NEW DIRECTOR’S TRAINING

Summer 2020
New Directors’ Training
Summer 2020
presented by Alabama State Department of Education

Virtual Training Webinars with Power Point Presentations

Agenda

General Information  …………………………………………………………………………. Robbie Scott, Education Specialist
CNP Directory, Organizational Chart, Food & Nutrition Resource List, Technical Assistance Request Form, Job Tasks Timeline Calendar, Free & Reduced Application Information, Accessing Materials

SDE Accounting Functions  ………………………………………………………………………….. LaKecia Love, Education Specialist
Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers

Meal Accountability  ………………………………………………………………………………………….. Devin Williamson, Nutritionist
Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack

Meal Pattern  …………………………………………………………………………………………………… LaKecia Love, Education Specialist
Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks

Food Production  …………………………………………………………………………………………………….. Devin Williamson, Nutritionist
Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner
Production Records/Record Keeping

HACCP  …………………………………………………………………………………………………………………….. LaKecia Love, Education Specialist

Memos, Civil Rights, Bid Laws  ………………………………………………………………………………….. Robbie Scott, Education Specialist

Professional Standards  ………………………………………………………………………………………………. Devin Williamson, Nutritionist
Training Requirements, CNP Director Qualifications

CNP Online Application  …………………………………………………………………………………………………….. LaKecia Love, Education Specialist
Schedule A Revisions, Updating Information, Annual Agreement
User Accounts, Site Data, Plate Cost, Openings and Closings

Wellness  …………………………………………………………………………………………………………………………………

Human Resources  ……………………………………………………………………………………………………………………

Summer Programs  ……………………………………………………………………………………………………………………

Financial Management  ……………………………………………………………………………………………………………………

Procurement  ……………………………………………………………………………………………………………………………

Food Distribution/Statewide Procurement  ………………………………………………………………………………………………

Equipment Review  ……………………………………………………………………………………………………………………

Robbie Scott, Education Specialist
ALSDE, Child Nutrition Program

LaKecia Love, Education Specialist
ALSDE, Food Distribution

Devin Williamson, Nutritionist
ALSDE, Child Nutrition Program

Chad Langston, Senior Nutritionist
ALSDE, Child Nutrition Program

Sharon Allison, Education Specialist
ALSDE, Child Nutrition Program

Devin Williamson, Nutritionist
ALSDE, Child Nutrition Program

LaKecia Love, Education Specialist
ALSDE, Child Nutrition Program

Robbie Scott, Education Specialist
ALSDE, Child Nutrition Program

LaKecia Love, Education Specialist
ALSDE, Child Nutrition Program

Chad Langston, Senior Nutritionist
ALSDE, Child Nutrition Program

Sharon Allison, Education Specialist
ALSDE, Child Nutrition Program

Julie Autrey, Education Specialist
ALSDE, Child Nutrition Program

Julie Autrey, Education Specialist
ALSDE, Child Nutrition Program

Kim Ruggles, Education Specialist
ALSDE, CACFP Section

Debbie Harris, Auditor
ALSDE, Child Nutrition Program

Joel Evans, Auditor
ALSDE, Child Nutrition Program

Brantley Tucker
Surplus Commodity Administrator
ALSDE, Child Nutrition Program

June Barrett, Program Coordinator
ALSDE, Child Nutrition Program
Click on the link below to access the recorded training:
https://alsde.webex.com/alsde/lr.php?RCID=74dab64f61924e38a0e706de70173fa9
OUTLINE

• Food Buying Guide
• Standardized Recipes
• CN Labels
• Menu Planner
Food Buying Guide
for Child Nutrition Programs

U.S. Department of Agriculture
Food and Nutrition Service
Food Buying Guide for Child Nutrition Programs

The Food Buying Guide for Child Nutrition Programs has all of the current information in one manual to help you and your purchasing agent:

- Buy the right amount of food and the appropriate type of food for your program(s).
- Determine the specific contribution each food makes toward the meal pattern requirements.

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 Login

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
- 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:** A Level 1 USDA eAuthentication account is needed to access the tool. New and existing users who have Level 1 access can proceed to the Tool by clicking on the ‘Login or Create a Profile’ button.

To create a Level 1 eAuthentication account, select this link Create eAuth Account. You will immediately receive an email with a link to activate your account with one simple click.

