Menu Certification Training

Arizona Department of Education

February 2014

Introduction

- The Healthy Hunger-Free Kids Act of 2010 provides an additional 6-cents per lunch reimbursement to school districts that are certified to be in compliance with the New Meal Pattern.
- The school district as a whole must apply for certification, not individual schools.

Certification Process Documentation

- Lunch Documentation (for each lunch menu)
  - One Week Menu (from current or previous month)
  - Excel Menu Worksheet (link on slide # 6)
  - Nutrient Assessment
- Breakfast Documentation (for each breakfast menu)
  - One Week Menu (from current or previous month)
  - Excel Menu Worksheet (link on slide # 6)
  - Nutrient Assessment

Part A:
One Week of Menus

One Week Menu

- Items Needed for Compliance
  - Menu Name
  - Grade Group
  - Dates Served
  - All foods offered and served

One Week Menu

- A menu for lunch, and breakfast, if applicable, from a week in the current or previous month must be submitted
  - For example, a K-5 school that runs on a 5-day schedule, Monday through Friday, would submit a menu for breakfast and lunch from each of these five days.
- See the following slides for a sample lunch menu for the given scenario

Sample 5-Day Menu

Lunch, K-5, Offer versus Serve

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken tacos (1 oz/eq M/MA) with Beans	Pasta (0.75 oz/eq) with Meat (1.0 oz/eq M/MA) Sauce (1/4 cup vegetable)	Grilled cheese (2 oz/eq M/MA; 2.25 oz/eq WG)	Baked chicken with Mashed Potatoes and Whole-grain Roll (1 oz/eq WG)	Hamburger (2 oz/eq M/MA; 2.5 oz/eq grain) with Potato Wedges (3/4 cup)
½ PB&J Sandwich (1 oz/eq M/MA; 1 oz/eq WG)	Beef (1 oz/eq M/MA) and Bean 1 oz/eq M/MA) Burrito (1.5 oz/eq WG)	Steak strips (2 oz/eq M/MA) with Roll (1 oz/eq WG)	Orange chicken (2 oz/eq) rice bowl (1.5 oz/eq WG)	Cheese pizza slice (2 oz/eq M/MA; 3 oz/eq grain)
Apple crisp (0.5 oz/eq grain)	Green beans (3/4 cup)	Strawberries, diced (1/2 cup)	Pineapple chunks (1/2 cup)	Watermelon slices (1/2 cup)
Fresh pear (1/2 cup)	Canned peaches	Apple slices (1/2 cup)	Orange wedges (1/2 cup)	Bagged Craisins (1/4 cup)*
Orange wedges (1/2 cup)	Salad bar (details to follow)	100% Fruit Juice (4 fl oz)	Salad bar (details to follow)	Salad bar (details to follow)
Salad bar (details to follow)	1% plain milk (8 fl oz)	Salad bar (details to follow)	1% plain milk (8 fl oz)	1% plain milk (8 fl oz)
1% plain milk (8 fl oz)	Nonfat chocolate milk (8 fl oz)	1% plain milk (8 fl oz)	Nonfat chocolate milk (8 fl oz)	Nonfat chocolate milk (8 fl oz)
Nonfat chocolate milk (8 fl oz)		Nonfat chocolate milk (8 fl oz)		

*The creditable amount for dried fruits is double the measured amount (i.e. ¼ cup Bagged Craisins would be documented as ½ cup fruit)

Sample 5-Day Menu

Lunch, K-5, Salad Bar (if applicable)

Monday	Tuesday	Wednesday	Thursday	Friday
¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***	¼ cup Romaine/ ¼ cup Iceberg Mix***
½ cup Baby carrots	½ cup Baby carrots	½ cup Baby carrots	½ cup Baby carrots	½ cup Baby carrots
½ cup Celery sticks	½ cup Celery sticks	½ cup Broccoli	½ cup Celery sticks	½ cup Celery sticks
½ cup Cherry tomatoes	½ cup Cherry tomatoes	½ cup Cherry tomatoes	½ cup Cherry tomatoes	½ cup Cherry tomatoes
Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)	Ranch dressing (1 Tablespoon)

***The creditable amount for leafy greens is half of the measured amount when raw (i.e. ¼ cup of raw romaine lettuce would be documented as 1/8 cup vegetables). However, ½ cup of cooked spinach would be documented as ½ cup vegetables)

One Week of Menus

- **Note:** You can use your own template if you wish; the sample menu provided is simply a reference

- Every item that was offered or served during a given meal must be listed

Part B:
Certification Worksheets

Schedule Certification Worksheet

- Entry of the One Week Lunch Menu Requires
  - Full One Week Menu (See slide # 7 for example)
  - Selection of the appropriate worksheet for # of days menu is served (See next slide)
  - http://www.fns.usda.gov/cnd/Governance/Legislation/certificationofcompliance.htm

Finding Your Worksheet

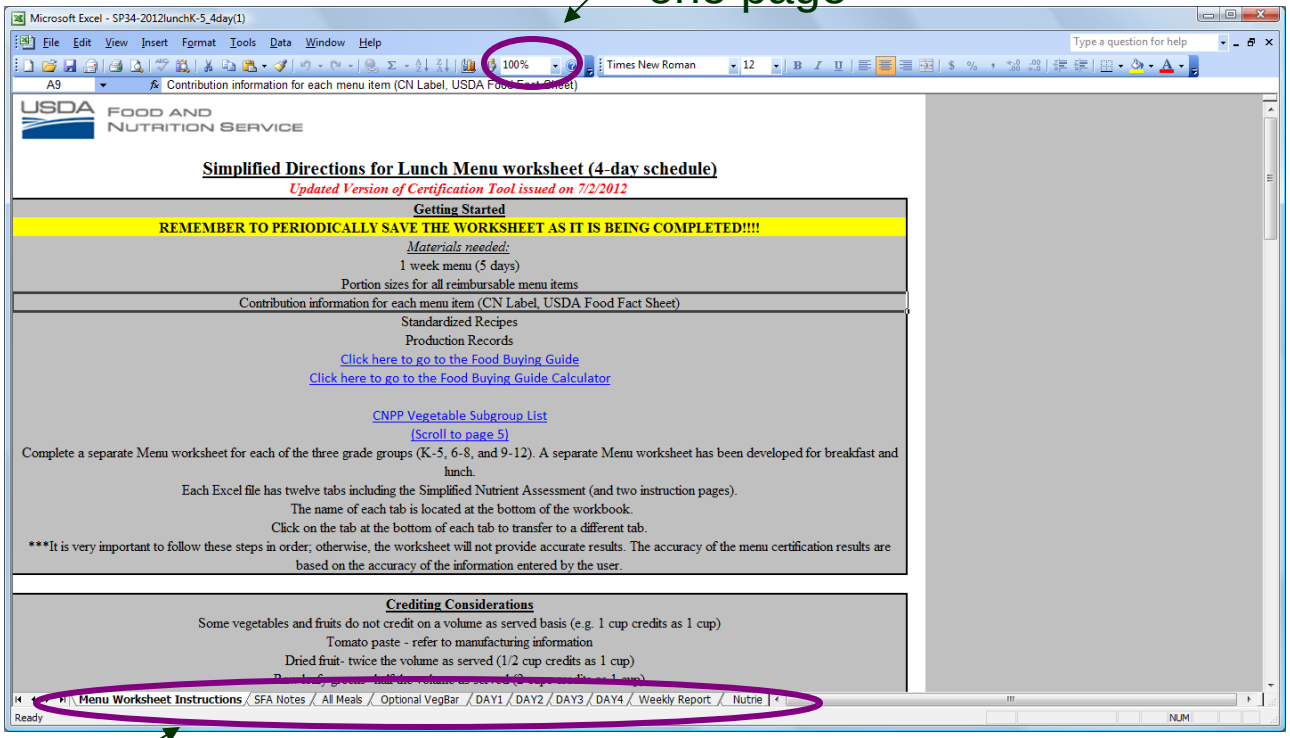
Policy Memos

- SP 55-2013: Questions and Answers Related to 6 Cents Certification during SY 2013-14
- SP 44-2012: Questions and Answers Related to 6 Cents Certification Tool (revision)
- SP 40-2012: Certification of Compliance with New Meal Patterns - Validation Review Checklists
  -- Prototype Lunch Validation Review Checklist for SY 2012-13
  -- Prototype Breakfast Validation Review Checklist for SY 2012-13
- Certification of Compliance with New Meal Patterns: Tools, Specifications, and Prototype Attestation Statement
  -- School Food Authority Six Cents Attestation
  -- Menu Worksheet Instructions - Lunch
  -- Menu Worksheet Instructions - Breakfast
  -- Simplified Nutrient Assessment Instructions - Lunch
  -- Simplified Nutrient Assessment Instructions - Breakfast
  -- Instructions for Transferring Data from USDA Certification Tools
  -- Certification Meal Pattern Requirement Specification
  -- 3-Day Schedule Certification Worksheets
    -- Grades K-5: Lunch
    -- Grades 6-8: Lunch
    -- Grades K-8: Lunch
    -- Grades 9-12: Lunch
  -- 4-Day Schedule Certification Worksheets
    -- Grades K-5: Lunch
    -- Grades 6-8: Lunch
    -- Grades K-8: Lunch
    -- Grades 9-12: Lunch
  -- 5-Day Schedule Certification Worksheets
    -- Grades K-5: Breakfast
    -- Grades 6-8: Breakfast
    -- Grades 9-12: Breakfast

After going to the website, scroll down to "Policy Memos" and click the blue text for the Certification Worksheet that you need

