

# Certification of Menus

or

How do I get my extra six cents?

## The certification process works as follows:

- ❑ School Food Authority (SFA) submits certification documentation to State agency
- ❑ State agency makes a certification determination within 60 days
- ❑ State turns on 6-cent reimbursement for every student lunch served
- ❑ State agencies conduct validation review of at least 25 percent of certified SFAs in SY 2012-13
- ❑ Ongoing compliance with the meal pattern requirements is monitored during administrative reviews

# Certification Process (cont.)

## Certification

1. SFA submits information
2. SA determines
  - documentation complete
  - if menus meet requirements
3. Certify the menus
4. Pay 6 cents for certified menus
5. Conducts validation reviews

## Validation

- 2 largest SFAs
- 25% of others
- Completed by
  - CANS staff
  - Contractors
  - Department of Public Safety inspectors

# Certification

- ❑ **USDA menu certification worksheets must include both breakfast and lunch, if SFA offers breakfast**
- ❑ **Menus must reflect current SFA practices for meal service in the calendar month being certified**
- ❑ **State agency and/or contractors review and approve or deny documentation submitted for certification**

# What do I need to do?

- Read USDA memo 34-2012 and the attachments in School Meals Policy section

34-2012

[Child Nutrition Reauthorization 2010: Certification of Compliance with New Meal Patterns - Certification Tools, Specifications, and Prototype Attestation Statement](#)

05-31-2012

- School Food Authority Six Cents Attestation
- Menu Worksheet Instructions
- Simplified Nutrient Assessment Instructions
- Instructions for Transferring Data from USDA Certification Tools
- Lunch Certification Worksheet, Grades K-5 (Excel)
- Lunch Menu Worksheet, 4-Day Schedule, Grades K-5 (Excel)
- Lunch Menu Worksheet, 7-Day Schedule, Grades K-5 (Excel)
- Lunch Certification Worksheet, Grades 6-8 (Excel)
- Lunch Menu Worksheet, 4-Day Schedule, Grades 6-8 (Excel)
- Lunch Menu Worksheet, 7-Day Schedule, Grades 6-8 (Excel)
- Lunch Certification Worksheet, Grades K-8 (Excel)
- Lunch Menu Worksheet, 4-Day Schedule, Grades K-8 (Excel)
- Lunch Menu Worksheet, 7-Day Schedule, Grades K-8 (Excel)
- Lunch Certification Worksheet, Grades 9-12 (Excel)
- Lunch Menu Worksheet, 4-Day Schedule, Grades 9-12 (Excel)
- Lunch Menu Worksheet, 7-Day Schedule, Grades 9-12 (Excel)
- Breakfast Certification Worksheet, Grades K-5 (Excel)
- Breakfast Certification Worksheet, Grades 6-8 (Excel)
- Breakfast Certification Worksheet, Grades 9-12 (Excel)
- Breakfast Certification Worksheet, Grades K-12 (Excel)
- Breakfast Menu Worksheet, 4-Day Schedule, Grades K-12 (Excel)
- Breakfast Menu Worksheet, 7-Day Schedule, Grades K-12 (Excel)
- Certification Meal Pattern Requirement Specifications

# Implementation Timeline

NEW REQUIREMENTS	Implementation (School Year) for NSLP (L) and SBP (B)						
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2022/23
<b>FRUITS COMPONENT</b>							
Offer fruit daily	L						
Fruit quantity increase to 5 cups/week (minimum 1 cup/day)			B				
<b>VEGETABLES COMPONENT</b>							
Offer vegetables subgroups weekly	L						
<b>GRAINS COMPONENT</b>							
Half of grains must be whole grain-rich	L	B					
All grains must be whole-grain rich			L, B				
Offer weekly grains ranges	L	B					
<b>MEATS/MEAT ALTERNATES COMPONENT</b>							
Offer weekly meats/meat alternates ranges (daily min.)	L						
<b>MILK COMPONENT</b>							
Offer only fat-free (unflavored or flavored) and low-fat (unflavored) milk	L, B						
<b>DIETARY SPECIFICATIONS (to be met on average over a week)</b>							
Calorie ranges	L	B					
Saturated fat limit (no change)	L, B						
Sodium Targets <sup>1</sup> -Target 1Target 2Final target			L, B			L, B	L, B
Zero grams of trans fat per portion	L	B					
<b>MENU PLANNING</b>							
A single FBMP approach	L	B					
<b>AGE-GRADE GROUPS</b>							
Establish age/grade groups: K-5, 6-8, and 9-12	L	B					
<b>OFFER VS. SERVE</b>							
Reimbursable meals must contain a fruit or vegetable (1/2 cup minimum)	L		B				
<b>MONITORING</b>							
3-year adm. review cycle		L, B					
Conduct weighted nutrient analysis on 1 week of menus	L	B					

