



USDA Meal Pattern Compliance for the Administrative Review

School Year 2025-26

October 14, 2025



Connecticut State Department of Education
Bureau of Child Nutrition Programs

Connecticut State Department of Education • October 2025

1

What's in a Meal Training Modules

- 1: Introduction to Training
- 2: Introduction to School Meal Patterns
- 3: National School Lunch Program (NSLP) Meal Pattern
- 4: School Breakfast Program (SBP) Meal Pattern
- 5: Afterschool Snack Program (ASP) Meal Pattern
- 6: Dietary Specifications
- 7: Meal Pattern Documentation for School Menus
- 8: Meal Pattern Documentation for Crediting Commercial Processed Products
- 9: Milk Component

- 10: Meats/Meat Alternates Component
- 11: Fruits Component
- 12: Vegetables Component
- 13: Grains Component
- 14: Whole Grain-rich (WGR) Requirement
- 15: Grain Ounce Equivalents
- 16: Water Availability During Meal Service
- 17: Offer versus Serve (OVS) in the NSLP
- 18: Offer versus Serve (OVS) in the SBP

<https://portal.ct.gov/sde/nutrition/meal-pattern-training-materials>

Connecticut State Department of Education • October 2025

2



Meal Pattern Compliance

The planned menu meets the daily and weekly meal pattern for the specific grade group


Terms to Know

Connecticut State Department of Education • October 2025

3

Menu Compliance Based On

- Offered menus, not served food
 - What a child selects
- All serving lines
- All reimbursable meals offered




Connecticut State Department of Education • October 2025

4

Importance of Menu Compliance

- Ensures schools prepare, offer, and serve meals that meet meal pattern for appropriate age/grade groups
- Ensures every reimbursable meal service line meets daily and weekly meal pattern
- Noncompliant meals may be disallowed and fiscal action applied




Connecticut State Department of Education • October 2025

5

Materials Needed to Determine Menu Compliance

- One-week menu
- Portion sizes for all menu items
- Meal pattern contribution information
- Standardized recipes
- Production records
- Food Buying Guide for Child Nutrition Programs
- Meal pattern compliance tool or approved software tool




Connecticut State Department of Education • October 2025

6

Helpful Hints for Preparing Menu Week

- Use cycle menus
- Complete USDA Meal Pattern Compliance worksheets before implementing the week
- Compile all supporting documentation




[https://www.ecfr.gov/current/title-7/part-210/p-210.21\(h\)](https://www.ecfr.gov/current/title-7/part-210/p-210.21(h))
Connecticut State Department of Education • October 2025

7

Helpful Hints for Preparing Menu Week, continued

- Must include separate menus for each age/grade group
- Menus must list
 - all reimbursable meals including fruit, vegetable, milk, and alternate meal options
 - variety of milk served
 - vegetable subgroups




Connecticut State Department of Education • October 2025

8

Supporting Documentation for Meal Compliance

- Menus correspond to each completed Meal Pattern Compliance Worksheet
- Completed production records
- Recipes for all items served
- Food labels
- Crediting information



Connecticut State Department of Education • October 2025

9

CSDE Webpage

Crediting Documentation for the Child Nutrition Programs

- Child Nutrition labels
- Product formulation statements
- Nutrition information
- Accepting product documentation
- Standardized recipes
- Food Buying Guide for Child Nutrition Programs




<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs>
Connecticut State Department of Education • August 2025

10

CSDE Resource

CSDE Menu Planning Checklists for 5-day and 7-day weeks

- Grades K-5
- Grades 6-8
- Grades 9-12
- Grades K-8



<https://portal.ct.gov/sde/nutrition/forms-for-school-nutrition-programs/MenuPlanningChecklistsLunchGradesK-12>
Connecticut State Department of Education • October 2025

11




Example of Alternate Meal Offered Daily for K-5 Meal Pattern

Connecticut State Department of Education • October 2025

12

Alternate Meal Offered Daily (Monday-Friday)
for K-5 Meal Pattern

- Turkey and cheese chef's salad
- Whole-grain bread stick
- Orange smiles
- Milk choice



