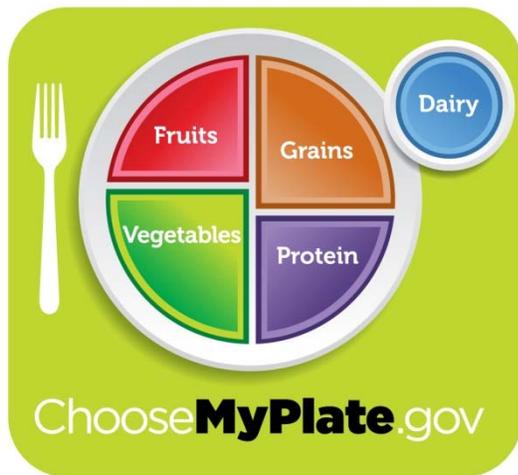


# SCHOOL FOOD SERVICE MANAGER ESSENTIALS



## AN OVERVIEW OF SCHOOL MEALS

The Office of Public Instruction School Nutrition Programs administers the following U.S. Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program
- Special Milk Program
- Summer Food Service Program (SFSP)
- USDA Foods Program
  - Including DoD Fresh Program
- Fresh Fruit and Vegetable Program
- Montana Team Nutrition Program

The Office of Public Instruction also administers a statewide Cooperative Purchase Program that is available to help schools procure food at a reduced price per case.

### Food served to children who participate in USDA programs must meet defined regulations.

The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) has changed school nutrition program regulations to reinforce the most recent Dietary Guideline goals, which include:

#### Balancing Calories

- Enjoy your food, but eat less.
- Avoid oversized portions.

#### Foods to Increase

- Make half your plate fruits and vegetables.
- *Switch to fat-free or low-fat (1%) milk.*

#### Foods to Reduce

- Compare sodium in foods like soup, bread, and frozen meals – and choose the foods with lower numbers.
- *Drink water instead of sugary drinks.*

### All schools in Montana follow food based menu plans for specific grade groups. The food based menu plan allows schools to focus on

- Age-appropriate calorie limits
- Serving a wider variety of vegetables (including dark green, red/orange, starchy vegetables and legumes)
- Larger servings of vegetables and fruits
- Fat-free or 1% milk
- More whole grains and less sodium

See a complete list of the Dietary Guidelines at <http://health.gov/dietaryguidelines/dga2010/DietaryGuidelines2010.pdf>

## Menu Planning

### National School Lunch Program

Food based menu planning at lunch focuses on 5 food groups: fruits, vegetables, grains, meat/meat alternate, and milk. This system requires food group components in the specific portion sizes for different grade groups: K-5, 6-8 and 9-12. The portion sizes equal a specific amount of food per week by focusing on **daily minimums**.

<b>Lunch Meal Pattern</b>			
<b>Component</b>	<b>Amount of Food Per Week (Daily Minimum)</b>		
	<b>K-5</b>	<b>6-8</b>	<b>9-12</b>
<b>Fruits (cups)</b>	2½ c week <b>(1/2 cup)</b>	2½ c week <b>(1/2 cup)</b>	5 c week <b>(1 cup)</b>
<b>Vegetables (cups)</b>	3½ c week <b>(3/4 cup)</b>	3 ½ c week <b>(3/4 cup)</b>	5 c week <b>(1 cup)</b>
<b>Dark Green</b>	½ cup/week	½ cup/week	½ cup/week
<b>Red/Orange</b>	¾ cup/week	¾ cup/week	1 ¼ cup/week
<b>Beans/Peas (Legumes)</b>	½ cup/week	½ cup/week	½ cup/week
<b>Starchy</b>	½ cup/week	½ cup/week	½ cup/week
<b>Other</b>	½ cup/week	½ cup/week	½ cup/week
<b>Grains (oz eq)</b> Half must be whole grain rich	8-9 oz week <b>(1 oz)</b>	8-10 oz week <b>(1 oz)</b>	10-12 oz week <b>(2 oz)</b>
<b>Meats/Meat Alternates (oz eq)</b>	8-10 oz week <b>(1 oz)</b>	9-10 oz week <b>(1 oz)</b>	10-12 oz week <b>(2 oz)</b>
<b>Fluid Milk (cups)</b>	5 c week <b>(1 cup)</b>	5 c week <b>(1 cup)</b>	5 c week <b>(1 cup)</b>
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
<b>Min-Max Calories</b>	550-650	600-700	750-850
<b>Saturated Fat</b> ( % of total calories)	< 10	< 10	< 10
<b>Sodium (mg) (SY 2014-15)</b>	≤ 1230	≤ 1360	≤ 1420
<b>Trans Fat</b>	Nutrition label or manufacturer specifications must indicate <b>zero</b> grams of <u>trans</u> fat per serving.		

## Menu Planning

### **Offer vs. Serve (OvS)**

Offer versus serve gives students options to decline up to two of the five menu components offered as a school lunch and still have a reimbursable meal. **Offer vs. Serve is required for grades 9-12**; it is optional for lower grade levels (K-5 and 6-8). If a school with grades K-8 does not use offer versus serve, students must be served all meal components to have a reimbursable meal. All schools are encouraged to use offer vs. serve to increase acceptance and decrease waste.

