

New Directors' Webinar #2



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Education Specialist II

July 2023

ALSDE Child Nutrition Programs





BREAK *for a* **PLATE**

ALABAMA

A group of diverse children, including a boy in a blue shirt, a girl in a yellow shirt, a girl in a green shirt, and a girl in an orange shirt, are smiling and huddled together, looking up at the camera. The background is bright and sunny.

Agenda

Review of Monthly Checklist

Meal Pattern

- **Lunch**
- **Breakfast**
- **Afterschool Snack**

Offer vs Serve

Production Records

Upcoming Training

New Directors' Monthly Checklist - July

New Directors' Monthly Checklist
July

Mark as (X) or N/A	Tasks	Date Completed/Notes
	Send press release to unemployment office, major employers anticipating layoffs and news media.	
	Submit claims for reimbursement by the 20 th day of the following month (delinquent after the 20 th day) if meals were served during the month of June.	
	Coordinate point of sales vendor Start of Year (SOY) procedures with the district's enrollment procedures. Work with the IT coordinator to determine completion of rollover process.	
	Activate online F/R meal application, online payment, and online menus.	
	Distribute hard copy F/R meal applications, How to Apply, FAQs, and charge meal policy, if applicable.	
	24 hours after the DC file is received from ALSDE, run the DC list in PowerSchool and the POS. Compare lists to ensure DC eligibles are accurate in both systems.	
	Check AIM for DC unmatched students using selected data points. Compare unmatched list with enrolled student file.	
	Process online and hard copy applications. Send notification letters. (ongoing)	
	Meet with wellness committee to review wellness plan. Update as needed.	
	Review HACCP manual and update as needed. Plan for food safety training for staff.	
	Review procurement plan and update as needed.	
	Update new sodium requirements.	
	Update nutrition information with new or reformulated products.	
	Prepare menus for the upcoming SY.	
	Prepare for the opening of school(s) – i.e., back to school training for CNP staff, equipment transfers, update order guides, equipment deliveries and installations, etc.	
	Review food, milk, bread, produce, and service bids to determine contract end dates.	
	Renew/extend contracts per terms of agreement – including Head Start – send a copy of food service vended meals agreement to ALSDE, if applicable.	
	Revise online application for any program changes (snacks, mealtimes, operating days).	



Meal Pattern Requirements

Lunch
Breakfast
After School Snack



A group of seven diverse children are sitting on the floor around several large baskets filled with various fruits and vegetables, including apples, bananas, grapes, and leafy greens. The children are smiling and looking towards the camera. The background is a plain, light-colored wall.

School Meals Aligned with Science

Nutrition standards ensure foods and beverages that children access in school optimize their health based on recommendations of the Dietary Guidelines for Americans.

Menu Planning Tools

Dietary Specifications
Meal Components
Meal Patterns
Age/Grade Groups



Dietary Specifications

Lunch			
	Grades K-5	Grades 6-8	Grades 9-12
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^h	550–650	600–700	750–850
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium Interim Target 1 (mg) ^h	≤1,230	≤1,360	≤1,420
Sodium Interim Target 1A (mg) ^{h i}	≤1,110	≤1,225	≤1,280
<i>Trans</i> fat ^h	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

Lunch dietary specifications indicate grade groups K-5 and 6-8 overlap at 600-650 calories; therefore a single menu can be offered for students in K-8 grades for lunch.

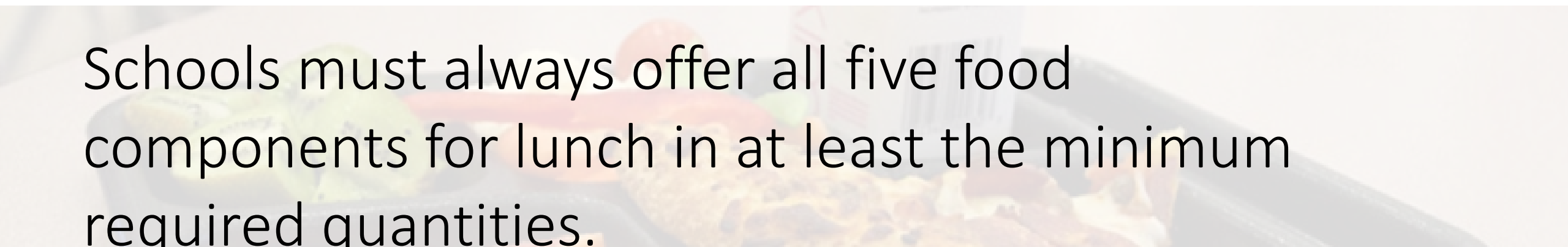
Food Components

Definition

A **food component** is one of five food groups that comprise reimbursable lunches.

Meats/meat alternates; grains; fruits; vegetables; and fluid milk

Schools must always offer all five food components for lunch in at least the minimum required quantities.



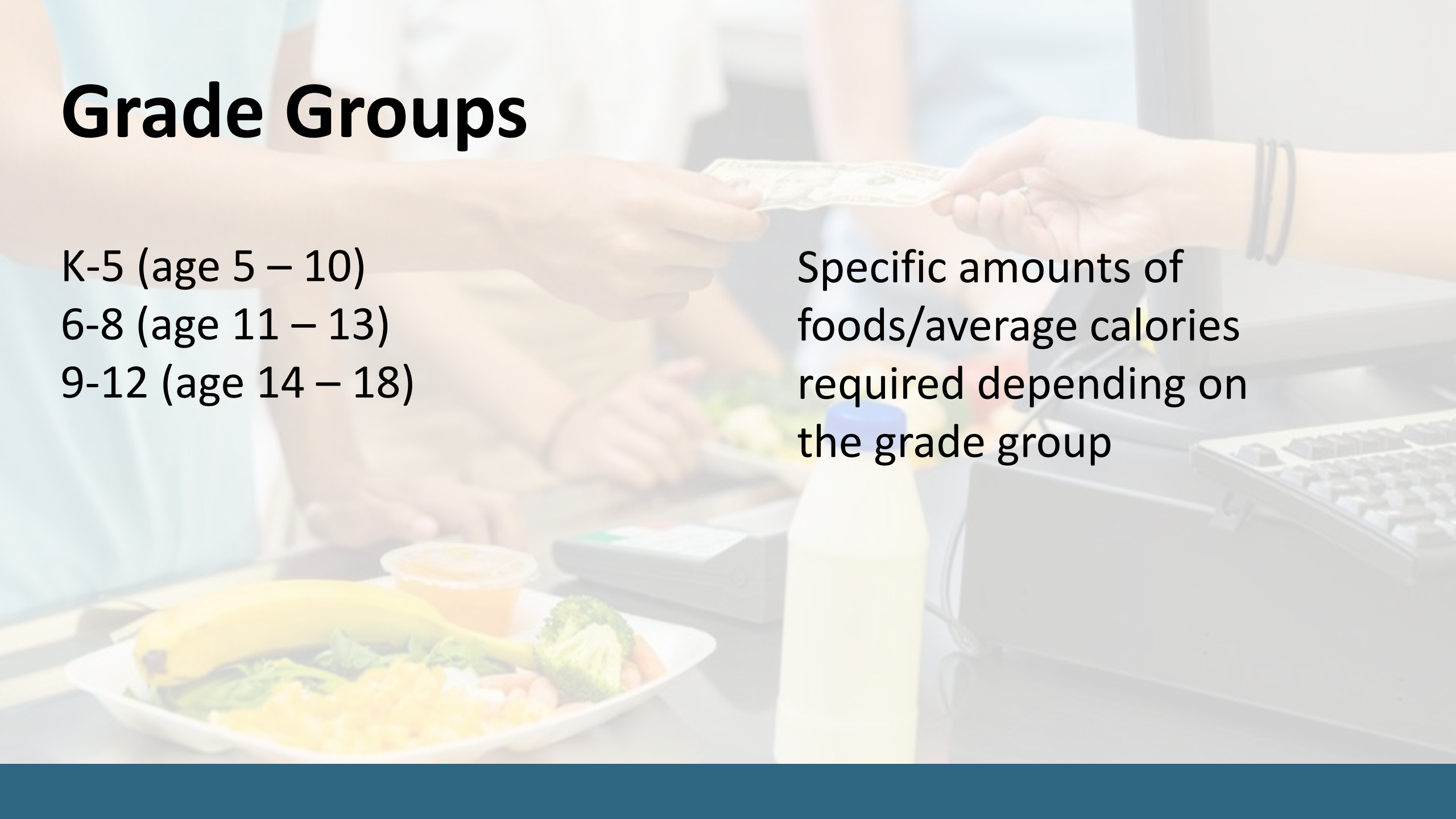
Grade Groups

K-5 (age 5 – 10)

