


National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12

Module 6: Meal Pattern Documentation

Part A – School Menus



Connecticut State Department of Education
Bureau of Child Nutrition Programs

School Year 2024-25

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Module 6: Meal Pattern Documentation

- Part A: School Menus
 - Menus
 - Production Records
 - Standardized Recipes
 - Food Buying Guide for Child Nutrition Programs
 - Buy American documentation
 - Nutrition information

- Part B: Crediting Commercial Processed Products
 - Crediting foods and beverages
 - Child Nutrition (CN) labels
 - Product formulation statements

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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: Dietary Specifications
- 6: Meal Pattern Documentation
 - Part A – School Menus
 - Part B – Crediting Commercial Processed Products
- 7: Milk Component

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

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


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This Module Applies to Lunch, Breakfast, and Afterschool Snack

- Preschool meal patterns (ages 1-5)
- Meal pattern for grades K-12

Same crediting documentation requirements




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This Module Applies to Lunch, Breakfast, and Afterschool Snack

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Seamless Summer Option (SSO) of NSLP
- Afterschool Snack Program (ASP) of NSLP



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Topics

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Topics

- Importance of documentation
- School menus
- Production records
- Standardized recipes
- USDA's Food Buying Guide for Child Nutrition Programs
- Buy American documentation
- Nutrition information
- Resources



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Key Messages About Menu Documentation

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Key Messages About Menu Documentation

- Maintain menu records to document meal components
- Maintain daily production records that document type and quantity of all foods and beverages
- Maintain standardized recipes for all foods made from scratch
- Maintain Buy American documentation for non-domestic products
- Maintain nutrition information for commercial processed foods

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Importance of Menu Documentation

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Reimbursable Meals and Snacks

Meals and afterschool snacks that offer the required meal components and minimum servings for each grade group, as defined by the NSLP, SBP, and ASP meal patterns

Terms to Know


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More Information on Meal Components and Required Servings for NSLP and SBP

- NLSP and SBP

Module 2: Introduction to School Meal Patterns

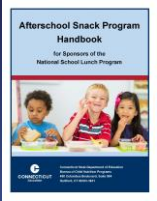


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More Information on Meal Components and Required Servings for ASP

▪ Afterschool Snack Handbook




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

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Menu Documentation = Reimbursable Meals



Shows that meals and afterschool snacks meet meal patterns

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Overview of Required Menu Documentation

1. Menus

2. Production records

3. Standardized recipes


4. Buy American

5. Nutrition information

Part A – School Menus

6. Crediting documentation for commercial processed products

- Child Nutrition (CN) labels
- Product formulation statements (PFS)



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Overview of Required Menu Documentation

1. Menus

2. Production records

3. Standardized recipes


4. Buy American

5. Nutrition information

Part B – Crediting Commercial Processed Products

6. Crediting documentation for commercial processed products

- Child Nutrition (CN) labels
- Product formulation statements (PFS)



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Maintaining Menu Documentation

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Maintaining Menu Documentation

▪ Must be on file following USDA's records retention requirements

- 3 years after submission of final claim for fiscal year
- Unresolved audit findings: As long as required to resolve audit issues

▪ CSDE will review during Administrative Review



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CSDE Resource

Records Retention Requirements for the School Nutrition Programs

This document provides information on the records retention requirements for the School Nutrition Programs (SNP) as required by the Connecticut State Department of Education (CSDE). The document is intended for use by school nutrition program staff and administrators.

The document is organized into the following sections:

- Records Retention Requirements
- Records Retention Schedule
- Records Retention Checklist

For more information, please visit the CSDE website at https://portal.ct.gov/-/media/sde/nutrition/nsip/adminrev/records_retention_snp.pdf.

https://portal.ct.gov/-/media/sde/nutrition/nsip/adminrev/records_retention_snp.pdf

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School Menus




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Importance of School Menu

- Foundation of school nutrition programs
 - Food procurement and food cost
 - Staffing and operational efficiency
 - Meal pattern compliance and nutrition
 - Student participation and satisfaction

Essential for efficient, cost-effective, and nutritious school nutrition program




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Two Requirements for School Menu

1. NSLP, SBP, and ASP
Maintain menu records that document meal pattern compliance


2. NSLP and SBP
Provide meal identification signage



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Menu Requirement 1:
Maintain Menu Records for NSLP, SBP, and ASP



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Maintain Menu Records for NSLP, SBP, and ASP

