

NEW DIRECTOR'S TRAINING



2020



Agenda

New Directors' Training Summer 2020

presented by Alabama State Department of Education

Virtual Training Webinars with Power Point Presentations



- General Information
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
Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers
- Meal Accountability
Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack
- Meal Pattern
Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks
- Food Production
Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner
- Production Records/Record Keeping
- HACCP
- Memos, Civil Rights, Bid Laws
- Professional Standards
Training Requirements, CNP Director Qualifications
- CNP Online Application
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
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- LaKecia Love**, Education Specialist
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- Robbie Scott**, Education Specialist
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- Chad Langston**, Senior Nutritionist
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- Sharon Allison**, Education Specialist
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- 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

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Food Buying Guide

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.

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

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





Food Buying Guide for Child Nutrition Programs

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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](#)

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[FBG Calculator](#)

[Recipe Analysis Workbook \(RAW\)](#)



MEATS/MEAT ALTERNATES



FRUITS



MILK



VEGETABLES



GRAINS



OTHER FOODS



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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 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



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Food Buying Guide for Child Nutrition Programs

USDA

United States Department of Agriculture



[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 5/14/2019)

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[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 B: Using "Additional Information" Column of the Food Buying Guide Yield Tables](#) (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 8/1/2019)

[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 \(NSLP\) Afterschool Snack Service](#) (last updated on 3/28/2019)

[Appendix F: Resources](#) (last updated on 8/15/2019)



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WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and access to the Recipe Analysis Workbook (RAW) and the Product Formulation

In addition, users can compare yield information, create a favorite foods list, and access tools, such as

- 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

Food Items Search	Download Food Buying Guide
FBG Calculator	Recipe Analysis Workbook (RAW)



MEATS/MEAT ALTERNATES



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

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

Food Items Search

FBG Calculator

Recipe Analysis Workbook (RAW)



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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.

...d information, create a favorite foods list, and access tools, such as

- Food Items Search
- Exhibit A Grains Tool
- Download Food Buying Guide
- FBG Calculator
- Recipe Analysis Workbook (RAW)



MEATS/MEAT ALTERNATES



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▸ Food Items Search

Search

Favorites

Search Food Items

Keywords:

Meal Component:

All Meal Components ▾

Category:

All Categories ▾

Search

Reset Search

Food Items Selected for Comparison

Compare Items

Clear All

Select up to 4 food items from search results to be compared.

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Action
No item for Comparison.				

Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Add to Compare	Add to Favorites
No records found.							

Column 1: Food As Purchased (AP)

Section 3 - Fruits

Column 1:

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

Foods are arranged in alphabetical order.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
APPLES					
Apples, fresh <i>125-138 count Whole, Includes USDA Foods</i>	Pound	14.80	1/4 cup raw, unpeeled fruit (about 1/4 apple)	6.80	1 lb AP = 0.91 lb (3-2/3 cups) ready-to-serve or -cook raw, cored, unpeeled apples
	Pound	3.00	1 baked apple (about 1/2 cup cooked fruit)	33.40	
	Pound	11.40	1/4 cup raw, cored, peeled fruit	8.80	1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-serve or -cook raw, cored, peeled apples
	Pound	6.80	1/4 cup cored, peeled, cooked, unsweetened fruit	14.80	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

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.

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

Column 2: Purchase Unit

Section 2 - Vegetables

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.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Beans, Black-eyed (or Peas), dry - BEANS, BLACK-EYED (or PEAS)					
Beans, Black-eyed (or Peas), dry <i>Whole, Includes USDA Foods</i>	Pound	28.30	1/4 cup cooked vegetable	3.60	1 lb dry = about 2-3/4 cups dry beans
Beans, Black-eyed (or Peas), dry, canned <i>Whole, Includes USDA Foods</i>	No. 10 Can (108 oz)	37.70	1/4 cup heated, drained vegetable	2.70	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
	No. 10 Can (108 oz)	46.00	1/4 cup drained, unheated vegetable	2.20	1 No. 10 can = about 78.5 oz (11-1/2 cups) drained, unheated beans
	No. 300 Can (15 oz)	4.91	1/4 cup heated, drained vegetable	20.40	
	Pound	9.37	1/4 cup drained, unheated vegetable	10.70	

Column 3: Servings per Purchase Unit (EP)

