

Food Production Record

Lunch



Traditional or
Enhanced

School District _____

School _____

Record Dated From

_____, 2008

To _____, 2009





NEW MEXICO
Public Education Department

SECRETARY OF EDUCATION

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FOREWORD

The **Food Production Record (FPR)** is a **legal document** which **must be accurately completed on a daily basis**. The completed FPR is the **ONLY** documentation that the meal being served meets the USDA meal pattern requirements. All kitchens must complete a FPR. The FPR must be kept on the school premises **at all times, for 5 years or until audit findings are resolved**. The FPR must be available at any time for inspection by the Public Education Department, Student Nutrition Bureau staff.

The purpose of the FPR is to:

- (1) plan menus that meet the meal pattern and nutrient standards**
- (2) document the amount of food prepared for the number planned to be served**
- (3) record the actual number of meals served**
- (4) maintain a daily, permanent record**

If a menu is changed, make all corrections to show the actual food served. Failure to meet these requirements constitutes a violation of the agreement conditions.

The records must be kept in their original form or on microfilm. They are to be retained for a period of five years after the date of submission of the final Financial Status Report, except that if audit findings have not been resolved, the records shall be retained beyond the five-year period, as long as required, for the resolution of the issues raised by the audit.

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2005 DIETARY GUIDELINES FOR AMERICANS

Key Recommendations for the General Population

ADEQUATE NUTRIENTS WITHIN CALORIE NEEDS

- Consume a variety of nutrient-dense foods and beverages within and among the basic food groups while choosing foods that limit the intake of saturated and trans fats, cholesterol, added sugars, salt, and alcohol.
- Meet recommended intakes within energy needs by adopting a balanced eating pattern, such as the U.S. Department of Agriculture (USDA) Food Guide or the Dietary Approaches to Stop Hypertension (DASH) Eating Plan.

WEIGHT MANAGEMENT

- To maintain body weight in a healthy range, balance calories from foods and beverages with calories expended.
- To prevent gradual weight gain over time, make small decreases in food and beverage calories and increase physical activity.

PHYSICAL ACTIVITY

- Engage in regular physical activity and reduce sedentary activities to promote health, psychological well-being, and a healthy body weight.
- To reduce the risk of chronic disease in adulthood: Engage in at least 30 minutes of moderate-intensity physical activity, above usual activity, at work or home on most days of the week.
- For most people, greater health benefits can be obtained by engaging in physical activity of more vigorous intensity or longer duration.
- To help manage body weight and prevent gradual, unhealthy body weight gain in adulthood:
- Engage in approximately 60 minutes of moderate- to vigorous-intensity activity on most days of the week while not exceeding caloric intake requirements.
- To sustain weight loss in adulthood: Participate in at least 60 to 90 minutes of daily moderate-intensity physical activity while not exceeding caloric intake requirements. Some people may need to consult with a healthcare provider before participating in this level of activity.
- Achieve physical fitness by including cardiovascular conditioning, stretching exercises for flexibility, and resistance exercises or calisthenics for muscle strength and endurance.

FOOD GROUPS TO ENCOURAGE

- Consume a sufficient amount of fruits and vegetables while staying within energy needs. Two cups of fruit and 2 1/2 cups of vegetables per day are recommended for a reference 2,000-calorie intake, with higher or lower amounts depending on the calorie level.
- Choose a variety of fruits and vegetables each day. In particular, select from all five vegetable sub groups (dark green, orange, legumes, starchy vegetables, and other vegetables) several times a week.
- Consume 3 or more ounce-equivalents of whole-grain products per day, with the rest of the recommended grains coming from enriched or whole-grain products. In general, at least half the grains should come from whole grains.
- Consume 3 cups per day of fat-free or low-fat milk or equivalent milk products.

FATS

- Consume less than 10 percent of calories from saturated fatty acids and less than 300 mg/day of cholesterol, and keep trans fatty acid consumption as low as possible.
- Keep total fat intake between 20 to 35 percent of calories, with most fats coming from sources of polyunsaturated and monounsaturated fatty acids, such as fish, nuts, and vegetable oils.
- When selecting and preparing meat, poultry, dry beans, and milk or milk products, make choices that are lean, low-fat, or fat-free.
- Limit intake of fats and oils high in saturated and/or trans fatty acids, and choose products low in such fats and oils.

CARBOHYDRATES

- Choose fiber-rich fruits, vegetables, and whole grains often.
- Choose and prepare foods and beverages with little added sugars or caloric sweeteners, such as amounts suggested by the USDA Food Guide and the DASH Eating Plan.
- Reduce the incidence of dental caries by practicing good oral hygiene and consuming sugar- and starch-containing foods and beverages less frequently.

SODIUM AND POTASSIUM

- Consume less than 2,300 mg (approximately 1 teaspoon of salt) of sodium per day.
- Choose and prepare foods with little salt. At the same time, consume potassium-rich foods, such as fruits and vegetables.

ALCOHOLIC BEVERAGES

- Those who choose to drink alcoholic beverages should do so sensibly and in moderation—defined as the consumption of up to one drink per day for women and up to two drinks per day for men.
- Alcoholic beverages should not be consumed by some individuals, including those who cannot restrict their alcohol intake, women of childbearing age who may become pregnant, pregnant and lactating women, children and adolescents, individuals taking medications that can interact with alcohol, and those with specific medical conditions.
- Alcoholic beverages should be avoided by individuals engaging in activities that require attention, skill, or coordination, such as driving or operating machinery.

FOOD SAFETY

To avoid microbial foodborne illness:

- Clean hands, food contact surfaces, and fruits and vegetables. Meat and poultry should not be washed or rinsed.
- Separate raw, cooked, and ready-to-eat foods while shopping, preparing, or storing foods.
- Cook foods to a safe temperature to kill microorganisms.
- Chill (refrigerate) perishable food promptly and defrost foods properly.
- Avoid raw (unpasteurized) milk or any products made from unpasteurized milk, raw or partially cooked eggs or foods containing raw eggs, raw or undercooked meat and poultry, unpasteurized juices, and raw sprouts.

Note: The Dietary Guidelines for Americans 2005 contains additional recommendations for specific populations. The full document is available at www.healthierus.gov/dietaryguidelines.

Note: All HHS press releases, fact sheets and other press materials are available at <http://www.hhs.gov/news>.

Anatomy of MyPyramid

One size doesn't fit all

USDA's new MyPyramid symbolizes a personalized approach to healthy eating and physical activity. The symbol has been designed to be simple. It has been developed to remind consumers to make healthy food choices and to be active every day. The different parts of the symbol are described below.

Activity

Activity is represented by the steps and the person climbing them, as a reminder of the importance of daily physical activity.

Moderation

Moderation is represented by the narrowing of each food group from bottom to top. The wider base stands for foods with little or no solid fats or added sugars. These should be selected more often. The narrower top area stands for foods containing more added sugars and solid fats. The more active you are, the more of these foods can fit into your diet.

Personalization

Personalization is shown by the person on the steps, the slogan, and the URL. Find the kinds and amounts of food to eat each day at MyPyramid.gov.

Proportionality

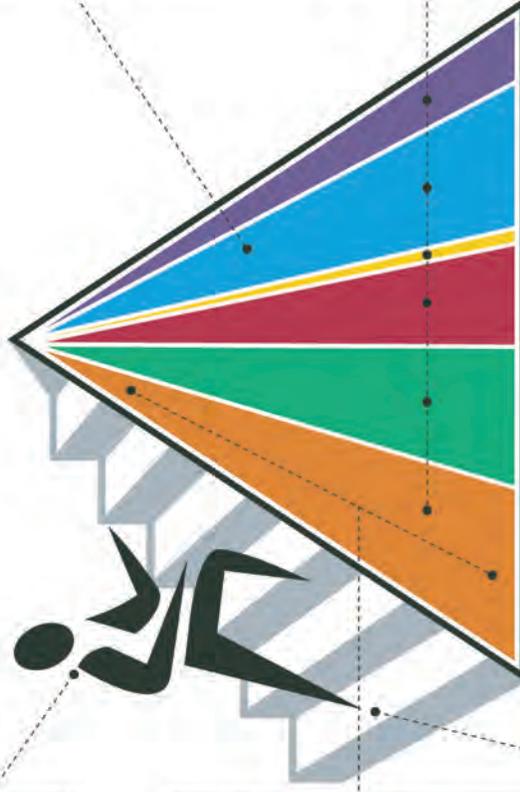
Proportionality is shown by the different widths of the food group bands. The widths suggest how much food a person should choose from each group. The widths are just a general guide, not exact proportions. Check the Web site for how much is right for you.

Variety

Variety is symbolized by the 6 color bands representing the 5 food groups of the Pyramid and oils. This illustrates that foods from all groups are needed each day for good health.

Gradual Improvement

Gradual improvement is encouraged by the slogan. It suggests that individuals can benefit from taking small steps to improve their diet and lifestyle each day.



MyPyramid.gov
STEPS TO A HEALTHIER YOU



Fact Sheet

Use Low-fat Milk, Cheese, and Yogurt for healthier school meals

KEY ISSUES:

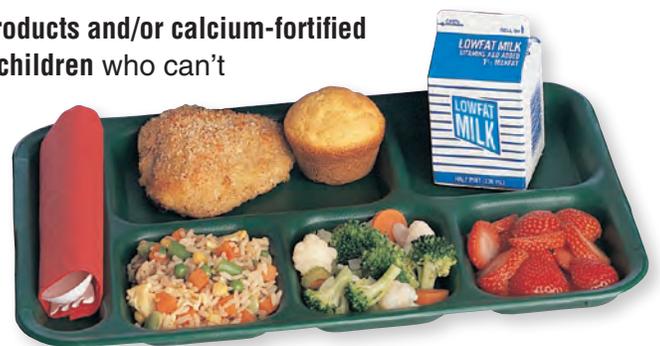
- The vast majority of children do not get the recommended amount of calcium (for 9-13 year olds, only 5 percent of girls and 25 percent of boys get the calcium they need).
- Calcium is critical for bone health, especially for growing children and teens.
- Low-fat (1%) and fat-free (skim) milk provide calcium and other nutrients without a lot of saturated fat.
- A cup of whole milk contains three times as much saturated fat as the same amount of low-fat (1%) milk (4.6 grams of saturated fat in whole milk vs. 1.5 grams in low-fat milk).
- Kids who eat school lunch drink more milk than those who don't. So, school lunch can make a real difference in children's lives.

Mom always said, "Drink your milk." Mom was right again! People who drink milk have better diets and get many important nutrients including calcium, which is abundant in milk, cheese, and yogurt.

Easy ways to follow the 2005 Dietary Guidelines for Americans

Recipe for Success

- **Serve only low-fat (1%) and fat-free (skim) milk.** This meets the requirement to offer milk in a variety of fat contents.
- **Consider offering milk in snazzy packaging.** Kids drink more milk when it's offered in "cool" packages, like milk "chugs."
- **Offer flavored low-fat or fat-free milk** to encourage children to drink more milk.
- **Work with your local dairy** to lower the amount of added sugar in flavored milks.
- **Keep it COLD!** Ask your local dairy council about purchasing low-cost or no-cost milk coolers with promotional messages.
- **Use low-fat or fat-free milk, cheese, and yogurt** when cooking and baking.
- **Add milk to your vending machines,** if possible.
- **Serve low-fat yogurt dips** with raw vegetables or fruit. Kids love dips.
- **Have a milk taste test contest** by allowing students to vote for their favorite new milk flavor.
- **Create your own Milk Mustache Event!** Take pictures of students drinking milk and post them on the lunch line or cafeteria bulletin board. For more fun, include teachers.
- **Offer lactose-free milk products and/or calcium-fortified foods and beverages for children who can't consume milk.** Handle on a case-by-case basis and keep a statement signed by a recognized medical authority for these students.





USDA Commodity Food Program

Get the calcium without the fat! Schools can order cheeses with lower fat content through the USDA Commodity Food Program. Use the cheddar or mozzarella cheese as a garnish for vegetables or in salads. For the list of available foods, visit FNS' web site: www.fns.usda.gov/fdd/foods/SY08-schfoods.pdf

Messages for students

- Every cell in your body needs calcium. Your bones store calcium for your blood and cells. If your body doesn't get enough calcium from milk and other milk products, it takes it from your bones. And that can make your bones weak, leading to osteoporosis, a disease where bones become fragile and break easily.
- From the day you're born, calcium builds and strengthens your bones. They will be their strongest ever when you're in your 20s. To make sure your bones stay strong when you're 30, 40, or even 80, you need to start getting enough calcium TODAY!

For more information:

MyPyramid.gov

teamnutrition.usda.gov/Resources/empoweringyouth.html

teamnutrition.usda.gov/Resources/power_of_choice.html

teamnutrition.usda.gov/Resources/teamupbooklet.html

www.fns.usda.gov/eatsmartplayhard

www.cdc.gov/powerfulbones

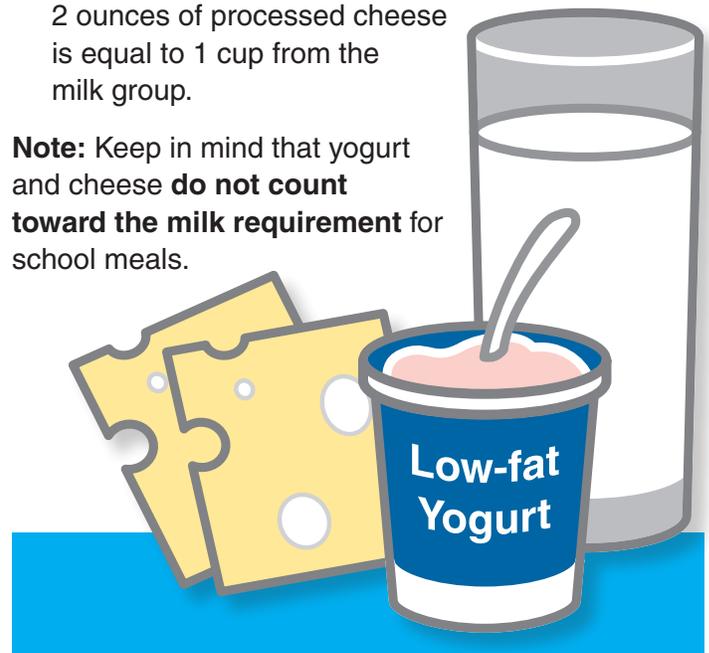
Did you know?

The *2005 Dietary Guidelines for Americans* recommend 3 cups of low-fat or fat-free milk or equivalent amount of milk products like yogurt or cheese every day for children 9-18. Children, ages 2-8, need 2 cups.

What counts as 1 cup of milk?

- In general, 1 cup of milk or yogurt, 1 ½ ounces of natural cheese or 2 ounces of processed cheese is equal to 1 cup from the milk group.

Note: Keep in mind that yogurt and cheese **do not count toward the milk requirement** for school meals.



