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Breakfast

The School Breakfast Program (SBP) is a federally assisted meal program administered by the Texas Department of Agriculture (TDA) and operating in public schools. It provides nutritionally balanced, economically priced or free breakfasts to all children each school day. The program was established under the Child Nutrition Act of 1966 to ensure that all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors.

Texas House Bill 136 mandates that breakfast be made available for all students in schools having at least 10 percent or more students eligible for free and reduced-price meals.

Regulations require that all school meals meet the recommendations of the Dietary Guidelines for Americans. In addition, breakfasts must provide one-fourth of the Recommended Dietary Allowances (RDAs) for protein, calcium, iron, vitamin A, vitamin C and calories.

Participating schools must serve breakfasts that meet federal nutrition standards and must provide free and reduced-price breakfasts to eligible children. Participating schools receive reimbursement from the U.S. Department of Agriculture (USDA) through TDA for each meal served that meets program requirements. Districts submit a claim to the state agency for meals served.

Schools may qualify for higher “severe need” reimbursements if a specified percentage of their lunches are served free or at a reduced price.

Schools may charge no more than 30 cents for a reduced-price breakfast. Schools set their own prices for breakfasts served to students who pay the full meal price (paid), though they must operate their meal services as nonprofit programs. See Section 14, Meal Pricing, for additional information.

Each district must select one or more Menu Planning System(s) for use in its Child Nutrition Programs by completing Attachment K of the district’s policy statement. Districts can choose a Food Based Menu Planning System or Nutrient Standard or Assisted Nutrient Standard Menu Planning. Both Traditional and Enhanced Food Based Systems require that specific food components be served in certain amounts. Nutrient Standard and Assisted Nutrient Standard Menu Planning take a nutrient-based approach to menu planning. This approach requires a nutritional analysis of foods used in school meals be conducted using a USDA-approved computer software.

Food Based Menu Planning Systems

Meeting Meal Pattern Requirements

Breakfasts should be planned that consider students' regional and cultural food preferences, including well-liked and familiar foods. Plan for contrast in texture, flavor, size and shape of foods to create interest.

- **Fluid Milk** — Fluid milk served as a beverage or on cereal or both. Although several types of milk may be served at breakfast, only one is required.
- **Juice/Fruit/Vegetable** — Fresh, canned, frozen and dried fruits may be used interchangeably. To aid in the absorption of iron from bread and cereal products, it is recommended that a fruit or vegetable high in vitamin C be offered daily. *See page 9.27 for additional information on juice and juice-based drinks. See page 9.29 for a list of foods high in vitamin A, vitamin C and iron.*
- **Grains/Breads** — Use a variety of hot breads, such as cornbread, and different kinds of muffins and biscuits. Breakfast sandwiches, pancakes, waffles or French toast may be offered. Cereals may be served hot or as pre-packaged, preportioned dry cereals, including enriched or whole-grain wheat, corn, rice, and oats. Some of the iron-fortified cereals on the market may also contain considerable amounts of sugar and should be avoided. *See pages 9.35 for additional information on how to credit bread.*
- **Meat/Meat Alternates** — **Offering meat/meat alternates as part of the breakfast menu is optional.** Use a variety of meat/ meat alternates, such as eggs, ground beef, turkey ham, cheese, nuts and seeds or nut and seed butters, yogurt, dried peas and beans, fish or poultry. Alternate egg dishes with other main dishes. For variety use lowfat ingredients to prepare combination dishes, such as grits-cheese casserole, breakfast burritos, sandwiches and pizza. Mix nuts and seeds with dried fruits to serve as is or as a topping for hot cereal. Nuts and seeds can also be blended into pancake and waffle batters.

Whenever possible, serve lower fat meat/meat alternates, such as fresh or frozen lean meat, poultry, fish, yogurt or cooked dry beans and peas, instead of processed meats. Use cheese made from skim milk, such as mozzarella.

Mix lowfat cottage cheese with dried fruits to use as a spread for breads in place of cream cheese or butter. Bacon may not be credited as meat/meat alternate due to its high percentage of fat.

- **Purchased prepared menu items** — Used to contribute to the meat/meat alternate component of the breakfast; should be supported by a CN label or product analysis sheet. *See pages 9.22-9.23 for additional information.*
- **Offering Choices** — As often as possible, offer choices in breakfast foods. Offering choices even within only one component, such as fruit/vegetable, will mean increased customer satisfaction and less food waste.

For required minimum calorie and nutrient levels, see the charts on pages 24.10-24.11.

Schedule B

School Breakfast Pattern for Traditional Food Based Menu Planning

Meal Components	Minimum Quantities			USDA Recommendation
	Ages 1-2	Ages 3,4,5	Grades K-12	
Milk (Fluid): As a beverage, on cereal or both.	1/2 cup (4 fl oz)	3/4 cup (6 fl oz)	1 cup (8 fl oz)	Whole milk for children 1-2 years of age Lowfat, skim, or buttermilk for children over the age of 2
Juice/Fruit/Vegetable: Fruit and/or vegetable; or full-strength fruit juice or vegetable juice.	1/4 cup	1/2 cup	1/2 cup	A juice or fruit or vegetable that is a good source of Vitamin C
<i>Select one serving from each of the following components or two servings from one component:</i>				
Grains/Breads: One of the following or an equivalent combination: <ul style="list-style-type: none"> • Whole-grain or enriched bread • Whole-grain or enriched biscuit, roll, muffin, etc. • Whole-grain, enriched or fortified cereal. 	1/2 slice 1/2 serving 1/4 cup or 1/3 ounce	1/2 slice 1/2 serving 1/3 cup or 1/2 ounce	1 slice 1 serving 3/4 cup or 1 ounce	See <i>Food Buying Guide for Child Nutrition Programs, PA-1331</i> , for serving sizes. (whichever is less)
Meat/Meat Alternates: One of the following or an equivalent combination: <ul style="list-style-type: none"> • Lean meat, poultry or fish ** Alternate protein products (APP) • Cheese • Large egg • Peanut butter or other nut or seed butters • Cooked dry beans/peas • Nuts and/or seeds • Yogurt, plain or flavored, unsweetened or sweetened (frozen yogurt not allowed) 	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1 Tbsp. 2 Tbsp. 1/2 ounce 2 ounces or 1/4 cup	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1 Tbsp. 2 Tbsp. 1/2 ounce 2 ounces or 1/4 cup	1 ounce 1 ounce 1 ounce 1/2 egg 2 Tbsp. 4 Tbsp. 1 ounce 4 ounces or 1/2 cup	No more than 1 ounce of nuts or seeds may be served in any one meal. Caution: Children under 5 are at a higher risk of choking than older children. It is recommended that nuts and/or seeds be served ground or finely chopped in a prepared food.

