ADAPTING THE SCHOOL LUNCH PROGRAM REQUIREMENTS TO THE RCCI WORLD

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Outline

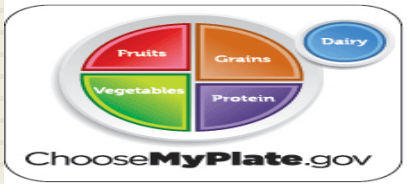
- MEAL PATTERN & MENU PLANNING
- MEAL COUNTING & CLAIMING
- ELIGIBILITY DOCUMENTATION
- VERIFICATION
- GENERAL PROGRAM COMPLIANCE

SECTION 1

MEAL PATTERN & MENU PLANNING

- Meal Pattern for 7-day Menu
- Documenting Grains & Meat/Meat Alternatives
- Calculating Grains & Meat/Meat Alternatives
- Offer vs. Serve

Meal Pattern for 7-Day Menu



the School Day just got Healthier

United States Department of Agriculture

Meal Pattern Flexibility for RCCIs

- RCCI's can request state agency approval to serve the meal pattern for the highest grade group served to all residential students.

- The original flexibility required the three following criteria:
  - Be a juvenile detention or correctional facility
  - Serve children in different age/grade groups
  - Have legitimate safety concerns or State juvenile justice laws or regulations related to offering meals with varying amounts of food within the same meal pattern

Meal Pattern Flexibility for RCCIs

- The USDA extended this flexibility to RCCIs that are not juvenile justice facilities if the RCCIs can demonstrate operational limitations to separating age/grade groups and can show legitimate safety concerns if students are served different portions.

- RCCIs must submit a written request to the DESE Food and Nutrition Services Section clearly articulating the safety concerns. You may email this request to Dana.Doerhoff@dese.mo.gov.

Breakfast Meal Components

- Grains
- Fruits
- Milk

NOTE: *M/MA and vegetables can be offered at breakfast. This will be explained on the subsequent slides.*

Review of SBP Daily Meal Pattern

For 7-Day RCCI's

Meal Pattern	K-5 Daily	6-8 Daily	9-12 Daily
Fruit (7 cups weekly, grades K-12)	1 cup	1 cup	1 cup
Vegetables	0	0	0
Dark Green	0	0	0
Red/Orange	0	0	0
Beans/Peas	0	0	0
Other	0	0	0
Grains (oz. equivalent)	1 oz eq.	1 oz eq.	1 oz eq.
Meat/Meat Alternates (oz. equivalent)	0	0	0
Fluid Milk (cups)	1 cup	1 cup	1 cup

Grains at Breakfast –Weekly Requirement

	Grades K-5	Grades K-8	Grades 9-12
Meal Pattern	**Amount Required Per Week (minimum per day)**		
Grains (oz eq)	10 (1)	11 (1)	12.5 (1)

NOTE:
Although all grades have the same DAILY requirement, they do not share the same WEEKLY requirement.

When using any meal pattern, you must meet the weekly minimum requirement for that grade level.

Grains at Breakfast (cont'd)

- **Only meeting the daily minimum requirement each day will cause you to miss the weekly minimum requirement.**
  - Example: For grades 9-12:
    - The daily minimum requirement is 1 oz. eq.
    - The weekly minimum requirement is 12.5 oz. eq.
    - 1 oz. eq. each day, would only amount to 7 oz. eq. over the course of the week
    - To reach the total of 12.5 oz. eq., you would need to offer about 1.75 oz. eq. each day.

Meat/Meat Alternates at Breakfast

The RCCI may count meat/meat alternates towards their weekly grain requirement, but <u>ONLY</u> after they have met the daily minimum grains requirement.

Example: You offer a biscuit and a sausage link.

<u>IF</u> the biscuit credits for at least 1 oz equivalent of grain

- **You can also credit the sausage link as an additional grain**
- **This will count toward your weekly meal pattern requirements for grains.**
- **If the sausage link would have credited for 1 oz eq. M/MA, then, for the purposes of breakfast, it would credit as 1 oz eq. of grain**
- **You would have offered 2 oz eq. grain for that day.**

Meat/Meat Alternates at Breakfast

Example: You offer a biscuit and a sausage link.

IF the biscuit credits for 0.75 oz equivalent of grain

- You cannot credit the sausage link as an additional grain
- The biscuit will count toward your weekly meal pattern requirements for grains, but the sausage would not.
- You would have offered only 0.75 oz eq. grain for that day which does not meet meal pattern requirements.

IF you had only served two sausage links:

- You would have offered ZERO creditable grains that day.
- You must serve a grain for the M/MA to count.

Vegetables at Breakfast

For breakfast, vegetables may be substituted for fruits, but the *first two cups* per week of any such substitution must be from the:

- Dark Green
- Red/Orange
- Beans/Peas (legumes) or
- "Other Vegetables" subgroups.

Lunch Meal Components

- M/MA
- Grains
- Fruits
- Vegetables
- Milk

NSLP Daily Meal Pattern

Meal Pattern	K-5 Daily	6-8 Daily	9-12 Daily
Fruit	½ cup	½ cup	1 cup
Vegetables	¾ cup	¾ cup	1 cup
Dark Green	-	-	-
Red/Orange	-	-	-
Beans/Peas	-	-	-
Starchy	-	-	-
Other	-	-	-
Grains (oz. equivalent)	1 oz eq.	1 oz eq.	2 oz eq.
Meat/Meat Alternates (oz. equivalent)	1 oz eq.	1 oz eq.	2 oz eq.
Fluid Milk (cups)	1 cup	1 cup	1 cup

Vegetable Subgroups

Weekly Requirement

Subgroups	Grades K-5	Grades 6-8	Grades 9-12
Dark Green	½ cup	½ cup	½ cup
Red/Orange	¾ cup	¾ cup	1 ¼ cup
Beans/Peas (Legumes)	½ cup	½ cup	½ cup
Starchy	½ cup	½ cup	½ cup
Other	½ cup	½ cup	¾ cup
Additional Veg. (Not a subgroup)	3 cup	3 cup	3 ½ cups
TOTAL	**5 ¼ cups**	**5 ¼ cups**	**7 cups**

NOTE: There is *NOT* a daily requirement for any of the subgroups. The subgroups requirements are for the WHOLE WEEK.

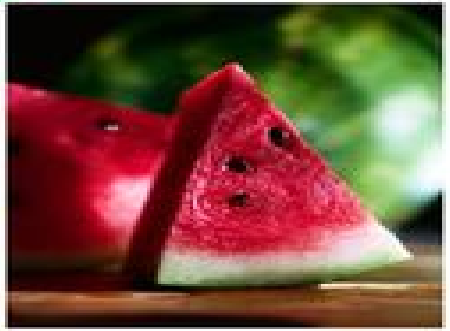
Lunch – Weekly Requirements Meat/Meat Alternates (M/MA) and Grains

Meat/Meat Alternates (min. requirements)		
Grades K-5	**Grades 6-8**	**Grades 9-12**
1 oz eq. daily (11 oz eq. weekly)	1 oz eq. daily (11 oz eq. weekly)	2 oz eq. daily (14 oz eq. weekly)

Grains (min. requirements)		
Grades K-5	**Grades 6-8**	**Grades 9-12**
1 oz eq. daily (11 oz eq. weekly)	1 oz eq. daily (12.5 oz eq. weekly)	2 oz eq. daily (14 oz eq. weekly)

Calories (range requirements)		
Grades K-5	**Grades 6-8**	**Grades 9-12**
550 – 650	600 – 700	750 - 850

Offer vs. Serve



For the NSLP & SBP

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Offer Versus Serve (Breakfast)

- At breakfast, OVS is <u>optional</u> for **ALL** grade levels.
- RCCIs that choose to implement OVS must ensure that:
  - At least four food items must be offered;
  - All students, at any grade level, must select AT LEAST three (3) food items:
  - If selected, the grains (or M/MA offered for this component) and milk must be in the daily minimum required amounts; and
  - The student must select at least ½ cup of fruit or vegetables

Components versus Items

FOOD COMPONENT

One of the THREE food groups that make up the reimbursable breakfast

GRAINS (with optional M/MA as grains substitution)

FRUITS (with optional vegetable substitutions)

MILK

FOOD ITEM

A SERVING of food offered within the three food components

Offer Versus Serve (Lunch)

- At lunch, OVS is <u>required</u> for grades 9-12, and is optional for elementary and middle school.
- RCCIs that implement OVS for lunch must ensure that:
  - All five (5) food components must be offered;
  - At all grade levels, students must select AT LEAST three components for a reimbursable meal.
    - One of the selected components must be at least, ½ cup of fruit and/or vegetable, and the other two components must be in the daily minimum required amounts.

Offer Versus Serve

- **Offer vs. Serve Signage Posted on Service Line**
  - Explanation of how to select reimbursable meal under OVS
  - Must include the requirement to select at least ½ cup fruit or vegetable.

- **Offer vs. Serve <u>required</u> at lunch for grades 9-12**
  - If RCCI demonstrates to the State Agency that their meal system does not accommodate OVS, such as serving pre-plated or pre-packaged meals, this requirement can be waived using the Method of Collection form.

- **"Methods of Collection and Meal Counting" form**
  - For State Agency approval, write "Our meal system does not accommodate Offer vs. Serve" at the bottom of the form.
  - Please provide a brief explanation for your request in the body of the email.
  - Email to Schoolfoods@dese.mo.gov

Milk Requirement and Flexibility for RCCI's

Milk Waiver (New): Grades K-12

- For SY 2017-18, RCCIs will be allowed to serve 1% flavored milk, through the school meal programs, to grades K-12.
  - In order to do so, a waiver will be required to be submitted to the State Agency. This waiver will be made available soon.

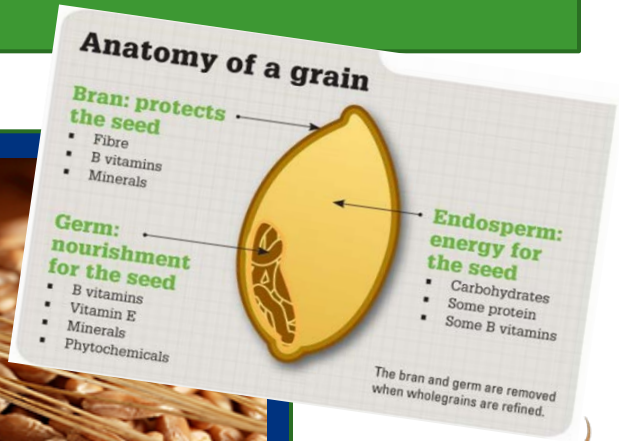
Milk Flexibility for RCCI's

- USDA School Nutrition Programs require that two choices of milk are available at each meal.
- However, sometimes with RCCI's, providing these choices can cause legitimate safety concerns and/or unnecessary arguments.
- To prevent these type of problems, RCCI's have the flexibility to provide these two "choices" within a week for each meal.
- For example, you can serve fat free milk Monday through Thursday and 1% milk Friday through Sunday, as long as they are provided with two types of milk within the week **for each meal.**
- It is not acceptable to serve fat free milk at breakfast and 1% milk at lunch. That does not provide two "choices" for each meal.

Whole Grain-Rich Requirements (WGR)

Whole Grain-Rich Requirements

Foods that qualify as whole grain-rich for the school meal programs are foods that contain 100-percent whole-grain OR contain a blend of whole-grain meal and/or flour of which at least 50-percent is whole-grain. Whole grain-rich products must contain at least 50-percent whole-grains and the remaining grain, if any, must be enriched.



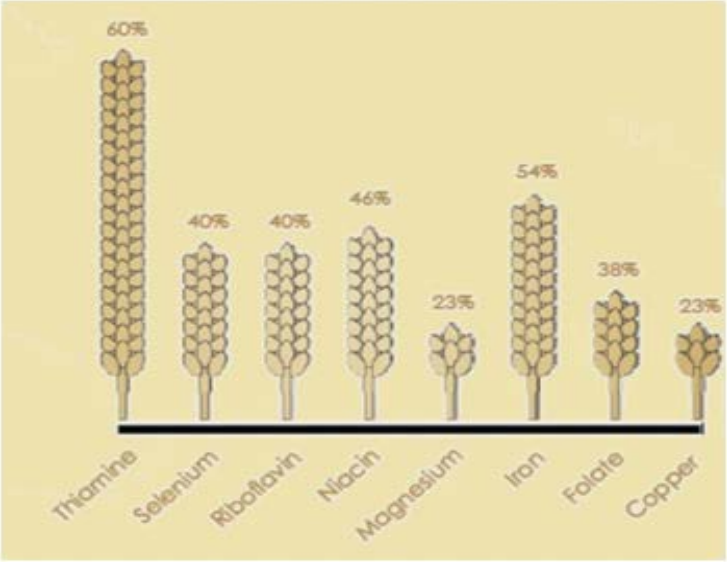
Whole Grain-Rich Requirements

How can you tell if a product is whole grain-rich?