# Showing the nutrients for lunch

- SY 2012-13
  - Calories
  - Saturated fat
  - Trans fat is addressed in the attestation statement



- Use the Simplified Nutrient Assessment tool

OR

- Use Nutrient Analysis from an approved software company

# What should I prepare?

- Gather
  - One-week of breakfast & lunch menus
  - Corresponding labels
  - Standardized recipes that go with that week
- Find and read the instructions
- Complete the appropriate Menu Certification Worksheets from USDA
- Complete the nutrient assessment in the worksheets, or nutrient analysis from software
- Menus to send
- Complete the School Food Authority Attestation

# What should I prepare?

- It's more than just the SD menu planning worksheet
- Your SD Production Record and SD Menu Planning Worksheet are optional, but may be helpful.

Offer versus Serve? Yes  No  School District (SFA): YOUR SCHOOL DISTRICT NAME  
 OVS Grades: K-12  
 Purchased A la Carte? Yes  No  Site Name: Your School's Name  
 Free Seconds? Yes  No

WEEK OF: \_\_\_\_\_ SCHOOL DISTRICT NAME: \_\_\_\_\_ SITE NAME: \_\_\_\_\_

**MENU PLANNING WORKSHEET - 9-12 (5 day week)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total MET Yes/No	
Requirements							
Salad Bar Item:							
M/MA (2 oz eq per day) (10-12 oz eq per week)	Oz Eq	Oz Eq	Oz Eq	Oz Eq	Oz Eq	0.000	No
Grains (2 oz eq day) 10-12 oz eq per week	Oz Eq	Oz Eq	Oz Eq	Oz Eq	Oz Eq	0.000	No
<b>Vegetables (1 Cup per day) (5 Cups per week) MUST RECORD SERVINGS IN DECIMALS PER CHART →</b>							
Dark Green (5 Cup per week)	Cup	Cup	Cup	Cup	Cup	0.000	No
Red/Orange (1.25 Cup per wk)	Cup	Cup	Cup	Cup	Cup	0.000	No
Beans/Peas (Legumes) (.5 Cup per week)	Cup	Cup	Cup	Cup	Cup	0.000	No
Starchy (.5 Cup per week)	Cup	Cup	Cup	Cup	Cup	0.000	No
Other (.75 Cup per week)	Cup	Cup	Cup	Cup	Cup	0.000	No

A	B	C		D		F	
Menu Item (ground beef, canned corn) Recipe Name & # (Spaghetti D35) Product Name & Code# (Tyson 1234)	Food Temperature	Grades: K-8 Serving Size	Planned Servings	Grades: 9-12 Serving Size	Planned Servings	Planned Seconds (By Grade Groups)	Se
<b>Meat/Meat Alternate</b>							
Spaghetti w/Meat Sauce D-35 (2 oz mma)		1 cup	110	1 cup	170		
<b>Grains/Bread</b>							
D-35 (spaghetti) 1 g/b Breadstick ( 1 oz) Baker Boy 3456		1 each	110	1 each	170		
<b>Fruits</b>							

# Worksheet Basics

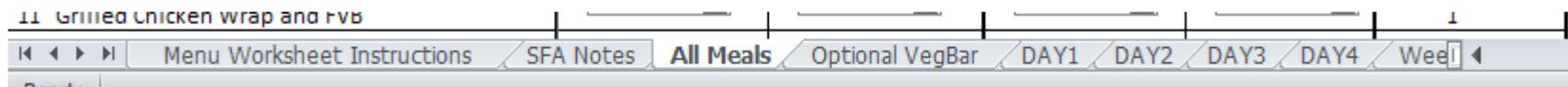
- Developed in Microsoft Excel 97-2003 version.
- SFAs do not need a high skill level to be able to use the Excel tool.
- Only data entry and minimal navigational skills are necessary.
- SFAs must save the worksheet under a different name, to the computers right after download.

## More Worksheet Basics

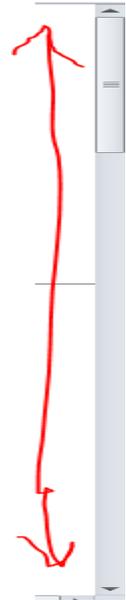
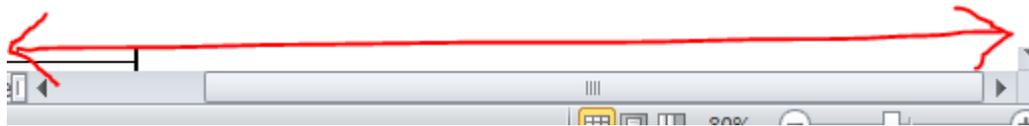
- Worksheet must be completed in order in each spreadsheet, do not skip from one tab to another before completing the previous tab.
- Do not delete, insert, or otherwise modify the USDA Menu Certification tools.