6-8 (age 11 – 13)

9-12 (age 14 – 18)

Specific amounts of
foods/average calories
required depending on
the grade group



Lunch Meal Components

Fruits



Meal Component: Fruits

LUNCH	Grades K-5	Grades 6-8	Grades 9-12
Daily	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	1 cup
Weekly	2 $\frac{1}{2}$ cups	2 $\frac{1}{2}$ cups	5 cups



Forms of Fruits



- Fresh
- Frozen
- Canned in juice, water, or light syrup
- Dried
- Pasteurized, full strength (100%) fruit juice
- Credit as volume served
Exception: dried fruit credits as twice the volume
 $\frac{1}{4}$ cup raisins credits as $\frac{1}{2}$ cup fruit
- Minimum creditable servings is $\frac{1}{8}$ cup
- No more than half of the fruit offerings over the week may be in the form of juice, including fruits credited in smoothies.

Example Grades 9-12

Lunch

Fruit Type	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
Juice	½ cup	½ cup	½ cup	1 cup	½ cup	3 cups
Fresh Fruit	½ cup	½ cup	½ cup	0	½ cup	2 cups
Daily Total	1 cup	1 cup	1 cup	1 cup	1 cup	5 cups



Meal Component: Vegetables

Lunch	Grades K-5	Grades 6-8	Grades 9-12
Daily Totals	$\frac{3}{4}$ cup	$\frac{3}{4}$ cup	1 cup
Weekly Totals	3 $\frac{3}{4}$ cup	3 $\frac{3}{4}$ cup	5 cup



Forms of Vegetables

- Fresh
 - Frozen
 - Canned
 - Dried
 - Pasteurized, 100% vegetable juice
- No more than half of vegetable offerings can be juice



Vegetable Subgroups



Subgroup	Grades K-5	Grades 6-8	Grades 9-12
Dark Green	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup
Beans/Peas (Legumes)	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup
Starchy	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup
Other	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	$\frac{3}{4}$ cup
Red/Orange	$\frac{3}{4}$ cup	$\frac{3}{4}$ cup	1 $\frac{1}{4}$ cup

Additional Vegetable Requirements

Grades K-5	Grades 6-8	Grades 9-12
1 cup	1 cup	1 ½ cups



Vegetable Sub Groups – Small Amounts

- May repeat offering of vegetable subgroups over the week
- Offer smaller amount of vegetable subgroup provided the weekly menu yields the minimum requirement and
- The minimum amounts of vegetables are offered each day



Crediting Vegetables: Leafy Greens

- Raw leafy greens credit as half their volume.
- 1 cup of raw leafy greens credits as $\frac{1}{2}$ dark green vegetable.
- Cooked leafy greens credit as the actual volume.
- $\frac{1}{2}$ cup of cooked leafy greens credits as volume measure $\frac{1}{2}$ cup dark green vegetable.



Vegetable – Minimum Amount Creditable

1/8 cup is the minimum creditable amount of vegetables



- Exception: concentrated tomato products i.e., tomato paste and tomato puree
 - 1 tablespoon tomato paste = 1/4 cup red orange vegetable
 - 2 tablespoons of tomato puree credits as 1/4 cup red orange vegetable

Vegetable Component - Legumes

- Dry Mature Beans/Peas credit as a meat/meat alternate or vegetable
- Menu planner determines how to count legumes in a meal



Vegetable – Pasta Products

- Pasta products made with 100% vegetable flour may credit as legumes
- ½ cup of pasta made of 100 percent vegetable flour(s) credits as ½ cup of vegetables

<https://www.fns.usda.gov/cn/crediting-pasta-products-made-vegetable-flour-child-nutrition-programs>



Meal Component - Grains



Meal Component - Grains

Lunch	Grades K-5	Grades 6-8	Grades 9-12
Daily Minimum	1 oz equivalent	1 oz equivalent	2 oz equivalent
Weekly Minimum	8 - 9 oz equivalent	8 – 10 oz equivalent	10 - 12 oz equivalent



Meal Component - Grains

- *80% of all grains offered over a week must be whole grain rich
- Remaining 20% must be enriched

*80% is the minimum weekly requirement. SFAs may offer more.

Whole grain rich product contains 50% or more whole grains by weight (of the grains in the product), with any remaining grains being enriched



Meal Component - Grains

Grain Based Dessert

Not allowed for preschool meal pattern

K-12 may offer up to 2 oz equivalent of grain based dessert per week

No specific amount of sugar and/or fat to be classified as a dessert

Depends on how the product is used in the meal and how children consume the product

Examples of items typically served as desserts:

Cakes

Pies

Cookies

Sweet rolls



Meal Component – Meat/Meat Alternates

Lunch	Grades K-5	Grades 6-8	Grades 9-12
Daily Minimum	1 oz	1 oz	2 oz
Weekly Minimum	8-10 oz	9-10 oz	10-12 oz



Meal Component – Meat/Meat Alternates

Animal Based Foods

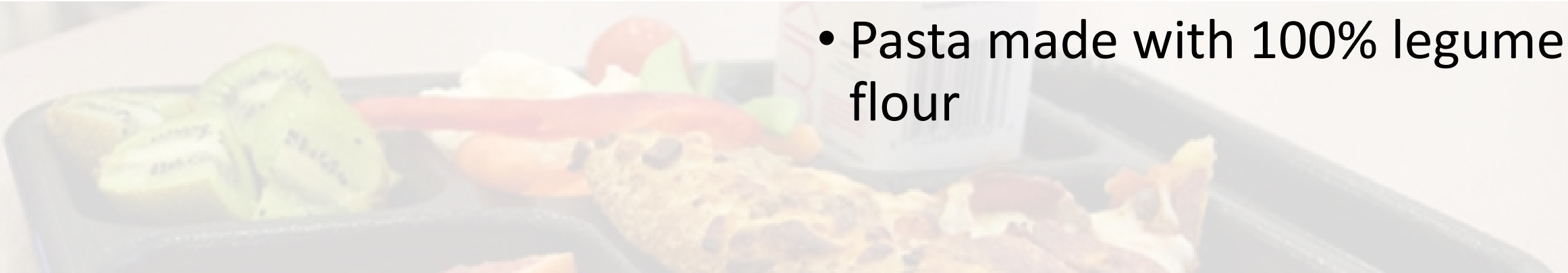
- Meat (Beef, pork, poultry)
- Fish
- Processed meats
- Eggs
- Cheese
- Yogurt
- Dried meats (jerky)



Meal Component – Meat/Meat Alternates

Plant Based Foods

- Cooked dry beans or peas
- Nuts, seeds, nut butters
- Tofu
- Soy yogurt
- Edamame
- Tempeh
- Pasta made with 100% legume flour



Meal Component Meat/Meat Alternates

Legumes

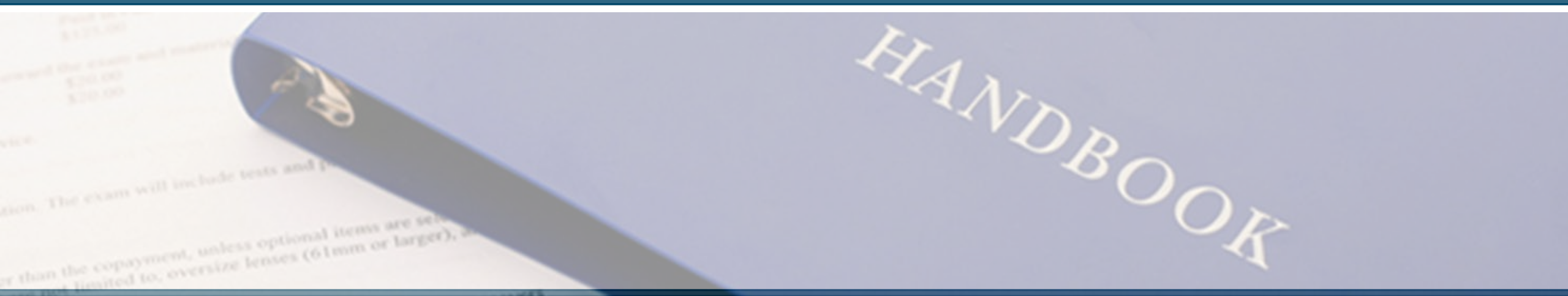
- Beans and peas may credit as a vegetable or meat/meat alternate but not both **in the same menu item**
- Two distinct servings of beans can credit for two separate menu items
 - Kidney beans on the salad bar – vegetable component
 - Kidney beans in chili – meat/meat alternate component



