

# Nebraska Department of Education Nutrition Services Staff Directory

## Nebraska Department of Education Nutrition Services

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Financial Services Staff [nde.bgmhelp@nebraska.gov](mailto:nde.bgmhelp@nebraska.gov)

**DHHS Commodities**  
**NE Dept. of Health & Human Services Food**  
**Distribution Staff**  
**P.O. Box 95026**

Fax (402) 742-2328  
[DHHS.NebraskaFoodDistribution@Nebraska.gov](mailto:DHHS.NebraskaFoodDistribution@Nebraska.gov)

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

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

## School Nutrition Programs Important Dates

<h3>July 1</h3>	<ul style="list-style-type: none"> <li>• Program Year starts; the School Meals Application for School Food Authorities (SFAs) opens in <a href="#">CNP</a> for the new program year.</li> <li><input type="checkbox"/> Upload student enrollment into the CNP Direct Certification (DC) Enrollment module if ADVISER/PersonID rosters are not accurate.             <ul style="list-style-type: none"> <li>- All schools must update student enrollment at least three times each program year.                 <ul style="list-style-type: none"> <li>▪ Public SFAs must manually update enrollment in ADVISER until September 15th, when automatic nightly matching begins.</li> <li>▪ Non-public SFAs must manually update enrollment in PersonID and/or CNP.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Complete Food Safety Inspections Report in CNP. Report number of health inspections for each site that were received in the prior program year.</li> </ul>
<h3>July 2</h3>	<ul style="list-style-type: none"> <li>• DC match list will begin populating for the new program year. SFAs can start distributing <a href="#">Notice of Approval/Denial letters (Attachment D)</a> to households with matched students.</li> <li>• Nightly DC matching process begins based on ADVISER/PersonID or CNP DC student enrollment data; SFAs should check their match list daily for newly matched students.</li> </ul>
<h3>July 15</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Deadline</b> for Non-Public Schools, and Residential Child Care Institutions (RCCIs) to complete their Annual Financial Statement in CNP. Report the previous program year.</li> <li><input type="checkbox"/> <b>Deadline</b> for Residential Child Care Institutions (RCCIs) to complete the School Meals Application in <a href="#">CNP</a> for the new program year.</li> </ul>
<h3>July – August</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute <a href="#">Free and Reduced-Price Meal Application (Attachment C)</a> and <a href="#">Letter to households (Attachment B)</a>. SFAs participating in the Community Eligibility Provision should <i>not</i> distribute applications. Distribute <a href="#">Notice of Approval/Denial letters (Attachment D)</a> to households as applications are approved or denied.</li> <li><input type="checkbox"/> Update the Point of Service system with the current school year's student meal eligibility determinations.</li> <li><input type="checkbox"/> Determine the 30th school/operating day for free/reduced meal carryover eligibility from the previous school year.</li> <li>• All staff, paid and volunteer, who have School Nutrition Program responsibilities must complete the <a href="#">Civil Rights training</a> requirement annually.</li> <li>• School Nutrition Programs Trainings are presented by the Nebraska Department of Education (NDE) Nutrition Services.</li> </ul>
<h3>August 15</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Deadline</b> to complete the School Meals Application in <a href="#">CNP</a> for the new program year.</li> </ul>
<h3>August 31</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Non-public SFAs should update student enrollment in the PersonID system or upload enrollment files into the DC Enrollment module to ensure accurate matching.</li> </ul>