# Worksheet Navigation

- Use the tabs at the bottom to move to different sections



- Use the left/right and up/down scroll bars to get to different sections within each tab



- Use the Zoom bar to shrink the screen, in order to see more of the document



## Worksheet Navigation (Continued)

- The top row on most sheets is frozen so user can always see the column names
- Scrolling will not cause you to lose information, only see a new portion on the screen
- Remember: Do not delete or add tabs to the USDA worksheet

## Hyperlinks are available...

- On each tab to go back to the instructions
- To the Food Buying Guide and Food Buying Guide calculator
- On Weekly Report to go back to each daily tab

# USDA MENU WORKSHEET

## All Meals Tab

- SFAs Enter:
  - Each day's reimbursable meal offered in the first column titled meal name
  - Quantities for meat/meat alternate, grains, whole grain rich, grain based desserts, fruit, vegetables, and milk
- Worksheet will provide warnings if text is entered or the number of cups of milk appears high

# Basic Steps – All Meals



- Type weekly menus into the all meals tab

1 Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS**</i>	2 Meat/Meat Alternate (oz equivalents)  Enter the total meat/meat alternate ounces offered with this meal	3 Grains (oz equivalents) **NOTE: Grains may be offered as ounce equivalents or bread servings		4 Fruit (cups) **NOTE: Enter the CREDITABLE amount of dried fruit		5 Vegetables (cups)	
		3a Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal	3b Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich	4a Select the number of cups of fruit including fruit juice offered with this meal	4a ONLY select the cups of fruit juice	5a Select the number of cups of vegetables including vegetable juice offered with this meal	5a ONLY select the cups of vegetable juice
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	2.00	2.50	2.00	0.50	1	1/2	1
1 Lasagna w/ breadstick and FVB	2.00	2.50	2.50		2		2
2 Crispy Chicken Sandwich and FVB	2.00	2.00	2.00		2		2
3 Ham and Turkey Sub and FVB	2.00	2.75	2.75		2		2

- Just type the main entrée here, but consider the other components that come with the meal on this page.

# All Meals

- Use drop down arrows to select information regarding vegetables on daily tabs

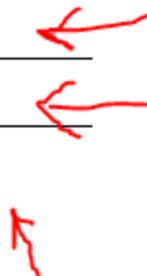
1	3b	4 4a		5	5a
Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS**</i>	Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts	Fruit (cups) <b>**NOTE: Enter the CREDITABLE amount of dried fruit</b>		Vegetables (cups)	
		Select the number of cups of fruit including fruit juice offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice offered with this meal	ONLY select the cups of vegetable juice
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	0.50	1 <input type="text"/>	1/2 <input type="text"/>	1 <input type="text"/>	<input type="text"/>
1 Lasagna w/ breadstick and FVB		2 <input type="text"/>	<input type="text"/>	2 <input type="text"/>	<input type="text"/>



# All Meals

- In the Fluid Milk section of the All Meals tab, type in the number of cups of milk offered with each meal

1	4		5		6
Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS**</i>	Fruit (cups) <b>**NOTE: Enter the CREDITABLE amount of dried fruit</b>		Vegetables (cups)		Fluid Milk (cups)
	Select the number of cups of fruit including fruit juice offered with this meal	ONLY select the cups of fruit juice	Select the number of cups of vegetables including vegetable juice offered with this meal	ONLY select the cups of vegetable juice	Enter the number of cups of fluid milk offered with this meal
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	1	1/2	1		1
1 Lasagna w/ breadstick and FVB	2		2		1
2 Crispy Chicken Sandwich and FVB	2		2		1
3 Ham and Turkey Sub and FVB	2		2		1





# Optional Vegetable Bar tab

- Tab for menus with the same vegetable subgroup offerings for the entire week (ex. salad bar)

Use this tab ONLY if there is a vegetable bar offered for the week with the same vegetable subgroup offerings EVERY day of the week.  
Select the name and quantity of each Vegetable offered on the Vegetable/Salad/Garden bar in the appropriate vegetable subgroup. The quantity is the planned offering amount for each student.

DARK GREEN vegetables offered	Quantity (cups)	Red/Orange vegetables offered	Quantity (cups)	Beans/Peas (legumes) offered	Quantity (cups)	Starchy vegetables offered	Quantity (cups)	Other vegetables offered	Quantity (cups)
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# Vegetable Bar Tab (cont.)

- Check the box each day the weekly vegetable bar is offered

## Creditable Amount of Each Vegetable Subgroup Offered on Monday

In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each vegetable offered in the subgroup.  
If you want to clear an entry, select the first blank in the drop down box.

