School Meal Initiative Corrective Action Plan
(NuMenus)

Name of School Food Authority: _____

Agreement Number: _____

The goal(s) checked below are citations based on the results of the School Meals Initiative (SMI) Review recently conducted. The SMI Review includes a nutritional and menu analysis. For each goal selected, check the action(s) to be taken and/or provide information on other actions to be taken to permanently correct such problems. The food service staff and administration should agree on the actions to meet these goals.

Goal(s)	SFA MUST Mark Appropriate Action(s) for Each Goal Identified
□ **To provide a nutrient analysis consistent with standards.**	□ Correctly calculate weighted averages using USDA-approved software so all items can be verified. □ Use the correct age/grade group. □ Provide correct portion size and cooking methods when entering foods for analysis. □ Serve menu as planned and analyzed.
□ **To reduce total fat** *Grade group:_____*	□ Control the serving sizes of meat/meat alternate items. □ Substitute lower fat milk for higher fat milk. □ Substitute fat-free and low fat-condiments, flavorings, and food items. □ Modify food-preparation techniques. □ Other (please describe):
□ **To reduce saturated fat** *Grade group:_____*	□ Substitute lower fat milk for higher fat milk. □ Substitute fat-free and low-fat condiments, flavorings, and food items. □ Serve only minimum required portion sizes of high-fat menu items. □ Other (please describe):
□ **To increase protein** *Grade group:_____*	□ Increase offerings* of low-fat meat, poultry, fish, and dairy products. □ Other (please describe):
□ **To increase calcium** *Grade group:_____*	□ Increase offerings* of dairy products. □ Other (please describe):
□ **To increase iron** *Grade group:_____*	□ Increase offerings* of enriched breads, leafy green vegetables, and legumes. □ Other (please describe):
□ **To increase Vitamin C** *Grade group:_____*	□ Increase offerings* of citrus fruits, cantaloupe, kiwi fruit, broccoli, cabbage, tomatoes, pineapple, mandarin oranges, and juices high in Vitamin C. □ Other (please describe):
□ **To increase Vitamin A** *Grade group:_____*	□ Increase offerings* of dark green and deep yellow/orange vegetables (such as carrots, sweet potatoes, broccoli, spinach, tomatoes, and cantaloupe). □ Other (please describe):
□ **To maintain calories at an appropriate level** *Grade group:_____*	□ To increase calories without increasing fat, offer additional fruits, vegetables, and grain products and/or increase serving sizes of those items. □ Other (please describe):
□ **To prepare accurate daily production records and include:** □ All foods and condiments served □ Accurate grade groups □ Portion sizes for each age group □ Projected number of servings for each food and condiment □ Menu item substitutions recorded accurately	**Daily production records:** □ List all foods and condiments served on daily production records. □ List all the grade groups on daily production records. □ List portion sizes for each age group on daily production records. □ List projected number of servings for each food and condiment by age group. □ Record substitutions of menu items accurately on daily production records and menu.

Increasing offerings can be accomplished by increasing portion sizes, increasing the frequency of serving the item, and/or allowing students to take additional items (e.g., three vegetables/fruits instead of two).

—COMPLETE REVERSE SIDE—

School Year 2011-2012

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Goal(s)	SFA MUST Mark Appropriate Action(s) for Each Goal Identified
□ **To serve food as planned:** 　□ Daily production records and menu should match accordingly 　□ Changes to menu items served should be documented accordingly	**Serve food as planned:** □ Serve food as planned on menu □ Properly document changes on menu according to daily production records
□ **To implement Offer versus Serve correctly:** 　□ Offer meal pattern requirements 　□ Offer versus Serve conducted correctly	**Offer versus Serve:** □ Students will be offered at least an entrée, side dish, and milk □ Students will take the required number of food items. □ Sufficient quantity of food is prepared/delivered to offer required food items.
□ **To prepare and use standardized recipes for menu items with more than one ingredient, including:** 　□ Weight/measurement of each ingredient 　□ Steps of preparation 　□ Yield 　□ Portion size	**Standardized Recipes:** □ Recipes will be developed for menu items with more than one ingredient. □ Recipes will include all required items including weight/measurement of each ingredient, steps of preparation, yield, and portion size.
□ A **variety of milk, limited to unflavored and flavored fat-free (0 percent) or low-fat (1%) must be offered to the students as part of a reimbursable meal.**	**A variety of milk will be offered to the students as part of a reimbursable meal. Such variety of fat will include:** □ 0 percent (fat-free) □ 1 percent (low –fat) □ Other _____
□ **Other goals:** 　□ Weighted averaging not completed according to ISBE guidelines	**Other actions (specify):** □ Weighted averaging to be completed correctly.

We agree to complete the actions marked above to improve the nutritional quality of the meals served to students as part of the National School Lunch Program during this school year. **BOTH SIGNATURES ARE REQUIRED**.

Signature of Food Service Representative: _____ **Date**: _____

Signature of School Administrator: _____ **Date:** _____

Please submit or fax to the appropriate office:

NDDA Laboratory, NSLP Analysis
875 South Normal Avenue, Room 209
Food and Nutrition, Mail Code 4317
Southern Illinois University Carbondale
Carbondale, Illinois 62901
Fax: 618.453.7517 **Phone**: 618.453.7500

Illinois State Board of Education
Nutrition Programs Division
ATTN: SMI Review
100 North First Street (W-270)
Springfield, Illinois 62777-0001
Fax: 217.524-6124 **Phone**: 800.545.7892

School Year 2011-2012