



**Illinois  
State Board of  
Education**

**Recipe**   
for **Success**

SNP BACK TO SCHOOL CONFERENCE

# **Tools for Successful Menu Recordkeeping**

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# Agenda

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- Menus
- Production Record (PR)
- Child Nutrition (CN) Label
- Product Formulation Statement (PFS)
- Nutrition Label
- Standardized Recipe
- Modified Meal Form



# Quick Trivia

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- How long must you keep menu recordkeeping documents?

Recipes

PRODUCTION RECORDS

PFS

CN Labels

Nutrition Facts

Menus

Modified Meal Forms



# Menus

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The meal pattern requirements are the foundation for the menu.

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Decide how many choices daily.

---

Select entrees, then add other components.

---

Consider cycle menus.

---

Post menu on serving line.

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# Production Records

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Production Records (PR)  
drive your program!

- Before the meal service
- During the meal service
- After the meal service

List specific foods,  
condiments and milk  
types.

- Planned
- Prepared
- Served

May have multiple  
pages each day.

- Fruit/veggie bar
- Deli line
- Prepared hot foods

By meal service.

- Breakfast
- Lunch
- Snack



# Production Record

Site: \_\_\_\_\_

Meal Date: \_\_\_\_\_

Total # of Projected Reimbursable Meals: \_\_\_\_\_

\*It is recommended that a separate production record be completed for each meal service line, as it is a requirement that EACH service line must meet the meal pattern requirements.

Menu:

Vegetable Sub-groups:  
 G=Green  
 RO=Red/orange  
 BP=Beans/Peas  
 S= Starchy  
 O= Other

	Food Item	Recipe	Grade group	Portion size	Student projected servings	Total projected servings	Amt food used (wt or quantity)	Actual student servings	Actual a la carte servings	Actual adult servings	leftovers
Meat/Meat Alternate:											
Grain:											
Fruit:											
Vegetable:											
Milk:											
Condiments:											

# Sample Format Production Record



Site \_\_\_\_\_  
Meal Date \_\_\_\_\_

Total Projected Reimbursable Lunches \_\_\_\_\_

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			

**NOTE:** All foods, including condiments and milk, must be included daily.  
 \*Portion size: must be same as planned. Use separate line if adjusted for age.  
 \*\*Amount of food used based on USDA Food Buying Guide or USDA recipe.

<https://www.isbe.net/Documents/Sample-Prod-Record.pdf>

# Preproduction Information

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May  
complete  
in  
advance.

---

Menu/food items – all choices must be listed. This includes entrees, grains, vegetables, fruits, condiments, and milk.

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Recipe name/# - *i.e. USDA Beef Taco Pie or Kansas B-131 Breakfast Pita*

or

---

Brand/product # - *i.e. Tyson 54365 or Jennie-O 38671*

---

Planned/projected number of portions and serving sizes for each grade group and adults

---

Total amount of food prepared (for example, number of servings, pounds, cans, etc.)

# Serving Sizes

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- Serving sizes must be listed as they appear on the meal pattern charts.
  - Fruits and vegetables listed in volume (cups)
  - Meat/meat alternate listed in weight (oz)
  - Grain listed in weight (grams, oz)

# Serving Size Exceptions

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- If the food is packaged or comes in portions, then the serving size should match the manufacturer's CN label or PFS crediting information.

Food Item	Example
Cheese Stick	1 ea
Juice Cup	1 ea
Tortilla Chips	11 chips
Chicken Strips	2 strips
Popcorn Chicken	12 pcs
Cherry Tomatoes	8 ea
Hamburger/Bun	1 sandwich
Bread	2 slices



# Day of Service Information

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Complete  
During  
Meal  
Production  
and  
Service

---

Total amount of food prepared (for example, number of servings, pounds, cans, etc.)