**Alternate Protein Products (APP) are also known as Vegetable Protein Products (VPP).

Note: For infants 3-11 months, see page 11.2, Meal Pattern for Infants.

Schedule C

School Breakfast Pattern for Enhanced Food Based Menu			
Meal Component	Minimum Quantities Required For		
	Ages 1-2	Preschool	Grades K-12*
Milk (Fluid): As a beverage, on cereal or both. USDA recommends whole milk for children 1-2 years of age.	1/2 cup (4 fl oz)	3/4 cup (6 fl oz)	1 cup (8 fl oz)
Juice/Fruit/Vegetable: Fruit and/or vegetable; or full-strength fruit juice or vegetable juice.	1/4 cup	1/2 cup	1/2 cup
<i>Select one serving from each of the following components or two from one component:</i>			
Grains/Breads*: One of the following or an equivalent combination: Whole-grain or enriched bread Whole-grain or enriched biscuit, roll, muffin, etc. Whole-grain, enriched or fortified cereal.	1/2 slice 1/2 serving 1/4 cup or 1/3 ounce	1/2 slice 1/2 serving 1/3 cup or 1/2 ounce	1 slice 1 serving 3/4 cup or 1 ounce (whichever is less)
Meat/Meat Alternates: Meat/poultry or fish **Alternate Protein Products (APP) Cheese Egg (large) Peanut butter or other nut or seed butters Cooked dry beans and peas Nuts and/or seeds (as listed in program guidance). ¹ Yogurt, plain or flavored, unsweetened or sweetened (frozen yogurt not allowed).	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1 Tbsp. 2 Tbsp. 1/2 ounce 2 ounces or 1/4 cup	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1 Tbsp. 2 Tbsp. 1/2 ounce 2 ounces or 1/4 cup	1 ounce 1 ounce 1 ounce 1/2 egg 2 Tbsp. 4 Tbsp. 1 ounce 4 ounces or 1/2 cup
<i>Caution: Children under 5 are at a higher risk of choking than older children. It is recommended that nuts and/or seeds be served ground or finely chopped in a prepared food.</i>			

¹No more than 1 ounce of nuts and/or seeds may be offered in any one meal.

*Option for Grades 7-12; one additional serving of Grains/Breads should be served daily in addition to the components listed above.

**Alternate Protein Products (APP) also known as Vegetable Protein Products (VPP).

Note: For infants 3-11 months, see page 11.2, Meal Pattern for Infants.

Breakfast Requirements

The School Breakfast Pattern requires that four components be offered. Each breakfast menu offered and claimed for reimbursement must conform to one of three combinations. These combinations are shown below.

Combinations Containing Required Components

Combination 1	OR	Combination 2	OR	Combination 3
8 fl. oz. Milk 1/2 cup Juice*/Fruit/ Vegetable 2 Grains/Breads		8 fl. oz. Milk 1/2 cup Juice*/Fruit/ Vegetable 2 oz. Meat/Meat Alt.		8 fl. oz. Milk 1/2 cup Juice*/Fruit/ Vegetable 1 Grains/Breads 1 oz. Meat/Meat Alt.

- In schools **not implementing offer versus serve**, a student must take full portions of all four components offered.
- **The reimbursable offer versus serve meal selections are shown below.** In schools **implementing offer versus serve**, students can refuse any one of the components offered and still have a reimbursable meal.

Selections from Combination 1	OR	Selections from Combination 2	OR	Selections from Com- bination 3
1/2 cup Juice*/Fruit/Veg. 2 Grains/Breads OR 8 fl. oz. Milk 2 Grains/Breads OR 8 fl. oz. Milk 1/2 cup Juice*/Fruit/Veg. 1 Grains/Breads		1/2 cup Juice*/Fruit/Veg. 2 oz. Meat/Meat Alt. OR 8 fl. oz. Milk 2 oz. Meat/Meat Alt. OR 8 fl. oz. Milk 1/2 cup Juice*/Fruit/Veg. 1 oz. Meat/Meat Alt.		1/2 cup Juice*/Fruit/Veg. 1 oz. Meat/Meat Alt. 1 Grains/Breads OR 8 fl. oz. Milk 1 oz. Meat/Meat Alt. 1 Grains/Breads OR 8 fl. oz. Milk 1/2 cup Juice*/Fruit/Veg. 1 Grains/Breads OR 8 fl. oz. Milk 1/2 cup Juice*/Fruit/Veg. 1 oz. Meat/Meat Alt. <i>In addition, at District's option:</i> 8 fl. oz. Milk 2 oz. Meat/Meat Alt. OR 8 fl. oz. Milk 2 Grains/Breads OR 1/2 cup Juice*/Fruit/Veg. 2 oz. Meat/Meat Alt. OR 1/2 cup Juice*/Fruit/Veg.

* full-strength fruit or vegetable juice.

