NEW MANAGER’S TRAINING
SUMMER 2020

• Food Buying Guide
• Finances
  - Purchasing & Receiving
  - Inventory Control
• Plate Cost
• Menu Planner
<table>
<thead>
<tr>
<th>Topic(s)</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Distribution, Statewide Procurement</td>
<td>Angelice Lowe</td>
</tr>
<tr>
<td></td>
<td>Administrator, ALSDE</td>
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<tr>
<td>Financial Management, Counting and Claiming</td>
<td>June Barrett Owen</td>
</tr>
<tr>
<td></td>
<td>CNP Program Coordinator, ALSDE</td>
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<tr>
<td>Food Buying Guide, Purchasing and Receiving, Finances</td>
<td>Sharon Allison</td>
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<tr>
<td></td>
<td>Education Specialist, ALSDE</td>
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<tr>
<td>Production Records, Standardized Recipes, CN Labels</td>
<td>Devin Williamson</td>
</tr>
<tr>
<td></td>
<td>Nutritionist, ALSDE</td>
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<tr>
<td>Food Safety, Developing A Food Safety Program (HACCP)</td>
<td>LaKecia Love</td>
</tr>
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<td>Education Specialist, ALSDE</td>
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<tr>
<td>Meal Pattern, OVS, Smart Snacks, Fundraisers</td>
<td>Chad Langston</td>
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<tr>
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<td>Sr. Nutritionist, ALSDE</td>
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<tr>
<td>Marketing, Food Waste, Human Resource Management</td>
<td>Julie Autrey</td>
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<td>Education Specialist, ALSDE</td>
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<tr>
<td>Team Building In CNP, Dealing with Difficult People</td>
<td>Robbie Scott</td>
</tr>
<tr>
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<td>Education Specialist, ALSDE</td>
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</tbody>
</table>
Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lsr.php?RCID=1a7af62f55fe4027bbc00b2abf401b90
Food Buying Guide
for Child Nutrition Programs

U.S. Department of Agriculture
Food and Nutrition Service
Interactive Web-Based Tool

https://foodbuyingguide.fns.usda.gov/
Food Buying Guide Mobile App

The Food Buying Guide (FBG) is the essential resource for food yield information for all Child Nutrition Programs (CNP). The FBG assists CNP operators, food manufacturers, and other stakeholders with:

- Purchasing the correct amounts of foods for Child Nutrition meal programs
- Determining the contribution that each food makes toward meal pattern requirements

Search and locate yield information for foods typically served in Child Nutrition Programs.

Compare yield information to determine the foods that best meet your program needs.

Create a favorites list of food items!

Email and print search results, food comparisons, and favorites list.

The Food Buying Guide Mobile App also includes access to narrative content which provides:

- Child Nutrition Program-specific information for meeting meal pattern requirements
- Helpful information related to food purchasing and how to utilize food yield information in the FBG
- Additional resources related to meal pattern requirements and menu planning for CNPs.

The FBG Mobile App is currently available on the iOS and Android platforms.
Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool

The Interactive Food Buying Guide allows for easy searching, navigating, and displaying of content. In addition, users can compare yield information, create a favorite foods list, and access tools, such as:

- The FBG Calculator
- Exhibit A Grains Tool
- Download Food Buying Guide
- Recipe Analysis Workbook (RAW), and
- Product Formulation Statement (PFS) Workbook.

Create a profile in order to save the following: food items in your Favorites list, shopping lists created by the FBG Calculator, analyzed recipes using the RAW, and Product Formulation Statements.

PLEASE NOTE: An USDA eAuthentication account is needed to access the tool. New and existing users who have an USDA eAuthentication account can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

If you do not have an USDA eAuthentication Account, go to Create Account. You will immediately receive an email with a link to activate your account with one simple click.

Contact cnptab@usda.gov for assistance in accessing the site.

Login or Create a Profile

OR

Continue as a Guest User

Select Organization Type

Enter
WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and navigation of food yield information. In addition, users can compare yield information, create a favorite foods list, and access tools, such as the Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook.

Food Items Search

Exhibit A Grains Tool

Download Food Buying Guide

FBG Calculator

Recipe Analysis Workbook (RAW)

MEATS/MEAT ALTERNATES

FRUITS

MILK

VEGETABLES

GRAINS

OTHER FOODS
WELCOME TO THE FOOD BUYING GUIDE

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Food Items Search
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FBG Calculator
Recipe Analysis Workbook (RAW)

MEATS/MEAT ALTERNATES
FRUITS
MILK

VEGETABLES
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OTHER FOODS
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The Interactive Food Buying Guide allows for easy display, search, and analysis of nutritional information. You can compare yield information, create a favorite foods list, and access tools such as the Recipe Analysis Workbook (RAW) and the Product Formulation Tool.