Section 2 - Vegetables

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Beans, Green, fresh - BEANS, GREEN (continued)					
Beans, Green, canned <i>Whole, Includes USDA Foods</i>	No. 10 Can (101 oz)	39.50	1/4 cup heated, drained vegetable	2.60	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 10 Can (101 oz)	52.20	1/4 cup drained vegetable	2.00	1 No. 10 can = about 58.0 oz (13 cups) drained, unheated beans
	No. 2-1/2 Can (28 oz)	14.40	1/4 cup heated, drained vegetable	7.00	1 No. 2-1/2 can = about 16.0 oz (3-5/8 cups) drained, unheated beans
	No. 300 Can (14-1/2 oz)	4.58	1/4 cup heated, drained vegetable	21.90	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
	No. 300 Can (14-1/2 oz)	6.95	1/4 cup drained vegetable	14.40	1 No. 300 can = about 7.6 oz (1-5/8 cups) drained, unheated beans
	Pound	8.20	1/4 cup drained vegetable	12.20	

Column 3:

Shows the number of servings of a given size from each purchase unit, Edible Portion (EP).

Column 4: Serving Size per Meal Contribution

Section 3 - Fruits

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
BLUEBERRIES					
Blueberries, fresh <i>Whole, Includes USDA Foods</i>	Pint (14-1/4 oz)	10.70	1/4 cup raw fruit	9.40	1 pt AP = 0.87 lb (about 2-2/3 cups) ready-to-serve raw blueberries
	Pound	11.90	1/4 cup raw fruit	8.50	1 lb AP = 0.96 lb ready-to-serve raw blueberries
Blueberries, canned <i>Whole</i>	No. 10 Can (105 oz)	47.60	1/4 cup fruit and liquid	2.20	
	No. 10 Can (105 oz)	37.00	1/4 cup drained fruit	2.71	1 No. 10 can = about 55.0 oz (9-1/4 cups) drained blueberries
	No. 300 Can (15 oz)	6.80	1/4 cup fruit and liquid	14.80	
	No. 300 Can (15 oz)	5.50	1/4 cup drained fruit	18.20	1 No. 300 can = about 8.2 oz (1-3/8 cups) drained blueberries
	Pound	7.20	1/4 cup fruit and liquid	13.90	

Column 4:

Describes a serving by weight, measure, or number of pieces or slices.

Columns 3 & 4

Section 2 - Vegetables

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Peas, Field, canned - PEAS, FIELD					
Peas, Field, canned <i>With snaps</i>	No. 10 Can (111 oz)	37.60	1/4 cup heated, drained vegetable	2.70	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
	No. 10 Can (111 oz)	46.30	1/4 cup drained vegetable	2.20	1 No. 10 can = about 85.5 oz (11-1/2 cups) drained, unheated field peas with snaps
	No. 300 Can (15 oz)	5.12	1/4 cup heated, drained vegetable	19.60	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
	No. 300 Can (15 oz)	5.59	1/4 cup drained vegetable	17.90	1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps

- 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

Column 5:

Shows the number of purchase units needed for 100 servings.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Peas, Field, canned - PEAS, FIELD					
Peas, Field, canned <i>With snaps</i>	No. 10 Can (111 oz)	37.60	1/4 cup heated, drained vegetable	2.70	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
	No. 10 Can (111 oz)	46.30	1/4 cup drained vegetable	2.20	1 No. 10 can = about 85.5 oz (11-1/2 cups) drained, unheated field peas with snaps
	No. 300 Can (15 oz)	5.12	1/4 cup heated, drained vegetable	19.60	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
	No. 300 Can (15 oz)	5.59	1/4 cup drained vegetable	17.90	1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps

Columns 4 & 5

Section 2 - Vegetables

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Peas, Field, canned - PEAS, FIELD					
Peas, Field, canned <i>With snaps</i>	No. 10 Can (111 oz)	37.60	1/4 cup heated, drained vegetable	2.70	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
	No. 10 Can (111 oz)	46.30	1/4 cup drained vegetable	2.20	1 No. 10 can = about 85.5 oz (11-1/2 cups) drained, unheated field peas with snaps
	No. 300 Can (15 oz)	5.12	1/4 cup heated, drained vegetable	19.60	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
	No. 300 Can (15 oz)	5.59	1/4 cup drained vegetable	17.90	1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps

- It takes 2.7 No. 10 cans of corn, heated and drained to provide 100 1/4-cup servings.
 - This would be rounded to 3 No. 10 cans.