Sample Breakfast Menus

Food Components	Menu	Portion
Juice/Fruit/Vegetable	Apple Juice	1/2 c.
Grains/Breads	Cheese Toast (Bread)	1 slice
Meat or Meat Alternate	Cheese	1 oz.
Fluid Milk	Milk	1/2 pt. (8 fl oz)
Juice/Fruit/Vegetable	Grapefruit Juice	1/2 c.
Grains/Breads	Pancakes with Syrup	2 (2 Grains/Breads)
Fluid Milk	Milk	1/2 pt. (8 fl oz)
Juice/Fruit/Vegetable	Cantaloupe Wedges	1/2 c.
Grains/Breads	Toasted Bagel	1/2
Meat or Meat Alternate	Peanut Butter	2 Tbsp.
Fluid Milk	Milk	1/2 pt. (8 fl oz)
Juice/Fruit/Vegetable	Fruit Cup (Banana, Orange, Pineapple Chunks)	1/2 c.
Meat or Meat Alternate	1 large hard-cooked egg	1 large egg (2 M/MA)
Fluid Milk	Milk	1/2 pt. (8 fl oz)
Juice/Fruit/Vegetable	Orange Juice or Banana	1/2 c.
Grains/Breads	Choice of Ready-to-Eat Cereal	3/4 c.
	Whole Wheat Toast	1 slice
Fluid Milk	Milk	1/2 pt. (8 fl oz)

Offer Versus Serve

Implementation

School districts are allowed, but not required, to implement offer versus serve in their breakfast programs at some or all grade levels. In schools **implementing** offer versus serve, students are allowed to **refuse any one component** that they do not intend to eat. The refused component may be any of the four components offered to the student. A student's decision to accept or refuse one of the four components does not affect the charge for breakfast. In schools **not implementing** offer versus serve, a student **must take full portions** of all four components offered to be reimbursable.

Reimbursable Breakfast Under Offer Versus Serve

Requirements:

1. All four components of the School Breakfast Pattern must be offered to all students prior to the point-of-service.
2. The offered serving sizes of those four components must be consistent with the minimum quantities specified in the charts on pages 8.4 and 8.5.
3. The student must select full-sized portions of at least three of the four offered components. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.

There are a number of points to consider when identifying components:

1. A **component** is different from a **menu item**. A menu item is any planned meat/meat alternate; vegetable, fruit, or juice; grains/breads; or milk that is named on the menu to be served on a given day. Components make up menu items. A menu item may contain only one component or it may contain more than one component. Some examples of menu items that contain more than one component include peanut butter toast, ham biscuit and egg muffin. All of these menu items are made up of two components, the meat/meat alternate and the grains/breads components.
2. To count the vegetable/fruit, the total quantity taken must be $\frac{1}{2}$ cup for age three and over. If the menu contains two $\frac{1}{4}$ cup servings of vegetable/fruit, the student would need to select both servings to fulfill the vegetable/fruit requirement.
3. To count the grains/breads as one of the three components needed for a reimbursable breakfast, a student must take a full serving. To count a meat/meat alternate component, a student must also take a full serving. For example, if a K-12 student selected a half slice of cheese toast ($\frac{1}{2}$ ounce cheese, $\frac{1}{2}$ slice bread) no credit would be given for either the meat alternate or the bread.
4. Two servings of either a grains/breads or meat/meat alternate may be offered. A double serving of the same food (grains/breads or meat/meat alternate) will count as two components toward the reimbursable breakfast. For example: a. Two pancakes, b. One bagel, c. One-egg omelet.

Examples of Non-reimbursable Breakfasts Under Offer Versus Serve

- A second serving of vegetable/ fruit or juice or a second serving of milk will not count toward the reimbursable breakfast.
- Three servings of meat/ meat alternate and grains/breads in any combination will not count as a reimbursable breakfast.
- Combination food items served as a reimbursable breakfast, such as breakfast burritos or fruit turnovers, can only be counted as two items, regardless of the size, weight or number of food items the product contains.

See Appendix for list of “Companies Producing Formulated Grain-Fruit Products.”

Identifying a Reimbursable Breakfast for Food Based

Menu	K-12 Student Takes:	Reimbursable Breakfast
<p>#1</p> <p>Fruit Cup ($\frac{1}{2}$ cup) Hard-Cooked Egg (1) Whole Wheat Toast (1 slice) Fluid Milk ($\frac{1}{2}$ pint) (8 fl. oz.)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Fruit Cup Hard-Cooked Egg</p> </div>	<p>Yes. The egg counts as two food items and the fruit cup counts as one food item. Remember, in the School Breakfast Program, $\frac{1}{2}$ of a large egg will fulfill the meat requirement.</p>
<p>#2</p> <p>Orange Slices ($\frac{1}{4}$ cup) Apple Wedges ($\frac{1}{4}$ cup) Bagel (1) Fluid Milk ($\frac{1}{2}$ pint) (8 fl. oz.)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Orange Slices Bagel</p> </div>	<p>No. The bagel counts as two food items (two grains/breads). However, in addition to the orange slices, the student would also need to take the apple wedges to fulfill the juice/fruit/vegetable requirement.</p>
<p>#3</p> <p>Orange Juice ($\frac{1}{2}$ cup) Cheese Toast (1 oz. cheese) (1 slice toast) Fluid Milk ($\frac{1}{2}$ pint) (8 fl. oz.)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Cheese Toast Fluid Milk</p> </div>	<p>Yes. The cheese toast counts as two food items (grains/breads). With the addition of milk, three food items have been taken.</p>
<p>#4</p> <p>Sliced Peaches ($\frac{1}{2}$ cup) Ready-To-Eat Cereal ($\frac{3}{4}$ cup) Raisin Toast (1 slice) Crisp Bacon (1 slice) Fluid Milk ($\frac{1}{2}$ pint) (8 fl. oz.)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Sliced Peaches Raisin Toast Crisp Bacon</p> </div>	<p>No. Only two creditable food items have been taken. The bacon is considered an “other” food that does not count toward meeting the breakfast requirements.</p>
<p>#5</p> <p>Orange and Grapefruit Sections ($\frac{1}{2}$ cup) Pancakes (2) Fluid Milk ($\frac{1}{2}$ pint) (8 fl. oz.)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>1 Pancake 2 Milk</p> </div>	<p>No. Although a double portion of grains/breads or meat/meat alternate counts as two food items, a second portion of milk or juice/fruit/vegetable does not count toward reimbursement.</p>

Nutrient Standard and Assisted Nutrient Standard Menu Planning Systems

Both Nutrient Standard (NSMP) and Assisted NSMP use computerized nutrient analysis of menus as planning tools. When averaged over a school week, this menu analysis must meet the nutrient standards for specific age/grade groups.