Connecticut State Department of Education • October 2025

13

Alternate Meal Offered Daily for K-5 Meal Pattern

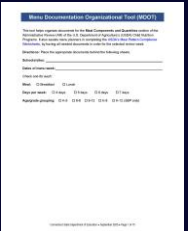
Menu item	Meal component
Turkey (1½ ounces) and American cheese (1 ounce)	Meats/meat alternates (MMA)
Whole-grain bread stick (1½ ounces)	Grains
Romaine lettuce (1 cup) and cherry tomatoes (¼ cup)	Vegetables
Orange smiles (½ cup)	Fruits
Milk choice (1 cup)	Milk

Connecticut State Department of Education • October 2025

14

Menu Documentation Organizational Tool (MDOT)

- Helps organize documents for review of meal components and quantities
- Assists menu planners in completing USDA Meal Pattern Compliance Worksheets by having all needed documents in order for selected week



Connecticut State Department of Education • October 2025

15

Standardized Recipe for Alternate Meal K-5

- Includes all meal components except milk

Standardized Recipe Form for the School Nutrition Program			
Recipe name:	Weight	Measure	Directions
For 3 servings			
Romaine lettuce, chopped	1 1/2 cup	1 cup	1. Wash lettuce and cherry tomatoes.
Cherry tomatoes, whole	1 1/2 cup	3/4 cup (about 3 cups)	2. Chop lettuce.
Pre-washed Deli Turkey Breast (USDA Company, Code 100112)	1 1/2 lb	3 slices	3. Place 1 cup of chopped lettuce into salad container.
Pre-washed American cheese (USDA Company, Code 100112)	1 lb	2 slices	4. Add 3 cherry tomatoes on top of lettuce.
Orange, 1/2 count	1 whole orange		5. Roll up 1/2 slices of turkey with 2 slices of cheese and add into 1 inch thick pieces. Place on top of lettuce.
Whole Wheat Breadsticks (ABC Brand Company, Code 12345678)	1 1/2 lb	1 round stick	6. Cut orange into 4 wedges. Place in plastic wrap and place in corner of salad container.
			7. Place one breadstick on top of salad.
			8. Close the container.
			9. Cold hold in refrigerator until meal service.

Serving size and yield
Serving size: 1 student
Yield: 3,000

Meal pattern contribution (based on serving size)
Meat/meat alternate (source equivalent): 1.0 lb and 2.0 oz
Grains (source equivalent): 1.0 lb and 2.0 oz
Fruits (source equivalent): 1.0 lb and 2.0 oz
Vegetables (source equivalent): 1.0 lb and 2.0 oz

Connecticut State Department of Education • October 2025

16

How to Credit Turkey




Connecticut State Department of Education • October 2025

17

Product Information for Sliced Turkey Breast

- XYZ Company Sliced Turkey Breast, 0.5 oz, Code ABC123



Connecticut State Department of Education • October 2025

18

Turkey Ingredients Statement

- Ingredients: Turkey breast meat, turkey broth, contains 2% or less salt, sugar, carrageenan, sodium phosphate, sodium acetate, sodium diacetate, flavoring

Connecticut State Department of Education • October 2025

19

Manufacturer’s Crediting Information for Turkey

- 6 slices = 2 ounce equivalents (oz eq) MMA
- Requires Child Nutrition (CN) label or product formulation statement (PFS)

Connecticut State Department of Education • October 2025

20

PFS for ABC Company Turkey Breast

- PFS indicates 3 ounces of turkey = 2 oz eq
- ½-ounce serving (3 slices) = 1 oz eq MMA

Connecticut State Department of Education • October 2025

21

CSDE Resource

Crediting Deli Meats in the School Nutrition Programs

https://portal.ct.gov/-/media/sde/nutrition/nsip/crediting/credit_deli_snp.pdf

Connecticut State Department of Education • August 2025

22

Alternate Meal Offered Daily for K-5 Meal Pattern: MMA

Menu item	Meal component
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 1 oz eq
Whole-grain bread stick (1½ ounces)	Grains
Romaine lettuce (1 cup) and cherry tomatoes (¼ cup)	Vegetables
Orange smiles (½ cup)	Fruits
Milk choice (1 cup)	Milk