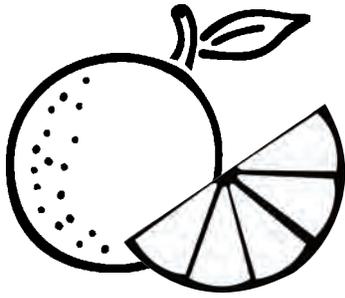
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Food and Nutrition
Service



Vitamin C rich FOODS:

Fabulous Sources: 1/4 c. = 25mg or more

Fruits:

Guavas
Kiwi*
Orange juice*
Oranges*
Papayas

Vegetables:

Broccoli*
Brussel sprouts
Sweet red and green peppers*
Red and green chili peppers*

Good Sources: 1/4 c. = 15-25mg

Fruits:

Grapefruit
Grapefruit juice
Grapefruit/orange juice*
Kumquats
Mangoes*

Pineapple juice (canned, vitamin C enriched)
Strawberries*
Tangerine juice
Tangerine*

Vegetables:

Cauliflower
Collards
Kale

Kohlrabi
Mustard greens
Watercress



Other Sources: 1/4 c. = 8-15mg

Fruits:

Cantaloupe*
Honeydew melon*

Raspberries*
Tangelos*

Vegetables:

Cabbage
Dandelion greens
Green asparagus
Okra
Potatoes (baked, boiled, or steamed)*

Sauerkraut
Spinach (fresh)*
Sweet potatoes, fresh*
Tomato juice or reconstituted paste or puree
Tomatoes*

* Start with these for greater acceptance



Vitamin A rich FOODS:

Fabulous Sources: 1/4 c. = 1500IU or more

Fruits:

Mangoes*

Vegetables:

Beet greens
Carrots*
Collards,
Dandelion greens
Kale
Mixed vegetables*
Mustard greens
Peas and carrots*
Pumpkin*

Red chili peppers

Spinach*

Sweet potatoes*

Sweet red peppers*

Swiss chard

Turnip greens

Winter squash

(acorn, butternut, hubbard)

Good Sources: 1/4 c. = 750-1500IU

Fruits:

Apricots*

Cantaloupe*

Papayas

Purple plums (canned)

Vegetables:

Broccoli*

Chicory greens



Other Sources: 1/4 c. = 375-750IU

Fruits:

Nectarines

Peaches (not canned)*

Prunes

Red sour cherries

Vegetables:

Endive

Escarole

Green asparagus

Green chili peppers (fresh)*

Tomato juice or reconstituted paste or puree

Tomatoes*

* Start with these for greater acceptance



The Five-a-Day for Better Health Program is a national nutrition program to encourage Americans to eat five or more servings of fruits and vegetables every day (fresh, frozen or canned) for better health. This is the minimum needed to improve health; ten is better! The Five-a-Day Program is sponsored by the National Cancer Institute in the United States Department of Health and Human Services, and the Produce for Better Health Foundation.

Research data (1994-1996, USDA) shows that only 26% of children eat five a day. Almost half of all children eat less than one serving of fruit a day, and one-third of the vegetables consumed are fried potatoes (french fries and potato chips). Other research shows that fruits and vegetables were most frequently consumed during a weekday lunch. Child Nutrition Programs incorporate fruits and vegetables into each meal.

Another study found that children ate more fruits and vegetables for lunch at schools that offered more fruits and vegetables for lunch. Increased exposure, positive media messages and minimal classroom activity increase the fruit/vegetable consumption, even for high school students. Make your goal this year to expand the variety, i.e., more than potatoes, corn, apples and juice; more than canned vegetables and fruit; more than juice every day at breakfast.

Include fresh or frozen fruits and vegetables in your menus.

- Be creative with fresh fruits and vegetables. Serve fruit slices with a yogurt dip, serve raw vegetable sticks with a non-fat Ranch salad dressing.
- Focus only on the seasonal varieties.
- Present produce in appealing ways for the age group being served. Very few students of any age will eat an un-quartered orange for breakfast.
- Many students prefer raw vegetables to cooked vegetables.
- Over cooking renders the vegetables tasteless, cooking them al dente is preferred by most. The color will also remain bright and appealing.

Nutrition Education Ideas:

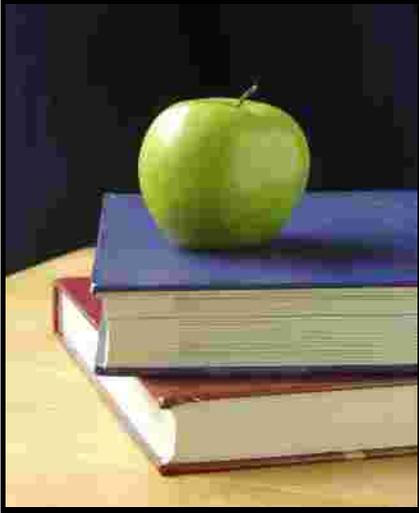
- Offer fresh fruit samples of kiwis, pineapple, mango or other exotic fruits, children may not know. Ask your supplier for a special introductory price on new fruits.
- Vegetables: Use various cooking methods, slicing methods and look at the effects on the taste of the vegetables. Serve samples of the variations.
- Assign your cafeteria bulletin board to a classroom each month to focus on fresh fruits and vegetables:
 - Season variations available in New Mexico.
 - Nutrient value variations of fresh, frozen, and canned.
 - Cost of fresh produce compared with processed snack foods.
 - Health effects of fresh produce and high sugar/or high fat snack foods.
 - Introduce new fruits and vegetables that will be appearing on the menu, where grown, etc.

For Kids:

- www.5aday.com
- www.quakerchewy.com
- www.foodchannel.com
- www.exhibits.pacsci.org/nutrition
- www.kidshealth.org

For Curriculum: Many Are Free!

- www.5aday.com
- www.teachfree.org
- www.americanheart.org
- www.cancer.org
- www.calstrawberry.com
- www.tablegrape.com
- www.cspinet.org
- www.foodplay.com
- www.healthychoices.org (English and Spanish)
- www.leafy-greens.org
- www.broccoli.com
- www.nfsmi.org/index.html
- www.usapears.com
- www.nal.usda.gov
- www.sugar.org
- www.tea.state.tx.us
- www.bestapples.com



Special Nutrition Needs in the School Breakfast, Lunch, and Snack Programs

**A Handbook for Parents and Guardians
of Children with a Disability or
with a Special Nutrition Need
in New Mexico Schools**

**Please call our
office to receive
more copies of
this booklet.
827-1821**



Good Nutrition...The core of a good education!
New Mexico Public Education Department

Definitions of an Individual with a Disability

USDA REGULATION applies to the National School Breakfast, Lunch and Snack Programs. 7 CFR Subtitle A, Section 15b.3 Definitions
Section 504, Rehabilitation Act of 1973

“An Individual with a Disability” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

“Physical or mental impairment” means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic, skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy, muscular dystrophy; multiple sclerosis; cancer, heart disease; diabetes; mental retardation; emotional illness; and drug addiction and alcoholism, and (Section 504) contagious diseases.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

“Has a record of such impairments” means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

“Is regarded as having an impairment” means (1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation (2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairments, or (3) has none of the impairments defined above but is treated by a recipient as having such impairment.

Office of the Secretary, USDA

Individuals with Disabilities Education Act (IDEA), Federal Register, Vol. 64, No. 48, Section 300.7 applies to Special Education (IEP plan)

“Child with a Disability” means a child evaluated as having mental retardation, a hearing impairment, including deafness, a speech or language impairment, a visual impairment including blindness, serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, or other health impairment, a specific learning disability, deaf-blindness, multiple disabilities, or developmental delays.

Please refer to Accommodating Children With Special Dietary Needs In The School Nutrition Programs ... A Guidance for School Food Service Staff

<http://www.fns.usda.gov/cnd/guidance/default.htm>

Diet Prescription for Special Meals in the Child Nutrition Programs

(Breakfast, Lunch, Snacks)

Date _____
Student's Name _____ Age _____

Parent/Guardian _____ Telephone _____

Describe the student's (check one):

_____ Disability _____ Medical Condition

that requires the student to have a special diet and the major life activity affected by the student's disability:

Does the disability or medical condition restrict the student's diet?

Yes _____ No _____

If yes, list food(s) to be omitted from the diet and food(s) that may be substituted (Diet Plan may be attached) and/or describe any adjustments that need to be made to the texture of foods:

Is special eating equipment needed? If so, describe: _____

Is a registered Dietitian or Licensed Nutritionist consulting with the patient? If so, please list name and telephone number:

_____ Telephone _____

Physician's Signature Telephone _____

Physician's Name (PRINTED) License Number _____

MEAL TIME GUIDE

Student: _____ Age: _____ Date: _____

Diet Order: _____ Diet Prescription on File

Dietitian: _____ OT/SLP: _____ Teacher: _____

PRECAUTIONS: Choking Food Allergies: _____
 Food Intolerances: _____

POSITIONING EQUIPMENT: Wheelchair Adapted Cafeteria Chair Bolster Chair

Other: _____

ADAPTIVE EQUIPMENT:

- | | | | | |
|---|---|--|--|---------------------------------------|
| <input type="checkbox"/> Splint | <input type="checkbox"/> Scoop Plate | <input type="checkbox"/> Plate Guard | <input type="checkbox"/> Dycem | <input type="checkbox"/> Bib |
| <input type="checkbox"/> Left Angled Spoon | <input type="checkbox"/> Right Angled Spoon | <input type="checkbox"/> 1-Handled Cup | <input type="checkbox"/> 2-Handled Cup | <input type="checkbox"/> Nose-out Cup |
| <input type="checkbox"/> Built-up Handled Spoon | <input type="checkbox"/> Plastic Coated Spoon | <input type="checkbox"/> Foam Cup Holder | <input type="checkbox"/> Sandwich Holder | <input type="checkbox"/> Straw |
| <input type="checkbox"/> Other _____ | | | | <input type="checkbox"/> Long Straw |
| | | | | <input type="checkbox"/> Cup Cover |

ASSISTANCE REQUIRED:

- | | | | | |
|---|---|--|---|--------------------------------------|
| <input type="checkbox"/> Set-up with Adaptive Equipment | <input type="checkbox"/> Assist to Grasp Food/Utensil | <input type="checkbox"/> Assist to Scoop | <input type="checkbox"/> Jaw and/or Lip Closure | <input type="checkbox"/> Other _____ |
| | | | | |
- Hand Preference: Right Left
- | | |
|--|---|
| <input type="checkbox"/> Verbal Cues | <input type="checkbox"/> Manual Prompts |
| <input type="checkbox"/> Hand-over-Hand Assistance | <input type="checkbox"/> Assist Hand-to-Mouth |

COMMUNICATION:

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Verbal | <input type="checkbox"/> Yes/No Response | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Communication Board | <input type="checkbox"/> Lunch Communication Board | |

FOOD TEXTURE:

- | | | | |
|--|----------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Regular | <input type="checkbox"/> Chopped | <input type="checkbox"/> Ground | <input type="checkbox"/> Pureed |
| <input type="checkbox"/> Thickened Liquids | <input type="checkbox"/> Nectar | <input type="checkbox"/> Honey | <input type="checkbox"/> Pudding |
| | | <input type="checkbox"/> G-Tube | |

FOOD PREFERENCES:

Yes	No	Snacks

Prepared by: _____

STANDARDIZED RECIPES

WHAT ARE THEY?

A standardized recipe is a recipe that has been tested and adapted for use by a given food service operation and found to produce the same good results and yield *every time* when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients.



WHO NEEDS THEM?

All local education agencies regardless of how many students or how few students are served. **Standardized recipes are required for Traditional, Enhanced, Nutrient Standard and Assisted Nutrient Standard.**

WHEN DO YOU USE STANDARDIZED RECIPES?

ALL THE TIME

WHY STANDARDIZED RECIPES ARE USED:

1. "Trial and error" is risky.
2. Nutrient standards may not be met if the recipe changes every time it is prepared.
3. There is a predictable yield.
4. Costs and Inventory are easier to control.
5. Less plate waste.
6. Consistent products every time and food that smells, looks and taste good. This increases participation in the School Lunch Program and increases praise and admiration from students, faculty, and parents.
7. Students are demanding high quality foods.
8. Standardized recipes are training tools for new employees.
9. Food Service Professionals have more confidence in what they are doing.

SOURCES OF STANDARDIZED RECIPES:

Revised recipes from USDA (April 2005) are now available on the National Food Service Management Institute (NFSMI) web site at <http://www.nfsmi.org>.

Standardized Recipe Form

Recipe Number/Name: _____

Yield: _____ Serving Size: _____

Meal Pattern Credit: _____

Pan Size: _____

Serving Utensil: _____

Ingredients	____ Servings Weight _____ Measure _____	____ Servings Weight _____ Measure _____	Preparation Directions

Standardized Recipes for Salad Bars, Theme Bars

Steps to develop a standardized recipe for a salad bar or other food bar based on a “typical” day:

1. The yield or number of servings is the number of all people who use the food bar.
2. The serving size is one serving.
3. Determine the amount of each of the food ingredients for the recipe using the following steps:
 - a. Determine the amount of each ingredient placed on the bar at the beginning of the meal service plus any additions to the bar during the meal service.
 - b. Determine the amount of each ingredient left over on the food bar at the end of the meal service.
 - c. Subtract the amount left over from the amount placed on the food bar for each ingredient to determine the amount of each ingredient for the recipe.
 - d. Use the worksheets in the Food Buying Guide to determine creditability of components on the Traditional/Enhanced Menu Planning Option.
4. Develop a separate recipe for each variation of the food bar. For example, if you rotated two salad bars, one that featured iceberg lettuce and another that featured fresh spinach, two separate recipes would need to be developed. If other ingredients vary, each separate combination would need a separate recipe.
 - If all of the ingredients are offered each week, collect the information in step three over the period of one week for your recipe.
 - Seasonal salad bar recipes may also be helpful.



PORTION CONTROL

Recipes are standardized to yield a certain number of servings of the size specified in the recipe. To obtain that number of servings and to ensure accuracy of the nutrient analysis, follow the specified serving size as closely as possible.

Ladles and Spoodles

The following sizes of ladles will help in obtaining equal-size servings of soups, sauces, creamed foods, and other similar foods. Perforated ladles are available for accurate portioning of foods that need draining.

Ladle or Spoodle Size	Approx. Measure
1 fl oz	1/8 cup
2 fl oz	1/4 cup
3 fl oz	1/3 cup
4 fl oz	1/2 cup
6 fl oz	3/4 cup
8 fl oz	1 cup
12 fl oz	1 1/2 cup

Scoop (or Disher) Number

The number of the scoop or disher indicates the number of level scoopfuls it takes to make 1 quart. The following table gives an approximate measure for each scoop:

Scoop or Disher Number	Approx. Measure
6	2/3 cup
8	1/2 cup
10	3/8 cup
12	1/3 cup
16	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	2 3/4 tsp
100	2 tsp

Common Can Sizes

No. 10



Approximately 12 cups
(6 lbs, 96 oz. or 3 qts.)

So called "institutional" or "restaurant" size container. For most fruits and vegetables.

No. 2 1/2



Approximately 3 1/2 cups
(1 lb 10 oz., 26 oz. or 1 pt.
10 fl. oz.)

Used principally for fruits, such as peaches, pears, plums, and fruit cocktail; plus vegetables, such as tomatoes, sauerkraut, and pumpkin.

No. 303



Approximately 2 cups
(1 lb. or 16 fl. oz.)

Used extensively for vegetables and some fruits, such as sweet and sour cherries, fruit cocktail, and apple sauce.

No. 300



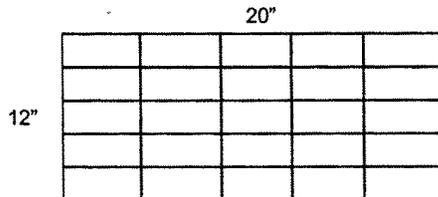
Approximately 1 3/4 cups
(15 1/2 oz. or 13 1/2 fl. oz.)

For specialty items, such as beans, spaghetti, chili con carne, cranberry sauce, etc.