NSMP and Assisted NSMP take a Nutrient Based approach to menu planning. Planning is done with the help of USDA-approved computer software that is specifically programmed to help create menus that meet the nutrition goals established by the School Meals Initiative for Healthy Children. The district **must** be using the “current” National Nutrient Database for Child Nutrition Programs.

With NSMP, computer software is used to plan menus and perform nutrient analysis. With Assisted NSMP, an outside consultant or other agency (such as an outside consultant or another school district) does the menu planning and nutrient analysis based on local preferences.

Unlike Food Based Menu Planning, NSMP and Assisted NSMP do not use meal patterns with required food components and food items. In fact, there are no required foods except fluid milk. Instead of food components, planners work with menu and food items.

Many menu planners using Nutrient Standard Menu Planning like the flexibility it gives them in selecting foods and responding to customer preferences. It may be easier, for example, to provide vegetarian and ethnic selections. This flexibility might make planning within a budget easier, too.

In addition, because the nutrient analysis is conducted before the menu is served, there is immediate feedback on compliance with the nutrition goals. The nutrient analysis can be a tool for marketing healthy school meals as well as planning them.

Establishment of the Nutrient Standards Grade Groups

The Nutrient Standards for all menu planning systems for breakfast are set, at a minimum, for these grade levels:

Breakfast required grade groups
<i>Preschool</i>
<i>Grades K-12</i>
<i>Plus an optional standard for grades 7-12</i>

State Agency Approval for Assisted NSMP

Before implementing Assisted NSMP, a district must revise its Attachment K and mail it to the state office. The state office will then send an application packet to the district to complete and return to the state office with all required documentation. The state office will review menu cycles, nutrient analyses, recipes and food product specifications to ensure the Assisted NSMP requirements are met. The state office will notify the district within eight weeks of receiving the completed application packet if its documentation does not comply with the menu planning requirements. Approval to implement Assisted NSMP will be granted only after the district provides the necessary documentation. The regional Education Service Centers will provide technical assistance.

Menu Item Definition

Nutrient Standard Menu Planning deals with menu items instead of food components and food items. A menu item may be any single food or combination of foods.

The three categories of menu items for breakfast are:

- Fluid milk served as a beverage
- Any two other foods except a food of minimal nutritional value.

Example:	
<i>Egg Taco</i>	<i>Menu Item 1</i>
<i>Orange Juice</i>	<i>Menu Item 2</i>
<i>Fluid Milk Choices</i>	<i>Milk</i>

There is no requirement for an entree for breakfast. All menu items must be offered prior to the point of service.

Requirements for Reimbursable Meals Under Offer Versus Serve

Offer versus serve is a serving method designed to reduce food waste and food costs in school meal programs without jeopardizing the nutritional integrity of the meals served.

School Breakfast Program

- A minimum of three menu items must be offered: one must be milk.
- Student must select at least two items.
- Student may decline a maximum of one item.
- Offer versus serve is determined by the school district.

The breakfast must be priced as a unit regardless of the number of menu items selected by the student.

Under offer versus serve, a student may decline food items that he/she does not intend to eat. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. **Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.**

Weighted Averages

National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations require weighted averages for conducting nutrient analyses (June 30, 2004, amendment extends the requirement through September 30, 2009). A weighted nutrient analysis gives more weight to nutrients in popular foods that are more frequently selected by students. Weighted analyses allows for a greater contribution of nutrients to come from menu items that are selected more often and less nutrient contribution from those menu items selected less often.

School districts, which conduct nutrient analysis of centralized menus, will need to consolidate or aggregate production data records for all menu items served in reimbursable meals in all of their schools in order to weight the analysis.

In weighted averaging, the total number of planned reimbursable meals with projected number of servings for each menu item, excluding food items sold as adult meals and a la carte, is required for each menu.

Simple Averages

Simple averaging is an alternate method for projecting the numbers of each menu or food item, in contrast to weighted averages. For nutrient analysis, simple averaging means giving equal weight to every item offered to the student within each menu choice.

Use this procedure, which should be done for each food group:

1. Divide the total number of projected meals by the number of food item choices in each food group.
2. Multiply the answer times the number of food items allowed to be chosen.
3. This answer becomes the “projected servings” for each food item. The number will be the same for each food item in a food group but may be different for each food group depending on the number of choices within that food group.

Combining Breakfast and Lunch Nutrient Standards

NSMP and Assisted NSMP only allow schools using weighted averaging for both breakfast and lunch the option to combine the total nutrients for breakfast and lunch together in proportion to the participation in each meal. Software systems may have the capability to combine the breakfast and lunch analysis in proportion to your participation. This is an optional feature of USDA-approved software and not all nutrient analysis software will have it.

Combining NSMP With Food Based Menu Planning Systems

School districts can use different menu planning systems for different schools in the district. Federal regulations also allow districts to use different menu planning systems within one school; however, it is not recommended.