<b>September 15</b>	<input type="checkbox"/> Public Schools: automatic nightly matching for student enrollment data begins. <input type="checkbox"/> <b>Deadline</b> for SFAs participating in the Afterschool Snack Program to complete an <a href="#">On-Site Review (Attachment I-1)</a> at each site; keep on file. A second On-Site Review must be completed and kept on file at each site before the end of the program year. <ul style="list-style-type: none"> <li>• Last day students remaining on carryover eligibility can receive free/reduced benefits OR until the student receives a new determination, whichever occurs first.</li> </ul>
<b>30th School Day</b>	
<b>October 1</b>	<input type="checkbox"/> <b>Deadline</b> when free/reduced applications must be counted for the verification pool. Application verification can occur on or before October 1st, but the final number of applications to verify must be calculated as of October 1st. <ul style="list-style-type: none"> <li>• Contact NDE Nutrition Services if interested in contracting with a <a href="#">Food Service Management Company</a> for the next school year.</li> </ul>
<b>2nd week of October</b>	<ul style="list-style-type: none"> <li>• <a href="#">National School Lunch Week</a></li> </ul>
<b>October 15</b>	<input type="checkbox"/> <b>Deadline</b> for entering the number of Health Inspections received at each feeding site for the previous program year in the CNP system. <input type="checkbox"/> Update student enrollment for Direct Certification (second of the three required times). <ul style="list-style-type: none"> <li>• Verification Report opens in CNP.</li> </ul>
<b>October 31</b>	<ul style="list-style-type: none"> <li>• The Fixed Price per Meal <a href="#">Food Service Management Company</a> Request for Proposal (RFP) and Exhibits are available upon request from NDE Nutrition Services.</li> </ul>
<b>November 1</b>	<input type="checkbox"/> <b>Deadline</b> to complete Verification and submit the Verification Report into the CNP system. <input type="checkbox"/> <b>Deadline</b> to complete <a href="#">Civil Rights Summary (Attachment H-1)</a> ; keep on file at site.
<b>November 15</b>	<input type="checkbox"/> <b>Deadline</b> to complete Verification and submit the Verification Report into the CNP system. <input type="checkbox"/> <b>Deadline</b> to complete <a href="#">Civil Rights Summary (Attachment H-1)</a> ; keep on file at site.
<b>December 1</b>	<input type="checkbox"/> <b>Deadline</b> to request the Fixed Price per Meal <a href="#">Food Service Management Company</a> Request for Proposal (RFP) if considering a Food Service Management Company for the next program year.
<b>January 15</b>	<input type="checkbox"/> <b>Deadline</b> to submit the Fixed Price per Meal <a href="#">Food Service Management Company</a> Request for Proposal (RFP) if considering a Food Service Management Company for the next program year.
<b>February 1</b>	<input type="checkbox"/> <b>Deadline</b> for SFAs with 2 or more feeding sites to complete <a href="#">On-Site Reviews (Attachment I)</a> for each feeding site; keep on file at each site.
<b>February 28</b>	<input type="checkbox"/> Update student enrollment for Direct Certification (third of three required times).
<b>1st full week of March</b>	<ul style="list-style-type: none"> <li>• <a href="#">National School Breakfast Week</a></li> </ul>

<b>March - May</b>	<ul style="list-style-type: none"> <li>The <a href="#">Paid Lunch Equity Tool</a> is available. <ul style="list-style-type: none"> <li>SFAs that don't qualify for Paid Lunch Equity Exemption and charge for student meals must complete the Paid Lunch Equity Tool before setting meal prices for the upcoming program year.</li> </ul> </li> </ul>
<b>April – May</b>	<input type="checkbox"/> Annual in-person School Meals Food Service Director and Bookkeeper Trainings registration opens; registration is required.
<b>1st week of May</b>	<ul style="list-style-type: none"> <li>School Nutrition Employee Appreciation Week <ul style="list-style-type: none"> <li>Final day of School Nutrition Employee Appreciation Week: <a href="#">School Lunch Hero Day</a></li> </ul> </li> </ul>
<b>2nd Wednesday of May</b>	<ul style="list-style-type: none"> <li>Nebraska School Food Service Employee Appreciation Day</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li><a href="#">Nebraska School Nutrition Association Annual Conference</a></li> <li><a href="#">Child Nutrition Training Academy</a></li> <li><input type="checkbox"/> ADVISER/PersonID system opens for the upcoming program year. SFAs should update student rosters in ADVISER/PersonID.</li> </ul>
<b>June 30</b>	<ul style="list-style-type: none"> <li>Program Year ends</li> </ul>

**Submitting a Claim:**

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

SFAs are encouraged to submit the Claim for Reimbursement by the 10th day of the following month (i.e. August claims are due by September 10). Claims are paid on the 10th and 20th each month. Federal regulations require all valid final claims to be submitted no later than 60 calendar days following the last day of the month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

