

## **Simplified Directions for Lunch Menu worksheet (7-day schedule)**

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

### **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](#)

[CNPP Vegetable Subgroup List](#)

[\(Scroll to page 5\)](#)

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

Each Excel file has twelve tabs including the Simplified Nutrient Assessment (and two instruction pages).

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.*

*Example: if a salad with 2 cups of romaine lettuce is offered, "1" cup of vegetable (dark green) must be entered.*

### **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, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

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. if vegetable pizza is called "Garden Power Flatbread," insert "Garden Power Flatbread" 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 cheese pizza is available every day, enter it once.

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

#### **Component Data Entry (columns 2 through 6)**

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 and Fruit juice are purple). This color scheme is consistent throughout.

Total fruit, fruit juice, vegetable and vegetable juice columns include a dropdown menu. Clicking on the gray box with the black downward arrow opens a list of serving sizes.

Total grains, whole grain rich grains, grain based desserts, meat/meat alternates and milk do not have dropdown menus, the user will need to enter in the appropriate food quantities within the blank cells.

\*\*\*Do NOT enter text (such as "4 oz") in these cells. Attempts to do so will result in an error message.

To assist in calculations there is an optional fraction calculator as well as a decimal to fraction converter to the left of the component entry section in the "All Meals" tab

#### Meat/Meat Alternate (column 2)

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

#### Grains (columns 3, 3a, & 3b)

*In SY 2012-13, SFAs may use ounce equivalents (based on 16 gram creditable grain) OR grain/bread serving (based on 14.75 grams) OR a combination. For SY 2012-13, consider 1 grain/bread serving = 1 ounce equivalent and add together (conversions to oz eq not required).*

**Column 3: Total Grains including whole grain rich and desserts (oz equivalent):** Enter the total number of ounce equivalents/servings of grains in the reimbursable meal.

Consider grains in the main dish (bun, breading, pasta), side dishes (e.g. rice, breadstick), and any other additional grains available to the student such as sliced bread and/or desserts.

All grains both whole grain rich and non whole grain rich should be added together in this cell.

Unlike the vegetable component, all grains in the meal MUST be included in the "Total grains" column (e.g. "extra" bread offered at the end of the serving line or rolls offered on the salad bar).

All grains are measured in ounce equivalents 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.

**Column 3a: Whole Grain Rich Only (oz equivalent):** Enter the quantity of whole grain rich grain contained in the meal. If the food item is not whole grain rich, either leave the cell blank or type in a zero ("0").

*Example: The SFA serves a pizza with crust that is 2 oz equivalent of grains. If the grains are deemed whole grain rich, the SFA would enter "2" in the whole grain-rich box.*

**Column 3b: Grain Based Desserts (oz equivalents):** Enter the quantity of grain based desserts offered in the meal.

Ensure all three columns related to Grains are entered in ounce equivalents (e.g. a 0.75 oz eq cookie) and NOT in servings (e.g. 1 serving of dessert). If grain based desserts are not offered, either leave the cell blank or type in a zero ("0").

#### Fruit (columns 4 & 4a)

**Column 4: Total Fruit including juice (cups):** Using the drop down menu, select the quantity of fruit offered with the reimbursable meal. Options range from 1/8 cup (smallest creditable amount) to 2 cups.

**Total fruit includes both whole fruit and fruit juice.**

\*\*\*IMPORTANT scroll up or down through the options until "1" is highlighted. The "enter" key must be pressed before moving to the next column.

**Column 4a: Fruit Juice Only (cups):** If juice is part of the reimbursable meal, it will be reported in this column. Juice is also included in the "Total Fruit including juice (cups) column," however, the two boxes will NOT be added together. Select the portion size of juice. If juice is not offered with the reimbursable meal, leave the dropdown box blank.

#### Vegetables (columns 5 & 5a)

**Column 5: Vegetables (cups):** Include only vegetables offered that will be credited toward the reimbursable meal. Do not consider subgroups here just enter minimum amount of vegetables associated with this meal.

If several vegetable choices are offered, enter the minimum that the child is instructed to take.

In the dropdown box, options range from 1/8 cup (the smallest creditable amount) to 2 cups. If more than 2 cups of vegetables are offered in this single meal, report 2 cups.

**Column 5a: Vegetable Juice Only (cups):** If juice is part of the reimbursable meal, it will be reported in this column. Juice is also included in the "Total Vegetable including juice (cups) column," however, the two boxes will NOT be added together. Select the portion size of juice. If juice is not offered with the reimbursable meal, leave the dropdown box blank.