- Date of meal service
- All meal components
- All meal choices and food items, including milk



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Menus Planned in Advance Must include

▪ Month and day

▪ Substitutions




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Best Practice: Use Cycle Menus

▪ Planned for specific period with different menu for each day

▪ At least 4 weeks recommended



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Benefits of Cycle Menus


▪ Comply with meal patterns

▪ Accommodate seasonal foods

▪ Control food cost

▪ Control inventory

▪ Save time and labor costs



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Must Adjust Future Cycle Menus to Reflect

▪ Production

▪ How often food items are offered



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Possible Modifications to Cycle Menus

▪ Types of foods based on students' selections

▪ Recipes and other specifications



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CSDE Webpage

Menu Planning for Child Nutrition Programs

Overview

Food Themes: National Food Days and Seasonal Food Promotions

▪ Food themes: National Food Days and Seasonal Food Promotions

▪ Menu Planning for the 2024-2025 school year at CSDE

▪ Menu Planning for the 2024-2025 school year at CSDE

▪ Menu Planning for the 2024-2025 school year at CSDE

<https://portal.ct.gov/sde/nutrition/menu-planning>

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Certification of Meal Pattern Compliance for School Nutrition Programs

USDA Menu Compliance Worksheets

Not required after initial certification but may use as tool to review ongoing compliance

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

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Certification of Meal Pattern Compliance

Not required after initial certification but tool to review ongoing compliance

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

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Menu Requirement 2: Meal Identification Signage for NSLP and SBP

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Point of Service

The moment in the meal service where staff can accurately determine that a reimbursable free, reduced-price, or paid meal has been served to a student

When student receives minimum portions of all required meal components

Terms to Know

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Location of Meal Identification Signage

Required location	All schools	Schools with OVS
Near or at beginning of serving line	X	X
Prior to point of service	X	X
All applicable points in serving line where meal components are available		X


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More Information on OVS

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Production Records

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Production Record

A working tools that outlines the type and quantity of all foods and beverages that need to be purchased and available for the meal service

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Daily Production Records Required

- All meals
- All afterschool snacks



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Daily Production Records Required

- Provide important information for planning and documentation of reimbursable meals and afterschool snacks



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Before Meal Service: Planning

- Foods and recipes to use
- Quantities to prepare
- Amounts to portion



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During and After Meal Service: Documentation

- Actual quantities prepared
- Total meals served
- Amount leftover
- Food temperatures



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Complete Before Meal Service: Menu Information

Green arrow points to the 'Menu' field in the 'Planned menu items' section.

- Daily menu

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Complete Before Meal Service: Menu Information

Green arrow points to the 'Menu' field in the 'Planned menu items' section.

- Planned menu items
 - All meal components and menu items for all meal choices
 - Types of milk
 - Condiments
 - Other noncreditable foods

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Complete Before Meal Service: Menu Information

Green arrow points to the 'Menu' field in the 'Planned menu items' section.

- Foods made from scratch: Standardized recipe name and number
- Commercial products: Product name and code
- USDA Foods: 6-digit material code

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Complete Before Meal Service: Menu Information

Green arrow points to the 'Menu' field in the 'Planned menu items' section.

- Planned portion size (specific unit of measure)
 - Use standard abbreviations, e.g., oz, c
 - Measurements in fractions, e.g., ½ cup

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Complete Before Meal Service: Menu Information

Green arrow points to the 'Menu' field in the 'Planned menu items' section.

- Planned number of servings for all meals
 - Reimbursable
 - Nonreimbursable

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Complete Before Meal Service: Menu Information


Green arrow points to the 'Menu' field in the 'Planned menu items' section.

- Meal component contribution
 - MMA and grains = oz eq
 - Vegetables, Fruits, and milk = cups
 - Vegetable subgroups for lunch menus

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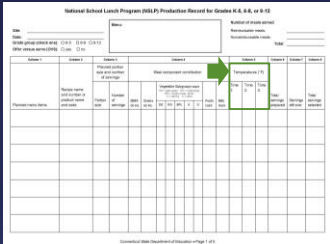
Complete During Meal Service



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Complete During Meal Service: Temperatures



- Time/Temperature Control for Safety Food (TCS)
- As applicable

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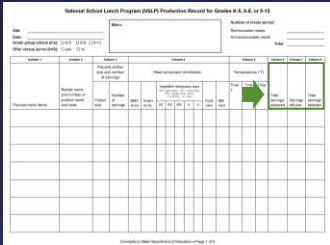
Complete After Meal Service