**Students may decline two food items; however, students must take a fruit or vegetable.**

Students can opt to take a smaller portion of the fruit or vegetable offered as long as their choices at the Point of Service reflect a half cup portion of fruit, vegetable or a combination of the two.

Options include:

- ½ cup of fruit OR
- ½ cup of vegetable OR
- ¼ cup of fruit and a ¼ cup of vegetable to equal ½ cup serving

**With any of the above options, students will need to select two other components for the meal to be considered reimbursable.**

Offer versus serve does not change meal prices. Students who select 3 components should be charged the same unit price as a student who selects 5 components.

Schools are required to *offer* the minimum daily serving sizes of all 5 food components at lunch.

## Menu Planning

### School Breakfast Program

Food based menu planning categorizes foods into three areas: milk, fruit/vegetable and grains/meat/meat alternate. Schools must offer students a breakfast that contains all three areas. Each breakfast should include four items from the three areas as shown in the table below. Each area requires a daily minimum portion size for grades K-12.

<b>Breakfast Meal Pattern</b>	
<b>Component</b>	Daily Minimum for K-12
<b>Fluid Milk</b>	1 cup
<b>Fruit/Vegetable</b>	½ cup
<b>AND</b>	
<b>Grains</b> Half must be whole grain rich	2 oz
<b>OR</b>	
<b>Grains</b> Half must be whole grain rich	1 oz
<b>Meats/Meat Alternates</b>	1 oz

### Offer vs. Serve (OvS)

Students must select three food items in order for the meal to be reimbursable. For example, a student is offered milk, fruit, and 2 pieces of toast at breakfast.

Under OvS, a student needs to pick 3 out of the 4 items to have a reimbursable meal.

What will 3 of the 4 items look like on a student's tray?

1. 2 pieces of toast and milk
2. 1 fruit, 2 pieces of toast
3. 1 fruit, 1 piece of toast and milk

To see more examples about OvS and breakfast go to:

[http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/OvS\\_Breakfast.pdf](http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/OvS_Breakfast.pdf)

## Production Records

### Production Record

<http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/ProductionRecord.docx>

The production record is *required* for every reimbursable meal served. This is your school's "receipt" that shows a reimbursable meal was served. Production records must be kept on file for three years plus the current year.

### Required Documentation

- ✓ Date
- ✓ Menu
- ✓ Check appropriate boxes: Breakfast or Lunch; Offer vs. Serve
- ✓ Meal Counts Prepared and Served: Student Meals, Adult Meals and Total Meals Grades
- ✓ Planned Serving Size of each component: K-5, 6-8, 9-12
- ✓ Components
  - ✓ All five components need to be offered for meal reimbursement
  - ✓ Record Vegetables by subgroups
  - ✓ Record a check by WG if grains meet whole grain requirements
- ✓ Food Temp: Temperatures must be taken and recorded at critical control points according to the school's HACCP plan prior to service.
- ✓ Total Food Planned and/or Recipe Number

### Optional Documentation

- ✓ Meal Start/End Time is useful for schools who also participate in the summer food service program
- ✓ Amount Over/Short helps adjust food production the next time an item that was significantly over or short is on the menu.
- ✓ Notes/Price is a place to make comments regarding events that may have affected the meal. It is recommended that menu costs be documented for cost control.

### Receiving Records

<http://opi.mt.gov/PDF/SchoolFood/Forms/FS/ReceivingSchoolRecord.docx>

Schools that deliver meals to a satellite kitchen must complete receiving records for each separate location which includes the amount of food sent. The receiving kitchen needs to record how much food was used. Temperature monitoring is required at both locations.

## Standardized Recipes

A standardized recipe produces a consistent quality and yield each time procedures, equipment and ingredients are followed. Schools participating in the School Nutrition Programs are required to use and keep standardized recipes on file.

### Requirements

Standardized recipes must include:

- ✓ Recipe name
- ✓ Recipe number
- ✓ Ingredients
- ✓ Measure or weight of ingredients
- ✓ Specific directions including baking temperature and time
- ✓ Serving size
- ✓ Number of servings (yield)
- ✓ Meal pattern components

### Benefits of Standardized Recipes

- Saves time on paperwork. If your school has a standardized recipe for a food product, simply write the recipe name, serving size, and number on the production record. The serving size is the individual portion size of the whole recipe, not individual components. This only needs to be written once, even if a recipe includes more than one component.
- Ensures a consistent product and helps increase participation because customers know what to expect.

There are some great standardized recipes already developed and available for school foodservice use. To download the recipes, go to USDA's website [http://www.fns.usda.gov/tn/Resources/usda\\_recipes.html](http://www.fns.usda.gov/tn/Resources/usda_recipes.html) or Team Nutrition's website at [http://www.teamnutrition.usda.gov/resources/r4hk\\_schools.html](http://www.teamnutrition.usda.gov/resources/r4hk_schools.html)

A convenient standardized recipe form is located at <http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/StandardRecipeForm.pdf>

## Inventory

### Physical Inventory

Schools are encouraged to conduct a physical inventory (where a staff person physically counts the food on the shelf) at least once a month. Commodities do not need to be kept separate on the inventory, but they **MUST** be included.