#### Milk (column 6)

**Column 6: Milk (cups):** Enter the amount of milk offered. Milk is measured in cups and may be credited in 1/8 cup increments.

#### Optional Weekly Vegetable Tab (Optional VegBar)

This tab is OPTIONAL depending on the weekly menu offerings. This tab is for menus that offer the same vegetables in the same quantities at least two days a week.

Vegetables entered in this tab must be accessible to all students.

The vegetable subgroups offered on salad/vegetable/garden bars may be entered here to reduce the burden of entering the SAME information for multiple days. "unspecified" entry for the appropriate subgroup. The name of the vegetable offered must be typed in the appropriate subgroup columns located below the selection section.

The quantity of each vegetable offered must be the planned serving size per student.

### Selecting Meals and Vegetables for each day of the week

**Step 1:** Using the dropdown boxes in the “Reimbursable Meal” column, select the meal offered for each day (one meal per box). Only select the meals served on that day.

Do NOT account for multiple serving lines. List all meals available to a child each 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" whether the meal meets the daily minimum requirements.

Weekly requirement assessment is done in the "Weekly Report" tab.

**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 the table entitled “Milk Type” is viewable.

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).

**Step 3: Vegetable Subgroups:** Report the specific vegetables offered in the daily menu. Scroll to the right until the “Vegetable Subgroup Tracker” table is in view.

*If the vegetables offered for each day include ALL vegetables entered in the Optional VegBar tab then select the check box under the Vegetable Subgroup Data Entry section. If different vegetables were offered or vegetables IN ADDITION to ALL vegetables entered in the Optional VegBar tab then proceed with the instructions below*

Beginning with “Dark Green,” use dropdown boxes to select dark green vegetables offered in ANY of the meals offered that day.

Leave this column blank if dark green vegetables are not offered.

For each dark green vegetable selected, the appropriate quantity provided each day must also be selected. In the second green column, use the dropdown box to select the correct amount of cups.

If the same dark green vegetable is offered in different food items on a day (e.g. 1 cup romaine in a chef salad, ½ cup romaine in a side salad), do NOT combine amounts.

Once all types and quantities of dark green vegetables offered on each day are selected, locate the first row, labeled “Largest amount of dark green vegetables to select”

This is to enter the quantity of dark green vegetables available to a single child.

*For example, if two different main dishes are offered, such as a spinach pizza and a broccoli casserole, the amounts of spinach and broccoli would NOT be added together as the student cannot take both of those food items. This would also apply if more than one side dish with dark green vegetables is offered and students are instructed to take one choice.*

It is very important the total amount is accurate. The “largest amount” information will help determine the weekly subgroup offerings and if the requirements are met.

Once dark green vegetables have been entered, the same process must be repeated for each of the other four subgroups.

If the vegetable offered is not listed then select the "unspecified" entry for the appropriate subgroup. The name of the vegetable offered must be typed in the appropriate subgroup columns located below the selection section.

To assist in calculations there is an optional fraction calculator as well as a decimal to fraction converter under the "Milk Type" box.

Once all vegetable subgroups are entered for one day, select the next day tab and repeat the above steps.

### Weekly Report

Click on the “Weekly Report” tab.

There are columns for Monday Friday, a Weekly Total, the Weekly Requirement, and a Weekly Requirement Check.

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 fruit requirement. Red (No) indicates if less than the requirement was offered.

For fruit and vegetables, there is also a weekly juice check to ensure no more than half of the weekly fruit offering is in the form of juice.

For vegetables, amounts of each subgroup offered each day are shown.

For grains, shows the daily minimum and maximum grain offered each day. These are added to report the total weekly minimum and maximum grains offered.

There is also a third row that calculates the amount (in oz eq) of grain based desserts offered.

The fourth and final row for grains calculates the amount of whole grain rich grains offered, and the percentage of wholegrain rich grains offered over the course of the week.

The weekly meat/meat alternate and milk offerings are calculated and compared to the requirements.

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

The menu worksheet portion of the Certification Tool is complete. For the 6 cent certification, the SFA must submit a nutrient analysis or the Simplified Nutrient Assessment. SFAs completing the Simplified Nutrient Assessment can click on the link below or go to the "Nutrient Instructions" tab to complete the Assessment.

[Click here to go to the Nutrient Instructions Tab](#)

[Click here to go to the Simplified Nutrient Assessment](#)