Tools:
- My RAW Recipe List
- Create RAW
- FBG Calculator - My Shopping Lists
- FBG Calculator - Create Shopping List
- Exhibit A Grains Tool - My Products
- Exhibit A Grains Tool - Enter Product
- Determining Creditable Grains/Breads
- Does My Product Meet the Whole Grain-Rich Criteria?

Sections:
- MEATS/MEAT ALTERNATES
- FRUITS
- MILK
- VEGETABLES
- GRAINS
- OTHER FOODS
WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and navigation of food yield information. The Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook.

Food Items Search
Exhibit A Grains Tool
Download Food Buying Guide

FGB Calculator

MEATS/MEAT ALTERNATES
FRUITS
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The Interactive Food Buying Guide allows for easy display, search, and navigation of food yield information. In addition, users can compare yield information, create a favorite foods list, and access tools, such as the Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook.

Food Items Search  Exhibit A Grains Tool  Download Food Buying Guide

MEATS/MEAT ALTERNATES  FRUITS  MILK

VEGETABLES  GRAINS  OTHER FOODS
THE FOOD BUYING GUIDE

The Food Buying Guide allows for easy display, search, and navigation of food yield information. In addition, users can compare yield information, create a favorite foods list, and access tools, such as (RAW) and the Product Formulation Statement Workbook.

- Download Food Buying Guide
- Resource Center
Download Food Buying Guide

Food Buying Guide Introduction (last updated on 02/28/2020)

Section 1: Meats/Meat Alternates (last updated on 02/28/2020) and Yield Table (last updated on 3/18/2020)

Section 2: Vegetables (last updated on 02/28/2020) and Yield Table (last updated on 12/23/2019)

Section 3: Fruits (last updated on 02/28/2020) and Yield Table (last updated on 12/23/2019)

Section 4: Grains (last updated on 02/28/2020) and Yield Table (last updated on 6/23/2020)

Section 5: Milk (last updated on 02/28/2020) and Yield Table (last updated on 8/16/2019)

Section 6: Other Foods (last updated on 02/28/2020) and Yield Table (last updated on 12/23/2019)

Appendix A: Recipe Analysis Workbook (last updated on 02/28/2020)

Appendix B: Using "Additional Information" Column of the Food Buying Guide Yield Tables (last updated on 02/28/2020)

Appendix C: The USDA Child Nutrition (CN) Labelling Program (last updated on 02/28/2020) and Food Items for Further Processing Yield Table (last updated on 8/1/2019)

Appendix D: The Food Purchasing Process (last updated on 02/28/2020)

Appendix E: Grains/Breads Component: The Summer Food Service Program (SFSP) and National School Lunch Program (NSLP) Afterschool Snack Service (last updated on 02/28/2020)

Appendix F: Resources (last updated on 02/28/2020)
Meats/Meat Alternates

› Meats and Meat Alternates Component for the Child Nutrition Programs
› Optional Best Practices for All Child Nutrition Programs
› Definitions
› Yields
› Explanation of the Columns
Vegetables

- Vegetables Component for the Child Nutrition Programs
- Crediting of Vegetables
- Crediting of Vegetable Concentrates (Tomato Paste and Tomato Puree)
- Factors Affecting Yields
- Definitions
- Products that Do Not Meet Requirements
- Information Included in this Section
- Explanation of the Columns
Fruits

- Fruits Component for the Child Nutrition Programs
- Crediting of Fruits
- Crediting of Fruit Juice Concentrates, How to Use Information on Concentrates
- Factors Affecting Yields
- Definitions
- Products That Do Not Meet Requirements
- Information Included in This Section
- Explanation of the Columns
Grains

- Grains Component for the Child Nutrition Programs
- Definitions
- Examples of Foods That Are Creditable Toward the Grains Component
- Criteria for Determining Acceptable Grain Items
- What Foods Meet the Whole Grain-Rich Criteria?
- Does My Product Meet the Whole Grain-Rich Criteria?
- Criteria for Determining Ounce Equivalents
- Worksheet for Calculating Grains Contribution Using Grams of Creditable Grains
- Exhibit A: Grain Requirements for Child Nutrition Programs
- Instructions for Using Yield Data
- Explanation of the Columns
Milk

- Fluid Milk Component for the Child Nutrition Programs
- School Breakfast Program (SBP) and National School Lunch Program (NSLP)
- Summer Food Service Program (SFSP)
- Child and Adult Care Food Program (CACFP)
- Non-Dairy Beverages
Other Foods

- Description of Other Foods that DO NOT Meet the Meal Pattern Requirements
To calculate how much of any food to purchase you should begin by asking yourself the following questions:

• How many servings will you need?
• Will different serving sizes be used for various age/grade groups?
• What is your planned serving size for this food?
• In what form will you purchase this food?
• What serving size is listed in *Serving Size per Meal Contribution*?
• Is the listed serving size the same as your planned serving size?
• How many purchase units of the food will you need to buy?
Many Factors Affect Yield

- Quality and condition of the food As Purchased (AP)
- Storage conditions and handling
- Equipment used in preparation
- Cooking method and time cooked
- Serving utensils used & portion control
- Form in which the food is served, for example, raw spinach or cooked spinach
## Column 1: Food As Purchased (AP)

Tells you the name of the food item and the form(s) in which it is purchased.