Connecticut State Department of Education • October 2025

23


How to Credit Cheese

Connecticut State Department of Education • October 2025

24

Product Information for USDA Foods American Cheese

- USDA Foods 100018 Cheese, American, Processed, Sliced
- 1-ounce serving (2 slices) = 1 oz eq MMA



<https://www.fns.usda.gov/usda-fis/usda-foods-product-information-sheets>

Connecticut State Department of Education • October 2025


25

Alternate Meal Offered Daily for K-5 Meal Pattern: MMA

Menu item	Meal component
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 1 oz eq MMA: 1 oz eq
Whole-grain bread stick (1½ ounces)	Grains
Romaine lettuce (1 cup) and cherry tomatoes (¼ cup)	Vegetables
Orange smiles (½ cup)	Fruits
Milk choice (1 cup)	Milk

Connecticut State Department of Education • October 2025

26




How to Credit Breadstick

Connecticut State Department of Education • October 2025

27

Breadstick Must Meet Limit for Noncreditable Grains

- Cannot exceed 3.99 grams




Connecticut State Department of Education • October 2025

28

Breadstick Ingredients Statement

- Ingredients: White whole wheat flour, whole wheat flour, sugar, soybean oil, salt, yeast, **modified food starch, corn flour**, contains 2% or less of each of the following: malted barley flour, monoglycerides, ascorbic acid (vitamin C), wheat starch, calcium propionate (preservative)




Connecticut State Department of Education • October 2025

29

Manufacturer's Crediting Information for Breadstick

- 1 breadstick = 1.5 oz eq of grains
- But PFS required since product contains noncreditable grains




Connecticut State Department of Education • October 2025

30

Noncreditable Grains on Breadstick PFS

■ PFS indicates ≤ 3.99 grams noncreditable grains




Connecticut State Department of Education • October 2025

31

Step 1 to Determine Breadstick Oz Eq

■ Determine product weight from PFS

- 1.5 ounces (42 grams)




Connecticut State Department of Education • October 2025

32

Step 2 to Determine Breadstick Oz Eq

■ Find grain group in oz eq chart and compare product weight with required weight

- Group B (breads, all types)
1 oz eq = 28 gram (1 ounce)
- Ounces: 1½ ounces = 1½ oz eq
- Grams: 42 grams ÷ 28 grams = 1½ oz eq




Connecticut State Department of Education • October 2025

33

CSDE Resource

How to Use the Grain Ounce Equivalents Chart for the School Nutrition Programs



https://portal.ct.gov/-/media/sde/nutrition/nsfp/crediting/how_to_use_grain_ounce_equivalents_chart_snp.pdf

Connecticut State Department of Education • October 2025

34

CSDE Resource

When Commercial Grain Products Require a Product Formulation Statement to Credit in the School Nutrition Programs



https://portal.ct.gov/-/media/sde/nutrition/nsfp/crediting/when_commercial_grain_products_require_pfs_snp.pdf

Connecticut State Department of Education • October 2025


35

Alternate Meal Offered Daily for K-5 Meal Pattern: Grains

Menu item	Meal component
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 1 oz eq MMA: 1 oz eq
Whole-grain bread stick (1½ ounces)	Grains: 1½ oz eq
Romaine lettuce (1 cup) and cherry tomatoes (¼ cup)	Vegetables
Orange smiles (½ cup)	Fruits
Milk choice (1 cup)	Milk

Connecticut State Department of Education • October 2025

36




How to Credit Salad

Connecticut State Department of Education • October 2025

37

How to Credit Romaine Lettuce

- Use crediting rules for raw leafy greens
 - Half volume served
- 1 cup lettuce = ½ cup dark green vegetable

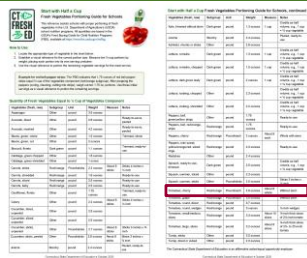



Connecticut State Department of Education • October 2025

38

How to Credit Cherry Tomatoes

- Use Start with Half a Cup Portioning Guide
 - ½ cup = 2.6 ounces (about 6 whole)
 - ¼ cup = 1.3 ounces (about 3 whole) = ¼ cup red/orange subgroup