# Websites for School Meals

QR Code



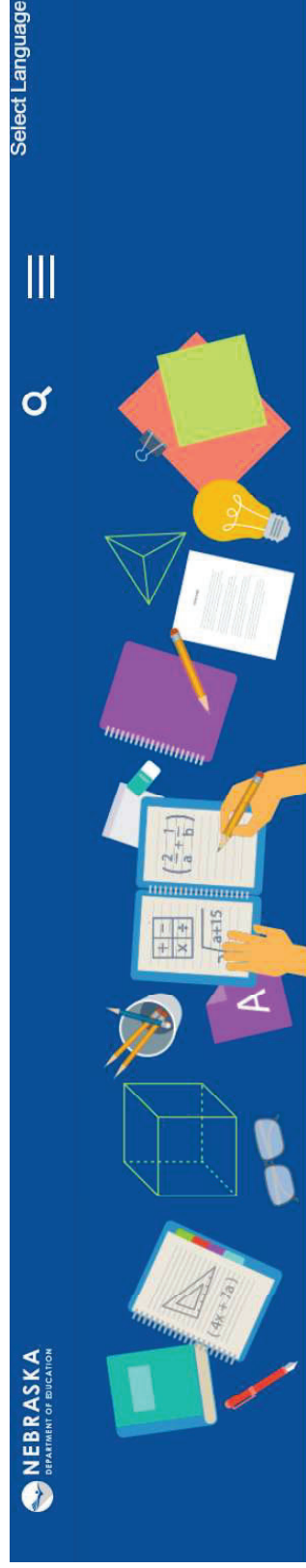
Resource

## Nebraska Department of Education Nutrition Services

Click>School Nutrition Program (SNP). Select from; Program Information, Training & Resources, Calendar, Grants and Links to Other Sites

Website

<https://www.education.ne.gov/ns/>



### COORDINATED STUDENT SUPPORT SERVICES

- Nutrition Services Home
- School Meals Program >
- Seamless Summer Option
- Summer EBT (Apply here) >
- Child and Adult Care Food Program >
- Summer Food Service Program >
- Team Nutrition >
- Nebraska Farm To School >
- Child Nutrition Program (CNP)

### Nutrition Services Vision Statement

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

### Child Nutrition Programs

SCHOOL NUTRITION PROGRAM (SNP)

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

SUMMER FOOD SERVICE PROGRAM (SFSP)



CONTACT US | STAFF DIRECTORY

MATERIALS ORDER FORM



QR Code



Resource

## USDA Child Nutrition Programs Food Industry Toolkit

Select from School Meals Nutrition Standards, Nutrition Labels, Product Formulation Statements, Food Buying Guide, USDA Crediting Tips Sheets, USDA Foods in Schools and much more

Website

<https://www.fns.usda.gov/tn/cnp/food-industry-toolkit>



### Child Nutrition Programs Food Industry Toolkit

HOME > TEAM/ADMINISTRATION

#### A Resource Hub for Food Industry Partners

This toolkit contains resources for use by food industry to understand meal pattern requirements for USDA child nutrition programs (CNP), how food products may contribute toward the meal pattern requirements, and food product documentation used in the CNP.

School Meals Nutrition Standards

CACFP Nutrition Standards



Child Nutrition Labels

Answers to common questions.

Product Formulation Statements

Alternate Protein Products

Frequently asked questions and

Child Nutrition Database

Food product nutrient data and



## School Breakfast Program Meal Pattern

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

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

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

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

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

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



## National School Lunch Program Meal Pattern

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

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

<sup>2</sup> Minimum creditable serving is ⅛ cup. One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.

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

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

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

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

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

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

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

# Vegetable Subgroups



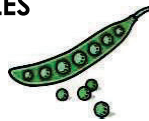
## DARK GREEN VEGETABLES

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



## STARCHY VEGETABLES

Corn  
Green peas  
Green lima beans  
Jicama  
Parsnips  
Potatoes  
Water chestnuts



## BEANS, PEAS, AND LENTILS

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



## RED AND ORANGE VEGETABLES

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



## OTHER VEGETABLES

(Includes all subgroups – except starchy)

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



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

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

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

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

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

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

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

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

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

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

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

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

<sup>6</sup> Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in the SBP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

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

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

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



# OFFER VERSUS SERVE (OVS)

## Tip Sheet for School Food Service Managers

### School Breakfast Program

#### What is OVS?

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

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

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

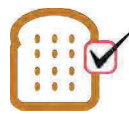
Students must select at least three of the four offered food items under OVS at breakfast, including at least ½ cup of fruit and/or vegetable. Please note, OVS is optional at breakfast for all grade levels.

#### Required Components at Breakfast



**Fruit**

1 cup



**Grains**

1 ounce equivalent  
(oz eq)



**Fluid Milk\***

1 cup

#### Sample OVS breakfast menu:

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

#### Optional Components at Breakfast

##### Vegetables

- Vegetables may be offered as a substitute for fruits.

