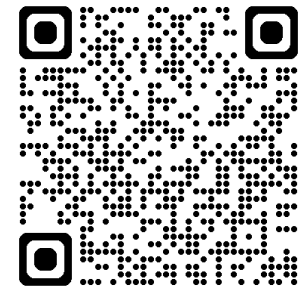
Determines:

- How much to buy and prepare
- Yield and meal component contribution
- Use online tool or app to generate crediting reports

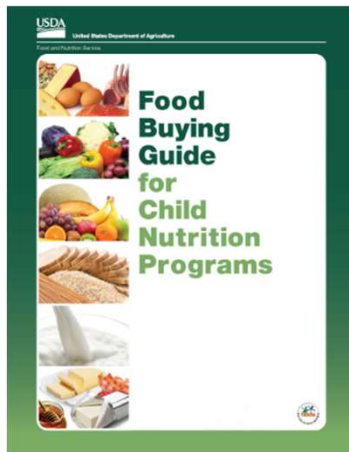


# Documentation & Recordkeeping

Three ways to use!



PDF



Interactive web-based



Mobile App



<https://www.fns.usda.gov/tn/fbg/training> Food Buying Guide Training Resource

# Documentation & Recordkeeping

## **Exhibit A: Grain Requirements for Child Nutrition Programs (FBG)**

- Use for homemade or commercially prepared grain items without labels
- Grains credit as ounce equivalent instead of “servings”
- Weight of a grain determines how much is required to be served



# Documentation & Recordkeeping



Resource

Exhibit A: Grain Requirements for  
Child Nutrition Programs (FBG)

## 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>	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)	¾ oz eq = 17 gm or 0.6 oz	¾ serving = 15 gm or 0.5 oz
Chow Mein noodles	½ oz eq = 11 gm or 0.4 oz	½ serving = 10 gm or 0.4 oz
Savory crackers (saltines and snack crackers)	¼ oz eq = 6 gm or 0.2 oz	¼ serving = 5 gm or 0.2 oz
Croutons		
Pretzels (hard)		
Stuffing (dry) Note: weights apply to bread in stuffing		
<b>Group B</b>	Ounce Equivalent (oz eq) for Group B	Minimum Serving Size for Group B
Bagels	1 oz eq = 28 gm or 1.0 oz	1 serving = 25 gm or 0.9 oz
Batter type coating	¾ oz eq = 21 gm or 0.75 oz	¾ serving = 19 gm or 0.7 oz
Biscuits	½ oz eq = 14 gm or 0.5 oz	½ serving = 13 gm or 0.5 oz
Breads—all (for example sliced, French, Italian)	¼ oz eq = 7 gm or 0.25	¼ serving = 6 gm or 0.2 oz
Buns (hamburger and hot dog)		
Sweet crackers <sup>5</sup> (graham crackers - all shapes, animal crackers)		
Egg roll skins		
English muffins		
Pita bread		
Pizza crust		
Pretzels (soft)		
Rolls		
Tortillas		
Tortilla chips		
Taco shells		

<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>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.



# Documentation & Recordkeeping

## **Production Records & Meal Documentation**

- Retain for 3 years plus current SY
- Confirm with software provider on electronic back-up process
- All records are property of the SFA





# Recap

Required Production Records & Documentation To Ensure  
Meal Pattern Compliance

Resources & Tools for Meal Crediting and Menu Planning  
Organize & Maintain Accurate Records



# Purchasing & Procurement

# Purchasing & Procurement

To receive federal reimbursement federal procurement regulations must be followed

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

Must be good stewards of taxpayers' dollars

# Purchasing & Procurement

Regulations found in 2 CFR Part 200 and 7 CFR Part 225

Three types:

- ✓ Micro-purchase
- ✓ Informal Purchase
- ✓ Formal Purchase

Sponsor must create and maintain *procurement plan*

# Purchasing & Procurement



Procurement Reviews conducted at the same time as an Administrative Review



Must include the following in your procurement process:

**Code of Conduct**  
**Procurement Plan**  
**Purchasing Documentation kept on file**

# Purchasing & Procurement

## **Purchasing Plan**

1. Plan purchases by forecasting meal counts with # new and returning sites
2. Plan meals to meet meal pattern through cycle menu
3. Plan orders based on menu items and # meals and order frequency
4. Solicit bids from vendors providing specific information
  - a) Delivery schedules
  - b) Local foods
  - c) Payment due dates

# Purchasing & Procurement

Select products that meet site needs and appeal to children (better participation, less food waste)

Procuring locally: definition varies based on many factors

Ask vendor to include locally-sourced meal items (origin on labels)

Still must maintain *fair* and *open* competition

# Purchasing & Procurement

**Micro-purchase:** under \$10,000

- Price is reasonable
- Business distributed equitably amongst suppliers
- No formal bidding required

**Informal purchase:** less than \$250,000

- Must get three bids

**Formal purchase** (\$250,000 & greater) requires:

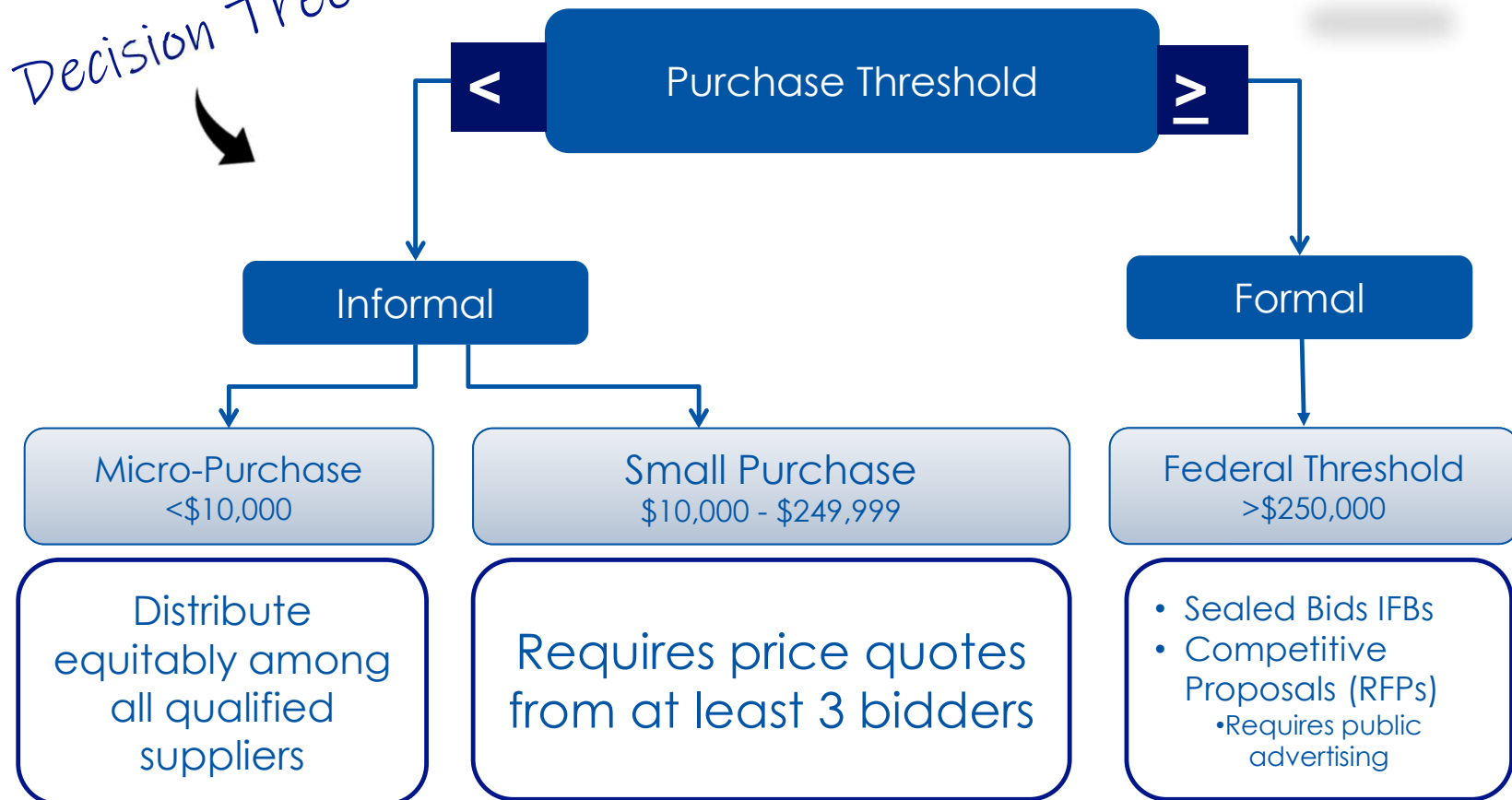
- Invitation for a bid (IFB) or Request for Proposal (RFP)
- Public announcement
- Distribute announcement to multiple vendors
- Formal bid opening
- Evaluation process, cost with most weight