Foods are arranged in alphabetical order.

### Section 3 - Fruits

<table>
<thead>
<tr>
<th>Food As Purchased, AP</th>
<th>Purchase Unit</th>
<th>Servings per Purchase Unit, EP</th>
<th>Serving Size</th>
<th>Purchase Units for 100 Servings</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apples</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apples, fresh</td>
<td>Pound</td>
<td>14.80</td>
<td>1/4 cup raw, unpeeled fruit (about 1/4 apple)</td>
<td>6.80</td>
<td>1 lb AP = 0.91 lb (3-2/3 cups) ready-to-serve or -cook raw, cored, unpeeled apples</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>3.00</td>
<td>1 baked apple (about 1/2 cup cooked fruit)</td>
<td>33.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>11.40</td>
<td>1/4 cup raw, cored, peeled fruit</td>
<td>8.80</td>
<td>1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-serve or -cook raw, cored, peeled apples</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>6.80</td>
<td>1/4 cup cored, peeled, cooked, unsweetened fruit</td>
<td>14.80</td>
<td>1 lb AP = 0.78 lb (about 1-3/4 cups) cored, peeled, cooked apples; 1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-serve or -cook raw, cored, peeled apples</td>
</tr>
</tbody>
</table>
Use care in selecting the food you are actually using. Look for details on how the product is packed.

<table>
<thead>
<tr>
<th>Dark Green Vegetables - BROCCOLI</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Broccoli, fresh Untrimmed</td>
<td>Pound 9.80</td>
<td>1/4 cup raw vegetable spears</td>
<td>10.30</td>
<td>1 lb AP = 0.81 lb ready-to-cook broccoli</td>
</tr>
<tr>
<td>Broccoli, fresh Florets</td>
<td>Pound 9.40</td>
<td>1/4 cup cooked, drained vegetable spears</td>
<td>10.70</td>
<td>1 lb AP = 0.81 lb ready-to-cook broccoli; 1 medium spear = about 1/4 cup broccoli</td>
</tr>
<tr>
<td>Broccoli, fresh Florets, Trimmed, Ready-to-use</td>
<td>Pound 10.20</td>
<td>1/4 cup cut, cooked, drained vegetable</td>
<td>9.90</td>
<td>1 lb AP = 0.81 lb ready-to-cook broccoli</td>
</tr>
<tr>
<td>Broccoli, fresh Spears, Trimmed, Ready-to-use</td>
<td>Pound 11.50</td>
<td>1/4 cup trimmed cooked vegetable</td>
<td>8.70</td>
<td>1 lb AP = 0.63 lb (about 2-7/8 cups) trimmed cooked, broccoli florets</td>
</tr>
<tr>
<td>Broccoli, fresh Slaw, Ready-to-use</td>
<td>Pound 28.80</td>
<td>1/4 cup cut raw vegetable</td>
<td>3.50</td>
<td>1 lb AP = 1.00 lb (about 7-1/8 cups) ready-to-cook broccoli</td>
</tr>
<tr>
<td>Broccoli, fresh Spears, Trimmed, Ready-to-use</td>
<td>Pound 17.10</td>
<td>1/4 cup raw vegetable spears</td>
<td>5.90</td>
<td>1 lb AP = 1.00 lb (about 4-1/4 cups) ready-to-cook broccoli</td>
</tr>
<tr>
<td>Broccoli, fresh Slaw, Ready-to-use</td>
<td>Pound 13.00</td>
<td>1/4 cup cooked, drained vegetable spears</td>
<td>7.70</td>
<td>1 lb AP = 1.00 lb (about 3-1/4 cups) cooked broccoli; 1 lb AP = 1.00 lb (about 4-1/4 cups) ready-to-cook broccoli</td>
</tr>
<tr>
<td>Broccoli, fresh Slaw, Ready-to-use</td>
<td>Pound 21.10</td>
<td>1/4 cup raw vegetable</td>
<td>4.80</td>
<td>1 lb AP = 1.00 lb (about 5-1/4 cups) ready-to-serve or -cook broccoli slaw</td>
</tr>
</tbody>
</table>
**Column 2: Purchase Unit**