Standardized Recipes and Preparation Techniques

In the planning and serving of Nutrient Standard Menu Planning, standardized recipes and preparation techniques **must** be used. In order to qualify as a standardized recipe, a recipe must have an established and specified yield, portion size and quantity. In addition, the ingredients must be constant in measure and preparation. Examples of standardized recipes include the USDA *Quantity Recipes for Schools* and the *New School Lunch and Breakfast Recipes...A Tool Kit for Healthy School Meals*. This information may be downloaded from www.fns.usda.gov/tn/Resources/index.html (includes Spanish translations). Schools may also use local or state standardized recipes.

Processed Foods

When processed foods are used in Nutrient Standard Menu Planning, the nutrient analysis of these products must either be in the National Nutrient Database for Child Nutrition Programs or entered into the district’s local database. The nutrient analysis of the actual product must be used.

A Nutrient Analysis or a “Nutrient Fact Label” must be requested from the manufacturer or broker of any processed foods used, including commodity foods sent for processing. Request the nutrient analysis as part of the district’s bid specifications. This nutrition information must then be added to the nutrient analysis software. Contact the software supplier or software manual for directions on how to add this product information to your software.

For more detailed information concerning planning healthy school meals, refer to “A Menu Planner for Healthy School Meals,” by USDA, FNS-303. If your district does not have a copy of this resource, contact your regional Education Service Center Child Nutrition Program Specialist. This resource can be accessed on the web at <http://schoolmeals.nal.usda.gov:8001/Recipes/menu-plan/menuplan.html>.

Severe Need Breakfast (SNB) Overview

USDA established severe need funding for breakfast for schools serving a large percentage of needy students with the idea that the increased funding would permit the serving of more nutritious breakfasts. Severe need funding is approved on a school by school basis, and is restricted to the cost of producing and serving breakfast. Within the district, some schools may be eligible for severe need funding and others may not.

What is Severe Need Breakfast Reimbursement?

In addition to the regular School Breakfast Program (SBP) reimbursement rates for paid, free, and reduced-price breakfasts, districts that qualify for and have applied for Severe Need Breakfast (SNB) reimbursement shall receive additional reimbursement. The Severe Need Breakfast reimbursement rate is subject to change every program year. For the current and previous year’s Severe Need Breakfast reimbursement rate, contact the state office at (888) TEX-KIDS or email squaremeals@texasagriculture.gov.

Severe Need Breakfast Reimbursement Eligibility

The School Breakfast Program regulations specify that eligibility for severe need reimbursement is established on an individual campus basis using the following criteria:

- The reimbursement rates under the regular School Breakfast Program are insufficient to cover School Breakfast Program (SBP) costs;
- The campus is currently participating in, or desiring to initiate, a School Breakfast Program (SBP); and
- Forty percent or more of the lunches served to students at the campus in the second preceding school year were free or reduced-price meals.

Breakfast in the Classroom (BIC)

Breakfast in the Classroom is an alternative serving method that School Food Authorities (SFAs) can use to provide children with a nutritious meal in the familiar surrounding of their classroom.

Prior to implementing a classroom meal service program, it is recommended that the child nutrition staff obtain the approval and support of administrators, principals, and teachers. Once approval is granted at the district level, the staff at each school will need to be trained for set-up and implementation of the program. Each district must amend their Attachment B to the policy statement to include procedures for Breakfast in the Classroom. An amendment to the policy

statement must be submitted to TDA for approval before BIC is implemented; amendments must be approved by TDA by October 15, annually.

The meal can be served in a variety of ways. It can be served in a bag as a meal or individually wrapped. Students can come to the cafeteria to pick up their meals and return to the classroom to eat or meals can be delivered to the classroom and served to the students. Any method requires that a reimbursable meal including milk must be served. The food production record must reflect if Offer vs. Serve is utilized and there must be a point at which it can be determined that a reimbursable meal has been chosen by an eligible student when breakfast is served/consumed in the classroom.

Working with teachers and administrators on an on-going basis is the key to maintaining a successful BIC program. When meals are delivered to the classroom it is important that an adequate point-of-service meal counting system is in place to properly count and document the meals served in the classroom. Counts taken anywhere other than at the point-of-service, such as attendance counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by “backing into” the number of lunches or breakfasts served are a few of the common pitfalls of a BIC program that the SFA must avoid.

Before implementing a “Breakfast in the Classroom” program the SFA should thoroughly review Section 7: Counting and Claiming in this Manual.

Universal Free Breakfast Program (UFBP)

An option that is available to schools that allows all students including those students that are approved for reduced and full price meals is the UFBP. This program allows schools to provide students a breakfast meal at no charge. Students must be counted and claimed in their approved eligibility category (free, reduced or paid) but receive a meal at no charge. Schools providing UFBP must follow the counting and claiming requirements included in Section 7 of this manual. UFBP and the impact it will have on the district should be discussed with administrators and teachers before implementation. TDA requires a district to change their Attachment B of the policy statement before implementation if the school’s collection or counting and claiming procedures change. Policy changes must be made by October 15, annually. No other formal approval process is necessary to begin UFBP.

SFAs agree to pay program costs of all students eating at no charge if the reimbursement is not sufficient to cover the total costs of operating the Universal Free Breakfast Program.