Additional Information

Section 2 - Vegetables

Column 6:

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

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Peas, Field, canned - PEAS, FIELD					
Peas, Field, canned <i>With snaps</i>	No. 10 Can (111 oz)	37.60	1/4 cup heated, drained vegetable	2.70	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
	No. 10 Can (111 oz)	46.30	1/4 cup drained vegetable	2.20	1 No. 10 can = about 85.5 oz (11-1/2 cups) drained, unheated field peas with snaps
	No. 300 Can (15 oz)	5.12	1/4 cup heated, drained vegetable	19.60	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
	No. 300 Can (15 oz)	5.59	1/4 cup drained vegetable	17.90	1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps

Food and Form:

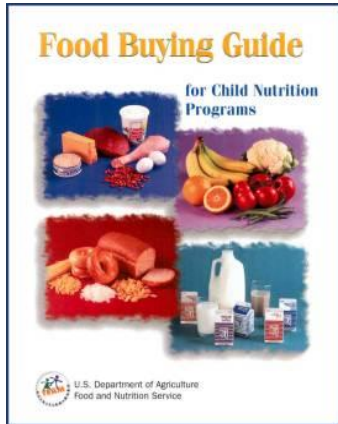
Column 1: Food As Purchased (AP)

Column 4: Food As Served

Section 2 - Vegetables

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size	5. Purchase Units for 100 Servings	6. Additional Information
Peas, Field, canned - PEAS, FIELD					
Peas, Field, canned <i>With snaps</i>	No. 10 Can (111 oz)	37.60	1/4 cup heated, drained vegetable	2.70	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
	No. 10 Can (111 oz)	46.30	1/4 cup drained vegetable	2.20	1 No. 10 can = about 85.5 oz (11-1/2 cups) drained, unheated field peas with snaps
	No. 300 Can (15 oz)	5.12	1/4 cup heated, drained vegetable	19.60	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
	No. 300 Can (15 oz)	5.59	1/4 cup drained vegetable	17.90	1 No. 300 can = about 8.52 oz (1-3/8 cups) drained, unheated field peas with snaps

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





Food Buying Guide for Child Nutrition Programs

U.S. DEPARTMENT OF AGRICULTURE

- HOME ▾
- MEAL COMPONENTS ▾
- FOOD ITEMS ▾
- TOOLS ▾**
- APPENDICES ▾
- HELP ▾
- WELCOME SHARON ALLISON ▾

WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and the Recipe Analysis Workbook (RAW) and the Product Formulation

- My RAW Recipe List
- Create RAW
- FBG Calculator - My Shopping Lists**
- FBG Calculator - Create Shopping List**

In addition, users can compare yield information, create a favorite foods list, and access tools, such as

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



Food Buying Guide for Child Nutrition Programs

U.S. DEPARTMENT OF AGRICULTURE

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FBG Calculator - Create Shopping List

▸ Instructions

Asterisks (*) denote required information.

Shopping List Name *

Date

(mm/dd/yyyy)

Meats/Meat Alternates

Vegetables

Fruit

Grains

Milk

Other Foods

Shopping List

Item keywords:

Search

Clear Search

Display Favorites

Enter one or more keywords to perform search

Food Item Description

Purchase Unit

Number of Purchase Units
on Hand



Number of
Servings

Exact
Quantity

Buy
Purchase
Units

Action

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.

Save

Back to List

[HOME](#)[MEAL COMPONENTS](#)[FOOD ITEMS](#)[TOOLS](#)[APPENDIXES](#)[HELP](#)[WELCOME SHARON ALLISON](#)

FBG Calculator - Create Shopping List

[▶ Instructions](#)

Asterisks (*) denote required information.

Shopping List Name *

Date



(mm/dd/yyyy)

Meats/Meat Alternates

Vegetables

Fruit

Grains

Milk

Other Foods

Shopping List

Item keywords:

Broccoli

Search

Clear Search

Display Favorites

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

Food Item Description	Purchase Unit	Number of Purchase Units on Hand	Number of Servings	Exact Quantity	Buy Purchase Units	Action
-----------------------	---------------	----------------------------------	--------------------	----------------	--------------------	--------

FBG Calculator - Create Shopping List

▸ Instructions

Asterisks (*) denote required information.

Shopping List Name *

Date

 (mm/dd/yyyy)

Meats/Meat Alternates

Vegetables

Fruit

Grains

Milk

Other Foods

Shopping List

Item keywords:

Broccoli

Search

Clear Search

Display Favorites

Add	Broccoli, fresh, <i>Untrimmed</i>	Pound	10.2	1/4 cup cut, cooked, drained vegetable
Add	Broccoli, fresh, <i>Florets</i>	Pound	11.5	1/4 cup trimmed cooked vegetable
Add	Broccoli, fresh, <i>Florets, Trimmed, Ready-to-use</i>	Pound	28.8	1/4 cup cut raw vegetable
Add	Broccoli, fresh, <i>Spears, Trimmed, Ready-to-use</i>	Pound	17.1	1/4 cup raw vegetable spears

	Food Item Description	Purchase Unit	Number of Purchase Units on Hand 	Number of Servings	Exact Quantity	Buy Purchase Units	Action
X	Broccoli, fresh, <i>Florets, Trimmed, Ready-to-use</i> , cut raw vegetable	Pound	0.00	0	0.0000	0.00	Add Serving Size

FBG Calculator - Create Shopping List

▸ Instructions

Asterisks (*) denote required information.

