Regional Professional Development: Red Book and Offer Versus Serve

A Train the Trainer Approach

October 2019

Schools Support Staff

Ensuring a bright future for every child
VISION
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community
MISSISSIPPI STATE BOARD OF EDUCATION

STRATEGIC PLAN GOALS

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated “C” or Higher
Techniques for Effective Training

Strategies for Adult Learners
Handouts

Handouts are available in your packet. Take a few minutes to locate and review

• Understanding the Train the Trainer Model

• Learning Activities
How do you effectively train Adult Learners (AL)?

- You must understand how adults learn.
- There are three (3) styles in which adults learn:
  1. **Visual**: books/videos
  2. **Auditory**: tapes/lectures
  3. **Kinesthetic**: Hands-on
Characteristics of Adult Learners (AL):

- Most self-directed, some require more guidance.
- Most “goal-driven” and **want** to do a good job.
- Want to learn practical skills and ways to do their jobs.
- Benefit most from hands-on activities.
- Make connections between New and Current Skills
Eight (8) Strategies for Effective Communication:

Trainers should:

1. Always provide necessary details.
2. Use familiar vocab/acronyms.
3. Be an active listener.
4. Use language that is easy to follow & understand.
5. Check for Understanding from Trainees.
8. Use non-verbal communication to support your message.

Trainers should:

6. Provide open and honest feedback.

7. Provide “non-offensive” constructive criticism.
The **TARGETED** goal for Trainers should be to:

- Arrive at least **20-30 minutes** before the training session.
- Direct participants
- Lead Discussions
- Listen Effectively
- Make Observations
- Support Participants
Trainers Summary:

• Create a vision of your desired outcome
• Plan and become the “Subject Matter Expert” (SME)
• Build relationships with trainees
• Create an environment for trainees to learn
• ALWAYS CELEBRATE trainees’ accomplishments!
“A LEADER is the one who knows the way, goes the way and shows the way!”

~John C. Maxwell
All resources posted on the CN website

https://www.mdek12.org/OCN/Resources
Required Planning and Production Book

The Red Book
Locate & Review your Handouts for this Section

• Meal Preparation Documentation Ch. 4
• Meal Pattern Charts
• Flexibilities for Milk, WG, and Sodium
• Exhibit A Grain Requirements

For the Activity
• MRS Recipes Oct 2019
• Fruit and Yogurt Place Recipe
• Food Production Participant Workbook
REQUIRED PLANNING and PRODUCTION RECORD

National School Lunch/Breakfast and After School Care Snack Programs

School Name

Child Nutrition Programs
2015-2016 SCHOOL YEAR

Mississippi Department of Education
### Required Food Planning and Production Record

#### Inside The Red Book

<table>
<thead>
<tr>
<th>Date: 8/2/2023</th>
<th>2s</th>
<th>3s</th>
<th>4s</th>
<th>5s</th>
<th>6s</th>
<th>7s</th>
<th>8s</th>
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<tbody>
<tr>
<td>Breakfast</td>
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<td>Adults Paid:</td>
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<td>TOTAL:</td>
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</tbody>
</table>

| Lunch           |    |    |    |    |    |    |    |
| Adults Paid:    |    |    |    |    |    |    |    |
| In Kind:        |    |    |    |    |    |    |    |
| TOTAL:          |    |    |    |    |    |    |    |

| After School Snack |    |    |    |    |    |    |    |
| Adults Paid:       |    |    |    |    |    |    |    |
| In Kind:           |    |    |    |    |    |    |    |
| TOTAL:             |    |    |    |    |    |    |    |

**Meat/Meat Alternate**

- Chicken, Cooked, Dress
- Ground Beef
- Turkey, Hamb, Sliced
- Turkey Breast
- American Cheese, Shredded
- Egg Nest Sub

**Vegetable**

- French Fries
- Tossed Vegetables
- Carrots
- Baby Carrots
- Grapes
- Salad Spinach Mix
- Lettuce Iceberg
- Tomatoes, Fresh
- Broccoli

**Fruit**

- Oranges
- Pears, Canned
- Apples, Fresh
- Tangerines, Fresh

**Grains**

- Bread Whole Wheat, W/D
- Cheese, Mozzarella
- Whole Wheat Linguine
- Violet Beans (12-15 Joey)
- Whole Grain Crackers
- W/H Graham Crackers

**Beverage**

- Fat Free Chocolate Milk
- 1% Unflavored Milk
## Required Food Planning and Production Record

### Inside The Red Book

<table>
<thead>
<tr>
<th>Portion Code</th>
<th>Portion Description</th>
<th>Portion Spread</th>
<th>Portion Size</th>
<th>Portion Weight</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>1/2 Cup</td>
<td>24</td>
<td>100</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>1 Cup</td>
<td>24</td>
<td>100</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>203</td>
<td>1 1/2 Cups</td>
<td>24</td>
<td>100</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>204</td>
<td>2 Cups</td>
<td>24</td>
<td>100</td>
<td>320</td>
<td></td>
</tr>
<tr>
<td>205</td>
<td>2 1/2 Cups</td>
<td>24</td>
<td>100</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>206</td>
<td>3 Cups</td>
<td>24</td>
<td>100</td>
<td>480</td>
<td></td>
</tr>
<tr>
<td>207</td>
<td>3 1/2 Cups</td>
<td>24</td>
<td>100</td>
<td>560</td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>4 Cups</td>
<td>24</td>
<td>100</td>
<td>640</td>
<td></td>
</tr>
<tr>
<td>209</td>
<td>4 1/2 Cups</td>
<td>24</td>
<td>100</td>
<td>720</td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>5 Cups</td>
<td>24</td>
<td>100</td>
<td>800</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Foods:
- 1/2 Cup of Beans (1 can)
- 1/2 Cup of Rice (1 can)
- 1/2 Cup of Pasta (1 can)
- 1/2 Cup of Mayonnaise (1 can)
Want to Make Alterations to the State Prototype?

- If you wish to make alterations to the state’s breakfast or lunch prototype, you need to submit in writing a copy to Office of Child Nutrition for approval.

- You should be using the same production record for all preparation locations within your district.
Federal Regulations (7 CFR Section 210.10(a)(3) and 220.8 stipulate that:

• Schools or SFAs, as applicable, must keep production and menu records for the meals they produce.

• These records must show how the meals offered each day contribute to the required food components and food quantities for each grade group.
The PB must indicate how meals offered contribute to each required food component *(we currently don’t have columns for vegetable subgroups in the production book, but those are important)*

Menu/food items must be **recorded daily** in the PB

PB must indicate adequate quantities of food items were planned and produced to offer each child the minimum quantities mandated by the meal pattern.

Production records **must remain on site***!!!
• PB must show what was actually planned, offered, and served.

• Records must be kept according to Food and Nutrition Services (FNS) guidance in the Menu Planner for Healthy Meals, Chapter 4.

• Records must be kept for 3 years plus the current year.
The Red Book Table of Contents

- Infant Meal Pattern
- Ages 1-5 Years – Meal Pattern for Lunch
- National School Lunch Program (NSLP) Meal Pattern Requirements
- Commonly Eaten Vegetables in Each Vegetable Subgroup
The Red Book Table of Contents

• School Breakfast Program
• Supplements and Snacks
• Determining the Quantities of Food (Column 10b)
• Pan Capacity – Portion Chart
• Instructions for Daily Completion of the Production Record
• Food Production Worksheet (Examples 1 and 2)
Purpose of the Red Book Training

• Review the information required on the menu production record.
• Demonstrate how to credit foods to the correct food components.
• Demonstrate how to document the actual quantities prepared and served to students, adults, and for Extra sales, and the amount leftover.
Purpose of the Red Book Training

• Understand, and convey to your staff, how the Mississippi Recipes for Success (MRS) works for you and your program beyond documenting and recording information.
1. Reliable Nutrition Content
   • Provide consistent meal component contributions
   • Provide consistent calories, saturated fat, and sodium

2. Food-Safe Practices
   • Provide food-safe preparation steps (avoid cross-contamination and cross-contact)
   • Provide CCPs for time and temperature
3. Product Quality and Quantity Management

- Provide consistently high-quality food items
- Yield the same quantity of product each time
- Indicate multiple serving yields, based on different portion amounts (½-cup portions vs. ¾-cup portions for different grade groups)
4. Reliable Production Forecasting

• Predict the number of portions from each recipe accurately

• Eliminate excessive amounts of leftovers or need for substitutions.
• Cooking time and temperature – as required
• Serving size – single portion size weight and/or volume
• Serving utensils – scoops, ladles, spoodles, etc.
• Component contributions per portion amount – fruits, vegetables including subgroups, grains, meats/meat alternates, and fluid milk (always 1cup unless credited in smoothie recipes).
### CHEICKEN TETRAZZINI (WGR) - BRIGGS

**MEAL COMPONENT CONTRIBUTION:**
- 2 oz. eq. meat/meat alternates, 1 oz. eq. whole grain, 1/4 cup other vegetables

**RANGE OF PORTIONS:**
- 100 size of portion: 5 ounces

**MEAL/MEAT ALTERNATE:**
- Whole Grains: Vegetables (Other)

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>MEASURE (FOR 100 SERVINGS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water, Municipal, Mississippi</td>
<td>6 gallon(s)</td>
</tr>
<tr>
<td>Salt, Table, #2219</td>
<td>1 tablespoon(s) - 1 teaspoon(s)</td>
</tr>
<tr>
<td>Pasta, Spaghetti, WGR, #2135</td>
<td>9 pound(s) - 8 ounce(s)</td>
</tr>
<tr>
<td>Pan Release Spray, Vegetable Oil, #2514</td>
<td>5 50 ounce can(s)</td>
</tr>
<tr>
<td>Onion, Yellow, Diced 1/4&quot;, Raw, #4005</td>
<td>3 ounce(s)</td>
</tr>
<tr>
<td>Carrots, Fresh, Raw, Shredded, #4003</td>
<td>1 pound(s)</td>
</tr>
<tr>
<td>Celery, Fresh, Diced, #4005</td>
<td>1 pound(s)</td>
</tr>
<tr>
<td>Bell Peppers, Green, Whole, Fresh, #4104</td>
<td>2 cup(s)</td>
</tr>
<tr>
<td>Milk, Reduced Fat, 2% Milkfat, Bulk</td>
<td>1 gallon(s) - 3 quart(s)</td>
</tr>
<tr>
<td>Soup, Cream of Chicken, Low Sodium, #2512</td>
<td>2 quart(s)</td>
</tr>
<tr>
<td>Salt, Table, #2219</td>
<td>1 teaspoon(s)</td>
</tr>
<tr>
<td>Mustard, Powder, Dry, #2712</td>
<td>1 teaspoon(s)</td>
</tr>
<tr>
<td>Pepper, White, Ground, #2720</td>
<td>1 tablespoon(s) - 1 teaspoon(s)</td>
</tr>
<tr>
<td>Garlic Powder, #2709</td>
<td>1 teaspoon(s)</td>
</tr>
<tr>
<td>Parsley, Dried, Chopped, #2717</td>
<td>1/4 cup(s)</td>
</tr>
<tr>
<td>Pimientos, Diced, Canend, #2817</td>
<td>1 pound(s)</td>
</tr>
<tr>
<td>Chicken, Diced, Cooked, IQF, #1019</td>
<td>13 pound(s) - 8 ounce(s)</td>
</tr>
<tr>
<td>Cheese, American, Grated/Shredded, #1307</td>
<td>12 ounce(s)</td>
</tr>
<tr>
<td>Cheese, Mozzarella, Shredded, #1307</td>
<td>12 ounce(s)</td>
</tr>
</tbody>
</table>