Contact cnpntab@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

- FBG Calculator

Exhibit A Grains Tool

- Recipe Analysis Workbook (RAW)

Meats/Meat Alternates

Fruits

Milk

Vegetables

Grains

Other Foods
Download Food Buying Guide

Food Buying Guide Introduction (last updated on 7/05/2019)
Section 1: Meats/Meat Alternates (last updated on 5/23/2018) and Yield Table (last updated on 8/13/2019)
Section 2: Vegetables (last updated on 7/17/2018) and Yield Table (last updated on 5/14/2019)
Section 3: Fruits (last updated on 5/23/2018) and Yield Table (last updated on 8/13/2019)
Section 4: Grains (last updated on 5/23/2018) and Yield Table (last updated on 8/13/2019)
Section 5: Milk (last updated on 5/23/2018) and Yield Table (last updated on 7/12/2016)
Section 6: Other Foods (last updated on 7/05/2019) and Yield Table (last updated on 5/10/2019)
Appendix A: Recipe Analysis Workbook (last updated on 3/28/2019)
Appendix C: The USDA Child Nutrition (CN) Labeling Program (last updated on 3/28/2019) and Food Items for Further Processing Yield Table (last updated on 8/11/2019)
Appendix D: The Food Purchasing Process (last updated on 3/28/2019)
Appendix E: Grains/Breads Component: The Summer Food Service Program (SFSP) and National School Lunch Program (NSLP) After-School Snack Service (last updated on 3/28/2019)
Appendix F: Resources (last updated on 8/15/2019)
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.

User Guide
Training Video
Contact Us
Frequently Asked Questions

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
Meats/Meat Alternates

- Meals and Meat Alternates Component for the Child Nutrition Programs
- Optional Best Practices for All Child Nutrition Programs
- Definitions
- Yields
- Explanation of the Columns

Search Meats/Meat Alternates Food Items  View Yield Table PDF  Export Yield Table
Vegetables

- Vegetable 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
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 and National School Lunch Program
- Summer Food Service Program
- Child and Adult Care Food Program
- Medical/Non-Dairy
Other Foods

- Description of Other Foods that DO NOT Meet the Meal Pattern Requirement
## 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>
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</tr>
</thead>
<tbody>
<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>125-138 count Whole.</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>Includes USDA Foods</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>
Column 1: Food As Purchased (AP)

Use care in selecting the food you are actually using. Look for details on how the product is packed.
**Column 2: Purchase Unit**

Column 2: 
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.

### Section 2 - Vegetables

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beans, Black-eyed (or Peas), dry</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>Whole, Includes USDA Foods</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beans, Black-eyed (or Peas), dry</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>Whole, Includes USDA Foods</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></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>
**Column 3: Servings per Purchase Unit (EP)**

**Section 2 - Vegetables**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beans, Green, fresh</td>
<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></td>
<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></td>
<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></td>
<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></td>
<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></td>
<td>Pound</td>
<td>8.20</td>
<td>1/4 cup drained vegetable</td>
<td>12.20</td>
<td>1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans</td>
</tr>
</tbody>
</table>

*Column 3: Shows the number of servings of a given size from each purchase unit, Edible Portion (EP).*
### 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>BLUEBERRIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blueberries, fresh Whole, Includes USDA Foods</td>
<td>Pint (14-1/4 oz)</td>
<td>10.70</td>
<td>1/4 cup raw fruit</td>
<td>9.40</td>
<td>1 pt AP = 0.87 lb (about 2-2/3 cups) ready-to-serve raw blueberries</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>11.90</td>
<td>1/4 cup raw fruit</td>
<td>8.50</td>
<td>1 lb AP = 0.96 lb ready-to-serve raw blueberries</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>
<td>1 No. 10 can = about 55.0 oz (9-1/4 cups) drained blueberries</td>
</tr>
<tr>
<td></td>
<td>No. 10 Can (105 oz)</td>
<td>37.00</td>
<td>1/4 cup drained fruit</td>
<td>2.71</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No. 300 Can (15 oz)</td>
<td>6.80</td>
<td>1/4 cup fruit and liquid</td>
<td>14.80</td>
<td>1 No. 300 can = about 8.2 oz (1-3/8 cups) drained blueberries</td>
</tr>
<tr>
<td></td>
<td>No. 300 Can (15 oz)</td>
<td>5.50</td>
<td>1/4 cup drained fruit</td>
<td>18.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>7.20</td>
<td>1/4 cup fruit and liquid</td>
<td>13.90</td>
<td></td>
</tr>
</tbody>
</table>
### Section 2 - Vegetables