Shopping List Name *

Date



(mm/dd/yyyy)

Meats/Meat Alternates

Vegetables

Fruit

Grains

Milk

Other Foods

Shopping List

Item keywords:

Broccoli

Search

Clear Search

Display Favorites

<input type="button" value="Add"/>	Broccoli, fresh, <i>Untrimmed</i>	Pound	10.2	1/4 cup cut, cooked, drained vegetable
<input type="button" value="Add"/>	Broccoli, fresh, <i>Florets</i>	Pound	11.5	1/4 cup trimmed cooked vegetable
<input type="button" value="Add"/>	Broccoli, fresh, <i>Florets, Trimmed, Ready-to-use</i>	Pound	28.8	1/4 cup cut raw vegetable
<input type="button" value="Add"/>	Broccoli, fresh, <i>Spears, Trimmed, Ready-to-use</i>	Pound	17.1	1/4 cup raw vegetable spears

Food Item Description		Purchase Unit	Number of Purchase Units on Hand	Number of Servings	Exact Quantity	Buy Purchase Units	Action
<input type="button" value="X"/>	Broccoli, fresh, <i>Florets, Trimmed, Ready-to-use</i> , cut raw vegetable	Pound	<input type="text" value="2.0"/>	<input type="text" value="300"/>	<u>20.8334</u>	<input type="text" value="19.00"/>	<input type="button" value="Add Serving Size"/>
#	Serving Size	Number of Servings			Action		
1	<input type="text" value="1/2 cup"/>	<input type="text" value="300"/>			<input type="button" value="Remove Serving Size"/>		



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:

Category:

Food Ingredients Selected for Recipe

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Action
-----------------------	---------------	--------------------------------	------------------------------------	--------

Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Add to RAW
----------------	------------------------	-----------------------	---------------	--------------------------------	------------------------------------	------------

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

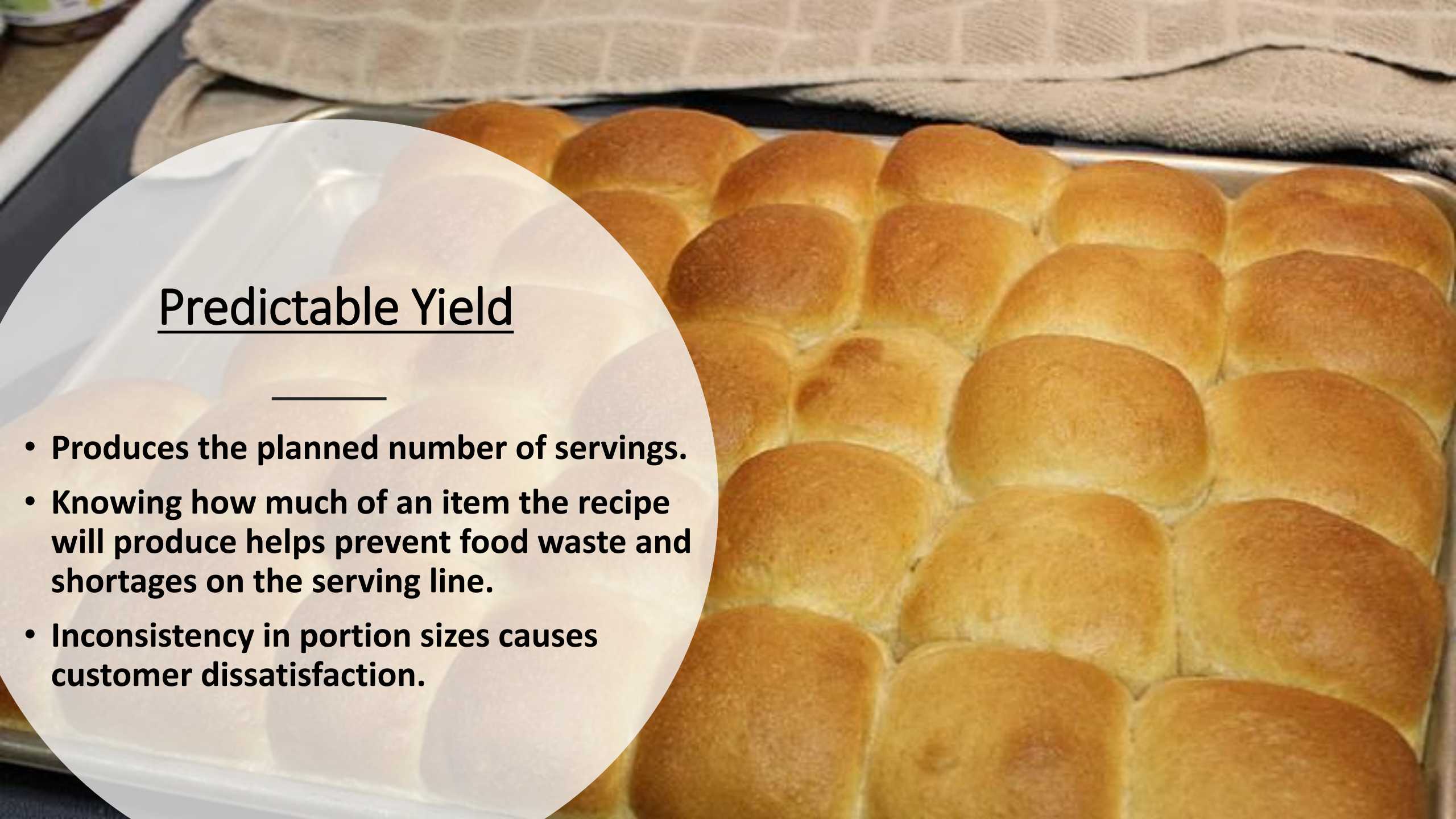
Standardized recipes help ensure that the best possible food items are produced every time.