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Complete After Meal Service: Total Servings

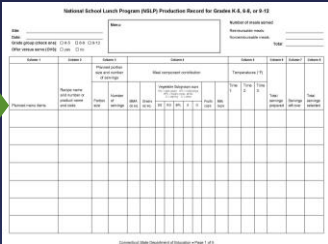


- Total servings prepared
- Servings left over
- Total servings selected

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Complete After Meal Service: Substitutions

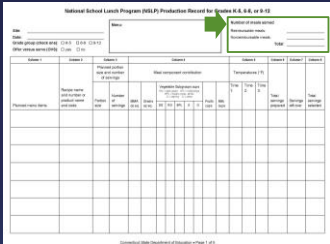


- Different entrees
- Different vegetable subgroups
- Any other substituted foods

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Complete After Meal Service: Total Number of Meals




- Reimbursable meals
- Nonreimbursable meals, e.g., second student meals and adult meals

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CSDE Resource

Requirements for Production Records in the National School Lunch Program and School Breakfast Program




https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/prodrecord/requirements_production_records_nslp_sbp.pdf

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Electronic Production Records



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Electronic Production Records

- Allowed
- Each site must have
 - physical written copy
 - applicable standardized recipes
- Regularly review and update to ensure accuracy and compliance
- Must meet records retention requirements




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Production Records for School Nutrition Programs



- Sample Production Records

Not required but different forms must include all required elements

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

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Institute of Child Nutrition (ICN) Resource

Production Records Online Training



<https://theicn.doeboasas.com/learn/course/external/view/elearning/154/production-records>


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USDA Resource

Menu Planner for School Meals

- Chapter 4: Meal Preparation Documentation



<https://fns-prod.azureedge.us/sites/default/files/resource-files/menu-planner-chapter-4.pdf>

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Standardized Recipes

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Standardized Recipe

A recipe that has been tried, adapted, and retried at least three times and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients

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Standardized Quantity Recipe

A standardized recipe that produces 25 or more servings

Terms to Know

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Standardized Recipes

- Required for all foods made from scratch
 - Entrees
 - Baked goods
 - Prepared fruits and vegetables



2 oz eq MMA

2 oz eq grains



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Sources of Standardized Recipes

- Use existing standardized recipes for school nutrition programs
 - USDA
 - Team Nutrition
 - Institute of Child Nutrition
- Standardize local recipes



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Benefits of Standardized Recipes

- Document meal pattern compliance



2 oz eq MMA

2 oz eq grains

¼ cup red/orange vegetables



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Benefits of Standardized Recipes

- Consistent quality and portion size
- Predictable yield
- Consistent nutrient content
- Staff efficiency and reduced labor costs
- Managing inventory
- Food safety guidance

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Elements for Standardized Recipes: Basic Information

- Recipe name
- Recipe category classification
- Recipe number

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Elements for Standardized Recipes: Ingredients Used

- Form of food
- Preparation techniques
- Size, if applicable
- Quantity (weight and volume)
 - Standard abbreviations
 - Measurements in fractions

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Elements for Standardized Recipes: Preparation Directions

- Specific steps
- Required cooking time and temperature
- Applicable food safety Critical Control Points (CCPs)
- Equipment and serving utensils

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Elements for Standardized Recipes: Servings and Yield

- Serving size = weight/volume of single portion
 - Crediting information per serving
- Recipe yield = total weight, volume, or both and number of servings

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Elements for Standardized Recipes: Nutrition Information


- Nutrition information per serving

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USDA Resource

USDA Recipe Standardization Guide for School Nutrition Programs



<https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/>

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USDA Resource

Recipe Analysis Workbook (RAW)

- Create free account to access



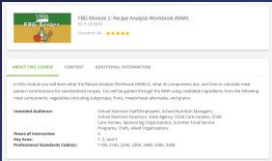
<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

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Institute of Child Nutrition (ICN) Resource

FBG Module 2: Recipe Analysis Workbook (RAW) Online Training



<https://theicn.doeboasas.com/learn/course/external/view/elearning/121/fbg-module-2-recipe-analysis-workbook-raw>


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CSDE Webpage

Menu Planning for Child Nutrition Programs

- USDA Recipes
- Child Nutrition Recipe Box
- Recipes for Healthy Kids Cookbook for Schools
- Team Nutrition Recipes