Pan Sizes and Portioning Diagrams

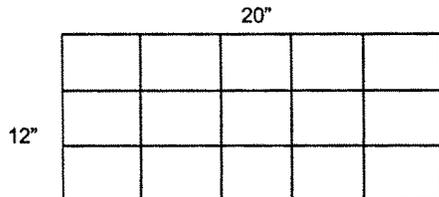
PAN	APPROXIMATE SIZE
Hotel (or Steam Table) Pan	12" x 20" x 2 1/2"
Full Sheet (or Bun) Pan	18" x 26" x 1"

Hotel (or Steam Table) Pan Portioning



- 5x5 pieces
- (cut 2.4x4")
- Makes 25 servings

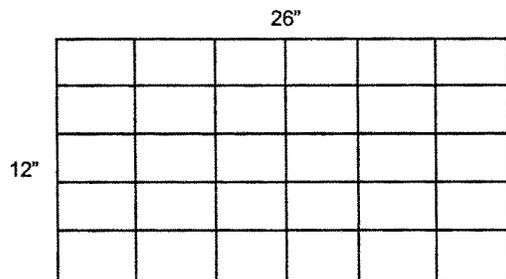
- Example: Jello



- 3x5 pieces
- (cut 4"x4")
- Makes 15 servings

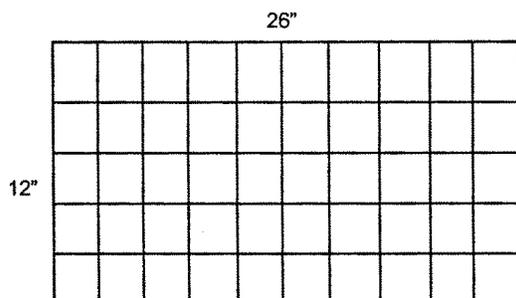
- Example: Lasagna

Full Sheet (or Bun) Pan Portioning



- 5 x 6 pieces
- (cut 3.6" x 4.3")
- Makes 30 servings

- Example: Cake or Cornbread



- 5 x 10 pieces
- (Cut 3.6" x 2.6")
- Makes 50 servings

- Example: Brownies

EQUIVALENT WEIGHTS

16 ounces	= 1 pound
12 ounces	= 3/4 pound
8 ounces	= 1/2 pound
4 ounces	= 1/4 pound

EQUIVALENT VOLUME

3 teaspoons	= 1 tablespoon
2 tablespoons	= 1 fluid ounce
2 tablespoons	= 1/8 cup
4 tablespoons	= 1/4 cup
5 1/3 tablespoons	= 1/3 cup
8 tablespoons	= 1/2 cup
10 2/3 tablespoons	= 2/3 cup
12 tablespoons	= 3/4 cup
16 tablespoons	= 1 cup
8 fluid ounces	= 1 cup
2 cups	= 1 pint
2 pints	= 1 quart
4 cups	= 1 quart
4 quarts	= 1 gallon

ABBREVIATIONS USED IN RECIPES

t. or tsp.	= teaspoon
T. or Tbsp.	= tablespoon
c.	= cup
pt.	= pint
qt.	= quart
gal.	= gallon
oz.	= ounce
lb. or #	= pound
fl. oz.	= fluid ounce
No.	= number
Wt.	= weight
F	= degree Fahrenheit

Measure = Volume
Volume = Space in Container

Volume is used to measure mainly liquid ingredients and an ingredient in amounts less than two ounces.

An Ounce is a measure of both volume and weight.

Fluid ounce (fl.oz.) is volume

Ounce (oz.) is weight

Weigh ingredients as much as possible - it's more accurate.

Web Information

- www.auntedna.com
(Aunt Edna's Kitchen)
- www.nfsmi.org

Food Buying Guide

for Child Nutrition Programs



This is the Food Buying Guide that must be used.

<http://schoolmeals.nal.usda.gov/FBG/buyingguide.html>

and for commodities:

<http://www.fns.usda.gov/fdd/facts/schfacts/cats.htm>



U.S. Department of Agriculture
Food and Nutrition Service

Educational Material

FAT CONTENT OF SCHOOL MILK



Purpose: To reduce the whole milk and reduced fat (2%) milk intake of students.

Materials Needed:

- Clear plastic containers with lids
- Yellow vegetable shortening (Crisco or other brand)

To Do:

1. Place the appropriate amount of fat into each container to correspond with the various types of milk.

TYPE OF MILK

FAT CONTENT in Tablespoons

Whole Milk	27.3 T fat
Reduced Fat Milk	15.6 T fat
1% Lowfat Milk	8.6 T fat
Nonfat/Skim Milk	1.3 T fat

Breakfast and Lunch
school milk for
1 month (20 days)

2. Label container with the number of Tablespoons of fat and the type of milk.
3. Display plastic container filled with fat, and carton of milk for an effective demonstration/education tool on the fat content of milk.
4. Assign a classroom to develop a bulletin board about fat in foods, and the health effects to coincide with display.
5. Order less whole milk and reduced fat (2%) milk!



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 STUDENT NUTRITION BUREAU
 120 South Federal Place, Room 105
 Santa Fe, New Mexico 87501



Dr. Veronica C. Garcia
 Secretary of Education

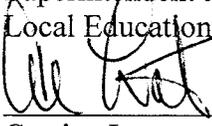
Phone: (505) 827-1821
 Fax: (505) 827-1815

Corrine Lovato, Director
 Student Nutrition Bureau

MEMORANDUM SNB (2004 - 2005) 25

DATE: March 9, 2005

TO: Superintendent and Food Service Directors - Public, Private, Bureau of Indian Affairs
 Local Education Agencies (LEA) and Residential Child Care Institutions

FROM: 
 Corrine Lovato, Director
 Student Nutrition Bureau

SUBJECT: Milk as a Beverage: No Substitutions

No other beverage can be offered as a choice instead of milk. Schools must offer fluid milk in a variety of fat contents and may offer flavored or unflavored milk and lactose-free milk. Regardless of which menu planning option you have selected, milk is a meal component or a menu item. There is ***no substitution for milk*** as a beverage.

When other beverages are offered, students must be clearly informed that they are not substitutes for milk. If you serve fruit or vegetable juice, it is credited as a fruit/vegetable meal component for food-based menu planning systems and should be placed in the serving line next to the fruit/vegetable components. For local education agencies using nutrient standard menu planning, other beverages would be considered as side dishes in the serving line.

Milk is essential to the students' well being because it contains nine essential nutrients, calcium, riboflavin, phosphorus, Vitamin D, protein, potassium, Vitamin A, and Vitamin B₁₂ that are vital for healthy bones, teeth and overall health. Milk is one of the most nutrient-rich beverages. The intake of milk is especially important to bone health during childhood and adolescence.

As we age, there is an increased risk of developing osteoporosis. Osteoporosis is a condition where bone density decreases to such an extent that bones fracture under common, everyday stress. Bone loss is directly related to low calcium intakes. All students should be encouraged to consume their milk.

Please call our office at (505) 827-1821 should you have any questions regarding this memorandum.

CSL:reg

File: MEMO 25 SNB (2004-2005)

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DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

MEMORANDUM SNB (2007-2008) 04

DATE: September 13, 2007

TO: Superintendents and Food Service Directors- Public, Private, Bureau of Indian Affairs
Local Education Agencies (LEA) and Residential Child Care Institutions

FROM: _____
Leonard Mirabal, Director
Student Nutrition Bureau

SUBJECT: Fluid Milk Provisions

Schools participating in the National School Lunch Program (NSLP) *must* offer fluid milk in a variety of fat contents (at least two kinds of fat contents; ex: A school has to offer 1% and 2% skim milk) and *may* offer flavored or unflavored milk and lactose-free milk (effective as of July 1, 2005). The Table below shows the milk varieties indicating the fat content and calories per serving. To meet nutrient standards of less than 30% calories from total fat and less than 10% calories from saturated fat averaged over a week, it is recommended to select skim/fat-free milk or 1% low fat milk.

MILK VARIETIES

Types of Milk	Total Fat in grams (per 8 oz. serving)	Percentage of Fat	Calories per 8oz. serving
Skim milk, fat-free or non-fat milk*	0g	0%	80
1% Low fat*	2.5g	1%	100
2% Reduced fat	5g	2%	120
Whole milk	8g	3% to 4%	150

* Flavored fat free and 1% milk compared to plain/white milk contains approximately 60 more calories per serving.

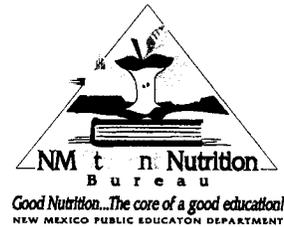
This provision only applies to the NSLP since the School Breakfast Program and Special Milk Program already have the flexibility to offer any type's) of milk. This provision, however, applies to any program using the NSLP menu, such as the After School Snack Service and Seamless Summer option.

For additional information, please refer to Federal Register 7 CFR Part 210, pages 70871-70872 which provides the final rule regarding the amendment regarding the milk requirement.

Should you have any questions regarding this memorandum contact the SNB office at 827-1821.



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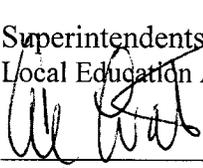
Dr. Veronica C. Garcia
 Secretary of Education

Corrine Lovato, Director
 Student Nutrition Bureau

MEMORANDUM SNB (2004 - 2005) 24

DATE: March 9, 2005

TO: Superintendents and Food Service Directors of Public, Private, Bureau of Indian Affairs
 Local Education Agencies (LEA) and Residential Child Care Institutions

FROM: 
 Corrine Lovato, Director
 Student Nutrition Bureau

SUBJECT: Guidance for School Food Service Staff on Accommodating Children with Special Dietary Needs in the School Nutrition Programs

Schools must make substitutions in school meals for students who are considered to have a disability, under 7 CFR Part 15(b) and FNS 783-2, and whose disability restricts their diet. Substitutions must be made when supported by a statement of the need, **diet prescription**, for a substitution that includes recommended alternate foods. In the case of a student with a disability, the diet prescription must be signed by a physician.

“Accommodating Children with Special Dietary Needs in the School Nutrition Programs Manual” (2001) and the *“Special Nutrition Needs in the School Breakfast, Lunch, and Snack Programs, A Handbook for Parents and Guardians of Children with a Disability or with a Special Nutrition Need in New Mexico Schools”*, are references that were previously forwarded to you by the Student Nutrition Bureau. The manual is available on line at <http://www.fns.usda.gov/cnd/Guidance/default.htm> should you require an additional copy.

Schools should also make substitutions for students who have a medical condition (not disabled), i.e., lactose intolerance, texture modifications (including short duration), but who cannot consume the regular meal because of their medical condition or other special dietary needs. The diet prescription for a student who is not disabled must be written by a recognized medical authority. In New Mexico, the recognized medical authorities are: medical doctor, osteopathic doctor, physician’s assistant, nurse practitioner, registered dietitian and licensed nutritionist.

On a yearly basis, diet prescriptions for all students with special nutrition needs must be obtained to reflect the current dietary needs of the student. All diet prescriptions should be updated at the beginning of each school year and throughout the year as a student’s nutritional needs change.

Please call our office at (505) 827-1821 should you have any questions regarding this memorandum.

CSL:reg

File: MEMO 24 SNB (2004-2005)

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STATE OF NEW MEXICO
 DEPARTMENT OF EDUCATION
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 120 SOUTH FEDERAL PLACE, ROOM 207
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MICHAEL J. DAVIS
 Superintendent of Public Instruction

Phone: (505) 827-1821
 Fax: (505) 827-1815

CORRINE LOVATO
 Director, Student Nutrition Programs Unit

July 9, 2001

MEMORANDUM SNPU (2001-2002) 01

TO: Food Service Directors of All Public, Private, and Bureau of Indian Affairs School Food Authorities Plus Residential Child Care Institutions

FROM: Signature on file
 Corrine Lovato, Director
 Student Nutrition Programs Unit

SUBJECT: Food Production Record Variations

For each School Year, all school food authorities using a food production record **other than the state-provided food production record**, must submit their version for approval before implementation. **Your proposed food production records MAY BE SUBMITTED AT ANY TIME TO THIS OFFICE FOR REVIEW, but, at the latest, by July 1 of each year.**

Previous year approvals will not carry over to the next School Year. Please be advised that ALL food production records used must include all of the information in the state-provided food production record. Please compare your version with the state prototype before sending it in for approval. If you are missing any column headings or required information, your prototype will not be approved.

You can view the state food production record by April 1 of each year, on our web site at: www.sde.state.nm.us/divisions/sipds/snp/snppublications.htm. You will receive written notification of approval or changes required for approval.

Food production records are legal documents and must be kept for five years or longer, if an audit is pending. Please train your staff on completing the food production records to ensure that complete documents are maintained. Ensure your staff has an understanding of the calculations required, and how the information can be used for ordering and forecasting.

After you receive approval, remember that any further changes will require another approval. Please check your food production record yearly with the state-provided version and resubmit with changes, as needed.

CSL:CMF:bl



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Superintendent of Public Instruction

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CORRINE LOVATO
Director, Student Nutrition Programs Unit

January 14, 2000

MEMORANDUM SNPU (1999-2000) 12

TO: Food Service Directors of All Public, Private, and Bureau of Indian Affairs School Food Authorities Plus Residential Child Care Institutions

FROM: Signature on file
Corrine Lovato, Director
Student Nutrition Programs Unit

SUBJECT: Garnishes

A garnish is a small amount of food that is used to decorate (increase the visual appeal) or enhance the flavor of another food. Garnishes, even those that are categorized as Foods of Minimal Nutritional Value, are included in the nutrient analysis of a menu item and are counted toward meeting the nutrient standards.

Under no circumstance, may a garnish equal or exceed the weight **and** the volume of the food that is being garnished, i.e., the garnish must be less than 50% by weight **and** volume of a menu item whose nutrients can be counted toward meeting the nutrient standards. Please contact our office at (505) 827-1821 should you have any questions regarding garnishes.

CSL:bl

file: memo12, 1999-2000 (memos, snpu [1999-2000])



STATE OF NEW MEXICO
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 Secretary of Education

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Corrine Lovato, Director
 Student Nutrition Bureau

MEMORANDUM SNB (2005 - 2006) 12

DATE: February 13, 2006

TO: Food Service Directors of Public, Private, Bureau of Indian Affairs and RCCI
 Local Education Agencies (LEAs)

FROM: Signature on File
 Leonard Mirabal, Interim Director
 Student Nutrition Bureau

SUBJECT: Implementing Revised School Meals Recipes Beginning July 1, 2006
USDA Recipes for Child Nutrition Programs-Schools

The recipes from the 1998 *Quantity Recipes for School Food Service* and the 1995 *Tool Kit for Healthy School Meals* were revised using updated yields from the *Food Buying Guide for Child Nutrition Programs-Schools* and using the 2005 *Food Code* for the Hazard Analysis Critical Control Points. The revised recipes were combined into one source; the *USDA Recipes for Child Nutrition Programs-Schools* which were posted on the National Food Service Management Institute's (NFSMI) website.

Beginning July 1, 2006, the revised recipes contained in the *USDA Recipes for Child Nutrition Programs-Schools*, currently posted on the NFSMI website, should be the only USDA recipes used for meeting school meal requirements for Federal reimbursement. During the month of April 2005 the new school recipes were posted on the NFSMI website. The April version of school recipes supersedes all other versions which should no longer be used for meeting school meal requirements for reimbursable meals after June 30, 2006. Reference, page two of this memo for instructions and website addresses.

Should you have any questions, please contact our office at (505) 827-1821.

LM:EC:reg

**Local Education Agencies/Schools
Implementing Revised School Meal Recipes
Beginning July 1, 2006**

USDA Recipes for Child Nutrition Programs-Schools
Posted on web- site April 2005 supersedes all other versions of recipes

The following information will provide guidance on implementation of revised USDA recipes and for discontinued use of all old recipes:

Beginning July 1, 2006, the revised recipes contained in the *USDA Recipes for Child Nutrition Programs- Schools*, currently posted on the NFSMI websites, should be the only USDA recipes used for meeting school meal requirements for federal reimbursement. These recipes are currently available online at:

http://www.nfsmi.org/Information/school_recipe_index_alpha.html

(all of the recipes are listed in alphabetical order) and

http://www.nfsmi.org/Information/school_recipe_index_number.html

(all of the recipes are listed by order of recipe number).

