

Special USDA Opportunity



September 25th 1:30-3:30pm

IOWA Department of Education – Bureau of Nutrition and Health Services

Meeting Agenda

Diane Fulton: USDA, Mountain Plains Regional Office

Administrative Overview: Jan Steffen

Food Production Records: Cheryl Benson

Menu Best Practices: Deb Linderblood, Donna Matlock

School Food Waste Reduction: Carrie Scheidel

Question & Answer: All

Diane Fulton



M.S., R.D.

Schools Programs Team Lead
Food Nutrition Service
(FNS-USDA)

*Please submit questions for Diane
in the Q & A section!*

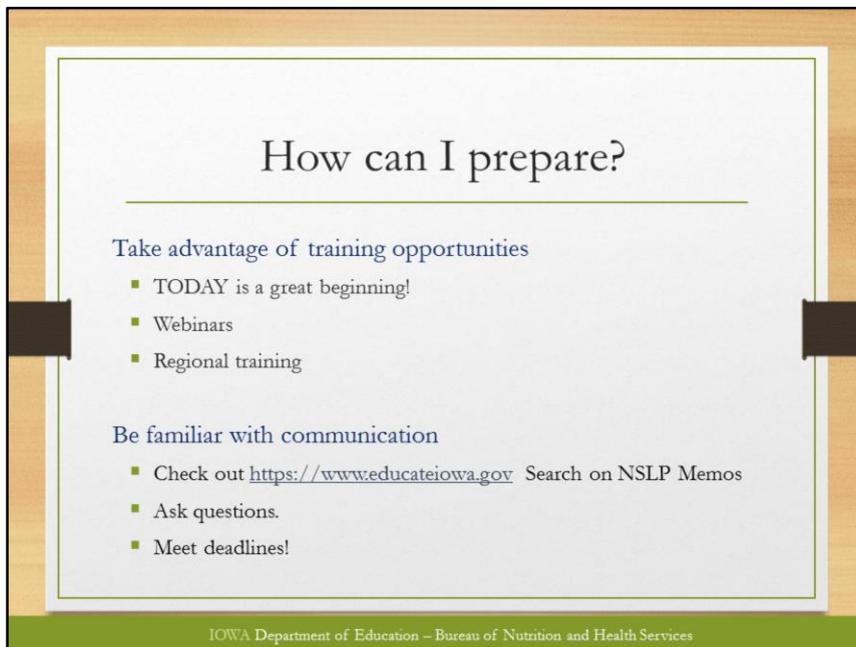


Introduce self

This presentation will be a short overview of the Administrative Review Process. More detailed training will be provided in the very near future.

If you don't take away anything else from this presentation, I want you to understand that we do not come to your school with a "GOTCHA" attitude, but one of helping you understand and follow the rules. USDA has used the term collaborative compliance to describe the review process. It is a combination of monitoring for compliance and providing technical assistance, but USDA does require fiscal action for certain non-compliance areas.

Also, the Administrative Review is not just the short time we are in your school, but is communication that we have before, during, and after the review. USDA requires that we go through this communication process in a specific way for every organization that participates in the School Lunch and/or Breakfast program every three years. This is more frequent than in the past but is planned so that compliance is assured, and so that all school meal organizations have the opportunity for technical assistance.



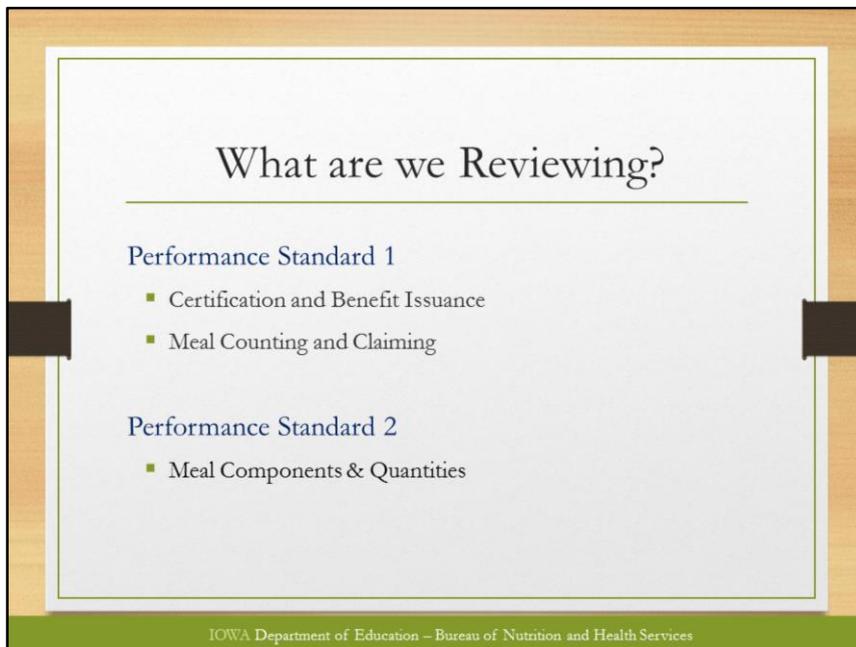
Schools who are prepared usually have a positive review and view the process as a learning opportunity.

How do you prepare? It is your responsibility to take advantage of every training opportunity we provide. You are doing that today!

A webinar giving more detailed information about the review will be posted on our website for your viewing by early next week. After you have viewed the webinar, your regional consultant will be contacting those schools scheduled for a review in the current school year for a question and answer session.

Also, pay attention to the communications that we send. All memos are posted on our website. If you enter NSLP memos in the search box, you will find links to all of them.

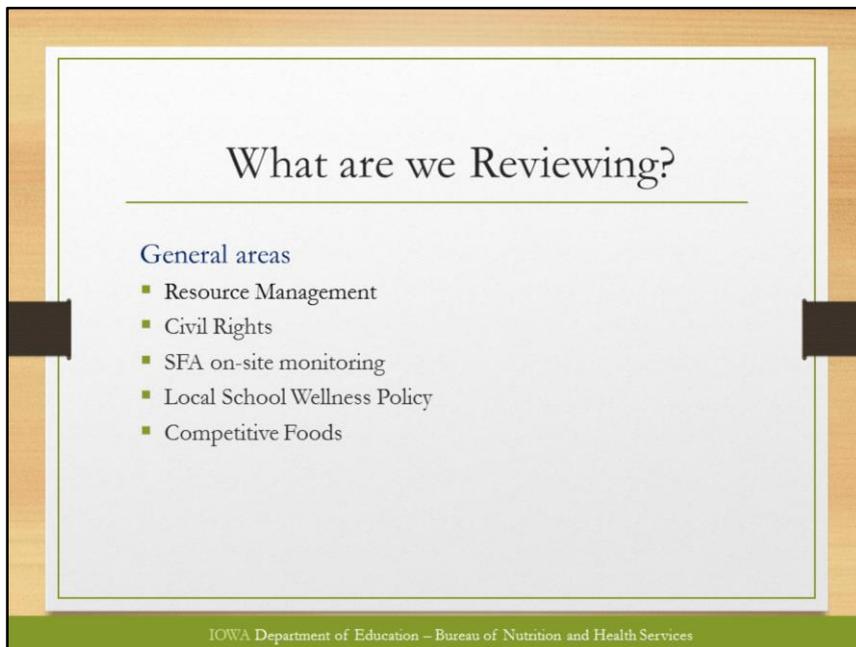
It is important to ask questions when you don't understand something. And there will be deadlines for your responses during the review process. We are much happier when those deadlines are met, and missing the deadline for completion of the resource management questions changes the way we go about the review of the financial management of your programs.



