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 conducted by the Connecticut State Department of Education (CSDE). It also assists menu planners with completing the USDA's Meal Pattern Compliance Worksheets, by having all needed documents in order for the selected review week.

Directions: Place the appropriate documents behind the following sheets. For detailed guidance on the menu documentation requirements, refer to the CSDE's *Guide to Menu Documentation for the School Nutrition Programs* and visit the CSDE's Crediting Documentation for the Child Nutrition Programs webpage.

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)*

SAMPLE

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.

SAMPLE

Labels for Foods Served Daily

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

Note: Nutrition information is not required for unprocessed food items such as fresh fruits and vegetables.

List the food items served daily/multiple times below.

Food Items	Days Served
Example: Chocolate milk	*Everyday*

SAMPLE

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Recipes for Foods Served Daily

Behind this sheet, place all recipes for items served on multiple days.

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.

Recipes for Menu Items	Days Served
Example: Tossed greens	*Monday, Wednesday, Friday*

SAMPLE

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. For detailed guidance, refer to the CSDE's *Requirements for Production Records in School Nutrition Programs* and visit the CSDE's Production Records for School Nutrition Programs webpage.

SAMPLE

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. For guidance on standardized recipes, visit the "Standardized Recipes" section of the CSDE's Crediting Documentation for the Child Nutrition Programs webpage.

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, refer to the CSDE's resources, *Using Child Nutrition (CN) Labels in the School Nutrition Programs* 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..

SAMPLE

TUESDAY

Completed Production Record

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SAMPLE

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SAMPLE

WEDNESDAY

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SAMPLE

WEDNESDAY

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THURSDAY

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FRIDAY

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FRIDAY

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For more information, visit the Connecticut State Department of Education's (CSDE) Administrative Review for School Nutrition Programs 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_sample.pdf.

SAMPLE

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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

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