Making It All Balance

Menu

Workbook

Production Records
All The Same Food Items Must Appear on:

- Menu
- Workbook
- Production Record
Each Part Is Dependent on the Rest -

MENU
Menu is the starting Point

- Must contain all required components
- Has to follow most current USDA guidelines
- Meet age - grade requirements
- Items on menu must be reflected on - production record, workbook & serving line
Refresher on Meal Components: Breakfast

- Fruits
- Grains/Meat-Meal Alternatives
- Milk
If Students are Served:

Must be given all 3 components

- Fruit - 1 cup
- Grain - at least 1 oz
- Milk - 8 oz
With OVS:

- Students may decline one item BUT they must take at least
  - $\frac{1}{2}$ cup of fruit OR
  - $\frac{1}{2}$ cup of vegetable, if offered
SBP Requirements Effective SY 2014-2015

- Fruit requirement of 1 cup for all age groups
- Minimum of 1/8 cup serving can count towards the 1 cup
- No more than half of fruit may be 100% fruit juice
- Pureed fruit served in smoothie must credit as juice
Fruit & Juices for Line

Suggestions:
* Offering juice & fruit meets requirement and students can choose just one
* Have basked of fresh fruit near register. If student forgets fruit, they can be offer at POS.
Four Dietary Specifications

- Weekly average requirements
  - Calories
  - Sodium
  - Saturated fat
- Daily requirement
  - Trans fat
<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>K-5</strong></td>
<td>350-500</td>
</tr>
<tr>
<td><strong>6-8</strong></td>
<td>400-550</td>
</tr>
<tr>
<td><strong>9-12</strong></td>
<td>450-600</td>
</tr>
<tr>
<td><strong>Min-max calories</strong></td>
<td>&lt; 540 mg &lt; 600 mg &lt; 640 mg</td>
</tr>
<tr>
<td><strong>% Saturated Fat</strong></td>
<td>&lt; 10 %  &lt; 10 %  &lt; 10 %</td>
</tr>
<tr>
<td><strong>Sodium</strong></td>
<td>Nutrition label or manufacturer specifications must indicate zero (0) grams of trans fat per serving</td>
</tr>
</tbody>
</table>
Refresher on Meal Components:

Lunch

- Fruits
- Vegetables
- Grains
- Meat-Meal Alternatives
- Milk
# Lunch Meal Pattern

<table>
<thead>
<tr>
<th>Meal Pattern</th>
<th>Grades K-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruits (cups)</td>
<td>2 ½ (1/2)</td>
<td>2 ½ (1/2)</td>
<td>5 (1)</td>
</tr>
<tr>
<td>Vegetables (cups)</td>
<td>3 ¾ (3/4)</td>
<td>3 ¾ (3/4)</td>
<td>5 (1)</td>
</tr>
<tr>
<td>Dark green</td>
<td>½</td>
<td>½</td>
<td>½</td>
</tr>
<tr>
<td>Red/Orange</td>
<td>¾</td>
<td>¾</td>
<td>1 ¼</td>
</tr>
<tr>
<td>Beans/Peas (Legumes)</td>
<td>½</td>
<td>½</td>
<td>½</td>
</tr>
<tr>
<td>Starchy</td>
<td>½</td>
<td>½</td>
<td>½</td>
</tr>
<tr>
<td>Other</td>
<td>½</td>
<td>½</td>
<td>¾</td>
</tr>
<tr>
<td>Additional veg to reach total</td>
<td>1</td>
<td>1</td>
<td>1 ½</td>
</tr>
<tr>
<td>Grains (oz eq)</td>
<td>8-9 (1)</td>
<td>8-10 (1)</td>
<td>10-12 (2)</td>
</tr>
<tr>
<td>Meats/Meat Alternates (oz eq)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluid milk (cups)</td>
<td>5 (1)</td>
<td>5 (1)</td>
<td>5 (1)</td>
</tr>
</tbody>
</table>
Vegetable Sub Group - Common Errors

- Incorrectly identifying dark green vegetables
- Improper crediting of green leafy vegetables - credit for half of served amount
- Listing items like cabbage, beets as dark green or red/orange; these are ‘Other Vegetables’
- Forgetting the ½ cup minimum of beans/legumes
Each Part Is Dependent on the Rest

MENU

Workbooks
Workbook Verifies Menu

- Must use USDA approved workbooks

- **USDA Workbook** - only one approved for breakfast at this time

- NutriKids

- OneSource

- TrackNOW

- inTEAM
6 Cent Workbook

What you will need to complete the workbook.