##### Meats/Meat Alternates

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

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

## Is it Reimbursable?

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

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

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



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

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

## Additional Tips for OVS Success

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

For more information on OVS requirements, visit:

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

# OFFER VERSUS SERVE (OVS)

## Tip Sheet for School Food Service Managers



### National School Lunch Program

#### What is OVS?

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

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

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

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

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

**Required Food Components**

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

#### Is it Reimbursable?

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

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

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

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

## Test Your OVS Skills!

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

### Offered Lunch Menu

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

oz eq = ounce equivalent



### Which of the following student meals are reimbursable?

#### Meal 1:

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



- Reimbursable  
 Not Reimbursable

#### Meal 2:

Hamburger on whole grain-rich bun  
½ cup of milk\*



- Reimbursable  
 Not Reimbursable

#### Meal 3:

Hamburger on whole grain-rich bun  
½ cup corn



- Reimbursable  
 Not Reimbursable

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

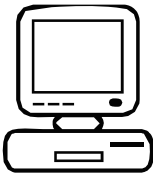
\*Water does not count as one of the three required food components and cannot be served as a substitute for milk.

## Additional Tips for OVS Success

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

For more information on OVS requirements, visit:

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



## COUNTING MEALS



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

### Reimbursable Meals:

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

### Point of Service Meal Counts:

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

### Exceptions to a Point of Service Count:

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

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

### Acceptable Counting Methods:

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

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

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



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

# Nebraska Competitive Food Policy

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

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



# COMPETITIVE FOOD POLICY & SMART SNACKS STANDARDS

## Competitive Food Policy



states that foods and beverages cannot be sold to children on school campus 30 minutes before breakfast and/or lunch service until 30 minutes after meal service unless all proceeds during these times go to the school nutrition program

## Smart Snacks Standards



are nutrient standards that apply to all food and beverages sold to children during the school day and on school campus, such as a la carte, school store, fundraiser, and vending machine items (see page 2)

## : School day



midnight before the official school day to 30 minutes after the official school day ends

## : School campus



all areas of school property that are accessible to students

## Smart Snacks Exemptions

Food and beverages that are part of a reimbursable meal

Fundraiser food and beverages that are intended to be consumed outside of school, like frozen cookie dough

Extra school breakfast or lunch entrees sold as a la carte items, up to one day after being served for breakfast or lunch  
\*\*\*School Meal side dishes sold as a la carte items must follow Smart Snack Standards

Food sold after the school day or off campus



Use the **Healthier Generation Smart Snacks Product Calculator**

to make sure your food or beverage meets Smart Snack Standards

Please read the USDA's **A Guide to Smart Snacks in School** to view all other exemptions and additional information






## COMPETITIVE FOOD POLICY & SMART SNACKS STANDARDS






### FOOD

Nutrient	Snack	Entree
<b>Calories</b>	≤ 200 calories	≤ 350 calories
<b>Sodium</b>	≤ 200 mg	≤ 480 mg
<b>Total Fat</b>	≤ 35% of calories	
<b>Saturated Fat</b>	≤ 10% of calories	
<b>Trans Fat</b>	0 g	
<b>Total Sugar</b>	≤ 35% by weight	



-  If 1st ingredient is a grain, product must be whole grain rich
- or**
-  1st ingredient is fruit, vegetable, dairy, or protein
- or**
-  Combination foods must contain at least ¼ cup fruit and/or vegetable

### BEVERAGES

Maximum beverage size for a building with the listed grade groups	K - 6, K - 8, K - 12	6 - 8, 6 - 12	9 - 12 ONLY
 <b>Water</b> With/without carbonation	Any size	Any size	Any size
 <b>Milk</b> Unflavored skim or 1%; flavored skim	8 oz	12 oz	12 oz
 <b>100% Juice</b> With/without carbonation; 100% juice diluted with water, no added sweeteners	8 oz	12 oz	12 oz
 <b>Zero-Calorie Beverage</b> With/without caffeine and carbonation; ≤ 10 calories/20 fl oz	Not allowed	Not allowed	20 oz
 <b>Low-Calorie Beverage</b> With/without caffeine and carbonation; 60 calories/12 fl oz	Not allowed	Not allowed	12 oz



Buildings must adhere to the most restrictive guideline based on the youngest grade group enrolled at the building

# CHILD MEAL PATTERN REQUIREMENTS

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

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

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

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

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

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

### IMPORTANT—Superscript Notations

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

2—Must be **unflavored whole** milk for children age one (1). Must be **unflavored** whole, reduced-fat (2%), low-fat (1%) or unflavored fat-free (skim) for children two to five (2–5) years old. Must be unflavored or flavored whole, reduced-fat, low-fat or fat-free milk for children six (6) years old and older and adults.