Worksheet Navigation

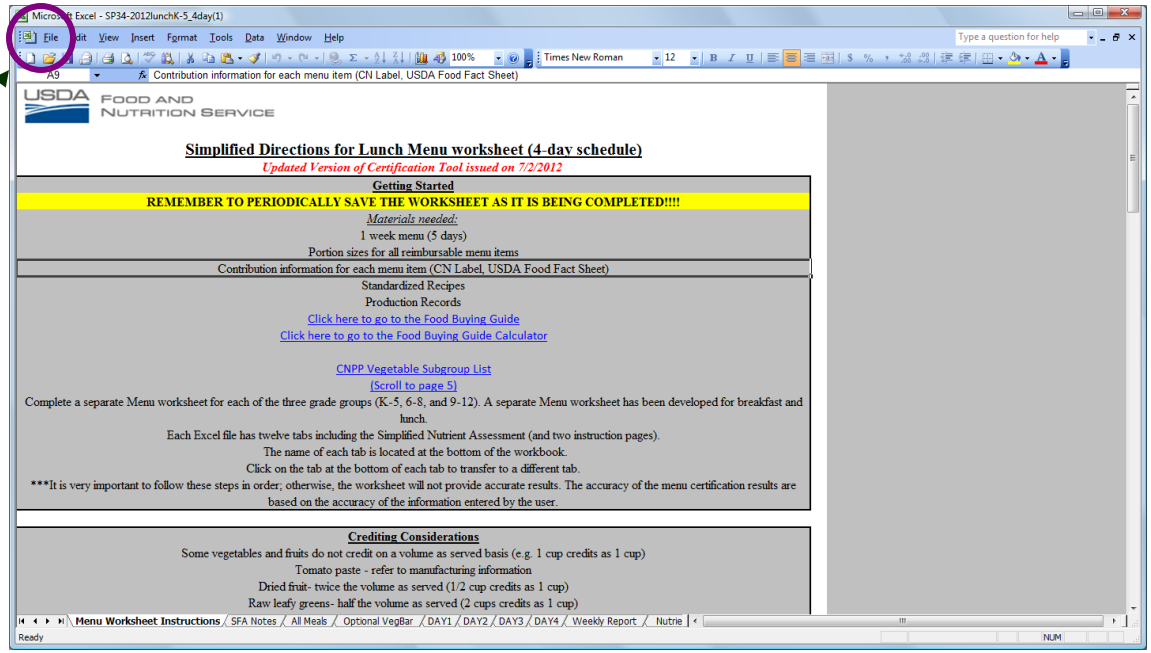
Change the % to make more of the screen fit on one page



Worksheet Navigation Tabs – each tab is a different page

Save Your Work!!

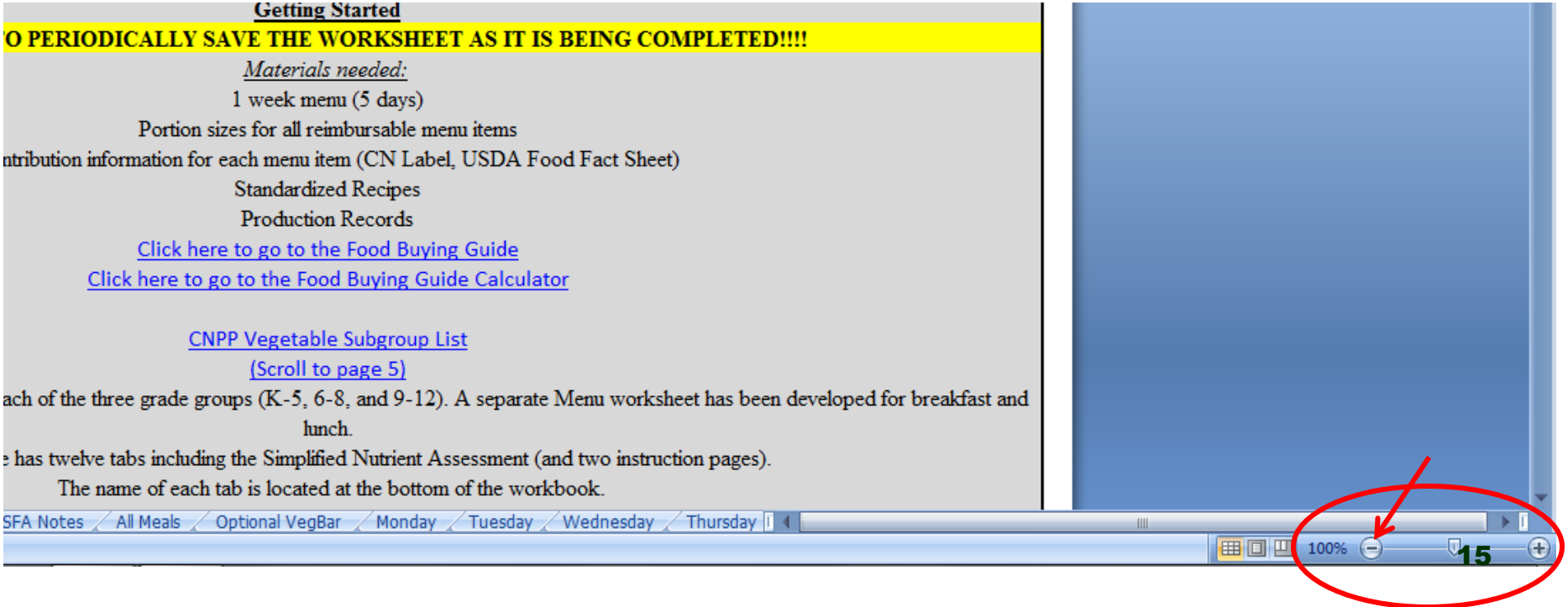
By selecting File and Save as you can save your worksheet for later!



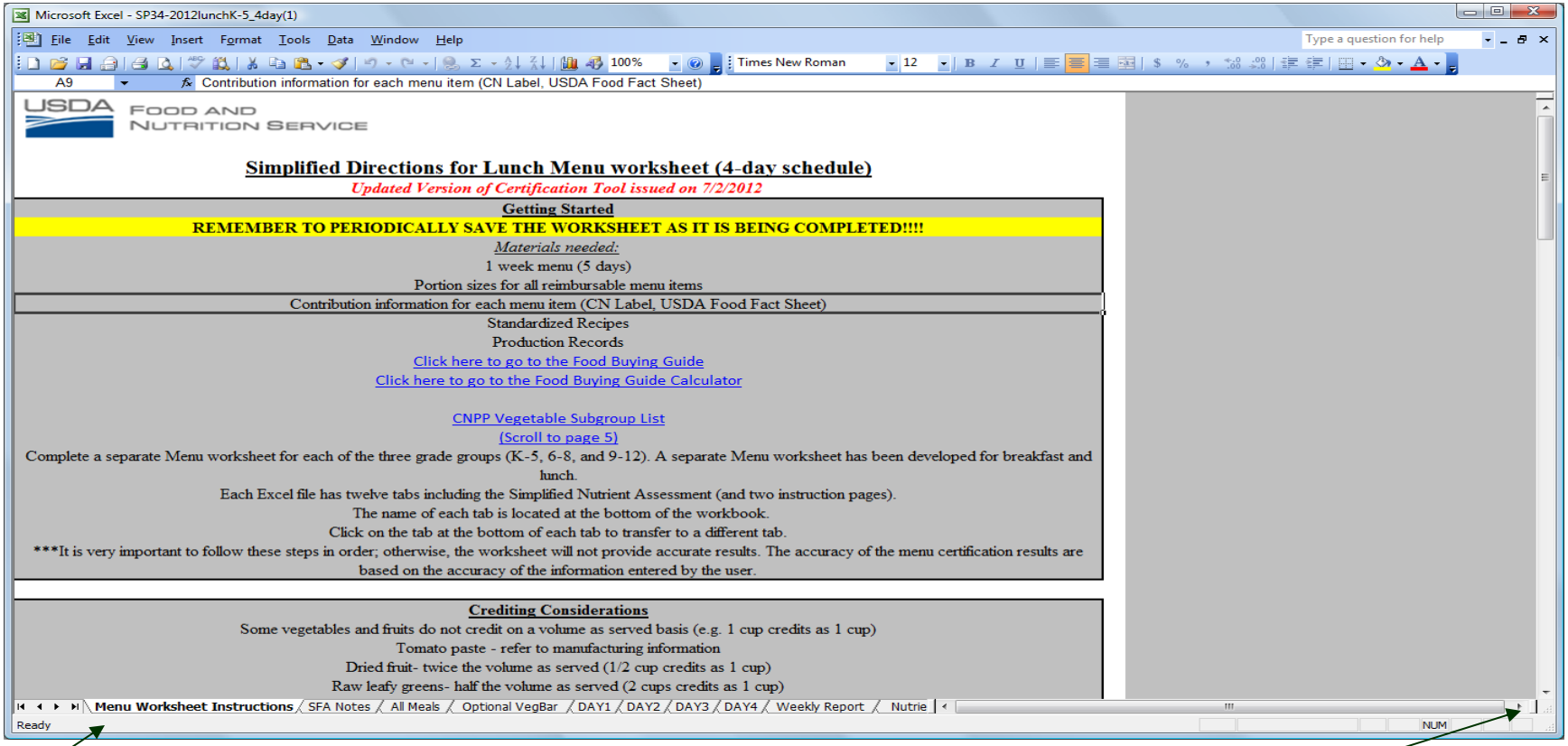
For each grade group represented you will need a different Worksheet for submission. (Ex: K-12 is represented, you will submit 3 worksheets K-5, 6-8, and 9-12. If only 9-12 is represented you will submit 1 worksheet for 9-12)

Helpful Tip

- Zoom out using the "-" button at the bottom of the screen to view more at one time
  - Between 70% and 90% is a good range