Connecticut State Department of Education • October 2025


39

Alternate Meal Offered Daily for K-5 Meal Pattern: Vegetables

Menu item	Meal component
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 1 oz eq MMA: 1 oz eq
Whole-grain bread stick (1½ ounces)	Grains :1½ oz eq
Romaine lettuce (1 cup) and cherry tomatoes (¼ cup)	Vegetables: ½ cup dark green Vegetables: ¼ cup red/orange
Orange smiles (½ cup)	Fruits
Milk choice (1 cup)	Milk

Connecticut State Department of Education • October 2025

40




How to Credit Oranges

Connecticut State Department of Education • October 2025

41

Use Start with Half a Cup Portioning Guide for Fresh Fruits

- ½ cup = 1 whole orange (113/125/138 count)



Connecticut State Department of Education • October 2025

42

Alternate Meal Offered Daily for K-5 Meal Pattern: Fruits

Menu item	Meal component
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 1 oz eq MMA: 1 oz eq
Whole-grain bread stick (1½ ounces)	Grains: 1½ oz eq
Romaine lettuce (1 cup) and cherry tomatoes (¼ cup)	Vegetables: ½ cup dark green Vegetables: ¼ cup red/orange
Orange smiles (½ cup)	Fruits: ½ cup
Milk choice (1 cup)	Milk

Connecticut State Department of Education • October 2025

43

How to Credit Milk



Connecticut State Department of Education • October 2025

44

Must Offer Milk Variety

- At least 2 different choices of low-fat or fat-free
- At least 1 unflavored choice
- 8 fluid ounce carton = 1 cup milk



Connecticut State Department of Education • October 2025

45

Alternate Meal Offered Daily for K-5 Meal Pattern: Milk

Menu item	Meal component
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 1 oz eq MMA: 1 oz eq
Whole-grain bread stick (1½ ounces)	Grains :1½ oz eq
Romaine lettuce (1 cup) and cherry tomatoes (¼ cup)	Vegetables: ½ cup dark green Vegetables: ¼ cup red/orange
Orange smiles (½ cup)	Fruits: ½ cup
Milk choice (1 cup)	Milk: 1 cup

Connecticut State Department of Education • October 2025

46

Does Alternate Meal Meet Daily K-5 Meal Pattern?



Connecticut State Department of Education • October 2025

47

Alternate Meal's Daily Meal Pattern Compliance

Menu item	Meal component	Daily minimum	Complies
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 2 oz eq	1 oz eq	Yes
Whole-grain bread stick (1½ ounces)	Grains: 1½ oz eq	1 oz eq	Yes
Romaine lettuce (1 cup) Cherry tomatoes (¼ cup)	Vegetables: ½ cup	½ cup	Yes
Orange smiles (½ cup)	Fruits: ½ cup	½ cup	Yes
Milk choice (1 cup)	Milk: 1 cup	1 cup	Yes

Connecticut State Department of Education • October 2025

48



Does Alternate Meal Weekly Daily K-5 Meal Pattern?

Connecticut State Department of Education • October 2025

49

Alternate Meal's Weekly Meal Pattern Compliance

Menu item	Meal component	Weekly minimum	Complies
Turkey (1½ ounces) and American cheese (1 ounce)	MMA: 2 oz eq 2 x 5 = 10 oz eq	8 oz eq	Yes
Whole-grain bread stick (1½ ounces)	Grains: 1½ oz eq 1.5 x 5 = 7.5 oz eq	8 oz eq	No
Romaine lettuce (1 cup) Cherry tomatoes (¼ cup)	Vegetables: ¼ cup ¼ x 5 = 3 ¼ cups	3½ cups	Yes
Orange smiles (½ cup)	Fruits: ¼ cup ½ x 5 = 2 ½ cups	2½ cups	Yes
Milk choice (1 cup)	Milk: 1 cup 1 x 5 = 5 cups	5 cups	Yes


Connecticut State Department of Education • October 2025

50

How to Comply with Weekly K-5 Meal Pattern

- Add another breadstick
 - 1.5 oz eq x 2 = 3 oz eq
- Replace breadstick with least 1.75 oz eq item
 - 1.75 oz eq x 5 = 8.75