Meal Component-Milk

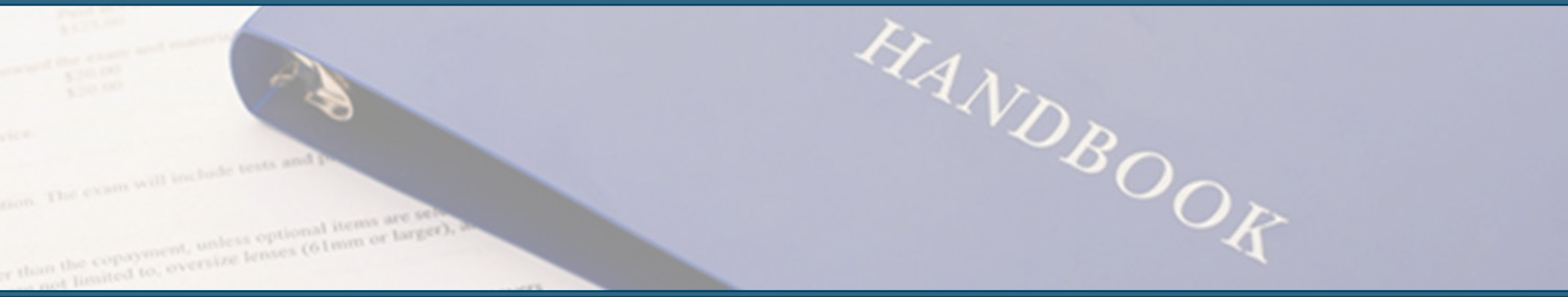
Lunch	Grades K-5	Grades 6-8	Grades 9-12
Daily Minimum	1 cup	1 cup	1 cup
Weekly Minimum	5 cups	5 cups	5 cups

While water must be made available to students during meal service, SFAs shall not promote or offer water or other beverages as an alternative selection to fluid milk on the meal service line.



Meal Component-Milk

- Only food in the component is fluid milk
- Required minimum for all grade groups is 1 cup or 8 fl oz
- Must offer at least 2 choices
 - Fat free (skim) or low fat (1%)
 - Flavored and unflavored – unflavored must be offered at each meal if flavored milk is offered



Non Dairy Substitutes for Non Disability Reasons

- Must be nutritionally equivalent to fluid milk
 - Fat free or low fat – not required
 - No flavor requirements
 - Include in nutrition analysis
- Schools must obtain a written statement from parent/guardian to support the request
- SFAs must notify the SA if any schools provide milk substitutions for non disability reasons



Non Dairy Milk Substitution Regulatory Standards

Nutrient	Per cup (8 fl oz)
Calcium	276 mg.
Protein	8 g.
Vitamin A	500 IU.
Vitamin D	2.5 mcg.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg.



Breakfast Meal Pattern



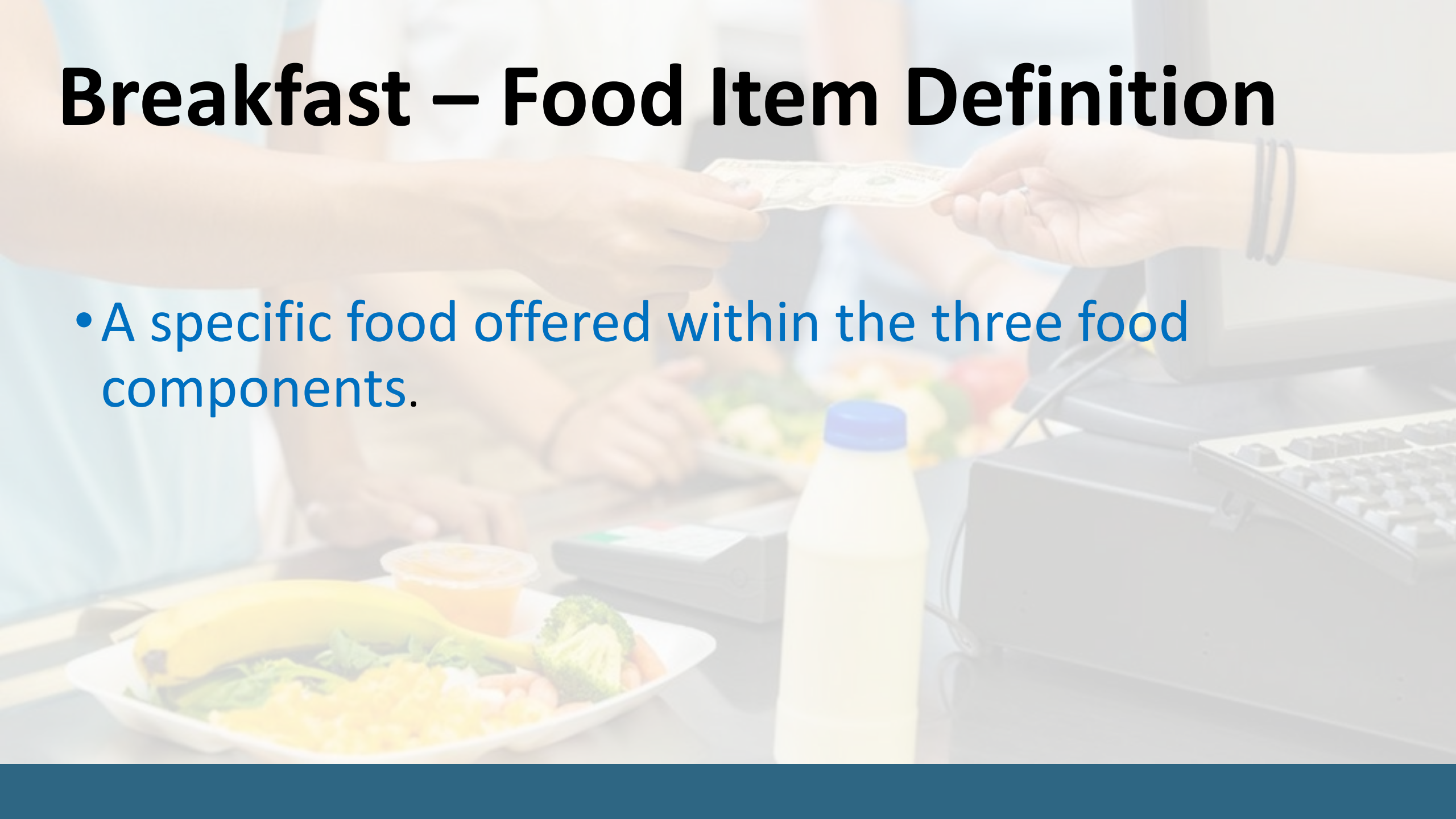
Breakfast Meal Components

- Grains (or optional credited meat/meat alternate)
- Fruits (or vegetables substitution)
- Milk



Breakfast – Food Item Definition

- A specific food offered within the three food components.