---

Number of reimbursable meals served (indicate this information for each grade group)

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Actual number of non-reimbursable meals served (adults or a la carte sales)

---

Leftovers and substitutions

# Sample Production Record

## REQUIRED AFTER SERVICE Production Record

Site: Apple Elementary School  
Meal Date: August 28<sup>th</sup>, 2019

MENU: Chicken Nuggets (2m/1wg)  
Steamed Broccoli (1/2 c V)  
Fresh Baby Carrots (1/2 c V)  
Mixed Fruit (1/2 c F)  
1% White/Fat Free Chocolate Milk

Total Projected Reimbursable Lunches \_\_\_\_\_ 175 \_\_\_\_\_

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Chicken Nuggets, breaded and baked	Tyson 5325	K-8	5 each	175	180	8 Bags	168	2	5	5
Steamed Broccoli, Frozen	R-175	K-8	½ Cup	75	80	12# (4 Bags)	70	0	3	7
Baby Carrots, Fresh	R-100	K-8	½ Cup	150	155	25# (5 Bags)	135	0	5	15
Mixed Fruit, in pear juice	R-210	K-8	½ Cup	140	145	6 #10 Cans	131	1	4	9
1% White Milk	R-001	K-8	Carton	36	50	50 cartons	32	10	2	6
Fat Free Chocolate Milk	R-002	K-8	Carton	112	150	150 cartons	112	25	1	12
BBQ Sauce Packets	Heinz	K-8	12 gr	100	100	100 Packets	65	0	0	35
Ketchup Packets	Heinz	K-8	9gr	100	100	100 Packets	60	0	0	40
Ranch Packets	Hidden Valley	K-8	12 gr	100	100	100 Packets	90	0	0	10



# Food Buying Guide (FBG)

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- Provides yield data for over 2,100 food items.
- Use to determine the right amount of food to buy or prepare to ensure the food item is contributing towards the meal pattern requirements as planned.

# FBG Training Resources

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Webinar

Demonstrations

<https://www.fns.usda.gov/tn/food-buying-guide-training-resources>

User Manual

<https://foodbuyingguide.fns.usda.gov/Home/Home>



# FBG



# PR

## Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution
Vegetables	Dark Green Vegetables BROCCOLI	Broccoli, frozen <i>Florets, Trimmed Includes USDA Foods, No salt added</i>	Pound	14.00	1/4 cup cooked vegetable

### Broccoli, frozen (florets, Trimmed)

Every 1 pound purchased is equivalent to 14 servings at ¼ cup cooked vegetable.

16 ounces (1 pound) divided into 14 servings equals 1.143 oz for each ¼ cup serving.

If you are offering ½ cup servings, then 1 pound will yield 7 servings. Each serving will weigh 2.286 oz.



# Broccoli, Frozen

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If you need 80 -  $\frac{1}{2}$  cup servings, how many total pounds of frozen broccoli do you need?

1. 1 pound yields 7-  $\frac{1}{2}$  cup servings

$$80/7 = 11.43 \text{ pounds}$$

2.  $\frac{1}{2}$  cup serving is equivalent to 2.286 oz.

$$80 \times 2.286 \text{ oz} = 182.88 \text{ oz}$$

$$182.88/16\text{oz} = 11.43 \text{ pounds}$$



# FBG → PR

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## Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution
Vegetables	Red/Orange Vegetables CARROTS	Carrots, fresh <i>Baby, Ready-to-use</i>	Pound	12.90	1/4 cup raw vegetable

### Carrots, fresh (Baby, Ready-to-Use)

Every 1 pound purchased is equivalent to 12.90 servings at ¼ cup raw vegetable.

16 ounces (1 pound) divided into 12.90 servings equals 1.241 oz for each ¼ cup serving.

If you are serving ½ cup servings, then each serving will weigh 2.482 oz.

# Baby Carrots, Fresh

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If you need 155 -  $\frac{1}{2}$  cup servings, how many total pounds of baby carrots do you need?

Each  $\frac{1}{2}$  cup serving weighs 2.482 oz.

$$155 \times 2.482 \text{ oz} = 384.71 \text{ ounces}$$

$$384.71/16\text{oz} = 24.04 \text{ pounds}$$



# FBG PR

## Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution
Fruits	Fruit and Fruit Juice FRUIT, MIXED	Fruit, Mixed, canned <i>Fruit Cocktail (peaches, pears, pineapple, grapes, cherries)</i>	No. 10 Can (108 oz)	46.90	1/4 cup fruit and liquid

### Fruit Mixed, Canned (Fruit Cocktail)

Every #10 can is equivalent to 46.9 Servings of ¼ cup fruit and liquid.

When offering ½ cup portions of fruit mix, divide the above servings in half (due to doubling the portion from ¼ cup to ½ cup).

One #10 can yields 23.4 - ½ cup servings of Fruit Mix (undrained).

