

Instructions for Completing the Meal Collection Form

Use a separate Meal Collection Form for each meal.

Complete the form on the day the meal is served.

Do *not* record a la carte items.

TO COMPLETE THE FORM:

1. Record school district and agreement number.
2. Circle the meal served: breakfast or lunch.
3. Record the grades served.
4. Record the date and circle the day the meal was served.
5. Record the total number of reimbursable meals served in the building you have selected.
6. Record each meal item on a separate line. **Include a complete description of the food.** Example:
canned pears in light syrup, chili, saltine crackers, raw carrots, canned whole kernel corn, peanut butter cookie,
etc. Include all condiments used as a complement to the reimbursable meal (i.e., mustard, salad dressing, margarine, butter, mayonnaise, taco sauce, catsup etc.)
7. If a student can choose a food item from two or more foods offered, list each of the foods offered on a separate line. Write the word “**OR**” on the blank line between the choice items. If applicable, indicate how the food is cooked (i.e., fried or oven baked chicken potatoes, chicken nuggets etc.)
8. Record the serving size or weight of each meal item. Example: ½ cup, 1.8oz., or 6 nuggets.
9. Record the number of students served for each item.
10. For each Menu Item listed, indicate with a check (✓) if the item is a USDA Commodity, a recipe from the school or if you are providing a Nutrition Label for the item. Each item listed **MUST** have a check in one of the three columns. The only **exception** is for food items listed on the “Standard Foods, Food Label not Needed form located in the “Instructions for Collecting Vendor Product Information” packet.

**Check (√) as Applicable
for each Menu Item**

Menu Item	Serving Size	No. Students Served	USDA Commodity	Recipe	Nutrition Label
Macaroni & Cheese	1 cup	100	√		

11. If the recipe column is checked on the Meal Collection Form (blue form) for an item served, you either used a school recipe or a USDA recipe. If you used a USDA recipe, include the USDA recipe number in the recipe column. For example, C-1 would indicate you used the USDA recipe for apple cobbler. If you used a school recipe, then you must complete a Recipe Collection Form (pink form).
12. If you checked the Nutrition Label column for the item served, you must provide a nutrition label from the vendor. Instructions for Collecting Vendor Product Information are enclosed (yellow materials).
13. Record the number served of each type of milk (2%, 1%, chocolate). Also, include the total number of all milk served.
14. Use additional pages as needed.