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

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

5—**Breakfast only:** Meat and Meat Alternates may be used to meet the entire grains requirement a maximum of three (3) times a week. One ounce of meat and meat alternates is equal to one serving of grains. (1-5 year olds — 1/2 oz meat/cheese, 1 Tbsp nut butters, 2 oz -1/4 cup yogurt, 1/2 egg or 1/8 cup cooked dry beans or peas; 6-18 years — 1 oz meat/cheese, 2 Tbsp nut butters, 4 oz-1/2 cup yogurt, 1/2 egg or 1/4 cup cooked dry beans or peas)

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

7—Effective, October 1, 2025, breakfast cereals must contain no more than 6 grams of added sugars per dry ounce.

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

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

10—Effective, October 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of sugars per ounce).

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

## CACFP Grain Serving Sizes<sup>1,2</sup>

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

<b>Group G<sup>3</sup></b>	
Grains listed in this category are not allowed in CACFP.	
<b>Group H</b>	<b>Ounce Equivalent – Group H</b>
Cereal grains (barley, quinoa, etc.) Breakfast cereals (cooked) <sup>4,5</sup> Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice (enriched white or brown)	1 oz eq = ½ cup cooked or 1 oz dry (28 gm)
<b>Group I</b>	<b>Ounce Equivalent – Group I</b>
Ready to eat breakfast cereal (cold, dry) <sup>4,5</sup>	1 oz eq = 1 cup or 1 ounce for flakes & rounds 1 oz eq = 1 ¼ cup or 1 ounce puffed cereal 1 oz eq = ¼ cup or 1 ounce granola

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

# Breakfast Production Record

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

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

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

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

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

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

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

# 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

Planned Number of: Student Breakfasts <u>60</u> Adult Breakfasts <u>1</u>		Record Planned # for Each Grade Group and Serving Size for Each Menu Item in Columns Below				Vegetable Subgroups Key *
Menu All Food Components Must Be Recorded. List Entrée Choices First.	Cooking Temp/ Time	# Planned Pre-K	# Planned for K-5 <u>60</u>	# Planned for 6-8	# Planned for 9-12	
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: ¼ c. & 9-12: 1¼ c. DG = Dark Green K-12: = ½ c. BP = Dried Beans/Peas/Lentils K-12: = ½ c. S = Starchy K-12: = ½ c. O = Other K-8: ½ c. & 9-12: ¾ c.

Record all Menu Items Below	X if Whole Grain Rich	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Planned # of a la carte	Total Quantity of Food Item prepared (e.g.: # serv, # of lbs., #10 cans, pieces)	Amount Leftover	Record how food item contributes to meal pattern e.g., 2M/MA, 2oz eq. Grain, ½ c Fruit
<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 muti-day food bar record						
<b>Fruits</b> If self-serve can record on muti-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 - Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.</b>						
Chocolate, Skim		Hiland	10	50- 1/2 pint	10-1/2 pint	
White, 1%		Hiland	8	20- 1/2 pint	5-1/2 pint	
White, Skim		Hiland		20- 1/2 pint	5-1/2 pint	
<b>Other Food Items (syrup, jelly, marg.).</b>						
Jelly		Smuckers		70	50	
Margarine		C		70	25	

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

**Lunch Production Record**

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

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

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

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

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

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

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

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

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

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

Record all Menu Items Below	X if Whole Grain Rich	Indicate if: School Recipe (SR) or Product Brand/Number or Commodity (C)	Planned # of a la carte	Total Quantity of Food Item prepared (e.g.: # serv, # of lbs., #10 cans, pieces)	Amount Leftover	Record how food item contributes to meal pattern e.g., 2M/MA, 2oz eq. Grain, ½ c Fruit
<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	2M/MA, 2oz eq. G, 1 cup V
<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 muti-day food bar record						
Roasted Corn		SR 77		155 servings	10 servings	1/2c V
See Multi Day Food Bar						
<b>Fruits</b> If self-serve can record on muti-day food bar record						
See Multi Day Food Bar		SR		SS		*
<b>Milk - Must include at least 2 different choices (low-fat or fat-free) one choice must be unflavored.</b>						
Chocolate Skim		Hilland	25	100-1/2 pint	20-1/2 pint	
White Skim		Hilland	15	100-1/2 pint	20-1/2 pint	
White 1%		Hilland	2	50-1/2 pint	15-1/2 pint	
<b>Other Food Items (ketchup, gravy, marg.),</b>						
See Multi Day Condiment Bar		SR		SS		

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







## Site Name: Jolly Schools

### Multi-Day Food/Condiment Bar Production Record

This production record is designed for schools that have an ongoing fruit/vegetable bar. It can also be used to track condiments. Add items used routinely before copying the form. The "Starting Quantity" and "Leftover Quantity" columns must be completed for each item. Use the Vegetable Subgroup Key column to record the abbreviation for the following vegetable subgroups served: RO=Red Orange; DG=Dark Green; BP=Beans, Peas, and Lentils; S=Starchy; O=Other. Record (WGR) if an item is whole grain rich.