Performance Standards 1 and 2 have always been a part of the Administrative Review. Some of the methods we use to review these standards have changed, but the information that schools provide is still pretty much the same.-- lists of free and reduced students, reports from point of sale, menus, labels, production records, recipes. One thing that is different regarding Performance Standard 1 is that we sample eligibility documentation from the entire district rather than just the sites (or buildings) we are reviewing

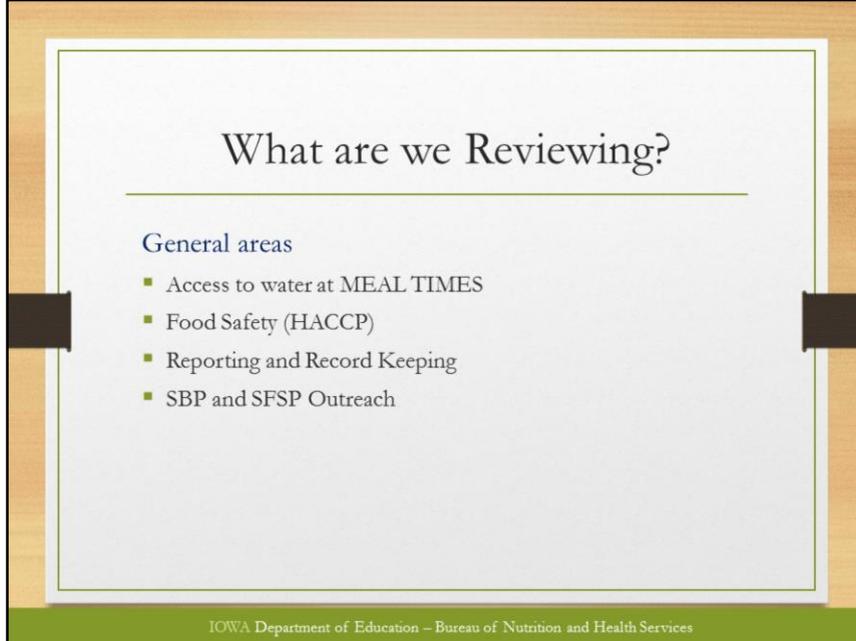
Refer to the Administrative Review Checklist handout.

- Performance Standard 1 focuses on certification and benefit issuance, and the accuracy of meal counting and claiming. We are looking to see if students were correctly determined as eligible for free, reduced-price, or paid meals, and whether they are accurately being counted and claimed for that correct level of benefits?
- Performance Standard 2 focuses on whether meals claimed for reimbursement meet meal pattern and nutritional quality requirements. This is why we review menus, production records, labels, recipes, and meal service practices.



There have also always been general areas to monitor as part of an Administrative Review, but the list of required areas HAS grown since the 2010 Healthy Hunger Free Kids Act.

- There is more required emphasis on Resource Management- an early deadline for these questions so we can ask for additional information if needed. The most common non-compliance last year was not completing Non-program food revenue calculator.
- Civil Rights- most common non-compliance is not completing annual training and correct use of the non-discrimination statements.
- On-site monitoring to confirm correct counting and claiming procedures is only required for districts with more than one site. It must be completed by February 1 each year.
- Wellness policy has been a requirement since 2006, but there were new provisions in the 2010 reauthorization. Be sure to check that your school wellness policy has been updated.
- There have been USDA rules related to foods sold in competition with school meal programs for many years and in Iowa we have had the Healthy Kids Act. Iowa Healthy Kids Act now mirrors the USDA Smart Snacks guidelines which went into affect this year and those on the standards that will be used .



These are also these general areas-some new, others not new:

- New are questions about access to water at no cost during meal times?
- HACCP plans and food inspection requirements are not new. Do you have standard operating procedures for any alternative sites such as Breakfast in the Classroom or field trips? Are you following the procedures you have in place.
- Reporting and Recordkeeping –Have you filed the verification and food inspection reports in a timely manner? Is documentation kept for 3 years that proves your organization was eligible for the reimbursement that was received from USDA? That means all eligibility and daily participation records, verification records, financial records, menus, production records, anything that documents you were entitled to the funds received.
- School Breakfast Program and Summer Food Service Program Outreach became specific requirements in the 2010 reauthorization to be sure that families are aware of all opportunities for healthy meals.

You may need to gather information from the business office, principals, school nurse, or other personnel at your school to complete all of the off-site assessment

questions.

What are we Reviewing?

Possibly other programs

- After school snack program
- Fresh fruit and vegetable program
- Special milk program

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As part of the Administrative Review, other USDA programs such as the After School Snack Program, Fresh Fruit and Vegetable Program or the Special Milk Program are also monitored. This is not new, but there are additional USDA forms for the on-site review of these programs.

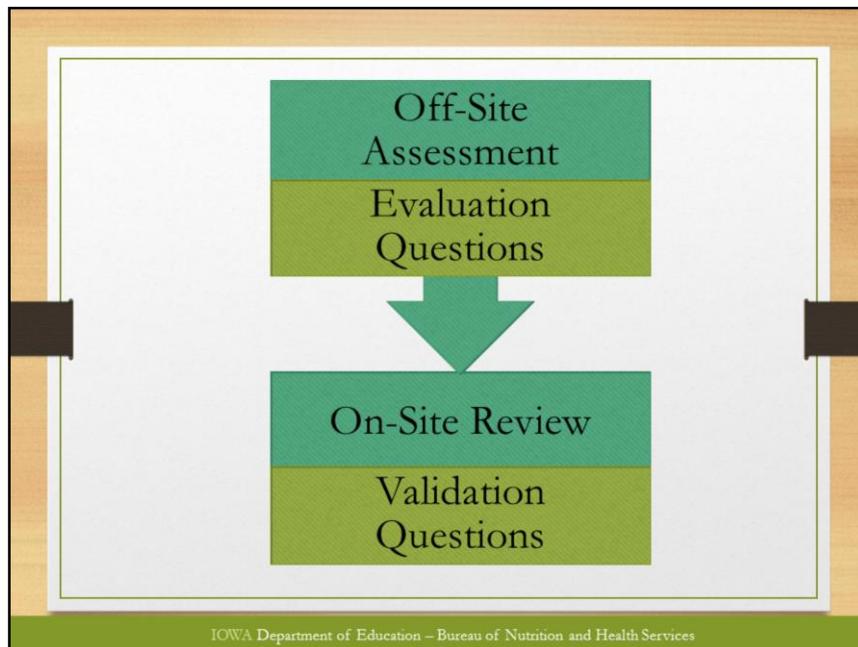


The first step in the Administrative Review process is to contact the food service director and the superintendent or other authorized representative and send a confirmation/introductory letter. Our goal is to do this at least 6-8 weeks prior to the review.