**DIRECTIONS:**
1. Cook water and salt in a steam-jacketed kettle or stock pot, then add spaghetti. Cook until al dente (cooked just long enough to be still firm, and not too soft) for 10 - 12 minutes. Drain off liquid.
2. Spray steam-jacketed kettle or large saucepan with pan release spray.
3. Mix the onions, carrots, celery and bell peppers and add them to the steam-jacketed kettle or large saucepan. Saute or steam vegetable mix, stirring frequently until tender.
4. Add milk, cream of chicken soup, salt, dry mustard, white pepper, garlic powder, parsley, and pimentos and stir until well blended. Cook for 3 minutes or till heated thoroughly.

*Updated 5/13/19*

*Developed by the Mississippi Department of Education, Office of Child Nutrition Programs*
**Chicken Tetrazzini (WGR) - Briggs**

**Directions**

5. In each steamtable pan (12" x 20" x 2 1/2"), combine 3 pounds and 12 ounces (3 quarts) of cooked spaghetti, 3 pounds and 2 ounces (3 quarts) of cooked diced chicken, 3 quarts and 1 cup of cooked vegetables/sauce mixture. Mix all the ingredients together. For 100 servings, use 4 steamtable pans.

6. To bake:
   - Conventional oven: 350 degrees F, 40 minutes.
   - Convection oven: 350 degrees F, 30 minutes.
   - Bake until the top is golden brown.
   - CCP: Heat to 165 degrees F for 15 seconds at the completion of the cooking process.

7. Sprinkle 3 ounces of each cheese on top of each pan. Allow cheese to melt before serving.

8. Cut each full-size steamtable pan 5 x 5 to portion 25 servings per pan. Serve immediately or cover and place in warmer until ready for service.

**Production Notes**

Use USDA Foods or Department of Defense (DOD) foods when available. Refer to USDA FNS Food Buying Guide for School Meal Programs for quantities to purchase if recipe is altered. If changes are made in ingredients, check crediting information and re-calculate the nutritional analysis. "Culinary Techniques for Healthy School Meals" provides seasoning and serving ideas for poultry.

**Serving Notes**

Garnish with parsley sprigs and lemon twists for added eye appeal.

**Miscellaneous Notes**

Yield: 100 servings will use 4 full-size steamtable pans.

**Nutrients Per Serving**

- Calories: 327
- Carbohydrates: 38.10 g
- Dietary Fiber: 3.01 g
- Protein: 28.15 g
- Sodium: 355.00 mg
- Total Fat: 6.37 g
- Sat. Fat: 2.77 g
- Trans Fat: 0.00 g
The Purpose of the Production Book

• Planning
• Communication
• Documentation
The Red Book allows the menu planner to plan Daily/Weekly for:

- Meal pattern requirements
- Correct quantities of food components
- Components (F, V, M/MA, G)
- Minimums & Maximums
- Amount of food to purchase
Communication

The Red Books are used to communicate what to use:

- Form of food items
- Standardized recipes
- Processed convenience products
- Serving sizes
You can fill in pre-production information days or weeks in advance.

• Pre-Production Columns include: Columns 1-11
  - Column 1 can be pre-populated with DATE, but NOT participation
  - Column 9 “may” be pre-populated, but not necessarily

• Hint: Good idea to use a pencil!

• List the PRE-PLANNED number of portions for students, faculty, and in-kind.

• List all pre-planned extra portion sales
After meal: The second step of completing a production record happens on the day-of-service.

- Columns 12-15 completed at the end of the day
- Quantity of food actual number of servings offered (prepared), if different from the planned (projected).
- Record the leftover portions stored, leftover portions discarded, and comments to clarify any action that is not self-explanatory, such as special events or weather.
• Site and date
• Offer Versus Serve (OVS) – planned portions should demonstrate whether or not you have produced enough if you have implemented OVS
• Menu or food items, including condiments, extras
• MRS Recipe numbers (or other recipe code)
• Grade groups to be served
Required information

- Contribution to the food components by grade group
- Total projected servings
- Amount of food to be used
- Actual servings by grade group(s), and Other (adults, “extra sales”, and kitchen staff)
- Leftovers
Format of the Production Book
The “Red Book”
Two-Step Process for Completing Production Records

• This first step includes listing preproduction elements needed. Columns 1-11.

• The second step is production information added the day of meal service. Columns 12-15
<table>
<thead>
<tr>
<th>Column 1 – Date/Participation</th>
<th>Column 8 – Contribution Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 2 - Menu</td>
<td>Column 9 – Leftover Portions</td>
</tr>
<tr>
<td>Column 3 - Planned Portion</td>
<td>Column 10 – Food Prep. Today</td>
</tr>
<tr>
<td>Column 4 - Food Items</td>
<td>Column 11 – Total Portions</td>
</tr>
<tr>
<td>Column 5 - Breakfast</td>
<td>Column 12 – Portions Served</td>
</tr>
<tr>
<td>Column 6 - Lunch</td>
<td>Column 13 – Portions Stored</td>
</tr>
<tr>
<td>Column 7- Snack</td>
<td>Column 14- Portions Discarded</td>
</tr>
<tr>
<td></td>
<td>Column 15 - Comments</td>
</tr>
</tbody>
</table>
Step One:
Pre-production Information
**Required Food Planning and Production Record ~ Example**

<table>
<thead>
<tr>
<th>Participation</th>
<th>MENUS</th>
<th>Plan Items</th>
<th>Extra Items</th>
<th>FOOD ITEMS</th>
<th>B</th>
<th>L</th>
<th>S</th>
<th>N</th>
<th>CONTRIBUTION SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST SERVED:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MEAT/MEAT ALTERNATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leftover Portions Used Today</th>
<th>Food Prepared Today</th>
<th>Portions Prepared (9+10a)</th>
<th>Portions Served</th>
<th>Portions Stored</th>
<th>Portions Discarded</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/MA</td>
<td>M/MA</td>
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<td>1</td>
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</tbody>
</table>
Date: Record date of use.

Participation: Record number of meals served for breakfast and lunch and total after school snack served at the end of meal service.
2 - Menus: Write or paste menu

NOTE: it does NOT matter which order you list breakfast or lunch menu!

3 - Planned Portion: Record number of servings planned for each menu item. Indicate the number planned for meals in Column 3a and number planned for extra food sales in Column 3b.
List all food items used in the day’s food preparation that contribute towards the component.

See example in front of production book.
<table>
<thead>
<tr>
<th>Columns 5-7: Meal Service Type</th>
</tr>
</thead>
</table>

5-B: Check if items is served at breakfast.

6-L: Check if item is served at lunch.

7-SN: Check if item is served at after school snack.
Record contribution sizes in the appropriate column. If contribution sizes are varied, record contribution sizes by age/grade groups.

<table>
<thead>
<tr>
<th>Contribution Size</th>
<th>9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-8</td>
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</tr>
<tr>
<td>2oz</td>
<td>2oz</td>
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<td>2oz</td>
<td>2oz</td>
</tr>
<tr>
<td>1oz</td>
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</tbody>
</table>
• 9-Leftover Servings Used today: If using leftover food items, record number of servings.

• 10- Quantity of Food Prepared Today: (10a) Record number of portions (This includes extra food items as listed in column 3a) and (10b) total amount of each food item prepared today (Use weight, number of pounds, size of cans, etc., as applicable).

• 11-Total Portions Prepared: Record total number of portions prepared for service including leftovers (column 9) and foods prepared for this date (column 10a). Column 11 = Columns 9 + 10a.
After meal: The second step of completing a production record happens on the day-of-service.
12 - Number of Portions Served:
Record actual number of portions to students, faculty, in-kind, extra sales, etc., on this date.

13 - Number of Portions Stored:
Record number of portions stored for later use. Refrigerated leftover items should be used within 48 hours. If leftover portions are to be frozen for later use, this should be done immediately after properly cooling the item. Label container with name of food item and date stored.

14-Number of Portions Discarded:
Record any servings of food that are discarded and explain in the comment column.
Use this section to clarify any action that is not self-explanatory. Record any special events and weather factors that affected participation.

- Field Trips
- Weather Delays/Closures
- Loss of Power

Some managers use this column to indicate which date they intend to bring any leftovers back for service.
<table>
<thead>
<tr>
<th>Portions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Use 8/28</td>
</tr>
<tr>
<td>4</td>
<td>Use 8/28</td>
</tr>
<tr>
<td>11</td>
<td>Use 12/1</td>
</tr>
<tr>
<td>13</td>
<td>Use 12/1</td>
</tr>
<tr>
<td>7</td>
<td>Use 8/12</td>
</tr>
<tr>
<td>3</td>
<td>Use 8/12</td>
</tr>
<tr>
<td>4</td>
<td>Use 8/12</td>
</tr>
<tr>
<td>3</td>
<td>Use 8/12</td>
</tr>
</tbody>
</table>

**Additional Foods:**
- Soup, Cream of Chicken – 1 oz
- Ketchup FC – 2 TBS
- Ranch Dressing – 2 TBS
- Mayonnaise – 1 TBS
You must notate items that are included in the recipe, but do not contribute to a component such as sugar, packets of ketchup/mayo/mustard, gelatin, salt and pepper.

Additional Foods:
- Soup, Cream of Chicken – 1 can
- Ketchup PC – 2 Boxes
- Ranch Dressing – 2 Boxes
- Mayonnaise – 1 Box

Note: there is no designated column for additional foods, but should be recorded on bottom right margin of page
ADDITIONAL FOODS

- All items offered to students must be entered into the production record— including condiments.