[Click here for help categorizing vegetables](#)  
[\(Scroll to page 5\)](#)

Check this box if you offered the weekly vegetable bar on Monday with **NO CHANGES**:



Check this box if you offered the weekly vegetable bar on Monday with **NO CHANGES**:

# Optional Vegetable Bar

- This is where you will fill in vegetables that are available to students more than once per week (ie – a fruit & vegetable bar)
- Use the drop-down menus to select the type of vegetable

DARK GREEN vegetables offered	Quantity (cups)
Broccoli ▼	1/2 ▼
▼	▼
▼	▼



# Vegetable Bar

- If you serve a vegetable multiple times in a week and it is not in the drop-down list, scroll down and type in the information in the 'Unspecified Vegetable' list.

DARK GREEN vegetables offered	Quantity (cups)
<input type="text"/>	<input type="text"/>
Sum of Dark Green Offerings:	1/2
Unspecified Dark Green Vegetables	
Mustard Greens	

## Vegetable Bar

- If you are not planning on using the Optional Vegetable Bar tab, simply move on to the daily tabs.
- Do NOT delete the tab, even if you are not using it.

# Daily Tabs

- Each day, select the reimbursable meal(s) offered from the drop down boxes
- Each reimbursable meal is a different row
- Check the weekly report to see if daily Meat/Meat Alternate, Grains, Fruit, Vegetable, and Milk requirements are met
- Select the types of milk offered for each day

## Daily Tabs (cont.)

- Scroll to the right to the Daily Vegetable Subgroup Data Entry portion
- Select the name and quantity of each vegetable offered in each of the subgroups from the drop down boxes
- If vegetable is not in drop down list, then enter the name below in the unspecified (need to scroll down to see)
- Record the largest amount of each subgroup offered to a student in the drop box

# Daily Tabs

- Select the 1<sup>st</sup> daily tab
- Note, this is a 4-day worksheet  
Please look at the PPT notes for explanation.

1. Meal Name		2. Meat/Meat Alternate (M/MA)	
Select the reimbursable lunches offered for the day <i>Note: You may not delete lines, if you want to clear a meal select the first blank in the drop down list</i>			
		M/MA oz equivalents	Daily M/MA Requirement Check 2 oz equivalents
1	Lasagna w/ breadstick and FVB	2.00	Yes
2	Crispy Chicken Sandwich and FVB	2.00	Yes
3	Ham and Turkey Sub and FVB	2.00	Yes
4	Combo Wrap and FVB	2.00	Yes
5	Vegetarian Salad w/ roll and FVB	2.00	Yes
6			
7			
8			
9			

Navigation: SFA Notes / All Meals / Optional VegBar / **DAY1** / DAY2 / DAY3 / DAY4 / Weekly Report

# Daily Tabs

- Select the meal for Day 1 from the drop-down menu. \_\_\_\_\_

## 1. Meal Name

Select the reimbursable lunches offered for the day

*Note: You may not delete lines, if you want to clear a meal  
select the first blank in the drop down list*

1	Lasagna w/ breadstick and FVB	▼
---	-------------------------------	---



- The dropdown menu contains all of the meals previously entered on the 'All Meals' tab

# Daily Tabs

- After selecting the meal, or meal options, for the specific day, the component contributions previously filled in on the 'All Meals' tab are automatically placed in the 'Daily Tab'

1. Meal Name Select the reimbursable lunches offered for the day <i>Note: You may not delete lines, if you want to clear a meal select the first blank in the drop down list</i>		2. Meat/Meat Alternate (M/MA)		3. Grains			4. Fruit			
		M/MA oz equivalents	Daily M/MA Requirement Check 2 oz equivalents	a. Grains oz equivalents or bread servings	Daily Grain Requirement Check 2 oz equivalents	b. Whole Grain Rich oz equivalents or bread servings	c. Grain Based Dessert oz equivalents or bread servings	a. Fruit cups	Daily Fruit Requirement Check 1 cup	b. Fruit Juice cups
1	Lasagna w/ breadstick and FVB	2.00	Yes	2.50	Yes	2.50	0.00	2	Yes	
2	Crispy Chicken Sandwich and FVB	2.00	Yes	2.00	Yes	2.00	0.00	2	Yes	
3	Ham and Turkey Sub and FVB	2.00	Yes	2.75	Yes	2.75	0.00	2	Yes	

# Daily Tabs – Milk Type

- Next, scroll to the right to the 'Milk' section. Select the types of milk served with the meal for the day.

6. Milk		Milk Type Check the type of milk below if it is offered to students on Day 1. All types of milk included.			
e	Milk cups	Daily Milk Requirement Check 1 cup	Skim/fat-free, unflavored	<input checked="" type="checkbox"/>	Yes
			Skim/fat-free, flavored	<input checked="" type="checkbox"/>	
	1	Yes	Low-fat (1% or less), unflavored	<input checked="" type="checkbox"/>	
	1	Yes	Low-fat (1% or less), flavored	<input type="checkbox"/>	
	1	Yes	Reduced fat (2% fat) or whole, unflavored and flavored	<input type="checkbox"/>	

- Remember, two types of milk, nothing higher than 1% fat, and flavored must be fat-free

# Daily Tabs – Vegetable Section

- Next, scroll to the right to the 'Vegetable Subgroup' section.

