

Certification of Compliance with New Meal Pattern Requirements



MICHIGAN DEPARTMENT OF EDUCATION
SCHOOL NUTRITION PROGRAMS
AUGUST 2012

Certification – SFA Responsibilities



Certification



- Some aspects of the meal pattern are phased in over several years
- SFAs must demonstrate compliance with those requirements in effect at time of certification
- SFAs must demonstrate compliance with both breakfast and lunch if SFA offers breakfast

Certification Options

- Option 1: SFA submits one week menus, menu worksheet and nutrient analysis
- Option 2: SFA submits one week menus, menu worksheet and simplified nutrient assessment

Certification – Option 1

- SFAs must submit:
 - One week of menus for each menu type offered
 - Detailed menu worksheet
 - Nutrient analysis of calories and saturated fat for each menu type
- Menu worksheet includes food items and quantities used to assess compliance

Certification – Option 2

- SFAs must submit:
 - One week of menus for each menu type offered
 - Detailed menu worksheet
 - Simplified Nutrient Assessment of calories and saturated fat for each menu type
- Simplified nutrient assessment will serve as a proxy for a nutrient analysis

Certification Documentation

- **Menu Type:** For each certification option SFAs must submit one week of each menu offered (for both breakfast and lunch) within the SFA, by age grade group
- **Example:** If an SFA serves an elementary, middle and high school menu for lunch and one menu for breakfast, the SFA must submit four menus and four menu worksheets

Certification Documentation

- **Documentation must reflect current meal service:**
 - Meals served in the calendar month the certification materials are submitted
 - Meals served in the month preceding the calendar month of submission



Certification Documentation

- **Early submission (before Sept 30, 2012)**
- SFAs may submit documentation for compliance reflecting **planned** meal service for October or November 2012

Certification Documentation

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- **Example: If an SFA submits certification documentation in August 2012, the documentation for compliance must reflect meals planned for October or November 2012**

Certification Documentation- Attestation

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- **As part of certification, SFAs must attest that:**
 - They are in compliance with all current meal pattern requirements
 - Documentation is representative of the ongoing meal service within the SFA
 - The minimum required food quantities for all meal components are available to students in every serving line

Annual Attestation

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- **Certified SFAs must annually attest, through SY 2014-15, to compliance with the meal pattern requirements, as new requirements are phased-in**

Additional Information

- *Can SFAs opt out of the six cents reimbursement?*
- *Does an SFA have to be in compliance with both breakfast and lunch requirements to be certified?*
- *Are SFAs that serve pre-K meals required to submit documentation for pre-K meals?*

Certification – MDE Responsibilities



Certification – MDE Responsibilities

- Establish process for certification in the State based on interim rule and FNS guidance
- Train and disseminate information to SFAs
- Receive, review and approve/deny SFA certification documentation within 60 days of receipt
- Disburse 6 cents reimbursement to certified SFA

Certification – MDE Responsibilities



- MDE may not approve/deny certification until July 1, 2012
- SFAs can start earning 6 cents reimbursement October 1, 2012

Certification – MDE Responsibilities



- For applications submitted on or before September 30, 2012, MDE has 60 days from October 1, 2012 to review certification materials and make a determination
 - MDE has 60 days from the date when all completed materials are submitted.

Certification – MDE Responsibilities



- Example: If an SFA submits certification materials on August 15, 2012 with planned menus for October 1, 2012, MDE has 60 days from October 1, 2012 to make a certification determination

Certification – MDE Responsibilities



- Promptly disburse 6 cents reimbursement to the certified SFA for each lunch served beginning at the start of the month in which the certified menus are served

Certification – MDE Responsibilities



- Example: If menus for the week of March 15-19, 2013 are certified in May 2013, MDE must retroactively reimburse the additional 6 cents for all lunches served on or after March 1, 2013

Additional Information



- *When does the State agency timeframe begin if an SFA submits an incomplete application?*

Orientation to the USDA Six Cents Certification Worksheet



USDA Certification Worksheet: Two Parts

- Menu Assessment
 - Grains, WG-R
 - Grain-based desserts
 - Vegetable subgroups
 - Juice limits
 - Milk fat and variety
 - Weekly min/max

Required under all three options.

- Simplified Nutrient Assessment
 - Dietary Specifications

Required under option two only.

“Optional” Simplified Nutrient Assessment

- For use under Option 2 of Certification
- Most appropriate use:
 - For SFAs that do not have USDA approved nutrient analysis software or don't wish to use it
 - When not used, a nutrient analysis using USDA approved software must be conducted

Worksheet Basics



- Developed in Microsoft Excel 97-2003 version.
- SFAs do not need to know Excel to be able to use the tool.
- Only data entry and minimal navigational skills are necessary.
- SFAs must save the worksheet.