<https://portal.ct.gov/sde/nutrition/menu-planning/recipes>


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CSDE Webpage

Crediting Documentation for the Child Nutrition Programs

- Standardized Recipes



<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/standardized-recipes>

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Food Buying Guide for Child Nutrition Programs (FBG)

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Yield

The total amount (volume, weight, or both) and number of servings of a product after it is prepared



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Yield Examples

- Raw: 10 pounds
- Cooked: 8 pounds
- Fresh: 5 pounds
- Peeled and trimmed: 3½ pounds



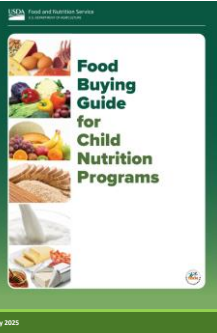
Yield affects crediting

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Food Buying Guide

- Includes food yields and crediting information
- Determines crediting of recipes
- Purchase correct amounts of foods
- Determine meal pattern contribution





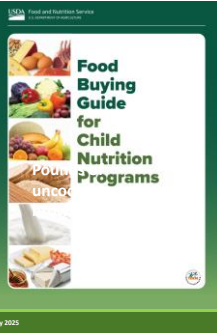
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How much to purchase?

- Pounds of raw broccoli
- Pounds of uncooked brown rice





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Forms of Food Buying Guide

- Interactive web-based tool
- Mobile app
- PDF documents




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USDA Webpage

Food Buying Guide for Child Nutrition Programs: Training Resources

- Training modules
- Recorded webinars



<https://www.fns.usda.gov/tn/food-buying-guide-training-resources>

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Buy American Requirement

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Buy American Requirement

- Schools and institutions patriating in school nutrition programs must purchase domestic commodities or products to the maximum extent practicable



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Domestic Commodity or Product

An agricultural commodity that is produced in the U.S., and a food product that is processed in the U.S. **substantially** * using agricultural commodities that are produced in the U.S

* Over 51 percent of the final processed product consists of agricultural commodities that were grown domestically

Terms to Know

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Applies To All Foods Purchased with Nonprofit School Food Service Account (NSFSA) Funds

- Foods for reimbursable meals and afterschool snacks
- Competitive foods sold a la carte
 - Foods and beverages sold separately from reimbursable meals and afterschool snacks



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Nonprofit School Food Service Account (NSFSA)

The restricted account in which all the revenue from all food service operations conducted by the SFA, principally for the benefit of school children, is retained and used only for the operation or improvement of the nonprofit school food service

Terms to Know

NSLP Regulations: [https://www.ecfr.gov/current/title-7/part-210#p-210.14\(a\)](https://www.ecfr.gov/current/title-7/part-210#p-210.14(a))
SBP Regulations: [https://www.ecfr.gov/current/title-7/part-220#p-220.13\(l\)](https://www.ecfr.gov/current/title-7/part-220#p-220.13(l))

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Two Limited Exceptions to Buy American

- Non-domestic foods permitted only when one of these exceptions applies



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Buy American Exception 1:
FAR Non-available Articles List

- Product listed on Federal Acquisitions Regulations (FAR) Non-available Articles List and/or not produced or manufactured in U.S. in sufficient and reasonably available quantities of satisfactory quality




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Nonavailable Articles List
(FAR 25.104)

Items considered by the federal government to be not available in the U.S. and are therefore excepted from the Buy American statute



Terms to Know

https://www.acquisition.gov/far/part-25#FAR_25_104

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Buy American Exception 2:
Higher Bid Costs

- Competitive bids reveal costs of U.S. product are significantly higher than non-domestic product
 - Not defined by USDA
 - At SFA's discretion
 - SFA determines dollar amount or percentage for exception



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Allowable Documentation for Non-domestic Foods

1. Product is listed on FAR Non-available Articles List

- Additional documentation not required
- Maintain copy of list with applicable items highlighted




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Allowable Documentation for Non-domestic Foods

2. CSDE's Buy American Justification Form for the School Nutrition Programs

- If product not on FAR Non-available Articles List
- Complete annually for each non-domestic product purchased with NSFSA funds
- Maintain on file




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Buy American Requirement for the School Nutrition Programs



https://portal.ct.gov/-/media/sde/nutrition/nslp/procure/buy_american_requirement_snp.pdf