The product ingredient declaration lists whole-grains first

The product includes the following Food and Drug Administration-approved whole-grain health claim on its packaging: *"Diets rich in whole-grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers."*

Examples of Whole-Grains



- Barley
- Quinoa
- Oatmeal
- Brown Rice
- Whole Wheat
- Whole Rye
- Whole Cornmeal
- Cracked Wheat

Whole Grain-Rich (WGR) Requirements

- The USDA requires that 100% of grains served, at breakfast and lunch, meet the WGR criteria, unless the RCCI has opted to complete the "WGR Exemption Request Form". **Even with the waiver, 50% of the grains served weekly at each meal must still be whole grain-rich.**
  - The USDA has extended availability of this waiver through SY 2017-18.
    - Any RCCI which already has this waiver on file with the SA, will have it extended through next year.
    - To add items, an additional waiver form must be submitted.
    - Schools that have not yet opted for this waiver still have the option to do so.
    - Whole Grain-Rich Exemption Request Form

Whole Grain-Rich Exemption Request Form

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

WHOLE GRAIN-RICH EXEMPTION REQUEST FORM

DIRECTIONS

Fax or email the completed form to: Food and Nutrition Services (FNS) Section at (573) 526-3897 or email to foodandnutritionservices@dese.mo.gov **Subject Line: WHOLE GRAIN-RICH EXEMPTION REQUEST FORM**

USDA memo SP 20-2015 allows Local Education Agencies (LEAs) the ability to request an exemption from the whole grain-rich requirement for school years (SY) 2014-2015 and 2015-2016.

LEAs must request exemptions to specific products, if the LEA can demonstrate hardship(s) in procuring, preparing, or serving compliant whole grain-rich products that are acceptable to students. LEAs granted the exemption must comply with the SY 2013-2014 requirement to offer at least half of the grain items as whole grain-rich. LEAs may retain the previously approved pasta exemptions and do not need to reapply for the pasta items already approved.

List each product and provide written justification or other documented evidence (e.g. photos, meal count records). LEAs must submit this form to request the exemption. An email will be returned to the Authorized Representative regarding approval or denial of the exemption.

Questions regarding this form contact (573) 751-3526 or foodandnutritionservices@dese.mo.gov .

LEA INFORMATION

LEA AGREEMENT NUMBER	LEA NAME

Product	Reasons for requesting exemptions (check all that apply and provide written justification and/or documentation)
Name:	☐ Financial hardship
	☐ Limited product availability
Manufacturer:	☐ Unacceptable product quality
DEPARTMENT USE ONLY	☐ Poor student acceptance
Approved ☐	☐ Other
Denied ☐	Plan to achieve future compliance

Documenting Grains & Meat/Meat Alternates

Fruits
Grains
Dairy
Vegetables
Protein
ChooseMyPlate.gov

the School Day just got Healthier
United States Department of Agriculture

Child Nutrition Label (CN)

- The CN Labeling Program is run by the FNS of the U.S. Department of Agriculture in cooperation with:
  - Food Safety and Inspection Service
  - Agriculture Marketing Service
  - National Marine Fisheries Service
- Provides warranty for products
- Clearly identifies the contribution of a product toward the meal pattern requirements
- Frequently used for main dish products that contribute significantly to the meat/meat alternate component
  - Beef patties, cheese or meat pizza, burritos, egg rolls, chicken patties and breaded fish portions

Child Nutrition Label (CN)

- Program operators must keep records of the original CN label from the product carton.
  - If the actual CN Label is laser printed on the carton or cannot be easily removed, then a photocopy or photograph of the carton is acceptable.
  - If the actual CN Label, photograph, or photocopy of the valid CN Label is not available, school program operators may document the CN identification number and the product name on the Bill of Lading (invoice).

CN Label

CN

000000

five .875 oz. breaded fish nuggets with APP provides 2.0 oz. equivalent meat/meat alternate and 1 serving of bread alternate for the Child Nutrition Meal Pattern Requirements. (use of this logo and statement authorized by the Food and Nutrition Service, USDA 08/00

CN

CN

CN

Documenting Watermarked CN Label Requirements

- If the original CN Label from the product carton, or the valid photograph or photocopy of the original CN label is not available, program operators may provide the Bill of Lading (Invoice) containing the product name and:
  - A hard copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor; or
  - An electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor.

Bill of Lading

FILE COPY

THIS MEMORANDUM is an acknowledgment that a Bill of Lading has been issued and is not the Original Bill of Lading, not a copy or duplicate, covering the property named herein, and is intended solely for filing or record. RECEIVED, subject to the classifications and tariffs in effect on the date of the receipt by the carrier of the property described in the Original Bill of Lading.

SPECIAL INSTRUCTIONS:

non pub

PAGE # 2 of 2

SHIP FROM: 01
LANTER DISTRIBUTING LLC
8250 NE UNDERGROUND DRIVE
BUILDING 32ABC, PILLAR 140
KANSAS CITY, MO 64161

WHSE BL. NO.: 151766
ARRIVE DATE: 4/15/15
SHIP DATE: 4/15/15
FREIGHT CHARGE: PREPAID

Warehouse, as Agent for the Shipper/Consignor Where Name and Address is Shown Below
SHIP TO:
[redacted]

SEND FREIGHT BILL WITH COPY OF BILL OF LADING TO:
LANTER DISTRIBUTING LLC
P.O. BOX 68
MADISON, IL 62060

CARRIER: SHIPPERS REF. AND WHSE. BL NO. MUST APPEAR ON ALL FREIGHT BILLS

SHIPPERS REFERENCE NO.	ORDER DATE	ROUTE	CARRIER	SCAC
096-701-0415	3/26/15	TRUCK	LANTER DISTRIBUTING	LRFD

PRO NUMBER	VEHICLE NO.	SEALS	PRO NUMBER
LEN412666			

APPOINTMENT #	APPT. DATE / APPT. TIME	CARRIER ARRIVAL DATE	MOSE LEAVES FACILITY DATE TIME	DLDC ☐ SLSC ☐ DLSC ☐ SLDC ☐	VNDR SHIP POINT#

H/M	QUANTITY	ITEM NO.	DESCRIPTION (WHSE. LOT NO. / PRODUCTION CODE)	GROSS WEIGHT
	1	F-100188	CS FARMLAND HAM,WA,CKD 1 116914 101514	40 LBS
	1	F-100241	CS 96/4.4OZ PEACHES INDCUP DCDFR 1 121306 030315	27 LBS E
	1	F-110394	CS 12/24CT TORTILLAS WH WHEAT 8' 1 120499 020615	27 LBS
	1	F-150MC	CS NFG WGCHEESEYBREAD ENTREE 4OZ 1 121339 030415	26 LBS A
	1	F-61210	CS GDK GD BRD CHICKEN NUGGET (5P 1 121537 031215	30 LBS
	2	F-CP5694	CS JTM BRD PORK CHOPPETTE (3.35O 2 121485 030615	58 LBS
			* * END-OF-ORDER * * *	

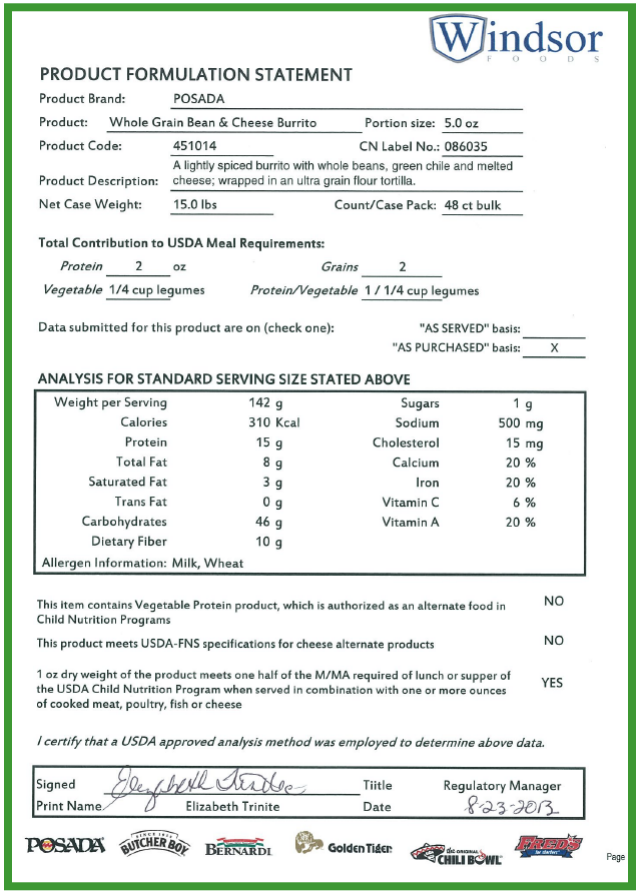
CHARGES ADVANCED: $

Rec'd $ to apply in prepayment of the charges on the property described hereon.
Agent or Cashier
Per (The signature here acknowledges only the amount prepaid)

Shipper Certification
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable requirements of the DOT.
Per _____
Date _____

NOTE (1) When the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____"
NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).
NOTE (3) Commodities requiring special or additional care or

Product Formulation Statement (PFS)



Windsor FOODS

PRODUCT FORMULATION STATEMENT

Product Brand: POSADA

Product: Whole Grain Bean & Cheese Burrito — Portion size: 5.0 oz

Product Code: 451014 — CN Label No.: 086035

Product Description: A lightly spiced burrito with whole beans, green chile and melted cheese; wrapped in an ultra grain flour tortilla.

Net Case Weight: 15.0 lbs — Count/Case Pack: 48 ct bulk

Total Contribution to USDA Meal Requirements:

Protein 2 oz — *Grains* 2

Vegetable 1/4 cup legumes — *Protein/Vegetable* 1 / 1/4 cup legumes

Data submitted for this product are on (check one): "AS SERVED" basis: ____ "AS PURCHASED" basis: X

ANALYSIS FOR STANDARD SERVING SIZE STATED ABOVE

Weight per Serving	142 g	Sugars	1 g
Calories	310 Kcal	Sodium	500 mg
Protein	15 g	Cholesterol	15 mg
Total Fat	8 g	Calcium	20 %
Saturated Fat	3 g	Iron	20 %
Trans Fat	0 g	Vitamin C	6 %
Carbohydrates	46 g	Vitamin A	20 %
Dietary Fiber	10 g		

Allergen Information: Milk, Wheat

This item contains Vegetable Protein product, which is authorized as an alternate food in Child Nutrition Programs — NO

This product meets USDA-FNS specifications for cheese alternate products — NO

1 oz dry weight of the product meets one half of the M/MA required of lunch or supper of the USDA Child Nutrition Program when served in combination with one or more ounces of cooked meat, poultry, fish or cheese — YES

I certify that a USDA approved analysis method was employed to determine above data.

Signed Elizabeth Trinite — Tiitle Regulatory Manager

Print Name Elizabeth Trinite — Date 8-23-2013

POSADA BUTCHER BOY BERNARDI Golden Tiger CHILI BOWL Page

A Product Formulation Statement can also be used for crediting purposes

- Must provide specific information about the product and show how the food credits toward the CN meal pattern citing CN Program resources and/or regulations.
- Must be SIGNED
- Must be on company letterhead
- Can obtained via a request to the food manufacturer.