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

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

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



# Meal Delivery Ticket

**Site Name:** Apple Elementary School

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

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

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

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

**Signature of Site Staff:** Betty Bloom

**Condiments: Must record condiment usage for each meal.**  
Food Items  
 Ketchup 6 cups

Ranch 105 2 oz portions

**Other Foods Used (not sent by the delivery kitchen that day):**  
Food Items  
 Lettuce, shredded 2 pounds

Carrots, baby 5 pounds

**Milk: Must record milk usage by type for each meal.**  
List Kinds  
 Chocolate, Skim 100 minus 14 = 86

White, 1% 15 minus 5 = 10

White, Skim 15 minus 8 = 7

**Leftover Food Items After Meal Service:**  
Food Items  
 Cheeseburger 5

Taco Salad 2

**Special Instructions/Notes:**  
 Shredded Lettuce and Baby Carrots are Self-Serve

# After School Snack Weekly Production Record

Name of Site:

Dates:

(Example: May 6-10, 20XX)

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

**Requirements:**

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

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

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

# After School Snack Weekly Production Record

**Name of Site:** Apple Elementary School

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

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

**Requirements:**

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

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

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

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/MIMA 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	Unflavored Skim	Flavored Skim	Unflavored 1%    Flavored 1%	<input type="checkbox"/> 2 types
<b>LUNCH</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>TOTALS</b>
<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)						<b>Total Vegetable Portion:</b>
<b>Dark Green</b> <i>* Leafy greens credit half the serving size</i>	<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
<b>Red/Orange</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> K-8 (3/4c)    9-12 (1 1/4c)
<b>Dried Beans/Peas</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1/2c
<b>Starchy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1/2c
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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	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.

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

## STEPS IN STANDARDIZING A RECIPE

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

## EXAMPLE OF DETERMINING THE YIELD OF A RECIPE

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

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

## Information Standardized Recipes Must Include

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

EXAMPLE:

### STANDARDIZED RECIPE FORM

① **Recipe Name:** Chili (**Source:** USDA: D-20) **Recipe Number:** Entrée 6

② For <u>50</u> Servings		② For <u>100</u> Servings		④ Directions	
③ Ingredients	Weight	Measure	Weight	Measure	Critical Control Points (opt)
Ground beef (85/15)	7 lb		14 lb		1. Brown ground beef 2. Add onions, seasonings 3. Stir in tomatoes, water, tomato paste, mix. Bring to boil. Reduce heat. Cover. Simmer slowly, stirring occasionally until thickened, about 40 min. 4. Stir in beans. Cover and simmer about 10 min. or to 165°F. 5. Pour into serving pans. Keep hot over 135°F. 6. Quick-chill leftovers in a shallow pan in an ice bath. 7. Serving Suggestions: add a sprinkle of cheese or Fritos
Onion, chopped	1 lb		2 lb		
Garlic powder		1 Tbsp		2 Tbsp	
Pepper		2 tsp		1 Tbsp, 1 tsp	
Chili Powder		3 Tbsp		¼ c, 2 Tbsp	
Paprika		1 Tbsp		2 Tbsp	
Onion Powder		1 Tbsp		2 Tbsp	
Ground. Cumin		2 Tbsp		¼ cup	
Tomatoes, diced, cnd	3 lb 3 oz	½ #10 can	6 lb 6 oz	1 #10 can	
Water		2 ¼ qt		1 gal, 2 cups	
Tomato Paste	1 lb 12 oz	¼ #10 can	3 lb 6 oz	½ #10 can	
Pinto Beans, canned	2 lb 1 oz	1 qt 1½ cup	4 lb 4 oz	2 qt, 3 cups	

⑤ Serving Size for Elementary is ½ cup (unit: cup, fl oz, each)  
 Serving Size for Secondary is ¾ cup (unit: cup, fl oz, each)

⑦ Serving Utensil: 4 oz ladle  
 Serving Utensil: 6 oz ladle

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

⑧ Meal Pattern Contribution:

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

# STANDARDIZED RECIPE FORM

Recipe Name: \_\_\_\_\_ Recipe No: \_\_\_\_\_

Ingredients	For ___ Servings		For ___ Servings		Directions
	Weight	Measure	Weight	Measure	

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

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

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

# Portion Control – Measuring Equipment

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



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

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



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

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



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

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

## Request for Meal Accommodation

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

**Parent/Guardian:**

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

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

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: AD-3027, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.