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.

A photograph showing a metal tray filled with numerous golden-brown dinner rolls. The rolls are arranged in neat rows. To the left of the tray is a white styrofoam container, partially visible. The background is a light-colored, textured surface, possibly a tablecloth or towel.

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**





➤ **Ensures that nutritional values per serving are valid and consistent.**

Consistent Nutrient Content

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.



Efficient Purchasing Procedures & Inventory Control

- 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.**

Employee Confidence



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.**

Spaghetti and Meat Sauce

17 1/2
68
36
72
SD#
SCHS

Meat-Vegetable-Bread Alternate

Main Dishes D-35\$



Avoid Using
Unclear
Recipes Like
This:

Ingredients	50 Servings		100 Servings		For 400 Servings	Directions
	Weight	Measure	Weight	Measure		
Raw ground beef (no more than 24% fat)	8 lb 10 oz		17 lb 4 oz			1. Brown ground beef. Drain. Add onions and garlic powder. Cook for 5 minutes.
Dehydrated onions	6 oz	1 1/4 cup	12 oz	3 1/2 cups		
OR		OR	OR	OR		
*Fresh onions, chopped	3 lb	2 qt	6 lb	1 gal		
Garlic powder		1 Tbsp 1 1/2 tsp		3 Tbsp		2. Add pepper, canned tomatoes, tomato paste, water, and seasonings. Simmer about 1 hour.
Black pepper		1 1/2 tsp		1 Tbsp		
Canned tomatoes, with liquid, chopped	4 lb 4 oz	3/4 No. 10 can	8 lb 8 oz	1 1/2 No. 10 cans		
Tomato paste	1 lb 12 oz	1/4 No. 10 can	3 lb 8 oz	1/2 No. 10 can		
Water		1 1/2 qt		3 qt		
†Seasonings						
Flaked basil		3 Tbsp 2 tsp		1/4 cup 3 Tbsp		
Flaked oregano		3 Tbsp 2 tsp		1/4 cup 3 Tbsp		
Flaked marjoram		2 Tbsp 2 tsp		1/4 cup 1 Tbsp		
Flaked thyme		1 1/2 tsp		1 Tbsp		
Water		3 gal		6 gal		3. Heat water to rolling boil. Add salt.
Salt		1 Tbsp		2 Tbsp		
Spaghetti, broken into thirds	3 lb 1 oz		6 lb 2 oz			4. Slowly add spaghetti. Stir constantly, until water boils again. Cook 10-12 minutes or until tender; stir occasionally. DO NOT OVERCOOK. Drain well.
Scalpa			1 #10 can			
Pollo			3 #			
Celery			2 #			
Spaghetti Sauce			2 #10 cans			5. Str into meat sauce.
						6. Pour into serving pans.
						7. Portion 1/4 cup per serving.

SERVING: 3/4 cup provides 2 ounces of cooked lean meat, 3/8 cup of vegetable, and 1 serving of bread alternate.

YIELD: 50 servings: about 2 3/4 gallons
100 servings: about 5 gallons

*See marketing guide on back.