- Why? Because *all foods* affect the average weekly nutrient analysis.
## ADDITIONAL FOODS

<table>
<thead>
<tr>
<th></th>
<th>9</th>
<th>10a</th>
<th>10b</th>
<th>11</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>NEMA</td>
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<tr>
<td>1</td>
<td>1500</td>
<td>165</td>
<td>12.5 lbs</td>
<td>140</td>
<td>90</td>
<td>9</td>
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<td>7</td>
<td>300</td>
<td>33.5 lbs</td>
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<tr>
<td>2</td>
<td>5</td>
<td>62</td>
<td>2 lbs</td>
<td>1 unit</td>
<td>65</td>
<td>43</td>
<td>1</td>
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<td>9</td>
<td>3</td>
<td>62</td>
<td>2 lbs</td>
<td>1 unit</td>
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<td>50</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Comments

- Use R/28
- Use R/8

### Additional Foods:

- Soup, Cream of Chicken – 1 cm
- Ketchup P/17 – 21 ESC
- Horseradish – 21 ESC
- Mayonnaise – 1 R/8
# Important Tool #1
## Meal Patterns

### The School Lunch Pattern for Various Age/Grade Groups

The United States Department of Agriculture, National School Lunch Program requires that portions of meal components be adjusted by age/grade group to better meet the food and nutritional needs of children according to their age.

<table>
<thead>
<tr>
<th>Food Components</th>
<th>Ages K-5 &amp; 6-8 to establish a K-8 group</th>
<th>Grades K-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Specific Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat or Meat Alternate (MMA)</td>
<td>When combining K-5 &amp; 6-8 to establish a K-8 group.</td>
<td>8 oz eq/wk min</td>
<td>9 oz eq/wk min</td>
<td>10 oz eq/wk min</td>
<td>Food and Nutrition Service Fact Sheets on each of these alternate foods give detailed Nutrition Information for use.</td>
</tr>
<tr>
<td>Lean meat, poultry, fish</td>
<td>1 oz</td>
<td>1 1/2 oz</td>
<td>2 oz</td>
<td>2 oz</td>
<td></td>
</tr>
<tr>
<td>Cheese</td>
<td>1 oz</td>
<td>1 1/4 oz</td>
<td>1 1/4 oz</td>
<td>2 oz</td>
<td></td>
</tr>
<tr>
<td>Dark green vegetables</td>
<td>1/2 cup either or</td>
<td>1/2 cup either or</td>
<td>1/2 cup</td>
<td>1 cup</td>
<td></td>
</tr>
<tr>
<td>Red/orange vegetables</td>
<td>1/2 cup either or</td>
<td>1/2 cup either or</td>
<td>1/2 cup</td>
<td>1 cup</td>
<td></td>
</tr>
<tr>
<td>BeANS/Pinns</td>
<td>1/2 cup either or</td>
<td>1/2 cup either or</td>
<td>1/2 cup</td>
<td>1 cup</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1/2 cup either or</td>
<td>1/2 cup either or</td>
<td>1/2 cup</td>
<td>1 cup</td>
<td></td>
</tr>
<tr>
<td>Milk (Fluid offered as beverage)</td>
<td>1/2 cup (3 fl oz)</td>
<td>1/4 cup (3 fl oz)</td>
<td>1/2 cup (8 fl oz)</td>
<td>1 cup (8 fl oz)</td>
<td></td>
</tr>
</tbody>
</table>

### Grains / Breads

- All grains offered must be 100% whole grain rich (WGR).
- Servings of grains or breads must be enriched or whole-grain.
- Servings of grains or breads must be enriched or whole-grain.
- Servings of grains or breads must be enriched or whole-grain.

### Vegetable

- Vegetable in every meal.
- Vegetable in every meal.
- Vegetable in every meal.

### Fruit

- Fruit in every meal.
- Fruit in every meal.
- Fruit in every meal.

### Sodium

<table>
<thead>
<tr>
<th>Sodium</th>
<th>Maximum average per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-8 group</td>
<td>1230 mg</td>
</tr>
</tbody>
</table>

*As listed in program guidance, these items may be used to meet more than 50% of the requirement and must be combined in the meal with at least 50% of other meat or meat alternates (1 oz meat/veggies = 1 oz or equivalent from meat, poultry, or fish). Schools serving lunch 7 days per week should increase the weekly quantity by approximately 2%, for each additional day. Food Buying Guide and FNS Instruction 793-1, Rev. 1, Grades and Bread Instruction provide the information for the minimum weight of a serving.
Recording Contribution Sizes

Place the correct portion size in the corresponding grade group (column 8) for the meal service. *(note that oz eq may vary based on grade group)*

- Meats/meat alternates in oz eq
- Grains in oz eq
- Fruits – portion offered in volume, (½ cup in sample)
- Vegetables – portion offered in volume (½ cup in sample)
- Milk – portion offered in volume (1 cup in sample)
### School Breakfast Program (SBP)
#### Meal Pattern Requirements for Various Age/Grade Groups

<table>
<thead>
<tr>
<th>Required Component Offerings</th>
<th>Grades K-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Specific Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grains / Breads</strong></td>
<td>1 oz. eq./day</td>
<td>1 oz. eq./day</td>
<td>1 oz. eq./day</td>
<td>All grains must be whole grain-rich (WGR) unless a State Agency waiver has been granted.</td>
</tr>
<tr>
<td>WHEN CREATING A K-8 GROUP</td>
<td>3 oz. eq.</td>
<td>8 oz. eq./week</td>
<td>9 oz. eq./week</td>
<td></td>
</tr>
<tr>
<td>WHEN CREATING A K-12 GROUP</td>
<td>3 oz. eq.</td>
<td>8 oz. eq./week</td>
<td>9 oz. eq./week</td>
<td></td>
</tr>
<tr>
<td><strong>Fruit</strong></td>
<td>1 cup / day</td>
<td>1 cup / day</td>
<td>1 cup / day</td>
<td>No more than ½ of the total weekly requirement may be met with 100% full-strength fruit juice.</td>
</tr>
<tr>
<td><strong>Milk</strong></td>
<td>1 cup each day, 5 cups per week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1% or Fat Free Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Calorie Ranges</strong></td>
<td>350-500 calories</td>
<td>400-550 calories</td>
<td>450-500 calories</td>
<td>Minimum and Maximum Calorie ranges in an average 5-day weekly menu</td>
</tr>
<tr>
<td>WHEN CREATING A K-8 GROUP</td>
<td>400-500 calories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHEN CREATING A K-12 GROUP</td>
<td>450-500 calories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meat / Meat Alternatives (Optional)</strong></td>
<td>0 oz. eq.</td>
<td>0 oz. eq.</td>
<td>0 oz. eq.</td>
<td>May be: (1) substituted for grains once the daily grain requirement is met OR (2) served as an “extra” item – menu planner must decide which option.</td>
</tr>
<tr>
<td><strong>Sodium (mg)</strong></td>
<td>≤ 540</td>
<td>≤ 600</td>
<td>≤ 640</td>
<td>When combining grade groups, the more restrictive requirement must be used.</td>
</tr>
</tbody>
</table>
## Important Tool #2: Grain Equivalency

### EXHIBIT A: GRAIN REQUIREMENTS FOR CHILD NUTRITION PROGRAMS

Color Key: Footnote 5 — Blue, Footnote 3 or 4 — Red

<table>
<thead>
<tr>
<th>Group A</th>
<th>Ounce Equivalent (Oz Eq) for Group A</th>
<th>Minimum Serving Size for Group A</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Bread type coating</td>
<td>3/4 oz eq = 17 gm or 0.6 oz</td>
<td>3/4 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>✔️ Bread sticks (hard)</td>
<td>1/2 oz eq = 11 gm or 0.4 oz</td>
<td>1/2 serving = 10 gm or 0.4 oz</td>
</tr>
<tr>
<td>✔️ Chow Mein noodles</td>
<td>1/4 oz eq = 6 gm or 0.2 oz</td>
<td>1/4 serving = 5 gm or 0.2 oz</td>
</tr>
<tr>
<td>✔️ Savory Crackers (salmanes and snack crackers)</td>
<td>1 oz eq = 22 gm or 0.8 oz</td>
<td>1 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>✔️ Croissants</td>
<td>3/4 oz eq = 17 gm or 0.6 oz</td>
<td>3/4 serving = 15 gm or 0.5 oz</td>
</tr>
<tr>
<td>✔️ Pretzels (hard)</td>
<td>1/2 oz eq = 11 gm or 0.4 oz</td>
<td>1/2 serving = 10 gm or 0.4 oz</td>
</tr>
<tr>
<td>✔️ Stuffing (dry) Note: weights apply to bread in stuffing.</td>
<td>1/4 oz eq = 6 gm or 0.2 oz</td>
<td>1/4 serving = 5 gm or 0.2 oz</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B</th>
<th>Oz Eq for Group B</th>
<th>Minimum Serving Size for Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Bagels</td>
<td>1 oz eq = 28 gm or 1 oz</td>
<td>1 serving = 25 gm or 0.9 oz</td>
</tr>
<tr>
<td>✔️ Batten type coating</td>
<td>3/4 oz eq = 21 gm or 0.75 oz</td>
<td>3/4 serving = 19 gm or 0.7 oz</td>
</tr>
<tr>
<td>✔️ Biscuits</td>
<td>1/2 oz eq = 14 gm or 0.5 oz</td>
<td>1/2 serving = 13 gm or 0.5 oz</td>
</tr>
<tr>
<td>✔️ Breads - all (for example sliced, French, Italian)</td>
<td>1/4 oz eq = 7 gm or 0.25 oz</td>
<td>1/4 serving = 6 gm or 0.2 oz</td>
</tr>
<tr>
<td>✔️ Buns (hamburger and hot dog)</td>
<td>1 oz eq = 22 gm or 0.8 oz</td>
<td>1 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>✔️ Egg roll skins</td>
<td>3/4 oz eq = 17 gm or 0.6 oz</td>
<td>3/4 serving = 15 gm or 0.5 oz</td>
</tr>
<tr>
<td>✔️ English muffins</td>
<td>1/2 oz eq = 11 gm or 0.4 oz</td>
<td>1/2 serving = 10 gm or 0.4 oz</td>
</tr>
<tr>
<td>✔️ Pita bread</td>
<td>1/4 oz eq = 6 gm or 0.2 oz</td>
<td>1/4 serving = 5 gm or 0.2 oz</td>
</tr>
<tr>
<td>✔️ Pizza crust</td>
<td>1 oz eq = 22 gm or 0.8 oz</td>
<td>1 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>✔️ Pretzels (soft)</td>
<td>3/4 oz eq = 17 gm or 0.6 oz</td>
<td>3/4 serving = 15 gm or 0.5 oz</td>
</tr>
<tr>
<td>✔️ Rolls</td>
<td>1/2 oz eq = 11 gm or 0.4 oz</td>
<td>1/2 serving = 10 gm or 0.4 oz</td>
</tr>
<tr>
<td>✔️ Tortillas</td>
<td>1/4 oz eq = 6 gm or 0.2 oz</td>
<td>1/4 serving = 5 gm or 0.2 oz</td>
</tr>
<tr>
<td>✔️ Tortilla chips</td>
<td>1 oz eq = 22 gm or 0.8 oz</td>
<td>1 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>✔️ Taco shells</td>
<td>3/4 oz eq = 17 gm or 0.6 oz</td>
<td>3/4 serving = 15 gm or 0.5 oz</td>
</tr>
</tbody>
</table>

1 In NSLP and SBP (grades K-12), all grains served must meet whole grain-rich criteria. For information on flexibilities, please contact your State agency. For all other Child Nutrition Programs, grains are whole grain or enriched or made with enriched or whole grain meal and/or flour, bran, and/or germ. Under CACFP child and adult meal patterns, and in NSLP/SBP preschool meals, at least one grain serving per day must meet whole grain-rich criteria.