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Peas, Field, canned - PEAS, FIELD</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>Peas, Field, canned - With snaps</td>
<td>No. 10 Can (111 oz)</td>
<td>46.30</td>
<td>1/4 cup drained vegetable</td>
<td>2.20</td>
<td>1 No. 10 can = about 85.5 oz (11-1/2 cups) drained, unheated field peas with snaps</td>
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<tr>
<td></td>
<td>No. 300 Can (15 oz)</td>
<td>5.12</td>
<td>1/4 cup heated, drained vegetable</td>
<td>19.60</td>
<td>1 No. 300 can = about 7.95 oz (1-1/4 cups) heated, drained field peas with snaps; 1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps</td>
</tr>
<tr>
<td></td>
<td>No. 300 Can (15 oz)</td>
<td>5.59</td>
<td>1/4 cup drained vegetable</td>
<td>17.90</td>
<td>1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps</td>
</tr>
</tbody>
</table>

- A No. 10 can yields 37.6 1/4-c servings of canned heated, drained peas.
# Column 5: Purchase Units for 100 Servings

## Section 2 - Vegetables

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Peas, Field, canned - PEAS, FIELD</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>
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<td></td>
</tr>
</tbody>
</table>

**Column 5:**

Shows the number of purchase units needed for 100 servings.
It takes 2.7 No. 10 cans of corn, heated and drained to provide 100 ¼-cup servings. This would be rounded to 3 No. 10 cans.
### Additional Information

#### Section 2 - Vegetables

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Peas, Field, canned - PEAS, FIELD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peas, Field, canned</td>
<td>No. 10 Can (111 oz)</td>
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<td>1/4 cup heated, drained vegetable</td>
<td>2.70</td>
</tr>
<tr>
<td><em>With snaps</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>No. 10 Can (111 oz)</td>
<td>46.30</td>
<td>1/4 cup drained vegetable</td>
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<td>No. 300 Can (15 oz)</td>
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<td>1/4 cup heated, drained vegetable</td>
<td>19.60</td>
</tr>
<tr>
<td></td>
<td>No. 300 Can (15 oz)</td>
<td>5.59</td>
<td>1/4 cup drained vegetable</td>
<td>17.90</td>
</tr>
</tbody>
</table>

**Column 6:**

- Provides other information to help you calculate the amount of food needed to purchase and/or prepare.
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
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<td>17.90</td>
<td>1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps</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)?
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.
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?
Factors That 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
### FBG Calculator - Create Shopping List

**Instructions**

Asterisks (*) denote required information.

**Shopping List Name**

**Date**

*(mm/dd/yyyy)*

**Meats/Meat Alternatives**

<table>
<thead>
<tr>
<th>Item keywords:</th>
<th>Enter one or more keywords to perform search</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>

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</th>
<th>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>Add</td>
<td>Broccoli, fresh, Untrimmed</td>
<td>Pound</td>
<td>10.2</td>
<td>1/4 cup cut, cooked, drained vegetable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Florets</td>
<td>Pound</td>
<td>11.5</td>
<td>1/4 cup trimmed cooked vegetable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Broccoli, fresh, Florets, Trimmed, Ready-to-use</td>
<td>Pound</td>
<td>28.8</td>
<td>1/4 cup cut raw vegetable</td>
<td></td>
<td></td>
<td></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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Vegetables

<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>

## Instructions

- **Add**: Add items to the list.
- **Delete**: Remove items from the list.
- **Search**: Search for items by keyword.
- **Clear Search**: Clear search results.
- **Display Favorites**: Display favorite items.

* Asterisks (*) denote required information.
Create Recipe Analysis Workbook (RAW)

Instructions

* Asterisks (*) denote required information:

Recipe Name

Servings per Recipe

Recipe Number

Serving Size

Select Creditable Ingredient

Vegetables

Fruit

Meats/MA

Grains - Method A

Grains - Method B

Grains - Method C

Meal Pattern Contribution

Use this tab to select ingredients from the FBG. Use Grains - Method A tab to select ingredients from Exhibit A and use Grains - Method C tab to input ingredients for Grains Based on Grams of Creditable Grains. (For further guidance see “Instructions” section above.)

Search Food Ingredients

Keywords:

Meal Component:

All Meal Components

Category:

All Categories

Search

Reset

Food Ingredients Selected for Recipe

<table>
<thead>
<tr>
<th>Food As Purchased, AP</th>
<th>Purchase Unit</th>
<th>Servings per Purchase Unit, EP</th>
<th>Serving Size per Meal Contribution</th>
<th>Action</th>
</tr>
</thead>
</table>

Search Results
Standardized Recipes
What is a Standardized Recipe?