# Purchasing & Procurement



*Decision Tree*





# Purchasing & Procurement

## What Is the Buy American Provision?

- Schools in the National School Lunch Program (NSLP) are required to buy food products that are grown and processed in the U.S. as much as possible
- This is called the Buy American Provision
- It supports U.S. farmers, jobs, and our economy

# Purchasing & Procurement

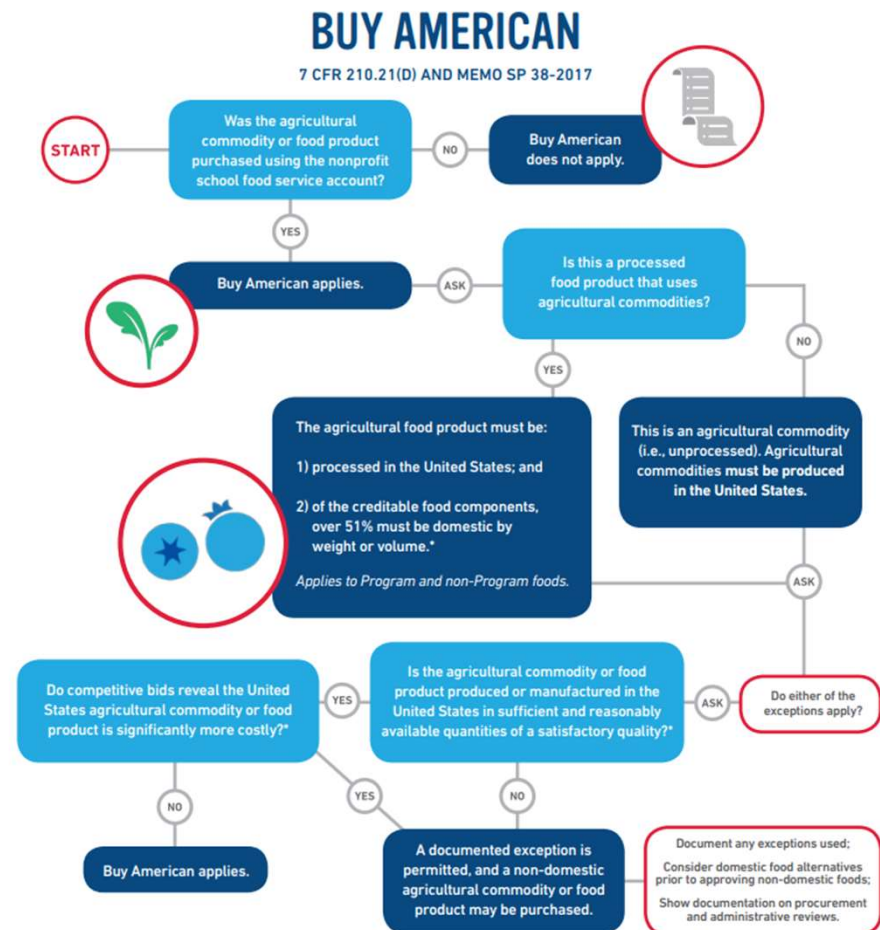
Are There Any Exceptions?  
Yes, but they're limited!