**Tells you the basic unit of purchase for the food.**

**Most food items in the Food Buying Guide, “Pound” is the purchase unit.**

**Other examples of common purchase units include but are not limited to gal, No. 10 can, No. 2 can, and No. 300 can.**

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**Section 2 - Vegetables**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Beans and Peas (Legumes) - BEANS, BLACK-EYED (or PEAS)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beans, Black-eyed (or Peas), dry Whole</td>
<td>Pound</td>
<td>28.30</td>
<td>1/4 cup cooked vegetable</td>
<td>3.60</td>
<td>1 lb dry = about 2-3/4 cups dry beans</td>
</tr>
<tr>
<td>Beans, Black-eyed (or Peas), dry, canned Whole, includes USDA Foods</td>
<td>No. 10 Can (108 oz)</td>
<td>37.70</td>
<td>1/4 cup heated, drained vegetable</td>
<td>2.70</td>
<td>1 No. 10 can = about 65.0 oz (9-3/8 cups) heated, drained beans; 1 No. 10 can = about 78.5 oz (11-1/2 cups) drained, unheated beans</td>
</tr>
<tr>
<td></td>
<td>No. 10 Can (108 oz)</td>
<td>46.00</td>
<td>1/4 cup drained, unheated vegetable</td>
<td>2.20</td>
<td>1 No. 10 can = about 78.5 oz (11-1/2 cups) drained, unheated beans</td>
</tr>
<tr>
<td></td>
<td>No. 300 Can (15 oz)</td>
<td>4.91</td>
<td>1/4 cup heated, drained vegetable</td>
<td>20.40</td>
<td>1 lb in pod = 0.51 lb ready-to-cook beans</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>9.37</td>
<td>1/4 cup drained, unheated vegetable</td>
<td>10.70</td>
<td></td>
</tr>
</tbody>
</table>

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**Starchy Vegetables - BEANS, BLACK-EYED (or PEAS)**

| Beans, Black-eyed (or Peas), fresh | Pound | 10.30 | 1/4 cup cooked, drained vegetable | 9.80 | |

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Column 3: Servings per Purchase Unit (EP)

### Section 2 - Vegetables

<table>
<thead>
<tr>
<th>1. Food As Purchased, AP</th>
<th>2. Purchase Unit</th>
<th>3. Servings per Purchase Unit, EP</th>
<th>4. Serving Size per Meal Contribution</th>
<th>5. Purchase Units for 100 Servings</th>
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</thead>
<tbody>
<tr>
<td><strong>Other Vegetables</strong> ¹ - BEANS, GREEN (continued)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Beans, Green, canned Whole</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. 10 Can (101 oz)</td>
<td>39.50</td>
<td>1/4 cup heated, drained vegetable</td>
<td>2.60</td>
<td>1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans</td>
</tr>
<tr>
<td>No. 10 Can (101 oz)</td>
<td>52.20</td>
<td>1/4 cup drained vegetable</td>
<td>2.00</td>
<td>1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans</td>
</tr>
<tr>
<td>No. 2-1/2 Can (28 oz)</td>
<td>14.40</td>
<td>1/4 cup heated, drained vegetable</td>
<td>7.00</td>
<td>1 No. 2-1/2 can = about 16.0 oz (3-5/8 cups) drained, unheated beans</td>
</tr>
<tr>
<td>No. 300 Can (14-1/2 oz)</td>
<td>4.58</td>
<td>1/4 cup heated, drained vegetable</td>
<td>21.90</td>
<td>1 No. 300 can = about 7.3 oz (1-1/8 cups) heated, drained beans; 1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans</td>
</tr>
<tr>
<td>No. 300 Can (14-1/2 oz)</td>
<td>6.95</td>
<td>1/4 cup drained vegetable</td>
<td>14.40</td>
<td>1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans</td>
</tr>
<tr>
<td>Pound</td>
<td>8.20</td>
<td>1/4 cup drained vegetable</td>
<td>12.20</td>
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</table>
### Column 4: Serving Size per Meal Contribution

#### Section 3 - Fruits

<table>
<thead>
<tr>
<th>1. Food As Purchased, AP</th>
<th>2. Purchase Unit</th>
<th>3. Servings per Purchase Unit, EP</th>
<th>4. Serving Size per Meal Contribution</th>
<th>5. Purchase Units for 100 Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BLUEBERRIES</strong></td>
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<td></td>
</tr>
<tr>
<td>Blueberries, fresh Whole</td>
<td>Pint (14-1/4 oz)</td>
<td>10.70</td>
<td>1/4 cup raw fruit</td>
<td>9.40</td>
</tr>
<tr>
<td>Pound</td>
<td></td>
<td>11.90</td>
<td>1/4 cup raw fruit</td>
<td>8.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blueberries, canned Whole</td>
<td>No. 10 Can (105 oz)</td>
<td>47.60</td>
<td>1/4 cup fruit and liquid</td>
<td>2.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>37.00</td>
<td>1/4 cup drained fruit</td>
<td>2.71</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.80</td>
<td>1/4 cup fruit and liquid</td>
<td>14.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.50</td>
<td>1/4 cup drained fruit</td>
<td>18.20</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>7.20</td>
<td>1/4 cup fruit and liquid</td>
<td>13.90</td>
</tr>
</tbody>
</table>