# Fruit Mixed, Canned

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- One #10 can yields 23.4 -  $\frac{1}{2}$  cup servings of Fruit Mix (undrained).
- How many cans do you need to open/use for 155 projected  $\frac{1}{2}$  cup servings?

$$155/23.4=6.6 \text{ cans or } 7$$

# Milk and Condiments

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- Milk
  - Specify milk types on your production record
  - Count before and after service
  
- Condiments
  - Record ALL condiments you offer each day
  - Count condiments before and after service

# Basics-at-a-Glance

Scoops, ladles and portion servers are volume measuring utensils.

#6 scoop = 2/3 cup, but does not weigh anything

4 ounce ladle or serving spoon is 1/2 cup.

They are not scales!

## Scoops (Dishers)

Size/No.	Level Measure	Color Code*
5	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
15	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	3-3/4 tsp	
100	2 tsp	

\*Use a level or right side of spoon type that can be used for both sides. Number on the scoop indicates how many scoops will make one quart. For example, eight scoops = 1 quart.



\*Use caution with replacing the entire scoop color coding process.

## Ladles Portion Servers

Ladle	Approx. Measure	Portion Server
8 oz		8 oz
5 oz	1/3 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cups	—

Ladles and portion servers (measuring/serving spoons) are usually classed as "1" or "2" sizes for more accuracy since they measure volume, not weight. Use ladles for serving soups, chow, or warm dressings, sauces, gravies, and other liquid amounts. Use portion servers, cups or containers for portioning meats and some soups, such as fruits and vegetables, and dressings.

## Cooking or Serving Spoons



Spoons vary in length (11", 12", 13", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-checked/level measures.

## Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (sided or serrated) spoons have a flat edge that increases the area when the spoon touches the bottom of the pan while stirring.

# Food Crediting Documentation

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From USDA: Processed Product Tip Sheet

*“Child Nutrition (CN) Labels, product formulation statements, and product labels provide a way for food manufacturers to communicate with school program operators about how their products may contribute to the meal pattern requirements for meals served under the Department of Agriculture’s (USDA) Child Nutrition programs.”*



# In other words...

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- Crediting documentation is needed for:
  - Meat/meat alternates (CN label or PFS)
  - Grains (Nutrition Facts & ingredient list or CN label or PFS)
  - Purchased combination foods (CN label or PFS)



# The Gold Standard CN Labels



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- Voluntary program
- Manufacturer provides product
- USDA analyzes product
- USDA generates CN Label for product
- Generally not found at retail outlets
- Most of the big vendors carry CN labeled products
  - Speak to your vendor about these products

# CN Labels

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*“The CN Label provides a warranty against audit claims when the product is used according to the manufacturer’s direction.*

- *Program operators may submit an **original CN Label** or a **photocopy or photograph of the original CN Label** during an AR as acceptable and valid documentation.*
- *If using a photocopy or photograph of the CN Label, follow this criteria:*

# CN Labels

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A photocopy or photograph of a CN label is only allowed when the copy or picture clearly shows the CN label attached to the original product carton/box/package.

*Pictures and copies must be clear and legible.*



# Flamebroiled Beef Patties Caramel Color Added

CN 1-155-525-20



INGREDIENTS: Ground Beef (Not More Than 20% Fat), Water, Textured Vegetable Protein Product (Soy Protein Concentrate, Caramel Color, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate (B1), Pyridoxine Hydrochloride (B6), Riboflavin, Cyanocobalamin (B12) Salt, Sodium Phosphate, Caramel Color.

CONTAINS: Soy

Heat product to an internal temperature of 165° F as measured with the use of a meat thermometer. If detailed preparation instructions are needed, please visit our website, www.advancepiere.com.



— CN —  
One 2.5 oz. Fully Cooked Flamebroiled Beef Pattie Provides 2.00 oz. Equivalent Meat/Meat Alternate  
For Child Nutrition Meal Pattern Requirements. (Use Of This Logo And Statement Authorized By The  
Food And Nutrition Service, USDA (03-15))  
— CN —

CONTAINS COMMODITIES DONATED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE.  
THIS PRODUCT SHALL BE SOLD ONLY TO ELIGIBLE RECIPIENT AGENCIES.

**Fully Cooked  
Keep Frozen**

Net Wt. 31.25 Lbs.



RTE1-15562520RS 110815

00880760017254



One 2.5 oz Fully Cooked Flamebroiled Beef Pattie Provides 2.00 oz Equivalent Meat/Meat Alternate For Child Nutrition Meal Pattern Requirements.