USDA Foods

https://dese.mo.gov/financial-admin-services/food-nutrition-services/usda-foods

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

School Year 2017-18

Nutritional Information for AdvancePierre Foods

AdvancePierre Foods

Product Code Number	Product Description	Case Weight (lbs)	Serving Size (oz)	Portions per Serving	Svgs per Case	Calories	Calories From Fat	% Cal From Fat	Total Fat (g)	Sat Fat (g)	Trans Fat (g)	Cholest (mg)	Sodium (mg)	Total Carbs (g)	Dietary Fiber (g)	Sugars (g)	Protein (g)	Vitamin A (% DV)	Vitamin C (% DV)	Calcium (% DV)	Iron (%DV)	CN Number (if applicable)	Meat/MA Credit	Veg Credit	Bread Svgs Credit
3779-150	Flamebroiled Beef Pattie w/Onion	23.13	1.85	1	200	100	60		7	2.5	0	25	180	1	0	0	8	0	0	2	6	084591	1.5		
3715	Flamebroiled Beef Pattie	20.25	2.4	1	135	130	70		8	3	0	30	180	1	0	0	12	0	0	2	8	086966	2		
3742	Flamebroiled Beef Pattie Low Sodium	20.25	2.25	1	144	130	70		8	3.5	0	40	85	1	0	0	12	0	0	2	8	080691	2		
3782	Flamebroiled Beef Pattie w/Onion -Wrappers	16.25	2.6	1	100	140	80		9	3.5	0.5	35	300	2	1	1	12	0	2	2	8	035919	2		
69097	Flamebroiled Beef Pattie	15.09	2.1	1	115	110	60		6	2.5	0	25	45	2	0	0	11	0	0	4	8	090249	2		
69001	Flamebroiled Beef Steak Burger	21	1.6	1	210	100	60		7	2.5	0	30	80	0	0	0	8	0	0	0	4	085512	1.5		
69050	Flamebroiled Beef Steak Burger	21.25	2	1	170	120	80		8	3.5	0.5	40	100	0	0	0	10	0	0	0	6	088458	2		
69104	Flamebroiled Beef Steak Burger	15.81	2.2	1	115	120	70		8	3	0	40	55	1	0	0	12	0	0	2	6	090752	2		
1-15-230	Pub-Style Beef Steak Burgers	30	3	1	160	190	110		13	5	0	60	260	0	0	0	17	0	0	0	8		3		
1-56403-20	Beef Meatloaf Slice w/Ketchup Glaze	18.75	3	1	100	170	90		10	4	0	35	220	6	1	3	13	2	8	2	10	079455	2		
1-16-530-0	Flamebroiled Beef Salisbury Steak	31.88	3	1	170	140	60		7	3	0	40	430	4	1	1	16	0	2	4	10	093746	2		
1-17-305-0	Beef Meatballs	30	2.5	5	192	180	110		12	5	0	45	270	3	0	1	13	0	2	2	6	090924	2		
3753	Flamebroiled Rib Shaped Beef Patty w/BBQ Sauce	18.75	3	1	100	170	80		9	3.5	0.5	30	310	9	1	7	12	6	6	4	10	084402	2		
1-320410-20	Cooked Beef Crumbles	30	2	1	240	100	60		7	3	0	25	115	0	0	0	9	0	0	0	6	085118	2		
1-320610-20	Cooked Beef Pattie Crumble	30	2	1	240	100	50		6	2.5	0	20	85	1	1	0	10	0	0	2	8	085119	2		
69005	Harvest Breaded Beef Pattie w/Applesauce	30	3.2	1	150	260	140		16	4	0	30	180	16	3	1	15	2	2	4	15	090002	2		1
69009	Breaded Beef Patties-Stick Shaped	30.31	3.88	4	125	320	180		20	5	0	35	330	19	4	1	16	0	0	4	15	090061	2		1
69141	Fully Cooked Sliced Beef	30	2.82	1	170	150	45		5	2	0	65	270	4	0	2	22	0	0	2	10	094973	2		
1171	Mini Twin Cheeseburger on WG Bun	28.2	4.7	2	96	320	110		13	6	0.5	40	480	36	4	7	17	6	25	15	15	092466	2		2
69123	Mini Twin Bf Patty w/Onion & PepperJack on WG Bun	25.2	4.2	2	96	290	100		11	5	0	25	390	33	3	7	14	4	20	10	15	092158	2		2
69190	Cheeseburger Meatloaf	18.13	2.9	1	100	170	90		10	5	0	30	390	8	1	5	12	4	15	6	8	094158	2		
3750	Pork Sausage Patties	18.75	1.2	1	250	70	45		5	1.5	0	25	260	0	0	0	7	0	0	2	2	051061	1		
3755	Pork Sausage Links	18.75	1.2	1	250	70	45		5	1.5	0	25	260	0	0	0	7	0	0	2	2	051062	1		
3787	Flamebroiled Rib Shaped Pork Patty w/BBQ	18.75	3	1	100	190	90		10	3.5	0	40	400	10	1	7	13	4	2	2	6	084406	2		
9488	Flamebroiled Rib Shaped Beef Patty w/Honey BBQ Sauce	35.55	3.25	1	175																	073633	2		
1-24640-0	Harvest Breaded Pork Patty w/Applesauce	30.47	3.75	1	130	260	120		13	3.5	0	30	200	19	4	1	17	2	8	6	15	089990	2.5		
69168	Harvest Breaded Pork Patty w/Applesauce	28	2.35	1	190	80	20		2	0.5	0	40	160	0	0	0	14	0	0	0	4	093938	2		
69186	Unsauced Pulled Pork (2.35 oz)	14.69	2.35	1	100	170	60		7	3	0	25	330	18	2	4	9	2	10	6	6	095085	1		1
68208	WG Breaded Chicken Patty, Natural Shape	30.23	3.1	1	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95213	2		1
68209	Chicken Nugget, WG Breaded	30.23	3.1	5	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95214	2		1
68210	Chicken Tender, WG Breaded	30.23	3.1	3	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95215	2		1
68211	Popcorn Chicken, WG Breaded	30.23	3.1	10	156	200	100		11	2	0	25	310	12	0	0	16	2	2.5	2	8	95216	2		1
68212	Spicy WG Breaded Chicken Patty, Natural Shape	30.71	3.15	1	156	180	110		12	2	0	20	250	9	1	0	14	1	4	2	8	95212	2		1
68215	Grilled Chicken Patty, Natrual Shape	30.25	2.2	1	220	100	50		5	1.5	0	50	160	0	0	0	13	0	0	0	2	95242	2		
68213	Mini Twin Chicken Sandwich WG Bun w/Hot Pepper Cheese	22.5	4.5	2	80	310	90		10	4	0	50	470	36	3	7	17	4	2.5	1.5	1.5	95223	2		2
68214	Mini Twin Chicken Sandwich WG Bun w/Teriyaki Sauce	25.5	5.1	2	80	290	45		5	1.5	0	35	430	45	3	14	20	0	2.5	6	1.5	95224	2		2

- Nutritional Information
- Link to all USDA Food Fact Sheets
- Nutrient Facts for Processed USDA Foods

Challenges of Menu Documentation for RCCI's

- RCCI's sometimes have challenges that regular school districts may not have which include:
  - Purchasing at grocery stores or discount membership store
  - Using a vendor and/or sales representative that doesn't specialize in School Nutrition Programs
  - Other challenges?

Challenges of Menu Documentation for RCCI's

- Even though it may be more challenging, you are still required to comply with USDA School Nutrition Program Requirements.

Challenges of Menu Documentation for RCCI's

- Ideas for finding documentation and/or qualified products:
  - Work with your vendor's sales representative or the store's customer service to see if they can help you find qualified products and/or required documentation.
  - Look for documentation online – search using exact product name, brand, and product number. Including "CN Label" or "Product Formulation Statement" in the search is also helpful.
  - If you don't find a CN Label or PFS, you will probably find a contact number or email address. Contact the company directly and request a PFS.
  - Check the USDA Child Nutrition (CN) Label Verification Report – this does not provide you the documentation, but provides a list of specific products by brand that do have CN Labels.
  - Use the products listed on the DESE FNS website – go to **USDA Foods** link, then **USDA Foods Fact Sheets** or **Nutrition Facts** links
  - Develop a relationship with your local school district FSD – they may be a good resource for product ideas.

Menu Documentation Activity

- Using the breakfast and lunch menu below, what menu documentation would be needed for your Administrative Review?

7	8	9	10	11
Breakfast Round Mandarin Oranges, Juice	Bagel w/ Cream Cheese Yogurt, Apple, Juice	Pancakes w/ Syrup Blueberries, Juice	Goody Bun Pears, Juice	Chicken Biscuit Strawberries, Juice
Grilled Cheese Tomato Soup, Green Beans Pears, Pudding	Chicken Penne Garlic Bread, Garden Salad Peaches	Spaghetti w/ Meat Sauce Bread, Broccoli Mixed Fruit, Jello	Ham and Beans Cornbread, Spinach Mandarin Oranges	Chicken Nuggets Sweet Potatoes, Black-eyed Peas, Berry Blend

Menu Documentation Activity

- Remember the required items for the targeted menu review
  - Production Records for the week of review
  - Nutrition facts labels/CN labels, and recipes for the week of review.
    - **Only recipes and labels related to the entrée items, grain, or meat/meat alternate items**!
- So knowing this, what documents would we need from the menu provided?

Menu Documentation Activity

- Let's start with breakfast on the first day:

7

Breakfast Round
Mandarin Oranges, Juice

Grilled Cheese
Tomato Soup, Green Beans
Pears, Pudding

Menu Documentation Activity

- The first thing that we would need is the completed production record for the day:

Production Record
and Based Menu Planning--Lunch

Date: 12/5/2016

School:

Offer Versus Serve? Yes____ No____ X

Grader: K-8

Per Student Daily and Weekly Total

Grade	Veg/vgr		Fruit/vgr		Grain/vgr		Meat/vgr	
	Today	as served	Today	as served	Today	as served	Today	as served

Meal Count

Grade	Prior	Actual
Adults		
Total		

Menu	Supplier	Recipe No. or Brand & Product Code	Quality Prep Ref (fries, pancake, etc)	Grades: K-8 Serving Size	Planned Servings	Actual Servings	Component Contributes	Grades: Serving Size	Planned Servings	Actual Servings	Component Contributes	Adults/Staff: Serving Size	Planned Servings	Actual Servings	Leftovers/ Comments
Meat/Meat Alternate															
Vegetables: DG (Dark Green), RO (Red, Orange), BP (Beans, Peas, Legumes), S (Starchy), O (Other) --Identify in Component Column															
Fruits															
Mandarin Oranges	38	074	200	4 oz	200	187	1/2 C Fruit					4 oz	10	4	76 oz
Juice	38	002	200	4 oz	200	187	1/2 C Fruit					4 oz	10	4	76 oz
Grain/Bread: * if Whole Grain rich in Component Column															
Ultimate Breakfast Round	N/A	101	200	1 ea	200	187	2 oz Grain					1 Ea	10	4	19 ea
Other Foods (Condiments, etc)															
Milk															
Milk (1% and Nonfat Chocolate)	37	001	200	1/2 Pint	200	187	1 Cup Milk					1/2 Pint	10	4	

Menu Documentation Activity

- Next, we need to look at the menu items to determine what labels, recipes, or statements we need .
- There is only one grain or meat item on the menu for the day: The Ultimate Breakfast Round
  - For this item, we will need a CN Label or Product Formulation Statement that tells how that item credits toward the meal pattern.

Menu Documentation Activity

RICHS

Rich Products Corporation
1150 Niagara St., PO Box 245, Buffalo, NY 14240
1-800-449-8764 * (559) 227-9265 * Fax (559) 227-9924

BID SPECIFICATION

Product Name:	UBR - THE ULTIMATE BREAKFAST ROUND™ CINNAMON ROUND GRANOLA BAR (BAKED/IND. WRAPPED)*	**Serving Size:**	1 BREAKFAST ROUND
Product Code:	08733	**Case Count:**	126
		Case Weight:	18.998 lb
		Case Cube (ft):	1.0104

Food authority may have the option of determining bread servings based on the actual flour content of the product or use *FCS Instruction 783-1, Rev 2, Exhibit A.