Menu Worksheet Instructions



Instructions Tab

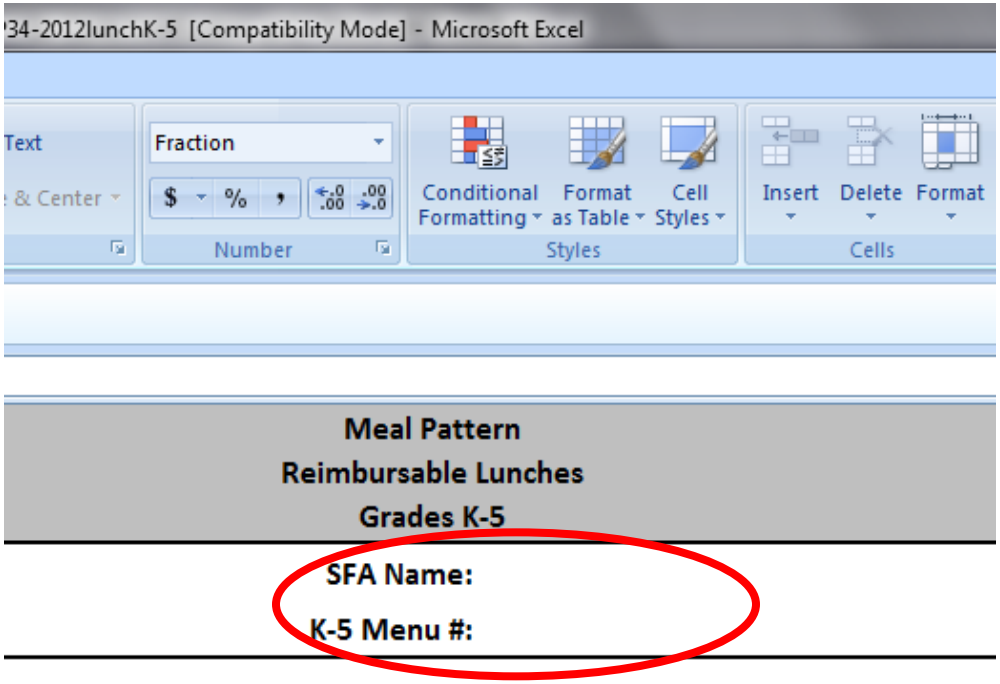
Scroll Up and Down to View all Instructions

Menu Worksheet Instructions

- Complete a separate Menu Worksheet for each grade group (K-5, 6-8, 9-12) and menu type (breakfast or lunch)
- Tabs are located at the bottom of the Excel file, click on each tab to change pages
- CREDITABLE amounts for food items must be entered into the Worksheet (Example: 2 cups romaine = 1 cup vegetable)

All Meals Tab

Enter your SFA Name and the Menu Number that you are using at the top of the page



All Meals Tab

Microsoft Excel - SP34-2012lunchK-5_4day(1)

Reimbursable Lunches
Grades K-5

SFA Name:
K-5 Menu #:

Enter each reimbursable lunch offered during the reference week and select or enter the quantity of each component.

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

Click here to go the Food Buying Guide Calculator | Click here to go the Instructions | Click here to the Weekly Report

1	2	3	3a	3b	4	4a	5	5a	6
	Meat/Meat Alternate (oz equivalents)	Grains (oz equivalents) **NOTE: Grains may be offered as ounce equivalents or bread servings			Fruit (cups) **NOTE: Enter the CREDITABLE amount of dried fruit		Vegetables (cups)		Fluid Milk (cups)
Meal Name *Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS ****	Enter the total meat/meat alternate ounces offered with this meal	Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich	Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk offered with this meal
Example: Chicken nuggets w/ roll and honey sauce	*2.00*	*2.50*	*2.00*	*0.50*	1	1/2	1		*1*
1 Chicken Tacos with Beans & Celery Sticks	2.00	2.75	2.25	0.50	1		3/4		2
2 Beef & Bean Burrito & Celery Sticks	2.00	2.00	1.50	0.50	1		3/4		2
3 Past with Meat Sauce & Green Beans	1.00	0.75	0.75		1/2		3/4		2
4 1/2 PB&J Sandwich & Green Beans	1.00	1.00	1.00		1/2		3/4		2
5 Grilled Cheese with Sweet Potato Fries	2.00	2.25	2.25		1 1/2	1/2	3/4		2
6 Steak Strips, Roll & Carrot Sticks	2.00	1.00	1.00		1 1/2	1/2	3/4		2
7 Baked Chicken, Mashed Potatos and Roll	2.00	1.00	1.00		1		3/4		2
8 Orange Chicken, Rice Bowl, Green Pepper and Cauliflower	2.00	1.50	1.50		1		1/2		2
9 Hamburger with Potato Wedges	2.00	2.50	2.50		3/4		3/4		2

OPTIONAL Tools to Assist in Fraction and Decimal Calculations

Fraction Calculator: Use this calculator to add the number of cups. — 0

Decimal/Fraction Converter (Rounded down to the nearest 1/8)

Enter the decimal you wish to convert to a fraction in the box:

The decimal entered above has been converted to the following fraction: — 0

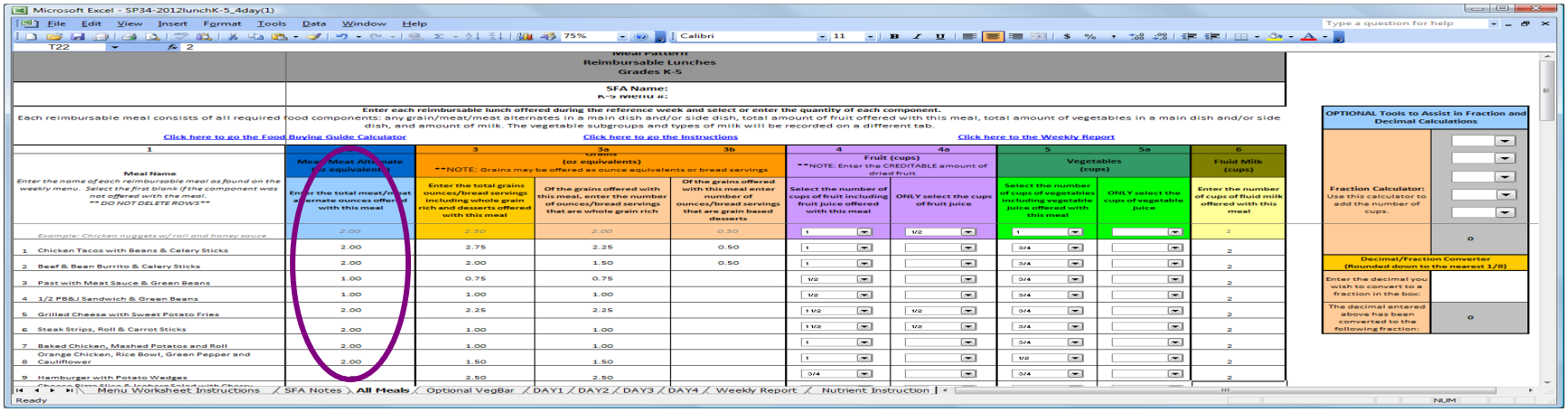
Menu Worksheet Instructions | SFA Notes | All Meals | Optional VegBar | DAY1 | DAY2 | DAY3 | DAY4 | Weekly Report | Nutrient Instruction

*Meal Name should include title of main entrée and vegetable subgroup

*All meals for the **entire week** will be entered into the **All Meals** tab

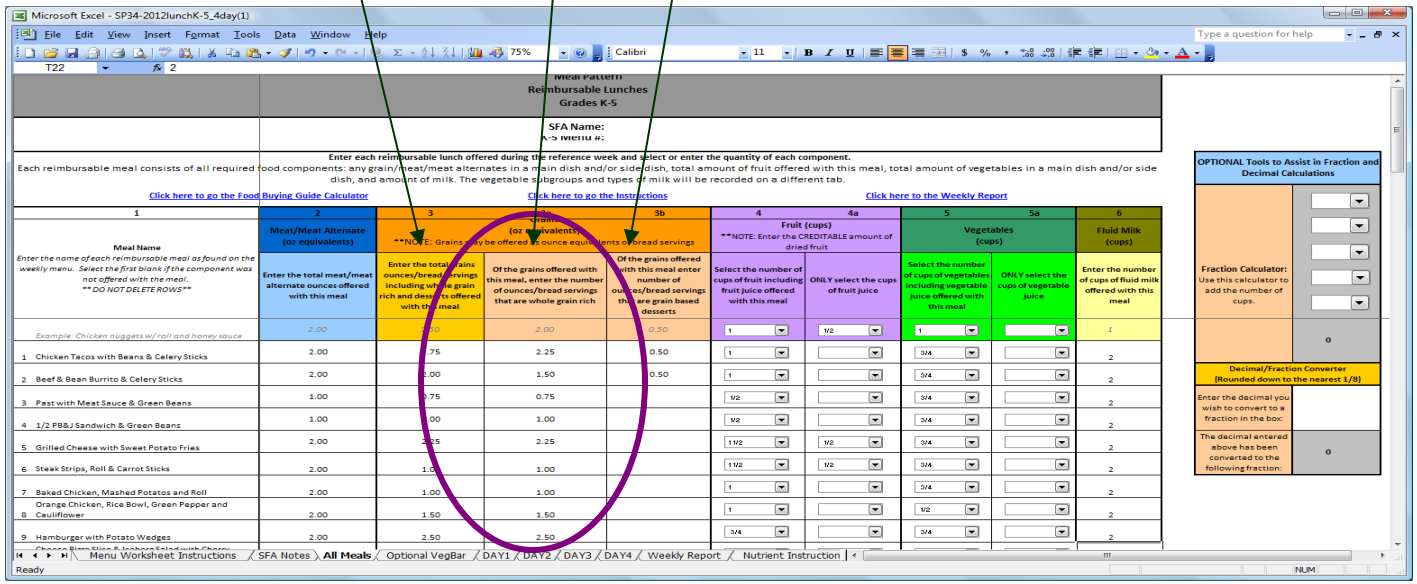
All Meals Tab

- Enter Meat/Meat Alternative ounce equivalents
  - Need to be entered to the nearest 0.25 ounce equivalent (Ex. 2.15 round down to 2)