1 pt AP = 0.87 lb (about 2-2/3 cups) ready-to-serve raw blueberries
1 lb AP = 0.96 lb ready-to-serve raw blueberries
1 No. 10 can = about 55.0 oz (9-1/4 cups) drained blueberries
1 No. 300 can = about 8.2 oz (1-3/8 cups) drained blueberries

Column 4:
Describes a serving by weight, measure, or number of pieces or slices.
## Column 4: Serving Size per Meal Contribution

### Section 4 - Grains

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>CEREAL GRAINS (continued)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>25.10</td>
<td>1/2 cup cooked</td>
<td>4.00</td>
<td>1 lb dry = about 2-3/4 cups dry regular enriched grits</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>16.70</td>
<td>3/4 cup cooked</td>
<td>6.00</td>
<td>1 lb dry = about 2-3/4 cups dry regular enriched grits</td>
</tr>
<tr>
<td>Cereal Grains Corn Grits (Group H)</td>
<td>Pound</td>
<td>43.50</td>
<td>1/4 cup cooked</td>
<td>2.30</td>
<td>1 lb dry = about 3 cups dry whole corn grits; 1 lb dry = about 10-7/8 cups cooked</td>
</tr>
<tr>
<td>Whole Corn, Regular, Dry</td>
<td>Pound</td>
<td>21.75</td>
<td>1/2 cup cooked</td>
<td>4.60</td>
<td>1 lb dry = about 3 cups dry whole corn grits; 1 lb dry = about 10-7/8 cups cooked</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>14.50</td>
<td>3/4 cup cooked</td>
<td>6.90</td>
<td>1 lb dry = about 3 cups dry whole corn grits; 1 lb dry = about 10-7/8 cups cooked</td>
</tr>
<tr>
<td>Cereal Grains Farina (Group H)</td>
<td>Pound</td>
<td>45.50</td>
<td>1/4 cup cooked</td>
<td>2.20</td>
<td>1 lb dry = about 2-3/8 cups dry instant enriched farina</td>
</tr>
<tr>
<td>Instant, Enriched, Dry</td>
<td>Pound</td>
<td>22.70</td>
<td>1/2 cup cooked</td>
<td>4.40</td>
<td>1 lb dry = about 2-3/8 cups dry instant enriched farina</td>
</tr>
</tbody>
</table>
### Column 5: Purchase Units for 100 Servings

#### Section 1 - Meats/Meat Alternates

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHICKEN, COOKED, frozen</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken, cooked, frozen, Diced or Pulled no skin, wing meat, neck meat, gullet, or kidneys, Includes USDA Foods</td>
<td>Pound</td>
<td>16.00</td>
<td>1 oz cooked poultry</td>
<td>6.30</td>
<td>1 lb AP = 1.0 lb cooked chicken meat</td>
</tr>
<tr>
<td>Pound</td>
<td>10.60</td>
<td>1-1/2 oz cooked poultry</td>
<td>9.50</td>
<td>1 lb AP = 1.0 lb cooked chicken meat</td>
<td></td>
</tr>
<tr>
<td>40 lb Package</td>
<td>640.00</td>
<td>1 oz cooked poultry</td>
<td>0.16</td>
<td>1 lb AP = 1.0 lb cooked chicken meat</td>
<td></td>
</tr>
<tr>
<td>40 lb Package</td>
<td>426.60</td>
<td>1-1/2 oz cooked poultry</td>
<td>0.24</td>
<td>1 lb AP = 1.0 lb cooked chicken meat</td>
<td></td>
</tr>
</tbody>
</table>

**Column 5:** Shows the number of purchase units needed for 100 servings.
### Additional Information

**Column 6:**

- Provides other information to help you calculate the amount of food needed to purchase and/or prepare.