- Add 11 grams (0.4 ounce) croutons
 - Grain Oz Eq Chart Group A: 0.5 oz eq = 11 grams (0.4 ounce)
 - 1.5 oz eq + 0.5 oz = 2 oz eq grains



Connecticut State Department of Education • October 2025

51

CSDE Resource

Accepting Processed Product Documentation in the School Nutrition Programs




https://portal.ct.gov/-/media/sde/nutrition/nsfp/crediting/accepting_processed_product_documentation_snp.pdf

Connecticut State Department of Education • August 2025

52

When Meal Does Not Meet Daily/Weekly Requirements

- Revise menu
- Revise recipe
- Develop new production record
- Check additional meals for compliance
- Enter information into USDA Meal Pattern Compliance Worksheet




Connecticut State Department of Education • October 2025

53

CSDE Webpage

Production Records for School Nutrition Programs



<https://portal.ct.gov/sde/nutrition/production-records-for-school-nutrition-programs>

Connecticut State Department of Education • October 2025

54

Sample Completed Production Records

Sample Completed National School Lunch Program (NSLP) Production Record for Grades 6-8

School Information		Meal Information		Production Information	
School Name	ABC Middle School	Meal Type	Lunch	Production Date	10/15/2025
Meal Period	11:30 AM - 12:30 PM	Menu Item	Grilled Chicken, Pasta, and Vegetables	Preparation Method	Grilled
Meal Period	12:30 PM - 1:30 PM	Menu Item	Grilled Chicken, Pasta, and Vegetables	Preparation Method	Grilled
Meal Period	1:30 PM - 2:30 PM	Menu Item	Grilled Chicken, Pasta, and Vegetables	Preparation Method	Grilled

Connecticut State Department of Education • October 2025

55

MDOT Includes

All meal pattern compliance documents

Meal Documentation Organization Tool (MDOT)

Document Type	Document Name	Document Description
Meal Pattern Compliance	Meal Pattern Compliance Form	Form used to document meal pattern compliance for each meal period.
Meal Pattern Compliance	Meal Pattern Compliance Checklist	Checklist used to verify meal pattern compliance for each meal period.
Meal Pattern Compliance	Meal Pattern Compliance Report	Report generated from the meal pattern compliance data.

Connecticut State Department of Education • October 2025

56



Meal Pattern Certification

Connecticut State Department of Education • October 2025

57

Established by Healthy Hunger Free Kids Act of 2012

Required state agencies to certify school food authorities (SFA) were compliant with new meal pattern and nutrition standards



Connecticut State Department of Education • October 2025

58


Certified SFAs

Receive additional 6 cents per reimbursable lunch meal

Increases

- October 1, 2019: 7 cents
- July 1, 2022: 8 cents
- July 1, 2024: 9 cents

Can be "turned off" if CSDE finds systemic issues in meal pattern compliance during administrative review



Connecticut State Department of Education • October 2025

59

CSDE Webpage

Certification of Meal Pattern Compliance for School Nutrition Programs

Overview

The Healthy Hunger Free Kids Act of 2012 (HHFKA) requires that all school food authorities (SFAs) certify their meal pattern compliance with the National School Lunch Program (NSLP) and National School Breakfast Program (NSBP) meal pattern requirements. The CSDE provides a web-based system for SFAs to certify their meal pattern compliance.