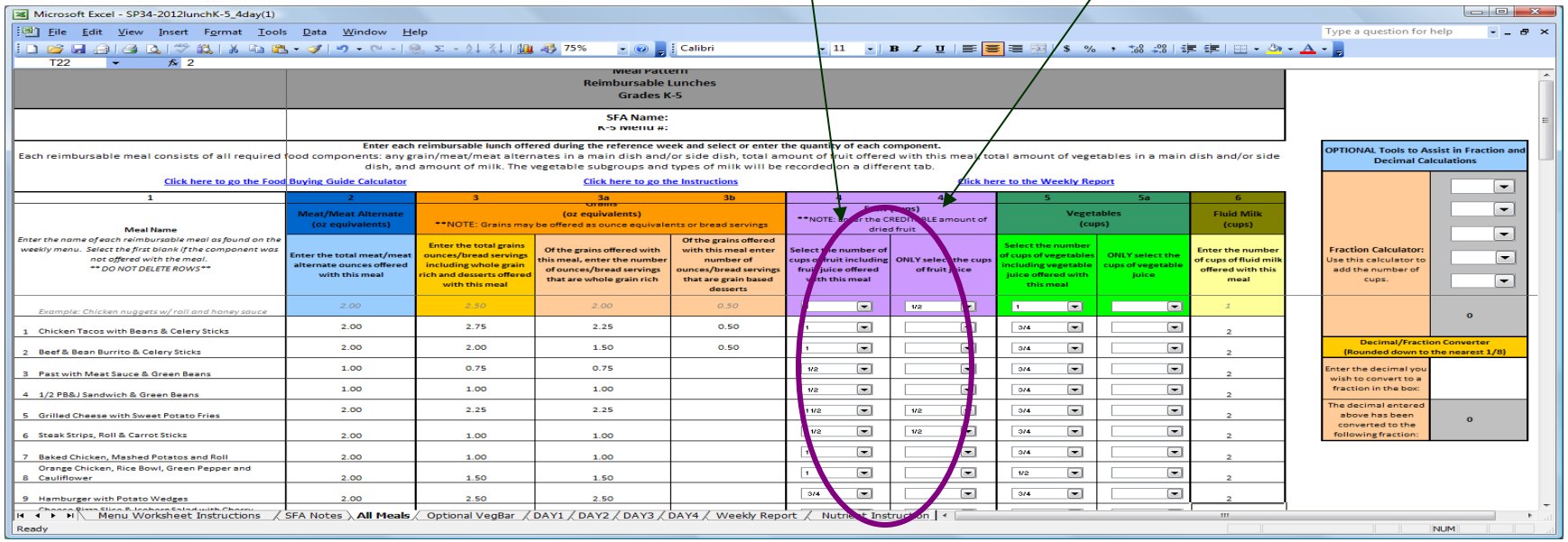
All Meals Tab

- Enter Grains Total
  - The total of all grains is the first column
  - The second column is the amount of grains from the total that is whole grain rich
  - The third column is the amount of grain which is NOT whole grain rich



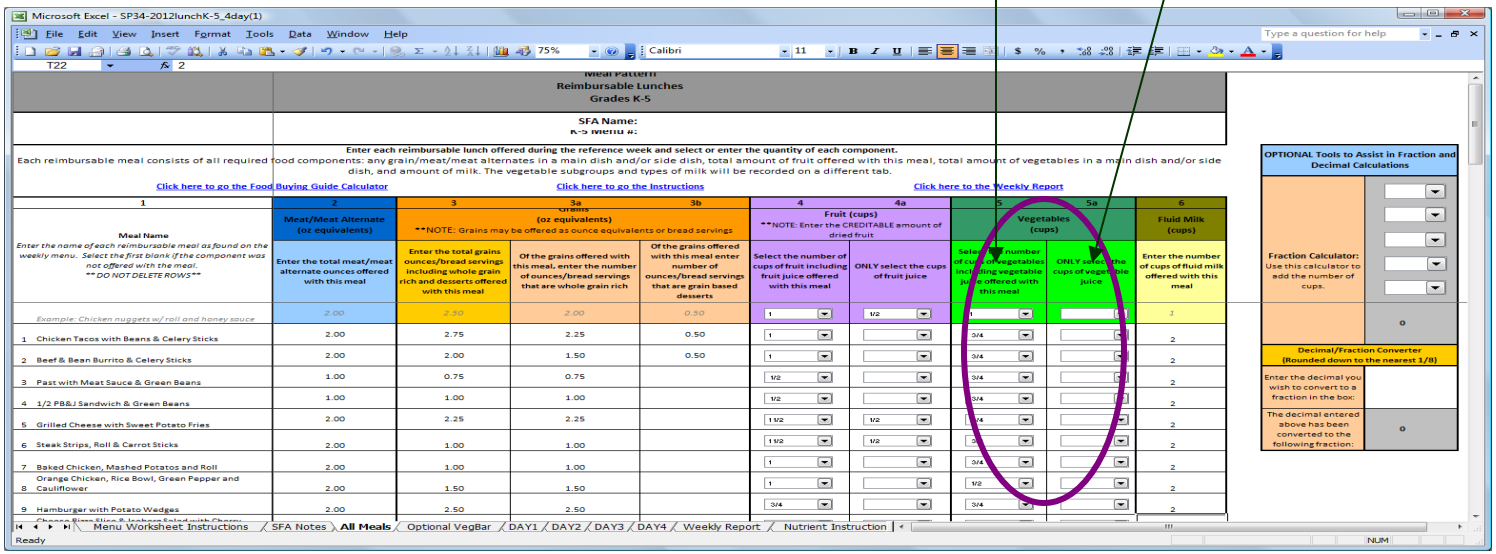
All Meals Tab

- Enter Total Meal Fruits, including juice, in first purple column
- Enter Total Meal Fruit Juice in second purple column



