

FOR SCHOOL NUTRITION PROGRAMS

School/Site: _____ Dates of Menu Week: _____

Check one box for each category:

Meal: Breakfast Lunch Days per Week: 4 5 6 7Grade Group: K-5 6-8 9-12 K-8 K-12 (*School Breakfast Program Only*)**ABOUT THIS TOOL**

The Connecticut State Department of Education's (CSDE) Menu Documentation Organizational Tool (MDOT) contains 17 cover pages to help school food authorities (SFAs) organize documents for the **Meal Components and Quantities** section of the Administrative Review (AR). The MDOT also assists menu planners with completing the U.S. Department of Agriculture's (USDA) [Menu Certification Worksheets](#) by organizing all required documents for the selected menu week.

The Meal Components and Quantities section of the AR (Section III: Nutritional Quality and Meal Pattern) and menu certification worksheets are required by the USDA's final rule, [Administrative Reviews in the School Nutrition Programs](#) (81 FR 50170).

Resources bolded in blue are links to documents, forms, and Web sites with relevant information.

DIRECTIONS

Place the appropriate documents behind the corresponding cover page and clip together.

COVER PAGES

- 1 – Menu for Selected Review Week
- 2 – Labels for Foods Served Daily
- 3 – Recipes for Foods Served Daily
- 4 – Monday Completed Production Record
- 5 – Monday Standardized Recipes and Product Labels
- 6 – Tuesday Completed Production Record
- 7 – Tuesday Standardized Recipes and Product Labels
- 8 – Wednesday Completed Production Record
- 9 – Wednesday Standardized Recipes and Product Labels
- 10 – Thursday Completed Production Record
- 11 – Thursday Standardized Recipes and Product Labels
- 12 – Friday Completed Production Record
- 13 – Friday Standardized Recipes and Product Labels
- 14 – Saturday Completed Production Record
- 15 – Saturday Standardized Recipes and Product Labels
- 16 – Sunday Completed Production Record
- 17 – Sunday Standardized Recipes and Product Labels



For more information, see the Connecticut State Department of Education's (CSDE) [Administrative Review](#) webpage or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/mdot.pdf.

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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;*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov.*

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Menu for Selected Review Week

After this cover page, place a copy of the menu supplied to students and families. Include a complete listing of **all** menu items offered to students including alternative choices, e.g., grab-and-go salads, premade sandwiches, deli bar, yogurt parfaits, and any other meal choices.

Labels for Foods Served Daily

After this cover page, place all ingredient labels, Child Nutrition (CN) labels, product formulation statements, and Nutrition Facts labels for items served daily or on multiple days. Do not provide nutrition information for unprocessed foods such as fresh fruits and vegetables. List all food items in the chart below.

For information on CN labels, see the USDA’s [CN Labeling](#) webpage and the CSDE’s handout, [CN Labeling Program](#). For information on product formulation statements, see the CSDE’s handouts, [Accepting Processed Product Documentation](#) and [Product Formulation Statements](#).

Food Items	Days Served
<i>Example: Chocolate milk</i>	<i>Every day</i>

Recipes for Foods Served Daily

After this cover page, place all recipes for items served on multiple days. For each individual recipe, attach all necessary product labels (CN labels, product formulation statements, Nutrition Facts labels, and ingredients statements) for any processed ingredients. List all recipes in the chart below.

For information on standardized recipes, see the Institute of Child Nutrition’s *Measuring Success with Standardized Recipes*. For information on CN labels, see the USDA’s *CN Labeling* webpage and the CSDE’s handout, *CN Labeling Program*. For information on product formulation statements, see the CSDE’s handouts, *Accepting Processed Product Documentation* and *Product Formulation Statements*.

Recipes for Menu Items	Days Served
<i>Example: Tossed salad greens</i>	<i>Monday, Wednesday, Friday</i>

MONDAY**Completed Production Record**

Place Monday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and all condiments such as salad dressings, ketchup, mustard, gravy, jam, butter, and cream cheese.

For sample production records, see the CSDE's [Production Records](#) webpage.