2 For NSLP and SBP (grades K-12), grain quantities are determined using ounce equivalents (oz eq). All other Child Nutrition Programs determine grain quantities using grain/bread servings. Beginning Oct. 1, 2019, grain quantities in CACFP and NSLP/SBP infant and preschool meals will be determined using oz eq. Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

3 Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12), CACFP, NSLP/SBP infant and preschool meals, and SFSP.
Example of how to utilize Grain Exhibit A Chart

Nutrition Facts, Whole Grain Sliced Bread

43 g = 1.5 oz eq

(According to the Chart, 28g is 1 oz eq., so 43g/28g = 1.53 oz eq)

Group B
Recording Contribution Sizes

**Grains:** should be recorded in the measurements displayed in Appendix A of the *Food Buying Guide*.

- Group A through G - record in ounces.
- Group H - record in cooked cups
- Group I (RTE breakfast cereal) - record in ounces.

**Milk:** can be recorded as 1 cup
Contrary to popular belief, there are no “Variety milk” recipes
These columns must be populated with actual counts, not just check marks.

You MUST find room in the margins to write the exact number of Strawberry/Chocolate/Vanilla/etc
Breakfast Crediting of MM/A

- There is **no** Meat/Meat Alternative (MMA) component in the Breakfast Meal Pattern!

- After 1 oz. eq. of “True Grain” has been offered, MMA may be offered and credited towards the **grain component**.

- That means . . . Any meats that you will use to credit towards grain will be listed in the grains section.

- MMA offered that will not contribute towards the grain component will be listed as an additional item.
A Meat Becomes a Grain!?!?
MEAT AS A GRAIN?

See how we blacked out the Meat Column at Breakfast?!
We have seen examples of “simple crediting”

But what about menu items containing multiple food component

For Example: PIZZA

Pizza contributes to the following components:

- MMA – 2 oz eq
- Grain – 2 oz eq
- Vegetable (Red Orange) – ⅛ Cup
So . . . How would we enter Pizza in the RED BOOK to indicate the components that it will contribute toward?

Where would you get this information?

- Recipe card ~ MRS
- CN label
- Order Guide
What about John Wayne Casserole (JWC)? Where would we get component contribution information? 

**Recipe Card!**

### Component Crediting

**MRS: 150 – Beef (100’s)**

#### MRS Component Contribution:
- 2 1/4 oz. eq. meat/meat alternate, 1/4 oz. eq. other vegetable

**Number of Portions:** 129  
**Size of Portion:** 1 piece  
**Recipe MADCP Process:** #2 - Same day service

<table>
<thead>
<tr>
<th>Component</th>
<th>Measure (for 120 servings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Beef, Ground Beef, #1199</td>
<td>5 sheets(5)</td>
</tr>
<tr>
<td>Pan Release Spray, Vegetable Oil</td>
<td>5 gram(s)</td>
</tr>
<tr>
<td>Beef, Ground, 80/20, #1001</td>
<td>17 pound(s)</td>
</tr>
<tr>
<td>Soup Blend MS, Southwest, No Salt</td>
<td>1 cup(s)</td>
</tr>
<tr>
<td>Salt, Table, #2219</td>
<td>2 tablespoon(s)</td>
</tr>
<tr>
<td>Garlic Powder, #2709</td>
<td>2 1/2 tablespoon(s)</td>
</tr>
<tr>
<td>Water, Municipal, Mississippi</td>
<td>1 gallon(s)</td>
</tr>
<tr>
<td>Sour Cream, Cultured, MS</td>
<td>1 1/2 quart(s)</td>
</tr>
<tr>
<td>Mayonnaise, Reduced Calorie, Bulk, #2549</td>
<td>2 1/2 quart(s)</td>
</tr>
<tr>
<td>Cheddar Cheese, American, #1397</td>
<td>3 1/2 pounds(s)</td>
</tr>
<tr>
<td>Onions, Frozen, #1610</td>
<td>1 quart(s)</td>
</tr>
<tr>
<td>Tomatoes, Whole, Red, Ripe, Raw, #4110</td>
<td>1 1/4 quart(s), chopped or diced</td>
</tr>
<tr>
<td>Peppers, Green, Frozen, #1613</td>
<td>1 1/4 quart(s)</td>
</tr>
<tr>
<td>Jalapenos, Peppers, Nacho, Sliced, #2610</td>
<td>2 1/2 cup(s)</td>
</tr>
<tr>
<td>Cheese, American, Grated/Shredded, #1907</td>
<td>2 1/2 pounds(s)</td>
</tr>
</tbody>
</table>

**DIRECTIONS:**
1. Pat one thawed dough sheet in the bottom and up halfway of sides of 2-1/2 x 12 x 20 pan sprayed with pan release spray. For each 24 servings, use 1 pan.
2. Heat oven to 350 degrees F and bake dough sheet for 10 minutes.
3. Brown ground beef and drain. Press draining beef to remove excess fat. After draining ground beef, return to pan to continue cooking.
   - CCF: Heat to 160 degrees F for 10 seconds at the completion of the cooking process.
4. Combine Southwest seasoning blend, salt, and garlic powder.
5. Add enough water to dry seasonings to moisten well.
6. Add seasoning mixture to ground beef. Stir well and add remaining water to ground beef mixture.
7. Simmer for 10 minutes. Keep warm to combine with other ingredients.
Component Crediting
**Chicken Tetrazzini Recipe**

**Source:** MRS 2020

**CHICKEN TETRAZZINI (WGR) - BRIGGS**

**MEAL COMPONENT CONTRIBUTION:**
2 oz. eq. meat/meat alternate, 1 oz. eq. whole grain, 1/4 cup other vegetable

**NUMBER OF SERVINGS:** 20

**SIZE OF PREPARATION:** LARGE

**RECIPE HACCP PROCESS:** #2 - Same day service

<table>
<thead>
<tr>
<th>INGREDIENT</th>
<th>MEASURE (FOR 100 SERVINGS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water, Municipal, Mississippi</td>
<td>6 gallon(s)</td>
</tr>
<tr>
<td>Salt, Table, #2219</td>
<td>1 tablespoon(s) + 1 teaspoon(s)</td>
</tr>
<tr>
<td>Pasta, Spaghetti, WGR, #2135</td>
<td>9 pound(s) + 8 ounce(s)</td>
</tr>
<tr>
<td>Pan Release Spray, Vegetable Oil, #2514</td>
<td>5 50 ounce can(s)</td>
</tr>
<tr>
<td>Onions, Yellow, Diced 1/4&quot;, Raw, #4009</td>
<td>3 pound(s)</td>
</tr>
<tr>
<td>Carrots, Fresh, Raw, Shredded, #4003</td>
<td>1 pound(s)</td>
</tr>
<tr>
<td>Celery, Fresh, Diced, #4005</td>
<td>1 pound(s)</td>
</tr>
<tr>
<td>Bell Peppers, Green, Whole, Fresh, #4104</td>
<td>2 cup(s)</td>
</tr>
<tr>
<td>Milk, Reduced Fat, 2% Milkfat, Bulk</td>
<td>1 gallon(s) + 3 quart(s)</td>
</tr>
<tr>
<td>Soup, Cream of Chicken, Low Sodium, #2512</td>
<td>2 quart(s)</td>
</tr>
<tr>
<td>Salt, Table, #2219</td>
<td>1 teaspoon(s)</td>
</tr>
<tr>
<td>Mustard, Powder, Dry, #2712</td>
<td>1 teaspoon(s)</td>
</tr>
<tr>
<td>Pepper, White, Ground, #2720</td>
<td>1 tablespoon(s) + 1 teaspoon(s)</td>
</tr>
<tr>
<td>Garlic Powder, #2709</td>
<td>1 teaspoon(s)</td>
</tr>
<tr>
<td>Parsley, Dried, Chopped, #2717</td>
<td>1/4 cup(s)</td>
</tr>
<tr>
<td>Pimientos, Diced, Canned, #2817</td>
<td>1 pound(s)</td>
</tr>
<tr>
<td>Chicken, Diced, Cooked, IQF, #1019</td>
<td>13 pound(s) + 8 ounce(s)</td>
</tr>
<tr>
<td>Cheese, American, Grated/Shredded, #1307</td>
<td>12 ounce(s)</td>
</tr>
<tr>
<td>Cheese, Mozzarella, Shredded, #1307</td>
<td>12 ounce(s)</td>
</tr>
</tbody>
</table>

**DIRECTIONS:**
1. Boil water and salt in a steam-jacketed kettle or stock pot, then add spaghetti. Cook until al-dente (cooked just long enough to be still firm, and not too soft) for 10 - 12 minutes. Drain off liquid.
2. Spray steam-jacketed kettle or large saucepan with pan release spray.
3. Mix the onions, carrots, celery and bell peppers, and add them to the steam-jacketed kettle or large saucepan. Sauté or steam vegetable mix, stirring frequently until tender.
4. Add milk, cream of chicken soup, salt, dry mustard, white pepper, garlic powder, parsley, and pimento and stir until well blended. Cook for 3 minutes or till heated thoroughly.
## Components - Credits