The second step is to complete the Off-site Assessment Tool on Iowa CNP, the same place the online application was completed. The tool allows for collection of information through a series of questions, and in some instances may require submission of other documentation prior to the on-site visit. Completion of the off-site assessment will be a collaborative effort between your assigned consultant and probably more than one individual in your school district depending on how duties are assigned.

The consultant will review the answers to the off-site questions and any documents submitted, then make a decision about which site or sites to review if your organization has more than one. There will be some additional questions about the site or sites chosen for review. These may include a questionnaire about your purchasing, menu-planning, and meal service practices that we call the Dietary Specifications Assessment Tool.

The review notification letter and the webinar I mentioned will give you more information about each of these procedures.



The on-site review is a validation of the information gathered in the off-site assessment.

Consultants will review the answers to the Off-Site Assessment Tool, then seek clarification or documentation from the organization before and during the on-site review. The on-site review validates the responses previously received.

On-Site Review Gives the Final Answers

Entrance conference → On-site review → Exit conference

1. Do the SFA practices and the documentation available support what was reported in off-site assessment?
2. Are there areas that require change to be in compliance?

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The On-Site review includes an entrance conference to schedule the activities the reviewer must include while on-site, completion of those activities, and then an exit conference to summarize the answer to the questions

“Do the SFA practices and the documentation available support what was reported in the off-site assessment?”

“Are there areas that are not in compliance? If so, then we will plan together what needs to be done to make the required changes.

Schools are given a timeline for any required corrective action and instructions on how and what to submit to document that corrective action is complete.

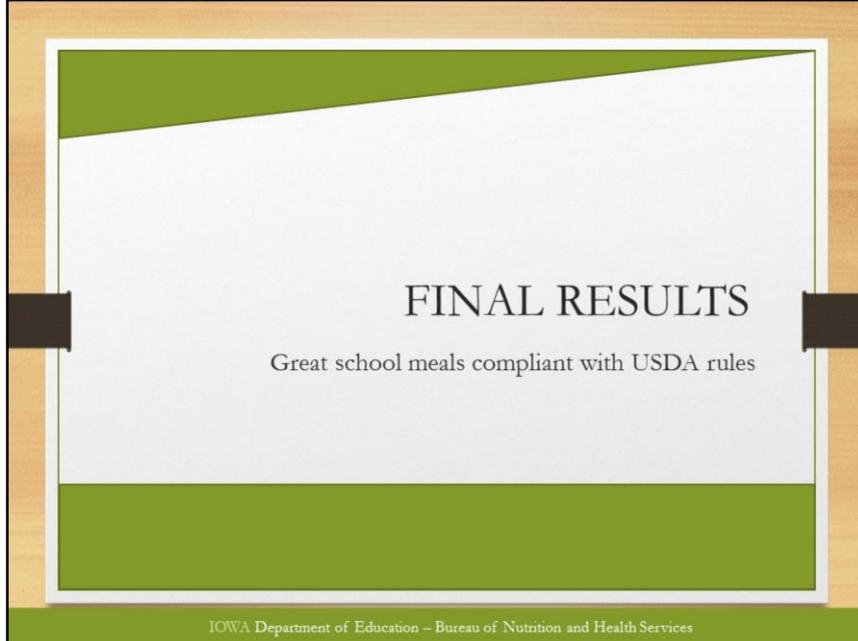
Next Steps

- Stay tuned for more information!
- Reviews for 2014-15 are being scheduled now.

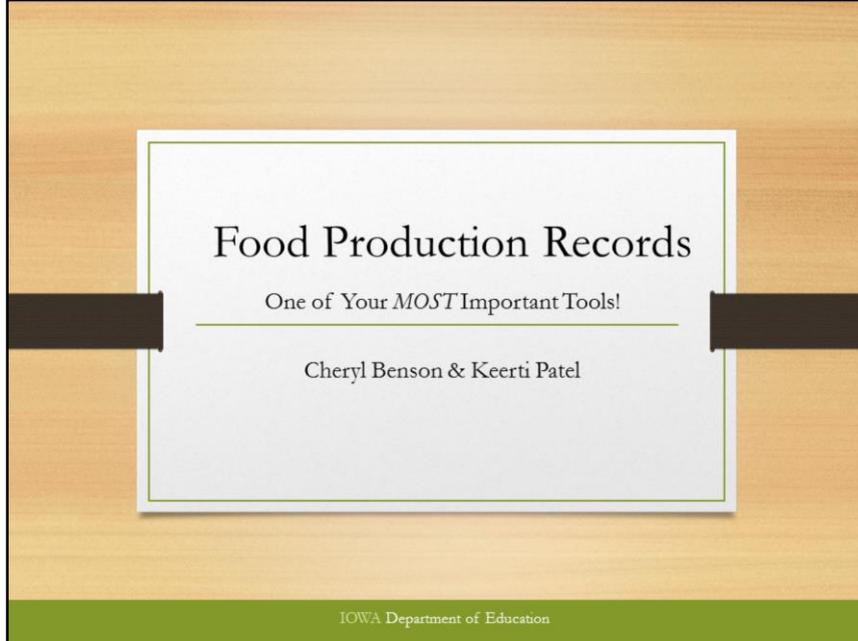
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Whenever you have questions, Contact your assigned consultant (or the Des Moines office if you are not sure who is assigned to your school).

