

# Menu Documentation Organizational Tool (MDOT)

This tool helps organize documents for the **Meal Components and Quantities** section of the Administrative Review (AR) of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. It also assists menu planners in completing the USDA's Menu Planning Worksheets, by having all needed documents in order for the selected review week.

**Directions:** Place the appropriate documents behind the following sheets.

**Schools/sites:**

**Dates of menu week:** \_\_\_\_\_

*Check one for each:*

**Meal:**     Breakfast     Lunch

**Days per week:**     4 days     5 days     6 days     7 days

**Age/grade grouping:**     K-5     6-8     9-12     K-8     K-12 (*SBP only*)

## **Menu for Selected Review Week**

Attach a copy of the menu issued to students and families.

Provide a complete listing of all menu items offered to students including alternative menu choices. For example, grab-and-go salads, premade sandwiches, deli bar, yogurt parfaits, etc. Use a separate attachment, if necessary, as the menu sent home might not specify the full variety of items offered daily.

# Labels for Foods Served Daily

Place all Child Nutrition (CN) labels, product formulation statements, Nutrition Facts labels, and ingredient statements for items served daily, or on multiple days.

**Note:** You do not need to provide nutrition information for nonprocessed food items, such as fresh fruits and vegetables.

List the food items served daily/multiple times below.

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

# Recipes for Foods Served Daily

Place all recipes for items served on multiple days behind this sheet.

**Important:** With each individual recipe, attach all necessary **product labels (CN labels, product formulation statements, Nutrition Facts labels, and ingredient statements)** for any **processed** ingredients.

List the recipes below.

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

# MONDAY

## ***Completed Production Record***

Production records must be complete. Record all food items offered to students including the milk variety, all fruit and vegetable choices, and any condiments offered.

# MONDAY

## ***Standardized Recipes and Product Labels***

**Standardized recipes** must be used to document that the serving listed provides the appropriate portion size of each meal pattern component.

**Product labels (CN labels, product formulation statements, Nutrition Facts labels, ingredient labels)** must be available from the manufacturer documenting the amount of each meal pattern component per serving based on either: 1) an original CN label from the product carton (or a photocopy or photograph of the CN label shown attached to the original product carton); or 2) a product formulation statement (PFS) prepared on company letterhead with the signature of a company official and the date of issue. For more information on CN labels and PFS forms, see the CSDE's handouts, [Child Nutrition \(CN\) Labeling Program](#) and [Using Product Formulation Statements in the School Nutrition Programs](#). 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).

Place **standardized recipes** in the same order as the food listed on the **production record**. Place all **product labels** in the same order as the food listed on the standardized recipe.

# TUESDAY

## ***Completed Production Record***

Production records must be complete. Record all food items offered to students including the milk variety, all fruit and vegetable choices, and any condiments offered.

# TUESDAY

## ***Standardized Recipes and Product Labels***

**Standardized recipes** must be used to document that the serving listed provides the appropriate portion size of each meal pattern component.

**Product labels (CN labels, product formulation statements, Nutrition Facts labels, ingredient labels)** must be available from the manufacturer documenting the amount of each meal pattern component per serving based on either: 1) an original CN label from the product carton (or a photocopy or photograph of the CN label shown attached to the original product carton); or 2) a product formulation statement (PFS) prepared on company letterhead with the signature of a company official and the date of issue. For more information on CN labels and PFS forms, see the CSDE's handouts, [Child Nutrition \(CN\) Labeling Program](#) and [Using Product Formulation Statements in the School Nutrition Programs](#). 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).

Place **standardized recipes** in the same order as the food listed on the **production record**. Place all **product labels** in the same order as the food listed on the standardized recipe.



# WEDNESDAY

## ***Completed Production Record***

Production records must be complete. Record all food items offered to students including the milk variety, all fruit and vegetable choices, and any condiments offered.

# WEDNESDAY

## ***Standardized Recipes and Product Labels***

**Standardized recipes** must be used to document that the serving listed provides the appropriate portion size of each meal pattern component.

**Product labels (CN labels, product formulation statements, Nutrition Facts labels, ingredient labels)** must be available from the manufacturer documenting the amount of each meal pattern component per serving based on either: 1) an original CN label from the product carton (or a photocopy or photograph of the CN label shown attached to the original product carton); or 2) a product formulation statement (PFS) prepared on company letterhead with the signature of a company official and the date of issue. For more information on CN labels and PFS forms, see the CSDE's handouts, [Child Nutrition \(CN\) Labeling Program](#) and [Using Product Formulation Statements in the School Nutrition Programs](#). Documentation must also include the product's Nutrition Facts label and ingredients statement.

**Include:**

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- labels for **all** menu choices (unless supplied under daily sheets).

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# THURSDAY

## ***Completed Production Record***

Production records must be complete. Record all food items offered to students including the milk variety, all fruit and vegetable choices, and any condiments offered.

# THURSDAY

## ***Standardized Recipes and Product Labels***

**Standardized recipes** must be used to document that the serving listed provides the appropriate portion size of each meal pattern component.

**Product labels (CN labels, product formulation statements, Nutrition Facts labels, ingredient labels)** must be available from the manufacturer documenting the amount of each meal pattern component per serving based on either: 1) an original CN label from the product carton (or a photocopy or photograph of the CN label shown attached to the original product carton); or 2) a product formulation statement (PFS) prepared on company letterhead with the signature of a company official and the date of issue. For more information on CN labels and PFS forms, see the CSDE's handouts, [Child Nutrition \(CN\) Labeling Program](#) and [Using Product Formulation Statements in the School Nutrition Programs](#). 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).

Place **standardized recipes** in the same order as the food listed on the **production record**. Place all **product labels** in the same order as the food listed on the standardized recipe.

# FRIDAY

## ***Completed Production Record***

Production records must be complete. Record all food items offered to students including the milk variety, all fruit and vegetable choices, and any condiments offered.

# FRIDAY

## ***Standardized Recipes and Product Labels***

**Standardized recipes** must be used to document that the serving listed provides the appropriate portion size of each meal pattern component.

**Product labels (CN labels, product formulation statements, Nutrition Facts labels, ingredient labels)** must be available from the manufacturer documenting the amount of each meal pattern component per serving based on either: 1) an original CN label from the product carton (or a photocopy or photograph of the CN label shown attached to the original product carton); or 2) a product formulation statement (PFS) prepared on company letterhead with the signature of a company official and the date of issue. For more information on CN labels and PFS forms, see the CSDE's handouts, [Child Nutrition \(CN\) Labeling Program](#) and [Using Product Formulation Statements in the School Nutrition Programs](#). Documentation must also include the product's Nutrition Facts label and ingredients statement.

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Place **standardized recipes** in the same order as the food listed on the **production record**. Place all **product labels** in the same order as the food listed on the standardized recipe.



For more information, visit the Connecticut State Department of Education's (CSDE) [Administrative Review](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/AdminRev/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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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