<table>
<thead>
<tr>
<th>1. Food As Purchased, AP</th>
<th>2. Purchase Unit</th>
<th>3. Servings per Purchase Unit, EP</th>
<th>4. Serving Size per Meal Contribution</th>
<th>5. Purchase Units for 100 Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EGGS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eggs, Shell Eggs, fresh[^22][^23] Large, Whole</td>
<td>Dozen (24 oz) 12.00</td>
<td>1 large egg provides 2 oz meat alternate</td>
<td>8.40</td>
<td>1 qt (34 oz) = about 19 large whole eggs, or 29 whites, or 57 yolks</td>
</tr>
<tr>
<td>Eggs, Frozen Whole Eggs Pasteurized, Includes USDA Foods</td>
<td>Dozen (24 oz) 24.00</td>
<td>1/2 large egg provides 1 oz meat alternate</td>
<td>4.20</td>
<td>1 qt (34 oz) = about 19 large whole eggs, or 29 whites, or 57 yolks</td>
</tr>
<tr>
<td>5 lb Package 45.00</td>
<td>1 large egg provides 2 oz meat alternate</td>
<td>2.30</td>
<td>1 lb frozen = about 1-7/8 cups (9 large eggs)</td>
<td></td>
</tr>
<tr>
<td>5 lb Package 90.00</td>
<td>1/2 large egg provides 1 oz meat alternate</td>
<td>1.20</td>
<td>1 lb frozen = about 1-7/8 cups (9 large eggs)</td>
<td></td>
</tr>
<tr>
<td>Pound 9.00</td>
<td>1 large egg provides 2 oz meat alternate</td>
<td>11.20</td>
<td>1 lb frozen = about 1-7/8 cups (9 large eggs)</td>
<td></td>
</tr>
<tr>
<td>Pound 18.00</td>
<td>1/2 large egg provides 1 oz meat alternate</td>
<td>5.60</td>
<td>1 lb frozen = about 1-7/8 cups (9 large eggs)</td>
<td></td>
</tr>
</tbody>
</table>
To Calculate the Amount of Food to Buy, You Must Secure Specific Information from the *Food Buying Guide*

**Source:** *Food Buying Guide* Yield Data Tables

**Things to Consider**
- What is the serving size indicated in FBG yield data table, Column 4?
- What is the purchase unit in Column 2?
- How many purchase units per 100 servings are needed (Column 5)?
### Food and Form:
**Column 1: Food As Purchased (AP)**
**Column 4: Food As Served**

#### Section 2 - Vegetables

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Vegetables - PEAS AND CARROTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peas and Carrots, canned</td>
<td>No. 10 Can (105 oz)</td>
<td>41.30</td>
<td>1/4 cup heated, drained vegetable</td>
<td>2.50</td>
<td>1 No. 10 can = about 66.0 oz (11-1/2 cups) drained, unheated peas and carrots</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>6.30</td>
<td>1/4 cup heated, drained vegetable</td>
<td>15.90</td>
<td></td>
</tr>
<tr>
<td>Peas and Carrots, frozen</td>
<td>Pound</td>
<td>10.90</td>
<td>1/4 cup cooked, drained vegetable</td>
<td>9.20</td>
<td></td>
</tr>
<tr>
<td><strong>Other Vegetables - PEAS, CHINESE SNOW</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peas, Chinese, Snow, frozen</td>
<td>Pound</td>
<td>11.40</td>
<td>1/4 cup cooked, drained vegetable</td>
<td>8.80</td>
<td></td>
</tr>
<tr>
<td><em>Edible podded, Whole</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Starchy Vegetables - PEAS, FIELD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peas, Field, canned With snaps</td>
<td>No. 10 Can (111 oz)</td>
<td>37.60</td>
<td>1/4 cup heated, drained vegetable</td>
<td>2.70</td>
<td>1 No. 10 can = about 72.3 oz (9-3/8 cups) heated, drained field peas with snaps; 1 No. 10 can = about 85.5 oz (11-1/2 cups) drained, unheated field peas with snaps</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A No. 10 can yields 41.30 1/4-c servings of canned heated, drained peas and carrots.
• It takes 2.5 No. 10 cans of peas and carrots, heated and drained to provide 100 ¼-cup servings.
• This would be rounded to 3 No. 10 cans.
Menu Planning Consideration

The planned serving size for a menu item may differ than the serving size listed in the Food Buying Guide. Quantities given in columns 3 and 5 change when the serving size in Column 4 is adjusted.
## FBG Calculator - Create Shopping List

**Instructions**

Asterisks (*) denote required information.

### Shopping List Name *

**Date**

**Enter one or more keywords to perform search**

<table>
<thead>
<tr>
<th>Item keywords:</th>
<th>Search</th>
<th>Clear Search</th>
<th>Display Favorites</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Food Item Description</th>
<th>Purchase Unit</th>
<th>Number of Purchase Units on Hand</th>
<th>Number of Servings</th>
<th>Exact Quantity</th>
<th>Buy Purchase Units</th>
<th>Action</th>
</tr>
</thead>
</table>

You must save the Shopping List prior to printing it. Use the "Back to List" button and select from the Shopping Lists list. Click the PDF link to generate a copy to print or save.
### FBG Calculator - Create Shopping List

**Instructions**

* Asterisks (*) denote required information.