*right to enter vegetable subgroup information*

**Day 1 Vegetable Subgroup Data Entry**  
Grades 9-12

[actions](#)      [Go to Weekly Report](#)

**Creditable Amount of Each Vegetable Subgroup Offered on Day 1**  
In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each. If you want to clear an entry, select the first blank in the drop down box.

Check this box if you offered the weekly vegetable bar on Day 1 with NO CHANGES:

If you offered any vegetables in addition to the weekly vegetable bar, select the largest amount of the vegetable offered to a student and select the amount. NOTE: If you offered a vegetable bar on Day 1 that differs from the weekly offerings, all offerings and quantities for each vegetable subgroup must be entered.

Milk Type			DARK GREEN vegetables offered on Day 1		Red/Orange vegetables offered on Day 1		Beans/Peas (legumes) offered on Day 1		Starchy vegetables
Unflavored	Flavored	Yes	Quantity (cups)	Quantity (cups)	Quantity (cups)	Quantity (cups)	Quantity (cups)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Largest amount of dark green vegetables to select on Day 1	<input type="text"/>	Largest amount of red/orange vegetables to select on Day 1	<input type="text"/>	Largest amount of beans/peas to select on Day 1	<input type="text"/>	Largest amount of starchy vegetables to select on Day 1
<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>		<input type="text"/>		<input type="text"/>	
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[to Assist in Fraction and Decimal](#)

# Daily Tabs – Vegetable Section

- Select the largest amount of each subgroup you serve for the day (**red arrow**)
- Then, select the type of vegetable served from the drop down item list (**green arrow**)
- Finally, select the amount of the item served for the day (**blue arrow**)

Starchy vegetables offered on Day 1	Quantity (cups)
Largest amount of starchy vegetables to select on Day 1	1/2 ▼
Corn ▼	1/2 ▼

## Daily Tabs

- After completing the first day, if there are not any red 'no boxes', then move onto the next day.
- Go back and correct areas if necessary.
- We will move forward to the Weekly Report now.

# Weekly Report

- Summary of daily and weekly contributions and requirement check
- SFAs should scroll and review the results. No data entry required on this tab
- Daily/weekly requirements not met, show red
- Weekly requirements will be indicated with a "yes" or "no"
- There is a box for comments

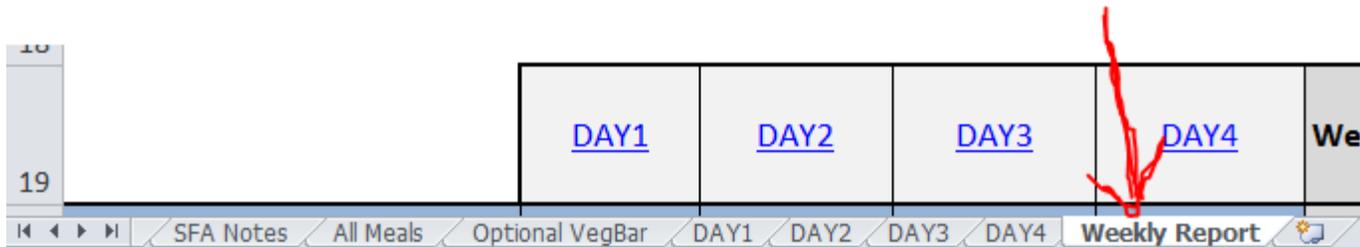
# Weekly Report



- Progress check:
  - Did I enter all menu items, or did I forget any menu items?
  - Only green boxes on Weekly Report tab?
    - proceed to Simplified Nutrient Assessment or to your USDA approved Nutrient Analysis software.
  - Any red boxes on Weekly Report tab?
    - Review the components that are out of compliance with meal pattern and try again.