†Italian Seasoning Mix (see G-1, Sauces, Gravies, and Seasoning Mixes) may be used to replace these ingredients. For 50 servings, use 1/2 cup 2 Tbsp Italian Seasoning Mix. For 100 servings, use 1 1/4 cups Italian Seasoning Mix.

Just a little bit of meat

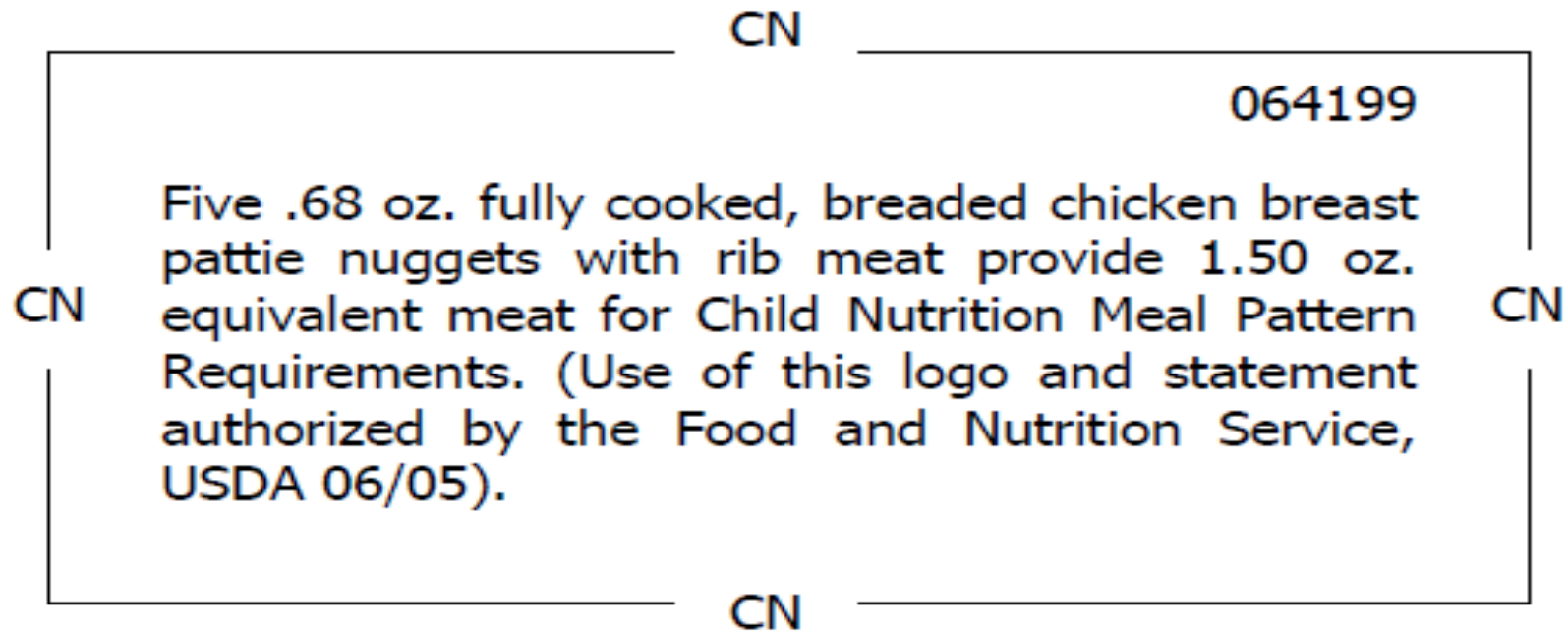
17 1/2
36
72
12
20

Resources for Recipes:

- **Institute of Child Nutrition:** www.theicn.org
- **Team Nutrition:** www.fns.usda.gov/tn/team-nutrition
- **American Egg Board:**
- **Dayle Hayes, MS, RD:** <https://schoolmealsthatrock.org/>
- **Other Districts**