Daily Food Production Record for Food-Based - On-Site Production

1. DISTRICT: _____ 6. STUDENTS SERVED: _____
 2. SCHOOL: _____ ADULTS SERVED: _____
 3. MEAL PREPARATION SITE: _____ TOTAL SERVED: _____
 4. MEAL SERVICE: BREAKFAST LUNCH SNACK 8. OFFER VS. SERVE: YES NO
 5. TRADITIONAL ENHANCED
 7. DATE: _____

Food Item	14. Meal Contribution	15. Recipe #	Planned Portions & Serving Sizes						19. Total Amount Prepared <small>(lbs., #10 cans, ea., cases, etc.)</small>	20. Leftover	21. COMMENTS
			Age/Group	Age/Group	Age/Group	Adults	Alia Carte				
	PK-3	4-8	9-12	16.	17. #	17. #	17. #	17. #	18. Portion Size	18. Portion Size	18. Portion Size
9. Meat/Meat Alternate											
10. Vegetable/Fruit											
11. Grain/Breads											
12. Milk											
13. Other(s)/Condiments											

Instructions For Completing Daily Food Production Records for Food Based—On-site Production

- 1. District:** Enter your district's name in District blank.
- 2. School's Name:** Record your school's name.
- 3. Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
- 4. Meal Service:** Check the meal that the menu is for; either breakfast, lunch or snack.
- 5. Menu Option:** Select either Traditional or Enhanced Meal pattern based on Meal Pattern System (Attachment K) form in your application agreement.
- 6. Students Served:** Enter total students/adults/served for the day.
- 7. Date:** Record the date the food will be served.
- 8. Offer vs. Serve:** Check "yes" if you participate in offer vs. serve or "no" if not.
- 9. Food Item:** List all the Meat/Meat Alternate (M/MA) items to be served.
- 10. Food Item:** List all the Vegetable/Fruit/Juice (V/F/J) items to be served. (Example, corn or peaches)
- 11. Food Item:** List all the Grains/Bread (G/B) items to be served.
- 12. Food Item:** List Milk choices. Two different milk choices must be offered at lunch.
- 13. Food Item:** List all Other/Condiments served such as mayo, mustard, and ketchup.
- 14. Meal Contribution:** Include the amount of Meat/Meat Alternate (M/MA), Grains/Breads (G/B) in equivalents, Vegetable/Fruit (Juice) (V/F/J) in cups, and Milk (M) in ounces or 1/2 pts. Record contribution for each age group. This information is found on CN labels, the Food Buying Guide, and USDA recipes. For example: 1-¹/₂ M/MA, 2 G/B, ¹/₂ c J.
- 15.* Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used.
- 16. Age/Grade Group:** List the Age/Grade groups to be served. (Example, PK- 3, K-3, 4-8, 4-12).
- 17. Number of Portions:** Indicate the number of portions planned based on the number of students eating that day. (For example, 100, 300, etc.).
- 18. Portion Sizes:** Describe the contribution to the school meal patterns: Meat/Meat Alternate (M/MA) in ounces indicating weight or each, Vegetable/Fruit/Juice (V/F/J) in cups or scoop sizes indicating volume, Grains/Breads in each or by weight for all age/grade groups served. Define portion size as it is served on the plate. (For example 1 Hamburger Patty, not 2.0 oz.).
- 19. Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total # of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Indicate total amounts of food prepared in pounds/ounces, #10 cans. When in doubt as to how to list a particular food with regard to purchase units, refer to the *USDA Food Buying Guide, Revised 2001, column 2 entitled "Portion Units."* Any leftover foods used in meal preparation should be included in this column.
- 20. Leftovers:** Record the total amount leftover for each menu item served. List amounts in the same manner as reported in column 18. (For example, 5-¹/₄ c, 7-2 oz, 18-¹/₂ pts, etc.)
- 21. Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, # of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler, serve at BRK, 49-2 oz leftover due to unannounced field trip, ala carte-sold out, baker needs to prepare main dish, etc.

Sack lunch components must be listed on Production Records if claimed for reimbursement.

If a recipe number is not used and the **Food Buying Guide does not have a yield for the food item, the district must have a CN label or product analysis on file.*

Instructions For Completing Daily Food Production Records for Food Based—Central Kitchen

- 1. District:** Enter your district's name in the District blank.
- 2. School's Name:** Record the school's name.
- 3. Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
- 4. Meal Service:** Check the meal that the menu is for either breakfast, lunch or snack.
- 5. Menu Option:** Select either Traditional or Enhanced Meal pattern based on Meal Pattern System (Attachment K) form in your application agreement.
- 6. Date:** Record the date the food will be served.
- 7. Food Item:** List all the Meat/Meat Alternate (M/MA) food items to be served.
- 8. Food Item:** List all the Vegetable/Fruit/Juice (V/F/J) food items to be served. (For example: corn-frozen, mashed potatoes flakes).
- 9. Food Item:** List all the Grains/Bread (G/B) food items to be served.
- 10. Food Item:** List Milk choices. Two different milk choices must be offered at lunch.
- 11. Food Item:** List all Other/Condiments served such as mayo, mustard, and ketchup.
- 12. Meal Contribution:** Include the amount of Meat/Meat Alternate (M/MA), Grains/Breads (G/B) in equivalents, Vegetable/Fruit/Juice (V/F/J) in cups, and Milk (M) in ounces or $\frac{1}{2}$ pts. Record contribution for each age group. This information is found on CN labels, the Food Buying Guide, and USDA recipes. For example: $1\frac{1}{2}$ M/MA, 2 G/B, $\frac{1}{2}$ c J.
- 13.* Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used.
- 14. Age/Grade Group:** List the Age/Grade groups to be served. (Example, PK- 3, K-3, 4-8, 4-12)
- 15. Number of Portions:** Indicate the number of portions planned based on the meal. (For example, 100, 300, etc.).
- 16. Portion Sizes:** Describe clearly the contribution to the school meal patterns: Meat/Meat Alternate (M/MA) in ounces indicating weight or each, Vegetable/Fruit/Juice (V/F/J) in cups or scoop sizes indicating volume, Grains/Breads in each or by weight for all age/grade groups served. Define portion size as it is served on the plate.
- 17. Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total # of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Indicate total amounts of food prepared in pounds/ounces, # 10 cans. When in doubt as to how to list a particular food with regard to purchase units, refer to the *USDA Food Buying Guide, Revised 2001, column 2 entitled "Purchase Units."* When sending 4" pans, indicate how many pans are used and how many servings each pan yields i.e., 3 pans (100servings/pan). Any leftover foods used in meal preparation should be included in this column.
- 18. Quantity Sent to:** Fill in the name of the satellite location(s) to which food is sent. Record the total amount of food sent to the each satellite location(s) prepared for. If sending #10 cans, please record how many #10 cans were sent. Use the food buying guide unit listed in column #2. Use the largest possible measure for the food item possible such as gallons rather than $\frac{1}{2}$ pan. Refer to the recipe for correct weight/measures required for number of portions to be delivered. Adult/ala carte servings amounts should be included in amounts delivered.