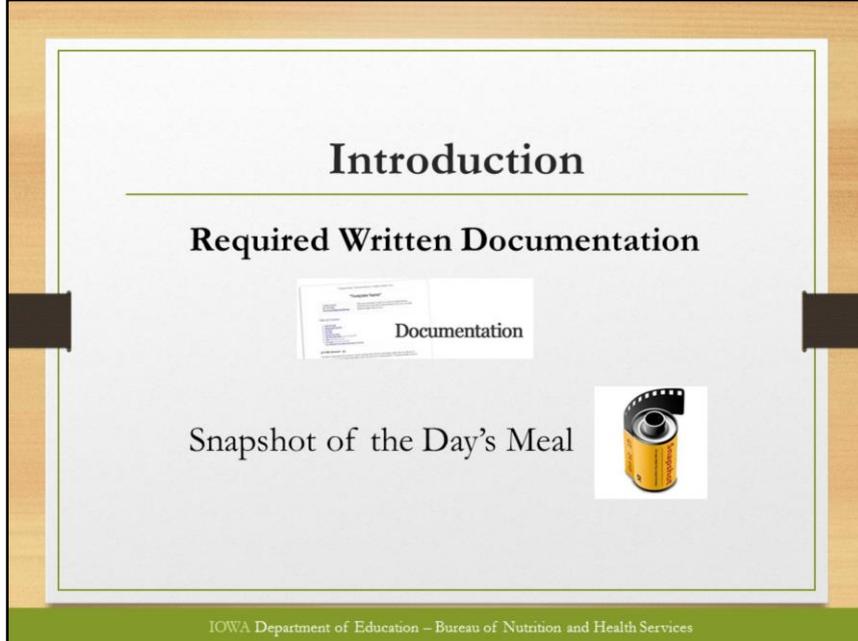
If time questions, or refer to webinar soon to be posted.



Remember our goal during the Administrative Review and always is to assist you in having a well-run operation that is in compliance with USDA regulations.



Welcome. Let's take a quick look at utilizing food production records to their full potential.



Food Production Records, FPRs, are written records, required by regulation, that document a reimbursable meal was served and support your claim for reimbursement. They are a snapshot of that day's menu of the food prepared, the amount used, and how much was left over.

Complete FPRs Include:

- Date and Location
- Menu items and Recipe or Product Number
- Serving Sizes
- Planned Number of Servings
- Total Quantity to Prepare
- Leftover Amounts
- Actual Number Served



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FPRs must have the name of the school, the date, the name of all menu items (including condiments) that were part of the day's reimbursable meal, the number of planned servings for each food item and for each grade group including adults and a la carte, serving sizes for each food item and for each grade group, the total quantity of each item that was prepared written in measurable amounts such as pounds, #10 cans, cups, etc., the recipe number or product number, leftover amounts for each food item, and the actual number served per grade group including adults and a la carte.

The slide features a logo on the left with the word 'CHOICES' in colorful letters above a group of stylized figures. To the right of the logo is the title 'FPR Formats'. Below the title is a bulleted list of meal patterns. At the bottom of the slide, there is a footer with the text 'IOWA Department of Education – Bureau of Nutrition and Health Services'.

FPR Formats

- Breakfast –new meal pattern
- Lunch–new meal pattern
- Food Bars, Fruit/Veg Bars, Salad Bars
- Afterschool Snacks
- PK/CACFP meals
- Satellite kitchen–transport meals

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FPRs come in many different formats. The type(s) you use will depend on your operation. The state provided forms include space for all required information. However, if you are **not** using the state provided forms, the forms you use must include this information–date, location, indicate if OVS is used, planned number of servings per age/grade group including adults, actual number served for all age/grade groups including adults, recipe or product used, total amount of each food item prepared, serving size for all food items for each age/grade group, servings for adults/a la carte, and amount of leftovers.

All foods/condiments used as a part of a reimbursable meal must be on the Food Production Sheet.

If you are not going to use the state provided form, it would be best to have your consultant look at the one you plan to use.

The next two slides are examples of two of the state-provided food production forms.

Think about the types of forms you would use in your operation

Lunch FPR Example

Iowa Menu Production Worksheet
NEW Food Based Menu Planning - Lunch

Date: 6/15/2012 (Wednesday)

School: JWC School/Class

Offer Versus Served? Yes SD No _____

Grades: SD, K-5

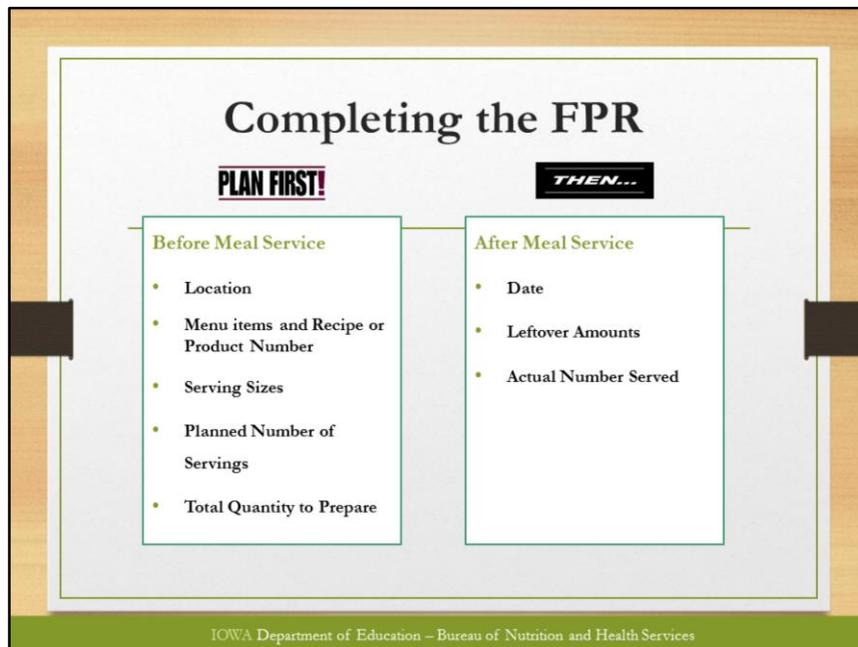
Breakfast in Cafeteria? Yes SD No _____

Grade Group	Per Student Daily and Weekly Total						Real Counts	
	Grain	Vegetable	Protein	Dairy	Fruit	Other	Planned	Actual
S.D.	1.0	1.0	1.0	1.0	1.0	1.0		
K-5	1.0	1.0	1.0	1.0	1.0	1.0		
Total	2.0	2.0	2.0	2.0	2.0	2.0		