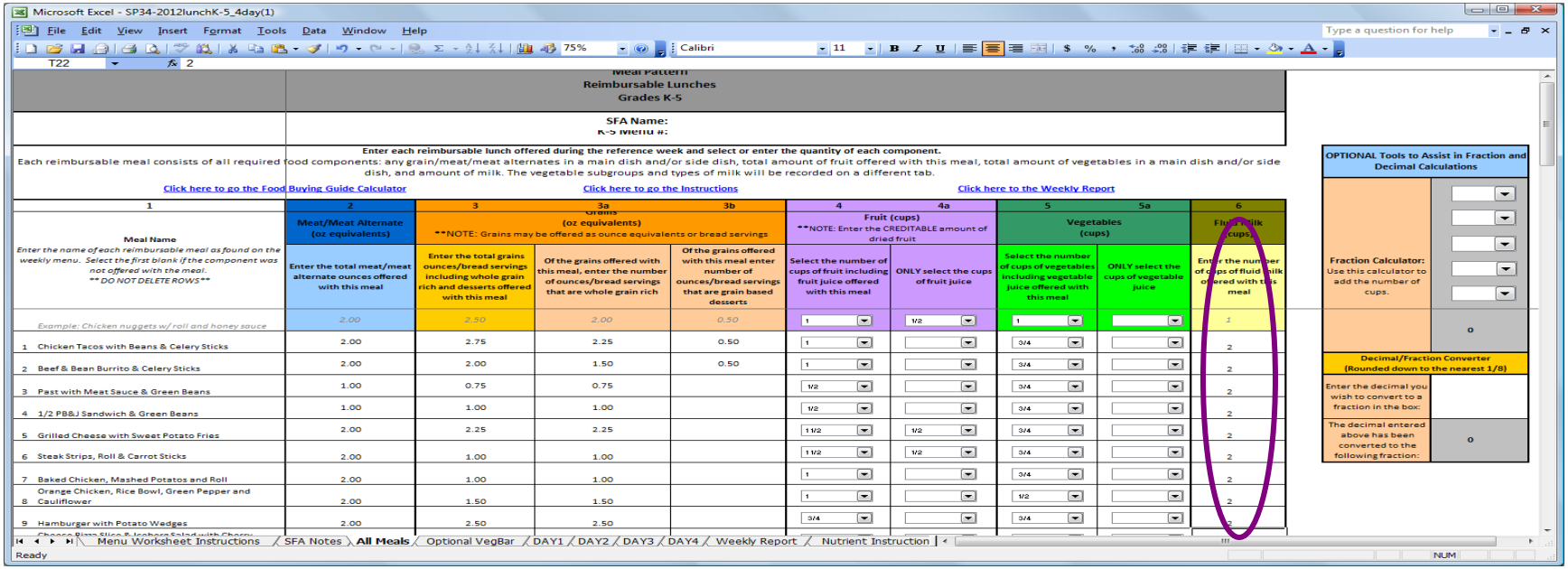
All Meals Tab

- Enter total meal vegetables
- Enter total meal vegetable juice

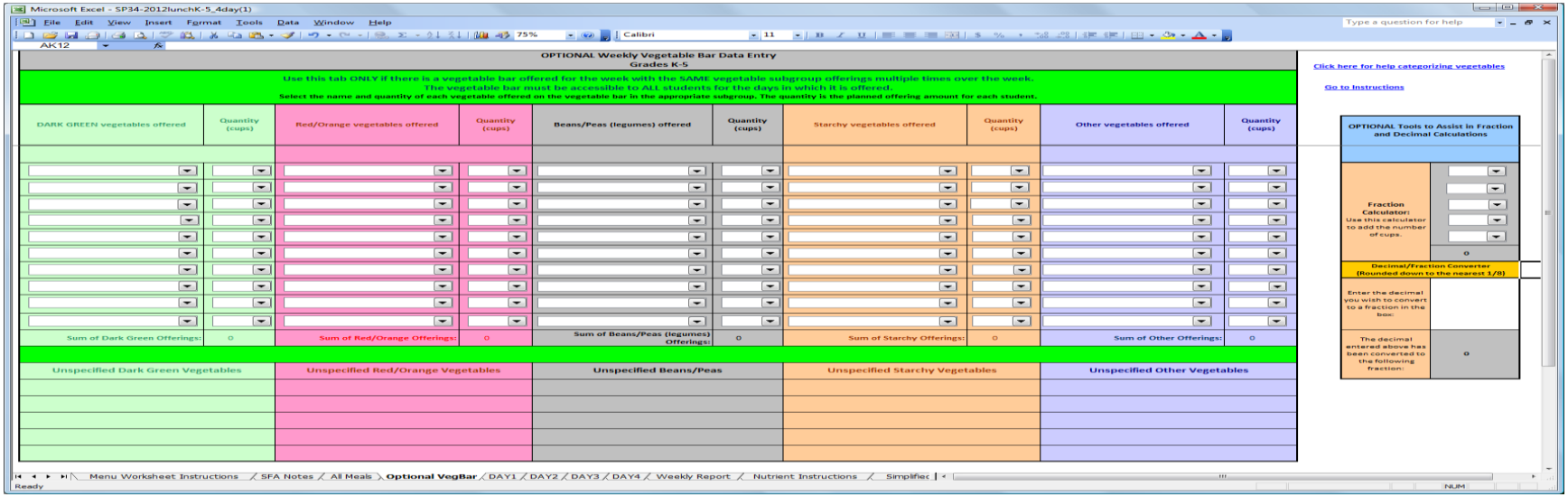


All Meals Tab

- Enter Total Meal Milk
  - Include total cups for all offerings

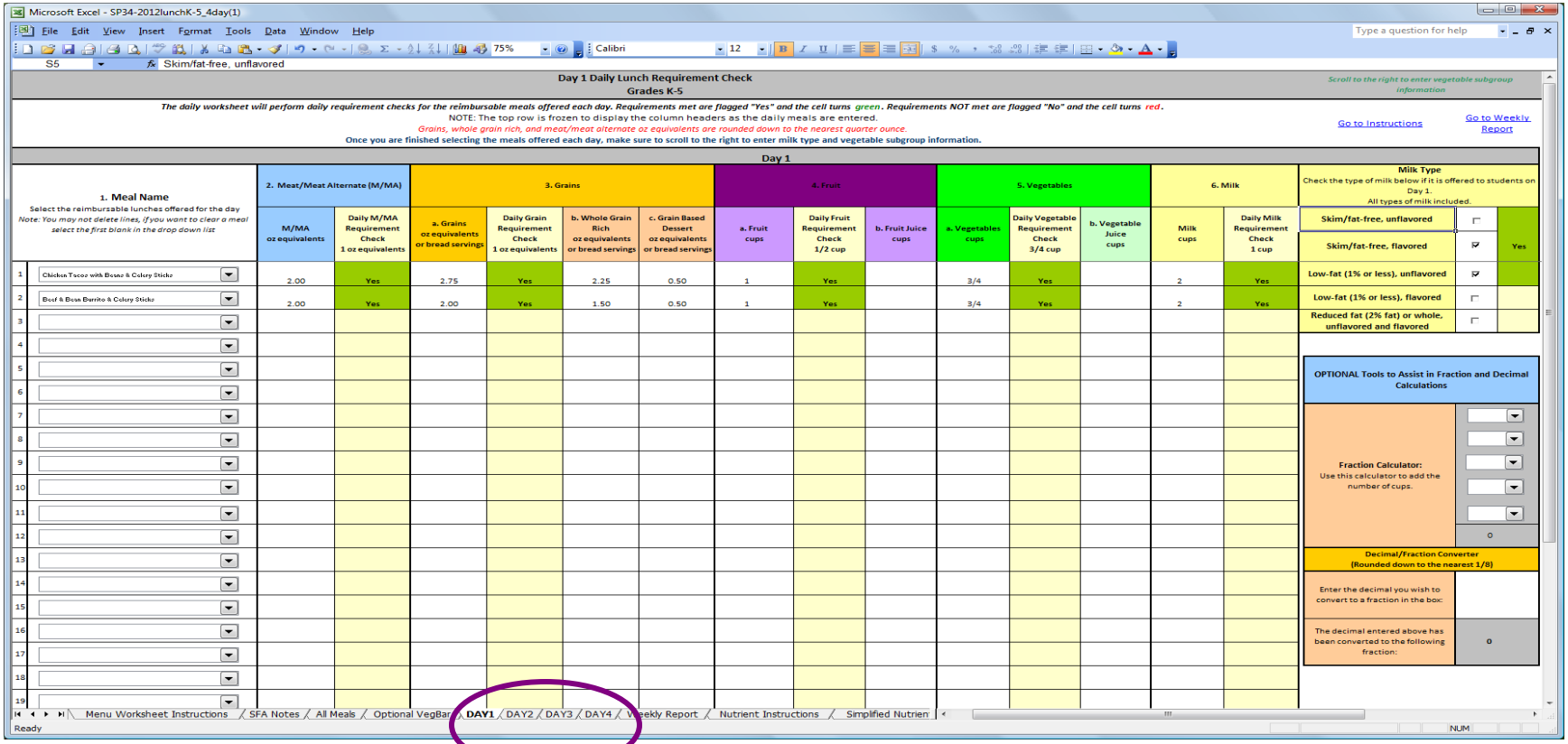


Optional Salad/Veggie Bar



•Use this tab **only** if a Salad Bar is offered for the week with the SAME vegetable subgroup offerings <u>every day</u> of the week (other items will be added for individual days later)

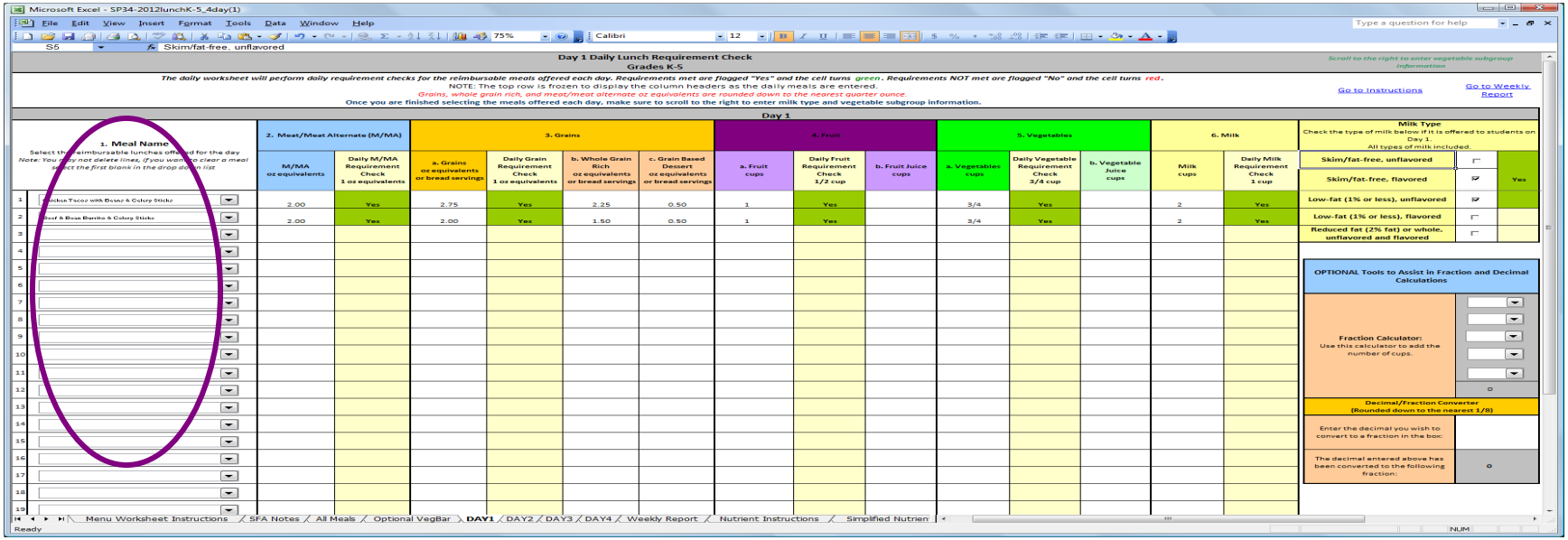
Individual Days of the Week



The number of tabs available will depend on how many days a week your menu is.