Sack lunch components must be listed on Production Records if claimed for reimbursement.

If a recipe number is not used and the **Food Buying Guide does not have a yield for the food item, the district must have a CN label or product analysis on file.*

Instructions For Completing Daily Food Production Records for Food Based—Receiving Kitchen

- 1. District:** Enter your district's name in the District blank.
- 2. School's Name:** Record the school's name.
- 3. Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
- 4. Meal Service:** Check the meal that the menu is for: breakfast, lunch, or snack.
- 5. Menu Option:** Select either Traditional or Enhanced Meal pattern based on Meal Pattern System (Attachment K) form in your application agreement.
- 6. Students Served:** Enter total students/adults/served for the day.
- 7. Date:** Record the date the food will be served.
- 8. Offer vs. Serve:** Check "yes" if you participate in offer vs. serve and list grades participating. Check "no" and list grades that offer vs. serve is not being used in, if any.
- 9. Food Item:** List all the Meat/Meat Alternate (M/MA) items to be served.
- 10. Food Item:** List all the Vegetable/Fruit/Juice (V/F/J) food items to be served.
- 11. Food Item:** List all the Grain/Bread (G/B) items to be served.
- 12. Food Item:** List Milk choices. Two different milk choices must be offered at lunch.
- 13. Food Item:** List all Other/Condiments served such as mayo, mustard, and ketchup.
- 14. Meal Contribution:** Include the amount of Meat/Meat Alternate (M/MA), Grain/Bread (G/B) in equivalents, Vegetable/Fruit/Juice (V/F/J) in cups, and Milk (M) in ounces or pints. Record contribution for each age group. This information is found on CN labels, the *Food Buying Guide*, and USDA recipes. For example: 1-¹/₂ M/MA, 2 G/B, ¹/₂ c J.
- 15. Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used. CN label is located on the outside of the product case and must be kept on file.
- 16. Age/Grade Group:** List the Age/Grade groups to be served. (Example, PK- 3, K-3, 4-8)
- 17. Number of Portions:** Indicate the number of portions planned based on the number of students eating that day. (For example, 100, 300, etc.). If the portion sizes are the same for different age/grade groups, the district can either list number of portions planned for all of the age/grade groups it serves or the total number of portions planned and arrow across the age/grade groups.
- 18. Portion Sizes:** Describe the contribution to the school meal patterns: Meat/Meat Alternate (M/MA) indicating weight or individual servings, Vegetable/Fruit/Juice (V/F/J) in cups or scoop sizes indicating volume, Grain/Bread in individual servings or by weight for all age/grade groups served. Define portion size as it is served on the plate. (For example, 1 Hamburger Patty, not 2.0 oz.)
- 19. Total Amount Received:** Indicate total amounts of food received in pounds/ounces, # 10 cans, quarts, gallons, or number of pans with the number of servings defined.
- 20. Leftovers:** Record the total amount leftover for each menu item served. List amounts in the same manner as reported in column 18. (For example, 5-¹/₄ c, 7-2 oz, 18-¹/₂ pts, etc.)
- 21. Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, # of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler, serve at BRK, 49-patties leftover due to unannounced field trip, a la carte—sold out, baker needs to prepare main dish, etc.

Sack lunch components must be listed on Production Records if claimed for reimbursement.

Instructions For Completing Daily Food Production Records for Nutrient Standard— On-site Production

- 1. District:** Enter your district's name in the SFA blank.
- 2. School's Name:** Record the school's name.
- 3. Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
- 4. Meal Service:** Check the meal that the menu is for either breakfast, lunch, or snack.
- 5. Menu Option:** Select either Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu pattern based on meal planning system (Attachment K) form in your application agreement.
- 6. Date:** Record the date the food will be served.
- 7. Students Served:** Enter total students/adults/total served for the day.
- 8. Offer vs. Serve:** Check "yes" if you participate in offer vs serve or "no" if not.
- 9. Entrée:** List all entrée choices to be served as a reimbursable meal. (Example of entrees: hamburger on a bun, burrito, and turkey and potatoes)
- 10. Sides (Group 1), if applicable:** List in (Group 1) all choices of dishes offered to students in which they must/can select from in that group. (Example: fruit salad, apple, and pear).
- 11. Sides (Group 2), if applicable:** List in (Group 2) all choices of dishes offered to students in which they must/can select from in that group. (Example: green beans, peas, fries).
- 12. Sides (Group 3), if applicable:** List in (Group 3) all choices of dishes offered to students in which they must/can select from in that group. (Example: muffin, roll, cornbread)
- 13. Milk:** List milk choices. Two different milk choices must be offered at lunch.
- 14. Other(s) Condiments:** List all other food items or condiments served such as mayo, mustard, ketchup, etc.
- 15. Recipe #:** List recipe number. A recipe number must be listed if two or more ingredients are used.
- 16. Age/Grade Group:** List the age/grade groups to be served. (Example, K- 3, 4-7).
- 17. Number of Portions:** List number of portions planned based on the meal. (Example, 50, 100).
- 18. Portion Size:** Describe clearly the portion size in ounces indicating weight, or in cups or scoops sizes indicating volume, for all age/grade groups served. Portion size refers to the amount served on the plate.
- 19. Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total number of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Be very specific and consistent in your measurements. List items in cans, ounces, pounds, and cases.
Example *Shredded cheese - 2# 8oz.*
 Burritos - 5 cases (100/case)
 Carrots - 3 #10 cans. } This should correspond to columns 17 and 18.
- Any leftover foods used in meal preparation should be included in this column.
- 20. Leftovers:** Record the total amount leftover for each menu item served. List in the same manner as reported in column 18. (For example, 2#, 7oz, 1 case, 5-1/4 c).
- 21. Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, number of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler; serve at breakfast; 49-2 oz leftover, etc.