Breakfast - Grains

	Grades K-5	Grades 6-8	Grades 9-12
Daily Minimum	1 oz equiv	1 oz equiv	1 oz equiv
Weekly Minimum	7-10 oz equiv	8-10 oz equiv	9-10 oz equiv

Breakfast - Grains

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

Breakfast - Fruits

	Grades K-5	Grades 6-8	Grades 9-12
Daily Minimum	1 cup	1 cup	1 cup
Weekly Minimum	5 cups	5 cups	5 cups



Breakfast - Fruits

- The same guidelines apply for fruits used in the breakfast program as for lunch.
- Exception: Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans/peas (legumes), or “other vegetables” subgroups



Breakfast - Milk

- Same as lunch

Breakfast	Grade K-5	Grades 6-8	Grades 9-12
Daily Minimum	1 cup	1 cup	1 cup
Weekly Minimum	5 cups	5 cups	5 cups



Afterschool Snacks

- Eligibility Requirements
 - At least one school in the SFAs jurisdiction participates in the school lunch program
 - Afterschool program provides organized child care services to enrolled school-age children after school hours for the purpose of care and supervision of children.
 - Children 18 and under at the start of the school year
- Area eligible programs receive the “free” rate for all snacks served in school attendance areas where at least 50% of enrolled children are eligible for free or reduced-price meals.
- Non area eligible programs receive the “free,” “reduced-price,” or “paid” rate depending on each child’s eligibility determination

Afterschool Snack – Eligibility Determination



- Data from the previous October is typically used to establish area eligibility. LEAs and schools in the first year of CEP should use data from the previous October to establish area eligibility.
- After the first year, LEAs and schools must use the CEP claiming percentage (ISP times 1.6) to establish area eligibility.
- If the LEA participates in CEP district-wide or if schools are grouped, an individual school site's area eligibility must be determined using the individual school's ISP (not the district-wide or group ISP).

After School Snack – Area Eligible

- CEP schools or school sites operating NSLP Afterschool Snacks that are area eligible claim all snacks at the Federal free rate.
- A CEP school or school site is area eligible if:
 - At least 50 percent of students are free or reduced-price eligible (school's individual ISP is at least 31.25 percent); or
 - The school or site is located in the attendance area of another school in which at least 50 percent of the children enrolled at the school are certified as eligible for free or reduced price meals.

After School Snack – Non Area Eligible



- CEP schools that are not area eligible claim snacks under their CEP claiming percentages (i.e., if “X” percent of snacks are reimbursed at the free rate, then 100 percent minus “X” equals percentage of snack reimbursed at paid rate).

Afterschool Snack – Meal Components

- Any two different components from the 5 meal components
 - Meat/meat alternates
 - Grains
 - Fruits
 - Vegetables
 - Milk
- Milk and juice cannot be served as the only two components.



Afterschool Snack Meal Pattern

- Two different components from the five listed must be served:
- Milk, Fluid - 1 cup (8 fl ounces)
- Meat or meat alternates - 1 ounce
- Fruits - $\frac{3}{4}$ cup
- Vegetables - $\frac{3}{4}$ cup
- Grains/Breads - 1 serving





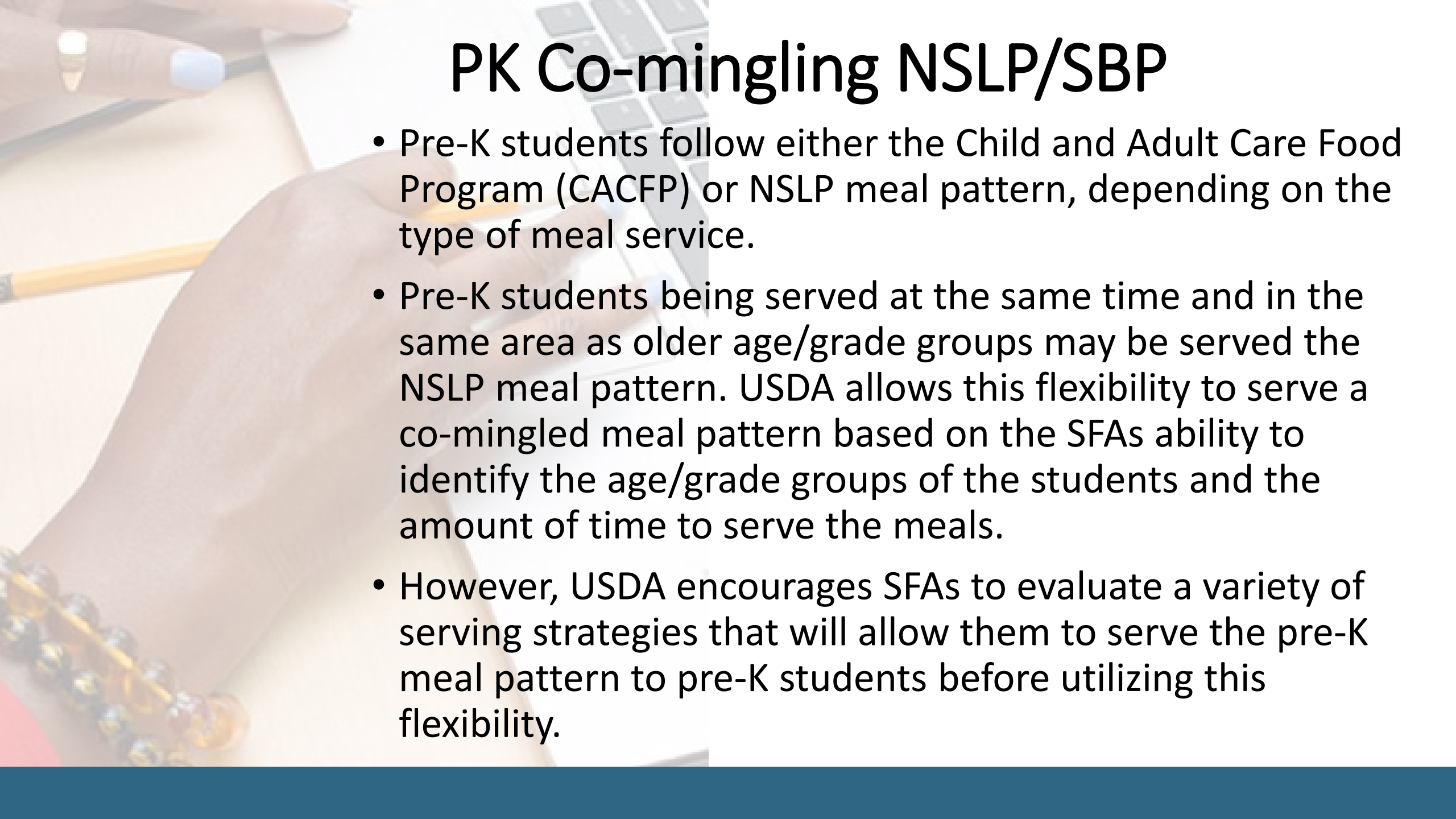
PK Guidance



Afterschool Snack – Pre Schoolers

- Schools serving afterschool snack to children ages 1 through 4 must serve the food components and quantities required in the snack meal pattern established for the Child and Adult Care Food Program (CACFP)
- Maintain production records, menu records, and daily attendance records for meal counts.

Food components and food items – PK Snack Meal Pattern		
Fluid Milk ²	Ages 1–2 4 fluid ounces	Ages 3–5 4 fluid ounces
Meat/meat alternates (edible portion as served):		
Lean meat, poultry, or fish	1/2 ounce	1/2 ounce
Tofu, soy products, or alternate protein products ³	1/2 ounce	1/2 ounce
Cheese	1/2 ounce	1/2 ounce
Large egg	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁴	2 ounces or 1/4 cup	2 ounces or 1/4 cup
Peanuts, soy nuts, tree nuts, or seeds	1/2 ounce	1/2 ounce
Vegetables ⁵	1/2 cup	1/2 cup
Fruits ⁵	1/2 cup	1/2 cup
Grains (oz eq) ^{6 7 8}	1/2 ounce equivalent	1/2 ounce equivalent



PK Co-mingling NSLP/SBP

- Pre-K students follow either the Child and Adult Care Food Program (CACFP) or NSLP meal pattern, depending on the type of meal service.
- Pre-K students being served at the same time and in the same area as older age/grade groups may be served the NSLP meal pattern. USDA allows this flexibility to serve a co-mingled meal pattern based on the SFAs ability to identify the age/grade groups of the students and the amount of time to serve the meals.
- However, USDA encourages SFAs to evaluate a variety of serving strategies that will allow them to serve the pre-K meal pattern to pre-K students before utilizing this flexibility.