#### Shopping List Name *

**Date** ____________

#### Item keywords: **Broccoli**

<table>
<thead>
<tr>
<th>Action</th>
<th>Food As Purchased, AP</th>
<th>Purchase Unit</th>
<th>Servings per Unit</th>
<th>Serving Size per Meal Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Untrimmed</td>
<td>Pound</td>
<td>9.8</td>
<td>1/4 cup raw vegetable spears</td>
</tr>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Untrimmed</td>
<td>Pound</td>
<td>9.4</td>
<td>1/4 cup cooked, drained vegetable spears</td>
</tr>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Untrimmed</td>
<td>Pound</td>
<td>10.2</td>
<td>1/4 cup cut, cooked, drained vegetable</td>
</tr>
</tbody>
</table>

#### Additional Information:

- You must save the Shopping List prior to printing it. Use the "Back to List" button and select from the Shopping Lists list. Click the PDF link to generate a copy to print or save.
FBG Calculator - Create Shopping List

Instructions

* Asterisks (*) denote required information.

Shopping List Name *

Date

Meats/Meat Alternates  Vegetables  Fruit  Grains  Milk  Other Foods  Shopping List

Item keywords: Broccoli

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Purchase Unit</th>
<th>Number of Purchase Units on Hand</th>
<th>Number of Servings</th>
<th>Exact Quantity</th>
<th>Buy Purchase Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broccoli, fresh, Trimmed, Ready-to-use</td>
<td>Pound</td>
<td>0.00</td>
<td>0</td>
<td>0.0000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

1/4 cup cut, cooked, drained vegetable
1/4 cup trimmed cooked vegetable
1/4 cup cut raw vegetable
1/4 cup raw vegetable spears
# FBG Calculator - Create Shopping List

## Instructions

Asterisks (*) denote required information.

### Shopping List Name *

### Date

(DD/MM/YYYY)

---

### Meats/Meat Alternates

### Vegetables

### Fruit

### Grains

### Milk

### Other Foods

### Shopping List

#### Item keywords:

<table>
<thead>
<tr>
<th>Add</th>
<th>Broccoli, fresh, Untrimmed</th>
<th>Pound</th>
<th>10.2</th>
<th>1/4 cup cut, cooked, drained vegetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Florets</td>
<td>Pound</td>
<td>11.5</td>
<td>1/4 cup trimmed cooked vegetable</td>
</tr>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Florets, Trimmed, Ready-to-use</td>
<td>Pound</td>
<td>20.8</td>
<td>1/4 cup cut raw vegetable</td>
</tr>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Spears, Trimmed, Ready-to-use</td>
<td>Pound</td>
<td>17.1</td>
<td>1/4 cup raw vegetable spears</td>
</tr>
</tbody>
</table>

---

### Food Item Description

<table>
<thead>
<tr>
<th>Food Item Description</th>
<th>Purchase Unit</th>
<th>Number of Purchase Units on Hand</th>
<th>Number of Servings</th>
<th>Exact Quantity</th>
<th>Buy Purchase Units</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broccoli, fresh, Florets, Trimmed, Ready-to-use, cut raw vegetable</td>
<td>Pound</td>
<td>2.0</td>
<td>300</td>
<td>20.8334</td>
<td>19.00</td>
<td>Add Serving Size</td>
</tr>
</tbody>
</table>

---

### # Serving Size

<table>
<thead>
<tr>
<th>#</th>
<th>Serving Size</th>
<th>Number of Servings</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/2 cup</td>
<td>300</td>
<td>Remove Serving Size</td>
</tr>
</tbody>
</table>
Inventory Control:
Purchasing, Receiving & Storage
Purchasing
School Nutrition Procurement Team

- School Food Authority (SFA)
- School nutrition director
- Managers, the school nutrition staff
- Business manager, a procurement officer
- School board
Statewide Procurement

• District has to agree to participate.
• Advantages
  • Don’t have to bid every item.
  • One vendor
• If it is not on the list, don’t order it without talking to the Director first.
Distributors

• A commercial food company
• The merchandiser who sells products made by manufacturers
• Sell, deliver, and bill

• Ex: Wood Fruitticher, The Merchants Company, Sysco, US Foodservice, Halsey & Osborn Brothers
Manufacturers

- Companies responsible for processing raw food products
- Involves processing raw product and pricing finished product
- Introduce new products
United States Department of Agriculture (USDA)

- Food Distribution Division of USDA’s Food and Nutrition Service
- Coordinates the distribution of USDA Foods
- Foods account for 15-20 % of the foods in School Nutrition Programs (SNP)
- 100 percent American grown.
- Meet the Meal Pattern requirements.
Menus

• Driving force that begins the procurement process
• Utilized Cycle Menus
• Must meet federal guidelines
  • Menu planning includes: equipment, food costs, cultural food preferences, labor costs, skill levels, environmental friendliness, and the availability of USDA Foods
Standardized Recipes

• Used to prepare the menu items.

• Identify the specific quantity.

