Required Documentation for School Meals

Healthy School Meals
July 21, 2016
Jan Steffen, Child Nutrition Program Consultant
Bureau of Nutrition and Health Services

Why do I need to document?

Planning efficiency
Administrative Review requirements

QUESTIONS- We’ve got answers!!!!

Why do I need to document?
What do I need to document?
Where can I find it?
How do I organize it?

Required documentation

- Menus
- Production Records
- Standardized Recipes
- Component contribution of purchased items
- Nutrient Information
  - Calories, Saturated Fat, Trans Fat, Sodium
- Bid specifications

Menus
- Will use some of the other documents as you plan
- Must include all components
- May look different for public and staff, but all items should be included
- Consider cycle menus
Information for Menu Planning
(NOT REQUIRED)

Menu Planning Tool-Excel
(NOT REQUIRED)

USDA Certification Worksheet
(NOT REQUIRED)

Food Production Records
(NOT REQUIRED)

Lunch Menu Planning Tool – Word
(NOT REQUIRED)

USDA Certification Worksheets
• Not required if already certified except one week for one school at time of review.
• Available for 3 to 7 day schedules
  • www.fns.usda.gov
    • Child Nutrition, then National School Lunch Program, then Certification of Compliance

Food Production Records
• Required for both breakfast and lunch - includes serving sizes
• Must include actual quantities prepared of all food items including fruit/vegetable bars or other self-serve items.
• Must differentiate the number for a la carte and adult meals from reimbursable servings
• Cycle menus let you copy much of the planned information
Standardized Recipes

- Serving size and quantity for your school
- Component contribution
- Calories, saturated fat, trans fat, and sodium

Component Contribution

- Recipes
- CN labels
- Manufacturer’s Statement
- Grain/Bread Chart and Nutrition Labels

Component Contribution - Recipe

<table>
<thead>
<tr>
<th>Serving</th>
<th>Yield</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 oz (6 fl oz spoons)</td>
<td>50 Servings: about 21 lb</td>
<td>50 Servings: about 2 gallons 2 1/8 quarts</td>
</tr>
<tr>
<td>100 Servings: about 42 lb</td>
<td>100 Servings: about 5 gallons 1 quart</td>
<td></td>
</tr>
</tbody>
</table>

The grain ingredients used in this recipe must meet that food and beverages can be whole grain-rich criteria.

Component Contribution – CN Label

One 5.00 oz. Pizza with Ground Beef and Textured Vegetable Protein provides 2.00 oz. equivalent meat/meat alternate. CN 1/2 cup vegetable and 1 1/2 servings of bread alternate for The Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA X.XXX***)

Component Contribution – PFS

Component Contribution – Grains

Nutrition Facts
**Nutrient Information**

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>200.32</td>
</tr>
<tr>
<td>Protein</td>
<td>14.53 g</td>
</tr>
<tr>
<td>Carbohydrate</td>
<td>26.40 g</td>
</tr>
<tr>
<td>Total Fat</td>
<td>6.47 g</td>
</tr>
</tbody>
</table>

**Bid Specifications**

- Zero trans fat in all items
- Grains
- Low fat or fat-free dairy
- May want to include sodium ranges in bids

**Case Study 1**

- The school lunch menu says: Chicken Fajitas, Refried Beans, Lettuce & Tomato, Fresh Fruit Bar.
- Could this menu meet the meal pattern for Grades 9-12? What documentation would you need to show that?

**Case Study 2**

- The red-orange vegetables you have planned for the week are: Spaghetti sauce on Tuesday, Peas & carrots on Wednesday, Tomato with lettuce on a chicken sandwich on Friday
- Is this enough?
- How can you document if it is?

**Case Study 3**

- Our students would really like to have macaroni & cheese and little smokies, but I tell them that will never happen again with the new sodium and saturated fat standards.
- Is that true? What documentation could help you decide?
Case Study 4
- What documentation would be needed to show that students who choose the salad bar meal are offered all of the required components?

Case Study 5
- How can I document that juice is not over half of the fruit component I offer at breakfast?

Case Study 6
- When we had our administrative review, our consultant found that we were using margarine that contained trans-fat which doesn’t meet the nutrient standards and that our buns were not whole grain rich.
- What documentation was missing for that to happen?

QUESTIONS- Need more answers?
Record for answer in the breakout session.
Call your consultant.

Goal-Happy Healthy Students!