Menu	Grade Group	Serving Size	Serving	Grades: K-5		Grades: 6-8		Grades: 9-12		Additional Info	Total Amount Prepared	Quantity in Cafeteria	Lift/Short Comments
				Planned	Served	Planned	Served	Planned	Served				
Meat/Meat Alternates													
Hot Doggs - #1, #1, #2, 25 (200 packages)	MMA	HotDog	4.0 oz	100	0	0	0	0	0	0	100		20 averages
Vegetables, DG, BG, BP (legumes), S, O - Identify in Component Column													
Roasted Potatoes	S	1/2 cup	300	100	100	100	100	100	100				
Steak Beans, #2	D	1/2 cup	100	100	100	100	100	100	100				
Fruits													
Peaches, sliced, canned, with juice	F	1/2 cup	200	100	100	100	100	100	100				
Apple Slices, 1/2 cup	F	1/2 cup	100	100	100	100	100	100	100				
Grain/Bread - if whole grain rich in Component Column													
Hot Breading, #1, #1, #1, #1	S	1/2 cup	100	100	100	100	100	100	100				
Donna Roll	S	1/2 cup	100	100	100	100	100	100	100				
Other Foods (Condiments, etc)													
Cheddar Cheese 1 oz package	D	1 oz	100	100	100	100	100	100	100				
Hot Sauce 1/2 cup	D	1/2 cup	100	100	100	100	100	100	100				
Milk	D	1/2 cup	100	100	100	100	100	100	100				
1% milk	D	1/2 cup	100	100	100	100	100	100	100				
Don't know	D	1/2 cup	100	100	100	100	100	100	100				

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This is the state-provided form for lunch. Items highlighted in yellow are required elements. Any of the state-provided forms can be changed to fit your school's needs. For example, if your building only serves grades K-5, you could removed the other two grade groupings to allow more room for other information. Or you can move more lines up to the meat/meat alternate section from the "other foods" section if you are recording condiments on the Daily Food Bar form.



All of this information, except the date, leftovers, and the actual number served can be (and should be) completed ahead of time. This is where cycle menus can make completion of production records much easier. If a cycle menu is used, FPRs for every meal can be completed one time, placed on file, and then copies printed as needed. On the day of meal service all that remains to be done is to make any adjustments or changes necessary, enter the date, the amount of leftovers, and the actual number served, and it is done.

If cycle menus are not used, then at a minimum, the school name, grade groups, and milk information could be pre-entered on the FPR. At most, each entrée that is offered and the accompanying condiments could also be filled in one time and placed on file for printing. All that leaves is the fruits, vegetables, and extra grains to be filled in.

Think through your menus—a little time spent now pre-filling FPRs that you can keep on file and reprint as needed can save a lot of time.



Forecasting Tool. FPRs make a great forecasting tool. Let’s look at one example. A director in a district where two entrees are offered each day wants to rearrange some of the entrée combinations, but she isn’t sure how many servings of each to plan. The director could look at past production records where each entrée was served, and determine how many of each to prepare based on past participation. After meal service, the planned numbers for each entrée could be adjusted based on the usage as recorded on the production record.

Costing Tool. By looking at past participation for a meal, and for individual food items, predictions can be made on how much will be needed next time. That means keeping less inventory on hand, making fewer emergency runs to the local stores, less running out of a menu item during meal service, less excess leftovers after meal service all of which translates into more money for the program. It also allows the director to cost out each meal ahead of time and make adjustments if needed. Plus, the week’s meals can be analyzed for calories, saturated fat, and sodium so that adjustments can be made to bring the menus into compliance with the Meal Pattern.

Menu Planning Tool

- Use data to see what works
- Encourage higher participation
- Adjust menus



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Menu Planning Tool. Looking at past FPRs can help plan future menus. Look for what worked and what didn't work. Can popular food items be combined with less popular items to encourage higher meal participation? Can/should more choices be offered? Are there some items that should be eliminated or others that could be added?



Communications Tool. FPRs are the perfect way for food service staff to communicate. The planned portions, total quantity to prepare, and recipe number allows cooks to check ahead—do they have enough product? Does anything need thawed or chilled? Is the recipe on file, and are all the ingredients available?

Once the meal has been served and the leftovers and actual number served recorded, the food service director can determine if the number of planned servings needs to be adjusted, or if the recipe needs to be amended, or the menu itself needs changed.

Gathering Tool & Additional Info

- Special reasons for increase or decrease in participation
- Record temperatures
- Other?



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Gathering Tool/Additional Information. There are other uses for FPRs. Any information that can be entered onto production records that will help with future meals, or that combines paperwork, could be included. For example: Is there a reason for an increase or decrease in participation that day such as, a field trip or several classes gone for a reason, an outbreak of illness such as flu, an early-out for teacher in-service, weather that caused a decrease in attendance, etc.? These should all be noted so that the FPR is useful for forecasting and planning. In some schools, food temperatures are recorded on the FPR or thermometer calibrations are documented. Any useful information can be included on FPRs.

Conclusion

- Useful tool
- Required record
- Take full advantage of all aspects



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Conclusion:

Food Production Records can be your best friend, and with a little training, they can be completed by any food service worker. Entering the information directly onto production records, instead of using other forms such as notebooks, saves time, and makes the production records a useful and integral part of the Child Nutrition Program. Production records are required for any meal—breakfast, lunch, or snack—where reimbursement is being received. Since they are required for compliance, it makes sense to use them to their full advantage as a forecasting tool, money saving tool, costing tool, communications tool, menu planning tool, and an information gathering tool.

Resources

YOUR CONSULTANT!!

Food Buying Guide

- <http://teammnutrition.usda.gov/Resources/foodbuyingguide.html>

Food Buying Guide Calculator

- <http://fbg.nfsmi.org>

Iowa Dept. of Ed website

- www.educateiowa.gov

NFSMI.org

- <http://www.nfsmi.org>

Best Practice Menus

Donna Matlock and Deb Linderblood

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What does it mean to have best practice menus?

Definition: Commercial or professional procedures that are accepted or prescribed as being correct or most effective.



1. Plan MENUS that are **correct** & most **effective**
(efficient, accurate, productive).

Meets Regulations

Colorful

Tasty

Variety

Kid-friendly

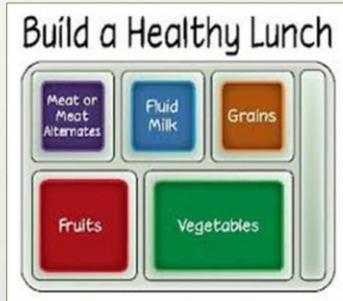


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2. Menus that are **correct** include the required components.

