

**Keys to Excellence:
Kitchen Records**



Food and Nutrition Services

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Objectives

Records provide a valuable written history for future reference and demonstrate that your meals comply with nutrition regulations.

- Identify the key requirements of a menu.
- Develop or revise standardized recipes to include essential information, determine what a portion contributes to the meal pattern including vegetable subgroups.
- Identify important and required aspects and benefits of a production record.

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Objectives

- Use Child Nutrition (CN) Labeling to demonstrate how a product contributes to the meal pattern requirement.
- Identify "Whole" grains.
- Improve food safety by strengthening temperature records and food safety plan.
- Have records prepared for an administrative review.

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Build a Healthy Lunch

Meat or Plant Alternative | Fluid Milk | Grains
Fruits | Vegetables

MENU

Everything starts with the menu. The menu dictates much about how your operation will be organized and managed, the extent to which it meet its goals.

- Attractive, colorful, and logical
- Use icons and pictures to symbolize whole grain-rich and low sodium items.
- Indicate full, free and reduced meal prices.

BREAKFAST PRICES

Elementary \$1.05 MSNS \$1.60
Reduced \$0.30
Adult \$1.90
Extra Milk \$0.55

We Support

Menu Wisdom

Make sure parents and students are aware of the new USDA guidelines

Friday

ST
WAFFLES
CEREAL-BELLOGS
FRUIT CHOICE
JUICE 100%
MILK 1%
CHOC. SWIRL MILK
STRAWBERRY SWIRL MILK

We serve the following items daily

PB&J Sandwiches
Chicken Wraps
Grilled Cheese Sandwiches
Deli Sandwiches

(Must take 1 cup of Fruit or Vegetables)
Non or Low Fat White or Non Fat Chocolate Milk

Specify the meal components offered each day including fruit and milk choices

NEW USDA GUIDELINES

SHOKE GRAINS OFFERED
FRUIT CHOICE INCREASED TO 1 CUP DAILY
100% FRUIT JUICE AND DRIED FRUIT OFFERED WEEKLY
HEALTHY ALTERNATE BVS OFFERED AT BREAKFAST
BREAKFAST COMPONENTS ARE: GRAINS, FRUIT, MILK

Start with a:

- Vegetable
- Fruit (or take daily)
- Choose whole grains
- Pick a lean protein
- Add serving of milk

Take at least 3

Educate Offer vs serve

Include items offered daily

- Program materials including menus must have the appropriate non-discrimination statement.
 - "The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all part of an individual's income is derived from any public assistance program, or projected genetic information in employment or in any program or activity conducted or funded by the Department. If you wish to file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.usda.gov/complaint_filing_cust.html, or at a USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C., by fax (202) 690-7442 or email at usda.nondiscrimination@aphis.usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.
 - **If the material is too small to contain the full statement, the material at minimum must include the following statement.**
 - "This institution is an equal opportunity provider."

Menu Wisdom

LENTIL, RICE & VEGGIE SOUP

<p>INGREDIENTS</p> <ol style="list-style-type: none"> 2 1/2 cups lentils 1 onion, chopped 1 celery, chopped 1 carrot, sliced 1/2 cup green peas 1/2 cup corn 1/2 cup diced tomatoes 1/2 cup diced zucchini 1/2 cup diced mushrooms 1/2 cup diced bell peppers 1/2 cup diced carrots 1/2 cup diced celery 1/2 cup diced onion 1/2 cup diced garlic 1/2 cup diced ginger 1/2 cup diced turmeric 1/2 cup diced cumin 1/2 cup diced paprika 1/2 cup diced salt 1/2 cup diced pepper 1/2 cup diced oil 1/2 cup diced water 1/2 cup diced stock 1/2 cup diced vinegar 1/2 cup diced herbs 	<p>DIRECTIONS</p> <ol style="list-style-type: none"> 1. In large pot over high heat, add oil. Add onion, celery and carrot. Cook until softened. Add garlic, ginger and 1 tsp salt. Reduce heat to low and cook until tender. Add peas, corn, tomatoes, zucchini, mushrooms, bell peppers and carrots. Simmer about 15 minutes. Stir in lentils, peas and the remaining ingredients. 2. Add lentils, rice, stock, water, pepper and remaining salt. Add broth and bring to a boil. Simmer for 15 minutes. Add remaining ingredients and simmer until tender. Add stock and water. Simmer about 30-45 minutes. Add stock and water until desired consistency. 3. Stir in vinegar. Season to taste with pepper, salt and oil. Garnish with herbs.
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Recipe

The United States Department of Agriculture (USDA) defines a standardized recipe as one that "has been tried, adapted, and retried several times for use by a given foodservice operation and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients."