Offer Vs Serve (OVS)



Offer Vs Serve

- Allows students to decline some of the food offered in a reimbursable lunch or breakfast
- Goals
 - Permit students to choose what they want to eat
 - Reduce food waste



Offer Vs Serve Basics

- Meals priced as a unit –
 - Meals are priced the same for students who take 3,4,5 components for lunch or 3 or more food items for breakfast
- Identifying what makes up a reimbursable meal
 - Students, staff, and servers must be able to recognize a reimbursable meal
 - Schools are expected to conduct training for cashiers and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfast meals. Annual training is required to meet this professional standards requirement.



Offer Vs Serve Basics

- Signage must be posted near the beginning of the serving line to assist students in selecting items that make up a reimbursable meal
 - Signage and instructions to students are important to assist them in understanding which foods may be declined under OVS.
- Signage is not required for field trips, breakfast in the classroom, and other venues where signage may be problematic.



Offer Vs Serve - Lunch

- Mandatory for high school level
- Optional for lower grade levels
- Offer five meal components
- Students must select at least three components, one of which must be $\frac{1}{2}$ cup fruits or vegetables or a combined total of $\frac{1}{2}$ cup.
- Fruits and vegetables are two separate components
- Extra foods may be offered but are not credited as a component. Must be included in the nutrition analysis.



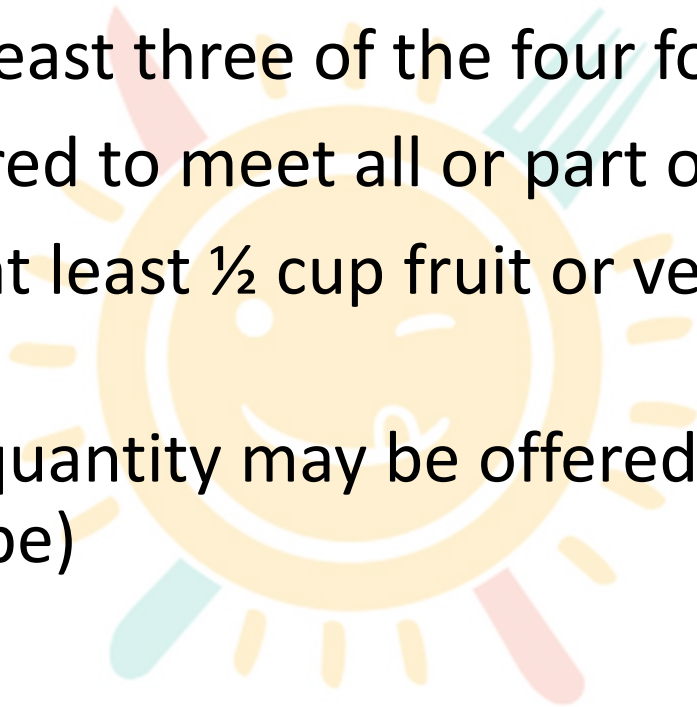
Offer Vs Serve-Lunch

- If only three components are selected, and two of these are fruit and vegetable, the student may only select the $\frac{1}{2}$ cup portion for the fruit OR vegetable. For the other two components, the student must select at least the minimum daily required serving of the components for them to be counted.



Offer Vs Serve-Breakfast

- Optional for all grade levels
- Offer four food items from three components (fruits, grains, milk)
- Student must select at least three of the four food items
- Vegetables may be offered to meet all or part of the fruit requirement
- One selection must be at least $\frac{1}{2}$ cup fruit or vegetable substitution or a combination of both
- One cup required fruit quantity may be offered in two food items ($\frac{1}{2}$ cup fruit juice, $\frac{1}{2}$ c cantaloupe)



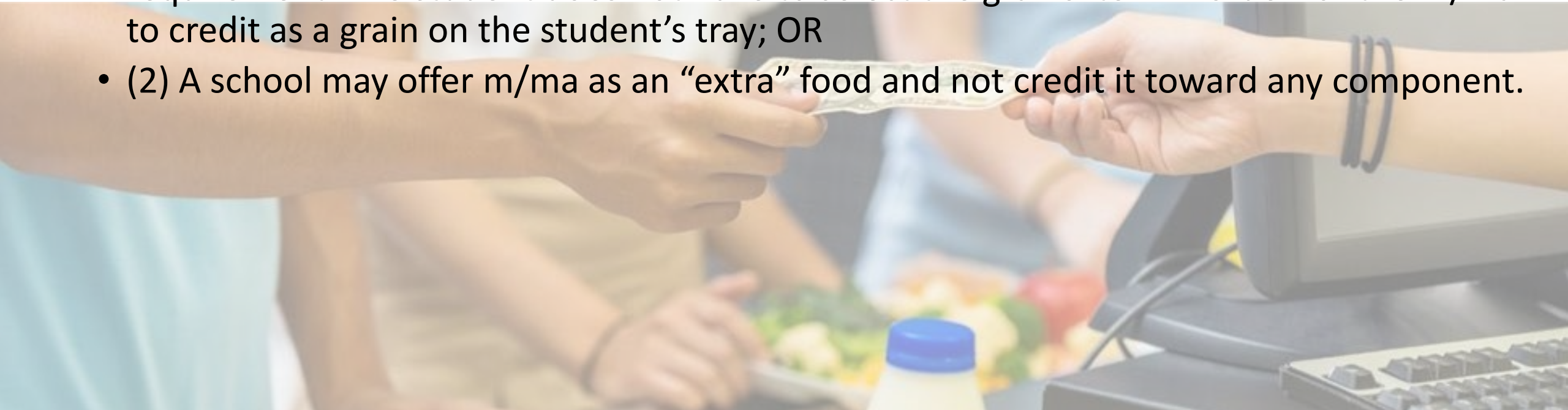
Offer Vs Serve-Breakfast

- Extra foods – not credited, but included in the nutrition analysis
- Allow fruit (or vegetables) and grain (or meat/meat alternate) components to provide for double servings of components/food items



Offer Vs Serve-Breakfast

- Meat/meat alternates may be offered to meet grain component
- Two options for including meat/meat alternates in breakfast:
 - (1) A school may offer m/ma in place of grains after the minimum daily grains requirement (1 oz eq for all age/grade groups) is offered. One oz eq of m/ma may count as one oz eq of grains for purposes of meeting the weekly grains component requirement. The student does not have to select the grains item in order for the m/ma to credit as a grain on the student's tray; OR
 - (2) A school may offer m/ma as an "extra" food and not credit it toward any component.



Offer Vs Serve-Breakfast

- Menu planners may allow students to select two of the same grain or m/ma items and count them as two food items
- Example --
 - bagel (2 oz equiv; counts as two food items)
 - fruit juice (1/2 cup)
 - fresh strawberries (1/2 cup) and
 - fluid milk (1 cup)
- A student can select the bagel and fruit juice as a reimbursable meal. The bagel counts as two food items.