Lunch
Meat/Meat Alternates
Grain/Bread
Fruit
Vegetable
Milk

Breakfast
Grain/Bread
Fruit
Milk



3. Menus that are **correct** meet all vegetable sub-groups (lunch).



4. Menus that are **correct** meet the four required targets for nutrients.

Weekly averages for:

- ✓ **Calories**
- ✓ **Sodium**
- ✓ **Saturated Fat**

Daily: Zero **Trans-Fat**

Nutrition Facts	
Serving Size 172 g	
Amount Per Serving	
Calories 200	Calories from Fat 0
% Daily Value*	
Total Fat 1g	1%
Saturated Fat 0g	1%
Trans Fat	
Cholesterol 0mg	0%
Sodium 7mg	0%
Total Carbohydrate 36g	12%
Dietary Fiber 11g	45%
Sugars 6g	
Protein 13g	
Vitamin A 1%	Vitamin C 1%
Calcium 4%	Iron 24%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

NutritionData.com

5. Menus that are **effective** provide food service staff with the necessary tools.

- Menus with portion sizes
- Standardized recipes
- Production records
- Meal planning tools
- HACCP guidelines



Challenges of Implementing Best Practice Menus

1. Product shortage
2. Time constraints
3. Staffing dilemmas
4. Special dietary needs
5. New regulations



Challenge 1 - Product Shortage

- Food was not delivered
- Poor crops
- Product delivered has spoiled
- Bad weather-vendor's truck unable to deliver



Best Practice Solutions



Have an emergency menu for back-up.

Best Practice Solutions

Always consider what could be an **alternate** product.

- For example: you ran out of pizza which has a CN label crediting as 2 m/ma and 1 grain. Substitute chicken nuggets which also credits as 2 m/ma and 1 grain.

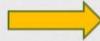


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Best Practice Solutions

Keep a supply of back-up vegetable sub-groups.

- No red peppers – substitute canned tomatoes
- No fresh broccoli – substitute frozen broccoli
- No French fries – substitute canned or instant potatoes
- No tomatoes – substitute vegetable juice



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Best Practice Solutions

Keep a supply of back-up fruits.

- Canned fruit, fruit cups
- Dried fruit
- Frozen fruit
- Juice (100%)

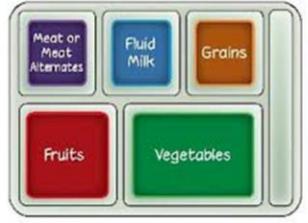


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Challenge 2 - Time Constraints

It takes so much time to plan menus that meet the components & sub-groups.

Build a Healthy Lunch



1. Short staffed
2. Finding standardized recipes
3. Determining oz. equivalents of grains/breads
4. Obtaining CN labels, nutrition labels or manufactures formulation statements (MFS)

Best Practice Solutions

1. Implement **cycle** menus to allow for:

- Improved time management, forecasting production/inventory needs, & communication
- Printing standardized recipes for the entire cycle
- Pre-filling production records to match cycle menus
- Obtaining CN labels and nutrition facts once



Best Practice Solutions

1. Obtain pre-planned cycle menus & standardized recipes from:

- Iowa Gold Star Menus – 2 week cycle
- Kansas Healthier Menus – 4 week cycle
- Ohio Menus that Move – 5 week cycle



Best Practice Solutions

Ohio Menus on the Move

FALL MENUS	FALL RECIPES	FALL USDA CERTIFICATION WORKSHEETS	FALL NUTRIENT ANALYSIS
» Elementary (K-8)	» Elementary (K-8)	» Week 1 » Week 2 » Week 3 » Week 4 » Week 5	» Elementary Analysis
» High School (9-12)	» High School (9-12)	» Week 1 » Week 2 » Week 3 » Week 4 » Week 5	» High School Analysis



Best Practice Solutions

1. Or simplify planning your own cycle menu by using:

- Menu planning tool template
- Menu planning tool for multiple entrées
- MyPlate Super Tracker
- Standardized recipes with meal components



MENU TEMPLATE – Lunch K-5, 6-8, and 9-12

Menu	Mon	Tue	Wed	Thurs	Fri	Wk Total
Meat/meat alternate Grain Fruit Vegetable Milk						
Meat/Meat Alternate K-5 (8 – 10 oz eq per wk; 1 oz min per day) 6-8 (8 – 10 oz eq per wk; 1 oz min per day) 9-12 (10-12 oz eq per wk; 2 oz min per day)						
Vegetables						
Dark green (K-12; 1/2 cup per week)						
Red/Orange (K-8; 3/4 cup per week) (9-12; 1-1/4 cups per week)						
Beans/Peas (Legumes) (K-12; 1/2 cup per week)						
Starchy (K-12; 1/2 cup per week)						
Other (K-8; 1/2 cup per week) (9-12; 3/4 cup per week)						
Additional (K-8; 1 cup per week) (9-12; 1-1/2 cup per wk)						
Total Vegetables K-8 (3/4 cup/day; 3 3/4 cup/wk) 9-12 (1 cup/day; 5 cup/wk)						
Grains K-5(8 – 9 oz eq per week; 1 oz min per day) 6-8 (8 – 10 oz eq per week; 1 oz min per day) 9-12 (10-12 oz eq per wk; 2 oz min per day)						

<https://www.educateiowa.gov/documents/school-nutrition-standards/2013/03/k-12-menu-planning-tool>

MENU - 9-12										
	Monday	Tuesday	Wednesday	Thursday	Friday					
Requirements	Submarine Sandwich 3 M/MA- 2 WG bun	Chicken Teriyaki 2 M/MA and 1/2 c. veg	Oven Baked Fish Nuggets-6 2.25 M/MA and 3/4 G/B	Cheese Pizza -2 oz M/MA and Whole Wheat Crust 2 G/B	Beef Taco Meat- 2 oz on Whole Grain Tortilla- 2 oz					
	Sloppy Jo (2 M/MA) on 1.5 oz. bun	Brown Rice (1 cup)	Roast pork- 2 oz	Grilled chicken- 2.5 oz on Whole grain bun- 1.5 oz	Chef salad 2 M/MA 1.5 muffin.5 G/B crackers (2 pkg)					
	Broccoli Cheese Soup (25 v- No M/MA)	Corn Dog (2 M/MA and 2 G/B)	Whole wheat roll- 2 oz	Peas & carrots- 1/2 cup	Yogurt- 8 oz with 1.5 muffin.5 G/B crackers (2 pkg)					
	Crackers- 4 (0.5 G/B)	French fries	Mashed Potatoes	Romaine Lettuce - 3/4 cup	Salsa- 1/4 cup)					
	Sweet Potato Fries	Oriental veg in Teriyaki- 0.5cup	Green Beans	Sliced tomato - 1/4 cup	Refried Beans - 1/2 c					
	Green Pepper Strips	Fresh Carrots-1/2 cup	Peaches	Pineapple	Corn- 1/2 cup					
	Frozen Strawberries	Kiwi	Whole fresh apple	Applesauce	Cantaloupe					
	Canned peaches	Canned pears		Whole grain cookie 0.5 G/B	Dried blueberries - 1/4 c.					
	Cherry Crisp- 0.25 G/B .25 fruit									
	Skim or 1 %	Skim or 1 %	Skim or 1 %	Skim or 1 %	Skim or 1 %					
Low MU/MA (2 oz eq per day) (10-12 oz eq per week) High	2 Oz Eq	2 Oz Eq	2 Oz Eq	2 Oz Eq	2 Oz Eq	10	Yes			
	Sloppy Jo- Low Sub-High	Both 2 oz	Pork-Low Fish- High	Pizza- Low Chicken- High	Both 2 oz					
	3 Oz Eq	2 Oz Eq	2.25 Oz Eq	2.5 Oz Eq	2 Oz Eq	11.75	Yes			
Low Grains(2 oz eq day) (10-12 oz eq per week) High	2.25 Oz Eq	2 Oz Eq	2 Oz Eq	2 Oz Eq	2 Oz Eq	10.25	Yes			
	Bun, crackers, crisp	Rice or corn dog	Roll & nuggets	Bun & cookie or Crust & cookie	Tortillas or muffin & crackers					
	2.75 Oz Eq	2 Oz Eq	2.75 Oz Eq	2.5 Oz Eq	2 Oz Eq	12	Yes			
https://www.educateiowa.gov/documents/school-nutrition-standards/2013/03/menu-planning-tool-multiple-entrees										