# Weekly Report

- Select the “Weekly Report” tab at the bottom of the screen



# Weekly Report

- After selecting the Weekly Report, zoom out to see that you have met all of the weekly requirements. This will be indicated by the green "yes boxes"

	<a href="#">DAY1</a>	<a href="#">DAY2</a>	<a href="#">DAY3</a>	<a href="#">DAY4</a>	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Vegetables	2	2	2	2	8	4	Yes
Cups of DARK GREEN	1/2	1/2	1/2	1/2	2	1/2	Yes
Cups of RED/ORANGE	1/2	1/2	1/2	1	2 1/2	1 1/4	Yes
Cups of BEANS/PEAS(Legumes)	0	1/2	1/2	0	1	1/2	Yes
Cups of STARCHY vegetables	1/2	1/2	1/2	0	1 1/2	1/2	Yes
Cups of OTHER (any other type of vegetable)	1 1/2	2	1 1/2	1 3/4	6 3/4	3/4	Yes

Weekly Vegetable Juice Limit Check (no more than half of total vegetables)	Total Weekly Vegetables	Total Weekly Vegetable Juice	Percent of total weekly vegetables that is juice	Weekly requirement check
	8	0	0.00%	Yes

### Comments Section

	<a href="#">DAY1</a>	<a href="#">DAY2</a>	<a href="#">DAY3</a>	<a href="#">DAY4</a>	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Meat/Meat Alternate	2.00	2.00	2.00	2.00	8.00	8	Yes
Maximum Meat/Meat Alternate	2.00	2.50	2.00	2.00	8.50	9.5	Yes

	<a href="#">DAY1</a>	<a href="#">DAY2</a>	<a href="#">DAY3</a>	<a href="#">DAY4</a>	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Grain	2.00	2.00	2.00	2.00	8.00	8	Yes
Maximum Grain	2.75	2.00	2.75	2.00	9.50	9.5	Yes
<a href="#">Grain Based Dessert Total for all weekly meals</a>					0.00	No more 2 oz equivalents	Yes
Whole Grain Rich Weekly Amount	<a href="#">Weekly Grains Total:</a>	42.50	<a href="#">Weekly Whole Grain Rich Total:</a>	39.75	93.5%	At least half whole grain rich	Yes

# **SIMPLIFIED NUTRIENT ASSESSMENT**

# Simplified Nutrient Assessment

- SFAs select the option that best represents how fruit, vegetables, and milk are served during the week regarding calories and fat
- The USDA tool calculates the average serving and total servings of fruit, vegetables, and milk
- The USDA tool calculates calories and fat based on the information you provide

# Simplified Nutrient Assessment (cont)

- Enter calories and saturated fat information for the meat/meat alternate and grain offerings for each reimbursable meal
- Enter the quantity of servings planned or prepared for each reimbursable meal
- Meal names are pre-populated from "All Meals" tab
- The tool will calculate calories and fat based on information entered

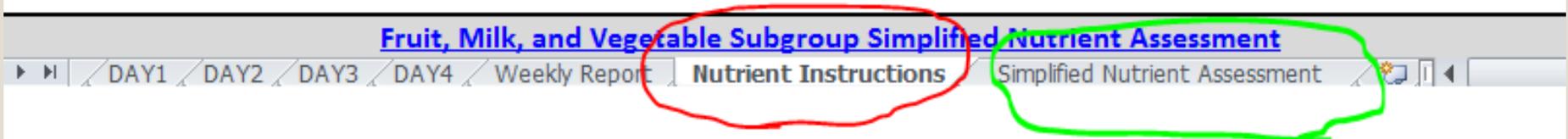
# Simplified Nutrient Assessment (cont)

- Enter the name of any desserts, grain-based sides, and condiments in the next section
- Enter number of planned or prepared servings for each dessert, grain-based side or condiment must also be entered
- Scroll down or use the hyperlink to see the final results at the bottom of tab

# Simplified Nutrient Assessment & Instructions

- Next, we will go to the Simplified Nutrient Assessment. There is a Simplified Nutrient Assessment Instructions Tab in the document

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



- We will continue with the Simplified Nutrient Assessment Tab

# Simplified Nutrient Assessment

- First, Select the options which best describes fat and sugar content by using radio buttons for fruit, vegetables, and milk in the simplified nutrient assessment tab

Fruit (cups)			
Average serving size:	1 7/9	Total Weekly servings:	8
Fruit is offered throughout the week with added fat:		Fruit is offered throughout the week with added sugar:	
<input type="radio"/> Less than 30% of the total fruit offerings	<input type="radio"/> 30% to 70% of the total fruit offerings	<input type="radio"/> Less than 30% of the total fruit offerings	<input type="radio"/> 30% to 70% of the total fruit offerings
<input type="radio"/> More than 70% of the total fruit offerings	<input checked="" type="radio"/> Fruit not offered	<input type="radio"/> More than 70% of the total fruit offerings	<input checked="" type="radio"/> Fruit not offered

# Simplified Nutrient Assessment

- Scroll down, and fill out the options for each of the categories on the left side.
- You will also see categories for vegetable subgroups, as well.