MONDAY

Standardized Recipes and Product Labels

Standardized recipes must be used to document that the listed serving provides the appropriate portion size of each meal pattern component. For information on standardized recipes, see the Institute of Child Nutrition's *Measuring Success with Standardized Recipes*.

Product labels (CN Labels, product formulation statements, Nutrition Facts labels, and ingredients statements) must be available from the manufacturer for all commercial food products. For information on CN labels, see the USDA's **CN Labeling** webpage and the CSDE's handout, *CN Labeling Program*. For information on product formulation statements, see the CSDE's handouts, *Accepting Processed Product Documentation* and *Product Formulation Statements*.

The amount of each meal pattern component per serving must be documented by a CN label or a product formulation statement signed by an official of the manufacturer. Acceptable and valid documentation for the CN label includes the original CN label from the product carton, or a photocopy or photograph of the CN label shown attached to the original product carton. CN labels that are photocopied or photographed must be visible and legible.

Documentation must also include the product's Nutrition Facts label and ingredients statement. Include:

- labels for processed ingredients, as needed; and
- labels for **all** menu choices (unless supplied under daily sheets).

After this cover page, place **standardized recipes** in the same order as the food is listed on the **production record**. Place all **product labels** in the same order as the food is listed on the standardized recipe.

TUESDAY

Completed Production Record

Place Tuesday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and all condiments such as salad dressings, ketchup, mustard, gravy, jam, butter, and cream cheese.

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TUESDAY

Standardized Recipes and Product Labels

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WEDNESDAY

Completed Production Record

Place Wednesday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and all condiments such as salad dressings, ketchup, mustard, gravy, jam, butter, and cream cheese.

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WEDNESDAY

Standardized Recipes and Product Labels

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THURSDAY

Completed Production Record

Place Thursday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and all condiments such as salad dressings, ketchup, mustard, gravy, jam, butter, and cream cheese.

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THURSDAY

Standardized Recipes and Product Labels

Standardized recipes must be used to document that the listed serving provides the appropriate portion size of each meal pattern component. For information on standardized recipes, see the Institute of Child Nutrition's *Measuring Success with Standardized Recipes*.

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FRIDAY**Completed Production Record**

Place Friday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and all condiments such as salad dressings, ketchup, mustard, gravy, jam, butter, and cream cheese.

For sample production records, see the CSDE's [Production Records](#) webpage.

FRIDAY

Standardized Recipes and Product Labels

Standardized recipes must be used to document that the listed serving provides the appropriate portion size of each meal pattern component. For information on standardized recipes, see the Institute of Child Nutrition's *Measuring Success with Standardized Recipes*.

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SATURDAY

Completed Production Record

Place Saturday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and any condiments offered.

For sample production records, see the CSDE's [Production Records](#) webpage.

SATURDAY

Standardized Recipes and Product Labels

Standardized recipes must be used to document that the listed serving provides the appropriate portion size of each meal pattern component. For information on standardized recipes, see the Institute of Child Nutrition's *Measuring Success with Standardized Recipes*.

Product labels (CN Labels, product formulation statements, Nutrition Facts labels, and ingredients statements) must be available from the manufacturer for all commercial food products. For information on CN labels, see the USDA's **CN Labeling** webpage and the CSDE's handout, *CN Labeling Program*. For information on product formulation statements, see the CSDE's handouts, *Accepting Processed Product Documentation* and *Product Formulation Statements*.

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- labels for processed ingredients, as needed; and
- labels for **all** menu choices (unless supplied under daily sheets).

After this cover page, place **standardized recipes** in the same order as the food is listed on the **production record**. Place all **product labels** in the same order as the food is listed on the standardized recipe.

SUNDAY

Completed Production Record

Place Sunday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and any condiments offered.

For sample production records, see the CSDE's [Production Records](#) webpage.

SUNDAY

Standardized Recipes and Product Labels

Standardized recipes must be used to document that the listed serving provides the appropriate portion size of each meal pattern component. For information on standardized recipes, see the Institute of Child Nutrition's *Measuring Success with Standardized Recipes*.

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