WORLDWIDE STORES



LD0200

8832

# UNCOOKED, ICE GLAZED CHICKEN DRUMSTICKS-CN

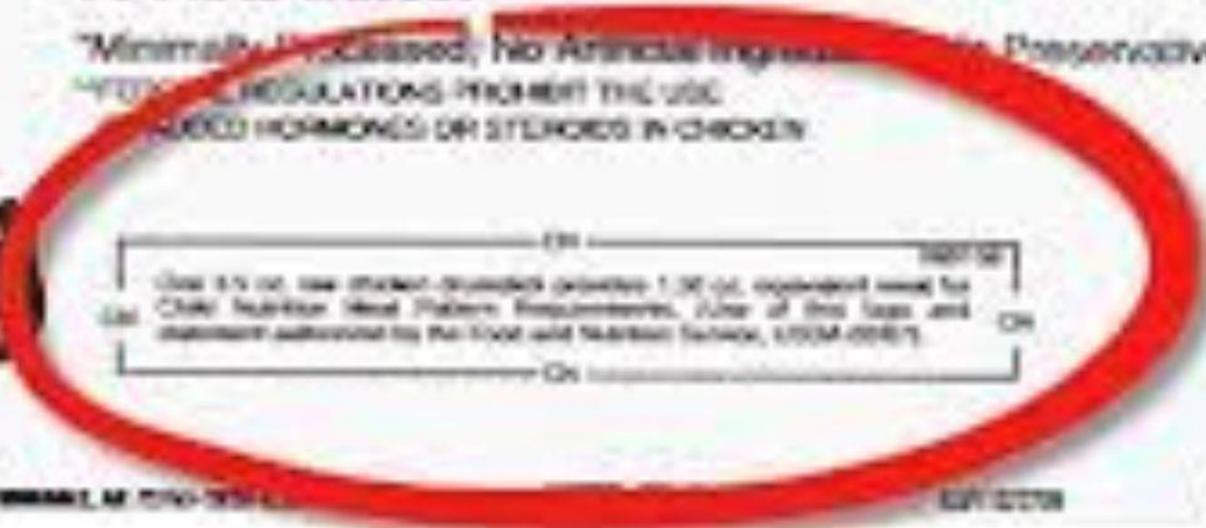
## IQF INDIVIDUALLY QUICK FROZEN 96 PIECE TARGET

\*Minimally Processed; No Artificial Ingredients, No Preservatives  
FEDERAL REGULATIONS PROHIBIT THE USE  
OF GROWTH PROMOTING HORMONES OR STEROIDS IN CHICKEN

**Safe Handling Instructions**

To ensure your food is safe, please follow these instructions:

- Keep frozen until ready to use.
- Do not thaw in water.
- Do not refreeze.
- Use by the date on the label.
- For more information, visit [www.usda.gov](http://www.usda.gov).



Use by date: 12/15/14

Use 2/3 of the frozen product (64 pieces) for 1/3 of the recommended amount for  
 Child Nutrition Meal Pattern Requirements. Use of this logo and  
 statement authorized by the Food and Nutrition Service, USDA (2014)

NET WT. 21.60



# CN Labels

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- Organize by product type or manufacturer.
  - Binder/Folder/Hanging File Box
- When using a new product or temporary substitution—keep those CN labels as well.

# School Equivalents

Serving Size 1EA(4.83Z,137G)

Meat/Meat Alternatives 2.000

Fruit/Vegetables 1/8C

Grain/Bread 2.25

Milk

Child Nutrition\* USDA

\*Key: USDA=Item has USDA CN label

BG=Item is in the USDA Buyers Guide for Child Nutrition Program

PFS=Manufacturer has provided a Product Formulation Statement



# Product Formulation Statement (PFS)

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- Another method for manufacturers to demonstrate how their product contributes to meal pattern requirements.
- Used by manufacturers who choose not to use the CN label process.
- PFS is a document signed by representative from the manufacturer.

USDA does NOT approve the details on a PFS.