Internal Use - School Information

Return to: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date form received by school: \_\_\_\_\_

Follow-up: \_\_\_\_\_

### MEDICAL STATEMENT

**This form should be used by schools serving breakfast, and lunch, and/or snack**

Parent/Guardian: You have requested a meal accommodation for your child that cannot be achieved within the federal meal pattern requirements for school meals (SP 59-2016). Therefore, in order to meet your child’s needs, this form must be completed and returned to the school. The form must be completed by a State Licensed Health Care Professional (i.e., Physician (MD or DO), Physician’s Assistant (PA), Advance Practice Registered Nurse-Nurse Practitioner (APRN-NP), Chiropractor, or Registered Dietitian.

Name of Child:		Date of Birth:
Name of Parent/Guardian:		Telephone:
Address:	City:	State/Zip:
Email Address:	School Building Child Attends:	Grade:
Description of student’s physical or mental impairment that restricts the diet:		
Specify any dietary restrictions or special instructions for meals:		
If applicable, list foods to omit:		If applicable, list foods to substitute:
Texture Modifications:		Thickness Modifications:
Signature of State Licensed Health Care Professional or Registered Dietitian:		
Printed Name and Title:	Phone Number:	Date:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

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

## MEDICAL STATEMENT for Alternative Milk at Lunch

**This form may be used for alternative milk provided by schools that serve only lunch**

Parent/Guardian: You have requested a meal accommodation for the milk offered with your child's lunch meal 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 for milk, this form must be completed and returned to the school. **For schools that serve only lunch**, a parent/guardian may complete this form to request a meal accommodation for lunch meals when a medical condition or disability requires modification outside the required fluid milk options. The form must be completed by one of the following: parent/guardian, State Licensed Health Care Professional (i.e., Physician (MD or DO), Physician's Assistant (PA), Advance Practice Registered Nurse-Nurse Practitioner (APRN-NP), Chiropractor, or Registered Dietitian. The form must be completed in full. Schools are not required to provide a specific brand name item, unless the brand name item is medically necessary. Instead, the school must provide a reasonable modification that accommodates the child's disability and provides equal opportunity for the child to participate in and benefit from the Program.

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:		
List foods to omit:	List foods to substitute:	
Texture Modifications:	Thickness Modifications:	
Signature of State Licensed Health Care Professional, Registered Dietitian, or child's parent/guardian for milk accommodation at lunch meal only:		
Printed Name and Title:	Phone Number:	Date:

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

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

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

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

Internal Use - School Information

Return to: \_\_\_\_\_


Phone number: \_\_\_\_\_

Date form received by school: \_\_\_\_\_

Follow-up: \_\_\_\_\_

## Fluid Milk Substitutions for Children Age 6 years and older

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

Nutrients Flavored milk substitutions may only be served to children 6 years and older.	USDA Criteria per 8 Fluid Ounces	Kikkoman Pearl Organic Soy milk Creamy Vanilla 	8th Continent Vanilla Soy milk 	Pacific All Natural Ultra Soy milk Vanilla 	Sunrich Naturals Vanilla Soy milk 	Sunrich Naturals Organic Vanilla Soy milk 	8th Continent Light Chocolate Soy milk 	Kikkoman Pearl Organic Soy milk Smart Chocolate 
Calcium (mg)	276	408	300	300	300	300	300	395
Protein (g)	8	9	8	10	8	8	8	8.4
Vitamin A (IU)	500	1220	500	500	500	500	500	1219
Vitamin D (IU)	100	205	100	100	100	100	100	191
Magnesium (mg)	24	51	24	60	40	40	24	64
Phosphorus (mg)	222	294	250	250	250	228	300	301
Potassium (mg)	349	407	460	460	360	360	440	530
Riboflavin (mg)	0.44	1.02	0.51	0.51	0.425	0.45	0.51	1.04
Vitamin B12 (mcg)	1.1	1.86	1.2	1.5	1.2	1.1	1.2	1.46
Packaging		8 fl. oz. carton	32 fl. oz. carton	32 fl. oz. carton	8 fl. oz. carton	32 fl. oz. carton	8 oz. carton	8 fl. oz carton