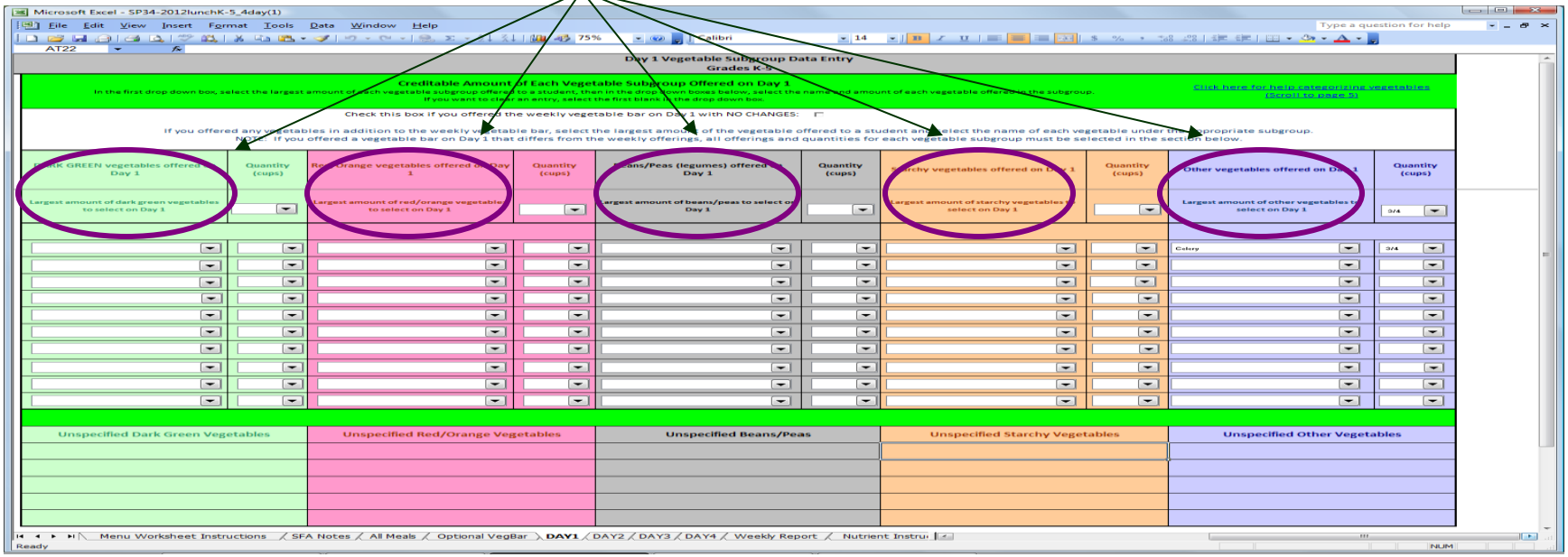
Days of the Week Tabs

- Select the meal that corresponds to each day from the drop down boxes.
  - The meals will populate into this tab from the All Meals Tab



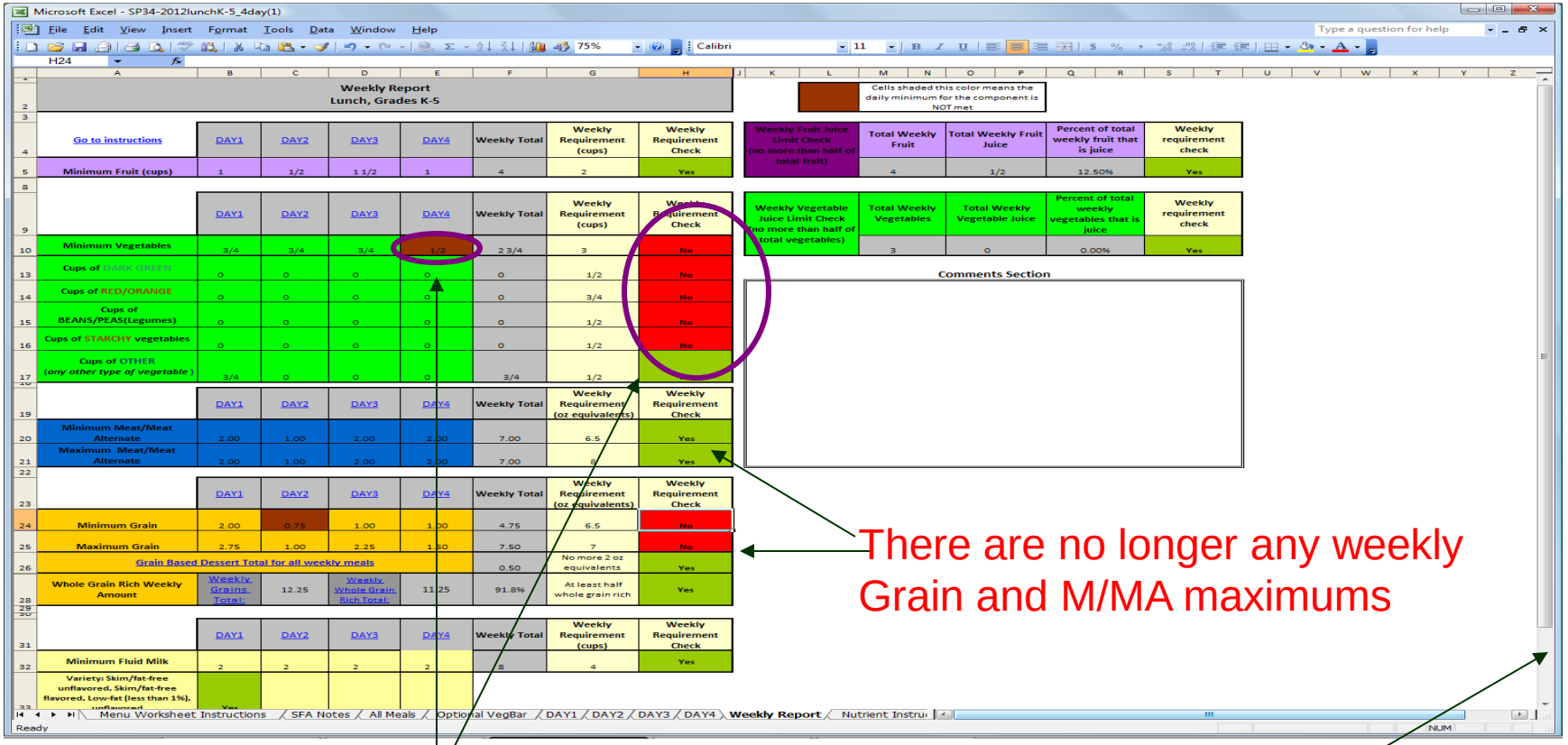
Individuals Days of the Week Continued

Subgroups



- Once the meal or meals for the day have been selected from the drop down box (on the previous page), entry of vegetable subgroups is required.
- Select vegetable served from the drop down box in the corresponding subgroup
- Choose the largest amount served in that day.

Weekly Report



The boxes in this example are red, indicating that a menu requirement has not been met. All boxes need to be green to be in compliance with menu certification. The menu would need to be altered to fit guidelines if a red box appears.

Scroll to see All Information on this tab

Part C:

Simplified Nutrient Assessment (or Nutrient Analysis*)

*If you choose to complete a nutrient analysis, it must be completed using approved nutrient analysis software (i.e. NutriKids). It **must** provide information for calories and saturated fat.

Nutrient Assessment Instructions

Simplified Nutrient Assessment Instructions

REMEMBER TO PERIODICALLY SAVE THE WORKSHEET AS IT IS BEING COMPLETED!!!!

Key Information

SFAs must provide calorie and saturated fat information for all meal items, side items with grains and/or meat/meat alternates, and desserts. The Simplified Nutrient Assessment does NOT have this capability. Information can be collected from nutrition labels, product specifications, or other sources (including nutrient analysis software or an online system such as the CNPP SuperTracker).

SFAs do not need specific calorie or saturated fat information for milk, fruits, or vegetables. Estimates for these components have been preprogrammed.

SFAs that have nutrient analysis software may still choose the FNS simplified assessment option if desired.

Below is a list of calorie and fat sources typically added to foods, for reference:

Common fats added to vegetables or fruit

Butter
Margarine
Vegetable oil (soybean, canola, olive, nut based)
Salad dressing
Mayonnaise
Cream/whipped cream/sour cream
Shortening
Bacon crumbles

Common sources of added sugars to vegetables or fruit

Brown or white sugar
Honey
Maple and/or fruit syrup

Begin on the left side of the sheet with the "Fruit, Milk, and Vegetable Subgroup Simplified Nutrient Assessment."

Fruit, Milk, and Vegetable Subgroup Simplified Nutrient Assessment

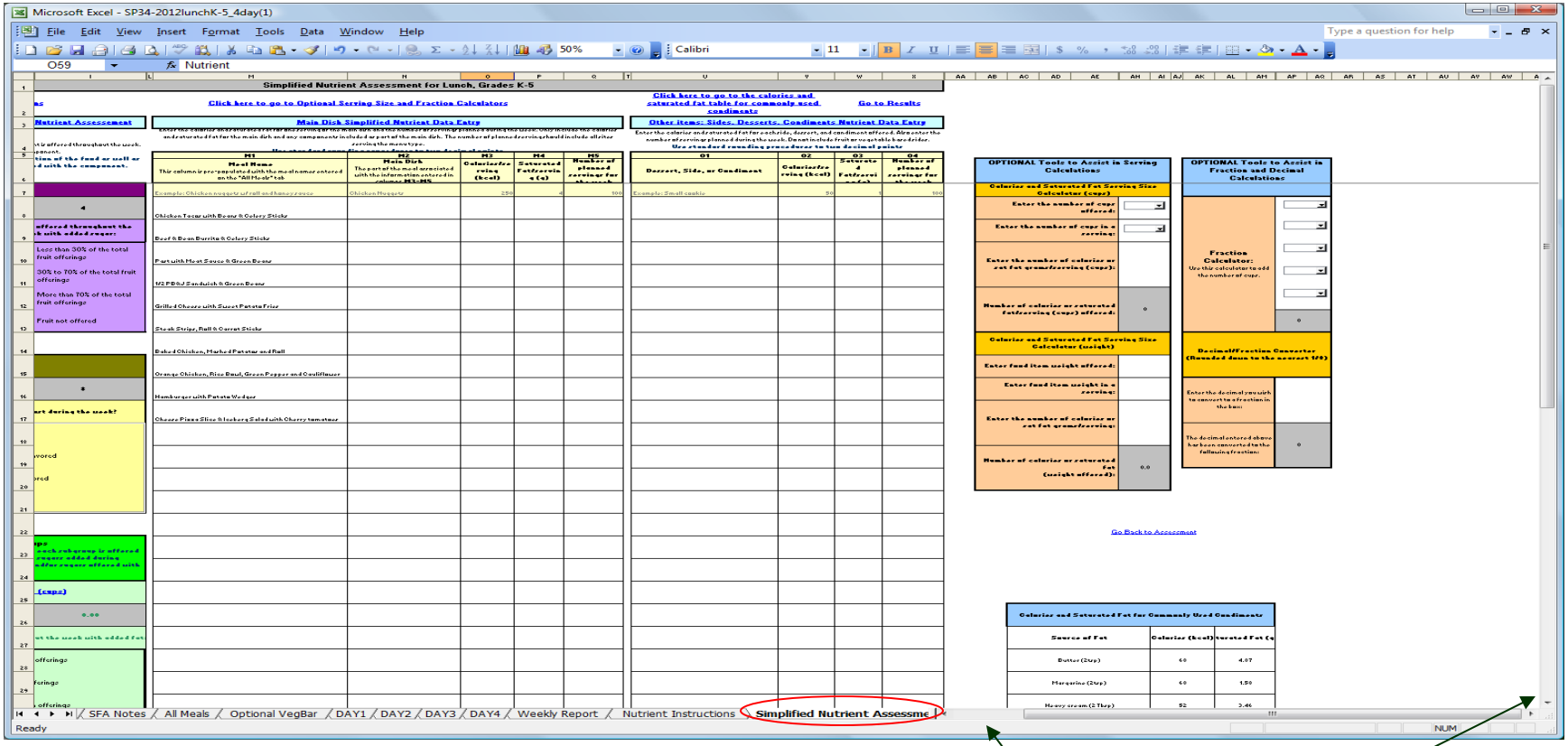
All Meals | Monday | Tuesday | Wednesday | Thursday | Friday | Weekly Report | Nutrient Instructions | Simplified Nutrient Assessment