## USDA Child Nutrition Programs: TIPS for Evaluating a Manufacturer's Product Formulation Statement

A manufacturer's product formulation statement (PFS) is a signed certified document that provides a way for a manufacturer to demonstrate how a product may contribute to the meal pattern requirements of the United States Department of Agriculture's (USDA), Child Nutrition (CN) programs. A PFS is typically provided for processed products that do not have a CN Label. A CN Labeled product provides an assurance that the food provides the stated contributions toward CN meal pattern requirements. Program operators may request a signed manufacturer's PFS when purchasing a processed product without a CN Label. USDA does not approve a manufacturer's PFS. Program operators are ultimately responsible for ensuring menu items meet meal pattern requirements; therefore, program operators should review and verify the crediting statement on a manufacturer's PFS before purchasing the product.

### Checklist for Evaluating a Manufacturer's PFS

*(If "N" is checked for any question below, contact the manufacturer to request the information)*

- Y  N Is the PFS on signed company letterhead? The signature on the PFS can be handwritten, stamped, or electronic.
- Y  N Does the PFS include product name, product code number, and serving/portion size?
- Y  N Do the creditable ingredients\* listed on the PFS match or have a similar description as the ingredients listed on the product label? For example, if the PFS lists "ground beef (not more than 20% fat)," the product label should also list "ground beef (not more than 20% fat)."
- Y  N Do the creditable ingredients\* listed on the PFS match or have a similar description to a food item listed in the *Food Buying Guide (FBG) for Child Nutrition Programs* (<http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>)?
- Y  N If the product is a meat/meat alternate, does it contain an Alternate Protein Product (APP), such as soy concentrate? If yes, does the manufacturer provide supporting documentation that meets USDA's APP requirements? Specific requirements for APP products and examples of supporting documentation are available at <http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>.

# Checklist for Evaluating a PFS

<https://fns-prod.azureedge.us/sites/default/files/resource-files/manufacturerPFStipsheet.pdf>

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**Illinois**  
State Board of  
Education



Hormel Foods Corporation  
1 Hormel Place  
Austin, MN 55912-3680

**Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products**

Product Name:	Jennie-O Fully Cooked Turkey Sausage Patties	Code No.:	613203
Manufacturer:	Hormel Foods Sales, LLC	Pack Size:	160 / 1.025 oz.

**I. Meat/Meat Alternate**

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount*
Turkey Boneless Fresh or Frozen w/ Skin in Natural Proportions	1.4682	X	70 %	1.0277
<b>A. Total Creditable Amount<sup>1</sup></b>				

\*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the Food Buying Guide yield.

**II. Alternate Protein Product (APP)**

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacturer's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein, As-Is	Divide by 18**	Creditable Amount APP**
		X		÷ by 18	
<b>B. Total Creditable Amount<sup>1</sup></b>					
<b>C. Total Creditable Amount (A + B rounded down to nearest ¼ oz)</b>					1.0000

\*Percent of Protein As-Is is provided on the attached APP documentation.

\*\*18 is the percent of protein when fully hydrated.

\*\*\*Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

<sup>1</sup>Total Creditable Amount must be rounded down to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do not round up. If you are crediting both M/MA and APP, you do not need to round down in box A until after you have added the creditable APP amount from box B.

Total weight (per portion) of product as purchased: 1.025 oz.

Total creditable amount of product (per portion): 1.0 oz.

(Reminder: Total creditable amount cannot count for more than the total weight of product)

I certify that the above information is true and correct and that a 1.025 ounce serving of the above product (ready for serving) contains 1.0 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.



Amy Gronli  
Signature  
Amy Gronli  
Printed Name

9/27/2022  
Date

Labeling and Nutrition Coordinator  
Title

800-328-1756 ext. 7118  
Phone Number

# Nutrition Facts Label and Ingredient List

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- Adequate information for crediting most grain items found on Nutrition Facts label and ingredient list.
- Use the serving weight noted on the Nutrition Facts label to determine the weight of the portion you are serving.

# Bread

<b>Nutrition Facts</b>		
22 servings per container		
<b>Serving size</b>	<b>1 slice (26g)</b>	
<b>Amount per serving</b>		
<b>Calories</b>	<b>60</b>	
<b>% Daily Value*</b>		
<b>Total Fat</b> 1g	1%	
Saturated Fat 0g	0%	
Trans Fat 0g		
Polyunsaturated Fat 0g		
Monounsaturated Fat 0g		
<b>Cholesterol</b> 0mg	0%	
<b>Sodium</b> 110mg	5%	
<b>Total Carbohydrate</b> 12g	4%	
Dietary Fiber 2g	7%	
Total Sugars 1g		
Includes 1g Added Sugars	2%	
<b>Protein</b> 3g		
Vitamin D 0mcg	0%	
Calcium 30mg	2%	
Iron 0.6mg	4%	
Potassium 60mg	0%	
* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.		
Calories per gram:		
Fat 9	• Carbohydrate 4	• Protein 4