Grain/Bread Serving Based on Flour Content			Whole Grain-Rich Oz. Eq.Based on Baked Weight		
Grain/Bread Serving Food Based Menu Credits: (Based on 16 grams Flour Content = 1 oz. eq)	2.0 OZ EQ GRAINS		**Grain/Bread Serving Food Based Serving Credits:** (Based on Baked Weight)	.75 OZ EQ GRAINS	
Reference used to determine bread servings:	**Whole wheat flour:**	**20.56 gms**	**Reference used to determine bread servings:** (Based on Baked Weight)	***USDA SP 30 2012- Ehibit A Chart** (Issued April 26, 2012)	
	Oats:	**14.51 gms**			
	non credit grains:	**.47 gms**			
Frozen Dough Weight:	2.5 oz (70.9 g)		**Group E**	1 serving = 69 gm or 2.4 oz	1/2 serving = 35 gm or 1.2 oz
Baked Weight:	2.2 oz (62.3 g)			3/4 serving = 52 gm or 1.8 oz	1/4 serving = 18 gm or 0.6 oz

Calories:	270	**Sodium:**	190 mg	**Vitamin A:**	7.87 IU
Fat:	8 g	**Carbohydrates:**	44 g	**Vitamin C:**	0.01 mg
Saturated Fat:	3 g	**Dietary Fiber:**	6.09 g	**Calcium:**	30.20 mg
Trans Fat:	0 g	**Sugar:**	18 g	**Iron:**	1.35 mg
Cholesterol:	5 mg	**Protein:**	5 g		

Ingredient Statement:

WHOLE WHEAT FLOUR, SUGAR, OATS, SOYBEAN AND PALM OILS, CINNAMON DROPS (SUGAR, PALM OIL, CINNAMON, NONFAT DRY MILK, SOY LECITHIN (AN EMULSIFIER)), INULIN, MOLASSES, CONTAINS LESS THAN 2% OF THE FOLLOWING: GLYCERINE, BROWN SUGAR, LEAVENING (BAKING SODA), EGGS, CINNAMON, MODIFIED CORN STARCH, RAISIN PASTE, NATURAL AND ARTIFICIAL FLAVOR, SALT, CARRAGEENAN, GUAR GUM, SOY LECITHIN. (5183-01)
CONTAINS: WHEAT, MILK, SOY AND EGGS. PRODUCTS MADE AFTER 8/13/14 WILL BE PRODUCED IN A NUT-FREE FACILITY.

Child Nutrition Product Statement:

A 2.2 oz round granola breakfast bar. Each round contributes 2.0 OZ EQ grain servings as determined by the grams of whole wheat flour and oats, or 0.75 OZ EQ grain servings as determined by baked weight. Contains 32.0 g of whole wheat flour and oats.

Bid Specification Description:
A 2.2 oz cinnamon ultimate breakfast round (baked/ind. wrapped), ready to thaw and serve. Each breakfast round contains 35.01 g of whole wheat flour and oats. Packed 126 individually wrapped breakfast rounds per case. Rich's® PC# 08733.

I certify that the above product information is accurate.

Signature/Title — Judeth Crisafulli, Regulatory Specialist, Compliance & Regulatory Affairs

3/29/2014
Issue Date

Menu Documentation Activity

- Now let's look at lunch. What will we need?

7

Breakfast Round

Mandarin Oranges, Juice

Grilled Cheese

Tomato Soup, Green Beans

Pears, Pudding

Menu Documentation Activity

- What will we need?
  - Production Record
  - The Grilled Cheese Menu Documentation
    - Recipe (how much of each ingredient do students get)
    - Bread Label
    - Cheese Label

Menu Documentation Activity

- **Production Record**

Production Record
and Based Menu Planning--Lunch

Date: 12/5/2016

School:

Offer Versus Serve? Yes____ No____ X

Grader: K-8

Per Student Daily and Weekly Total

Grade	Veg/vegr		Fruit/vegr		Grain/vegr		Meat/vegr	
	Today	as served	Today	as served	Today	as served	Today	as served

Meal Counts

Grade	Plated	Actual
Adults		
Total		

Menu	Temperature	Recipe No. or Brand & Product Code	Quantity Prep & of item, pounds, cases	Grades: K-8 Serving Size	Plated Servings	Actual Servings	Component Contribution	Grades: Serving Size	Plated Servings	Actual Servings	Component Contribution	Adults/Guests: Serving Size	Plated Servings	Actual Servings	Leftovers/Comments
Meat/Meat Alternate															
Grilled Cheese Sandwich	152	102	300 Sand	1 EA	275	253	2 oz Grain/ 1 oz M/MA					1	25	14	33 Sand. Leftover
Vegetables: DG (Dark Green), RO (Red, Orange), BP (Beans, Peas, Legumes), S (Starchy), O (Other) -- Identify in Component Column															
Tomato Soup	161	065	300	6 oz	275	253	3/4 C RO								
Green Beans	154	062	300	4 oz	275	253	1/2 Other								
Fruits															
Pears	38	075	300	4 oz	275	253	1/2 C Fruit					4 oz	25	14	132 oz leftover
Grain/Bread: √ if Whole Grain rich in Component Column															
WG Sliced Bread															
Other Foods (Condiments, etc)															
Vanilla Pudding	38	100	300	3 oz	275	253						3 oz	25	14	99 oz leftover
Milk															
Milk (1% and Nonfat Chocolate)	37	001	300	1/2 Pint	275	253	1 Cup Milk					1/2 Pint	25	14	

Menu Documentation Activity

- Recipe for Grilled Cheese

000482 - GRILLED CHEESE-SCRATCH, HS

Source: MMF
Number of Portions: 1
Size of Portion: SANDWICH

Recipe HACCP Process: #2 Same Day Service

Meat/Alt: 1 oz
Grains: 2 oz
Fruit: 0 Cup
Vegetable: 0 Cup
Milk: 0 Cup

902653 34211 BREAD, 100% WHOLE WHEAT PULLMAN.... 2 SLICE 902573 53360 CHEESE, SLICED, AMERICAN..... 2 SLICE (0.5 oz)	PREHEAT OVEN TO 350°F. PUT ONE SLICE OF BREAD ON SHEET PAN. TOP WITH TWO CHEESE SLICES AND SECOND SLICE OF BREAD. BAKE 10-12 MINUTES OR UNTIL BREAD IS BROWNED AND CHEESE IS MELTED. SERVING SIZE IS 1 SANDWICH. PROVIDES 1 OZ MEAT/MEAT ALTERNATE AND 2 OZ GRAIN EQUIVALENTS. CCP: Heat to 135° F or higher.

*Nutrients are based upon 1 Portion Size (SANDWICH)

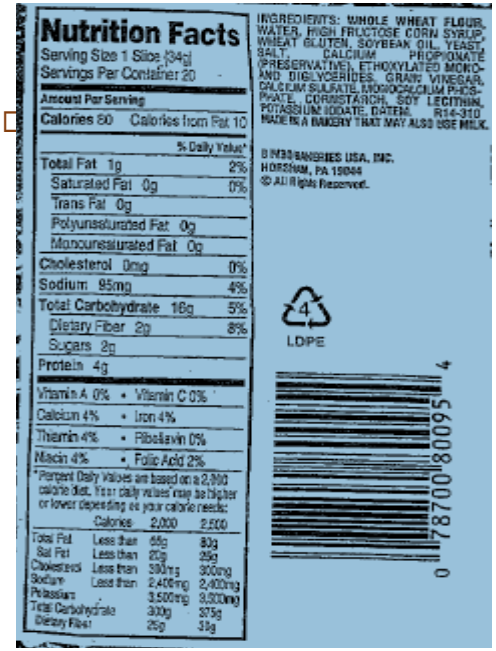
Calories	240	kcal	Cholesterol	50.00	mg	Sugars	*0.00*	g	Calcium	180.00	mg	41.25%	Calories from Total Fat
Total Fat	11.00	g	Sodium	790.00	mg	Protein	11.00	g	Iron	1.44	mg	18.75%	Calories from Sat Fat
Saturated Fat	5.00	g	Carbohydrate	24.00	g	Vitamin A	300.00	IU	Water¹	*N/A*	g	0.00%	Calories from Trans Fat
Trans Fat³	0.00	g	Dietary Fiber	4.00	g	Vitamin C	0.00	mg	Ash¹	*N/A*	g	40.00%	Calories from Carbohydrates
												18.33%	Calories from Protein

**N/A* - denotes a nutrient that is either missing or incomplete for an individual ingredient*
** - denotes combined nutrient totals with either missing or incomplete nutrient data*
¹ - denotes optional nutrient values
³ - Trans Fat value is provided for informational purposes only, not for monitoring purposes.

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

Menu Documentation Activity

- Ingredients of Grilled Cheese that contribute to the M/MA or Grain component of the meal



Nutrition Facts
Serving Size 1 Slice (34g)
Servings Per Container 20

Amount Per Serving		
Calories 60	Calories from Fat 10	
		% Daily Value*
Total Fat 1g		2%
Saturated Fat 0g		0%
Trans Fat 0g		
Polyunsaturated Fat 0g		
Monounsaturated Fat 0g		
Cholesterol 0mg		0%
Sodium 95mg		4%
Total Carbohydrate 16g		5%
Dietary Fiber 2g		8%
Sugars 2g		
Protein 4g		
Vitamin A 0%	Vitamin C 0%	
Calcium 4%	Iron 4%	
Thiamin 4%	Riboflavin 0%	
Niacin 4%	Folic Acid 2%	

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Potassium		3,500mg	3,500mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, HIGH FRUCTOSE CORN SYRUP, WHEAT GLUTEN, SOYBEAN OIL, YEAST, SALT, CALCIUM PROPIONATE (PRESERVATIVE), ETHOXYLATED MONO- AND DIGLYCERIDES, GRAIN VINEGAR, CALCIUM SULFATE, MONOCALCIUM PHOSPHATE, CORNSTARCH, SOY LECITHIN, POTASSIUM IODATE, DATEM. R14-310
MADE IN A BAKERY THAT MAY ALSO USE MILK.

BIMBO BAKERIES USA, INC.
HORSHAM, PA 19044
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4
LDPE

0 78700 80095 4

USDA FOODS
HEALTHY CHOICES AMERICAN GROWN

100018—Cheese, American, Yellow, Pasteurized, Sliced

Category: Meat/Meat Alternate

Choose MyPlate.gov

PRODUCT DESCRIPTION

This item is a pasteurized, processed yellow American cheese. This product is available in cases with six 5-pound loaves containing 160 1/2-ounce slices per loaf.

CREDITING/YIELD

- One case yields 480 1-ounce portions of cheese.
- CN Crediting: 1 ounce cheese credits as 1 oz equivalent meat/meat alternate.

CULINARY TIPS AND RECIPES

- Sliced American cheese can be used as a sandwich component or in recipes that are enhanced by a smooth, creamy melted cheese.
- Processed cheeses should be used in moderation when planning lower sodium menus.
- For more culinary techniques and recipe ideas, visit NFSMI or Team Nutrition.

FOOD SAFETY INFORMATION

- For more information on safe storage and cooking temperatures, and safe handling practices please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles

NUTRITION FACTS

Serving size: 1 ounce/2 slices (28 g), American cheese

Amount Per Serving	
Calories	110
Total Fat	9g
Saturated Fat	5g
Trans Fat	0g
Cholesterol	25mg
Sodium	270mg
Total Carbohydrate	2g
Dietary Fiber	0g
Sugars	1g
Protein	5g

Source: USDA Foods Vendor Labels

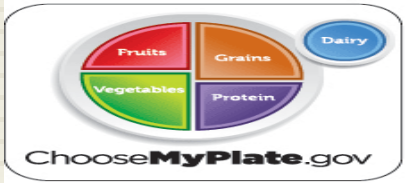
Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, please contact the product manufacturer.

Nutrient values in this section are from the USDA National Nutrient Database for Standard Reference or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.

Menu Documentation Activity

You would continue this process for the rest of the days for the week of review.

Calculating Grains & Meat/Meat Alternates



the School Day just got Healthier

United States Department of Agriculture

Hamburger Patty Calculation

- Let's say that you want to make hamburger patties, and you want to make sure that each patty will credit for 2 oz equivalents M/MA. You have 60 students. How much ***raw*** beef will you need in total?
  - The beef being used is 85/15 (commodity).

  - **Continued on the next slide…**

Hamburger Patty Calculation

First we need to calculate the "yield"…

$$\text{Yield (\%)} = \frac{\text{Credited Amount (oz eq.)}}{\text{Raw Amount (oz)}}$$

From the Food Fact Sheet, we can see that 1.34 oz (raw) will credit for 1 oz eq. M/MA.