A standardized recipe is one that has been tested to provide an established yield and quantity through the use of ingredients that remain constant in both measurements and preparation methods.
Importance of Standardized Recipes

- **Cost**: Recipes are developed with specific ingredients; when used incorrectly, cost can increase.
- **Nutrients Per Serving**: When a recipe is not followed, it alters the nutrient content.
- **Customer Satisfaction**: Customers know what to expect each time a product is served.
Components of a Standardized Recipe

➢ **Recipe Title** – Name that adequately describes the recipes.
➢ **Recipe Category** – Recipe classification based on USDA or operation-defined categories, i.e., main dishes, grains/breads, how it would be credit to meet the new meal pattern.
➢ **Ingredients** – Products used in recipe.
➢ **Weight/Volume of each ingredient** – The quantity of each ingredient listed in weight and/or volume.
➢ **Preparation Instructions** – Directions for preparing the recipe.
Components of a Standardized Recipe

- **Cooking Temperatures & Time** – The cooking temperature and time, if appropriate.

- **Serving Size** – The amount of a single portion in volume and/or weight.

- **Recipe Yield** – The amount (weight or volume and number of servings) of product at the completion of production that is available for service.

- **Equipment & Utensils** – The cooking and serving equipment to be used in preparing and serving the recipe.

- **HACCP – CCP** information

- **Nutrient Analysis** – nutrients per serving.
Benefits of Standardized Recipes:

❖ Consistent Food Quality
❖ Predictable Yield
❖ Customer Satisfaction
❖ Consistent Nutrient Content
❖ Food Cost Control
❖ Efficient Purchasing Procedures
❖ Inventory Control
❖ Labor Cost Control
❖ Confident Employees
❖ Reduced Record Keeping

Standardized recipes help ensure that the best possible food items are produced every time.
Consistent Food Quality

- Ensures that menu items will be consistent in quality each time they are prepared and served.
- Students and staff expect to be served a delicious, well-prepared meal each time they eat in the cafeteria.

It shouldn’t matter who is cooking.
Predictable Yield

- Produces the planned number of servings.
- Knowing how much of an item the recipe will produce helps prevent food waste and shortages on the serving line.
- Inconsistency in portion sizes causes customer dissatisfaction.
Customer Satisfaction

➢ Well developed recipes are an important factor in maintaining and increasing student participation levels.

➢ Providing consistency in recipe can result in increased customer satisfaction
Consistent Nutrient Content

➢ Ensures that nutritional values per serving are valid and consistent.
Food Cost Control

➢ When the same ingredients and quantities of ingredients per serving are used each time the recipe is prepared, then Food Cost or Plate Cost will be consistent.
The quantity of food needed for production is easily calculated from the information on each Standardized Recipe.
Labor Cost Control

- Provides procedures that make efficient use of labor time
- Reduces training costs
Workers can feel more confident and satisfied because eliminating guesswork decreases the likelihood of mistakes and poor food quality.

*No one likes to feel incapable.*
Record Keeping

• Standardized Recipes include the ingredients and amounts of food used for a menu item. This will reduce the amount of information required on a daily food production record.

• The food production record will only need to reference the recipe, number of planned servings, and leftover amounts.
Avoid Using Unclear Recipes Like This:
Resources for Recipes:

- Institute of Child Nutrition: [www.theicn.org](http://www.theicn.org)
- American Egg Board: [www.AEB.org/SchoolRecipes](http://www.AEB.org/SchoolRecipes)
- Dayle Hayes, MS, RD: [https://schoolmealsthatrock.org/](https://schoolmealsthatrock.org/)
- Other Districts
CN Labels

Five .68 oz. fully cooked, breaded chicken breast pattie nuggets with rib meat provide 1.50 oz. equivalent meat for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 06/05).
APPENDIX C
The USDA Child Nutrition (CN) Labeling Program

A: Recipe Analysis Workbook
B: Using “Additional Information” Column of the Food Buying Guide Yield Tables
C: The USDA Child Nutrition (CN) Labeling Program
D: The Food Purchasing Process
E: Grains/Breads Component for the Summer Food Service Program (SFSP) and NSLP Afterschool Snack Service
F: Resources

› Common Questions
› Helpful Resources
› Food Items for Further Processing
Child Nutrition Labeling Program

- Voluntary Federal Labeling Program
- Applies to both Traditional and Enhanced Food-Based Menu Planning approaches for schools
- Provides information regarding the food producer’s contribution to food-based meal patterns
- Is operated by the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA) in cooperation with the following agencies:
  - Food Safety & Inspection Service (FSIS)
  - Agriculture Marketing Service (AMS)
  - National Marine Fisheries Service (NMFS)
How does the program work?