Benefits of a standardized recipe

- Consistent food quality
- Predictable yield
- Customer satisfaction
- Consistent nutrient content
- Food cost control
- Efficient purchasing procedures
- Inventory control
- Labor cost control
- Reduced record keeping

Standardized Recipes



Production Record

The Menu Production Record is a valuable tool in the menu planning process. It serves the dual purpose of demonstrating compliance with program requirements and communicating the menu to staff.

Daily Requirement (B, L, Salad bar and Snack)

Production records also provide....

- Staff direction and communication
- Forecasting
- Support claim for meals
- Ability to track items for nutrient analysis

The menu production record is the perfect tool for tracking student acceptance of a recipe.
 Keep for 3 years plus current year

Production Record

Required Contents:

1. Food Components
2. Recipe or product used
3. Planned number of servings (student & adult)
4. Serving Sizes
5. Total amount of food prepared
6. Actual number of reimbursable meals
7. Number of non-reimbursable meals (adult & a la carte)
8. Leftovers and Substitutions

Temperatures may be also included (Optional)

Production Record

Be sure to:

Record Fruit (F), Vegetable (V) and Milk in CUP size

Record Meat/Meat Alternate (M/MA) and Grain in OUNCE/oz. eq.

Production Record

Weight vs. Volume



8 oz. lettuce ½ cup lettuce

1 cup leafy green vegetable = ½ cup of vegetable

Production Record

Whole fruit

Most whole fruit contains ½ cup of creditable fruit.

Whole apple (125-138 count) = ½ cup fruit
 Whole pear (150 count) = ½ cup fruit
 Banana (150 count) = 3/8 cup fruit
 Orange (138 count) = ½ cup fruit

Production Record

- 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 and National Marine Fisheries Service.
- Provides warranty for products against audit claims if used correctly.
- Clearly identifies the contribution of a product toward the meal pattern requirements.
- Main dish products that contribute a minimum of 0.5 ounces equivalent meat/meat alternate component.
 - Beef patties, cheese or meat pizza, burritos, egg rolls, chicken patties and breaded fish portions
- Juice drink and juice drink products which contain at least 50 percent full-strength juice by volume.

Child Nutrition Label (CN)

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The screenshot shows a detailed Child Nutrition Label for a 'Whole Grain and Potassium Pizza (per 1/2 pizza)'. The label includes sections for Product Description, Nutrition Information, Preparation Instructions, and a table of ingredients. A red circle highlights the 'NET WEIGHT' field in the Nutrition Information section, which is listed as 1.20 oz (34.02 g). The Nutrition Information table lists various nutrients such as Total Fat, Total Protein, Total Carbohydrate, and Total Sodium, along with their respective amounts and percentages.

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General Guidance for Reviewing Product Formulation Statements TA 07-2010 Revised Guidance for Accepting Processed Product Documentation

- Review product formulation statements prior to purchasing processed products.
- Provides specific information about the product and shows how the credit is obtained citing CN Program resources and/or regulations.
- Verify that the credit a product contributes to meal pattern requirements is not greater than the serving size of the product. i.e., a 2.20 oz beef patty may not credit for more than 2.00 oz M/MA.

It is the program operator's responsibility to request and verify that the supporting documentation is accurate.

Product Formulation

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Category	CN Label	Product Spec Sheet
Description	Product label which contains a statement that clearly identifies the USDA meal pattern contribution of the product.	Advertising literature that contains varied information about one or more products
Standard information is required	Yes	No
Reviewed and monitored by the USDA	Yes	NO
Carries a USDA Guarantee	YES	NO
Product ID Number	Assigned its own distinct six-digit id number	Same product number used for many products

CN label vs Product Formulation

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"Whole" grain label savvy

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- The words "whole grain" on the package does not necessarily mean the product contains 100 percent whole grains.
- If the first ingredient listed contains the word "whole" (such as "whole wheat flour" or "whole oats"), it is likely – but not guaranteed – that the product is predominantly whole grain.
- If there are two grain ingredients and only the second ingredient listed is a whole grain, the product may contain as little as 1% or as much as 49% whole grain.
- If there are several grain ingredients i.e. a "multigrain bread" may contain 30% refined flour and 70% whole grain. But the whole grains are split between several different grains, and each whole grain may comprise less than 30% of the total.