Milk (cups)			
Average serving size:	1	times weekly	4
What type of milk are offered most during the week?			
<input type="radio"/> Nonfat unflavored & nonfat flavored <input type="radio"/> Nonfat unflavored & low-fat (1%) unflavored <input type="radio"/> Low-fat (1%) unflavored & nonfat flavored <input checked="" type="radio"/> Milk not offered			

Starchy Vegetables (cups)	
Estimated share of starchy vegetable to select:	0.27
Starchy vegetables are offered throughout the week with added fat:	
<input type="radio"/> Less than 30% of the total starchy offerings <input type="radio"/> 30% to 70% of the total starchy offerings <input type="radio"/> More than 70% of the total starchy offerings	

Vegetable Subgroups	
Select the option that best represents how each subgroup is offered throughout the week. Include fats and sugars added during preparation as well as any additional fats and/or sugars offered with the vegetable.	
Dark Green Vegetables (cups)	
Estimated share of dark green vegetable to select:	1.16
Dark Green vegetables are offered throughout the week with added fat:	
<input type="radio"/> Less than 30% of the total dark green offerings <input type="radio"/> 30% to 70% of the total dark green offerings <input type="radio"/> More than 70% of the total dark green offerings <input checked="" type="radio"/> Dark green vegetables not offered	

Other Vegetables (cups)	
Estimated share of Other vegetable to select:	3.93
Other vegetables are offered throughout the week with added fat:	
<input type="radio"/> Less than 30% of the total other offerings <input type="radio"/> 30% to 70% of the total other offerings <input type="radio"/> More than 70% of the total other offerings <input checked="" type="radio"/> Other vegetables not offered	

Red/Orange Vegetables (cups)	
Estimated share of red/orange vegetable to select:	1.45
Red/Orange Vegetables are offered throughout the week with added fat:	Red/Orange Vegetables are offered throughout the week with added sugar:
<input type="radio"/> Less than 30% of the total red/orange offerings <input type="radio"/> 30% to 70% of the total red/orange offerings <input type="radio"/> More than 70% of the total red/orange offerings	<input type="radio"/> Less than 30% of the total red/orange offerings <input type="radio"/> 30% to 70% of the total red/orange offerings <input type="radio"/> More than 70% of the total red/orange offerings

Beans/Peas (legumes) (cups)	
Estimated share of bean/pea to select:	0.58
Beans/Peas are offered throughout the week with added fat:	
<input type="radio"/> Less than 30% of the total beans/peas (legumes) offerings <input type="radio"/> 30% to 70% of the total beans/peas (legumes) offerings <input type="radio"/> More than 70% of the total beans/peas (legumes) offerings	

# Simplified Nutrient Assessment

- Next, scroll back up to the middle of the page, and direct your attention to the Main Dish Simplified Nutrient Data Entry

[Click here to go to Optional Serving Size and Fraction Calculators](#)

## Main Dish Simplified Nutrient Data Entry

Enter the calories and saturated fat for one serving of the main dish and the number of servings planned during the week. Only include the calories and saturated fat for the main dish and any components included as part of the main dish. The number of planned serving should include all sites serving the menu type.

*Use standard rounding procedures to two decimal points.*

M1	M2	M3	M4	M5
Meal Name <small>This column is pre-populated with the meal names entered on the "All Meals" tab</small>	Main Dish <small>The part of the meal associated with the information entered in columns M3-M5</small>	Calories/serving (kcal)	Saturated Fat/serving (g)	Number of planned servings for the week
Example: Chicken nuggets w/ roll and honey sauce	Chicken Nuggets	250	4	100
Lasagna w/ breadstick and FVB				
Crispy Chicken Sandwich and FVB				
Ham and Turkey Sub and FVB				

# Simplified Nutrient Assessment

- The meal name will be pre-populated here, but you will need to fill in the nutrient contents and the name for the main dish

M2	M3	M4	M5
<b>Main Dish</b> The part of the meal associated with the information entered in columns M3-M5	<b>Calories/serving (kcal)</b>	<b>Saturated Fat/serving (g)</b>	<b>Number of planned servings for the week</b>
Chicken Nuggets	250	4	100

# Simplified Nutrient Assessment

- Next, scroll to the right, and fill in data for Other sides, desserts, and condiments

## [Other items: Sides, Desserts, Condiments Nutrient Data Entry](#)

Enter the calories and saturated fat for each side, dessert, and condiment offered. Also enter the number of servings planned during the week. Do not include fruit or vegetable based sides.

Use standard rounding procedures to two decimal points

O1	O2	O3	O4
Dessert, Side, or Condiment	Calories/serving (kcal)	Saturated Fat/serving (g)	Number of planned servings for the week
Example: Small cookie	50	1	100

# Simplified Nutrient Assessment

- If you scroll more to the right, you will see an optional serving size tool
- This tool is not necessary
- Feel free to use this if it provides assistance in determining serving size, calories, saturated fat, etc.