### Perpetual Inventory

Schools have the option of using a perpetual inventory (an ongoing tally where food is added and subtracted as it enters and leaves the storeroom) in conjunction with the physical inventory.

## Counting Meals

Meals must be counted at the Point of Service (POS). A *point of service* meal count is defined as a system of counting meals at a point in the food service operation where it can be accurately determined that a reimbursable meal has been served to an enrolled student.

## Civil Rights

School foodservices must:

- Conduct an annual Civil Rights training with all front line staff & maintain documentation of completion. There is a new Civil Rights training on the OPI website:  
<http://www.opi.mt.gov/pdf/SchoolFood/Forms/CR/CRTraining.pptx>  
<http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTrainDocForm.pdf>
- Display the “And Justice for All” poster where meal participants can read it.  
<http://www.fns.usda.gov/cr/justice-translations/475C.pdf>
- Never withhold benefits or meals on the basis of race, color, national origin, sex, age, or disability.
- Provide meals for students with disabilities as described in the USDA’s *Accommodating Children with Special Dietary Needs*. For more information, go to:  
[http://www.fns.usda.gov/cnd/guidance/special\\_dietary\\_needs.pdf](http://www.fns.usda.gov/cnd/guidance/special_dietary_needs.pdf)
- Count meals in such a way as there is no overt identification of participants receiving free or reduced-price meals. In other words, only individuals who work directly with School Nutrition Programs and approval of benefits should know whether or not a student qualifies for free or reduced price meals. Confidentiality is the key to program success.

## Sanitation and Food Safety

- Schools must be licensed through the Department of Public Health and Human Services, and pay a licensure fee each January to continue serving meals.
- Schools are required to have two sanitation inspections per year. If two inspections are not obtained, the school should write a letter to the sanitarian requesting an inspection.  
<http://www.opi.mt.gov/pdf/schoolfood/haccp/requestinspection.pdf>
- Schools are required to post the most recent Food Service license and food sanitation inspection report for public view.
- Schools must have a Hazard Analysis and Critical Control Points food safety system which includes Standard Operating Procedures (SOPs) *for every part of the facility* in which food is stored, prepared or served. SOPs are only required for meals and snacks sponsored by Child Nutrition Programs. See <http://sop.nfsmi.org/HACCPBasedSOPs.php> for applicable SOPs.

## **Make Meal Times Pleasant Encourage Students to Eat Well**

Meal time should be a pleasant experience. It is the time of day that children have to relax and visit with their friends while they enjoy a nutritious meal. Learn more about pleasant mealtimes by reviewing resources from Montana Team Nutrition. [www.opi.mt.gov/MTeamNutrition](http://www.opi.mt.gov/MTeamNutrition)

**Welcome to our Comfortable Cafeteria** – Webinar from February 21, 2012

<http://connect.opi.mt.gov/p3y54v9hfgr/>

### **Comfortable Cafeteria Resources**

[www.opi.mt.gov/pleasantmealtimes](http://www.opi.mt.gov/pleasantmealtimes)

**Implement a “recess before lunch” policy.** Allowing elementary children to play first and then eat their lunch is beneficial to students. Studies show that children consume more food and drink more milk. Teachers also report that cafeteria and playground behavior is improved (less discipline problems). For more information see: [www.opi.mt.gov/recessbeforelunch](http://www.opi.mt.gov/recessbeforelunch).

### **To Find More Information**

- The ***Food Buying Guide*** gives practical steps on how to plan, purchase and serve meals that follow USDA requirements. <http://www.fns.usda.gov/tn/resources/foodbuyingguide.html>  
A Food Buying Guide Calculator is also available at <http://fbg.nfsmi.org/>.
- **Montana Lunchline** This resource is a “must” for all food service managers. It allows all food service managers to communicate around the state and is a great way to network with other school foodservice managers. Contact Katie Bark by telephone at (406) 994-5641 or by e-mail [kbark@mt.gov](mailto:kbark@mt.gov) to sign up.
- The ***School Food Service Peer Consultant Network*** provides consultation services on a wide variety of food service management topics. Experienced school nutrition personnel offer free training, mentoring and technical assistance to other school nutrition staff in their region. For a listing of the current mentors available around the state, check out [http://www.opi.mt.gov/pdf/SchoolFood/Resources/TN/09\\_10PeerTrainerDirectory.pdf](http://www.opi.mt.gov/pdf/SchoolFood/Resources/TN/09_10PeerTrainerDirectory.pdf)
- Call **School Nutrition Programs** at the Office of Public Instruction at (406) 444-2501, or look online at [www.opi.mt.gov/schoolfood/index.html](http://www.opi.mt.gov/schoolfood/index.html). This Web site has blank forms, information, and links to resources like the USDA and Team Nutrition.
- For more information on USDA’s Child Nutrition Programs, go to: [www.fns.usda.gov](http://www.fns.usda.gov).