You can buy non-American products only if:

- The product is not available in sufficient quantity or quality from the U.S.
- Buying American would cause significant cost increases

Important: You must document and justify these exceptions

Decision Tree



# Purchasing & Procurement

## **Buy American-What must schools do?**

- Include Buy American language in food bids and contracts
- Check product labels to verify origin
- Keep records when exceptions are used
- Train staff making food purchases on how to follow the regulations

# Purchasing & Procurement

## **Buy American- New Limits**

- The provision now has specific limits on non-domestic purchases
- Non-domestic items can only make up a small percentage of overall purchases
- School must prioritize U.S. products when making decisions on food purchases
- Tracking helps ensure compliance and allows transparency

*School Year 2025-26: Cap set at 10%*

# Purchasing & Procurement

## USDA Foods Program

- Administered by the Dept. of Health and Human Services (DHHS)
- Entitlement dollars for the purchase of domestic agricultural food products in school and institutions
- Need to use these dollars annually
- New FSDs contact DHHS to updated information

**Brian Gerkenmeyer, DHHS**

402-580-2503

[brian.gerkenmeyer@nebraska.gov](mailto:brian.gerkenmeyer@nebraska.gov)



*Website & Resources*



**Nebraska DHHS**  
Food Distribution

Nebraska DHHS  
Food Distribution Program

Summary Entitlement Inventory Allocations Orders Billing Survey Maintenance Reports Resources Help Logout

Home > Select Year

Program Year Selection

Program Year	Program Begin Date	Program End Date
2015	July 1, 2015	June 30, 2016
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024
2025	July 1, 2024	June 30, 2025
2026	July 1, 2025	June 30, 2026



**USDA** Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

**USDA DoD FRESH PROGRAM:**  
A Source for Locally Grown Produce

\*\*\*\*\*

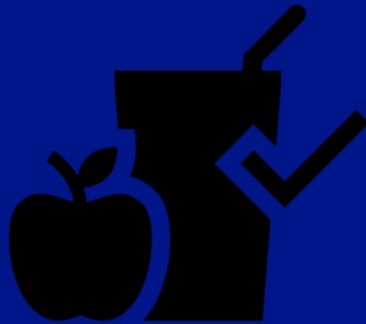
# Recap

Required Procurement Plan  
Procurement Regulations  
Buy American Provision  
USDA Foods Program Contact & Resources

A faint, light gray background graphic on the right side of the slide. It depicts a stylized human figure with a large head. Inside the head is a speech bubble containing a lightbulb icon, symbolizing an idea or knowledge. The figure is positioned behind the central text.



# Food Safety





# Food Safety

USDA Requirements 7 CFR 210.13



Health Standards  
Food Safety Inspections  
Food Safety Programs  
Storage  
Certified Staff

# Food Safety

Resources →

**Guidance for School Food Authorities:  
Developing a School Food Safety  
Program Based on the Process  
Approach to HACCP Principles**



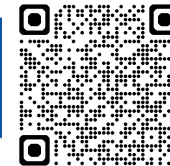
**United States Department of  
Agriculture**

**Food and Nutrition Service**



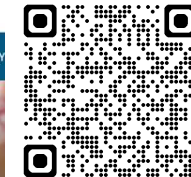
**Hazard Analysis and Critical Control Point**

Nebraska School Food Safety



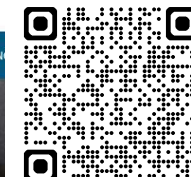
**USDA** Food and Nutrition Service  
U.S. DEPARTMENT OF AGRICULTURE

HOME PROGRAMS DATA & RESEARCH FUNDING NEWSROOM RESOURCES OUR AGENCY



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U.S. DEPARTMENT OF AGRICULTURE

HOME PROGRAMS DATA & RESEARCH FUNDING NEWSROOM RESOURCES OUR AGENCY



# Food Safety

## Health Standards

The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations

## NEBRASKA FOOD CODE



Nebraska Department of Agriculture  
Food Safety and Consumer Protection  
State Office Building  
P.O. Box 94757  
Lincoln, Nebraska 68508  
(402) 471-3422  
[www.nda.nebraska.gov](http://www.nda.nebraska.gov)