• Provides category of item and how that recipe contributes to the meal pattern.
Forecasting: Past, Present, Future Activity

- The process of determining future needs by evaluating past performance, present conditions, and future indicators

- Provides critical and valuable information

- Strengthens the integrity of a bid
Velocity Report

• Upon request from Distributor

• Products purchased during a specific time period

• Quantity, the date of purchase, and other valuable information

• A tool for forecasting
Placing an Order

• Information that you need:
  • Menu-Use menu to list all items needed.
    • Recipes
  • Inventory-Determine the foods and supplies in your inventory and those ordered but not received.
  • School calendar: what are your operating days?
  • $$$ Need to know your budget.
  • Participation averages.
  • Order Period-items needed between deliveries (make sure you follow system procedures)
Remember!

Food represents money:

Too much food in inventory costs money because of storage costs and the possibility of the food losing quality during storage.
Receiving
Receiving Good Practices

• Receive, store, and prepare foods in a manner that preserves:
  • Quality
  • Nutrition
  • Safety
Receiving Your Order

• Always check your delivery in – Count the cases. Visually Inspect all items.
• Always check dates on things that have expiration dates.
• Inspect produce for spoilage.
• Inspect Frozen Products.
• Check Milk Temperature.
• Spot check pricing on invoices.
• Train employees on how to check in grocery orders.
Receiving Your Order

➢ Make sure the correct product is being delivered. Especially if you receive a substitution.
➢ Reject unacceptable goods or products
➢ Mark through any item on the invoice that were delivered or were not delivered- Have the driver initial the error.
➢ Once you sign the invoice you are saying that it is correct.
➢ If you have problems...let your Director know.
When to Reject Food

• Check the temperatures, color, and odor

• Observe the cans for dents or bulging

• Check for melting products or foods that are freezer burned

• Ensure no foods are frozen together that should be frozen individually
Storage Area

• Storage areas should be big enough to hold goods under proper conditions to assure quality and safety until time of use (prevents spoilage/loss).

• Storage Areas (coolers, freezers, and Dry) should always be neat and organized.

• Like items stored together.

• First-In-First-Out (FIFO)

• Rotation system- the process of rotating the older product to the front and the newer items to the back of the shelf.

• Check and record temperatures.
Inventory

Inventory system includes effective procedures for:

• receiving,
• storage,
• accounting for items removed from inventory,
• counting of items in stock,
• calculating the financial value of the inventory.
Inventory Turnover

• Calculated by dividing the value of the average inventory for the period into the cost of food used during the period.

• A general guideline is that inventory should turn over three to five times per month.
Additional benefits of inventory turnover include:

• Ordering quantities to ensure items are available for projected menus,
• Reducing risk of theft because items missing are easily identified, and
• Rotating inventory can help to reduce waste and ensure higher quality products.
Food cost is controlled by:

- Following standard operating procedures,
- Maintaining the correct inventory level,
- Having needed product on hand,
- Preventing the need for a more expensive substitution for the missing product, and
- Ensuring food is used in a timely manner.
Plate Cost: How To Calculate?
Determine the menu items.

Determine the specific ingredients for each item or recipe.

Determine the cost for each item as purchased.

Determine the cost for each recipe on the menu.

Determine the cost per portion of each recipe/item.
Plate Cost

• Item cost as purchased ÷ Unit of measure = cost per unit of measure

• Cost per unit of measure ÷ amount per recipe = cost of ingredient per recipe

• Cost of ingredient per recipe + all ingredients = cost of recipe
Plate Cost

- Cost of recipe ÷ Number of servings yielded by recipe = cost per serving

- Cost per serving of all menu items totaled = cost per meal

- MAKE SURE YOU INCLUDE EVERYTHING OFFERED AS PART OF THE REIMBURSABLE MEAL.
Breakfast Example:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>$ .22</td>
</tr>
<tr>
<td>Juice</td>
<td>$ .11</td>
</tr>
<tr>
<td>Pears (c)</td>
<td>$ .25</td>
</tr>
<tr>
<td>Cereal</td>
<td>$ .39 (.20)</td>
</tr>
<tr>
<td>Toast</td>
<td>$ .09</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$1.06</strong></td>
</tr>
</tbody>
</table>
Recipe Example

Recipe: Ham & Cheese Sandwich, with mayo and mustard
2 oz. ham, 1 oz. cheese, 1 each PC-Mustard & Mayo

Ham 4/2.5 lbs is $27.39 $0.34/2 oz. Serving
Cheese 4/5 lbs is $47.86 $0.15/1 oz. Serving
Bread 10/24 count is $21.25 $0.18/2 Slices
Mustard 200/5.5 g is $6.09 $0.03/pc
Mayo 200/12 g is $17.05 $0.09/pc

Total “Recipe” cost is $0.79
Non-Program Food Cost:

The cost of food that is used for meals or A La Carte sales that are not part of a reimbursable meal.
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(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.

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