SuperTracker USDA United States Department of Agriculture

Home | Food-A-Pedia | My Plan | Track Food & Activity | My Reports | My Features [CREATE PROFILE](#) [LOG IN](#)

Food Tracker | My Favorite Foods List | My Combo | **My Recipe** | Physical Activity Tracker | My Favorite Activities List

You are here: Home > Track Food & Activity > My Recipe

My Recipe

Use My Recipe to build, save and analyze your favorite recipes. Once created, your recipes can be added to meals from your Favorite Foods List.

Step 1 Search for and add the ingredients in your recipe

Search: **Recipe Ingredients** for Type in your ingredient here

Helpful Tips for Entering Recipes

Step 2 Enter the number of portions in your recipe

Number of Portions:

Step 3 Name and save your recipe

Type the name of your recipe

Food Details | **My Favorite Foods List**

Search for food to see details here.

My Recipe Ingredients

EMPTY: You have not added any ingredients to your recipe yet.

My Recipe Details (Per Portion)

Food Info	Nutrient Info
Total Calories: 0	
Food Groups	Limits

Export Recipe Details As:

[PDF](#) [Excel](#) [Word](#)

You will need the Free Adobe Acrobat Reader plug-in to view and print the exported PDF files.

<https://www.supert tracker.usda.gov/myrecipe.aspx>

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Challenge 3 - Staffing Dilemmas

- Lack of support
- Limited skills
- Communication break down



Best Practice Solutions

To gain support educate families, students and administration on USDA meal requirements through the use of:

- Taste testing/sampling
- Student organization involvement/peer groups/PTA
- Surveys
- Classroom presentations/demonstrations with food carts
- Posters/signage
- Provide favorite entrée of the week



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Best Practice Solutions

To improve communication & skills provide:

- Routine staff meetings (input & feedback from staff, incentives)
- Training on:
 - Required information on food production records
 - Meal pattern
 - Standardized recipes
 - HACCP procedures
 - Equipment/computers

Best Practice Solutions

Promote the Child Nutrition Program using:

- ✓ Newsletters/memos
- ✓ School district web-site
- ✓ Menus/nutrition facts
- ✓ Registration packets
- ✓ Twitter/text/e-mails
- ✓ TEAM Nutrition resources
- ✓ Power Panther

Iowa Team Nutrition:

<https://www.educateiowa.gov/pk-12/nutrition-programs/team-nutrition>

School Meal Parent Resources:

<https://www.educateiowa.gov/pk-12/nutrition-programs/school-meals>

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Challenge 4 - I Have More and More Students with Special Dietary Needs.

Peanut allergies
Lactose Intolerance
Diabetic Diets
Gluten Free



80% of districts reported an increase in the number of students with special diet requests ranging from peanut free diets to gluten free diets (SNA 2012 Trends Report)

Best Practice Solutions

1. Implement & understand:

- Diet Modification Request form

<https://www.educateiowa.gov/documents/national-school-lunch-program/2013/04/medical-statement-school-nutrition-programs>

- Cycle Menus – nutrition information readily available
- Standardized Recipes – uniform product every time it is produced
- Nutrition Labels – know your products and brand names

2. Involve nurses, dietitians, administrative staff

Challenge 5 - New Regulations

1. Sodium restrictions

- Target 1: SY 2014-15
Lunch: <1230mg K-5, <1360mg 6-8,
<1420mg 9-12
Breakfast: <540mg K-5, <600mg 6-8,
<640mg 9-12
If serving mixed grade groups, must
meet more restrictive limit
- Target 2: SY 2017-18
- Target 3: SY 2022-23



Best Practice Solutions

1. Procurement: be sure to emphasize the need for low/no sodium products
2. Use low/no sodium canned vegetables, soups and bases
3. Substitute spices for salt in recipes
4. Eliminate salt shakers
5. Use low sodium bread/grain products
 - *Example: unsalted crackers, homemade croutons*



Challenge 5 - Continued

2. Must offer 1 cup of fruit at breakfast for **all** grade groups

- May offer two $\frac{1}{2}$ cup servings of the same or different fruits and count as 2 items
- For offer vs. serve students must have $\frac{1}{2}$ cup fruit plus two other items for a reimbursable breakfast



Best Practice Solutions

- ✓ Offer a variety of fruits
- ✓ Plan 1 cup of fruit daily
- ✓ Be creative
- ✓ Offer fruit in combination with other meal components
 - Yogurt Parfaits
 - Smoothies
 - Bagel & banana



Challenge 5 - Continued

GENERAL STANDARDS FOR COMPETITIVE FOODS

Whole Grain

Non-Grain
Food Group

Combination
Food

10% DV of
certain
nutrients
(until July 1, 2016)

MEETS ALL NUTRIENT STANDARDS

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Nutrient Standards

- **Calorie limits:**
 - Snack: ≤ 200 calories
 - Entrée: ≤ 350 calories
- **Sodium limits:**
 - Snack: ≤ 230 mg
 - Entrée: ≤ 480 mg
- **Fat limits:**
 - Total Fat: $\leq 35\%$ of calories
 - Saturated Fat: $\leq 10\%$ of calories
 - Trans fat: Zero grams
- **Sugar limits:**
 - Snack: $\leq 35\%$ of weight from total sugars

Best Practice Solutions

- ✓ Review & learn the Smart Snacks regulations
- ✓ Distribute the Smart Snacks brochure
- ✓ Enter food products into the nutrition calculator
- ✓ Print copy of nutrition calculator statement
- ✓ Communicate with persons in charge of vending/fundraisers

IS YOUR SNACK A SMART SNACK?

 [Product Calculator](#)
See which snacks & beverages meet Smart Snack guidelines.