# Food Safety



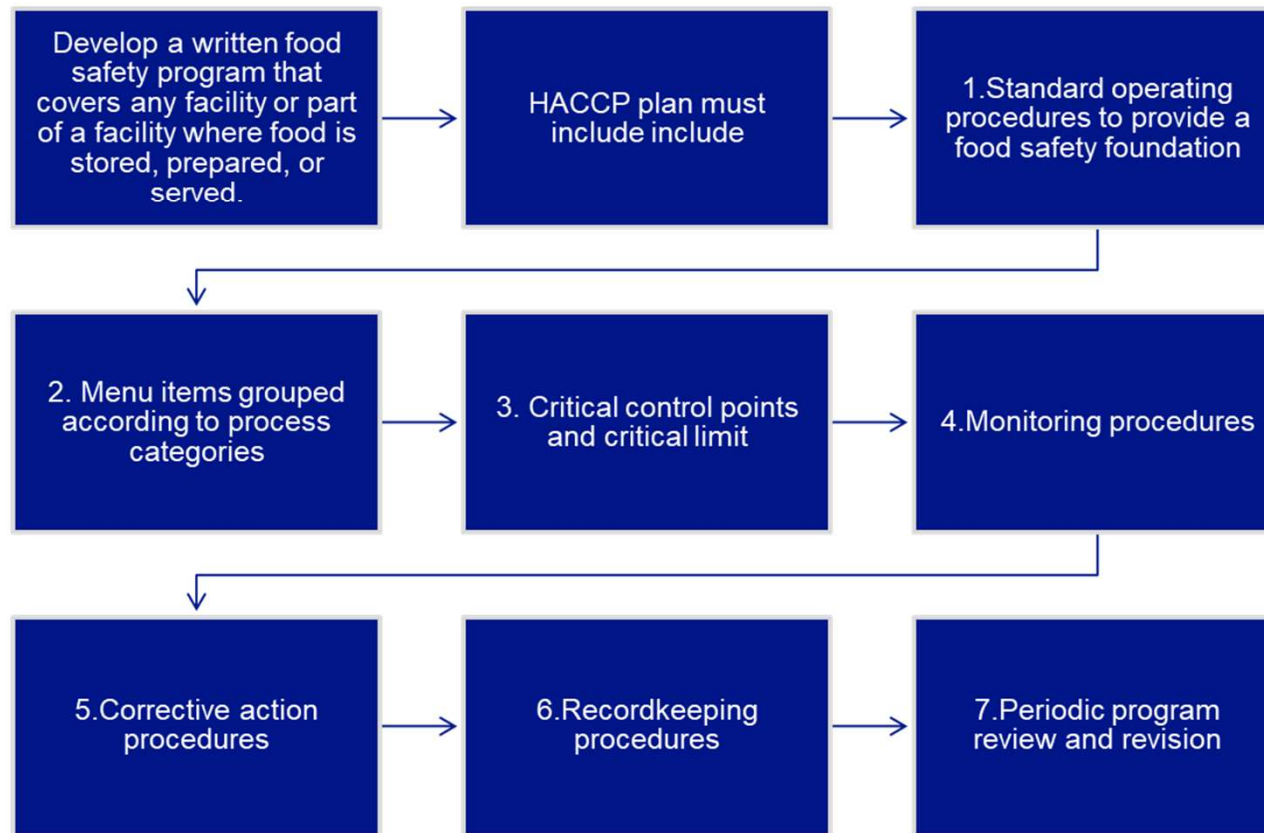
## **Inspections**

Schools shall obtain a minimum of two food safety inspections during each school year conducted by Department of Health and Human Services

They shall post in a publicly visible location a report of the most recent inspection conducted and provide a copy of the inspection report to a member of the public upon request