<table>
<thead>
<tr>
<th></th>
<th>3a</th>
<th>3b</th>
<th>K-5</th>
<th>6-8</th>
<th>9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Served:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students:</td>
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### VEGETABLE

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### Other Items

- Oranges
- Cheese Toast
- Milk
- Chicken Tetrazzini
- Sloppy Joe on a Slider
- Chef Salad
- Whole Grain Crackers
- French Fries
- California Veggies
- Baby Carrots & Grape Tomatoes
- Blushing Chilled Pears Apple Milk (Variety)
### Recording Recipes in the Production Book

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**Additional Foods:**

- 2 1/2 Chicken Patty Mixes - 2 lb Chex (indicate here if not contributing to the Cornbread component for the Breakfast meal)
- 2 1/2 Soup Cream of Chicken - 1 lb
- 2 1/2 Biscuit Pkg. - 3 lb
- 2 1/2 Salad Dressing - 2 1/2 lb
- 2 1/2 Mayonnaise - 1 1/2 lb
- Olives 1 lb
- Olives 1 lb
- Olives 1 lb
- Olives 1 lb
- Olives 1 lb
Completing The Red Book

Production Book Activity
## Group Activity

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<td>Biscuit (1 oz.) WGR (1601)</td>
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<td>Country Fried Steak (136)</td>
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<td>Chicken Tetrazzini (550)</td>
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<td>Fruit &amp; Yogurt Plate (618)</td>
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<tr>
<td>100% Fruit Juice (1246)</td>
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<td>Brown Rice (1341)</td>
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<td>Steamed Broccoli Spears (1014)</td>
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<td>Carrot Raisin Salad (1112)</td>
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<td>Blushing Chilled Pears (1276)</td>
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<td>Melon Cubes (Fresh) (1234)</td>
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<td>WG Yeast Roll (1353)</td>
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## After School Snack

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<td>100% Juice, Fruit Blend 6 oz.</td>
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<td>Cheez-It WGR Snack Cracker -1 oz.</td>
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## Group Activity

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### After School Snack

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</tr>
<tr>
<td>Cheez-It WGR Snack Cracker 1oz.</td>
</tr>
</tbody>
</table>
A quick Note about Production

We are planning 96 Portions, but the Recipe is written for 100 portions. What should the cooks do?

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Portions Planned</th>
<th>Lunch</th>
<th>Portions Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscuit (1 oz.) WGR (1601)</td>
<td>250 for each item</td>
<td>Country Fried Steak (136)</td>
<td>200</td>
</tr>
<tr>
<td>Sausage Patty (sm.) (1664)</td>
<td></td>
<td>Chicken Tetrazzini (550)</td>
<td>280+ 20</td>
</tr>
<tr>
<td>Fresh Grapes (1226)</td>
<td></td>
<td>Fruit &amp; Yogurt Plate (618)</td>
<td>50</td>
</tr>
<tr>
<td>100% Fruit Juice (1246)</td>
<td></td>
<td>Brown Rice (1341)</td>
<td>300</td>
</tr>
<tr>
<td>Low Fat Reg. Milk</td>
<td></td>
<td>Steamed Broccoli Spears (1014)</td>
<td>96</td>
</tr>
<tr>
<td>Chocolate FF Milk</td>
<td></td>
<td>Carrot Raisin Salad (1112)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blushing Chilled Pears (1276)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Melon Cubes (Fresh) (1234)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WG Yeast Roll (1353)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fat Free Chocolate Milk</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Low Fat Reg. Milk</td>
<td></td>
</tr>
</tbody>
</table>

| Leftover Portions Used      | None             | Leftover Fruit & Yogurt Plate used | 5 |

We are planning 96 Portions, but the Recipe is written for 100 portions. What should the cooks do?
Completing The Red Book

Production Book Activity

This is a group activity ~ work together!
Reflections
Your Feedback Matters!

Review Answer Sheet
Great Managers ….

- Complete production records daily!
  - *Meals may not be reimbursed if production records are incomplete.*
  - Have the ‘Left Side’ completed a week in advance, using pencil so adjustments may be entered.
    - *Neatness counts, but completeness will win this contest!!!*
  - Keep production records for 3 years plus current year.
  - Director should review the production records when they visit.
  - Keep Production Records on site!!
    - *DO NOT take them home to complete*
Great Directors ....

• Collaborate with managers to retrieve accurate servings fed information, as well as acceptability factors.

• Visit their sites frequently and review production records. They also affix their initials and date at the top of the page.

• Provide their managers with clear and concise instructions.

• Observe a meal service.
The State agency (SA) must evaluate production records to ensure the following:

• Records include all information necessary to support the claiming of reimbursable meals and any additional SA requirements (i.e., all menu items are listed, and all required meal components are offered);

• Records are used for proper planning (e.g., evaluate for consumption & leftovers);

• Records document food prepared is creditable for the total number of reimbursable meals offered and served;

• Records document extra sales, adult, and/or other non-reimbursable meals, including number of portions for each of these food items;
Preparation for Administrative Reviews (AR)

The State Agency (SA) must evaluate PB to ensure the following:

• PB documents that fluid milk varieties, veg subgroup, and WGR requirements are met;

• PB documents weekly quantity requirements for fluid milk, V, F, G, M/MA;

• PB align with standardized recipes (e.g., if chicken salad sandwich is on the menu but mayonnaise is not listed on the PB, the SA may examine standardized recipes for additional information)
Offer Versus Serve (OVS)

Regional Training – Train the Trainer

October 2019

School Support Staff
601-576-4955
Handouts are available in your packet. Take a few minutes to locate and review

• Meal Pattern Charts
• OVS Guidance Manual from FNS
• OVS Tip Sheet for School Managers
Quick Questions

**HOW** do you train your managers/cashiers on OVS?

**HOW OFTEN** do you train on OVS?

**WHEN** do you train on OVS?

Do you train your **Subs**? Who fills in for your cashiers?
Lunch Meal Pattern

NOTE: Just meeting daily minimum won’t get you to weekly requirement!

### Quantities Required to Offer

<table>
<thead>
<tr>
<th>Food Components</th>
<th>Grades K-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Specific Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meat or Meat Alternate (M/MA)</strong></td>
<td>8 oz. eq./wk</td>
<td>9 oz. eq./wk</td>
<td>10 oz. eq./wk</td>
<td>Must be served in the main dish or as the main dish and only one other menu item.</td>
</tr>
<tr>
<td>When combining K-5 &amp; 6-8 to establish a K-8 group.</td>
<td>9 oz. eq.*/wk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat, poultry, fish</td>
<td>1 oz.</td>
<td>1 ½ oz.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheese</td>
<td>1 oz.</td>
<td>1 ½ oz.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large egg(s)</td>
<td>½</td>
<td>¼</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooked, dry beans or peas</td>
<td>¼ cup</td>
<td>3/8 cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanut butter (or any nut or seed butter)</td>
<td>2 Tbsp</td>
<td>3 Tbsp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanuts, soy nuts, tree nuts or seeds*</td>
<td>½ oz. = 50%</td>
<td>½ oz. = 50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yogurt, plain or flavored, unsweetened or sweetened</td>
<td>4 oz. or ½ cup</td>
<td>6 oz. or ¼ cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grains / Breads</strong></td>
<td>8 oz. eq/wk</td>
<td>8 oz. eq/wk</td>
<td>10 oz. eq/wk</td>
<td>Require half of the weekly grains in the NSLP and SBP be whole grain-rich (WGR), and the remaining weekly grains must be enriched.</td>
</tr>
<tr>
<td>When combining K-5 &amp; 6-8 to establish a K-8 group.</td>
<td>8 oz. eq*/wk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Servings of grains or breads must be whole-grain rich</td>
<td>5 per week at least ½ svg/day</td>
<td>8 per week at least 1 svg/day</td>
<td>1 oz. eq. per day minimum</td>
<td></td>
</tr>
</tbody>
</table>

*May be used to meet part of the meat/meat alternate requirement.
## Lunch Meal Pattern Continued

<table>
<thead>
<tr>
<th>Food Components</th>
<th>Ages 1-2</th>
<th>Ages 3-4</th>
<th>Grades K-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Specific Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetable</td>
<td></td>
<td></td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>1 cup</td>
<td>every day</td>
</tr>
<tr>
<td>Dark Green</td>
<td></td>
<td></td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>every week</td>
</tr>
<tr>
<td>Red/Orange</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>every week</td>
</tr>
<tr>
<td>Beans/Peas</td>
<td>1/2 cup</td>
<td>1/2 cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>every week</td>
</tr>
<tr>
<td>Starchy</td>
<td></td>
<td></td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>every week</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>every week</td>
</tr>
<tr>
<td>Fruit</td>
<td></td>
<td></td>
<td>⅛ cup</td>
<td>⅛ cup</td>
<td>1 cup</td>
<td>every day</td>
</tr>
<tr>
<td>Milk (fluid offered as a beverage)</td>
<td>⅛ cup (6 fl. oz)</td>
<td>⅛ pint (8 fl. oz)</td>
<td>In grades K-12, fluid milk must be 1% flavored or unflavored or fat-free flavored or unflavored.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Min. and Max. Calorie Ranges in an average 5-day week menu</td>
<td>517*</td>
<td>550-650</td>
<td>600-700</td>
<td>750-850</td>
<td>Menus for students ages 1-2 and ages 3-4 have a minimum calorie requirement of 517 calories averaged over the school week.</td>
<td></td>
</tr>
<tr>
<td>When combining K-5 &amp; 6-8 to establish a K-8 group.</td>
<td>600-650</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodium</td>
<td>≤ 1230</td>
<td>≤ 1360</td>
<td>≤ 1420</td>
<td></td>
<td>K-8 group sodium max = 1230mg.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Loose salad credits differently than portions of cooked vegetables!
TRAINER TIP: You may find it helpful to separate your staff by age groups (K-8 and 9-12) when conducting your training to account for differences in meal pattern
Vegetable Subgroups

NOTE: Good idea to post subgroups in cafeteria, in case managers need to “switch” veggies due to availability.