Scroll down to see all information

Nutrient Assessment Instructions

- The nutrient instructions tab gives detailed instructions for the Simplified Nutrient Assessment.
- The information needed for this tab is included in your nutrition labels, product specifications, or other sources such as nutrient analysis software.

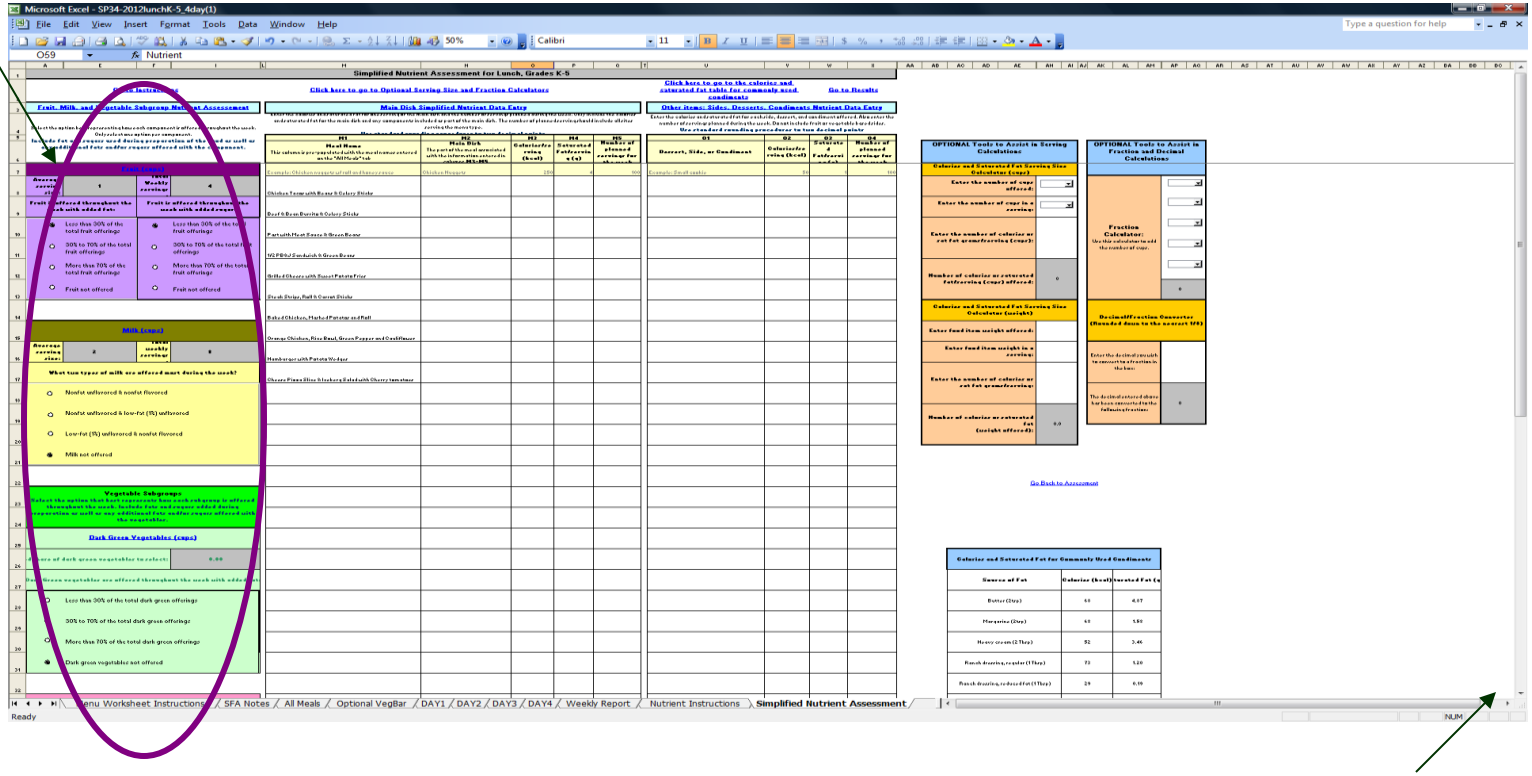
Simplified Nutrient Assessment



Scroll to see All Information on this tab

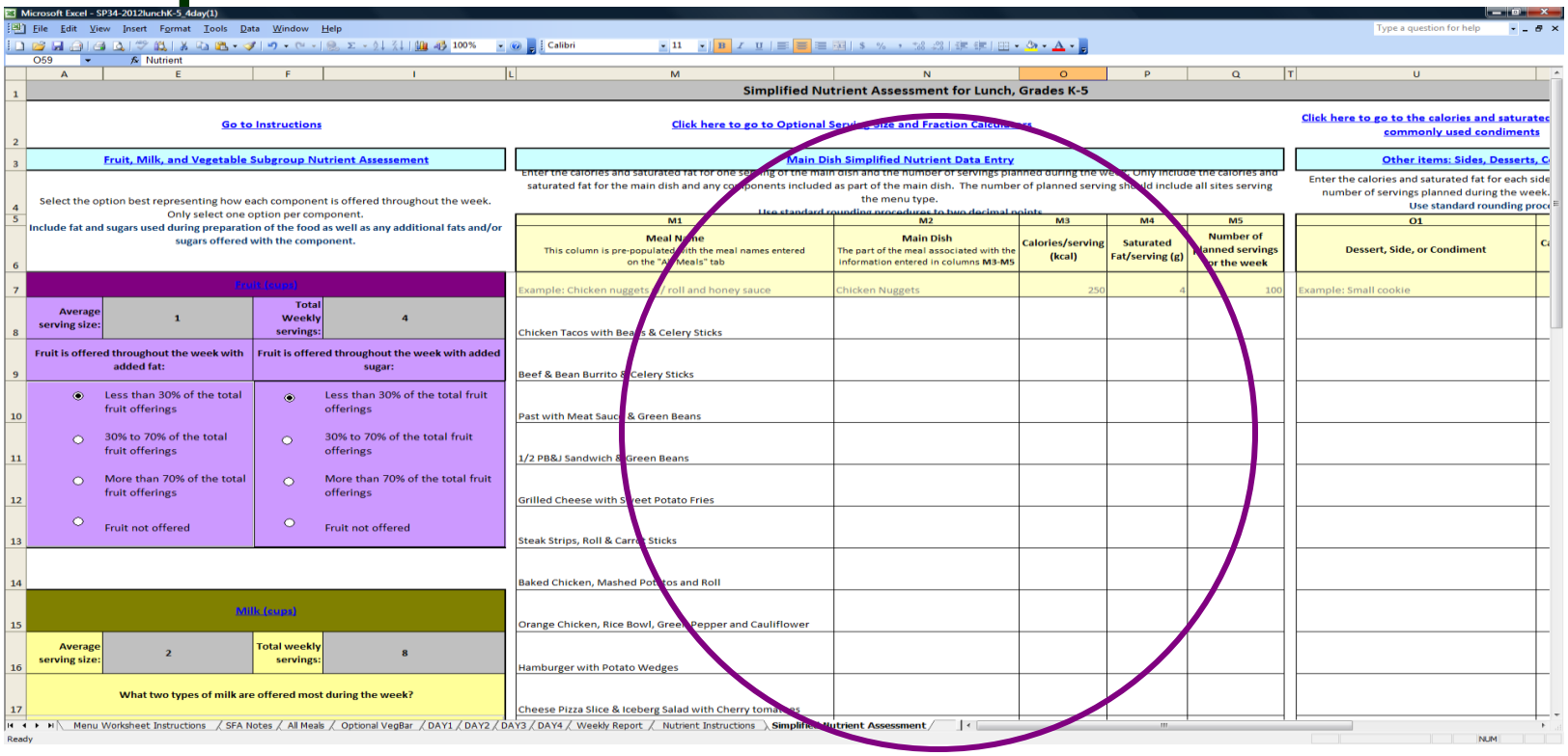
Simplified Nutrient Assessment

Fruit, Milk & Vegetable Subgroup area asks a series of questions that are answered by selecting the statement that most accurately describes your SFA, these responses generate nutrient information for this section.



*You will need to scroll along the way to answer all questions for this section.