CN Labels





Food Buying Guide for Child Nutrition Programs

U.S. DEPARTMENT OF AGRICULTURE

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APPENDIX C

The USDA Child Nutrition (CN) Labeling Program

▶ Common Questions

▶ Helpful Resources

▶ Food Items for Further Processing

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

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.**





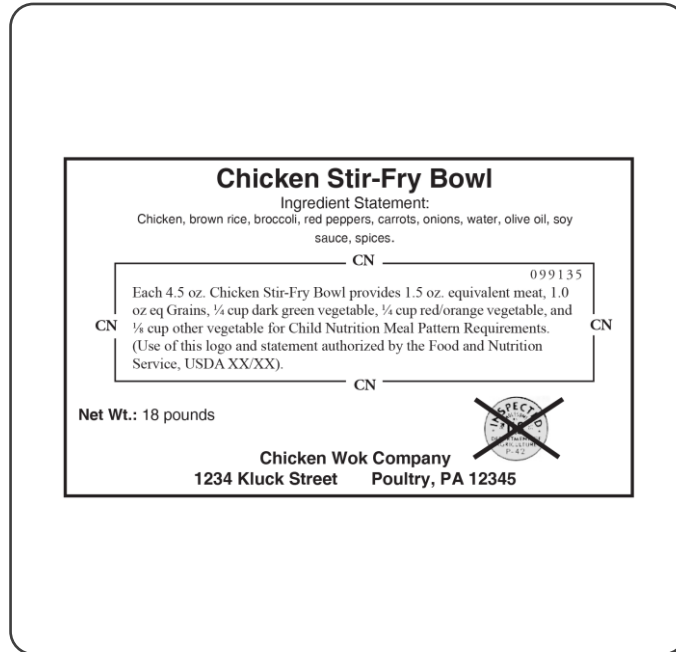
**The CN Label Tells Us What
We Cannot Determine for
Ourselves**

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

**Ingredients cannot be separated
to weight and measure.**

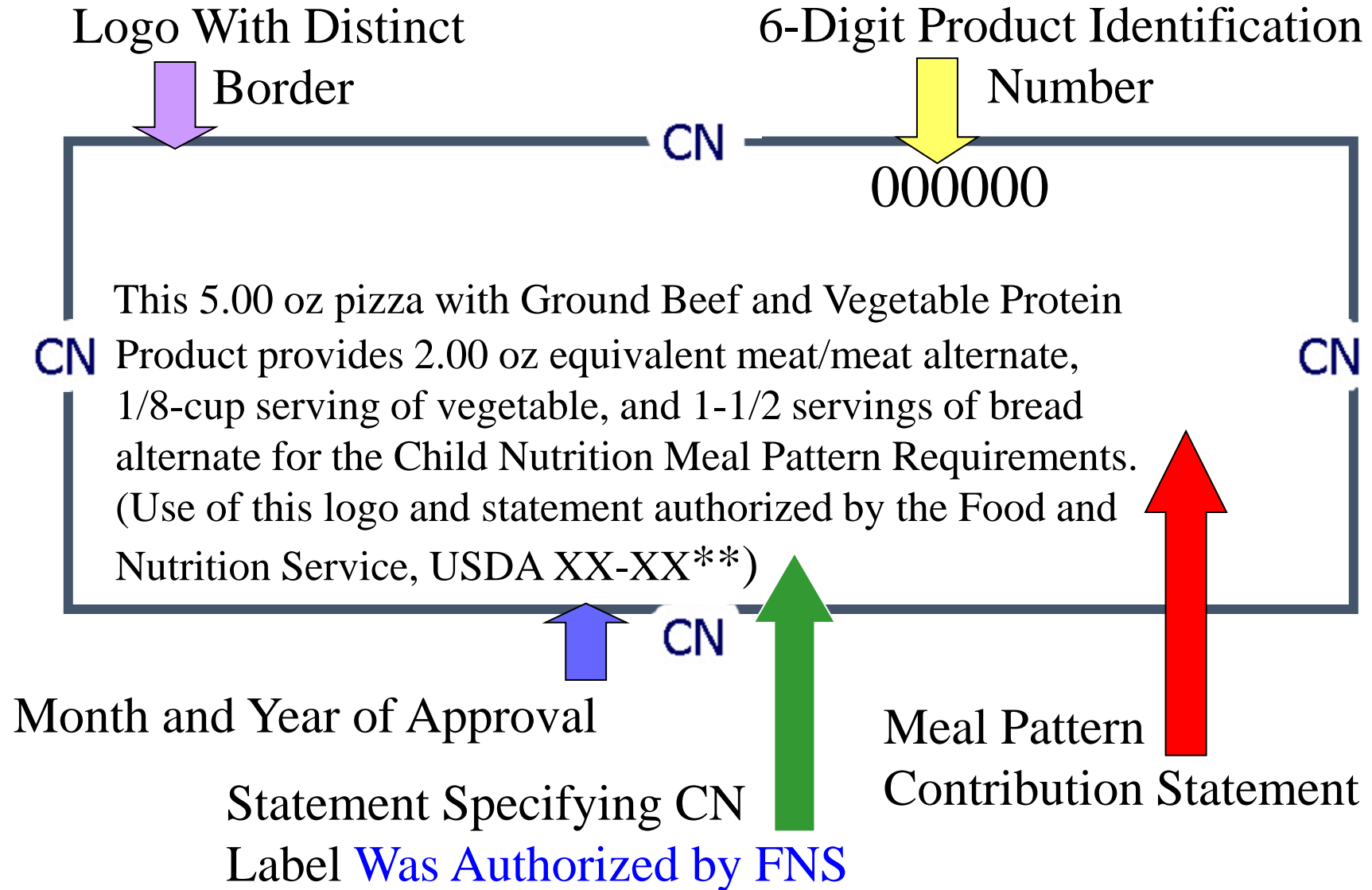
The CN Label product will always contain the following information:

- **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


An Authentic CN Label Contains



CN Label-Pizza




CONTAINS 72-4.84 OUNCE PORTIONS




THE MAX
FROM THE HEART OF THE OVEN[®]

Stuffed Crust Pizza
WITH CHEESE/CHEESE SUBSTITUTE



084327
One 4.84 oz. The MAX Stuffed Crust Pizza with Cheese/Cheese Substitute provides 2.00 oz. equivalent meat alternate, 2.00 oz. equivalent grains and 1/8 cup red/orange vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 07/12)

INSPECTED BY THE U.S. DEPT. OF AGRICULTURE IN ACCORDANCE WITH FNS REQUIREMENTS



10034516

KEEP FROZEN; COOK THOROUGHLY.

INGREDIENTS: Water, Mozzarella Cheese (Pasteurized Part-Skim Milk, Cheese Culture, Salt, Enzymes), Whole Wheat Flour, Enriched Wheat Flour (Bleached Wheat Flour, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Oil (Soybean Oil, Partially Hydrogenated Soybean Oil, Citric Acid), Tomato Paste (Not less than 3% HTSS), Cassin, Milk Protein Concentrate, Contains 2% or less of: Soybean Oil, Modified Corn Starch, Pizza Seasoning (Salt, Sugar, Spices, Dehydrated Onion, Gear and Xanthan Gum, Garlic Powder, Potassium Sorbate, Citric Acid), Dextrose, Baking Powder (Sodium Bicarbonate, Sodium Aluminum Sulfate, Cornstarch, Monocalcium Phosphate, Calcium Sulfate), Salt, Modified Potato Starch, Sodium Aluminum Phosphate, Dough Conditioner (Wheat Flour, Salt, Soy Oil, L-Cysteine, Ascorbic Acid, Enzymes) and/or Wheat Gluten, Disodium Phosphate, Mozzarella Cheese Type Flavor (Cheese Milk Culture, Rennet, Salt), Milk Solids, Disodium Phosphate, Lactic Acid, Sorbic Acid (Preservative), Soy Flour, Nutrient Blend (Magnesium Oxide, Zinc Oxide, Calcium Pantothenate, Riboflavin And Vitamin B-12), Vitamin A Palmitate.

CONTAINS: MILK, WHEAT AND SOY

NET WT 21 LBS 12.48 OZ (9.87kg)

ConAgra Foods
Food you love.
ConAgra Foods, Inc.
P.O. Box 3768 Dept. F5
Omaha, NE 68109-0768
U.S. Patent Nos. 7,419,694; 7,425,344; 8,017,172

CN Label:

Pizza Product

CN

093241

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).

CN

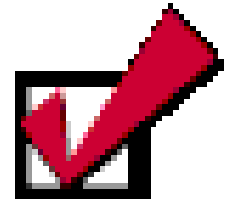
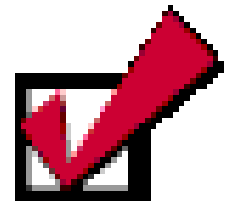
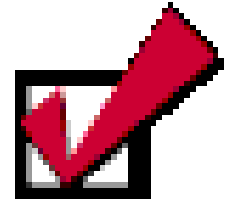
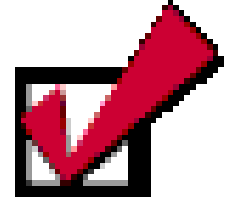


Questions and Answers

Yes

No

- Are manufacturers required to CN label products?
- Are schools required to buy CN labeled products?
- Are CN labeled products more nutritious?
- Are CN labeled products higher quality?





Menu Planner
for
School Meals
School Year
2018-2019

Menu Planner

<https://www.fns.usda.gov/tn/menu-planner>

Chapter 1



CH.1

Child Nutrition
and School Meals

- **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.**



CH.4

Meal Preparation
Documentation

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



Menu Modifications for
Dietary Restrictions

- ❖ **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



Marketing School
Meals for Success!

- **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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