# Food Safety

## HACCP- Hazard Analysis & Critical Control Point



# Food Safety



## Storage

The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss

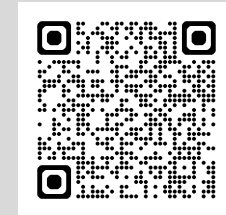
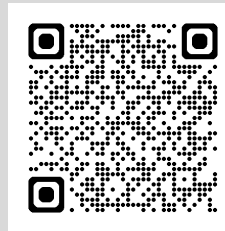
# Food Safety



*Get certified*

## Certified Staff

- [SERV Safe Manager Certificate](#)
- [Always Food Safe Food Manager Certification](#)



# Food Safety Record Retention



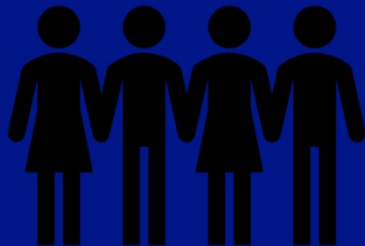
Food Safety and HACCP Records  
1 year plus current



# Recap

Food Safety Requirements  
Food Safety Certification Training & Information  
Records Requirements

A faint, light gray background graphic depicting a stylized person with a lightbulb inside their head, enclosed in a speech bubble-like shape, symbolizing an idea or knowledge.



# Professional Standards & Staffing

# Professional Standards & Staffing

*Resource*

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

**Chart 1: Summary of Required Minimum Annual Training Requirements for School Nutrition Employees**

Job Category	Annual Training Requirements*
Directors	12 hours
Managers	10 hours
All Other Staff (working 20 hours or more per week)	6 hours
Part-Time Staff (working less than 20 hours per week)	4 hours
Mid-year hires in all categories (January 1, or later)	One-half of training requirement for each job category
Temporary and acting employees, substitutes, and volunteers	Any annual training requirements are at the discretion of the State agency and may be required within 30 days of start date

\*Annual training requirements apply to the 12 months between July 1 and June 30.



# Professional Standards & Staffing

- USDA Hiring Standards for all new food service directors (education and experience requirements)
- SFA's must hire staff that meet these standards and supply documentation upon request
- New Food Service Directors must have at least 8 hours of food safety that is not more than 5 years prior to their starting date or complete this training within 30 days of their start date as the Food Service Director.

## 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>	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; <sup>1</sup> <b>OR</b> Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor's degree in any academic major, <b>and</b> at least	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; <sup>1</sup> <b>OR</b> Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor's degree in any academic major, <b>and</b> at	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; <sup>1</sup> <b>OR</b> Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor's degree in any

# Professional Standards & Staffing



## Civil Rights

- USDA's Nondiscrimination Statement: must be included in program information
- The "And Justice for All" poster must be posted in each area where meals are served and be visible to program participants
- Required annual training is all staff involved in the School Meals Program. Documentation of this must be on file

*Nutrition Services-Civil Rights Resources & Training*



Civil Rights

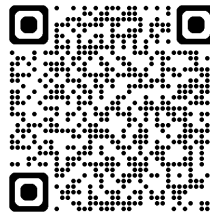
Forms & Resource Center

Civil Rights

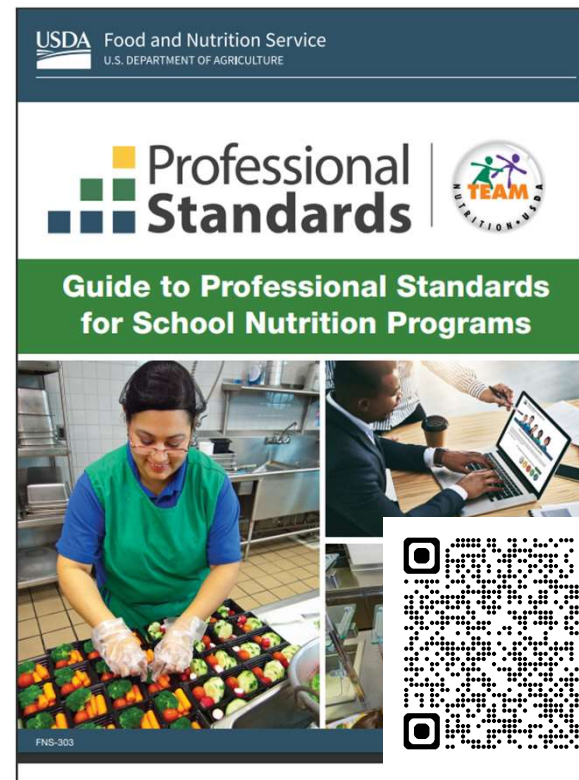
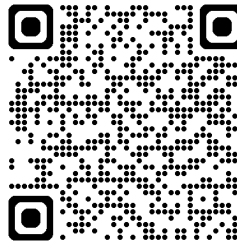