**INGREDIENTS:** WHOLE WHEAT FLOUR, WATER, WHEAT GLUTEN, SUGAR, YEAST, VEGETABLE OIL (SOYBEAN), SALT, MOLASSES, MONOGLYCERIDES, CALCIUM PROPIONATE (PRESERVATIVE), DATEM, SOY LECITHIN, CITRIC ACID, POTASSIUM IODATE, GRAIN VINEGAR.

**CONTAINS WHEAT AND SOY.  
MAY CONTAIN TRACES OF MILK.**

**DISTRIBUTED BY: Walmart Inc.,  
Bentonville, AR 72716**

**CONTAINS A BIOENGINEERED FOOD  
INGREDIENT.**

R21-020-202351

1 slice weighs 26 grams

First ingredient is whole wheat flour.



# Bread

1 slice  
weighs  
26  
grams

Group B	Ounce Equivalent (oz eq) for Group B
Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) Sweet Crackers <sup>5</sup> (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25

1 slice credits for 0.75 oz grain equivalent



# Bread

1 slice  
weighs  
26  
grams.

2 slices  
weigh  
52  
grams

Group B	Ounce Equivalent (oz eq) for Group B
Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) Sweet Crackers <sup>5</sup> (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25  52 grams divided by 28 grams = 1.857 oz

2 slices credit for 1.75 oz grain equivalent



# Standardized Recipes

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- Standardized recipes are **required** for any menu item that contains 2 or more ingredients.
- Standardized recipes:
  - Ensure product quality;
  - Make menu planning more consistent;
  - Make cost control easy; and
  - Produce the same good product every time.

# Standardized Recipes

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- If a school is standardizing a recipe, or modifying an existing recipe, detailed records must be kept. The following information must be included on the form:
  - Yield: Include serving size and number of servings.
  - All ingredients: Include the form such as fresh, frozen, or canned; packing medium such as canned in juice or light syrup, frozen with added sugar, or plain; fat content such as 20 percent fat ground beef or ground pork, no more than 30 percent fat.
  - Correct measures, weights, and/or package size.
  - Preparation procedures.



# Leftovers

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- Schools should plan and prepare meals with the goal of serving one reimbursable lunch, and if applicable one reimbursable breakfast, per child per day.
- If a school has leftovers on a frequent basis, menu planning and production practices should be adjusted to reduce leftovers.

# Leftovers

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- Some options include:
  - Using leftovers in subsequent meal periods.
    - Must be approved by local health department.
  - Offering “Share Tables”
    - Check with local health department to ensure compliance food safety codes.
    - Unopened food and beverage items on share table are then available to other children at no cost who may want additional servings.
    - Food or beverage items left on the share table may be returned to the inventory. These items may then be served and claimed for reimbursement at another meal service.

# For a child with a disability (i.e. medical need)

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- Must have ISBE's Medical Authority Modified Meal Request Form on file OR a similar note from a recognized medical authority.
- Accommodating is required.
- Must be signed by licensed physician or other recognized medical authority.
- Statement must indicate dietary issue, food item to be omitted, and the required substitution.
- Meals are reimbursable (whether or not meal pattern is met).



# For a child without a disability (i.e. non-medical/personal preference)

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- Must have ISBE's Modified Meal Request Form from parent or guardian on file OR a similar note.
  - Must indicate food item to be omitted and requested substitution.
- Dietary accommodations due to religious beliefs, vegetarian/vegan, etc.
- Not required to accommodate request.
- If accommodating, meals must still meet the meal pattern, including milk.



# Allowable Milk Substitutes for Children without a Disability

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- Lactose-reduced or lactose-free milk at the appropriate fat content for each age group can be offered in place of regular milk.
- A written request is not required in this scenario.

# Allowable Milk Substitutes for Children without a Disability

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- Non-dairy substitutes must be nutritionally equivalent to cow's milk.
  - Meet or exceed standards in chart.

Nutrient	Per Cup
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B-12	1.1 mcg



# Recipe for Success

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SNP BACK TO SCHOOL CONFERENCE



# Recipe for Success

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SNP BACK TO SCHOOL CONFERENCE

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