1. Foods must be produced in a federally inspected establishment.
2. Food processing firms must have an approved Quality Control (QC) Program.
3. Food processing firms must allow Federal personnel to perform verification services.
4. Food processing firms must sign a service agreement with the AMS, CN Labeling Office.
5. AMS or NMFS will conduct an evaluation of a product’s formulation to determine its contribution towards meal pattern requirements. Once approved, the manufacturer may state the contribution on the product’s label.
6. The CN Label provides Child Nutrition program operators a warranty against audit claims if the product is used according to the manufacturer’s directions as printed on the approved CN label.
To carry CN Labels, eligible products must:

1. Be produced under Federal inspection.

2. Have the contribution toward meal pattern requirements determined using yields in the USDA Food Buying Guide for Child Nutrition Programs.

3. Have the product formulation.
What are the Advantages of Using CN labeled Products?

• Clearly identifies the contribution of a product toward the meal pattern requirements.
• Provided a warranty against audit claims if the CN labeled product is used according to the manufacturer’s directions.
• Simplifies cost comparison of similar products.
The CN Label Tells Us What We Cannot Determine for Ourselves

Ready-to-Eat, Frozen-Prepared, and Refrigerated-Prepared Pizzas All Need Documentation for Crediting

Ingredients cannot be separated to weight and measure.
The CN Label product will always contain the following information:

- the CN logo, which has a distinctive border,
- the meal pattern contribution statement,
- a unique 6-digit product identification number (assigned by FNS) appearing in the upper right-hand corner of the CN logo,
- the USDA/FNS authorization statement,
- the month and year of final FNS approval appearing at the end of the authorization statement, and
- the remaining required label features, which includes the:
  - product name
  - inspection legend
  - ingredient(s)
  - signature/address line
  - net weight

Example of a CN Label
This 5.00 oz pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz equivalent meat/meat alternate, 1/8-cup serving of vegetable, and 1-1/2 servings of bread alternate for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX-XX**)

Meal Pattern Contribution Statement

Month and Year of Approval

Statement Specifying CN Label Was Authorized by FNS

An Authentic CN Label Contains

Logo With Distinct Border

6-Digit Product Identification Number

000000
CN Label - Pizza
CN Label:

Pizza Product

Each 4.48 oz. Pizza with Fat Reduced Pepperoni provides 2.00 oz. equivalent meat/meat alternate, 2.00 oz. equivalent grains, and 1/8 cup red/orange vegetable for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 08-15).
Questions and Answers

▪ Are manufacturers required to CN label products?  Yes  No

▪ Are schools required to buy CN labeled products?  Yes  No

▪ Are CN labeled products more nutritious?  Yes  No

▪ Are CN labeled products higher quality?  Yes  No
Menu Planner

https://www.fns.usda.gov/tn/menu-planner
Chapter 1

- Key aspects of menu planning
- Food-safe schools
- The science behind nutrition standards in school meals.
- Flexibility in the nutrition standards
Chapter 2

➢ The benefits of FBMP for your students, your program, and your community.

➢ The five meal components and how to credit foods in each group toward meal pattern requirements for a reimbursable meal.

➢ The importance of using the Food Buying Guide for Child Nutrition Programs (FBG), and the Whole Grain Resource for the National School Lunch and School Breakfast Programs (Whole Grain Resource).

➢ The meal patterns and dietary specifications for each grade group (K-5, 6-8, and 9-12) for lunch and breakfast.

➢ Food safety concerns for each meal component.
Chapter 3

➢ Basic menu development resources and tools.
➢ Tips for planning a lunch menu.
➢ Options for planning breakfast menus and the district-level choices that drive menu planning.
➢ Variety as a key principle of successful menu development.
➢ Checklists and tools to confirm menus meet all National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements.
➢ Training resources for your staff.
Chapter 4

- Production records:
- Standardized recipes:
- Hazard Analysis and Critical Control Point (HACCP) -based food safety program:
Chapter 5

• Procurement
• Inventory management
• Equipment needs
Chapter 6

❖ Disabilities that restrict the diet and foodborne illness risk.
❖ Required accommodations and documentation needed.
❖ Differences between a food allergy and a food intolerance.
❖ Overview of menu planning, food preparation, and other considerations for disabilities that restrict the diet.
Chapter 7

➢ The role of marketing in school nutrition programs.
➢ How to develop, implement, and evaluate your marketing plan.
➢ Why it is important to involve the school community, starting with your staff.
➢ Ways to reach out to your stakeholders – teachers, parents, school administrators, and the community.
➢ Initiatives and promotions such as Team Nutrition, Farm to School, and the Alliance for a Healthier Generation’s Healthy Schools Program.
➢ How to use promotions and merchandising to get students’ attention.
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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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