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

## Fluid Milk Substitutions (all ages)

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

Nutrients Children under 5 years <i>may not</i> be served <i>flavored</i> milk substitutions	USDA Criteria per 1 cup/ 8 oz fluid oz	Ripple Kids Original Non-Soy Dairy Free 	Ripple Original Non-Soy Dairy-Free 	8th Continent Original Soymilk 	Kirkland Signature Organic Soymilk Plain 	Silk Original Soymilk 	Pacific All- Natural Ultra Soy Original 	Walmart Great Value Original Soymilk 	Kikkoman Pearl Organic Soymilk Original 	Sunrich Naturals Original Soymilk 
Calcium (mg)	276	440	440	300	300	450	300	300	373	300
Protein (g)	8	8	8	8	8	8	10	8	8.9	8
Vitamin A	500 IU	500 IU	500 IU	500 IU	500 IU	500 IU	500 IU	500 IU	1249 IU	500 IU
Vitamin D	100 IU	200 IU	240 IU	100 IU	120 IU	120 IU	100 IU	120 IU	255 IU	100 IU
Magnesium (mg)	24	24	24	24	40	60	60	40	54	40
Phosphorus (mg)	222	549	491	250	250	250	250	250	313	250
Potassium (mg)	349	405	375	360	360	370	460	360	377	360
Riboflavin (mg)	0.44	0.48	0.48	0.51	0.51	0.51	0.51	0.51	0.96	0.45
Vitamin B12 (mcg)	1.1	1.1	1.1	1.2	3	3	1.5	3	2.31	1.2

The Nebraska Department of Education does not endorse the companies or products listed. This chart is for informational purposes only. Contact the manufacturer at that time of purchase to ensure that the product formulations have *not* changed.  
**Revised November 26, 2025**

## Professional Standards for School Nutrition Program Professionals

### Summary of Updates Effective May 2019

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

These final rules:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies;
- Add 4 flexibilities to the hiring standards for new school nutrition program directors in small local educational agencies (LEAs) and new State directors of school nutrition programs; and
- Require minimum annual training for all new and current school nutrition professionals.

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

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

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

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

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

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

### Training Requirements for State Agency Directors

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

<sup>1</sup> Training is an approved use of State Administrative Expenses (SAE) funds and a variety of training formats are allowed. States may use contractors or partner with other organizations (e.g., School Nutrition Association, Institute of Child Nutrition) to provide training.

## Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the education requirements below. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
<b>Minimum Education Standards</b>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least <b>1</b> year of relevant food service experience;</p> <p><b>OR</b></p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,<sup>1</sup> and at least 1 year of relevant food service experience;</p> <p><b>OR</b></p> <p>High school diploma (or GED) <b>and</b> <b>3</b> years of relevant food service experience.<sup>2,3</sup></p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least <b>2</b> years of relevant school nutrition programs experience;</p> <p><b>OR</b></p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,<sup>1</sup> <b>and</b> at least <b>2</b> years of relevant school nutrition programs experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least <b>5</b> years experience in management of school nutrition programs.</p>
<b>Minimum Prior Training Standards</b>	At least <b>8</b> hours of food safety training is required either not more than <b>5</b> years prior to their starting date or completed within <b>30</b> calendar days of employee's starting date.		

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

<sup>2</sup> For LEAs with fewer than 500 students, and at the State agency's discretion, the SFA can be approved to hire a school nutrition program director who has less than the required years of food service experience, provided the applicant has the minimum education specified in the hiring standards for LEAs with 2,4999 students or fewer.

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

## Hiring Standards for New State Directors

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

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

## CIVIL RIGHTS

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

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Mail Stop 9410, Washington, D.C. 20250-9410;

Fax

(202) 690-7442

Email

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

USDA is an equal opportunity provider, employer, and lender.

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

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

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

- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
  - 1) Name, address and telephone number or other means of contacting the complainant.
  - 2) The specific location and name of the entity delivering the program service or benefit.
  - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
  - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
  - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
  - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.
- 5. Train staff on civil rights annually. Specific subject areas to include:
  - **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
  - **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the "And Justice for All" poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
  - **COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education - Nutrition Services.
  - **COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during review process.
  - **RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
  - **REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
  - **REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.
  - **CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
  - **CUSTOMER SERVICE:** "Treat others the way they want to be treated (or at least be aware of what that is)."
- 6. Attach documentation of annual training, including date and attendance roster.



Year \_\_\_\_\_

## Annual Training Log All NSLP Employees

Date

Training Title

Hours

Employee Name

Total Annual Training Hours



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



Title of Activity:	Participant Name:
<b>2026 School Meals Training</b>	_____
Educational Provider:	Last First
<b>Nebraska Department of Education-Nutrition Services</b>	SNA Membership ID #: optional
Location (City and State):	CEU's Earned:
Date:	Learning Codes: Administration: Compliance with Regulations/Policies - 3320
Signature of Educational Provider:	
<i>Kayla Pantan</i>	

Please keep this certificate for proof of continuing education.