Production Records and Record-Keeping

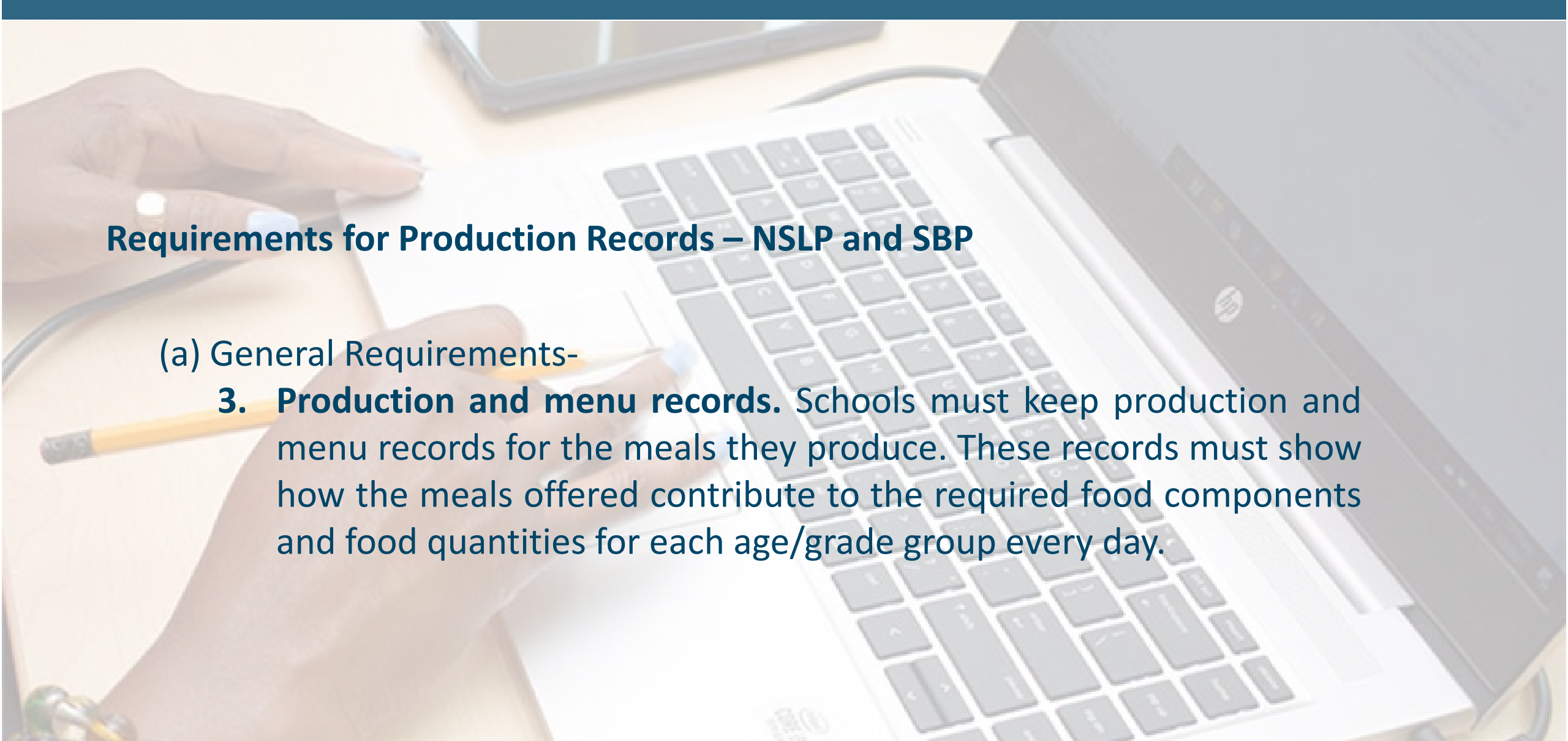


Loria Hunter
2023 New Directors Webinar
July 2023
ALSDE CNP School Programs



Agenda

- General USDA Requirements of Production Records
- Completing the Production Record



Requirements for Production Records – NSLP and SBP

(a) General Requirements-

- 3. Production and menu records.** Schools must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day.

7 CFR Part 210.10 and 7 CFR 220.8

Requirements for State Agencies

During an administrative review ALSDE will evaluate production records for:

- Proper planning for determining meal consumption and leftovers
- Documentation that food prepared is creditable for the total number of reimbursable meals offered and served,
- Documentation of a la carte, adult, and/or other non-reimbursable meals,
- Documentation that weekly quantity requirements for grains, meat/meat alternates, vegetables, fruit, and milk are met,
- Alignment with standardized recipes (ingredients in the standardized recipe correspond to the menu items listed on the production record, and
- Menu items are listed in conjunction with the planned menu/contribution report (including condiments)





Site:				<u>Breakfast</u>			<u>Lunch</u>			<u>Snack</u>			<u>Comments:</u>				
Date:				Planned (based on ADP)			Planned (based on ADP)			Planned (based on ADP)							
Signature:				Students			Students			Students							
				Adults			Adults			Adults							
				CNP Staff			CNP Staff			CNP Staff							
Age/Grade Group:				Served (based on meal count)			Served (based on meal count)			Served (based on meal count)							
				Students			Students			Students							
				Adults			Adults			Adults							
				CNP Staff			CNP Staff			CNP Staff							

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES								Hot = 135° Cold = 41°(4 hrs)		
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs		

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom **Corrective Action: D=Discarded C=Chilled H=Heated revised 3/9/18

A photograph of a school cafeteria scene. A woman in a black jacket is serving food from a red tray to a line of children. The children are holding signs with numbers: 244, 915, and 913. The food includes pizza, corn, and fruit. In the background, there are rooster decorations on the wall and a red door.

revised 3/9/18

General Information

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

Breakfast	Lunch	Snack
Planned (based on ADP)	Planned (based on ADP)	Planned (based on ADP)
Students _____	Students _____	Students _____
Adults _____	Adults _____	Adults _____
CNP Staff _____	CNP Staff _____	CNP Staff _____
Served (based on meal count)	Served (based on meal count)	Served (based on meal count)
Students _____	Students _____	Students _____
Adults _____	Adults _____	Adults _____
CNP Staff _____	CNP Staff _____	CNP Staff _____

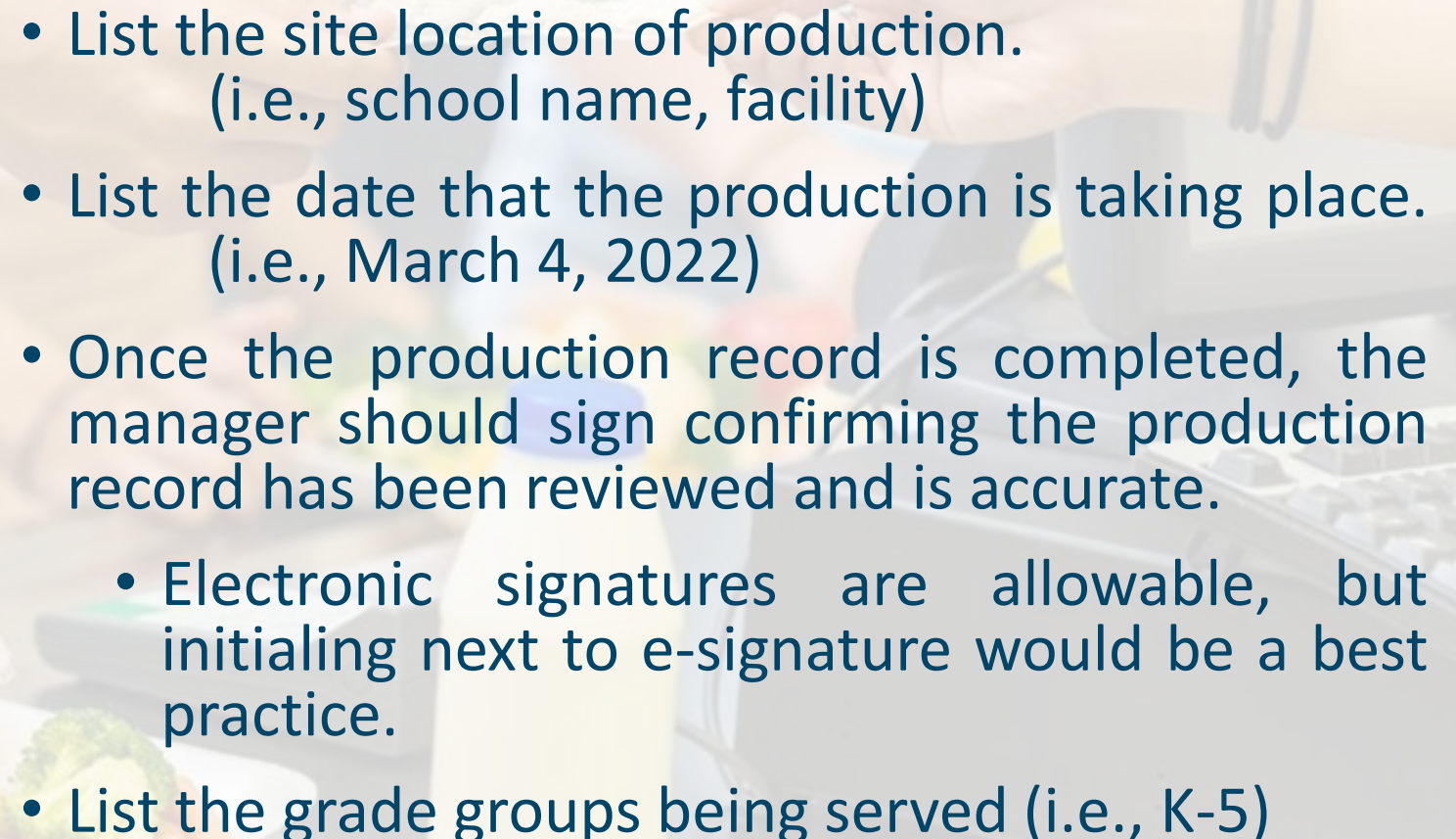
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		Actual Servings		Leftovers		HACCP TEMPERATURES					Hot = 135° Cold = 41°(4 hrs)				
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

- 
- List the site location of production.
(i.e., school name, facility)
 - List the date that the production is taking place.
(i.e., March 4, 2022)
 - Once the production record is completed, the manager should sign confirming the production record has been reviewed and is accurate.
 - Electronic signatures are allowable, but initialing next to e-signature would be a best practice.
 - List the grade groups being served (i.e., K-5)

Forecasting Example

Scenario

- ABC Elementary
- Enrollment: 700 students
- Average Daily Participation (ADP): 65%
- 5-week cycle menu
- Last production record shows 455 meals served for upcoming menu day
- WHAT'S WRONG?

