Lunch Menu Planner

School / Site Name: **Menu Week:**

Component	Weekly Requirement (daily)	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
Milk							
At least two choices must be offered daily (1% or skim).	**All grades:** **7 cups (1 cup)**						
Meat / Meat Alternate							
- Daily & Weekly minimum must be met.	**K-5: 8oz (1)** **6-8: 9oz (1)** **K-8: 9oz (1)** **9-12: 10oz (1)**						
Grain							
- Daily and Weekly minimum must be met. *- Grain-based Desserts → no more than 2oz eq per week.*	**K-5: 8oz (1)** **6-8: 9oz (1)** **K-8: 8oz (1)** **9-12: 10oz (1)**						
Whole Grain-Rich (WGR) Evaluation							
*80% of the grains must be WGR for the **week***	**WGR**						
	Total Grains (enriched & WGR)						
						WGR percentage →	
Vegetable - *Daily & Weekly minimum must be met.*	**K-8: 3 ¾ cups (3/4 cup)** **9-12: 5 cups (1 cup)**						
Dark Green	**All grades: ½ cup** ***(1 cup leafy greens = ½ cup)***						
Red / Orange	**K-8: 3/4 cup** **9-12: 1 ¼ cup**						
Beans/Peas/Lentils	**All grades: ½ cup**						
Starchy	**All grades: ½ cup**						
Other	**K-8: 2 ½ cup** **9-12: 3 ½ cup**						
Fruit - *Daily & Weekly minimum must be met.*							
	K-8: 2 ½ cups (1/2 cup) **9-12: 5 cups (1 cup)**						

Column Breakdown Explanation:

Component Column	These are the required components that must be offered daily (milk, meat/meat alternate, grain, vegetable and fruit).
Weekly & Daily Column	These are the minimum weekly and daily requirements. ***Note***: the daily requirements are in parentheses ( ).
Monday – Friday Columns	This is each day's respective menu along with the daily crediting amount to determine if you meet the daily requirements.
Weekly Columns	This is the grand total crediting amounts for each component to determine if you met the weekly requirements.

How to complete the menu worksheet:

1. Start with Monday and record all food items by component offered to the students – along with the crediting amount (i.e., oz eq or cups).
    a. M/MA and Grain must be in ounce equivalents (oz eq).
    b. Milk, vegetables, and fruit must be in volume amounts (1/8 cup, 1/4 cup, 1/2 cup, 3/4 cup, 1 cup, etc)

2. Milk:
    a. List all milk options offered on the worksheet along with the crediting amount. *Example* → 1% white/chocolate (1 cup)
    b. Add up the crediting amount for each day to determine the grand total weekly amount.

3. Meat/Meat Alternate (M/MA):
    a. Record the M/MA option(s) along with the crediting amount (i.e., ounce equivalents*)* for each day. *Example* → Beef Patty (2 oz eq)
    b. If offering more than 1 entrée choice, circle the entrée choice that provides the <u>least</u> crediting amount. If they are equal, <u>circle only one.</u>
        i. Add up the circles for each day to determine the grand total weekly amount.

4. Grain:
    a. Record the Grain option(s) along with the crediting amount (i.e. ounce equivalents) for each day.
        i. Recommend notating the whole grain-rich items for the WGR evaluation. Example → WGR Bun (2 oz eq).
    b. If offering more than 1 entrée choice, circle the entrée choice that provides the <u>least</u> crediting amount. If they are equal, <u>circle only one.</u>
        i. Add up the circles for each day to determine the grand total weekly amount.

5. Whole Grain-Rich (WGR) evaluation:
    a. All grains must be counted (i.e., breading on chicken patty).
    b. Add up the WGR crediting amount (i.e., ounce equivalent) offered for each day.
    c. Add up the total of all grains crediting amount (i.e., ounce equivalent) offered for each day. This includes WGR and enriched.
    d. Then add up the WGR and total grains by day to determine the grand total weekly amount.
    e. Divide the WGR by the total grains to determine the weekly percentage x 100. *Example* → 49 WGR / 57 grains = 0.8596 x 100 = 85.96%

6. Vegetable Subgroups:
    a. Record the vegetables offered by categorizing them by their subgroup along with the crediting amount for each day.
        i. ***<u>NOTE</u>*** - If offering more than 1 entrée choice, you cannot credit the vegetable in the entrée because all students would not have access to the specific subgroup. All students should have equal access to the vegetable subgroup regardless of the entrée selected.
    b. Add up the vegetable subgroups to determine the grand total weekly amount.

7. Fruit:
    a. Record the fruit offered along with the crediting amount. *Example* → peaches (1/2 cup)
    b. Add up the crediting amount for each day to determine the grand total weekly amount.

8. After you record the food items offered daily, evaluate that you are meeting the daily requirements before you proceed to the next day. If the minimum daily requirements are not met, re-evaluate the menu and make changes were needed.

9. Lastly, make sure weekly requirements meet the minimum requirements. If not, re-evaluate the menu and make changes where needed.