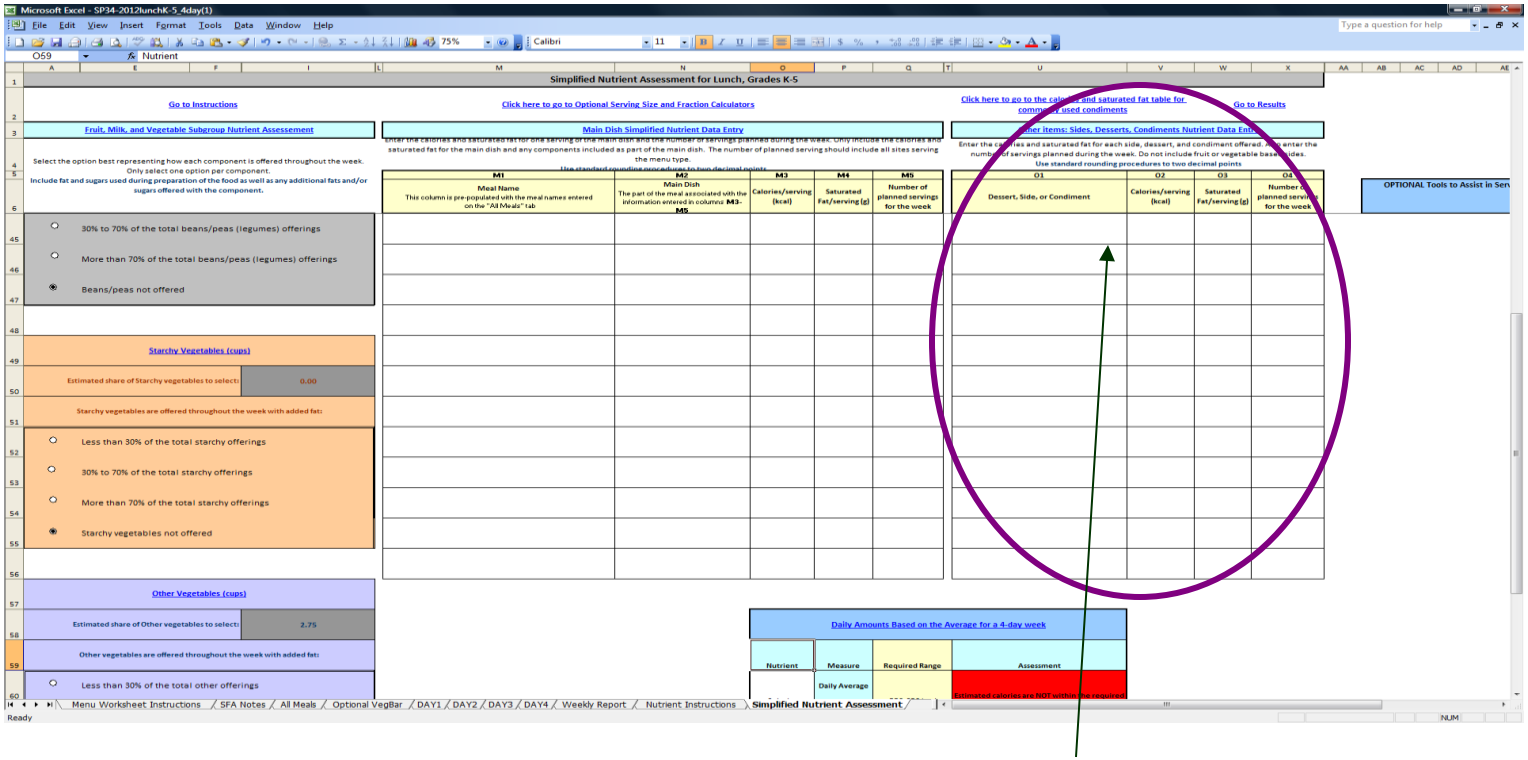
Simplified Nutrient Assessment



The Main Dish area is where you will enter the total calories, saturated fat, and number of planned servings.
* The meal name populates from the All Meals Tab.

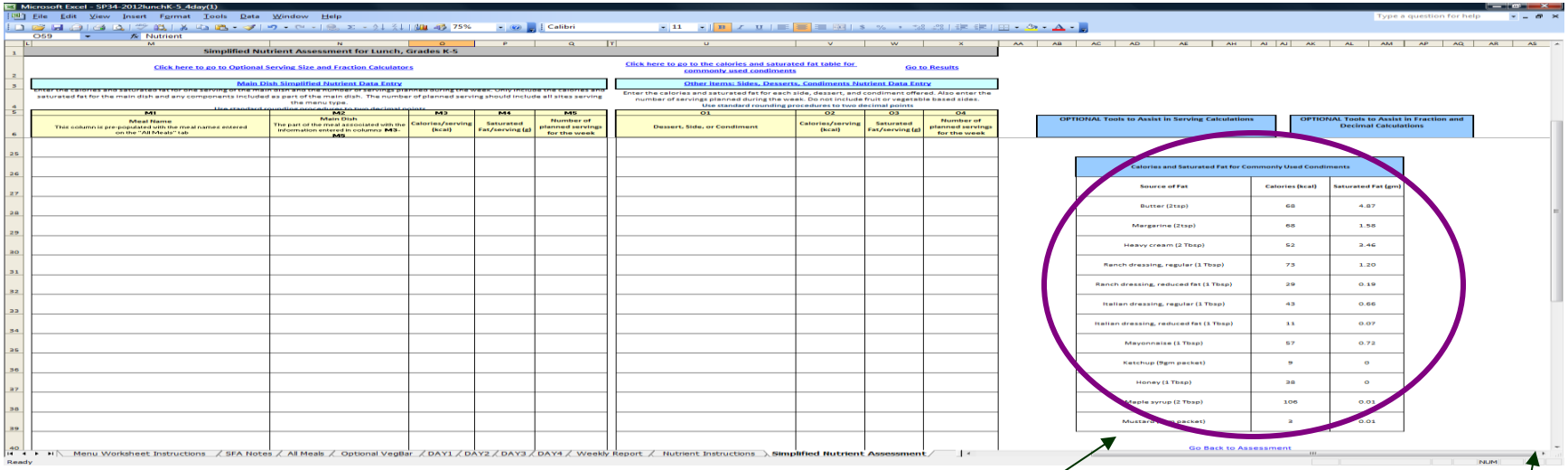
* Main Dish section should contain the name of only the meal items that calories and saturated fat are being entered for.

Simplified Nutrient Assessment



Each Side, Dessert and Condiment Offered/Served should be listed in this section. Provide calories, saturated fat, and number of planned servings for the week.

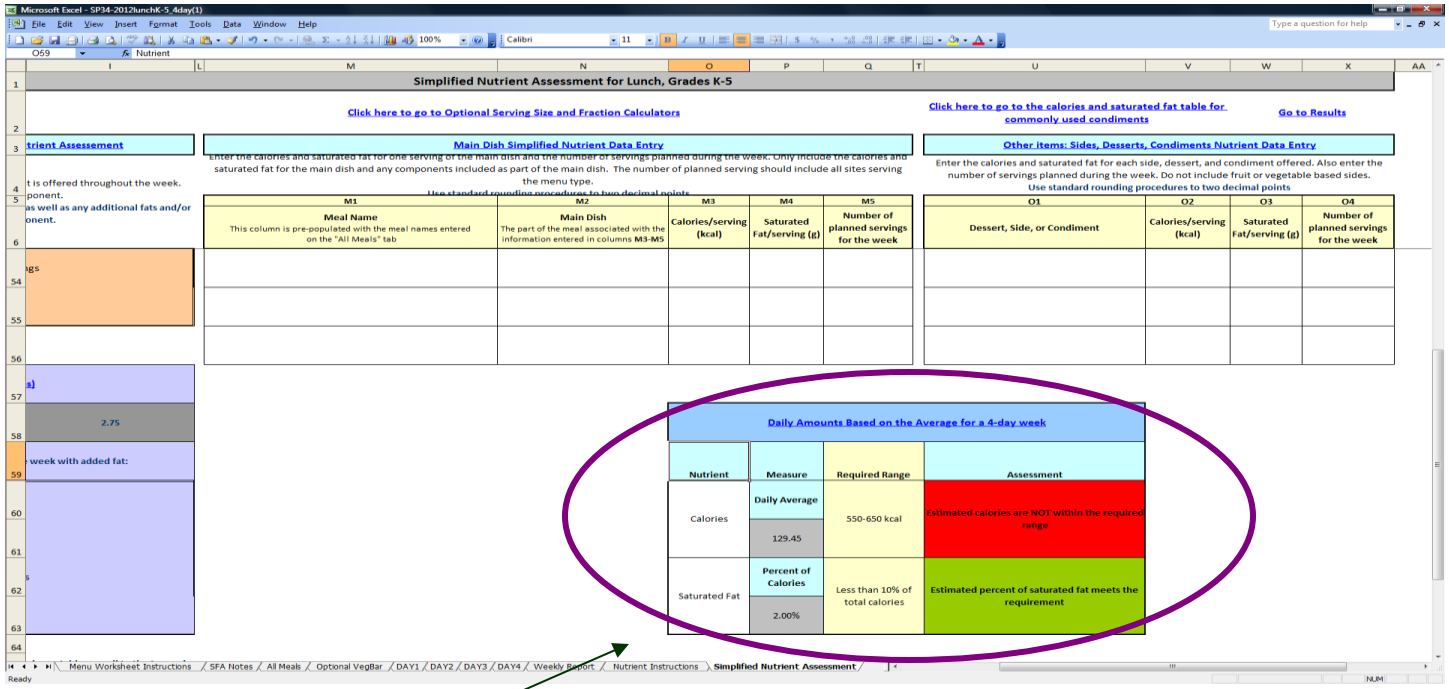
Simplified Nutrient Assessment



To assist with entry of nutrition data there is a table of common condiments and corresponding nutrient data provided

Scroll to the right side of the screen

Simplified Nutrient Assessment



- When entry of all sections are complete the box at the bottom of the page will show if the menu is in compliance.
- A red box indicates menu change is needed.
- Green indicates the menu is in compliance

Congratulations!

- All information is entered and ready for you to Save and Submit!
- Please visit our website for further information and guidance.

Thank You!!