As of June 30, 2006, the following **USDA recipes listed below Shall No Longer be used** for meeting school meal requirements: The recipe sources are based on outdated food yields and food code recommendations. A majority of the recipes no longer provide the quantity of food for crediting or nutrient values indicated and have outdated critical control points, and therefore, should not be used. To avoid using the wrong recipe version, each school and/or local education agencies (LEA's) must **discard any obsolete recipes.**

- ① 1988 Quantity Recipes for School Food Service;
- ② 1995 Tool Kit for Healthy School Meals;
- ③ Recipes containing Hazard Analysis Critical Control Points based on the *1999 Food Code*, provided on CD from the NFSMI;
- ④ Chef Challenge recipes; or
- ⑤ any other USDA recipes published prior to the revised (April 2005) school meal recipes.

Software used by schools for nutrient analysis may not currently contain the correct version of the recipes. While all USDA approved software programs already include the updated nutrient values in their inclusion of CN database release 9, some software companies had previously and voluntarily included complete recipes with ingredients in their software. However, the ingredient recipes in these additions to the software may not be the revised recipes and should not be used unless they are verified to be the revised version. Schools should also note that USDA does not review the accuracy of voluntarily added software features, therefore, schools and/or local education agencies that choose to use ingredient recipes included in outdated software programs will be doing so at their own risk.

In order to assist schools and local education agencies with the implementation of the revised recipes, ***Team Nutrition*** plans to distribute a recipe publication in late Spring 2006. Schools that are already using the revised (April 2005) recipes are encouraged to continue using them. **Schools that are not currently using the revised recipes are encouraged to begin using them as soon as possible, but no later than July 1, 2006.**



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Leonard Mirabal, Director
 Student Nutrition Bureau

MEMORANDUM SNB (2006 - 2007) 05

DATE: August 29, 2006

TO: Superintendent/Administrators and Food Service Directors

Public, Private, Bureau of Indian Affairs (BIA), Residential Child Care Institutions (RCCI) and Special Milk Program Local Education Agencies

FROM: _____ Signature on file _____
 Leonard Mirabal, Director
 Student Nutrition Bureau

SUBJECT: HACCP Plan Certification

In 2004 Congress passed a law requiring every school district to create a Hazard Analysis Critical Control Points (HACCP) Plan. The Student Nutrition Bureau (SNB) has previously communicated with all Local Education Agencies (LEAs) participating in the National School Lunch Program regarding USDA's requirement for the Plan. At this time, the SNB is requesting Certification that the HACCP Plan is in place at the LEA.

Attached you will find a Memorandum which will serve as Certification by the LEA that the HACCP Plan is in place. Please **complete** and **return** the Memo to the Student Nutrition Bureau by **September 15, 2006** and insure the plan includes the following:

1. **Standard Operating Procedures for food safety;**
2. **Documented Critical Control Points (the new USDA recipes include this) and**
3. **A plan for checking and documenting holding and "done" temperatures.**

A CD ROM with sample forms, as well as, USDA Guidance materials were distributed during the June Food Service Director's Meeting in Albuquerque. Sample forms are, also, available from the National Food Service Management Association's web site for downloading at the following address: <http://www.nfsmi.org/New/index.html>.

Should you have any questions or require further assistance, please call our office at (505) 827-1821.

LM:reg

File: Memo SNB (2006-2007) 05 – HACCP Plan Certification



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DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

MEMORANDUM SNB (2006-2007) 12

DATE: November 22, 2006

TO: Superintendents, Administrators and Food Service Directors
Public, Private, Bureau of Indian Affairs (BIA) and Residential Child Care Institutions (RCCI)
Local Education Agencies (LEA)

FROM: _____Signature on file_____
Leonard Mirabal, Director
Student Nutrition Bureau

SUBJECT: **USDA - Modification to List of USDA Approved Nutrient Analysis Software**

There are eight USDA-approved software programs available for State Agencies and Local Education Agencies to implement Nutrient Standard Menu Planning (NSMP), **Reference Attachment A**. These software systems have been tested and evaluated for use in conducting nutrient analyses that meet School Meals Initiative requirements. ***Meal Tracker Menu Planning*** (formerly *Simple Menu Planning*) from Accu-Scan Division has not met the USDA requirements for use in conducting nutrient analyses for NSMP and SMI requirements for the School Year 2007-2008. The USDA approved status for ***Meal Tracker Menu Planning*** expired July 1, 2007, due to the software not being updated to include the most recent Child Nutrition Database Release 10.

If the LEA is currently an Accu-Scan customer, you may continue to use ***Meal Tracker Menu Planning*** until the end of the School Year 2006-2007. All Local Education Agencies currently using ***Meal Tracker Menu Planning*** must begin the procurement process for purchasing one of the eight new USDA-approved software programs for use in the National School Lunch and Breakfast Programs (NSLP and NSBP) either from the list included in **Attachment A** or from the list located at the **Healthy Meals Resource System website (HMRS)**:

http://healthymeals.nal.usda.gov/nal_display/index.php?info_center=14&tax_level=2&tax_subject+234&topic_id=1209

If the LEA was planning to purchase ***Meal Tracker Menu Planning*** for use in the NSLP and NSBP for the School Year 2007-2008; **please be advised, Accu-Scan Division has not met the USDA requirements**, only one of eight USDA-approved software programs will be acceptable for use by the LEA.

File: Memo 12 SNB (2006-2007) USDA – Modification to List of USDA Approved Nutrient Analysis Software
Student Nutrition Bureau, 120 South Federal Place, Room 105, Santa Fe, New Mexico 87501 – (505) 827-1821



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DR. VERONICA C. GARCÍA
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MEMORANDUM SNB (2006-2007) 13

DATE: November 22, 2006

TO: Superintendents, Administrators and Food Service Directors
Public, Private, Bureau of Indian Affairs (BIA) and Residential Child Care Institutions (RCCI)
Local Education Agencies (LEA)

FROM: _____
Signature on file
Leonard Mirabal, Director
Student Nutrition Bureau

SUBJECT: **USDA - Approved Software Requirements Regarding Vitamin A**

A shift in how vitamin A data is presented in USDA approved software has occurred because the Vitamin A nutrient requirement is no longer presented in Retinol Equivalents (RE) in the Dietary Reference Intake Recommendations. Manufacturers are no longer reporting RE data for their products and the USDA National Nutrient Database for Standard Reference no longer reports vitamin A in RE. In addition, Nutrition Fact labels report vitamin A in percent of International Units (IU).

Although the National School Lunch Program regulations define the requirements for vitamin A in units of RE, the Food and Nutrition Service (FNS) has, since the inception of Nutrient Standard Menu Planning, requested that USDA approved software developers use the nutrient standard specifications which provide the requirement for vitamin A in both RE and IU within the Nutrient analysis reports.

When the data for vitamin A is given in IU from a USDA approved software program, it is acceptable to use the IU data as it is presented or you may convert the vitamin A data using the 1RE to 5 IU ratio. For example, if the report displays 1125 IU of vitamin A, the schools can manually convert the data to units of RE by dividing by 5 for a total of 225 units of RE for vitamin A. Likewise the RE data can be converted to IU by multiplying the units of RE by 5. It is important to note that if data is reported in both IU and RE, any discrepancy for the 1:5 ratio can be attributed to the combination of analytical and calculated RE data.

MODIFIED RDA DATA SETS

These values represent the nutrient standards and the set of default nutrients. Meals will be evaluated in comparison to these Nutrient Standards. Schools must plan breakfast and lunch meals that provide the following nutrients when averaged over a school week:

BREAKFAST RDAs (1/4)

NUTRIENTS	Ages 3-6 years	Ages 7-10 years	Ages 11-13 years	Ages 14-17 years
Calories	419	500	588	625
Protein(g)	5.5	7	11.25	12.5
Calcium (mg)	200	200	300	300
Iron (mg)	2.5	2.5	3.4	3.4
Vitamin A(RE)	119	175	225	225
VitaminA(IU)	595	875	1125	1125
** Fat (g)				
Vitamin C (mg)	11	11.25	12.5	14.4
** Saturated Fat (g)				

LUNCH RDAs (1/3)

NUTRIENTS	Ages 3-6 years	Ages 7-10 years	Ages 11-13 years	Ages 14-17 years
Calories	558	667	783	846
Protein (g)	7.3	9.3	15	16.7
Calcium (mg)	267	267	400	400
Iron(mg)	3.3	3.3	4.5	4.5
Vitamin A(RE)	158	233	300	300
Vitamin A(IU)	790	1165	1500	1500
** Fat (g)				
Vitamin C (mg)	14.6	15	16.7	19.2
**Saturated Fat (g)				

** There are no RDAs for fat or saturated fat; menu planners will monitor the fat content of meals and the percentage of calories from fat and saturated. The nutrient standard for fat will be based on 30 percent of calories from fat. The nutrient standard for saturated fat will be based on 10 percent of calories from saturated fat. The fat and saturated fat standards will vary depending upon the amount of calories per meal; therefore, these columns have been left blank.

STANDARD RDA DATA SET

Not all school districts are divided into the age groups of 3-6, 7-10, 11-13, or 14-17; therefore, the process must support the menu planners ability to create additional RDA standards and categories by weighting, combining, and/or averaging the RDAs from the four different age groups.

Schools in which the age groupings differ from the established standard may create new RDA standards that correlate with the age groups in their school district.

The following Breakfast and Lunch — Standard RDA Data Sets are to be used to determine the RDAs for those schools whose age groupings do not correlate with the standard age groupings:

BREAKFAST RDAs (1/4)

	Calories	Protein (g)	Calcium (mg)	Iron (mg)	Vitamin A (RE) (IU)		** Fat (g)	Vitamin C (mg)	Sat Fat (g)
Age3	325	4	200	2.5	100	500		10	
Age4	450	6	200	2.5	125	625		11.25	
Age5	450	6	200	2.5	125	625		11.25	
Age6	450	6	200	2.5	125	625		11.25	
Age7	500	7	200	2.5	175	875		11.25	
Age8	500	7	200	2.5	175	875		11.25	
Age9	500	7	200	2.5	175	875		11.25	
Age 10	500	7	200	2.5	175	875		11.25	
Age 11	588	11.4	300	3.4	225	1125		12.5	
Age 12	588	11.4	300	3.4	225	1125		12.5	
Age 13	588	11.4	300	3.4	225	1125		12.5	
Age 14	588	11.4	300	3.4	225	1125		12.5	
Age 15	650	13	300	3.4	225	1125		15	
Age 16	650	13	300	3.4	225	1125		15	
Age 17	650	13	300	3.4	225	1125		15	

** There are not RDAs for fat or saturated fat.

STANDARD RDA DATA SET

LUNCH RDAs (1/3)

	Calories	Protein (g)	Calcium (mg)	Iron (mg)	Vitamin A (RE) (IU)		** Fat (g)	Vitamin C (mg)	Sat Fat (g)
Age3	433	5.3	267	3.3	133	665		13.3	
Age4	600	8	267	3.3	167	835		15	
Age5	600	8	267	3.3	167	835		15	
Age6	600	8	267	3.3	167	835		15	
Age7	667	9.3	267	3.3	233	1165		15	
Age8	667	9.3	267	3.3	233	1165		15	
Age9	667	9.3	267	3.3	233	1165		15	
Age 10	667	9.3	267	3.3	233	1165		15	
Age 11	783	15.2	400	4.5	300	1500		16.7	
Age 12	783	15.2	400	4.5	300	1500		16.7	
Age 13	783	15.2	400	4.5	300	1500		16.7	
Age 14	783	15.2	400	4.5	300	1500		16.7	
Age 15	867	17.2	400	4.5	300	1500		20	
Age 16	867	17.2	400	4.5	300	1500		20	
Age 17	867	17.2	400	4.5	300	1500		20	

**There are no RDAs for fat or saturated fat



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Alan D. Morgan, Ed. D.
Superintendent of Public Instruction

February 6, 1997

MEMORANDUM SNPU (96-97) 15

TO: School Food Service Directors of All Public, Private, and Bureau of Indian Affairs (BIA) Schools and Residential Child Care Institutions (RCCIs)

FROM: Signature on file
Corrine Lovato, Director
Student Nutrition Programs Unit

SUBJECT: Grains/Breads Requirement for the Food-Based Menu Planning Alternatives

Attached is a memorandum we recently received from the United States Department of Agriculture, Food and Consumer Service (USDA, FCS) which sets forth the criteria for meeting the grains/breads and bread/bread alternate requirements for meals served under the food-based menu planning alternatives in the Child Nutrition Programs (CNPs).

This memorandum supersedes all other grain/breads requirements. If you have any questions in regards to this memo, please call our office at (505) 827-1821.

CSL:bl

Attachment

file: memo15.67 (memorandums snpu [96-97])



UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Consumer Service

Southwest Region

Reply to 97-CN-09

January 29, 1997

Attn of:

Subject: **Food and Consumer Service (FCS) Instruction 783-1, Revision 2, The Grains/Breads Requirement for the Food-Based Menu Planning Alternatives in the Child Nutrition Programs**

To: ALL STATE DIRECTORS (Child Nutrition Programs)

Attached is the FCS Instruction 783-1, revision 2, which sets forth the criteria for meeting the grains/breads and bread/bread alternate requirement for meals served under the food-based menu planning alternatives in the Child Nutrition Programs, i.e., the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). FCS Instruction 783-1, Rev. 2 is intended to clarify the grains/breads requirement and to establish the equivalent weight of bran and germ product.

The significant provisions of the attached Instruction are summarized below. While some of these provisions were actually effected in the January and March 1996 issuances of FCS Instruction 783-1, they are restated here to provide a cohesive explanation of the grains/breads policy. Please note that the attached revision replaces FCS Instruction 783-1, Rev. 1 and FNS Instruction 783-12.

Overall, the grains/breads Instruction is intended to provide greater flexibility in the use of grains/breads in the NSLP, SBP, CACFP, and SFSP. Specifically, the grains/breads Instruction addresses the following areas:

- ➔ Recognizes the nutritional contribution of bran/germ products. Items such as bran muffins and other products containing bran or germ are credited at the same level as items made from enriched or whole-grain flour or meal.
- ➔ Establishes a crediting equivalency. This Instruction establishes a crediting equivalency of 14.75 grams for enriched or whole-grain meal or flour as well as bran and/or germ per serving; except that, for the types of products listed in Groups H and I of Exhibit A, the weights and volumes listed therein must be used. The crediting equivalency is based on information provided by the American Institute of Baking.

Exhibit A reflects new serving sizes of several products. This change was effected in the January 1996 issuance of the Instruction and minor clarifications are made in the attached revision.

Crediting snack products. Snack products such as hard pretzels, hard bread sticks, and chips made from enriched or whole-grain meal or flour as well as bran and/or germ may be credited.

Crediting dessert products. For lunches served in the NSLP under the enhanced food-based menu planning alternative set forth at §210.10, dessert products made with enriched or whole-grain meal or flour as well as bran and/or germ may be credited. (Up to 1 serving per day of grains/breads may be a dessert.) For supplements served in the NSLP, SFSP, and CADFP, dessert products made with enriched or whole-grain meal or flour as well as bran and/or germ may be credited. These types of dessert products should not be served as part of a supplement more than twice a week.