"Whole" grain label savvy

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Determining Whole Grains

- Whole Wheat
- Whole Grain
- Whole White Corn
- Rolled Oats
- Wild Rice
- Brown Rice
- Whole Corn
- Whole White Wheat
- Buckwheat
- Bulgur
- Quinoa

Ingredient list tell the whole story

Ingredients: whole grain wheat flour, sugar, soybean oil, cornstarch, malt syrup (from corn and barley), salt, invert sugar, leavening (calcium phosphate and/or baking soda), vegetable color (annatto extract, turmeric oleoresin).

“Whole” grain label savvy

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The following are not whole grains:

- Flour
- All-purpose flour
- Enriched unbleached flour
- Self-rising wheat flour
- Semolina
- White flour
- Wheat flour
- Enriched flour
- Corn grits
- Rice flour
- Couscous





“Whole” grain label savvy

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School year 2014-2015

- All grains offered must be whole grain-rich.
- Whole grain-rich refers to products which contain at least 50 percent whole grains and the remainder of the grains can be enriched.
- 100% whole grain products are not required.



“Whole” grain label savvy

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Memo SP-30 2012 Grain Requirements

Exhibit A
Ounce Equivalents ⇒ oz. eq.

Look at Group B ⇒ How much does 1 oz. eq. weigh?

Look at Group C ⇒ How much does 1 oz. eq. weigh?

Element 1

The grain items must meet the six requirements for the grain component as defined in the guidance.

Exhibit A: School Lunch and Breakfast
© SP 30 2012



“Whole” grain label savvy

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Product	Product serving size	Primary or first ingredient listed	Is the primary ingredient a whole grain?	Product meets whole grain-rich criteria	Product required manufacturer
1. Whole Wheat Bread	28 g	Whole wheat flour	YES	YES	NO
2. Whole Grain Chips	28 g	Whole corn	YES	YES	NO
3. Seven Grain Bread	41 g	Enriched wheat flour	NO	NO	NO
4. Pizza with Whole Grain Crust	4.8 g	White whole wheat flour	YES	YES	YES
5. Corn Flakes	30 g	Organic Corn Meal	NO	NO	NO
6. Honey Graham Crackers	14 g	Enriched flour	NO	NO	NO
7. Whole-Grain Pasta	2 oz	Semolina	NO	NO	NO
8. Whole-Grain Crackers	31 g	Enriched flour	NO	NO	NO

“Whole” grain label savvy activity

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Temperature Records/Food Safety

Procedures designed to ensure the safe production and services of food.

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- Develop Standard Operating Procedures (SOPs)
 - SOPs are step-by-step written instructions for routine food service tasks that affect the safety of food ('nonspecific' hazards), such as proper dishwashing procedures, or for tasks that are a part of the HACCP-based plan (specific hazards), such as proper cooking procedures
- A school food safety program should control both specific and nonspecific hazards and consist of SOPs and a written plan for applying the basic HACCP principles.
- Food safety plans tailored specifically for each school foodservice site
 - Types of facilities in your LEA
 - Existing SOPs
 - Number and type of employees at each site
 - Types of equipment
 - Processes for food preparation
 - Menu items

<http://deq.mo.gov/financial-admin-services/food-safety-services/food-safety/docs>

Temperature Records/Food Safety 40



Administrative Review

Performance Standard 2
General Areas

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Performance Standard 2

- Nutrition Quality and Meal Pattern
- Supporting documentation
 - Menus, production records, and related materials (e.g., CN Labels, standardized recipes)
- Records include all information necessary to support the claiming of reimbursable meals and any additional requirements
- Offer vs Serve

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General Areas

- Civil Rights
 - Non-discrimination statement and procedures for accommodating students with special dietary needs
 - "And Justice for All" poster
- Free potable water
- Food Safety
 - Temperature records
 - Inspections
 - Food safety plan

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QUESTIONS



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Contact Me

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