- Menus
  - Age/Grade groups planned for
  - All reimbursable meals for planned week

Make SURE everything on menu is listed on workbook!
What you will need to complete the workbook.

- Correct assignment of reimbursable component groups
- Determination of vegetable sub-groups
  - Minimal servings needed for each group
  - Crediting as allowed for each group

6 Cent Workbook
What you will need to complete the workbook.

- Recipes & Nutrition Labels
- Portion size for all reimbursable menu items
  - Oz. equivalents for each component that will be counted as part of a reimbursable meal
- Estimate of planned portions for each item on menu
Recipe Analysis Worksheet

- USDA Tool to help determine a recipe’s expected meal pattern contributions.
- To be used with Food Buying Guide. Fits in Appendix A
- Set up similar to USDA 6 Cent Certification Workbooks
- It can’t determine dietary specs for calories, sodium and saturated fat
- It can only give as good information as is entered
### Expected Meal Pattern Contribution per Serving

**Recipe Name:**

**Recipe Number:**

**Servings per Recipe:**

**Serving Size:**

---

Do not fill in the meal components below. Each component will fill in automatically from their respective worksheets. You may then use that information to write in your final expected meal pattern contribution at the bottom of this page (see box below).

<table>
<thead>
<tr>
<th></th>
<th>Beans/Peas</th>
<th>Dark Green</th>
<th>Red/Orange</th>
<th>Starchy</th>
<th>Other</th>
<th>Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vegetables - cup(s)</strong></td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fruits - cup(s)</strong></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meat/MA - oz eq</strong></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grains-A (oz eq)</strong></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grains-B (oz eq)</strong></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grains-C (oz eq)</strong></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Grains (oz eq)</strong></td>
</tr>
</tbody>
</table>
Purchased Workbooks

- Process for entering information varies with product
- To get help with workbooks like NutriKids and TrackNOW, you have to contact the company
Each Part Is Dependent on the Rest

- MENU

Production Records  Workbooks
Production Records are Proof Reimbursable Meals were Served

- They provide written history for future reference
- Demonstrate that meals comply with program requirement during state audits
- Helps directors and managers spot trends

They are your forecasting crystal balls
Records accomplish two things:

- Gives staff information of what foods & recipes to use, portions size to serve
- Enables staff to record information of actual quantities prepared and served
Role in Planning

- Plan amounts to prepare for each menu item for breakfast and lunch.
- Plan the required number of servings of Meat/Meat Alternates, Grain/Breads, Fruits, and Vegetables for each week of menus.
- Indicate planned number of students, adults, and CNP staff. After meal list number served.
State Agency Production Records

- Available on ALSDE-CNP web site
- Under ‘Forms’
- Excel spread sheet and instructions
Non-State Agency Production Records

Production records must be sent in for approval each year.
Non-State Agency Production Records MUST Include:

- Production Site Name
- Date Menu Served
- Signature of manager or other responsible person
- Total number of students/CNP Staff/Others served
- Menu
- Type of item if not indicated (Ex: Whole wheat, fat free)
Non-State Agency Production Records MUST Include:

- Recipe number
- Age/grade group
- Serving size
- Planned servings -
  - Students
  - Others
  - Total
Non-State Agency Production Records MUST Include:

- Actual servings sold
- Total food prepared
- Amount of food left over
- Disposition of left overs - discarded, stored, refrigerated
- Comment area
Balance Makes Everything Run Smoothly
Questions