Some districts/sponsors may have gone out for bid using the serving sizes from the old bread/bread alternate Instruction. Districts/sponsors may honor those contracts that have already been signed, however, bid specifications for any new procurements must reflect the provisions specified in FCS Instruction 783-1, Rev. 2.

If you have any questions regarding the Grains/Breads Instruction, please call Paul Schmitz or Louise Lapeze at (214) 290-9818.

RONALD J. RHODES
Regional Director
Special Nutrition Programs

Attachment

F C S	FCS INSTRUCTION	NUMBER 783-1 REV. 2
	U.S. Department of Agriculture 3101 Park Center Drive Alexandria, VA 22302-1500	

ACTION BY: Regional Directors
 Nutrition and Technical Services
 Special Nutrition Programs

SOURCE CITATION: Sections 210.10, 210.10a, 220.8, 220.8a, 225.16, and 226.20

The Grains/Breads Requirement for the Food-Based Menu Planning Alternatives
 In the Child Nutrition Programs

The food-based menu planning alternatives in the Child Nutrition Programs (i.e., the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP) contain a requirement that all meals offered include grains/breads or bread/bread alternate food item(s), hereafter termed "grains/breads". Program regulations set forth the minimum quantities of grains/breads required for breakfasts, lunches, suppers and supplements (snacks) to be reimbursable. This Instruction sets forth the criteria to be used to determine acceptable grains/breads, the criteria to be used to determine equivalent minimum serving sizes, and examples of foods that qualify as grains/breads for meals served under the food-based menu planning alternatives in all Child Nutrition Programs.

I CRITERIA FOR DETERMINING ACCEPTABLE GRAINS/BREADS UNDER THE FOOD-BASED MENU PLANNING ALTERNATIVES

The following criteria are to be used as a basis for crediting items to meet the grains/breads requirement under the food-based menu planning alternatives:

A All grains/breads items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortifies. Bran and germ are credited the same as enriched or whole-grain meal or flour.

B The label must indicate that the product is enriched or whole-grain; made from enriched or whole-grain meal or flour as well as bran and/or germ; or fortified. If it is enriched, the item must meet the Food and Drug Administration's Standards of Identity (21 CFR §136, §137, §139) for enriched bread, macaroni and noodle products, rice, or cornmeal.

DISTRIBUTION: 5, 6, 11, 12, 16	MANUAL MAINTENANCE INSTRUCTIONS Remove FCS Instructions 783-1, Rev. 1, and 783-12 from the Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: NTSD-100	Page 1 1-8-97
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C The item must be provided in quantities specified in the regulations. One-quarter (1/4) of a serving is the smallest amount allowable to be credited toward the minimum quantities of grains/breads specified in program regulations.

II CRITERIA FOR DETERMINING EQUIVALENT MINIMUM SERVING SIZES

Exhibit A, attached, contains the equivalent minimum serving sizes for a wide variety of purchased food items.

In lieu of using the minimum serving sizes listed in Exhibit A, the contribution of a grains/breads in a recipe may be calculated to determine the number of grains/breads servings the recipe provides. The crediting of a food item as a grains/breads serving is determined by the total amount of enriched or whole-grain meal and/or flour in the recipe divided by the number of servings the recipe yields. Bran and germ are calculated in the same manner as enriched or whole-grain meal and flour.

For the types of food items listed in Groups A-G of Exhibit A to count as one full serving, an item must contain no less than 14.75 grams (0.52 ounces) of enriched or whole-grain meal and/or flour. For the types of food items listed in Groups H and I of Exhibit A to count as one full serving, the weights and volumes listed therein must be used.

III FOODS THAT QUALIFY AS GRAINS/BREADS

Foods that qualify as grains/breads for the Child Nutrition Programs are foods that are enriched or whole-grain or made from enriched or whole-grain meal or flour. Bran and germ are credited the same as enriched or whole-grain meal or flour. Such foods include, but are not limited to:

- A **Breads** that are enriched or whole-grain
- B **Biscuits, bagels, rolls, tortillas, muffins, or crackers** made with enriched or whole-grain meal or flour.
- C **Cereal grains (cooked) such as rice, bulgur, oatmeal, corn grits, wheat or couscous** that are enriched or whole-grain.
- D **Ready-to-eat breakfast cereals** that are enriched, whole-grain, or fortified.
- E **Cereals or bread products that are used as an ingredient in another menu item such as crispy rice treats, oatmeal cookies or breading on fish or poultry** when they are enriched, whole grain, or fortified.

(III)

- F** Macaroni or noodle products (cooked) made with enriched or whole-grain flour. Program regulations for the NSLP and SFSP allow enriched macaroni products that have been fortified with protein to be counted to meet either a grains/breads or meat/meat alternate requirement but not as both in the same meal.
- G** Sweet foods such as toaster pastries, coffee cake, doughnuts, sweet rolls, cookies, cakes, or formulated grain-fruit products (authorized under Appendix A of 7 CFR part 220) when made with enriched or whole-grain meal or flour and served, as permitted under Exhibit A. When sweet foods are permitted, no more than 1 grains/breads serving per day may be a dessert and sweet snack foods should not be served as part of a snack more than twice a week.
- H** Pie crust when made with enriched or whole-grain meal or flour and served, as permitted under Exhibit A.
- I** Non-sweet snack products such as hard pretzels, hard bread sticks, and chips made from enriched or whole-grain meal or flour.

Signature on file

RONALD J. VOGEL
Acting Deputy Administrator
For Special Nutrition Programs

Attachment

GRAINS/BREADS FOR THE FOOD-BASED MENU PLANNING ALTERNATIVES IN THE CHILD NUTRITION PROGRAMS

GROUP A	MINIMUM SERVING SIZE FOR GROUP A
• Bread type coating	1 serving = 20 gm or 0.7 oz
• Bread sticks (hard)	¾ serving = 15 gm or 0.5 oz
• Chow mein noodles	½ serving = 10 gm or 0.4 oz
• Crackers (saltines and snack crackers)	¼ serving = 5 gm or 0.2 oz
• Croutons	
• Pretzels (hard)	
• Stuffing (dry) Note: weights apply to bread stuffing	
GROUP B	MINIMUM SERVING SIZE FOR GROUP B
• Bagels	1 serving = 25 gm or 0.9 oz
• Batter type coating	¾ serving = 19 gm or 0.7 oz
• Biscuits	½ serving = 13 gm or 0.5 oz
• Breads (white, wheat, whole wheat, French, Italian)	¼ serving = 6 gm or 0.2 oz
• Buns (hamburger and hotdog)	
• Crackers (graham crackers – all shapes, animal crackers)	
• Egg roll skins	
• English muffins	
• Pita bread (white, wheat, whole wheat)	
• Pizza crust	
• Pretzels (soft)	
• Rolls (white, wheat, whole wheat, potato)	
• Tortillas (wheat or corn)	
• Tortilla chips (wheat or corn)	
• Taco shells	
GROUP C	MINIMUM SERVING SIZE FOR GROUP C
• <i>Cookies (plain)</i> ²	1 serving = 31 gm or 1.1 oz
• Cornbread	¾ serving = 23 gm or 0.8 oz
• Corn muffins	½ serving = 16 gm or 0.6 oz
• Croissants	¼ serving = 8 gm or 0.3 oz
• Pancakes	
• Pie crust (<i>dessert pies</i> ² , <i>fruit turnovers</i> ³ , and meat/meat alternate pies)	
• Waffles	

¹ Some of the following foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

² Allowed only for desserts under the ENHANCED food-based menu planning alternative specified in §210.10 and Supplements (snacks) served under the NSLP, SFSP, and CACFP.

³ Allowed for desserts under the ENHANCED food-based menu planning alternative specified in §210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP and CACFP.

Note: Italics added for emphasis. Read 2 and 3. These items are not creditable on the Traditional MPO.

GROUP D	MINIMUM SERVING SIZE FOR GROUP D
• Doughnuts (cake and yeast raised, unfrosted) ³	1 serving = 50 gm or 1.8 oz
• Granola bars (plain) ³	¾ serving = 38 gm or 1.3 oz
• Muffins (all except corn)	½ serving = 25 gm or 0.9 oz
• Sweet roll (unfrosted) ³	¼ serving = 13 gm or 0.5 oz
• Toaster pastry (unfrosted) ³	
GROUP E	MINIMUM SERVING SIZE FOR GROUP E
• Cookies (with nuts, raisins, chocolate pieces and/or fruit purees) ²	1 serving = 63 gm or 2.2 oz
• Doughnuts (cake and yeast raised, frosted or glazed) ³	¾ serving = 47 gm or 1.7 oz
• French toast	½ serving = 31 gm or 1.1 oz
• Grain fruit bars ³	¼ serving = 16 gm or 0.6 oz
• Granola bars (with nuts, raisins, chocolate pieces and/or fruit) ³	
• Sweet rolls (frosted) ³	
• Toaster pastry (frosted) ³	
GROUP F	MINIMUM SERVING SIZE FOR GROUP F
• Cake (plain unfrosted) ²	1 serving = 75 gm or 2.7 oz
• Coffee cake ³	¾ serving = 56 gm or 2.0 oz
	½ serving = 38 gm or 1.3 oz
	¼ serving = 19 gm or 0.7 oz
GROUP G	MINIMUM SERVING SIZE FOR GROUP G
• Brownies (plain) ²	1 serving = 115 gm or 4.0 oz
• Cake (all varieties, frosted) ²	¾ serving = 86 gm or 3.0 oz
	½ serving = 58 gm or 2.0 oz
	¼ serving = 29 gm or 1.0 oz
GROUP H	MINIMUM SERVING SIZE FOR GROUP H
• Barley	1 serving = ½ cup cooked (or 25 gm dry)
• Breakfast cereals (cooked) ⁴	
• Bulgur or cracked wheat	
• Macaroni (all shapes)	
• Noodles (all varieties)	
• Pasta (all shapes)	
• Ravioli (noodle only)	
• Rice (enriched white or brown)	
GROUP I	MINIMUM SERVING SIZE FOR GROUP I
• Ready to eat breakfast cereal (cold dry) ⁴	1 serving = ¾ cup or 1 oz, whichever is less

4 Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfasts served under the SBP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.



STATE OF NEW MEXICO
DEPARTMENT OF EDUCATION - EDUCATION BUILDING
SANTA FE, NEW MEXICO 87501-2786

Alan D. Morgan
Superintendent of Public Instruction

May 24, 1995

MEMORANDUM

TO: Food Service Directors of All Public, Private, Bureau of Indian Affairs (BIAs) and Residential Child Care Institutions (RCCIs)

FROM: Signature on file
Corrine Lovato, Director
Student Nutrition Programs Unit

SUBJECT: Classification of the Crediting of Corn Tortillas and Other Corn Products as Bread Alternates

When crediting corn tortillas or other corn products as a bread alternate, whole grain or enriched corn must be the primary ingredient by weight, or it must be enriched in the preparation or processing and labeled "Enriched". Use the following reference when reading the ingredient listing:

<u>May Be Credited</u>	<u>May be Credited With Verification</u>	<u>May Not be Credited</u>
Whole Grain Corn	Corn*	Corn Grits
Whole Ground Corn		Degerminated Corn
Whole Germed Corn		
Corn Meal		
Corn Flour		
Enriched Corn Meal		
Enriched Corn Flour		
Enriched Corn Grits		

*When "corn" is listed in the ingredient statement, the school must verify with the manufacturer that whole grain corn is used.

We continue to encourage schools to use enriched corn meal and enriched corn flour since they are more nutritious than whole grain corn. However, corn meal and corn flour, by their Standards of Identity, are made from whole grain corn and meet the bread/bread alternate crediting criteria.

There has been concern expressed about the lime being used in the processing of corn tortillas and its effect on thiamin and riboflavin. There is a loss in these vitamins, but in corn tortillas both are in quantities comparable to, or higher than, other bread/bread alternate products that are credited towards the meal pattern. In addition, the manufacturers of most corn tortillas used in child nutrition programs are small companies that do not have the skill nor equipment to add enrichment.

CL:cm



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DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

DECEMBER 31, 2007

MEMORANDUM SNB (2007-2008) 07

TO: Food Service Directors of Public, Private, Residential Child Care Institutions (RCCIs), and Bureau of Indian Affairs Schools (BIAs) Local Education Agencies (LEAs)

FROM: *Leonard Mirabal*
Leonard Mirabal, Director
Student Nutrition Bureau

SUB: Crediting of Corn Meal and Corn Flour for Grains/Breads Component

For a number of years, the Child Nutrition Programs have allowed corn meal and corn flour to be counted as a whole grain for crediting grains/breads. This is because the standard of identity for "corn meal" and "corn flour" was interpreted as yielding a whole grain.

To be credited as a grains/breads component for Food Based Menu Planning approaches for all Child Nutrition Programs, grain products must be enriched or whole-grain, or made from enriched or whole-grain meal and/or flour. Bran and wheat-germ are credited the same as enriched or whole-grain meal or flour.

Therefore, beginning **July 1, 2008**, to be credited toward meeting meal pattern requirements, corn must be labeled as

1. "whole corn" (or other "whole" corn designations, such as whole grain corn, whole ground corn, whole cornmeal or whole corn flour)
2. "enriched" corn (or other "enriched" corn designations, such as enriched yellow cornmeal, enriched corn flour or enriched corn grits)

The revised crediting requirement must be implemented no later than **July 1, 2008**.

If you have any questions or clarifications, please contact our office at (505) 827-1821

File: Memo #7 – Crediting of Corn Meal and Corn Flour for Grains Breads Component

Product Label Requirements

All purchased prepared items to be used in reimbursable meals in the school programs must have either a Child Nutrition (CN) label or an acceptable product formulation statement (product analysis) from the manufacturer. In addition, unless the product is listed in the Child Nutrition Database, the school district must obtain nutrient analysis data on these products. The nutrient analysis data may be either a nutrient analysis data sheet prepared by the manufacturer or a Nutrition Facts Label and ingredient list provided as part of the product label. Please note: **a Nutrition Facts label is needed for nutritional analysis.**

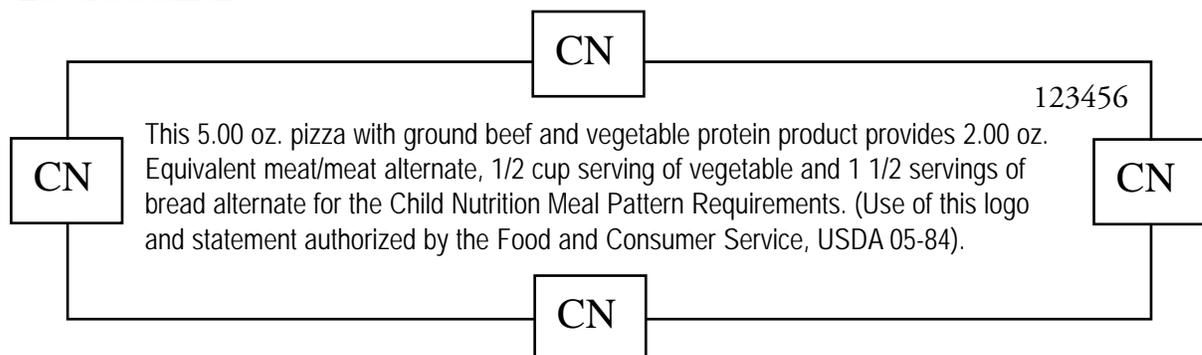
CN Labels:

The Child Nutrition (CN) Labeling Program is a voluntary federal labeling program for the Child Nutrition Programs run by the Food and Nutrition Service of USDA in cooperation with the Food Safety and Inspection Service, the Agricultural Marketing Service, and the National Marine Fisheries Service.

The program requires manufacturers to submit a product's formulation to FNS to determine its contribution toward meal pattern requirements and provides a CN Label Statement which documents the contribution(s) of a specific size serving.