**Dark Green Vegetables**
- beet greens (canned, fresh or frozen)
- broccoli (fresh, slaw or frozen)
- collard greens (canned, fresh or frozen)
- dark green leafy lettuce
- kale (canned, fresh or frozen)
- mesclun/spring mix
- mustard greens (canned, fresh or frozen)
- romaine lettuce
- spinach (canned, fresh or frozen)
- turnip greens (canned, fresh or frozen)

**Red & Orange vegetables**
- winter squash (like acorn or butternut squash)
- carrots (canned, fresh or frozen)
- pumpkin (canned or fresh)
- red peppers
- salsa
- spaghetti sauce
- sweet potatoes
- tomato paste
- tomato puree
- tomatoes (crushed, diced, whole, stewed, cherry, whole) (canned, fresh or frozen)

**Beans and peas**
- black beans (Turtle beans),(mature, dry)
- black-eyed beans (or peas), (mature, dry)
- garbanzo beans (chickpeas), (mature, dry)
- great northern beans, (dry, mature)
- kidney beans (dry, mature)
- lentils (dry, mature)
- navy beans (dry, mature)
- pinto beans (dry, mature)
- black beans (dry, mature)
- red bean (dry, mature)
- refried beans
- split peas (dry, mature)
- white beans (dry, mature)

**Starchy vegetables**
- corn (canned, fresh or frozen)
- cowpeas, field peas, pigeon peas or black-eyed peas (green or fresh)
- green peas (fresh or frozen)
- lima beans (green or frozen)
- potato products (hash browns, hashed patty, shredded, circles, mashed, french fried) frozen rounds, potato skins, potato wedges, potato sticks)
- potatoes, dehydrated (sliced, flakes, granules, slices) (canned fresh or frozen)

**Other vegetables**
- asparagus (canned, fresh or frozen)
- avocado
- beets (canned, fresh, without tops or frozen)
- bell peppers (dehydrated, canned, fresh, or frozen)
- brussels sprouts (fresh or frozen)
- cabbage (Chinese, celery, green, red)
- cauliflower (fresh or frozen)
- celery (canned or fresh)
- cucumber
- eggplant
- green beans (flat Italian, French cut, whole) (canned, fresh or frozen)
- lettuce (iceberg; mixed greens; equal amounts of iceberg and romaine with shredded carrots and red cabbage; mostly iceberg, some romaine with shredded carrot and red cabbage; leaf)
- mixed vegetables (broccoli and cauliflower; California blend; carrots, corn and green beans blend; peppers and onion; five vegetable blend; seven vegetable blend)
- mushrooms (canned, fresh or frozen)
- okra (canned, fresh or frozen)
- onion (green, spinach, sweet, white, yellow, purple) (dehydrated, canned, fresh or frozen)
- radishes, without tops (fresh)
- sugar snap peas (frozen)
- summer squash (yellow or zucchini) (canned, fresh or frozen)
- turnips, without tops
- wax beans (canned, fresh or frozen)
- zucchini
# The School Breakfast Pattern

<table>
<thead>
<tr>
<th>Required Component Offerings</th>
<th>Specific Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grains / Breads</td>
<td>Require half of the weekly grains in the NSLP and SBP be whole grain-rich, and the remaining weekly grains must be enriched.</td>
</tr>
<tr>
<td>WHEN CREATING A K-8 GROUP</td>
<td></td>
</tr>
<tr>
<td>WHEN CREATING A K-12 GROUP</td>
<td></td>
</tr>
<tr>
<td>Fruit</td>
<td>No more than 1/2 of the total weekly requirement may be met with 100% full strength fruit juice.</td>
</tr>
<tr>
<td>Milk</td>
<td>Must offer multiple varieties every service</td>
</tr>
<tr>
<td>1% or Fat Free Only</td>
<td>In grades K-12, fluid milk must be 1% flavored or unflavored, or fat free flavored or unflavored.</td>
</tr>
<tr>
<td>Calorie Ranges</td>
<td>Minimum and Maximum Calorie ranges in an average 5-day weekly menu</td>
</tr>
<tr>
<td>WHEN CREATING A K-8 GROUP</td>
<td></td>
</tr>
<tr>
<td>WHEN CREATING A K-12 GROUP</td>
<td></td>
</tr>
<tr>
<td>Meat / Meat Alternatives</td>
<td>May be: (1) substituted for grains once the daily grain requirement is met OR (2) counted as an “extra” item – menu planner must decide which option.</td>
</tr>
<tr>
<td>(Optional)</td>
<td></td>
</tr>
<tr>
<td>Sodium (mg)</td>
<td>When combining grade groups, the more restrictive requirement must be used.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades K-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
<th>Specific Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz. eq./day 7 oz. eq./week</td>
<td>1 oz. eq./day 8 oz. eq./week</td>
<td>1 oz. eq./day 9 oz. eq./week</td>
<td></td>
</tr>
<tr>
<td>8 oz. eq.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 oz. eq.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 cup / day 5 cups / week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 cup / day 5 cups / week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 cup / day 5 cups / week</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quantities Required to Offer**

- Must offer multiple varieties every service.
Fruit – Juice Limit

No more than half of the fruit offerings may be in the form of juice for the week

(“offering” is the amount of fruit the child is able to select regardless of number of variety choices)
41. How is the juice limit assessed if multiple fruits/vegetables and juices are offered each day?

For the purposes of assessing the juice limit, an “offering” of fruits or vegetables is defined as the amount a child is able to select at a given meal, regardless of the number of options/variety of fruits or vegetables. The total amount of juice available at all meals over the course of the week (separately for lunch and breakfast) is then divided by this total fruit offering to determine the weekly juice offering. No more than half of the total fruit offering may be in the form of juice.

For example, a school may offer ½ cup peaches, ½ cup applesauce, ½ cup oranges, and ½ cup grape juice every day and instructs the students to select a total of 1 cup of fruit (2 out of 4 choices). In this case, the daily fruit offering is 1 cup, and the weekly fruit offering is 5 cups. A ½ cup of juice is offered every day, the weekly juice offering is 2.5 cups. Since 2.5 divided by 5 is 50%, this school is within the weekly juice limit.
• Final rule (83 FR 63775) codified the flexibility to offer flavored low-fat milk in schools without the need to demonstrate hardship and requires that unflavored milk be offered at each meal service.

• **Must offer 2 different selections**

• Water must be available, but cannot be advertised for replacement of milk.
• Final rule (83 FR 63775), *Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements*, no longer requires SFAs to apply for exemptions to the whole-grain rich requirement.

• At least half of the weekly grains offered in NSLP and SBP must be whole grain-rich and the remaining grains must be enriched.
Final rule (83 FR 63775) retains Sodium Target 1 through School Year 2023-2024, moves target 2 to School Year 2024-2025

- Lunch Target 1 is 1,230 and Target 2 is 935
- Breakfast Target 1 is 540 and Target 2 is 485
Grain Based Desserts

GRAIN BASED DESSERTS MAY BE OFFERED; BUT ARE LIMITED!

Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10
Offer Versus Serve (OVS) is a strategy that:
Allows students to decline some food components/items, and select foods they intend to eat

- Reduces food waste and its impact on cost
- Mandatory in the NSLP for high schools
- Optional in SBP (all grades)
- Not available for snack service
• Offering multiple choices of the same component IS NOT the same thing as implementing OVS.
  - SFAs do not have to offer multiple choices to meet OVS, however
  - multiple choices encourage students to select a more nutritious meal.
• OVS is not required for Field Trips
• Pre-plated and Grab and Go meals can be made as long as a student can choose/decline a component
• POS should be at the end of a serving line unless approved by State Agency
OVS Notes

• Students should have the opportunity to choose what is on their tray!

• DO NOT SAY “Go pick up a milk”

• DO SAY “Please pick up either a milk, a roll, more fruit, or more vegetables”
Special Dietary Needs Outside Meal Pattern

• Substitutions can be made with a supported written statement, signed by recognized medical authority

• Medical statement includes:
  - information regarding the child's physical/mental impairment that is sufficient to allow the SFA to understand how it restricts the child’s diet
  - An explanation of what must be done to accommodate the child’s disability,
  - The food or foods to be omitted and recommended alternatives, in the case of a modified meal.
Special Dietary Needs Outside Meal Pattern

• Reasonable modifications to effectively accommodate children with disabilities must be made on a case-by-case basis.
• A meal modification must be related to the disability or limitations caused by the disability.
Offer vs Serve is optional for all grades K-8

Five full components must be offered:

- Meat/Meat Alternate minimum 1 oz.
- Grain minimum 1 oz.
- Vegetable $\frac{3}{4}$ cup
- Fruit $\frac{1}{2}$ cup
- Fluid Milk 1 cup
Offer vs Serve is required for Lunch.

Five full components must be offered:

- Meat/Meat Alternate minimum 2 oz.
- Grain minimum 2 oz.
- Vegetable 1 cup
- Fruit 1 cup
- Fluid Milk 1 cup
Schools must identify near or at the beginning of the serving line(s) the food items that constitute the unit-priced, reimbursable meal.
Color Your Lunch Tray!

Choose 3 or more food groups

Pick at least ½ cup fruit and/or vegetable
COLOR is FLAVOR

Choose 3 or more colorful food groups

Take at least 1/4 cup fruit and/or vegetable

#5formaxflavor
#5formaxflavor

5 food groups = Maximum Flavor

Choose at least 3 food groups

Select at least ½ cup fruit and/or vegetable

Order physical copies through Team Nutrition: https://pueblo.gpo.gov/TN/TNPubs.php
• Do you have posters in your schools?

• On EVERY serving line?

• Do you look for the posters when you visit your schools?
Lunch - OVS
OVS Regulations: Lunch

• 7 CFR 210.10(e) and SP 41-2015
• School lunches must offer daily the 5 food components specified in the meal pattern (Meat/MA; Milk; Grain; Fruit; Vegetable)
• Under OVS, students must be allowed to decline 2 components at lunch, except that the students must select at least ½ cup of either the fruit or vegetable.
• In other words, the student must pick up 3 components in the required serving sizes, one of which must be at least ½ cup of fruit or vegetable.
OVS Regulations: Lunch

• SP 41-2015 (OVS Manual)
• If only 3 components are selected, and 2 of those are fruit and vegetable, the student can only use the ½ cup portion exemption once (for the fruit OR the vegetable, but NOT BOTH!). The student must select at least the minimum daily required serving for at Least 2 of the 3 the components for them to be counted.
OVS Regulations

- USDA allows for a “once per tray” exemption from the full fruit or full vegetable component.
- In this case, students who have already selected 2 FULL components can also select a half a cup of fruit or vegetable, and that can act as the “full” third component.
One *half* cup of fruit/veg can act as a full component of fruit/veg?!?
Offer VS. Serve – Lunch

- Must take at least 3 \((different)\) of the 5 components

- Must take at least \(\frac{1}{2}\) cup serving of the fruit OR vegetable component
The \( \frac{1}{2} \) cup minimum serving from the fruit or vegetable component may be:

- A mix of different fruits
- A mix of different vegetables
- A mix of fruits and vegetables
Combination Foods-Lunch

- Can credit as multiple components
- Easier for cashiers to determine a reimbursable meal
Examples of Combination Foods

CHICKEN SPAGHETTI-BRIGGS

NUMBER OF PORTIONS: 100
SIZE OF PORTION: 3/4 cup
RECIPE HACCP PROCESS: #2 - Same day service

TACO OLÉ WITH CHIPS

NUMBER OF PORTIONS: 100
SIZE OF PORTION: 1 serving
RECIPE HACCP PROCESS: #2 - Same day service

BEEF AND BEAN BURRITO (PURCHASED)

NUMBER OF PORTIONS: 96
SIZE OF PORTION: 1 burrito
RECIPE HACCP PROCESS: #2 - Same day service

Make sure cashiers understand how combination items credit toward requirement!
• Think like a cashier, you have 3 seconds to determine if the tray is reimbursable or not.