<u>Lunch</u>	
Planned (based on ADP)	
Students	700
Adults	5
CNP Staff	6
Served (based on meal count)	
Students	455
Adults	2
CNP Staff	6

Menu Items and Condiments

Column 1 - Menu Items/Condiments

- List all food items served as part of a reimbursable meal first.
- List all varieties of milk separately (i.e., 1% chocolate milk, fat-free plain milk).
- Then list extra items/condiments, salad bar, grab & go options, and a la carte items (if applicable) last.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

<u>Breakfast</u>			<u>Lunch</u>			<u>Snack</u>		
Planned (based on ADP)			Planned (based on ADP)			Planned (based on ADP)		
Students			Students			Students		
Adults			Adults			Adults		
CNP Staff			CNP Staff			CNP Staff		
Served (based on meal count)			Served (based on meal count)			Served (based on meal count)		
Students			Students			Students		
Adults			Adults			Adults		
CNP Staff			CNP Staff			CNP Staff		

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)				
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom
**Corrective Action: D=Discarded C=Chilled H=Heated
revised 3/9/18

Menu Items and Condiments Example

[illegible]

It is very important that all required meal components are served, as well as listed on the Production Record.

This is an example of a production record that could result in a disallowed meal.

What is missing?

USDA Recipe Resource

Categories

☒ Recipes For Schools

☐ Recipes For Schools - Breakfast

☐ Recipes For Schools - Grains/Breads

☐ Recipes For Schools - Main Dishes

☐ Recipes For Schools - Salads

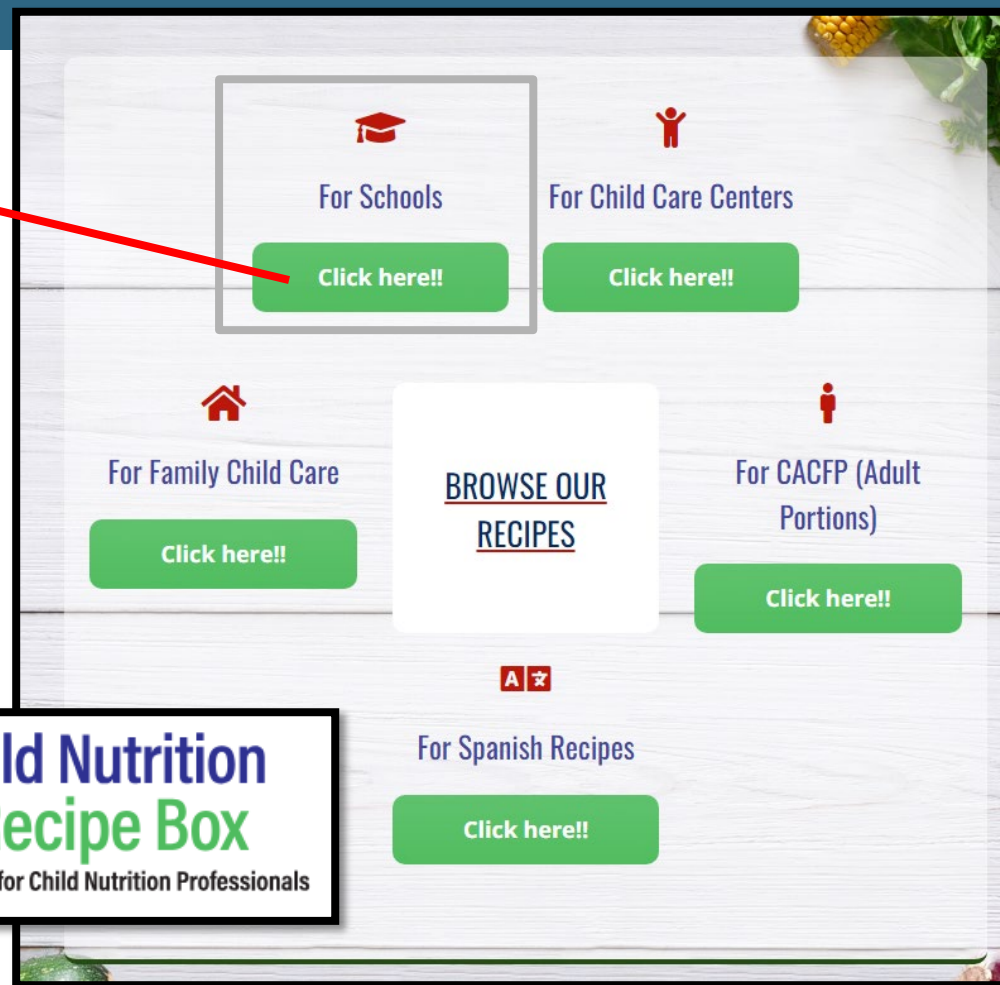
☐ Recipes For Schools - Snacks

Ratings:

0★5★

Keyword

Ex: Carrots



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

Column 2 - Recipe

- NOTE:**
A recipe must be used for all prepared menu items with more than one ingredient.

[illegible][illegible]

Column 3 - Serving Size

- Communication** is key to prevent discrepancies between the Nutrient Analysis, contribution report, and production record.

[illegible][illegible]

Column 4 - Students

Record the number of students you plan to serve each menu item as part of the reimbursable meals.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

<u>Breakfast</u>			<u>Lunch</u>			<u>Snack</u>		
Planned (based on ADP)			Planned (based on ADP)			Planned (based on ADP)		
Students			Students			Students		
Adults			Adults			Adults		
CNP Staff			CNP Staff			CNP Staff		
Served (based on meal count)			Served (based on meal count)			Served (based on meal count)		
Students			Students			Students		
Adults			Adults			Adults		
CNP Staff			CNP Staff			CNP Staff		

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES									
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs	

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom

**Corrective Action: D=Discarded C=Chilled H=Heated

revised 3/9/18

Non-Reimbursable Servings

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

<u>Breakfast</u>	<u>Lunch</u>	<u>Snack</u>
Planned (based on ADP)	Planned (based on ADP)	Planned (based on ADP)
Students	Students	Students
Adults	Adults	Adults
CNP Staff	CNP Staff	CNP Staff
Served (based on meal count)	Served (based on meal count)	Served (based on meal count)
Students	Students	Students
Adults	Adults	Adults
CNP Staff	CNP Staff	CNP Staff

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)				
			(4) Student	(5) Adults/ CNP Staff A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) Date	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storage
**Corrective Action: D=Discarded C=Chilled H=Heated

revised 3/9/18

Column 5 – Adults/CNP Staff/A la carte

Record the number of adults, CNP staff, a la carte, and/or contracted meals that you plan to serve for each menu item not part of the reimbursable meal.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total

Total Planned Servings

Column 6 - Total

Record the sum of column 4 and column 5.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Actual Prepared Servings

Column 7 – Actual Servings: Prepared

Record the number of **SERVINGS** you prepare/cook with the intent of placing on the serving lines.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Actual Servings Served

Column 8 – Actual Servings: Served

Record the actual amount that was served/offered.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Column 9: Leftovers: Amount

- Record the number of leftovers, if any.
- If there were no leftovers, indicate with a zero (0).