CN labels are only **available** (1) for **main dish** products which contribute to the Meat/Meat Alternate component of the meal pattern requirements and (2) **juice and juice drink** products which contain at least 50 percent full-strength juice by volume.

Sample CN Label Statement:



A CN Label will always contain the following:

1. The CN Logo, which is a distinct border.
2. The meal pattern contribution statement.
3. A six-digit product identification number.
4. USDA/FCS authorization.
5. The month and year of approval.

Product Formulation (Product Analysis): (See following 4 pages)

A **CN label** or copy of the **product formulation statement (product analysis)** must be kept on file for all pre-prepared products to support the food production record. The file may either be kept on-site or at the central office. If it is at the central office, **yield data must be provided to the kitchen or production site for use in keeping the production records.**

A copy of a **product formulation statement (product analysis)** form follows. If you are using a pre-prepared product that does not currently have either a **CN label** or **product formulation statement**, you may request the company which manufactures the product to complete this form for your files.



**COOKED BREADED
CHICKEN BREAST PATTIES**
With Rib Meat

INGREDIENTS: Chicken Breast with Rib Meat, Unbleached Enriched Wheat Flour (Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin), Water, Dried Whole Eggs, Modified Food Starch, Unbleached Enriched Soft Wheat Flour, Salt, Leavening (Bicarbonate of Soda, Sodium Aluminum Phosphate, Tricalcium Phosphate, Calcium), Flavoring, Sodium Phosphates.

CN 032615

CN Our 3.0 oz. Cooked Breaded Chicken Breast Pattie provides² 2.0 oz. equivalent meat/meat alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Consumer Service, USDA 03-95.) CN

CN



62130

CODE DATE	
SIZE	3
NO. OF PORTIONS	90

Specifications

62130CN: Chicken Breast Patty full cooked, made from chicken meat with rib meat attached, no VPP or fillers, lightly seasoned breading, batter and breading not to exceed 28%, IQF, breast shaped. One 3.0 oz. portion to provide 2 ounces of meat for the Child Nutrition Meal Pattern Requirements. Vendor to furnish CN label and nutritional analysis. Zartic #62130CN or equal. Packaging - 90/3.0 oz. portions/case.

Packaging: 200 lb. Burst Strength; Cardboard case with Self-Locking Lip Device; Bulk pack. Case Cube: .92

Preparation: Cook from frozen state. Cook to a minimum internal temperature of 160°F. Conventional oven: 400°F, 13-15 minutes. Fryer: 350°F, 2½-3½ minutes, Convection oven: 375°F, 11-14 minutes.

Storage: Keep frozen at 0° F. until ready to use.

Shelf Life: 120 days if properly handled.

Nutritional Analysis

per serving

Calories.....	216.5
Protein	14.38 grams
Carbohydrates.....	9.461 grams
Fat	13.23 grams
Saturated Fat	2.592 grams
Cholesterol	92.31 milligrams
Fiber2997 grams
Vitamin A	91.09 IU
Thiamin	1368 milligrams
Riboflavin	1363 milligrams
Niacin	5.736 milligrams
Sodium	447.7 milligrams
Vitamin C	0.0 milligrams
Iron	1.165 milligrams
Calcium	24.62 milligrams
% Calories from fat.....	54.9%

Corporate Headquarters
38 Lavender Drive
Lawrenceville, Georgia 30165
706) 234-3000

*Data calculated from Genesis R&D software & custom data base.

SPECSHT.DOC;7/1995

PRODUCT FORMULATION STATEMENTS

(PRODUCT ANALYSES)

1. A product formulation statement (product analysis) is a statement prepared and certified by a manufacturer of a prepared product declaring appropriate ingredient and crediting information. If a company provides a product analysis sheet, a School Food Authority may wish to use the product to meet USDA meal pattern requirements. However, USDA does not monitor product analyses for compliance with the product formulation or accuracy of the declared contribution toward Child Nutrition Program meal pattern requirements. The product analysis does not carry a USDA warranty, and, should state if federal reviewers find that the product did not actually meet meal pattern requirements, an audit exception can be taken. Signed product analysis sheets could provide the School Food Authority legal recourse with the company should the product contribution be challenged or found to be in error.
2. Child Nutrition Program Directors should not let their desire to offer children a commercially prepared product outweigh their need to obtain proper documentation for the product. If vendors understand that the program will not purchase a product without proper documentation, they will generally make every effort to provide sufficient information.
3. School Food Authorities should be careful not to mistake vendor advertising literature for a product analysis. Advertising literature provided by a company may contain valuable information but it may not be used to support the contribution that a product makes toward the CN meal pattern.
4. A product analysis must satisfy the following requirements:
 - Be on the company's letterhead.
 - Provide the product name, as written on the label, and provide other identifying information, such as product code number, portion size/weight, pack, case weight, etc.
 - Contain a crediting statement, i.e., a declaration of the contribution of one portion of the cooked product toward meeting USDA meal pattern requirements. (This may be combined with the certification statement.)
 - Contain a certification statement. (For example, the certification/crediting statement may read, "I certify that the above information is true and correct, and that a 3.25 ounce serving of the above product (ready for serving) contains 2 ounces of cooked lean meat/meat alternate when prepared according to product directions.")
 - Provide sufficient information for purchaser to determine the reasonableness of the crediting statement.
 - Be signed by a legally authorized representative of the company.
5. The School Food Authority's responsibilities:
 - Prior to purchase, carefully review the product analysis to determine the reasonableness of information provided by the manufacturer. There is no easy way to verify the accuracy of information on a product analysis sheet.
 - Ensure that proper documentation is maintained on each prepared product used to meet USDA meal pattern requirements.
 - Assure that product received meets specifications and has correct code number (provide site managers with appropriate information, e.g., copy of label, dates product will be used).
 - Provide site managers with serving sizes/crediting information.

PRODUCT FORMULATION STATEMENT
(PRODUCT ANALYSIS)

Product Name: _____ Code No.: _____

Manufacturer: _____

Case/Pack/Count/Portion Size: _____

List Variety(ies) and Cuts of Meat Used in Product: _____

Total Weight (per portion) of Uncooked Product: _____

Weight of Raw Meat per portion (list each variety separately): _____

Percent of Fat in Raw Meat (list fat in each variety separately): _____

Weight/Measure (as appropriate) of Meat Alternates (specify): _____

- Source (e.g., soy, peanut), Type (e.g., flour, isolate, concentrate), and Percent of Protein in VPP as Purchased: _____
- Weight of Dry VPP in One Portion of Product: _____
- Weight of Water (Liquid) to Fully Hydrate Dry VPP in One Portion of Product: _____

Total Weight (per portion) of Product As Purchased: _____

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

I further certify that any VPP used in this product is authorized as an alternate food in the Child Nutrition Programs and its use conforms to Food and Nutrition Service regulations (7 CFR Parts 210,225 or 226, Appendix A).

SIGNATURE

TITLE

PRINTED NAME

DATE

- *This information is needed if a creditable Vegetable Protein Product (VPP) is used in the product and counted toward meeting the meat/meat alternate requirement.*

SAMPLE PRODUCT FORMULATION STATEMENT (PRODUCT ANALYSIS)

Product Name: Chicken Breast Nuggets with Rib meat Code No.: 49110

Manufacturer: New Foods International

Case/Pack/Count/Portion Size: 50/case/250 count/ 0.651 ounce (7 nuggets = 2 oz.)

List Variety(ies) and Cuts of Meat Used in Product: Chicken breast, including rib meat, chicken skin

Total Weight (per portion) of Uncooked Product: 0.544 ounce

Weight of Raw Meat per portion (list each variety separately): 0.35 ounce.

Percent of Fat in Raw Meat (list fat in each variety separately): 8.00-11.0%

Weight/Measure (as appropriate) of Meat Alternates (specify): NA

• Source (e.g., soy, peanut), Type (e.g., flour, isolate, concentrate), and Percent of Protein in VPP as Purchased: NA

• Weight of Dry VPP in One Portion of Product: NA

• Weight of Water (Liquid) to Fully Hydrate Dry VPP in One Portion of Product: NA

Total Weight (per portion) of Product As Purchased: 0.50 ounce

SAMPLE

I certify that the above information is true and correct and that a 0.651 ounce serving of the above product (ready for serving) contains 0.33 ounces of cooked lean meat/meat alternate when prepared according to directions.

I further certify that any VPP used in this product is authorized as an alternate food in the Child Nutrition Programs and its use conforms to Food and Nutrition Service regulations (7 CFR Parts 210,225 or 226, Appendix A).

Thomas Bigshot Chief Executive Officer

SIGNATURE

SAMPLE

TITLE

Thomas Bigshot

Oct. 15, 1998

PRINTED NAME

DATE

• *This information is needed if a creditable Vegetable Protein Product (VPP) is used in the product and counted toward meeting the meat/meat alternate requirement.*

TRADITIONAL SCHOOL LUNCH PATTERNS

U.S. Department of Agriculture, National School Lunch Program

FOR VARIOUS AGE/GRADE GROUPS		USDA recommends, but does not require, that you adjust portions by age/grade group to better meet the food and nutritional needs of children according to their ages. If you adjust portions, Groups I - IV are minimum requirements for the age/grade groups specified. If you do not adjust portions, the Group IV portions are the portions to serve all children.				
Components		Grade:				Recommended Quantities
		Minimum Quantities				
		Preschool	Grades K-3	Grades 4-12	Grades 7-12	
Age:		ages 1-2 (Group I)	ages 3-4 (Group II)	ages 5-8 (Group III)	ages 9 & over (Group IV)	ages 12 & over (Group V)
SPECIFIC REQUIREMENTS	MEAT OR MEAT ALTERNATE	A Serving of one of the following or a combination to give an equivalent quantity.				
• Must be served in the main dish or the main dish and one other menu item.	Lean meat, poultry or fish (edible portion as served)	1oz.	1 1/2oz.	1 1/2oz.	2oz.	3oz.
• Enriched macaroni with fortified protein may be used to meet part of the meat/meat alternate requirement. Fact sheets on each of these alternate foods give detailed instructions for use.	Cheese	1oz.	1 1/2oz.	1 1/2oz.	2oz.	3oz.
	Yogurt	4oz.	4oz.	6oz.	8oz.	12oz.
• Alternate Protein Products - may be used to fill all or part of the meat/meat alternate requirement.	Alternate Protein Products 1	1oz.	1 1/2oz.	1 1/2oz.	2oz.	3oz.
	Large egg(s)	1/2	3/4	3/4	1	1 1/2
¹ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.						
² No more than 50% of the requirements shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirements. For purposes of determining combinations: 1oz. of nuts or seeds is equal to 1oz. of cooked lean meat, poultry or fish.	Cooked dry beans or peas	1/4cup	3/8cup	3/8cup	1/2cup	3/4cup
	Peanut butter or soy nut butter or other nut or seed butters	2Tbsp	3Tbsp	3Tbsp	4Tbsp	6Tbsp
	Peanuts or soy nuts or tree nuts or seeds	1/2oz.=50%	3/4oz.=50%	3/4oz.=50%	1oz.=50%	1 1/2oz.=50%
VEGETABLE AND / OR FRUIT	Two or more Servings of vegetable or fruit or both total	1/2 cup	1/2 cup	1/2 cup	3/4 cup	3/4 cup
No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice.						
• Cooked dry beans or peas may be used as a meat alternate or as a vegetable but not as both in the same meal.						
GRAIN, BREAD OR BREAD ALTERNATE	Servings of bread or bread alternate					
	A serving is:	5 per week	8 per week	8 per week	8 per week	10 per week
• At least 1/2 serving of bread or an equivalent quantity of bread alternate for Group I and 1 serving for groups II-IV must be served daily.	• 1 slice of whole-grain or enriched bread					
	• A whole-grain or enriched biscuit, roll, muffin, etc.					
Enriched or whole grain macaroni with fortified protein may be used as a meat alternate or as a bread alternate but not as both in the same meal.	• enriched rice, macaroni, noodles, whole grain or enriched pasta products, or other cereal grains such as bulgur or comgrits.					
	• A combination of any of the above.					
• Page 119 of the Food Buying Guide has been replaced by FCS Instruction 781-1 Rev.2 (pages 9-13).						
Milk	• Fluid milk					
	• Variety of fat contents	3/4cup	3/4cup	1/2pint	1/2pint	1/2pint
	• May be flavored or unflavored and lactose-free milk.	(6fl.oz.)	(6fl.oz.)	(8fl.oz.)	(8fl.oz.)	(8fl.oz.)

¹ Must be served in the main dish or the main dish plus only one other menu item.

² Enriched macaroni with fortified protein may be used to meet part of the meat or meat alternate requirement.

³ Alternate protein products must meet the requirements in Appendix A of 7 CFR Part 210.

⁴ Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both components in the same meal.

⁵ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁶ No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice.

⁷ Enriched macaroni with fortified protein may be used as a meat alternate or as a grains/breads item, but not as both components in the same meal.

ENHANCED FOOD-BASED MENUS MEAL PLANS - LUNCH

Minimum Quantities for Food-Based Menus Lunch					
Meal Component	Required				Option
	Ages 1-2	Preschool	Grades K-6	Grades 7-12	Grades K-3
Milk (variety of fat contents)	6 fl. oz.	6 fl. oz.	8 fl. oz.	8 fl. oz.	8 fl. oz.
Meat or Meat Alternate (quantity of the edible portion as served)					
Lean Meat, poultry or fish	1 oz.	1-1/2 oz.	2 oz.	2 oz.	1-1/2 oz.
Cheese	1 oz.	1-1/2 oz.	2 oz.	2 oz.	1-1/2 oz.
Large egg	1/2	3/4	1	1	3/4
Yogurt	4 oz.	4 oz.	8 oz.	8 oz.	6 oz.
Alternate Protein Products 3	1 oz.	1-1/2 oz.	2 oz.	2 oz.	1-1/2 oz.
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup	3/8 cup
Peanut butter or other nut or seed butters	2 Tbs	3 Tbs	4 Tbs	4 Tbs	3 Tbs
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above:					
Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds=1 ounce of cooked lean meat, poultry or fish).	1/2 oz. = 50%	3/4 oz. = 50%	1 oz. = 50%	1 oz. = 50%	3/4 oz. = 50%
Vegetables/Fruits (2 or more servings of vegetables or fruits or both)	1/2c	1/2c	3/4c plus an extra 1/2c over a week	1c	3/4c
Grain, Bread, or Bread Alternate Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains.	5 servings per week 1 Minimum of 1/2 per day	8 servings per week 1 Minimum of 1 per day	12 servings per week 1 Minimum of 1 per day 2	15 servings per week 1 Minimum of 1 per day 2	10 servings per week 1 Minimum of 1 per day 2

¹Must be served in the main dish or the main dish plus only one other menu item.

²Enriched macaroni with fortified protein may be used to meet part of the meat or meat alternate requirement.

³Alternate protein products must meet the requirements in Appendix A of 7 CFR Part 210.

⁴Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both components in the same meal.

⁵Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁶No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice.

⁷Enriched macaroni with fortified protein may be used as a meat alternate or as a grains/breads item, but not as both components in the same meal.

⁸For the purpose of this chart, a week equals 5 school days.

⁹Up to one grains/breads serving per day may be a grain-based dessert.