<https://portal.ct.gov/sde/nutrition/certification-of-meal-pattern-compliance>

Connecticut State Department of Education • October 2025

60

USDA Resource

Meal Pattern Compliance Worksheets

Worksheet 1: Breakfast									
Worksheet 2: Lunch									
Worksheet 3: Dinner									
Worksheet 4: Snacks									
Worksheet 5: Beverages									
Worksheet 6: All Day									
Worksheet 7: All Day									
Worksheet 8: All Day									
Worksheet 9: All Day									
Worksheet 10: All Day									
Worksheet 11: All Day									
Worksheet 12: All Day									
Worksheet 13: All Day									
Worksheet 14: All Day									
Worksheet 15: All Day									
Worksheet 16: All Day									
Worksheet 17: All Day									
Worksheet 18: All Day									
Worksheet 19: All Day									
Worksheet 20: All Day									
Worksheet 21: All Day									
Worksheet 22: All Day									
Worksheet 23: All Day									
Worksheet 24: All Day									
Worksheet 25: All Day									
Worksheet 26: All Day									
Worksheet 27: All Day									
Worksheet 28: All Day									
Worksheet 29: All Day									
Worksheet 30: All Day									
Worksheet 31: All Day									
Worksheet 32: All Day									
Worksheet 33: All Day									
Worksheet 34: All Day									
Worksheet 35: All Day									
Worksheet 36: All Day									
Worksheet 37: All Day									
Worksheet 38: All Day									
Worksheet 39: All Day									
Worksheet 40: All Day									
Worksheet 41: All Day									
Worksheet 42: All Day									
Worksheet 43: All Day									
Worksheet 44: All Day									
Worksheet 45: All Day									
Worksheet 46: All Day									
Worksheet 47: All Day									
Worksheet 48: All Day									
Worksheet 49: All Day									
Worksheet 50: All Day									
Worksheet 51: All Day									
Worksheet 52: All Day									
Worksheet 53: All Day									
Worksheet 54: All Day									
Worksheet 55: All Day									
Worksheet 56: All Day									
Worksheet 57: All Day									
Worksheet 58: All Day									
Worksheet 59: All Day									
Worksheet 60: All Day									
Worksheet 61: All Day									
Worksheet 62: All Day									
Worksheet 63: All Day									
Worksheet 64: All Day									
Worksheet 65: All Day									
Worksheet 66: All Day									
Worksheet 67: All Day									
Worksheet 68: All Day									
Worksheet 69: All Day									
Worksheet 70: All Day									
Worksheet 71: All Day									
Worksheet 72: All Day									
Worksheet 73: All Day									
Worksheet 74: All Day									
Worksheet 75: All Day									
Worksheet 76: All Day									
Worksheet 77: All Day									
Worksheet 78: All Day									
Worksheet 79: All Day									
Worksheet 80: All Day									
Worksheet 81: All Day									
Worksheet 82: All Day									
Worksheet 83: All Day									
Worksheet 84: All Day									
Worksheet 85: All Day									
Worksheet 86: All Day									
Worksheet 87: All Day									
Worksheet 88: All Day									
Worksheet 89: All Day									
Worksheet 90: All Day									
Worksheet 91: All Day									
Worksheet 92: All Day									
Worksheet 93: All Day									
Worksheet 94: All Day									
Worksheet 95: All Day									
Worksheet 96: All Day									
Worksheet 97: All Day									
Worksheet 98: All Day									
Worksheet 99: All Day									
Worksheet 100: All Day									

<https://portal.ct.gov/sde/nutrition/certification-of-meal-pattern-compliance/usda-meal-pattern-compliance-worksheets>

Connecticut State Department of Education • October 2025

61

Available USDA Meal Pattern Compliance Worksheets

- Lunch and breakfast
- Grade groupings
 - K-5
 - K-8
 - 6-8
 - 9-12
 - K-12 (breakfast only)

Connecticut State Department of Education • October 2025

62

Available USDA Meal Pattern Compliance Worksheets

- Shorter or longer weeks
 - 3-day week
 - 4-day week
 - 5-day week
 - 6-day week
 - 7-day week

Connecticut State Department of Education • October 2025

63

Required Information to Complete Worksheets

- One week menu
- Portion sizes for all reimbursable menu items
- Meal pattern contribution information
- Standardized recipes

Connecticut State Department of Education • October 2025

64

Overview of Meal Pattern Compliance Worksheet

- Must complete separate menu worksheet for each grade group
- Must have distinct menu for breakfast and lunch

Connecticut State Department of Education • October 2025

65

Meals Entered Into Worksheet

- Based on offered meals not served food (what child selects)
- Must enter all reimbursable meals per meal type and grade group on one worksheet

Connecticut State Department of Education • October 2025


66

Connecticut State Department of Education

11

Worksheet Instructions

- Read instructions tab before entering information




Connecticut State Department of Education • October 2025

67

Worksheet Navigation

- Use left/right and up/down
- keyboard arrows to move around
- Top few rows are frozen to view headings
- Scrolling will not cause entered information to be lost
- Use drop down arrows to select information in certain cells