YIELD = 1 oz eq. / 1.34 oz (raw), which = 0.746

Yield (%) = 0.75

UNITED STATES DEPARTMENT OF AGRICULTURE

USDA Foods Product Information Sheet

For Child Nutrition Programs

USDA FOODS HEALTHY CHOICES AMERICAN GROWN

100158—Beef, Fine Ground, 85/15, Frozen

Category: Meat/Meat Alternate

ChooseMyPlate.gov

PRODUCT DESCRIPTION

This item is 85/15 fine ground beef. This product is in 40 pound cases containing four 10-pound vacuum-sealed packages.

CREDITING/YIELD

- One case of ground beef provides approximately 478 1.34-ounce portions.
- CN Crediting: One 1.34-ounce portion of 85/15 raw ground beef credits as 1 ounce equivalent meat/meat alternate.

NUTRITION FACTS

Serving size: 1.34 ounces (38g)/1 MMA 85/15 raw ground beef

Amount Per Serving	
Calories	82
Total Fat	6g
Saturated Fat	2g
Trans Fat	1g
Cholesterol	26mg
Sodium	25mg
Total Carbohydrate	0g

Hamburger Patty Calculation

Now that we know the yield (0.75 aka 75%), we can use that to calculate the amount of raw 85/15 beef we would need, in order to produce 60 patties that credit for 2 oz eq. M/MA.

60 patties X 2 oz eq. per patty = 120 oz equivalents M/MA needed

120 oz eq. / 0.75 (yield) = **<u>160 oz raw beef needed</u>**

$$\frac{\text{Credited Amount (oz eq.)}}{\text{Yield}} \quad \text{Raw Amount (oz)}$$

Raw Amount (oz) x Yield = Credited Amount (oz eq.)

Hamburger Patty Calculation

We now know that in order to produce 60 hamburger patties, which credit for 2 oz equivalents M/MA each, that we will need to use 160 ounces of raw beef.

Now, how can we figure out how much each patty must weigh? Since we already know we want a patty that contributes 2 oz equivalents M/MA, this will be simple. There are 2 ways to do it.

Method #1

Since you already know how much raw product is needed, just divide the raw amount by the number of patties you're making.

Ex) 160 ounces raw beef ÷ 60 patties = 2.67 ounces per patty

Method #2

Do the same method we used to calculate our raw product. (Creditable Amount / Yield = Raw Amount)

Ex) 2 oz eq. M/MA ÷ 0.75 (yield) = 2.67 ounces per patty

Food Buying Guide

Section 1-Meat/Meat Alternates					
1. Food As Purchased, AP	**2. Purchase Unit**	**3. Servings Per Purchase Unit, EP**	**4. Serving Size per Meal Contribution**	**5. Purchase Units for 100 Servings**	**6. Additional Information**
BEEF CHUCK ROAST, fresh or frozen[5] (continued)					
Beef Chuck Roast, fresh or frozen[5]	Pound	7.20	1 oz cooked lean meat	13.9	1 lb AP = 0.45 lb cooked, trimmed, sliced lean meat
Eye roll Without bone Practically-free-of-fat (Like IMPS #116D)	Pound	4.80	1-1/2 oz cooked lean meat	20.9	

Sometimes you will have an ingredient that does not have a CN label or a PFS, but you still need to know how it credits towards the meal pattern. That's when the Food Buying Guide (FBG) will be useful.

Ex) A recipe calls for 136 oz of Beef Chuck Roast. How many oz equivalents M/MA will this credit for? (On next slide)

Beef Chuck Roast (Example)

Ex) A recipe calls for 136 oz of Beef Chuck Roast. How many oz equivalents M/MA will this credit for?

rnates

4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
ntinued)		
1 oz cooked lean meat	13.9	1 lb AP = 0.45 lb cooked, trimmed, sliced lean meat

Step 1: Calculate the Yield:

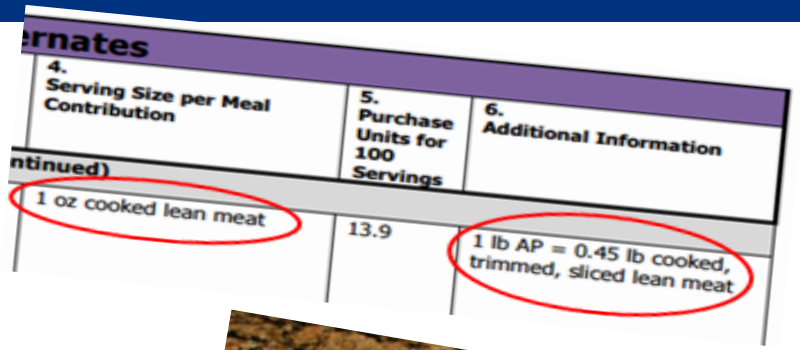
From the FBG, we can see that 1 lb AP = 0.45 lb cooked, lean meat.

Yield = Credited Amount ÷ Raw Amount

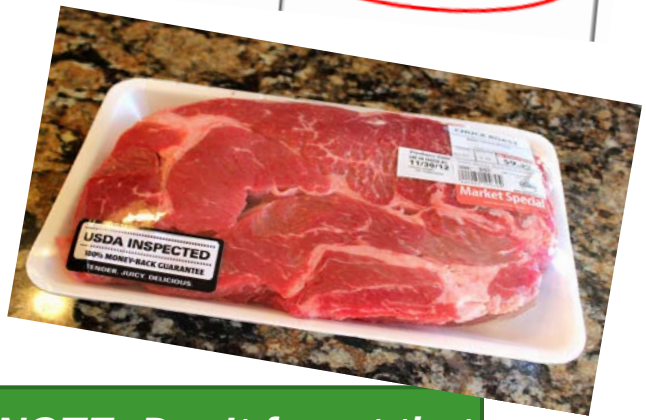
Yield = 0.45 lb ÷ 1 lb = **0.45 or 45%**

Beef Chuck Roast (Example)

Ex) A recipe calls for 136 oz of Beef Chuck Roast. How many oz equivalents M/MA will this credit for?



rnates		
4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
ntinued)		
1 oz cooked lean meat	13.9	1 lb AP = 0.45 lb cooked, trimmed, sliced lean meat



Step 2: Calculate the Creditable Amount (oz eq.):

From the FBG, we can also see that 1 oz cooked lean meat credits for 1 oz eq. M/MA.

Creditable Amount = Raw Amount x Yield

Creditable Amount = 136 oz raw beef x 0.45 (yield) = 61 oz eq. M/MA

NOTE: Don't forget that you always round down your final answer to the nearest 0.25 oz eq.

Crediting Grain Products

EXHIBIT A: SCHOOL LUNCH AND BREAKFAST

"Whole Grain-Rich Ounce Equivalency (OZ EQ) Requirements For School Meal Programs"

- Exhibit A contains the equivalent minimum weights for a wide variety of purchased food items to meet the oz. equivalent criteria.
- Program operators may use Exhibit A instead of calculating the actual amount of grains in a product since it provides the equivalent minimum weights to provide one oz. equivalent of grains.

Crediting Grain Products

- Baked goods, such as breads, biscuits, bagels, etc., require 16 grams of creditable grain ingredient in order to provide 1 oz equivalent of grain.
- Cereal grains such as oatmeal, pasta, and brown rice, a 1 oz eq. is 28 grams of dry product. Since these grains are served cooked and water is added during preparation, the cooked volume eq. is ½ cup cooked cereal, pasta, or rice.
- For ready-to-eat breakfast cereal, 28 grams or 1.0 ounce of product is considered a 1 oz eq.

Whole-Grain Roll (Example)

- Store-bought vs. In-house
  - This example will show the difference in calculating the grain contribution of a roll that was purchased from the store, and one made from scratch, on-site.
  - SP 30-2012; Exhibit A: Group B
    - When crediting a store-bought product, which you do not know the recipe for, you'll want to refer to Exhibit A of SP 30-2012. This allows you to credit based on the weight of the finished product.
  - For any products made in-house, you'll need to calculate the grain contribution based on the recipe.
    - Remember: 16 grams of grain = 1 serving (1 oz eq.)

Store-Bought Roll

Nutrition Facts

Serving Size 1 Roll (42g)

Servings per container 18

Calories 210

Amounts per Serving		% of Daily Value
Total Fat	10g	**15%**
Cholesterol	45mg	**15%**
Sodium	300mg	**13%**
Total Carbohydrates	36g	**13%**
Sugars	17g	
Dietary Fibers	2g	**8%**
Proteins	2g	

Not a significant source of dietary calcium, fiber, iron, vitamin A, Vitamin C.

* Percent Daily Values (DV) are based on a 2,000 calorie diet.

Exhibit A: Group B

1 oz eq. = 28 gm or 1.0 oz

42 gm / 28 gm = 1.5 oz

1.5 oz roll = 1.5 oz eq. grain

Store-Bought Roll

Healthy Life Original 100% Whole Wheat Whole Grain Bread

Nutrition Facts

Serving Size 2 Slices (41g)
Servings Per Container 11

Amount Per Serving	%DV 2 Slice	1 Slice
Calories 70	Calories from Fat 5	
Calories 35	Calories from Fat 0	
	% Daily Value*	
Total Fat 0g,0g	0%	0%
Saturated Fat 0g,0g	0%	0%
Trans Fat 0g,0g		
Polyunsaturated Fat 0g,0g		
Monounsaturated Fat 0g,0g		
Cholesterol 0mg,0mg	0%	0%
Sodium 150mg,80mg	6%	3%
Total Carbohydrate 16g,8g	5%	3%
Dietary Fiber 5g,3g	20%	12%
Sugars 2g,1g		
Protein 5g,2g		

Vitamin A	0%	0%	Vitamin C	0%	0%
Calcium	10%	4%	Iron	4%	2%
Thiamin	6%	4%	Riboflavin	2%	2%
Niacin	6%	2%	Folic Acid	2%	0%

* Percent Daily Values (DV) are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

NO Bromate
NO Hydrogenated Oil
0 Grams *Trans* Fats
NO Saturated Fats
NO Cholesterol

INGREDIENTS: WATER, 100% WHOLE GRAIN WHOLE WHEAT FLOUR, SOY FIBER AND/OR WHEAT FIBER AND/OR SUGAR CANE FIBER, WHEAT GLUTEN, YEAST, BROWN SUGAR, CONTAINS 2% OR LESS OF THE FOLLOWING: MOLASSES, SALT, DOUGH CONDITIONERS (MONO & DIGLYCERIDES, SODIUM STEAROYL LACTYLATE, ETHOXYLATED MONO- DIGLYCERIDES, ASCORBIC ACID, CALCIUM PEROXIDE, AZODICARBONAMIDE), CALCIUM PROPIONATE (TO PREVENT SPOILAGE), GUAR GUM, YEAST NUTRIENTS (CALCIUM SULFATE, CALCIUM CARBONATE, AMMONIUM SULFATE), FUMARIC ACID, WHEAT STARCH, PALM OIL, SOY LECITHIN.
CONTAINS: WHEAT, SOY.

LEWIS BAKERIES, INC.
GENERAL OFFICES: EVANSVILLE, IN 47710

Allergy Advisory: Produced on the same bakery equipment as baked goods containing milk, eggs, or nuts. Therefore, this product may inadvertently contain milk, eggs, or nuts to which some people may be allergic.

While we make every effort to post the most current product nutrition facts and ingredients on this web site, your best source of product information is what is printed on the package you purchase.

- The product's ingredient list specifically has a whole grain listed first (non mixed dishes (e.g. breads and cereals)
- If the food item is a mixed dish (e.g. lasagna) a whole grain must be the primary grain ingredient by weight (listed first).
- If the first ingredient is water, a whole grain must be listed as the second ingredient, and the product will still meet WGR criteria.