OPTIONAL Tools to Assist in Serving Calculations		OPTIONAL Tools to Assist in Fraction and Decimal Calculations	
<b>Calories and Saturated Fat Serving Size Calculator (cups)</b>			
Enter the number of cups offered:	<input type="text"/>		
Enter the number of cups in a serving:	<input type="text"/>		
Enter the number of calories or sat fat grams/serving (cups):	<input type="text"/>	Fraction Calculator: Use this calculator to add the number of cups.	
Number of calories or saturated fat/serving (cups) offered:	0	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>Calories and Saturated Fat Serving Size Calculator (weight)</b>		<b>Decimal/Fraction Converter (Rounded down to the nearest 1/8)</b>	
Enter food item weight offered:	<input type="text"/>		
Enter food item weight in a serving:	<input type="text"/>	Enter the decimal you wish to convert to a fraction in the box:	
Enter the number of calories or sat fat grams/serving:	<input type="text"/>		
Number of calories or saturated fat	0	The decimal entered above has been converted to the following fraction:	

# Final Steps

- Assess the results
- Ensure worksheet is accurate and represents the menu submitted
- Remember to “save” your worksheet, and add the SFA name and dates of the week you are submitting
- Use the SFA notes tab to provide other information you want us to know or other information for State agencies review
- Note: Always “Save” the worksheet before you start working, and after.

# Troubleshooting

- **Lost data?**
  - Make sure the scrollbar on the right is all the way up and the scrollbar on the bottom is all the way to the left
- **Can only see one line of data?**
  - Check your zoom setting and zoom out to see more of the spreadsheet
- **Vegetable subgroups not adding?**
  - Make sure the largest quantity to select box is completed

# Steps to Submission

- **Prior to submitting documents:**
  - Only submit worksheets with green or 'yes' boxes
  - Ensure that the worksheet is accurate and represents the menu submitted.
  - Save a copy of the worksheet for your files.

Daily Amounts Based on the Average for a 4-day week			
Nutrient	Measure	Required Range	Assessment
Calories	Daily Average	750-850 kcal	Estimated calories are NOT within the required range
	0.00		
Saturated Fat	Percent of Calories	Less than 10% of total calories	Estimated percent of saturated fat meets the requirement
	0.00%		

## Steps to Submission

- Send all menu certification documents electronically to:
  - [doe.cansmenus@state.sd.us](mailto:doe.cansmenus@state.sd.us)

# Certification Options

- SFA submits one week of calendar menus, USDA menu worksheet, and simplified nutrient assessment
  - (Simplified Nutrient Assessment from USDA worksheet) \* (preferred) \*
- SFA submits one week of calendar menus, USDA menu worksheet, and nutrient analysis
  - (from USDA approved software)

## Preferred Option – Simplified Nutrient Assessment

- SFAs must submit:
  - ❑ One week of menus for each menu type offered
  - ❑ Detailed USDA Certification menu worksheet
  - ❑ Simplified Nutrient Assessment of calories and saturated fat for each menu/age/grade group type
    - *The Simplified nutrient assessment will serve as a proxy for a nutrient analysis*

# Nutrient Analysis Option

- **SFAs must submit:**
  - ❑ One week of calendar menus for each menu type offered
  - ❑ Detailed USDA Certification menu worksheet
  - ❑ Nutrient analysis of calories and saturated fat for each menu/age/grade group type
  - ❑ Portion Value Spreadsheet, not weighted value spreadsheet

# Certification Documentation

- **Menu Type:** For either certification option, SFAs must submit one week of each menu offered (for both breakfast and lunch) within the SFA, by age grade group
- (Example: If an SFA serves an elementary, middle and high school menu for lunch and one menu for breakfast, the SFA must submit four menus and four menu worksheets)

# Certification Documentation

- Submit meals served in the calendar month the certification materials are submitted

**OR**

- Submit meals served in the month preceding the calendar month of submission
  - For example, in December, an SFA can submit a request for certification with documentation of December or November meal service. Documentation for October meals served would not be considered current in this case.

# Certification Documentation- Confirmation

- **As part of certification, SFAs must sign an Attestation Statement, which confirms that:**
  - ❑ **They are in compliance with all current meal pattern requirements**
  - ❑ **Documentation is representative of the ongoing meal service within the SFA**
  - ❑ **The minimum required food quantities for all meal components are available to students in every serving line**

# Some notes

- Menus do not have to be certified before serving them.
- All schools in the district must follow the same meal patterns for breakfast
- All schools in the district are to submit their menu certification at the same time. It does not have to be the exact same week, but must all be within the same month
- It is recommended that you stick with the K-12 Breakfast Meal Pattern when certifying your Breakfast menu
- If you want to tackle the new SBP rules this year, too, you must obtain written permission from CANS.
- Certifying under the new Breakfast Meal Pattern will also require a menu analysis

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# CONGRATULATIONS!!

- Once your menus are certified –  
CELEBRATE – let your school and  
community know what you  
have accomplished!