Connecticut State Department of Education • October 2025

68

Worksheet Hyperlinks


- Hyperlinks and tabs allow maneuvering through worksheet
- Hyperlinks embedded for easy access to
 - Food Buying Guide
 - Food Buying Guide Calculator
- Weekly report has links to go back to each daily tab worksheet

Connecticut State Department of Education • October 2025

69

Three Worksheet Topic Areas

- Worksheet Instructions
- Menu Worksheets
 - All meals
 - Days of week
 - Weekly report
- Simplified Nutrient Assessment
 - Not required



Connecticut State Department of Education • October 2025

70

12 Worksheet Tabs

- Menu worksheet instructions
- SFA note page
- All meals tab
- Optional vegetable bar tab
- Tabs for each day of week
- Weekly report Summary
- Nutrient Instructions
- Simplified Nutrient Assessment

Connecticut State Department of Education • October 2025

71

All Meals Tab



Connecticut State Department of Education • October 2025

72

[illegible]

Connecticut State Department of Education • October 2025

- **Must enter all unique reimbursable meals**



Connecticut State Department of Education • October 2021

- Pizza station
- Sandwich bar



Connecticut State Department of Education • October 2025

- Offered with 1 cup of vegetables (½ cup of corn and ½ cup of carrots)

Connecticut State Department of Education • October 2025

- If offer 2 cups of assorted vegetables each day but allow students to choose only 1 cup, enter 1 cup



Connecticut State Department of Education • October 2025

- Spreadsheet automatically rounds down



Connecticut State Department of Education • October 2025

13



Vegetable Bar Tab

Connecticut State Department of Education • October 2025

79


Vegetable Bar Tab

- Vegetable trays or salad bars that offer same vegetable subgroup offerings for entire week

SPS2025: Weekly Vegetable Bar Tab Entry (October 1-7)									
This tab is used to enter the vegetable bar offerings for the week. The vegetable bar must be available for all students for the duration of the offering.									
Select the name and quantity of vegetable offered for the entire week. To ensure the vegetable bar meets minimum requirements, the vegetable bar must offer at least one of each vegetable subgroup.									
Vegetable subgroup offered	Quantity (cups)	Red-orange vegetable offered	Green vegetable offered	White/green vegetable offered	Quantity (cups)	Dark green vegetable offered	Quantity (cups)	Other vegetable offered	Quantity (cups)
Broccoli	1	Carrots	1	Cauliflower	1	Spinach	1	Tomatoes	1
Cauliflower	1	Peas	1	Brussels sprouts	1	Kale	1	Onions	1
Peas	1	Butter beans	1	Green beans	1	Swiss chard	1	Potatoes	1
Butter beans	1	Black beans	1	White beans	1	Chickpeas	1	Yam	1
Black beans	1	White beans	1	Chickpeas	1	Yam	1		

Connecticut State Department of Education • October 2025

80



Daily Tabs

Connecticut State Department of Education • October 2025

81

Daily Tabs

- Select reimbursable meals offered each day from drop-down boxes
- Meal information will populate from All Meals tab
- Select types of milk offered
- Identifies if minimum daily requirements are met

Day	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other
Monday	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other
Tuesday	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other
Wednesday	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other
Thursday	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other
Friday	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other
Saturday	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other
Sunday	Breakfast	Lunch	Supper	Milk	Vegetables	Fruits	Grains	Protein	Dairy	Meat/Alternatives	Other

Connecticut State Department of Education • October 2025

82

Daily Tabs: Vegetable Subgroups

- Each daily tab contains vegetable subgroup section
- Select largest amount of each vegetable subgroup offered to students
- Select name and quantity of each vegetable offered from drop-down options

Vegetable subgroup	Quantity (cups)	Red-orange vegetable	Green vegetable	White/green vegetable	Dark green vegetable	Other vegetable
Red-orange vegetable	1	Carrots	1	Cauliflower	1	Spinach
Green vegetable	1	Peas	1	Brussels sprouts	1	Kale
White/green vegetable	1	Butter beans	1	Green beans	1	Swiss chard
Dark green vegetable	1	Black beans	1	White beans	1	Chickpeas
Other vegetable	1	Yam	1			