ANALYZED Grades 4-12 WEEKLY MENUS

WEEK 1 MENU ITEM - 1 CHOICE	Portion Size	MENU NOTES & DAILY NUTRIENTS
MONDAY		
Beef Patty (Sysco 3oz./Advance2oz.)	1each	2oz. Bun, USDA Recipe B-16
Hamburger Bun (2oz.)	1each	
1 Lettuce Leaf, 2 Tomato Slices, Dill Pickle	1each	
Potatoes (frozen, french fries, oven heat)	1/2cup	
Mayo, 2 Ketchup, 1 Mustard	1each	
Fresh Medium Apple	1each	
Milk, Variety SAMPLE LUNCH	Half Pint	
TUESDAY		
Green Chili Beef Burrito, Fernados	1each	USDA Recipe B-17
Spanish Rice	1/2cup	
Pinto Beans	1/2cup	
Shredded Lettuce & Diced Tomatoes	2oz.	
Shape-Ups Frozen Dessert	1each	
Milk, Variety SAMPLE LUNCH	Half Pint	
WEDNESDAY		
Chicken Nuggets (Breaded Breast Chunks)	5each	Tyson used for analysis Rehydrated with water Prepare with water Heat and Serve Roll
Mashed Potatoes (Pearls, Rehydrated)	1/2cup	
Gravy, Brown Mix	1/4cup	
Carrots (frozen, boiled/steamed)	1/4cup	
Wheat Dinner Roll (1oz.)	1each	
Jelly	1TBSP	
AppleCrisp	1Serving	
Milk, Variety SAMPLE LUNCH	Half Pint	
		USDA Recipe C-2 775 Calories, 31.7% Total Fat, 9% Saturated Fat
THURSDAY		
Enchilada Casserole (NM Menus)	1cup	Red Chili/Beef, NM Menu Recipes L106 & L107 Canned Corn, Fresh Zucchini, equal amounts Ready to eat, ready to heat
Corn and Zucchini	1/2cup	
Tortillas, Flour (7)	1each	
Shredded Lettuce & Diced Tomatoes	2oz	
Fruit Cocktail, (cnd.lt.syrup)	1/2cup	
Milk, Variety SAMPLE LUNCH	Half Pint	
FRIDAY		
Chili Con Carne & Beans	3/4cup	USDA Recipe B-16
Cheddar Cheese, Low Fat Commodity	1oz.	
Green Beans (frozen, boiled/steamed)	1/2cup	
Wheat Roll (2oz.)	1each	
Jelly	1TBSP	
Fruited Gelatin	3/4cup	
Whipped Topping	1TBSP	
Milk, Variety SAMPLE LUNCH	Half Pint	
		USDA Recipe C-19 787 Calories, 27% Total Fat, 11.5% Saturated Fat
AVERAGE CALORIES (785 Calories)	804	NOTE: These menus and recipes come from your schools. MILK RECIPE: 1-1% Milk, 1-1% Chocolate Milk, 1-Nonfat/Skim Milk, 1-Whole Milk
TOTALFAT (<30%)	29%	
SATURATEDFAT (<10%)	9.8%	
MeetsProtein,Iron,Calcium,		
VitaminsA&CRequirements		

ANALYZED Grades 4-12 WEEKLY MENUS

WEEK 2 MENU ITEM - 1 CHOICE	Portion Size	MENU NOTES & DAILY NUTRIENTS
MONDAY		
Pepperoni Pizza (4x6, Mozzarella)	1each	Ore-ida used for analysis Lettuce, Tomato, Cabbage, Carrot, Radish, Bean Sprouts 811 Calories, 39.6% Total Fat, 12.3% Saturated Fat
Potato, Patties (2.25oz.)	1each	
Ketchup (individual)	2each	
Tossed Salad	1cup	
Low Fat Ranch Dressing (Sysco)	1TBSP	
Fruit Cocktail (cnd,lt.syrup)	1/2cup	
Milk, Variety SAMPLE LUNCH	Half Pint	
TUESDAY		
Taco (1/3 beef, 2/3 grd. Turkey, LF Cheese)	2each	USDA Recipe D-13,MODIFIED:Use1/3groundbeef, 2/3 grd. turkey, and low fat commodity cheddar cheese in recipe. USDA Recipe C-19 772 Calories, 25.7% Total Fat, 8.1% Saturated Fat
Salsa Commodity	2oz.	
Shredded Lettuce & Diced Tomatoes	3oz.	
Corn (cnd, yellow)	3/4cup	
Peaches (cnd,lt.syrup)	1/2cup	
Yellow Cake (mix, Sysco)	1piece	
Whipped Topping	1TBSP	
Milk, Variety SAMPLE LUNCH	Half Pint	
WEDNESDAY		
Corn Dog (AllMeat,Sysco,3.9oz.)	1each	794 Calories, 38.2% Total Fat, 12.7% Saturated Fat
Potatoes (frozen, french fries, oven heat)	1/2cup	
Carrots (cnd, cooked)	1/2cup	
Mustard (individual) Ketchup (individual)	1pkg/2pkgs	
Tossed Salad Fat Free Italian Dressing	1cup/1T.	
Fresh Medium Apple	1each	
Milk, Variety SAMPLE LUNCH	Half Pint	
THURSDAY		
Chicken Fajitas	1each	USDA Recipe D-40 includes Tortilla USDA Recipe B-17 Equal amounts of lettuce and tomatoes Cooked Large, Pre-made used for analysis 828 Calories, 24.6% Total Fat, 6.4% Saturated Fat
Salsa, commercial	1pkg	
Spanish Rice	1/2cup	
Shredded Lettuce & Diced Tomatoes	3oz	
Pinto Beans	1/4cup	
Rice Krispie Treats (1.3oz. Kelloggs)	1each	
Milk, Variety SAMPLE LUNCH	Half Pint	
FRIDAY		
Spaghetti and Meat Sauce	3/4cup	USDA Recipe D-35 Wheat Bread, Garlic, Parsley & Water USDA Recipe C-7 784 Calories, 24.8% Total Fat, 11.2% Saturated Fat
Garlic Toast	2slices	
Mixed Vegetables (frozen, boiled/steamed)	1/2cup	
Cherry Crisp	1serving	
Milk, Variety SAMPLE LUNCH	Half Pint	
AVERAGE CALORIES (785 Calories)	798	NOTE: These menus and recipes come from your schools.
TOTAL FAT (<30%)	30%	
SATURATED FAT (<10%)	10%	
Meets Protein, Iron, Calcium, Vitamins A&C Requirements		MILK RECIPE: 1-1% Milk, 1-1% Chocolate Milk, 1-Nonfat/Skim Milk, 1-Whole Milk

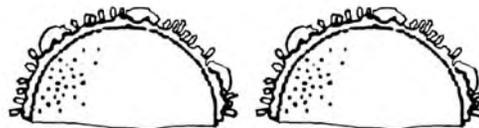
OFFER vs SERVE

OFFER versus SERVE provides students with a choice of food items. It is mandatory at the Secondary level and optional for all other grade levels. OFFER versus SERVE is cost effective and helps eliminate plate waste.

How It Works for **TRADITIONAL & ENHANCED LUNCH**

OFFER: TRADITIONAL and ENHANCED BREAKFAST offers a minimum of 4 food items

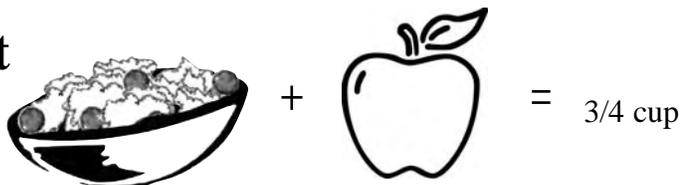
- 1 Meat/Meat Alternate



- 1 Grain/Bread Alternate

2 Tacos: Meat and Grain are combined.

- 2 Vegetable/Fruit



- 1 Fluid Milk



Schools must offer fluid milk in a variety of fat contents and may offer flavored or unflavored milk and lactose free milk.

SERVE: Students may decline up to 2 items at the discretion of the School Food Authority.

The Choice is Yours with Offer vs. Serve



Pick at least 3 of these 5 items

Actual poster size 24 x 18"

Lunch

Traditional & Enhanced
Offer vs. Serve
Poster

Call our office if
you need some.

827-1821

TRADITIONAL/ENHANCED SATELLITE DELIVERY SHEET

Date: _____
 (Circle) M T W Th F S Su
 (Circle) Breakfast Lunch

Sending To (Site): _____
 Planned Number of Meals: _____
 Times Leaving Kitchen: _____
 Time Arrived at Site: _____

List Menu Item	Serving Size	Serving Utensils Size and Number	Amount Sent	Total Servings	Number of Servings Left Over	Temperatures	
						Sent	Rec'd
<u>Meat/Meat Alternate</u>							
<u>Vegetable/Fruit</u>							
<u>Grain/Bread</u>							
<u>Milk</u> (Circle Types Offered) Skim/Nonfat 1% Lowfat 1% Lowfat Chocolate 1.5% Reduced fat Chocolate 2% Reduced fat Whole Milk							
<u>Other Items/Condiments</u>							

Tray Count
 Students _____
 Adults _____
 Total _____

Cashier Count _____

I verify the above information is true and correct.

 (Manager)-Sender

 (Cook Manager)-Receiver

SATELLITE FOOD TRANSFER SHEET

for

TRADITIONAL *or* ENHANCED

INSTRUCTIONS

SENDING SITE

1. Write in the date.
2. Circle the day of the week.
3. Circle the type of meal being served.
4. Write in the name of the site where the food will be sent.
5. Write in the number of meals planned.
6. Write in the menu items under the appropriate group(s).
7. Write in the size of serving(s) per menu item.
8. Write in the serving utensils size and number to be used per food item.
9. Write in the amount of food per menu item being sent to the particular site.
10. Write in the total servings per menu item.
11. Write in the number of servings left over.
12. Write in the time the food leaves the kitchen premises.
13. Sign the form by the manager of the preparation site.

RECEIVING SITE

14. Write in the time the food arrived in your kitchen
15. Take the temperature of each food item and write in the temperature-received column.
16. Sign the form by the receiving kitchen manager.
17. Write in the number of children served.
18. Write in the number of adults served.
19. Write the total meals served. Add steps 17 and 18.
20. Write in the total cashier count (obtain number from the cashier).

Nutritional Analysis for Traditional and Enhanced Meal Planning Options

What records will be needed to conduct the nutrient analysis?

One week's menus for each grade/age level served for one school under the jurisdiction of a LEA will be reviewed. Menus from more than one site will be analyzed only if multiple menu planning approaches are used by the LEA. Records needed include:

- Menus for the week being reviewed
- Complete production records for the week being reviewed
- USDA as well as local recipes
- Nutrition Fact Labels or manufacturer's nutrition documentation of commercially prepared foods used during the week being reviewed
- Food product descriptions
- Number of a la carte sales and adult meals which are part of the production record
- Printout provided from the USDA-approved software for the week being reviewed when a school is following Nutrient Standard and Assisted Nutrient Standard Menu Planning or is utilizing USDA-approved software to conduct their own nutrient analysis for food-based menu planning

What will the criteria be for meeting the Dietary Guidelines and Nutrient Standards?

- Lunch meets 1/3 of the Recommended Dietary Allowances for protein, vitamin A, vitamin C, iron, calcium, and 1/3 of the energy allowance (calories) for appropriate age or grade groups
- Breakfast meets 1/4 of the Recommended Dietary Allowances for protein, vitamin A, vitamin C, iron, calcium, and 1/4 of the energy allowance (calories) for appropriate age or grade groups
- When averaged over a school week, all school meals contain 30% or less of total calories from fat
- When averaged over a school week, all school meals contain less than 10% of calories from saturated fat
- Reduction in levels of sodium and cholesterol and an increase in dietary fiber since the last SMI review

Recipe Source/#, Product Source/#, Food Buying Guide

(See step number 6 - Production Sheets Instructions)

1. RECIPE SOURCE - 3 Examples

Turkey and Dressing Supreme					
Ingredients	50 Servings		100 Servings		For Servings
	Weight	Measure	Weight	Measure	
Bread cubes, soft	2 lb 2 oz	2 1/2 gal	4 lb 4 oz	4 1/2 gal	Directions 1. Lightly oil steamtable pans (12" x 18" x 2 1/2"). For 50 servings, use 2 pans. For 100 servings, use 4 pans. 2. For dressing: Combine bread cubes, mayonnaise, onions, and butter or margarine in a bowl. Mix lightly until well blended. 3. Add stock to bread mixture. Mix gently until dressing is moist. 4. Spread 4 lb (1 gal 1 1/4 qt) of dressing evenly into each steamtable pan. 5. Cover each pan of dressing with 3 lb
Poultry seasoning	2 tsp		4 tsp	1 Tbsp 1 tsp	
Black or white pepper	2 tsp		4 tsp	1 Tbsp 1 tsp	
Thyme (optional)	2 Tbsp		4 Tbsp	1/4 cup	
Dehydrated onions	1/4 cup 2 Tbsp	1/4 cup	1/2 cup	1/4 cup	
Onion					
Fresh onions, chopped	8 oz	1 1/4 cups	1 lb 8 oz	2 1/4 cups	
Butter or margarine, melted	2 oz	1/4 cup	4 oz	1/2 cup	
Chicken stock	2 qt		4 qt	1 gal	
Cooked turkey, chopped	6 lb 4 oz	1 1/2 gal	12 lb 8 oz	3 1/2 gal	

This is a USDA Recipe 1988.
The Recipe Number is D-38.

USDA/D-38

M-5 Beef-Bean-Cheese Burrito 300 Servings	
Ground beef	28#
Shredded cheddar cheese	10#
Shredded mozzarella	5#
Refried beans	3/10
Chili pequin	1 c.
Red chili sauce	1/2 gal.
Salt	5 Tbs.
Flour tortilla	8" 1 each

This is a locally developed recipe from Mountainair Elementary.
The Recipe Number is M-5.

Local/M-5

Chocolate Chip Cookies					
Ingredients	250 Servings		100 Servings		For Servings
	Weight	Measure	Weight	Measure	
Butter	1 1/2 lbs		3/4 lb		Directions 1. In mixer, cream butter, shortening, brown and white sugars until fluffy. Add applesauce and mix until creamy. 2. Add eggs and vanilla and mix well. 3. Add flour, baking soda and salt. Mix well. 4. Stir in chocolate chips. 5. Portion with No. 40 scoop. 6. To Bake: Conventional Oven 350°F, 12 minutes Convection Oven 350°F, 8-10 minutes
Applesauce	2 1/2 cups		1 1/4 cups		
Brown Sugar, packed	2 lbs		1 lb		
Powdered sugar	2 lbs		1 lb		
Eggs	8		4		
Vanilla	1/2 cup		1/4 cup		
Flour, all purpose	8 1/2 lbs		3 1/4 lbs		
Baking Soda	1 1/2 Tbsp		3/4 Tbsp		
Salt					
Chocolate Chips	2 lbs		1 lb		

The Recipe Number is A5.

NMMenu/A5

2. PRE-PREPARED PRODUCTS, Ready To Eat (RTE)

Chicken Nuggets 48012 from Andele Pollo Corp.

Turkey Weiner 62055 from Pavo Corp.

These product numbers are located on the box next to the name of the item (product code).

3. FOOD BUYING GUIDE (FBG)

Single ingredient items (produce, meat, cheese, grains, etc.)

INSTRUCTIONS FOR FILLING OUT PRODUCTION SHEETS

TRADITIONAL/ENHANCED LUNCH

BEFORE SERVING:

STAPLE THE MENU for the day, week, month, or cycle on the first day of the week, month, or cycle.