Calculation Activity: In-House Whole-Grain Hot Roll

Ingredients Number of portions: 175 Size of Portion: 1.5 oz	
Flour, Whole Wheat.....	5 ¼ LB
Flour, All Purpose, Enriched, White...	4 ¾ LB
Water.....	1 Gal
Milk, Dry, Nonfat.....	2 CUP
Margarine, melted.....	3 CUP
Sugar, Granulated.....	2 ¾ CUP
Salt.....	1/4 CUP
Yeast, Baker's, Active Dry.....	1 CUP
Margarine.....	½ CUP

Recipe HACCP Process: #2 Same Day Service

1. Add hot tap water to the mixing bowl, add melted margarine, and all other ingredients except flour
2. Mix for 30 seconds on low speed to blend
3. Gradually add flour, mixture should be soft consistency
4. Cover and allow dough to rise until double in size
5. Punch down dough-pinch 1 oz balls, shape for rolls
6. Place on cookie sheets to rise again until double
7. Bake at 325 degrees until done-golden brown in color. Approximate time 9-12 minutes
8. Lightly brush with melted margarine when removed from oven

Remember: 16 grams of creditable grains credits for 1 oz eq. grain.

Calculation Activity: In-House Whole-Grain Hot Roll

Recipe	Ingredients per 175 Servings	Quantity of Grains given in LBS	X grams (454 per lb)
Whole Grain Hot Roll	Flour, Whole Wheat	5 lbs 4 oz	5.25 lb x 453.6 g = 2381.4 g
	Flour, All Purpose, Enriched, White	4 lbs 12 oz	4.75 lb x 453.6 g = 2154.6 g
		Calculations	Flour: 4536/ 16 g = 283.50 servings of flour per 175 servings of rolls 283/175 servings = 1.6 servings round .6 down to the nearest ¼ serving: .50 1 roll provides 1.5 servings of Grains/Breads

New Converter Tools

- Three tools have been developed to assist in converting/crediting grains and meat/meat alternates (M/MA).
  - **Creditable Grains in Recipes Converter**
    - This tool is to be used when calculating the grain contributions for products made from recipes/scratch.
  - **SP 30-2012 Converter**
    - This tool focuses on Exhibit A of this memo, which shows how, by weight, commercial grain products are credited towards the meal pattern.
  - **Standardized Recipe Converter**
    - This tool allows someone to enter all of the ingredients of a recipe, and it will calculate the M/MA, grain, and vegetable contribution to the meal pattern, per serving.

New Converter Tools

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Food & Nutrition Services

Home » Financial & Admin. Services

The Food and Nutrition Services Section administers the USDA Food Distribution Program and the following USDA Child Nutrition Programs: National School Lunch Program (NSLP), School Breakfast Program, Special Milk Program, and the Fresh Fruit and Vegetable Program. Under the NSLP, the After School Snack Program and Seamless Summer Option are also available. The programs are operated in public, non-public, and residential child care institutions. The goal of the Food and Nutrition Services Section is to providing safe food and technical assistance to ensure well balanced nutritious meals are served to the students of Missouri.

Food and Nutrition Services Contact Information

Quick Links

- News and Updates
- Administrative State Agency Review
- Civil Rights
- Community Eligibility Provision (CEP)
- Farm to School
- Food Allergy Information
- Meal Pattern
- Newsletters, Webinars & Workshops
- Procurement
- Professional Standards
- Reimbursement Rates
- Serving with Success

Financial & Admin. Services

- News and Updates
- Accounting & Procurement
- Budget
- Career Education Finance
- ESEA/NCLB Finance
- Food & Nutrition Services
  - News and Updates
  - Food Safety/HACCP
  - Food Service Management
  - Guidance & Resources
  - Handbooks
  - HealthierUS School Challenge
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos
  - USDA Programs/Regulations
  - Related Links
  - USDA Guidance Policies
  - Wellness

New Converter Tools

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Meal Pattern

Home » Financial & Admin. Services » Food & Nutrition Services

- 6 Cent Certification Resources
- Meal Pattern

Financial & Admin. Services

- News and Updates
- Accounting & Procurement
- Budget
- Career Education Finance
- ESEA/NCLB Finance
- Food & Nutrition Services
  - News and Updates
  - Food Safety/HACCP
  - Food Service Management
  - Guidance & Resources
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  - HealthierUS School Challenge
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos
  - USDA Programs/Regulations
  - Related Links
  - USDA Guidance Policies
  - Wellness

New Converter Tools

New Meal Pattern

Home » Financial & Admin. Services » Food & Nutrition Services

CN Label Documentation and Product Formulation Statements

- Administrative Review - CN Labels Webinar
- CN Label Verification Report
- CN Label Manufacturers Report
- SP-27-2015: Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement
- SP-11-2015(v.2): CN Labels Copied with a Watermark - Acceptable Documentation
- Tip Sheet for Accepting Processed Product Documentation
- Tip Sheet for Evaluating a Manufacturer's Product Formulation Statement (PFS)
- TA 07-2010 Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements (MPR) REVISED 11-26-2014
  - Product Formulation Statement for Meat/Meat Alternate Product
  - Product Formulation Statement for Vegetables
  - Product Formulation Statement for Fruits
  - Product Formulation Statement for Grains

Meal Pattern Information

- Creditable Grains in Recipes Converter
- SP-30-2012 Converter
- Standardized Recipe Converter

Financial & Admin. Services

- News and Updates
- Accounting & Procurement
- Budget
- Career Education Finance
- ESEA/NCLB Finance
- Food & Nutrition Services
  - News and Updates
  - Food Safety/HACCP
  - Food Service Management
  - Guidance & Resources
  - Handbooks
  - HealthierUS School Challenge
  - Smart Snacks in Schools
  - Statistics
  - USDA Foods
  - USDA Memos
  - USDA Programs/Regulations
  - Related Links
  - USDA Guidance Policies
  - Wellness

QUESTIONS?

ADAPTING THE SCHOOL LUNCH PROGRAM REQUIREMENTS TO THE RCCI WORLD

PART TWO

Sharon Lensing, Nutrition Program Specialist

- **RCCI & Charter Schools**

Steven House, Nutrition Program Specialist

- **Southeast Central Region**

SECTION 2

MEAL COUNTING AND CLAIMING

- Methods of Collections Form
- Keeping Accurate Meal Counts
- Accurate Point of Service (POS)

Overview

- LEAs receive federal money for each meal that:
  - Meets program requirements (meal patterns)
  - Is served to an eligible student
- To receive the reimbursement for meals served to students by category, schools must accurately
  - Count
  - Record
  - Claim

Methods of Collection Form

Attachment I

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

METHODS OF COLLECTION AND MEAL COUNTING

LOCAL EDUCATION AGENCY (LEA):	AGREEMENT NUMBER:
LEA CONTACT:	PHONE NUMBER:
SIGNATURE OF CONTACT:	DATE:

DIRECTIONS:

Mail or fax the completed form to: Food and Nutrition Services Section, Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480 or Fax to: (573) 526-3897

For questions regarding this form, contact a Nutrition Program Specialist at (573) 751-3526.

All meal counting centers must have a built-in accounting system at the point of service to record numbers of free, reduced price, and full price meals actually served daily. The point of service is that point at which it can be determined that the food items served/selected constitute a reimbursable meal.

Complete all sections that apply to all buildings within the LEA. From each of the sections below, choose all methods currently used. If a different method is used or if additional information is required to explain the method used, please describe in the space provided or on a separate sheet of paper.

SECTION I

If LEA participates in Community Eligibility Provision (CEP) complete Section I (otherwise go to Section II)

a. All buildings participate in CEP? ☐ Yes ☐ No
If NO, list only the buildings participating in CEP: _____

b. Describe CEP counting method: _____

SECTION II

Fund collection for full and reduced price students (check all that apply)

a. Students pay for meals ☐ daily ☐ weekly ☐ monthly ☐ by semester ☐ yearly
b. Students ☐ may ☐ may not prepay meals.
c. ☐ Students may charge their meals and pay at a later date.
d. ☐ Students do not pay for meals.
e. Meal payment is made in the ☐ classroom ☐ school office ☐ cafeteria ☐ another location
f. Another method not listed above is used. Explain: _____

SECTION III

Meal cards, tickets, or tokens (check all that apply)

a. ☐ All ☐ some schools use meal cards or tokens.
☐ elementary ☐ middle/junior high ☐ senior high
b. ☐ All ☐ some students at these schools use meal cards, tokens, or tickets.
c. Meal cards, tickets, or tokens are distributed in the ☐ classroom ☐ school office ☐ cafeteria ☐ another location
d. Meal cards, tickets, or tokens are coded using a ☐ number code ☐ letter code ☐ date code ☐ signature code
☐ Another code. Explain: _____
e. ☐ Yes ☐ No All student meal cards, tickets or tokens are same size and color. If No, explain: _____

- Only submit if process changes

Where can I locate this?

DESE FNS Website → Guidance & Resources → Forms → Methods of Collection and Meal Counting Form

OR

Attachment I in the "Free and Reduced Price Application and Direct Certification" Handbook

Accurate Meal Counts

- Meals claimed must be:
  - Reimbursable (meets meal pattern requirements)
  - Counted daily at each meal at Point of Service
  - Counted by Eligibility (free, reduced, paid) when applicable
- Accurate Point of Service (POS) is key

Examples of Meal Counting and Claiming Systems

- Electronic
  - Barcoded Meal Card
  - PIN Number
  - Verbal Identifier (Name, PIN)
- Manual Roster
  - Verbal Identifier (Name, PIN)
  - Meal Cards
- Combination
  - Check mark on roster at POS then entered in electronically after meal service

Non-Pricing Meal Counts

Only for RCCIs with No Day Students

- Accurate POS system that has a proven track record of reliability and security while taking advantage of elimination of meal categories
  - Hand-held counters to keep track of the number of students and students served
  - Check mark on roster
  - Tally sheet
- Adequately supervised meal service line to ensure that all meals claimed meet requirements
- Only one meal per student per meal service can be claimed

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION
Division of Financial and Administrative Services

DAILY MEAL COUNT FORM

Community Eligibility Provision Participants

LEA NAME: _____ BUILDING NAME: _____

DATE: _____ MEAL TIME: _____

TYPE: BREAKFAST or LUNCH (CIRCLE ONE)

MARK BOXES WITH AN "X" OR CIRCLE FOR EACH STUDENT THAT RECEIVES A MEAL

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340	341	342	343	344	345
346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375

SECOND MEALS SERVED

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

ADULT MEALS SERVED

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

TOTAL STUDENT MEALS SERVED: _____

TOTAL SECOND MEALS SERVED: _____

TOTAL ADULT MEALS SERVED: _____

Please double check that all areas of the form are completed before signing

By signing below, I certify that the above is true and accurate

_____ Site Supervisors Signature

_____ Date

Page #____

Point of Service

- **Point of Service (POS)**
  - That point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to an eligible student.
  - In most cases, this "Point of Service" will be at the end of the service line.
- **All meal counts must be taken at the Point of Service**

Point of Service

POS Cashier Must:

- Recognize a reimbursable meal
  - Meets meal pattern requirements
    - Age/grade group
    - Offer vs. Serve
    - Crediting of leafy greens, dried fruit
  - Smart Snack requirements
    - Beverages
- Correctly count and charge meals

Recommended Cashier/POS Training

- Counting and claiming procedures
- Recognizing a reimbursable meal
- Offer vs. Serve
- Computerized system training
- Civil Rights

Backup System

A backup system for counting and claiming reimbursable meals served should be in place in case the main system fails

- Best practices
  - Periodically printing out point of service documents
    - Coded rosters or checklist
  - Backing up daily participation records

Do You Have an Acceptable Meal Counting System at the POS?

When trying to decide if a system is acceptable or not, always keep in mind the requirements:

- The meal-count system chosen must provide a **POINT OF SERVICE** count:
  - Of reimbursable meals served (one per eligible student)
  - By type (free, reduced-price, and paid)
  - Each day/meal
  - Without overtly identifying students' eligibility categories

Unacceptable Point of Service Counts

- **<u>Unacceptable</u> POS meal count systems *(they do not provide a daily count of reimbursable meals by category at the POS)*:**
  - Attendance Counts
  - Tray/Entrée Counts
  - Head Counts
  - Classroom Counts
  - Counts taken anywhere other than at point of service
  - Delivery count of meals produced off-site
  - Any acceptable system that isn't implemented properly

Students' names are marked on the roster before a reimbursable meal is served/selected

REQUIRES STATE AGENCY APPROVAL

Field Trips

- If students are scheduled to participate in school activities both before and after the lunch hour, the school is required to offer lunch
- Proper **food safety** standards, **counting and claiming procedures**, and **meal pattern** requirements (including offering milk) still must be followed
- Meals must be properly counted at the Point of Service – i.e., when the student actually takes the reimbursable meal

Edit Checks

- Requirement for lunch; recommended for breakfast
  - Complete prior to submission of monthly claim
- Steps
  - Compare number of eligible children to number of meals claimed at each site
  - Attendance factor
    - Average Daily Attendance ÷ Total Enrollment
  - Beware of patterns & 100% participation
  - Note factors affecting claims

Meal Counting Activity

Scenario 1

- A small RCCI with 30 children is trying to reduce food waste.
  - Before lunch, the teachers take a count of all the students who will eat. Then they send the count to the kitchen, so the head cook knows how much food to prepare.