Connecticut State Department of Education • October 2025

83

Daily Tabs: Vegetable Subgroups

- Provides crediting reminders

DARK GREEN vegetables offered on Monday	Quantity (cups)
Largest amount of dark green vegetables to select on Monday	1
Remember to enter CREDITABLE amounts of leafy greens!	
Romaine	1/2

Connecticut State Department of Education • October 2025

84

Daily Tabs: Vegetable Subgroups

- If not listed in drop-down selection, select **unspecified** and write the vegetable at the bottom of that subgroup section

Red/Orange vegetables offered on Monday	Quantity (cups)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Red/orange unspecified	1/2
You entered an unspecified or extra other	
Unspecified Red/Orange Vegetables	
Butternut Squash	

85

Daily Tabs: Vegetable Subgroups

- Check box located at top of vegetable subgroup section each day weekly vegetable tray is offered

Monday Vegetable Subgroup Data Entry
Grades 9-12

Creditable Amount of Each Vegetable Subgroup Offered on Monday

Each vegetable subgroup offered to a student, then in the drop-down boxes, select the name and amount of each vegetable offered in the subgroup.

If you want to clear an entry, select the first blank in the drop-down box.

Information on completing the data entry for the vegetable subgroup section, please refer to the Instructions tab.

Check this box if you offered the weekly vegetable bar on Monday with **NO CHANGES** ☒

86

Daily Tabs: Vegetable Subgroups

- If vegetable tray only offered on some days (e.g., Monday, Wednesday, and Friday), only check box for those days
- Worksheet automatically tallies vegetable tray information with other vegetables offered that day

Connecticut State Department of Education • October 2025

87

Weekly Report



Connecticut State Department of Education • October 2025

88

Weekly Report

- Summarizes daily and weekly quantities and identifies compliance issues
 - Daily quantities not in compliance flagged red
 - Weekly requirements flagged with “yes” or “no”



Connecticut State Department of Education • October 2025

89

Example of Weekly Report


The screenshot displays a detailed financial budget spreadsheet for the 2019-2020 fiscal year. The spreadsheet is organized into several sections, each with a distinct header color: blue for the top section, red for the middle section, green for the bottom section, and orange for the bottom-most section. The columns represent various financial metrics, including 'Budget', 'Actual', 'Variance', 'Budget', 'Actual', 'Variance', 'Budget', 'Actual', 'Variance', and 'Budget'. The rows are categorized by department or program, with labels such as 'Administration', 'Information Systems', 'Human Resources', 'Financial Services', 'Legal Services', 'Public Safety', 'Health Services', 'Social Services', 'Community Development', 'Economic Development', 'Cultural Affairs', 'Parks and Recreation', 'Public Works', 'Transportation', 'Housing', 'Energy', 'Environment', 'Agriculture', 'Forestry', 'Fisheries', 'Wildlife', 'Natural Resources', 'Parks and Recreation', 'Public Works', 'Transportation', 'Housing', 'Energy', 'Environment', 'Agriculture', 'Forestry', 'Fisheries', 'Wildlife', 'Natural Resources'. A large red box highlights a specific section on the right side of the page, which appears to be a summary or total section. The spreadsheet contains numerous numerical data points, formulas, and text labels, providing a comprehensive overview of the organization's financial performance and budget for the 2019-2020 fiscal year.

Connecticut State Department of Education • October 2021

90

Example of Weekly Report

- Should not have red cells (boxes) on certification worksheet submitted for review unless exceed
- Maximum weekly MMA
- Maximum weekly grains



Connecticut State Department of Education • October 2025

91

Sample Menu: CSDE Elementary School Grade K-5

Main Meal


- Chicken Patty on WGR Bun
- Sweet Potato Fries
- Rainbow Vegetable Tray
- Assorted Fresh Fruit
- Milk Variety

Alternate Meal

- Turkey and Cheese Chef Salad with 2 breadsticks

Connecticut State Department of Education • October 2025

92



Questions

Connecticut State Department of Education • October 2025

93

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- email: program.intake@usda.gov

This institution is an equal opportunity provider.

Connecticut State Department of Education • October 2025

94

CSDE Nondiscrimination Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

Connecticut State Department of Education • October 2025

95