Follow these steps:

1. Write the school name and the date or use a date stamp (i.e., October 15,2008)
2. Write in the number of meals planned.
(This is your daily estimate and is needed to complete the calculations).
3. Write in the menu under the appropriate components/items.
Traditional/Enhanced: Write in the Meat/Meat Alternate, Grain/Bread Alternate, Fruit/Vegetable, and other Items/Condiments.
4. Grade Group, Serving Size.
 - a. Circle or write in the grade group(s) being served.
 - b. Write in the size of serving for all menu items. This may differ by grade groups.
Note: When more than one grade group is used write in the number of servings planned for each group. You'll need this information to complete the FPR. Adjusted portion sizes for grade groups must be shown for menu items, recipes, and products.
5. Traditional/Enhanced: Is the menu planned a reimbursable meal? Circle yes or no.(Compare to Meal Pattern).If no, change/add to the menu to make it a reimbursable meal.
6. Source of Recipe/Product or Recipe Number: Write in the source of the Recipe and Number or the Product Number. If a recipe other than a USDA recipe is used, the SFA should establish a method of numbering the recipes. When using a purchased pre-prepared food item that has a CN label, record the CN number in this column, Brand Name and Description. For items with CN labels and for items that do not have a CN label, the SFA should make a notebook and paste the nutrition facts label, CN label, and the product formulation statement for any item that is being counted towards meeting meal pattern requirements on a blank page and establish a system for numbering each product.
SEE THE PREVIOUS PAGE FOR EXAMPLES.

School's Name Today's Date 1				Planned Number of Meals: 2			
				Actual Tray Count:			
				Is the menu planned a reimbursable meal? 5 YES NO			
		Grade/Group					
Circle or write in your grade group(s), and if more than one group, the planned number of meals.	Traditional		Enhanced		Recipe Source/# <u>Product#/ Source</u> e.g., USDA, B-16 FBG Kelloggs RTE	Servings/ Purchase Unit	Total Qty of Food Used (lb, cn, cs,ea)
	K -3	4 - 12	K - 6	7 - 12			
MENU	Size of Serving						
3	4b	4b			6		
3	4b	4b			6		
3	4b	4b			6		

7. Write in the servings per purchase unit in the “Servings per Purchase Unit” column (use the Recipe Source, Ready- to- Eat, or the Food Buying Guide, see page 51). When using the Food Buying Guide, adjust for portion size being served (i.e., for ½ cup servings divide servings/purchase unit by 2). Additional information can be found on the USDA website at <http://schoolmeals.nal.usda.gov/FBG/buyingguide.html> and for commodities: www.fns.usda.gov/fdd/facts/schfacts/cats.htm.
8. Write in the “Total Quantity of Food Used” column in pounds, cans, case or each. This is the total amount of food you will prepare. Use formula (a) when the serving size from the FBG does not have to be adjusted. Use formula (b) for serving sizes that are different from the Food Buying Guide and are adjusted.
 To calculate the amount of food needed:
 a. Planned Number of Meals ÷ Servings per Purchase Unit = “Total Quantity of Food Used”
 (Item 2) ÷ (Col.7) = (Col.8) (Amount of food needed)
 b. (Planned Number of Meals x Serving Size) ÷ Servings per Purchase Unit = “Total Quantity of Food Used” (Amount needed).
 Use this formula ONLY when the serving size you are using is different from the serving size listed in the Food Buying Guide.
9. Write the total servings in the “Number of Servings Prepared” column.
 (Servings per purchase unit) X (Total Quantity of food used) = Number of Servings Prepared
 (Col.7) X (Col.8) = (Col.9)
 Note: This calculation is a double check that you are preparing enough servings for the planned number of meals, and the calculations are correct. The Number of Servings Prepared (Col.9) must be equal to or greater than the planned number of meals (Item 2)

Today's Date:		Planned Number of Meals:				Actual Tray Count:				Students: Adults:	Meal Count
Grade Group		Is the menu planned a reimbursable meal?				YES	NO				
Circle or write in your Age/ Grade group(s), and if more than one group, the number of planned meals.	Traditional		Enhanced		Recipe Source / # Product Source# (eg. USDA E-16, FBG, Kelloggs RTE)	Servings/ Purchase Unit	Total Quantity of Food Used (lb, oz, cs, ea)	Number of servings prepared	Number of Servings Used	Number of servings leftover/ short	Comments
	K-3	4-12	K-6	7-12							
MENU											
Meat/Meat Alternate											
	Size of Serving										
Grains/Bread Alternate											
Number of grain servings/person											
Fruit/Vegetable											
1.											
2.											
Milk (1/2 pt. Serving)											
Number Served											
1% Lowfat					Traditional LUNCH Meal Patterns include: 1 meat/meat alternate 2 or more servings of different Vegetables or Fruits 8 servings of Enriched Grains/Breads per week- minimum of 1 per day 1/2 pint fluid milk <i>See the Food Buying Guide Introduction, 1-7, for age/grade group serving sizes</i>	Traditional ENHANCED LUNCH Meal Patterns include: 1 meat/meat alternate 2 or more servings of different Vegetables or Fruits 10-15 servings of Enriched Grains/ Breads per week- minimum of 1 per day 1/2 pint fluid milk <i>See the Food Buying Guide Introduction, 1-9, for age/grade group serving sizes</i>					
1% Lowfat Chocolate											
1.5% Reduced Fat Chocolate											
2% Reduced Fat											
Whole Milk											
Other Items/Condiments											
Size of Serving											

AFTER MEAL SERVICE:

10. Write in the Number of Servings Used:
 Number of servings Prepared – Number of Servings Leftover = Number of servings Used
 (Col. 9) – (Col. 11) = (Col. 10)
11. Write in the number of servings of leftover for meat/meat alternate, grain/bread, fruit/vegetable, or the number of servings short.
 Example: toast 6 svgs. This is needed when planning future meals for Offer Versus Serve and for an accurate nutrient analysis of your menus.

12. Write in any comments i.e. what you did with leftovers, (i.e. dumped, froze for another meal, served as seconds, sold as ala carte, etc., special meals, why menu item was changed).

Comments
12
12

Milk (1/2pt. Serving)	Number Served
Skim/Nonfat	
1% Lowfat	13
1% Lowfat Chocolate	13
1.5% Reduced fat Chocolate	
2% Reduced fat	
Whole Milk	13

13. Write in the amounts of milk used for each type of milk offered. (See Memorandums SNB [2004-2005] 23, and SNB [2004-2005] 25.

Other Items/Condiments
14

14. Write in all additional items served, including condiments such as honey, jelly, butter, syrup, sugar, ketchup, salsa. Also record any non-reimbursable (extra) items served, including portion size and all other columns.

MEAL COUNT:

- 15. Write in the number of students served.
- 16. Write in the number of adults served.
- 17. Add steps 15 and 16 to obtain the number of lunches served.
- 18. Write in the tray count. Compare the tray count with the cashiers total (an independent count) Item 17. If the numbers are not the same, determine why they are not the same. **DO NOT ADJUST THE CASHIER COUNT.** When the numbers do not match within a few meals, this is an indication of a meal counting system that is NOT working. Discuss with your Food Service Director changes that will ensure an accurate meal counting system.

Planned Number of Meals:		MEAL COUNT	
Actual Tray Count:	18	Students:	15
Is the menu planned a reimbursable meal?		Adults:	16
YES NO		TOTAL:	17

NOTE: Use of Brand Names in the following pages of examples does not imply endorsement of these products, brands or companies. Brand names are used for demonstration purposes only.

School's Name: Santa Fe School					Planned Number of Meals:	300				Students: Adults:	Meal Count	268		
Today's Date: 10/16/08					Actual Tray Count:		278					10		
Grade Group					Is the menu planned a reimbursable meal?:		YES NO					278		
Circle or write in your Age/ Grade group(s), and if more than one group; the number of planned meals.	Traditional		Enhanced		Recipe Source / # Product Source/# (eg. USDA B-16, FBG, Kelloggs RTE)	Servings/ Purchase Unit	Total Quantity of Food Used (lb, cn, cs, ea)	Number of servings prepared	Number of Servings Used	Number of servings leftover/ short	Comments			
	K-3	4-12	K-6	7-12										
MENU	Size of Serving													
Meat/Meat Alternate(1 or														
Hamburger	1 ea			1 ea	48013	1 - 3 oz	250 ea	250	250	0	Extras served as seconds.			
Bean Burrito				1 ea	20461	1 ea	50 ea	50	50	0				
Grains/Bread Alternate (1 or														
HB Bun Toast (2 oz)	1 bun			1 bun	Local, B - 2 RTE	1 ea	250 ea	250	250	0	Note: 2 portion sizes, use planned			
											Number of servings per age group.			
											Leftovers due to Offer Vs Serve at			
											H.S. level (Grades 9-12)			
Number of grain servings/person	2													
Fruit/Vegetable											Note: 2 portion sizes, use planned			
Oven Fried Potatoes	1/2 c			3/4 c	FBG	70	10 - 5 #	308	278	30	Number of servings per age group.			
Broccoli cut, frozen	1/4 c			1/4 c	FBG	9.6	32 #	307	278	29	Dumped.			
Apple sauce, sweetened	1/4 c			1/4 c	FBG	47.6	7 #10 cans	333	278	55	Saved for breakfast.			
Lettuce, Tomato	1/4 c			1/4 c	Local V - 2	100	2.5 x recipe	250	250	0				
Milk (1/2 pt. Serving)	Number Served				Traditional LUNCH Meal Patterns include: 1 meat/meat alternate 2 or more servings of different Vegetables or Fruits 8 servings of Enriched Grains/Breads per week- minimum of 1 per day 1/2 pint fluid milk <i>See the Food Buying Guide Introduction, 1-7, for age/grade group serving sizes</i>				Traditional ENHANCED LUNCH Meal Patterns Include: 1 meat/meat alternate 2 or more servings of different vegetables or Fruits 10 - 15 servings of Enriched Grains/ breads per week-minimum of 1 per day 1/2 pint fluid milk <i>See the Food Buying Guide Introduction, 1-9 for age/grade group serving sizes</i>				Note: Milk is less than 268 servings due to Offer Vs Serve at H.S. level (Grades 9-12)	
1% Lowfat	18			10										
1% Lowfat Chocolate	153			73										
1.5% Reduced fat Chocolate														
2% Reduced Fat														
Whole Milk	7			0										
Other Items/Condiments	Size of Serving													
Ketchup	1 ea			1 ea	RTE Portion Pkg	1	250	250	250	0				
Mustard	1 ea			1 ea	RTE Portion Pkg	1	250	250	150	100	Return to storage.			
Relish	1 T			1 T	FBG	256	1 gal	256	156	156	Return to storage.			

School's Name: Santa Fe School				Planned Number of Meals:		180		Students: Adults:		Meal Count		170	
Today's Date: 10/17/08				Grade Group		Actual Tray Count:				174		4	
				Is the menu planned a reimbursable meal?:		YES NO						174	
Circle or write in your Age/Grade group(s), and if more than one group; the number		Traditional		Enhanced		Recipe Source / # Product Source/# (eg. USDA B-16, FBG,	Servings / Purchase Unit	Total Quantity of Food Used (lb, cn, cs, ea)	Number of servings prepared	Number of Servings Used	Number of servings leftover/	Comments	
		K-3	4-12	K-6	7-12								
MENU		Size of Serving										Note: 12, 1 oz servings/lb	
Ground beef(for sauce)					2 oz	FBG 85/15	6	30 #	180	174	6	Note: USDA D-35 portion size is	
Spaghetti (1 M/1G/1/4V)					3/4 c	USDA D- 35	50	4 x recipe	200	200	0	3/4 c spaghetti and meat sauce	
												contains 2 oz ground beef, 1/2 c	
												spaghetti, 3/8 c vegetable.	
Grains/Bread Alternate (1 or													
Spaghetti					1/2 c	FBG	10.6	17 #	180	174	6	Note: To decrease fat use	
Rolls(1 oz) pre made or					1 ea	FBG	16	11 1/4 #	180	180	0	1/2 ground turkey.	
Rolls (1 oz) home made					1 ea	USDA B - 16	100	2 x recipe	200	200	0		
Number of grain servings/person			2										
Fruit/Vegetable													
Spaghetti sauce					1/4 c	FBG	47.9	4 # 10	191	174	17		
Tossed Salad/ Lettuce					1/4 c	FBG	11.1	16 1/4 #	180	174	6	Dumped.	
Tomato					1/4 c	FBG	7.6	23.75 #	180	174	6		
Shredded carrots					1/4 c	FBG	15.4	11.75 #	180	174	6		
Mixed Vegetables, frozen					1/4 c	FBG	9.2	19.75 #	181	174	7	Dumped.	
Milk (1/2 pt. Serving)						Traditional LUNCH Meal Patterns include: 1 meat/meat alternate 2 or more servings of different vegetables or Fruits 8 servings of Enriched Grains/Breads per week- minimum of 1 per day 1/2 pint fluid milk See the Food Buying Guide Introduction, 1-7, for age/grade group serving sizes		Traditional ENHANCED LUNCH Meal Patterns Include: 1 meat/meat alternate 2 or more servings of different vegetables or Fruits 10 - 15 servings of Enriched Grains/Breads per week - minimum of per day 1/2 pint fluid milk See the Food Buying Guide Introduction, 1-9, for age/grade group serving sizes		Note: Milk is less than 170 servings due to Offer Vs Serve at H.S. level (Grades 9-12)			
1% Lowfat				31									
1% Lowfat Chocolate				118									
1.5% Reduced fat Chocolate													
2% Reduced Fat													
Whole Milk				0									
Other Items/Condiments		Size of Serving											
Italian Dressing					1 oz	Sysco Fat Free	128	1.5 gal	192	174	18	Dumped.	
Oatmeal Cookie					1 ea	Local B- 23	100	2 x recipe	200	200	0	Extras served as seconds.	
Jelly (1 T)					1 ea	American RTE pkg	1	180	180	150	30	Returned to storage.	

Production Records
Must Be Completed Daily

HAVE A QUESTION ABOUT STUDENT NUTRITION PROGRAMS?

- **School Breakfast Program?**
- **National School Lunch Program?**
 - **Special Milk Program?**
 - **After School Snacks?**
 - **Summer Seamless?**

You may contact us...

By Mail:

**Student Nutrition Bureau
Public Education Department
120 South Federal Place, Room 105
Santa Fe, NM 87501**

Phone: (505) 827-1821

Fax: (505) 827-1815



On the Web:

<http://www.ped.state.nm.us/div/sipds/snp/index.htm>

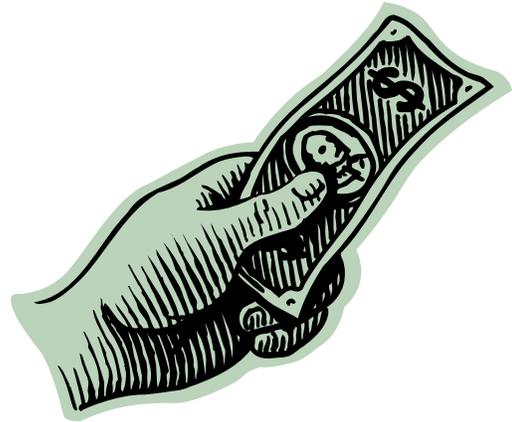
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WHO DO I CONTACT ABOUT “REIMBURSEMENT CLAIM” QUESTIONS?

By Mail:

**Susan Lucero
Financial Specialist
School Accounting Unit
Public Education Department
Jerry Apodaca Building
300 Don Gaspar Avenue
Santa Fe, NM 87501-2786**



Phone: (505) 827-3848

Fax: (505) 827-4473

WHO DO I CONTACT ABOUT “COMPUTER TRANSMISSION” OF CLAIMS?

By Mail:

**Antoinette Archuleta-Maes
Database Administrator
Public Education Department
Jerry Apodaca Building
300 Don Gaspar Avenue
Santa Fe, NM 87501-2786**



Phone: (505) 827-6547

Fax: (505) 827-3986

**Transmit Claims on Internet Explorer:
<http://164.64.166.19/nutritionweb>**