• We will look at K-8 subgroups and 9-12.

• Know your audience! A 9-12 cashier does not need to know a K-8 meal pattern and visa versa. A K-12 cashier must know both!
First, Let’s familiarize ourselves with the Menu……
Lunch Menu Offered At High School

- ½ Cup Peaches
- ½ Cup Pineapple
- ½ Cup Mashed Potatoes
- ½ Cup Broccoli
- 2 Oz Eq Grain (Roll)
- 2 Oz Eq M/MA (Meatloaf)
- 2 Choices of Milk
HS Lunch Tray #1

- Is this Tray Reimbursable?
- How many components are on this Tray?
- Is this a reimbursable meal for 9-12 grade group?
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
YES, TRAY #3 IS REIMBURSABLE for 9-12!  
(note, also ok for K-8)

Total Components:
• Meat: 2 oz. eq = 1 comp
• Vegetable: ½ cup = ½ comp
• Fruit: ½ cup = ½ comp
• Milk: 1 comp
• Grain: 2 oz. eq. = 1 comp
LUNCH TRAY #2
Is this Tray Reimbursable?

How many components are on this Tray?

Is this a reimbursable meal for 9-12 grade group?
These kids are fast!

Gone in a flash!
Did you catch that?
NOT REIMBURSABLE for 9-12!

(Note: it is ok for K-8)

Total Components:
• Meat: 2 oz. eq. = 1 comp
• Vegetable: ½ cup = ½ comp
• Fruit: ½ cup = ½ comp

You can only use the ½ cup exemption once! So either the vegetable or the fruit has to be a full component at HS. Must send the HS student back.
LUNCH TRAY #3
Is this Tray Reimbursable?

How many components are on this Tray?

Is this a reimbursable meal for 9-12 grade group?
Oops......

Do you even remember what you saw?
HS Lunch Tray #3

YES, TRAY #3 IS REIMBURSABLE for 9-12! (note, also ok for K-8)

Total Components:
- Meat: 2 oz. eq. = 1 comp
- Vegetable: ½ cup = ½ comp*
- Fruit: ½ + ½ cup = 1 comp

*Can apply ½ cup exemption
LUNCH TRAY #4
Is this Tray Reimbursable?

How many components are on this Tray?

Is this a reimbursable meal for 9-12 grades group?
Wait What? You have 3 Seconds!

Did you see that slide past the cashier!?!
YES, TRAY #4 IS REIMBURSABLE for 9-12 (note: also ok for K-8)

Total Components:
• Meat: 2 oz. eq. = 1 comp
• Veg: ½ + ½ cups = 1 comp
• Fruit: ½ cup = ½ comp*

*Can apply ½ cup exemption
LUNCH TRAY #5
Is this Tray Reimbursable?

How many components are on this Tray?

Is this a reimbursable meal for K-8 or 9-12 grades group?
Get Ready!

Do you even remember what you saw, or are you blind as a Referee?
HS Lunch Tray #5

YES, TRAY # 5 IS REIMBURSABLE for 9-12 (note: also ok for K-8)

Total Components:
- Meat: 2 oz. eq. = 1 comp
- Veg: ½ cup = ½ comp*
- Fruit: ½ cup = ½ comp*
- Milk: 1 cup = 1 comp

*Can apply ½ cup exemption to either your fruit or your vegetable here to get a reimbursable tray
New Menu Alert!
# K-8 Lunch Menu Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Serving Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamburger</td>
<td>2 oz eq meat &amp; WG Bun = 2 eq</td>
</tr>
<tr>
<td>Salad</td>
<td>1 cup = ½ cup</td>
</tr>
<tr>
<td>Broccoli</td>
<td>½ cup</td>
</tr>
<tr>
<td>Orange</td>
<td>½ cup</td>
</tr>
<tr>
<td>Milk</td>
<td>1% Vanilla or 1% White</td>
</tr>
</tbody>
</table>

![Image of a lunch tray with a hamburger, salad, broccoli, orange, and milk.]
LUNCH TRAY #6
Is this a reimbursable Meal for K-8?

How many components are on this tray?
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
YES Reimbursable Meal for K-8

Components:
- **Fruit**: ½ cup = 1 comp
- **Veg**: ½ cup = ½ comp
- **M/MA**: 2 oz eq = 1 comp
- **Grain**: 1 oz eq = 1 comp
- **Milk**: 1 cup = 1 comp
LUNCH TRAY #7
Q Is this a reimbursable meal?
Q How many components?
Did that student have “sonic” speed or what?
K-8 Lunch Tray # 7

NOT a Reimbursable Meal for K-8!

Components:
- M/MA: 2 oz eq = 1 comp
- Grain: 1 oz eq = 1 comp
- Milk: 1 cup = 1 comp

There is no Fruit or Veg!
Does that Lettuce and Tomato Count as a Vegetable Serving?

NO, THEY ARE TRIMMINGS!
LUNCH TRAY #8
- Is this a reimbursable meal?
- How many components?
Get Ready!

Do you even remember what you saw, or are you blind as a Referee?
YES Reimbursable Meal for K-8

Components:
- Veg: $\frac{1}{2}$ cup = $\frac{1}{2}$ comp*
- Grain: 1 oz eq = 1 comp
- Milk: 1 cup = 1 comp

*can use the $\frac{1}{2}$ cup exemption
LUNCH TRAY #9
K-8 Lunch Tray # 9

- Is this a reimbursable meal at K-8 Level?
- How many components?
Wait What? You have 3 Seconds!

Did you see that slide past the cashier!?!
YES Reimbursable Meal for K-8
(note – NOT ok at 9-12)

Components:
• Veg: ½ cup = ½ comp*
• Fruit: ½ cup = 1 comp
• Milk: 1 cup = 1 comp

*can use the ½ cup exemption
New Menu Alert!
### Daily Menu Example: Grades 9-12

<table>
<thead>
<tr>
<th>Item</th>
<th>Serving Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamburger</td>
<td>2 oz eq meat &amp; WG Bun = 2 oz eq</td>
</tr>
<tr>
<td>Salad</td>
<td>1 cup = ½ cup</td>
</tr>
<tr>
<td>Broccoli</td>
<td>½ cup</td>
</tr>
<tr>
<td>Orange</td>
<td>½ cup</td>
</tr>
<tr>
<td>Blueberry</td>
<td>½ cup</td>
</tr>
<tr>
<td>Milk</td>
<td>FF White 1% or Skim</td>
</tr>
</tbody>
</table>
LUNCH TRAY #10
Is this a reimbursable meal at 9-12 Level?

How many components?
Let’s a-Go!

Are you “Super” sure that was a reimbursable Meal?
YES, TRAY # 10 IS REIMBURSABLE for 9-12 (note: also ok for K-8)

Total Components:
Meat: 2 oz. eq. = 1 comp
Grain: 2 oz. eq. = 1 comp
Veg: \( \frac{1}{2} \) cup = \( \frac{1}{2} \) comp*
Fruit: \( \frac{1}{2} \) cup = \( \frac{1}{2} \) comp*
Milk: 1 cup = 1 comp

*Can apply \( \frac{1}{2} \) cup exemption to either your fruit or your vegetable here to get a reimbursable tray
LUNCH TRAY #11
Is this a reimbursable meal?

How many components?
These kids are fast!

Gone in a flash!
Did you catch that?
YES, TRAY # 10 IS REIMBURSABLE for 9-12
(note: also ok for K-8)

Total Components:
Grain: 2 oz. eq. =1 comp
Veg: ½ cup= ½ comp*
Milk: 1 cup = 1 comp

*Can apply ½ cup exemption to your vegetable here to get a reimbursable tray
LUNCH TRAY #12
9-12 Lunch Tray # 12

- Is this a reimbursable meal?
- How many components?

- Orange
- Broccoli
- Milk
Did that student have “sonic” speed or what?
9-12 Lunch Tray # 12

NOT a Reimbursable Meal!

Why not?
You need either 3 full components
OR
2 full components and $\frac{1}{2}$ cup of F or V
WHAT IF that same tray (Tray #12) had been offered at the K-8 Level?
At K-8 Level, this IS a reimbursable meal!

Why?
We have a full component of fruit!
We have 2 full components and \( \frac{1}{2} \) cup of V
So the SAME tray goes from Reimbursable at the Elementary to Non-Reimbursable at the High School?
LUNCH TRAY #13
Oops......

Do you even remember what you saw?
YES, TRAY IS REIMBURSABLE for 9-12 (note: also ok for K-8)

Total Components:
Grain: 2 oz. eq. =1 comp
Veg: ½ cup= ½ comp*
Milk: 1 cup = 1 comp

*Can apply ½ cup exemption to your vegetable here to get a reimbursable tray
LUNCH TRAY #14
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
YES, TRAY IS REIMBURSABLE for 9-12
(note: also ok for K-8)

Total Components:
Grain: 2 oz. eq. =1 comp
Veg: ½ cup = ½ comp*
Fruit: ½ cup = ½ comp*
Milk: 1 cup = 1 comp

*Can apply ½ cup exemption to either your fruit or your vegetable here to get a reimbursable tray
LUNCH TRAY #15
Wait What? You have 3 Seconds!

Did you see that slide past the cashier!?!
YES, TRAY IS REIMBURSABLE for 9-12 (note: also ok for K-8)

Total Components:
Veg: ½ cup = ½ comp*
Fruit: ½ + ½ cup= 1 comp
Milk: 1 cup = 1 comp

*use the half cup exemption
New Menu Alert!
Lunch: Planned Meal Example for K-8

1 cup fruit

½ cup Veg.

1 cup milk (2 choices)

½ cup Veg.