Is this an acceptable meal count?

Scenario 1

- Why?
  - Can't ensure that each student actually ate
  - Can't ensure that each student received a reimbursable meal

- What would make it acceptable?
  - **POS at the point in the meal service line that ensures the student received a reimbursable meal and all components were selected**

Scenario 2

- *A small RCCI with 30 children is trying to reduce food waste.*
  - *Before lunch, the teachers take a count of all the students who will eat. Then they send the count to the kitchen, so the head cook knows how much food to prepare.*
  - During lunch, the food service workers count the trays that are served to make sure they match the count that was taken in the classroom.

Is this an acceptable meal count?

Scenario 2

- Why?
  - Can't ensure that each student received a reimbursable meal

- What would make it acceptable?
  - POS at the point in the meal service line that ensures the student received a reimbursable meal and all components were selected

Scenario 3

- A school got a new salad bar, but doesn't have room to put the POS after the salad bar
- The POS is placed after the students receive their milk, grain, and meat/meat alternate.
- The POS cashier reminds the students that they need to take a fruit or vegetable from the salad bar.

Is this an acceptable meal count?

Scenario 3

- Why?
  - Can't ensure that each student received a reimbursable meal

- What would make it acceptable?
  - Two-person POS approved by DESE

Scenario 3

- *A school got a new salad bar, but doesn't have room to put the POS after the salad bar*
- *The POS is placed after the students receive their milk, grain, and meat/meat alternate.*
- A second food service employee is stationed after the salad bar to make sure each student receives a reimbursable meal. If the student doesn't take a fruit or vegetable, the employee lets the POS cashier know.

Is this an acceptable meal count?

Scenario 3

Scenario 4

- At lunch, the students enter a PIN number at the POS after taking a meal.
- The POS cashier asks the students if they ate breakfast that morning, and enters the breakfast count at the same time.

Is this an acceptable meal count?

Scenario 4

Lunch?

Breakfast?

- Why?
  - Can't ensure that each student received a reimbursable meal

- What would make it acceptable?
  - POS at Breakfast

Scenario 5

- The RCCI students eat breakfast in their house.
- The students take their meal, and each house's direct care staff enters in the computer later that day how many students ate breakfast.

Is this an acceptable meal count?

Scenario 5

- Why?
  - It is not a point of service meal count that ensures each student took a reimbursable meal.

- What would make it acceptable?
  - POS at the point in the meal service line that ensures the student received a reimbursable meal and all components were selected

Scenario 6

- The RCCI students eat breakfast in their house.
- The students take their meal, and each house's direct care staff checks them off on the roster or marks on a daily meal count sheet if they take a reimbursable meal. They enter the information from the roster or daily meal count sheet later in the day.

Is this an acceptable meal count?

Scenario 6

Scenario 7

- An RCCI knows that all the students eat breakfast and lunch at the school.
- They take daily attendance numbers and report those for their meal counts.

Is this an acceptable meal count?

Scenario 7

- Why?
  - Can't ensure that each student actually ate
  - Can't ensure that each student received a reimbursable meal

- What would make it acceptable?
  - POS at the point in the meal service line that ensures the student received a reimbursable meal and all components were selected

SECTION 3

Eligibility Documentation

- RCCI with Day Students
- RCCI without Day Students

ELIGIBILITY DOCUMENTATION FOR RCCI DAY STUDENTS

- **Day Students**
  - Children attending but not residing in an RCCI
  - Are considered members of the household where they reside
  - Eligibility is determined using a household application or through direct certification
    - Can request eligibility information from the school the child normally attends
    - For more information or questions, email Sharon.Lensing@dese.mo.gov

ELIGIBILITY DOCUMENTATION FOR RCCI RESIDENT STUDENTS

- **Resident Students**
  - Considered a household of one
  - An application must be completed for each child unless the RCCI uses an eligibility document

ELIGIBILITY DOCUMENTATION SHEET FOR RCCI RESIDENT STUDENTS

- **Eligibility Documentation Sheet must include:**
  - Child's name
  - Any personal income received by the child during stay at RCCI
  - Child's date of birth
  - Date of admission
  - Date of release
  - Official's title & contact information

ELIGIBILITY DOCUMENT FOR THE SCHOOL NUTRITION PROGRAM

CHILD'S NAME	CHILD'S PERSONAL INCOME	DATE OF BIRTH	DATE OF ADMISSION	DATE OF RELEASE

OFFICIAL'S SIGNATURE AND TITLE _____

OFFICIAL'S CONTACT INFORMATION _____

Income for a Child Residing in an RCCI

- **Income for a Child Residing in an RCCI**
  - Income earned from full-time or part-time employment
    - Infrequent earnings, such as income received from occasional baby-sitting or mowing lawns, are not counted as income
  - Income personally received by the child while in residence at the RCCI
    - Social Security or SSI must be listed
  - Payments from any source directly received by an RCCI on a child's behalf are not considered income to the child

SECTION 4

Verification

Verification

- Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program.

- Verification must include either confirmation of income eligibility or confirmation that the child is included in a certified Food Stamp (SNAP) household or Temporary Assistance (TANF) unit.

Verification

- **Required for RCCI's with day students except:**
  - Directly Certified students
  - Students certified as homeless, runaway, migrant, Head Start, Early Head Start, and Foster Children on list provided by Missouri Dept. of Social Services

- **For more information:**
  - Email Sharon.Lensing@dese.mo.gov

Verification

- **Not required for RCCIs without day students**

Even though you are not required to perform verification, all schools in the program, including RCCIs without day students, are ***still required to complete the Verification Report****.*

Verification Dates

Date	Action	Comment
October 1st	Count approved free & reduced price **applications** subject to verification*	This is your sample pool which is used to determine sample size.
Last operating day in October	Count the approved free & reduced price **students** on applications subject to verification*	This number is needed to complete the verification report, but is not used during the verification process
November 15th	Verification Process must be completed	Any extension must be approved by DESE FNS
December 15th	Verification Report Due in Web Applications System	Must not be completed earlier than the Last operating day in October.

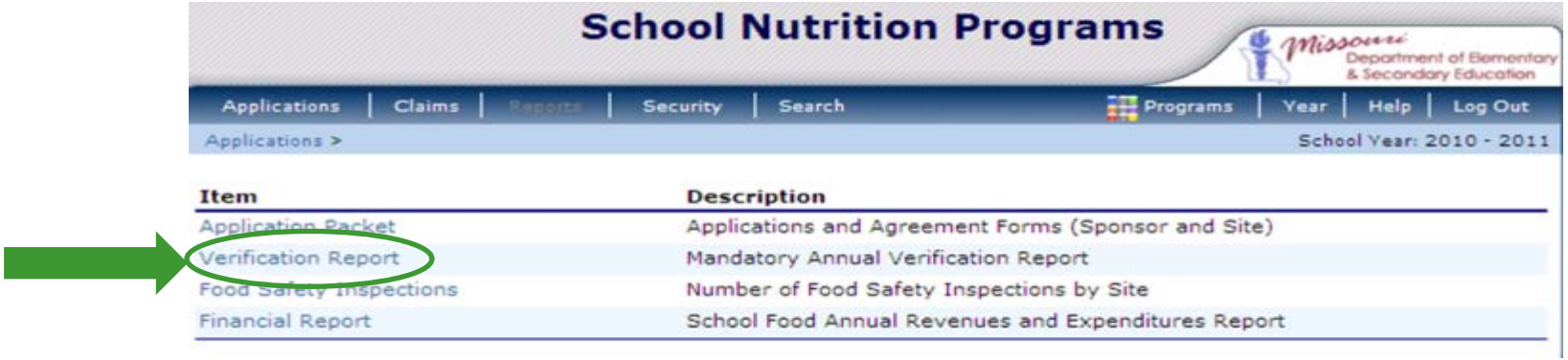
** The number of applications subject to verification on the last day of October could be different than on October 1st if a student was directly certified between these dates. If this is the case, please include in the comments when submitting the Verification Report.*

Reporting Verification

The Verification Report is available in the Food and Nutrition Services Web Application system. Click on the Applications Tab.

Reporting Verification

Select Verification Report.



Reporting Verification

RCCI's without Day Students

Section 1: Total Schools and students as of the last operating day in October

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October.**

		A. Number of Schools OR Institutions	B. Number of Students
1-1	**Total schools (Do not include RCCIs):**	0	0
1-2	**Total RCCIs (Do not include schools counted in 1-1):**	1	25
1-2a	RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b	RCCIs with NO day students:	1	25

Reporting Verification

RCCI's without Day Students

Section 3: Report students approved as FREE eligible NOT subject to verification

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October.**

3-1	Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)	☑
		B. Number of FREE Students
3-2	**Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**	0
3-3	**Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families **(TANF)**, Food Distribution Program on Indian Reservations **(FDPIR)**, or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. **DO NOT include SNAP students already reported in 3-2.**	0

Reporting Verification

RCCI's without Day Students

- Section 5

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions). ☑

Instructions

5-2 Was verification performed and completed?

- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

- Standard (Lesser of 3% or 3,000 error-prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone. (Include all error prone verified and error prone non-verified applications) 0

5-5 Number of applications selected for verification sample: 0

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7 (Direct Verification is the process of submitting students names to the local Social Services office to verify eligibility).** ☑

	A. Number of Applications	B. Number of Students
5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	0	0

5-2: If completed after November 15th, attach Corrective Action

If 5-6 is not checked, then 5-7 must be completed.

Reporting Verification

RCCI's with Day Students

Section 1: Total Schools and students as of the last operating day in October

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October.**

		A. Number of Schools OR Institutions	B. Number of Students
1-1	**Total schools (Do not include RCCIs):**	0	0
1-2	**Total RCCIs (Do not include schools counted in 1-1):**	1	70
1-2a	RCCIs with day students (Report ONLY day students in 1-2aB):	1	12
1-2b	RCCIs with NO day students:	0	0

Reporting Verification

RCCI's with Day Students

Section 3: Report students approved as FREE eligible NOT subject to verification

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October.**

3-1	Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)	☐
		B. Number of FREE Students
3-2	**Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**	6
3-3	**Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families **(TANF)**, Food Distribution Program on Indian Reservations **(FDPIR)**, or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. **DO NOT include SNAP students already reported in 3-2.**	1

- Directly certified Students
- As of the last operating day in October

Reporting Verification

RCCI's with Day Students

Section 4: Report students approved as free or reduced price eligible through a household application

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

		A. Number of Applications	B. Number of Students
4-1	**Approved as categorically FREE Eligible.** Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	2	2
4-2	**Approved as FREE eligible.** Based on household size and income information.	0	0
4-3	**Approved as REDUCED PRICE eligible.** Based on household size and income information.	1	1
T-1	**Total FREE Eligible Students Reported**		9
T-2	**Total REDUCED PRICE Eligible Students Reported**		1

- (A) Number of applications as of October 1st
- (B) Number of students As of the last operating day in October

Reporting Verification

RCCI's with Day Students

- Section 5

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions). ☐

Instructions

5-2 Was verification performed and completed?

- (●) Yes, completed by November 15th
- ( ) Yes, completed after November 15th
- ( ) No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

- ( ) Standard (Lesser of 3% or 3,000 error-prone)
- (●) Alternate one (Lesser of 3% or 3,000 selected randomly)
- ( ) Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone. (Include all error prone verified and error prone non-verified applications) — N/A

5-5 Number of applications selected for verification sample: — 1

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7 (Direct Verification is the process of submitting students names to the local Social Services office to verify eligibility).** ☑

	A. Number of Applications	B. Number of Students
5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	0	0

5-2: If completed after November 15th, attach Corrective Action

5-4: Include all error-prone verified and error-prone non-verified applications

If 5-6 is not checked, then 5-7 must be completed.