 **Smart Snacks**

www.healthiergeneration.org/smartsnacks

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Resources

- Sodium Reduction: <http://healthymeals.nal.usda.gov/menu-planning/sodium-reduction>
- School Meals Guidance & Resources (Special Needs): <http://www.fns.usda.gov/school-meals/guidance-and-resources>
- HACCP & SOP Resources: http://sop.nfsmi.org/sop_list.php
- Food Buying Guide for CNP: <http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>
- Healthier Kansas Menus: http://www.kn-eat.org/SNP/SNP_Menus/SNP_Resources_Healthier_Kansas_Menus.htm
- National Food Service Management Institute (NFSMI): <http://www.nfsmi.org>
- Iowa State University School Food Service Resources: <http://www.extension.iastate.edu/HRIM/HACCP/schoolfoodservice.htm>
- Spend Smart, Eat Smart: <http://blogs.extension.iastate.edu/foodsavings>
- Menu Planning Tools & Resources: <http://healthymeals.nal.usda.gov/menu-planning-0>
- Recipes for School Food Service: <http://healthymeals.nal.usda.gov/recipes>
- Whole Grains Council Recipes & Resources: <http://wholegrainscouncil.org/recipes/foodservice-recipes>
- Center for Science in the Public Interest: <http://cspinet.org/nutritionpolicy/back2school.html>

Food Waste Reduction in School Meals

Carrie Scheidel

IOWA Department of Education

Goal of School Meals

- Provide nutritionally balanced, low-cost or free meals to children each day
- USDA is committed to prevent hunger among children
- Child Nutrition policy aims to limit food waste



School Food Waste Reduction Resource:

https://www.educateiowa.gov/sites/files/ed/documents/1415_np_lt_foodwasterflyer.pdf

3 Paths for School Food



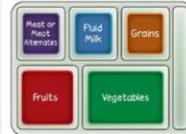
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#1 PRIORITY

↑ Consumption to ↓ Waste

- Implement “Offer vs. Serve”
- Increase food choices
- Ensure there is ample time to eat
- Complete a food waste assessment
- Implement Smarter Lunchroom Techniques
- Remind students of how to build a school meal
- Allow students to self-serve
- Allow students to save items for later consumption

Build a Healthy Lunch



Things to Consider....

- Various stakeholders need to be engaged
- Students are generally compassionate people
 - Pressure students to donate to please others
 - Encourage students to take food they do not plan to eat
 - Prevent students from eating food they selected for their meal



Sharing Tables or Donations

- Allow students to place items on a table
- Ensure only students can take food from table
- Must be monitored
- Limited to food items that do not require time and temperature control
 - Prepackaged crackers
 - Bowl pack cereals
 - Whole fruits that are rewashed and inspected
 - *Milk must be temperature controlled so cannot be reused*



Sharing Tables and Donation

- Contact your local food safety inspector to discuss the process
- Develop standards and policies to support the process
 - [Sample SOP](#)
- Train staff and students



School District: _____
 Department: _____
 Policy No.: _____

Standard Operating Procedure

Food Donation and Sharing Tables in School Meal Program

Purpose: Foodservice employees and teachers/parapro staff may work together to ensure that donated food items are safe and of good quality. This can include donations to the school meals program or other food service programs at a sharing table. All school staff must follow procedures below to ensure food is safe to eat and does not violate student rights.

Procedure:

- All employees at school foodservice must:
 - Prepare food amounts as directed on production records.
 - Follow all national, regional, standard operating procedures in preparation and service of food.
 - Prepare and store donated foods according to standard operating procedures and local health guidelines.
 - Encourage students to select a variety of foods in compliance with any applicable regulations.
- Teachers/parapro staff should:
 - Encourage students to take only foods they plan to eat, with the understanding of what food items are needed for a reimbursable meal.
 - Encourage students to eat foods they have selected.
 - Inform students about the sharing table in way that does not pressure students to donate foods from their meal.
 - Monitor students to not buy any amount of donated food.
- Administrators should:
 - Follow best practices in scheduling meal periods (15 minute minimum for breakfast and 20 minutes for lunch - time after students have received their food).
 - Consider alternative solutions to have non-reimbursable foods for later consumption (i.e. snack cart, block, etc.).
 - Review local health policies regarding food donations to non-profit organizations.
 - Review menu items which are frequently wasted.
- Mention all sharing tables should:
 - Accept any foods that

Composting Foods

- For school gardens or local farmers
- Only plant based food can be composted
- Paper products, protein foods, and dairy foods must be sorted



Eco Hour – Hillis Elementary

- Weekly wellness education opportunity
 - Preparing healthy snacks
 - Yoga
 - School Garden Maintenance
 - Composting Lessons



Girl Scout Project

- Cadette Girl Scouts – Regis Middle School Project
- Research project to determine the amount of waste
 - Sorted garbage into three piles
 - Food waste
 - Recyclable materials
 - Non-recyclable trash
 - 86.5 pounds of garbage with 85.5% being food waste
 - Honey dew melon, cantaloupe, carrots, broccoli, and cauliflower



Project Summary

- Hauling food waste for composting is expensive
- On-site composting requires real-estate, plus year round maintenance to maintain chemical balance
- Currently seeking corporate sponsorship



U.S. Food Waste Challenge

- Reducing, Recovering, and Recycling Food Waste
 - Federal and State Agencies
 - Private Sector
 - Universities & Colleges
 - Counties
 - State Government Agencies
 - K-12 Schools
 - Sports
 - Entertainment



http://www.usda.gov/oce/foodwaste/resources/K12_schools.html

K-12 Schools

What activities will the school undertake in the next year to help reduce, recover, or recycle food waste?

- Program to reduce the amount of excess food generated
- Recover wholesome food from school meals to donate to feed people in need
- Recover food waste from school meals to feed to animals
- Recover food waste from school meals for composting
- Recover food waste from school meals for energy generation or other use
- Other



Iowa Team Nutrition

- School Breakfast
 - Best Practice Guide
 - Twitter Toolkit for Cafeterias
 - Webinar and Sub-grant
 - <https://www.educateiowa.gov/pk-12/nutrition-programs/school-breakfast-program>
- School Wellness Webinar and Sub-grants
 - Tuesday, October 7th
- Super Power Summit
 - Thursday, November 13th
- Smarter Lunchroom Pilots, Webinar, and Sub-grants
- School Gardening Webinars and Sub-grants



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Contract with the Academy of Nutrition and Dietetics Foundation for RDN Coaches to provide school staff training on how to incorporate nutrition education into classroom curriculum. Assist 10 schools with HUSSC application

Contract with Natoshia Askelson at University of Iowa to develop Smarter Lunchroom project with students and food service staff at 5 schools.

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