

Simplified Directions for Breakfast Menu worksheet (4-day schedule)

Updated Version of Certification Tool issued on 7/2/2012

SFAs using food-based menu planning for breakfast in SY 2012-13 must submit each distinct breakfast menu as well as the menu worksheet for each menu type; no simplified nutrient assessment or nutrient analysis is required for certification.

Any SFA using Nutrient Standard Menu Planning for breakfasts in SY 2012-13 must submit each distinct breakfast menu along with a nutrient analysis using FNS approved software. NO breakfast menu worksheet would be required in this case. This applies only to SFAs seeking certification in SY 2012-13, as that is the last year that Nutrient Standard Menu Planning is allowed for breakfast

Getting Started

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

Materials needed:

- 1 week menu (5 days)
- Portion sizes for all reimbursable menu items
- Contribution information for each menu item (CN Label, USDA Food Fact Sheet)
- Standardized Recipes
- Production Records

[Click here to go to the Food Buying Guide](#)

[Click here to go to the Food Buying Guide Calculator](#)

Complete a separate Menu worksheet for each of the three grade groups (K-5, 6-8, and 9-12). A separate Menu worksheet

Each Excel file has nine tabs including the instructions

The name of each tab is located at the bottom of the workbook.

Click on the tab at the bottom of each tab to transfer to a different tab.

***It is very important to follow these steps in order; otherwise, the worksheet will not provide accurate results. The accuracy of the menu certification results are based on the accuracy of the information entered by the user.

Crediting Considerations

Some vegetables and fruits do not credit on a volume as served basis (e.g. 1 cup credits as 1 cup)

Tomato paste - refer to manufacturing information

Dried fruit- twice the volume as served (1/2 cup credits as 1 cup)

Raw leafy greens- half the volume as served (2 cups credits as 1 cup)

Conversion must be made first, and CREDITABLE amounts entered into the menu worksheet.

SFA Notes

This tab is for SFAs to provide notes and any additional information the State agency may instruct to include

Entering Meals into the "All Meals" Spreadsheet (column 1)

Column 1: "Meal Name."

***IMPORTANT: For purposes of Menu worksheet, SFAs must list reimbursable meals offered on the menu. Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish,

To simplify the menu entry process, type the name of the complete reimbursable meal by main dish name only.

To assist the State Agency reviewer, enter the name of the main dish to match the menu submitted for certification.

(e.g. type "bagel with cream cheese" into the menu worksheet).

Once the meal name for Meal #1 has been entered, the meal components and corresponding serving sizes must be entered. ALL unique reimbursable meals offered over the course of the entire week must be entered. If a bagel with cream cheese is

Each row should contain one meal until all meals offered over the week are entered

Component Data Entry (columns 2 through 5)

Each food component column lists the appropriate unit of measure (e.g. ounce equivalent for grains, cup for fruit).

Each component is color coded (e.g. Fruit/Vegetable/Fruit juice are purple). This color scheme is consistent throughout.

black downward arrow opens a list of serving sizes.

Total grains, meat/meat alternates and milk do not have dropdown menus, the user will need to enter in the appropriate
***Do NOT enter text (such as "4 oz") in these cells. Attempts to do so will result in an error message.
component entry section in the "All Meals" tab

Fruit, Vegetable, 100% Fruit Juice or Vegetable Juice (column 2)

Total Fruit including juice (cups): Using the drop down menu, select the quantity of fruit/vegetables/fruit juice/vegetable juice offered with the reimbursable meal. Options range from 1/8 cup (smallest creditable amount) to 2 cups.
***IMPORTANT scroll up or down through the options until "1" is highlighted. The "enter" key must be pressed before

Grains (column 3)

Enter the total number of ounce equivalents of grains in the reimbursable meal.
All grains are measured in ounce equivalents or grain/bread servings and may be credited in quarter ounce equivalents.
Do NOT enter text (such as "4 oz") in these cells. Attempts to do so will result in an error message.

Meat/Meat Alternate (column 4)

Meat/Meat Alternate (oz equivalent): Enter the amount of meat/meat alternates offered in the main dish and/or side dishes. Type in a value in ounce equivalents (to the nearest quarter ounce, or 0.25 ounce equivalents). Do NOT enter text (such as "4 oz") in these cells. Attempts to do so will result in an error message

Milk (column 5)

increments.

Selecting Meals for each day of the week

Step 1: Using the dropdown boxes in the "Meal Name" column, select the meal offered for each day(one meal per box).
Do NOT account for multiple serving lines. List all meals available to a child for the day.
Once the meal is selected, columns in that row will automatically fill in from the data entered in the "All Meals" tab.
The worksheet will automatically check the daily requirements for each component and indicate with a "yes" or "no"

Step 2: Milk type: Scroll (go to the bottom of the screen and slide the bar to the right) to the right side of the screen until there are 5 types of milk listed. Click the small checkbox to the right of each type of milk offered on Mondays. Depending on varieties selected, the last column in this section will turn green (Yes) or red (No).
Type" box.

Weekly Report

Click on the "Weekly Report" tab.

There are columns for Monday through Friday to summarize whether the daily requirements are met.

On the left side of the sheet, in rows, are the food components.

The weekly requirement check, similar to the daily requirement check, shows up as green (Yes) if the menu offered at least the minimum requirement. Red (No) indicates if less than the requirement was offered.

For grains and meat/meat alternate, the weekly summary checks to ensure at least 2 oz equivalents/servings were offered
For fruit and milk the daily quantity requirement as well as the milk variety requirement is summarized for each day of the

There is a section to the right of the requirement checks for SFAs and State agencies to provide comments.