Reporting Verification

RCCI's with Day Students

- Section 5 - *continued*

5-8 Report results of Verification

5-8 Results of Verification by Original Benefit Type
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4) **and results of VC-1.** Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	1	1	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE 0	0	REDUCED PRICE 0	0	FREE 0	0
3. Responded, Changed to PAID:	0	0	1	2	0	0
4. NOT Responded, Changed to PAID:	0	0	3	6	3	4

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement. N/A

Applications verified for cause (in addition to verification requirement).

Also record the results in 5-8.

Verification Process

1. Establish the sample pool *(approved applications as of Oct. 1st)*.
2. Establish the sample size *(Calculate the number of applications that must be verified)*.
3. Select the applications for verification.
4. Conduct Confirmation Review.
5. Notify households of selection for verification; and/or conduct Direct Verification.
6. Examine documents.
7. Notify households of continued benefits or changes in benefit level. *(Verification must be completed by November 15th.)*
8. Update Benefit Issuance Document/Point of Service. If benefits decrease, update 10 calendar days after notice of adverse action.
9. Complete and submit the LEA Verification Collection Report on Web Applications by December 15th.

Verification Guidance

- *Verification Guidance* will be updated. Located under Handbooks on the Food and Nutrition Services website - http://dese.mo.gov/financial-admin-services/food-nutrition-services/handbooks

- *USDA's Eligibility Manual for School Meals* is also located under Publications and provides guidance for verification.

- Emails will also be sent to Authorized Representatives of the program.

SECTION 5

General Program Compliance

- Civil Rights
- On-site Monitoring
- Local Wellness Policy
- Professional Standards
- Food Safety
- Reporting and Recordkeeping
- Afterschool Snack Program
- Food Allergies

Civil Rights Overview

- The USDA "And Justice for All" poster must be displayed in a prominent location and visible to program students.

- The correct non-discrimination statement must be included on all program materials, including websites, documents, and correspondence.

- On menus, it is acceptable to use the abbreviated version – "This institution is an equal opportunity provider."

Non-Discrimination Statement

Available on the DESE or USDA website.

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint filine_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (566) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email:program.intake@usda.gov.

- This institution is an equal opportunity provider

Civil Rights Training for Staff

- **Annual Civil Rights Training**
  - Required for anyone who works with the Child Nutrition Programs
    - Food Service Staff
    - Administrative staff
    - Direct care staff that cook, serve, or work POS
  - Records of training must be kept by LEA
  - Presentations prepared by DESE Food and Nutrition Services
  - Presentation can prepared by the LEA

On-Site Monitoring

- **RCCIs -more than one site operating the NSLP**
  - must perform on-site reviews of the lunch counting and claiming system and observe the general areas of review that are readily observable
- **RCCIs - more than one site operating the SBP**
  - must perform on-site reviews of the breakfast counting and claiming system at a minimum of 50 percent of the schools
- **On-site School Reviews**
  - must occur by February 1 of each year
  - Must be retained for records
- **A new On-site School Review Form**
  - created during the 16-17 SY to be used for monitoring to more resemble an Administrative Review

ON-SITE SCHOOL REVIEW

District _____ School _____ Date of Review _____

ADA _____ ÷ Enrollment _____ = Attendance _____ %

	Prior Month ADP	Meal Count On Day of Review	Currently Approved
Paid	_____	_____	_____
Reduced Price	_____	_____	_____
Free	_____	_____	_____

		YES	NO	N/A
I.	**APPLICATION APPROVAL**			
1.	Are applications approved at this school? Responsible party _____	___	___	___
2.	Are applications on file correctly approved?	___	___	___
II.	**MASTER LIST**			
1.	Is a master list used in the meal system?	___	___	___
2.	Do names listed on the master list match approved applications on file?	___	___	___
3.	If more than one list is used (e.g. master list/ ticket issuance list/food service line list), are all lists the same?	___	___	___
4.	Are all lists updated as needed?	___	___	___
III.	**MEAL COUNT SYSTEM**			
1.	Does the meal count system produce an accurate count of reimbursable meals (free/reduced price/paid) served to eligible children?	___	___	___
a.	Does the collection procedure in use match the approved collection procedure?	___	___	___
b.	If the meal count is not taken at the end of the food service line, does the school have a system to account for reimbursable meals?	___	___	___
c.	Are only meals that meet the meal pattern requirement counted and claimed for reimbursement?	___	___	___
d.	Does the collection procedure in use ensure that only one meal per child per day is claimed for reimbursement?	___	___	___
2.	Does the meal count system prevent overt identification?	___	___	___
a.	Is the medium of exchange made available to all students at the same location?	___	___	___
b.	Does the medium of exchange use acceptable codes for identifying students as free, reduced price, or paid?	___	___	___
c.	Does the school have a trained substitute cashier?	___	___	___

Local Wellness Policy

- **Local Wellness Policy**
  - Must include all required components
  - New requirements must be in place by June 30, 2017
  - Triennial Assessment required

- **Public Availability of Local Wellness Policy & Triennial Assessment**
  - Must inform the public so they are aware of the LWP and know how to get involved in the process
  - RCCI's are required to inform parents/caregivers and other members of the public at their discretion as to whom and how it is directed.

Professional Standards

Relevant Training

- Required for all staff involved in the School Nutrition Program
  - Food Service Staff
  - Administrative Staff
  - Direct Care Staff involved in cooking, serving, and working POS

Minimum Requirements

- Directors - 12 hours per year
- Managers –10 hours per year
- Full-time Food Service Staff - 6 hours per year
- Part-time Food Service Staff - 4 hours per year
- Non-nutrition Staff - Relevant training based on related duties

Hiring Standards

- New Directors hired on or after July 1, 2015 -new education and experience requirements

Food Safety

- **General areas of review**
  - Written food safety plan/HACCP plan
  - Food safety inspections
    - Receive two a school year
    - Posted in a publicly visible location
  - Recordkeeping
    - Maintain temperature logs for a period of 6 months
  - Food storage
    - On-site and off-site
    - Buy American

Buy American Provision

- RCCIs are required to purchase domestic agricultural commodities or products that are produced and processed in the United States
- Limited exceptions exist when products are too costly or not available in required quantities. LEAs must consider domestic alternatives prior to approving exception.
  - Need supporting documentation for exceptions

Reporting and Record Keeping

Reports should be submitted:

- As required by the State Agency
- Maintained with other program records for a period of three years after submission of the final claim for reimbursement for the fiscal year

Afterschool Snack Program

- **Reimbursable snack must include:**
  - All students must be served at least two different components from the four listed:
    - Milk, fluid
    - Meat or Meat Alternate
    - Juice, Fruit, or Vegetable
    - Bread and/or cereal
  - All components must meet serving size requirements

Afterschool Snack Program Production Record

Date _____

Week of _____

Portion Size Requirement

	Children 1 and 2 years	Children 3 thru 5 years	Children 6 thru 18 years
Milk, fluid	½ cup	½ cup	½ cup
Meat or meat alternate	½ ounce	½ ounce	1 ounce
Juice or fruit or vegetable	½ cup	½ cup	¾ cup
Bread and/or cereal			
Enriched or wholegrain break or	½ slice	½ slice	1 slice
Cereal: cold dry or	¼ cup	1/3 cup	¾ cup
Hot cooked	¼ cup	¼ cup	½ cup

Must serve at least 2 of 4 components

Meal Pattern Guideline	Monday	Tuesday	Wednesday	Thursday	Friday
Milk*					
100% strength juice or fruit or vegetable					
Bread or cereal					
Meat or meat alternate					
*Juice may not be used when milk is the only other food served					

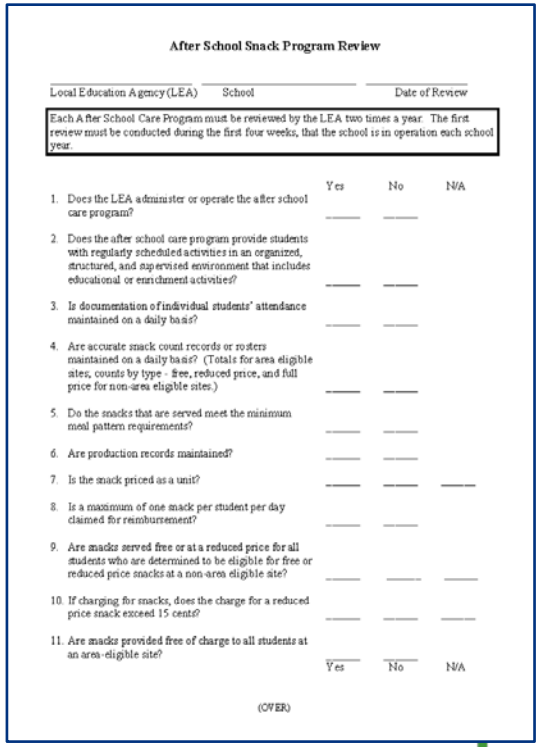
- **Daily Production Records are required**

Afterschool Snack Program

- **Point of Service count is required**
  - Only reimbursable snacks can be counted & claimed
  - May only claim snacks on days that school is in session
- **Afterschool care program must include educational or enrichment activities**
  - Organized groups such as clubs or team sports cannot be included unless they first participate in the afterschool care educational or enrichment program

Afterschool Snack Program Monitoring

- **Monitor afternoon snack program twice per year**
  - Within the first 4 weeks of operation
  - Second monitoring later in school year
  - Use Afterschool Snack Program Review form



After School Snack Program Review

Local Education Agency (LEA) _____ School _____ Date of Review _____

Each After School Care Program must be reviewed by the LEA two times a year. The first review must be conducted during the first four weeks, that the school is in operation each school year.

	Yes	No	N/A
1. Does the LEA administer or operate the after school care program?	____	____	
2. Does the after school care program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?	____	____	
3. Is documentation of individual students' attendance maintained on a daily basis?	____	____	
4. Are accurate snack count records or rosters maintained on a daily basis? (Totals for area eligible sites, counts by type - free, reduced price, and full price for non-area eligible sites.)	____	____	
5. Do the snacks that are served meet the minimum meal pattern requirements?	____	____	
6. Are production records maintained?	____	____	
7. Is the snack priced as a unit?	____	____	____
8. Is a maximum of one snack per student per day claimed for reimbursement?	____	____	
9. Are snacks served free or at a reduced price for all students who are determined to be eligible for free or reduced price snacks at a non-area eligible site?	____	____	____
10. If charging for snacks, does the charge for a reduced price snack exceed 15 cents?	____	____	____
11. Are snacks provided free of charge to all students at an area-eligible site?	____	____	____
	Yes	No	N/A

(OVER)

Food Allergies and Special Dietary Needs

Accommodating Children with Food Allergies and Special Dietary Needs:

- Need policies & procedures
- Need to plan & serve modified meals for students
- May need to purchase different foods
- Need to properly train staff
- Requires vigilance, planning, and coordination between:
  - School staff members
  - Parents
  - Physicians & Other Medical Professionals

Medical Statements

- **To receive reimbursement for meal modifications when the modified meal does not meet program meal pattern requirements:**
  - Must obtain a written medical statement from a state licensed health care professional:
    - **Doctor**
    - **Nurse Practitioner**
    - **Physician Assistant**

Medical Statements

- **Medical statements MUST include:**
  - Information about child's impairment to allow the RCCI to understand how it restricts the child's diet.
  - A brief explanation of how exposure to the food affect the child
  - An explanation of how to accommodate the child.
  - The food or foods to be omitted and recommended alternatives.
  - DOES NOT need to identify the specific disability, or use the term "disability" or "disabled"
- Schools are required to provide notice & information to parents/guardians regarding how to request a reasonable modification & their procedural rights.

Fluid Milk Substitution

- **Only milk substitutions allowed under the rule for students without disabilities:**
  - Nondairy beverages that are nutritionally equivalent to fluid milk
  - Must provide specific levels of nutrients as listed in the following table:

Nutrient	Per Cup
Calcium	276 mg.
Protein	8 g.
Vitamin A	500 IU.
Vitamin D	100 IU.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg.

Questions?

Contact Us

Schoolfoods@dese.mo.gov
573-751-3526

Sharon Lensing
Nutrition Program Specialist for RCCI's & Charter Schools
Sharon.Lensing@dese.mo.gov
573-751-3862

Thank You!

DESE Food & Nutrition Services

(573) 751-3526