# Professional Standards & Staffing

Resources



**Professional Standards: Resources**



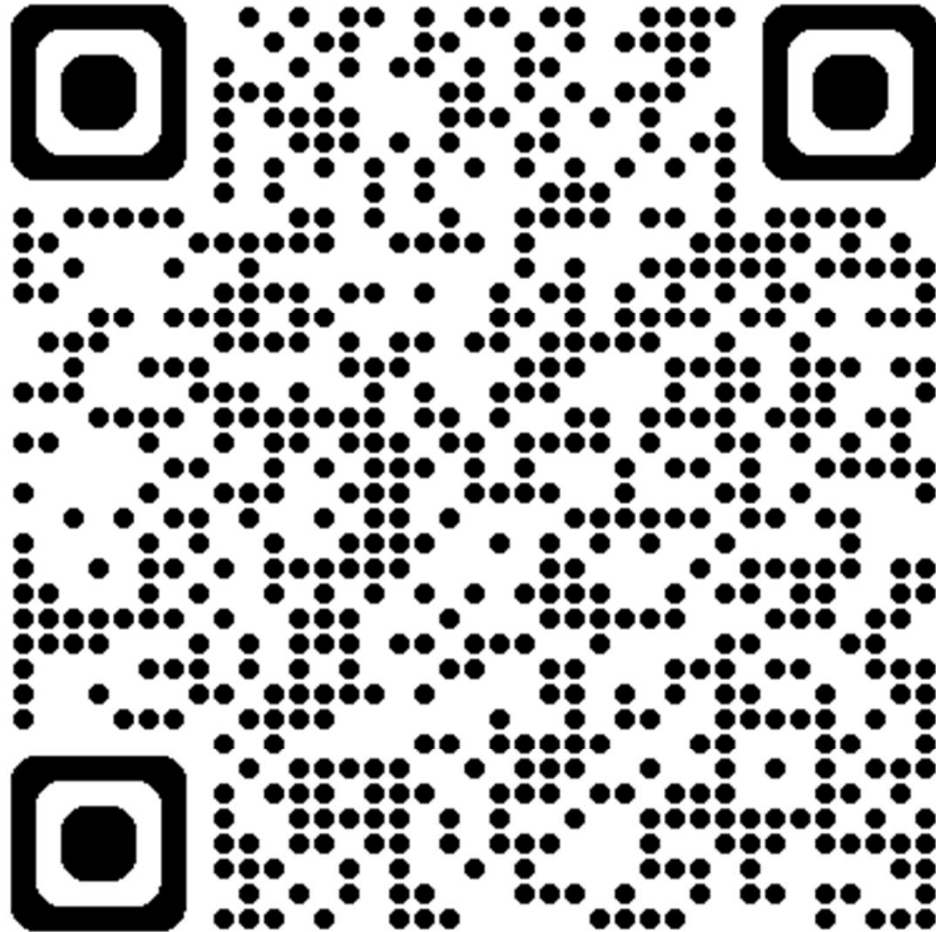
# Recap

Hiring Standards  
Training Standards  
Required Civil Rights Annual Training  
Professional Standards Resources

A faint, light gray background graphic on the right side of the slide. It depicts a stylized human figure with a large circle for a head. Above the head is a speech bubble containing a lightbulb icon, symbolizing an idea or knowledge. The figure appears to be standing with arms slightly away from the body.

Before you  
go!

Take 5  
minutes to  
give  
feedback







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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/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: (833) 256-1665 or (202) 690-7442; or

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

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