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CSDE Resource

Training Module:
Buy American
Requirement for the
School Nutrition
Programs

Buy American Requirement
for the School Nutrition
Programs



<https://portal.ct.gov/sde/nutrition/procurement-for-school-nutrition-programs/documents#BuyAmericanTraining>

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CSDE Webpage

Procurement for
School Nutrition
Programs


Buy American Requirement

- Buy American Requirement

<https://portal.ct.gov/sde/nutrition/procurement-for-school-nutrition-programs/buy-american-requirement>

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Nutrition
Information

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USDA Requires SFAs to Maintain
Nutrition Information

- All commercial processed products
- If product does not have Nutrition Facts label, SFA must obtain necessary information from manufacturer



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Nutrition Information Includes

- Serving size
- Calories per serving
- Nutrients per serving
- Ingredients statement



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Nutrition Facts Label

- Food and Drug Administration (FDA) requires on most packaged foods and beverages
- Product-specific information for serving size, calories, and nutrient information
 - Different Nutrition Facts labels on different products



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Ingredients Statement

- FDA requires manufacturers to list all ingredients
- Lists ingredients by weight, from most to least




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CSDE Resource

Guide to the Dietary Specifications for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12

- Section 6 – Using Food Labels



https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_dietary_specifications_nslp_sbp_k12.pdf

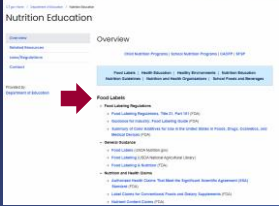
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CSDE Webpage

Nutrition Education

- Food Labels



<https://portal.ct.gov/sde/nutrition/nutrition-education#FoodLabels>

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If Processed Product Does Not Have Nutrition Facts Label


- SFA must obtain necessary information from manufacturer



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Purpose of Nutrition Information



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Purpose of Nutrition Information

- Meeting meal patterns and crediting requirements
- Other USDA requirements, e.g., meal modifications and dietary specifications



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Using Nutrition Information

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Using Nutrition Information: Determine Crediting

- For many products, must review food label
 - Grain products
 - Whole grain-rich criteria
 - Tofu
 - At least 5 grams of protein per serving




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Using Nutrition Information: Determine if PFS Required

- For many products, must review ingredients statement
 - Grain products with noncreditable grains
 - Deli meats with added liquids, binders, and extenders
 - Tempeh products with other ingredients beside soybeans




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Using Nutrition Information: Comparing Products

- Healthier choices
 - Whole foods as first three ingredients
 - Short ingredients list
- Meeting weekly dietary specifications at lunch and breakfast for grades K-12




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Using Nutrition Information: Meal Modifications

- Reasonable meal modifications required for disability reasons
 - Planning meal modifications
 - Making nutrition information available to students, families, school nurses and other medical professionals, and appropriate school staff, as needed




Nutrition information is required for reasonable meal modifications

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Using Nutrition Information: Nutrient Analysis of Menus

- Nutrient analysis of school menus
 - If needed by CSDE for Administrative Review of NSLP and SBP for grades K-12
 - If SFA chooses to conduct nutrient analysis



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CSDE Resource

Guide to Meal Modifications in School Nutrition Programs

- “Nutrition Information” in Section 2 – Modifications or Disability Reasons



https://portal.ct.gov/-/media/sde/nutrition/nslp/specdiet/guide_meal_modifications_snp.pdf


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CSDE Webpage

Crediting Documentation for the Child Nutrition Programs

- Nutrition Information



<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/nutrition-information>

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Resources

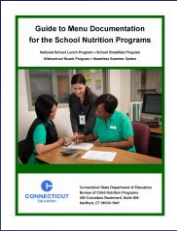


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CSDE Resource

Guide to Menu Documentation for the School Nutrition Programs



https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_menu_documentation_snp.pdf

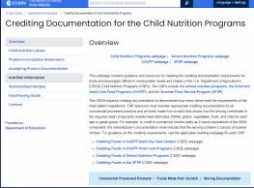
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CSDE Webpage

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>

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CSDE Resource

Resources for the School Meal Patterns for Grades K-12



https://portal.ct.gov/-/media/sde/nutrition/nslp/mealpattern/resources_school_meal_patterns_grades_k-12.pdf

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Questions?

- Contact CSDE's school nutrition programs staff

<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf>
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Thanks for participating!



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

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) 696-7442; or
3. email: program.intake@usda.gov

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