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Basics at a Glance

Basics at a Glance

Recipe Abbreviations

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

Volume Equivalents for Liquids



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

Equivalent Weights



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

Scoops (Dishers)



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

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



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

Ladles Portion Servers

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

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

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

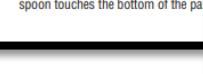
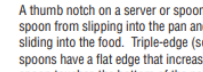
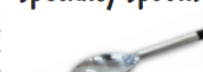
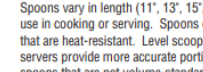
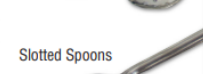
Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

Cooking or Serving Spoons

Solid Spoons

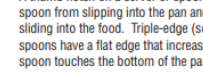


Perforated Spoons



Spoons vary in length (11", 13", 15") use in cooking or serving. Spoons that are heat-resistant. Level scoop servers provide more accurate portioning than are not volume-standard.

Specialty Spoons



A thumb notch on a server or spoon spoon from slipping into the pan and sliding into the food. Triple-edge (s) spoons have a flat edge that increases spoon touches the bottom of the pan.

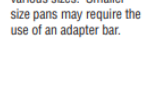
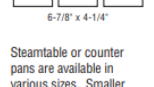
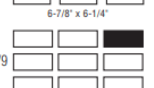
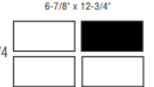
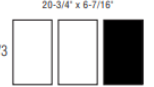
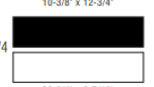
Fraction to Decimal Equivalents

1/8	= 0.125
1/4	= 0.25
1/3	= 0.333
3/8	= 0.375
1/2	= 0.5
5/8	= 0.625
2/3	= 0.666
3/4	= 0.75
7/8	= 0.875

Steamtable Pan Capacity

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

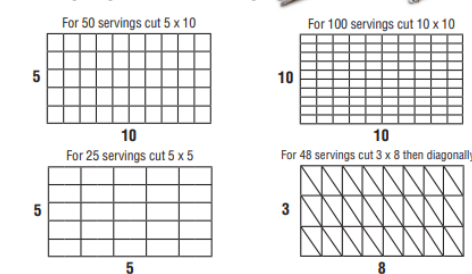
Other Pan Sizes



Approximate Dimensions of Serving Sizes from Different Pan Sizes

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

Cutting Diagrams for Portioning



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Leftover Code

[illegible]

- Record what was done with leftovers.

D - discarded

R - covered, labeled, dated, and placed in the **refrigerator**

F - covered, labeled, dated, and placed in the **freezer**

S - covered, labeled, dated, and placed in the **storeroom**

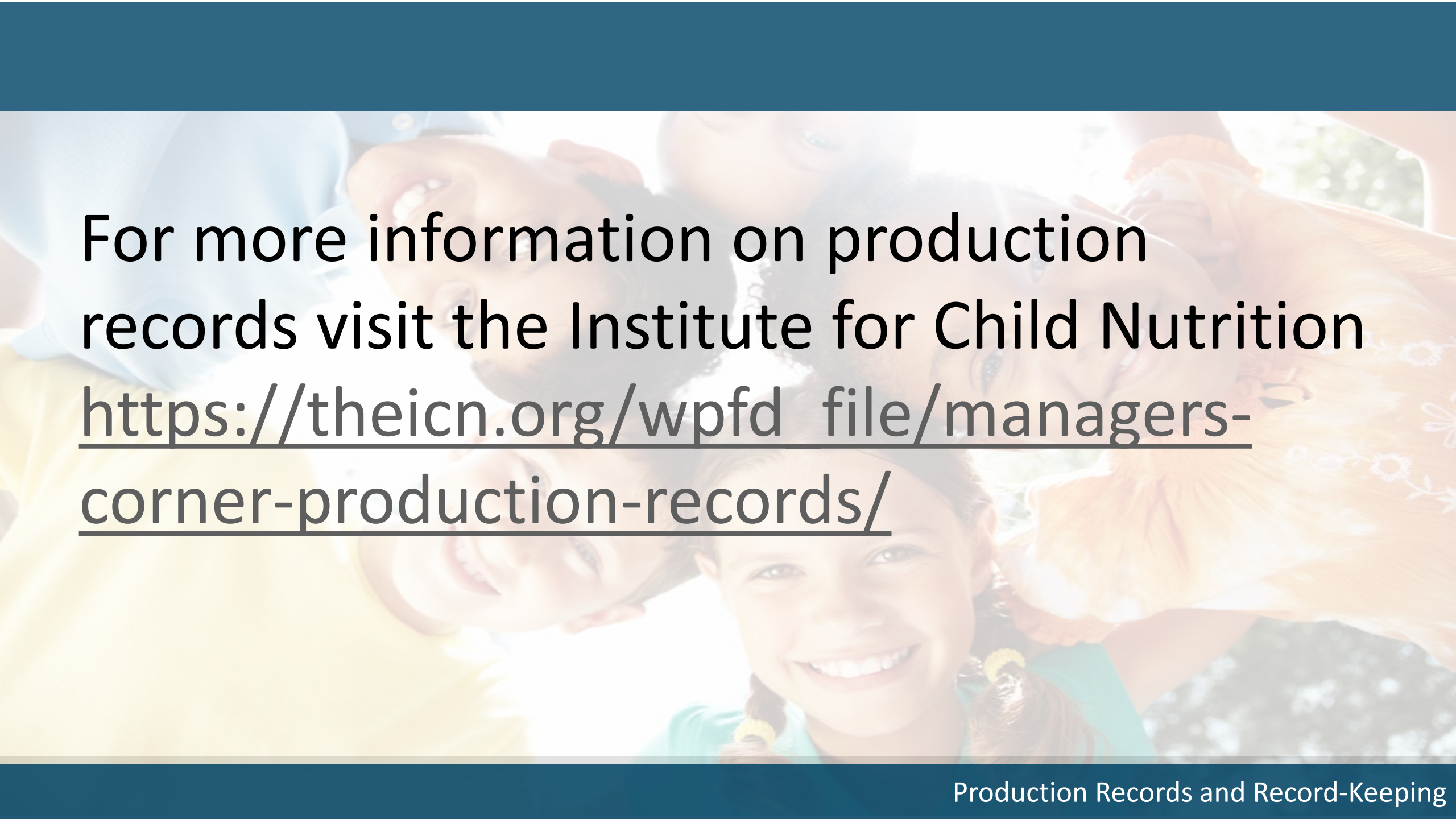
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Food Safety

Food temps do not have to be maintained on the Production Record, but do need to be maintained and filed with the production record.

- Location of where food temps are documented is a CNP Director decision.
- How many food temps the staff is required to take is also a CNP Director decision, but the procedure should be indicated in the district HACCP plan.

HACCP TEMPERATURES					Hot = 135° Cold = 41°(4 hrs)			
Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

A group of diverse children, including a boy in a blue shirt and a girl in a yellow shirt, are smiling and looking up. The image is overlaid with a semi-transparent text box containing information about production records.

For more information on production records visit the Institute for Child Nutrition [https://theicn.org/wpfd file/managers-corner-production-records/](https://theicn.org/wpfd%20file/managers-corner-production-records/)

Upcoming Training

Date	Training	Location	City
October 24-26, 2023	New Directors' Training	Gordon Persons Building	Montgomery, AL
November 15-17, 2023	Fall Conference	The Grand Hotel	Pointe Clear, AL

Resources

Meal Requirements Under the National School Lunch Program and School Breakfast Program: Questions and Answers for Program Operators Updated to Support the Transitional Standards for Milk, Whole Grains, and Sodium Effective July 1, 2022

<https://www.fns.usda.gov/cn/sp052022-questions-answers-program-operators>

Offer Versus Serve Guidance for the National School Lunch Program and the School Breakfast Program

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

California Department of Education Food Service Staff Education and Training

<https://www.cde.ca.gov/ls/nu/ed/index.asp?tabsection=3>

The Institute for Child Nutrition

<https://theicn.org/>

Questions

Email: cnpslp@alsde.edu

Email: loria.hunter@alsde.edu

Subject Line: New Director July Webinar Question

Questions and answers will be compiled and shared via email.

Next webinar recording August 2023



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

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