2 M/MA + 1oz Grain
Get Ready!

Do you even remember what you saw, or are you blind as a Referee?
K-8 Lunch Tray #16

Reimbursable Meal - Yes
Lunch Tray #17
These kids are fast!

Gone in a flash! Did you catch that?
K-8 Lunch Tray #17

Reimbursable Meal – Yes K-8
Lunch Tray #18
Oops......

Do you even remember what you saw?
K-8 Lunch Tray #18

Reimbursable Meal – Yes K-8 & 9-12
Lunch Tray #19
K-8 Lunch Tray #19
Wait What? You have 3 Seconds!

Did you see that slide past the cashier!?!
New Menu Alert!
Planned Lunch Menu – Mixed Age Group

1 cup fruit

½ cup Veg.

1 cup milk (2 choices)

½ cup Veg.

2 M/MA + 2 Grain
Lunch Tray #20
Wait What? You have 3 Seconds!

Did you see that slide past the cashier!?!
Lunch Tray #20

Reimbursable Meal – Yes K-8 & 9-12
Lunch Tray #21
Let’s a-Go!

Are you “Super” sure that was a reimbursable Meal?
Offer vs Serve – Lunch Tray #21

Reimbursable Meal – NO! Missing F/V Comp!
Lunch Tray #22
Lunch Tray #22

- Cup of milk
- Corn
- Watermelon
Did that student have “sonic” speed or what?
Lunch Tray #22

Reimbursable Meal – Yes K-8 & 9-12
Lunch Tray #23
Offer vs Serve – Lunch Tray #23
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
Offer vs Serve – Lunch Tray #23

Reimbursable Meal – NO! Only 2 Full Components!
Need 3 full components on the Tray!
Breakfast - OVS
OVS Regulations: Breakfast

- 7 CFR 220.8(e) and SP 41-2015
- The site must offer at least 4 food items
- Students are allowed to decline 1 of 4 food items offered during breakfast, provided that the students select at least $\frac{1}{2}$ cup of the fruit or veg requirement

In other words, the student must pick up 3 items, 1 of which must be a fruit
Component

One of three food groups that comprise a reimbursable breakfast (grains or meat/meat alternate; fruit or vegetable; milk)

Item

A specific food offered within the three food components.
OVS - Breakfast

Remember!

At Lunch, we deal with COMPONENTS,

At Breakfast, we deal with ITEMS!

- Are you training your staff to recognize the difference between components and items?

- How do you (as the menu planner) communicate what constitutes an “item” on your breakfast menu?
OVS Regulations: Breakfast

- SP 41-2015 (OVS Manual)

- A school may offer M/MA in place of grains at breakfast **AFTER** the minimum daily grain requirement is offered.

- Although breakfast is based on items, the minimum component required must be offered on the serving line.
A Meat Becomes a Grain!?!?
IMPORTANT REMINDERS: OVS Breakfast

• Fruit quantity is 1 cup
• 1 cup = 1 item
• Meat/ Meat Alternates (M/MA) can substitute as a Grain OR count as an Extra
• Vegetables can substitute as a Fruit OR count as an extra
• Extra = Not counted as a component or item
The \( \frac{1}{2} \) cup minimum serving of fruit may be:

- A mix of different fruits
- A mix of fruits and vegetables
- Minimum creditable amount is \( \frac{1}{8} \) c.
### Vegetables

#### Breakfast

<table>
<thead>
<tr>
<th>Vegetables</th>
<th>Grade K - 5</th>
<th>Grade 6 – 8</th>
<th>Grade 9 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>None required, but may be substituted for fruits provided that the first 2 cups/week offered are from a subgroup other than starchy OR As an “EXTRA”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$\frac{1}{2}$ cup vegetables = $\frac{1}{2}$ cup fruit

OR

$\frac{1}{2}$ cup vegetables = Extra (not a component - but must include in nutrient analysis)
The Menu Planner Decides how to count the items!

Combination Foods can count as multiple items!
• Breakfast Burrito  = 1 oz. M/MA & 1 Grain

• Bagel Breakfast  = 1 oz. M/MA & 1.25 Grain

• Breakfast Pizza, (W/ Sausage, Bacon & Chz Sauce) = 1 oz M/MA & 1 oz Grain

• French Toast, Stick, WG = 2 oz grain

• Biscuit, WG = 2 oz grain
Example of Breakfast Combination Item

**Breakfast Bagel**

- **Source:** MRS 2020
- **Meal Component Contribution:**
  1 oz. eq. meat/meat alternate, 1 ¼ oz. eq. whole grains
- **Number of Portions:** 100
- **Size of Portion:** 1 bagel
- **Recipe HACCP Process:** #2 - Same day service

**Breakfast Burrito (Purchased)**

- **Source:** MRS 2020
- **Meal Component Contribution:**
  1 oz. eq. meat/meat alternate, 1 oz. eq. whole grains
- **Number of Portions:** 100
- **Size of Portion:** 1 burrito
- **Recipe HACCP Process:** #2 - Same day service
1 oz grain eq

1 Item
Offer vs Serve Counting Items

2 Items

1 oz grain eq  +  1 oz grain eq
Offer vs Serve Counting Items

2 Items

2 oz grain eq

OR

1 Item

2 oz grain eq
Offer vs Serve Counting Items

2 Items OR 1 Item

1 oz grain eq +
1 oz M/MA =
2 oz grain eq

1 oz grain eq +
1 oz M/MA =
1 oz grain eq
Offer vs Serve Counting Items

4 Items

2 oz grain eq +
2 oz M/MA =
4 oz eq

2 oz M/MA: Egg=1 oz eq; Cheese=.5 oz eq; Sausage=.5 oz eq

OR

2 Items

2 oz grain eq +
2 oz M/MA (extra) =
2 oz eq
Quiz Time!
Breakfast Tray #1
Breakfast Tray #1

- Is this Tray Reimbursable?
- How many items are on this Tray?
- Is this a reimbursable meal for K-8 or 9-12 grades group?
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
Breakfast Tray #1

YES, TRAY # 1 IS REIMBURSABLE!

Total Items:
• Milk: 1 - C
• Grain: 2 oz. eq.
• Fruit: $\frac{1}{2}^*$ - C

*Can apply $\frac{1}{2}$ cup exemption
Breakfast Tray #2
Breakfast Tray #2

- Is this Tray Reimbursable?
- How many items are on this Tray?
- Is this a reimbursable meal for K-8 or 9-12 grades group?
These kids are fast!

Gone in a flash! Did you catch that?
NO, TRAY #2 IS NOT REIMBURSABLE!

MISSING A FRUIT COMPONENT!
One of the items must be a fruit

Total Items:
• Grain: 2 oz. eq. biscuit (plus 1 oz. eq. egg)*
• Milk: 1 - C

*at breakfast, Meat/Meat Alternatives can count toward grain after the full component of true grain has been offered. So the eggs could count as additional grain here.
New Menu Alert!
Breakfast Planned Menu

- 1 oz Grain
- ½ cup Fruit
- 1 cup milk (2 choices)
- ½ cup Fruit
- 1 oz Grain
Breakfast Tray #3
Did that student have “sonic” speed or what?
Breakfast Tray #3

1 item

1 item

1 item

Reimbursable Meal – NO! Missing F/V!
Breakfast Tray #4
Did you see that slide past the cashier!?!
Breakfast Tray #4

Reimbursable Meal - Yes
Breakfast Tray #5
Do you even remember what you saw, or are you blind as a Referee?
Breakfast Tray #5

Reimbursable Meal – NO! Missing F/V!
Breakfast Tray #6
Breakfast Tray #6
These kids are fast!

Gone in a flash! Did you catch that?
Breakfast Tray #6

Reimbursable Meal - Yes
New Menu Alert!
Breakfast Tray #7
Oops......

Do you even remember what you saw?
Breakfast Tray #7

Reimbursable Meal – NO! Missing F/V!
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
Breakfast Tray #8

1 item

1 item

1 item

Reimbursable Meal - Yes
Breakfast Tray #9
These kids are fast!

Gone in a flash! Did you catch that?
Breakfast Tray #9

Reimbursable Meal - Yes

1 item
1 item
1 item
Breakfast Tray #10
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
Breakfast Tray #10

Depends on the menu planner!!!!

Menu planner may decide that you cannot pick up 2 of the same item.
Breakfast Tray #11
Let’s a-Go!

Are you “Super” sure that was a reimbursable Meal?
Breakfast Tray #11

- 100% Apple Juice
- 2 Oranges
- Yami Yogurt

Reimbursable Meal - Yes
New Menu Alert!
Planned Menu for Breakfast

- ½ cup Fruit
- 1 cup milk (2 choices)
- 1.25 oz G + 1 oz M/MA = 2.25 G
Menu Planner Discretion

![Breakfast tray with various items]

- 1 Item
- 1 Item
- 1 Item
- 2 Items (could be less)
Breakfast Tray #12
Breakfast Tray #12
Oh No! 3 Seconds......

Did the student “swipe” away too fast?
Breakfast Tray #12

Reimbursable Meal – NO! Missing F/V!
Breakfast Tray #13
Breakfast Tray #13
Did that student have “sonic” speed or what?
Breakfast Tray #14
Did you see that slide past the cashier!?!
New Menu Alert!
Planned Menu for Breakfast

- P bread = 2 grains
- 1 cup milk (multiple varieties available)
- ½ cup apple
- ½ cup banana

1 oz M/MA COUNTS AS A GRAIN!
Breakfast Tray #16
Reimbursable Meal?
These kids are fast!

Gone in a flash! Did you catch that?
Breakfast Tray #16

P bread = 2 grains
1 4oz = 1 oz M/MA
1 cup milk

Reimbursable Meal? No!
Breakfast Tray #17
Breakfast Tray #17

Reimbursable Meal?
Oh No! 3 Seconds……

Did the student “swipe” away too fast?
Breakfast Tray #17

P bread = 2 grains

½ cup apple

½ cup banana

Reimbursable Meal YES
Breakfast Tray #18
Breakfast Tray #18

Reimbursable Meal ?
Wait What? You have 3 Seconds!

Did you see that slide past the cashier!?!
Breakfast Tray #18

P bread = 2 grains

1 4oz = 1 oz M/MA

Reimbursable Meal NO
Breakfast Tray #19
Breakfast Tray #19

P bread = 2 grains

½ cup apple

Reimbursable Meal?
WHOOOSH!!!!!!

Did that student have “sonic” speed or what?
Breakfast Tray #19

P  bread = 2 grains

½ cup apple

Reimbursable Meal  YES
Thank you for your time!
This institution is an equal opportunity provider.

Full Statement