Disregard the Entrée and side category headings when using for breakfast meal.

Sack lunch components must be listed on Production Records if claimed for reimbursement.

Daily Food Production Record for Nutrient Standard - Central Kitchen

1. DISTRICT: _____
 2. SCHOOL: _____
 3. MEAL PREPARATION SITE: _____
 4. MEAL SERVICE: BREAKFAST LUNCH

5. NUTRIENT STANDARD ASSISTED NUTRIENT STANDARD

6. DATE: _____

Food Item	11. Planned Portions & Serving Sizes												15. Total Amount Prepared (lbs. #10 cans, ea., cases)	16. Quantity Sent To:					
	Age/Group				Age/Group				Age/Group					School Name	School Name	School Name			
	12. #	13. #	14. #	Portion Size	12. #	13. #	14. #	Portion Size	12. #	13. #	14. #	Portion Size		School Name	School Name	School Name			
7. Entrée																			
8. Sides																			
9. Milk																			
10. Other(s)/Condiments																			

Instructions For Completing Daily Food Production Records for Nutrient Standard— Central Kitchen/Satellite

1. **District:** Enter your district's name in SFA blank.
2. **School's Name:** Record the school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for; Breakfast, Lunch, or Snack.
5. **Menu Option:** Select either Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu pattern based on meal pattern system (Attachment K) form in your application agreement.
6. **Date:** Record the date the food will be served.
7. **Food Item:** List all entrée choices to be served as a reimbursable meal.
8. **Food Item:** List in Sides (Group 1) all choices of dishes offered to students in which they must/can select from in that group. (Example, fruit salad, apple, pear)
9. **Food Item:** List in Sides (Group 2) all choices of dishes offered to students in which they must/can select from in that group. (Example, green beans, peas, fries)
10. **Food Item:** List in Sides (Group 3) all choices of dishes offered to students in which they must/can select from in that group. (Example, Muffin, roll, cornbread)
11. **Food Item:** List the milk choices offered. Two different milk choices must be offered at lunch.
12. **Food Item:** List all other food items or condiments served such as mayo, mustard, ketchup, etc.
13. **Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used.
14. **Age/Grade Group:** List the age/grade groups to be served. (Example, PK- 3, K-3, 4-8, 4-12)
15. **Number of Portions:** Indicate the number of portions planned based on the meal. (For example, 50, 100, 300, etc.).
16. **Portion Sizes:** Describe the portion sizes in ounces indicating weight or in cups/scoops/spoodle sizes indicating volume, for all age/grade groups served. Portion size refers to the amount served on the plate.
17. **Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total number of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Be very specific and consistent in your measurements. List items in cans, ounces, pounds, and cases.

Example Shredded cheese - 2# 8oz. Burritos - 5 cases (100/case) Carrots - 3 #10 cans.	}	This should correspond to columns 15 and 16.
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Any leftover foods used in meal preparation should be included in this column.
18. **Quantity Sent:** Complete the name(s) of the satellite location(s) to which food is sent. Record the total amount of food sent to the each satellite location(s). Use the largest possible measure for the food item possible such as gallons rather than cups. Refer to the recipe for correct weight/measures required for number of portions to be delivered.

Disregard the Entrée and side category headings when using for breakfast meal.

Sack lunch components must be listed on Production Records if claimed for reimbursement.

Instructions For Completing Daily Food Production Records for Nutrient Standard— Receiving Kitchen

1. **District:** Enter your district's name in the blank.
2. **School's Name:** Record the school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for: breakfast, lunch, or snack.
5. **Menu Option:** Select either Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu Planning based on meal planning system (Attachment K) form in your application agreement.
6. **Date:** Record the date the food will be served.
7. **Students Served:** Enter total students/adults/total served for the day.
8. **Offer vs. Serve:** Check "yes" if you participate in offer vs. serve and "no" if not.
9. **Entree:** List all entree choices to be served as a reimbursable meal. (Example of entrees: hamburger on a bun, burrito, turkey and potatoes)
10. **Sides:** List all choices of dishes offered to students. (Example: fruit salad, apple, pear, green beans, peas, fries, muffin, roll, cornbread.) **Indicate the number of sides the student must/can select.**
11. **Milk:** List milk choices. Two different milk choices must be offered at lunch.
12. **Other(s) Condiments:** List all other food items or condiments served such as mayo, mustard, and ketchup.
13. **Recipe #:** List recipe number. A recipe number must be listed if two or more ingredients are used.
14. **Age/Grade Group:** List the age/grade groups to be served. (Example: K- 3, 4-7)
15. **Number of Portions:** List number of portions planned based on the meal. (Example: 50, 100.)
16. **Portion Size:** Describe the portion size in ounces indicating weight, or in cups or scoops sizes indicating volume, for all age/grade groups served. Portion size refers to the amount served on the plate.
17. **Total Amount Received:** Indicate total amounts of food received in pounds/ounces, # 10 cans, quarts, gallons, or number of pans with the number of servings defined.
18. **Leftovers:** Record the total amount leftover for each menu item served. List leftovers in the same manner as reported in column 16. (For example, 5-¹/₄ c, 7-2 oz, 18-¹/₂ pts, etc.)
19. **Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, # of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler, serve at breakfast, 49-patties leftover, etc.

Breakfast: Three categories; fluid milk as a beverage and any two other foods except FMNV.

Sack lunch components must be listed on Production Records if claimed for reimbursement.