Things to know before getting started...



- Certification is district-based
- Each unique menu must be entered into a worksheet
- Worksheet does not assess individual serving line compliance
- Based on menus offered (do not consider OVS)

Menu Worksheets



- Lunch
 - K-5, 6-8, 9-12, K-8
- Breakfast
 - K-12, K-5, 6-8, 9-12
- Programmed for a 5-day school week
- 4-day and 7-day worksheets now available

**Certification Requirements for Breakfast
in 2012-2013**



- **Food-based**
 - Menu worksheets required, nutrient analysis not required
- **Nutrient Standard Menu Planning**
 - Nutrient analysis required, no menu worksheets required

SFAs are expected to comply with breakfast requirements in place for 2012-13.

Materials Needed



- 1 week menu (5 days)
- Portion sizes for all reimbursable menu items
- Contribution information for each menu item (CN Labels, USDA Foods Fact Sheets)
- Standardized Recipes
- Production Records



Data Entry:



- Type weekly information into the worksheet.
- Use drop down arrows to select information.
- Check boxes pertaining to milk types offered.
- Select common practices using radio buttons for fruit, vegetables, and milk.

Special Considerations for Data Entry

- **Raw leafy greens**
 - Credits as half volume served
- **Dried fruit**
 - Credits as twice volume served
- **Tomato paste**
 - Refer to manufacturer info
- **Enter proper units**
 - i.e. cups of milk, not fl. oz.



Special Considerations for Data Entry...

- **Enter foods offered and maximum amounts available to students**
 - ✦ Do not enter "unlimited quantities"
 - ✦ Do not over count vegetables



Vegetable Subgroup Examples

- **Example 1**
 - Student can select spinach pizza (1/4 cup dark green) and side of broccoli (1/2 cup dark green). Since student can select both, add them up to equal 3/4 cup dark green for that day.
- **Example 2**
 - Menu offers a spinach pizza (1/4 cup dark green) and a broccoli souffle (1/2 cup dark green). Both are entrees and a student can only select one. DO NOT add up spinach and broccoli. Instead, report largest serving of dark green, which is 1/2 cup of broccoli.

Vegetable Bar Tab (cont.)

- Check the box each day the weekly vegetable bar is offered.

Optional Amount of Each Vegetable Subgroup Offered on Thursday

In the first drop-down box, select the largest amount of each vegetable subgroup offered to a student. Then in the drop-down boxes below, select the name and amount of each vegetable offered in the subgroups. If you want to clear an entry, select the first box in the drop-down box.

Check this box if you offered the weekly vegetable salad/garden bar on Thursday with **NO CHANGES**.

If you offered any vegetables in addition to the weekly vegetable salad/garden bar, select the largest amount of the vegetable offered to a student and select the name of each vegetable under the appropriate subgroups.

NOTE: If you offered a vegetable salad/garden bar on Thursday that differs from the weekly offerings, all offerings and quantities must be accounted for in the section below for the Thursday vegetable salad/garden bar. This includes weekly.

- Schools can also enter additional vegetables offered on a serving line under the All Meals tab.

Fraction Calculator/Converter

OPTIONAL Tools to Assist in Fraction and Decimal Calculations

Fraction Calculator:
Use this calculator to add the number of cups.

Decimal/Fraction Converter

Enter the decimal you wish to convert to a fraction in the box:

The decimal entered above has been converted to the following fraction:

Daily Tabs

- Select the reimbursable meals offered each day from the drop down boxes.
- Each meal is a different row.
- Worksheet checks if daily Meat/Meat Alternate, Grains, Fruit, Vegetable, and milk requirements are met.
- Select the types of milk offered for each day.

Weekly Report

- Summary of daily and weekly quantities and requirement check.
- SFAs should scroll and review the results. No data entry required on this tab.
- Daily quantities not met are flagged pink.
- Weekly requirements will be flagged with a GREEN "yes" or RED "no".
- There is a box to the right where State agencies can provide comments.

Hyperlinks

- On each tab, to go back to the instructions or weekly report.
- Links to the Food Buying Guide, Food Buying Guide calculator, CNPP Vegetable Subgroup List
- Weekly Report has links to go back to each day to review the detailed daily tab.

Walkthrough the Menu Worksheets



Simplified Nutrient Assessment



Simplified Nutrient Assessment

- SFAs have the option to use this instead of a full nutrient analysis
- Only average daily *calories* and *saturated fat* should be assessed by reviewer

Simplified Nutrient Assessment

- Includes preprogrammed nutrient estimates for milk, fruits and vegetables
- SFA must obtain and provide nutrient information for:
 - Entrees
 - Sides that contain grains and/or M/MAs
 - Desserts
 - Condiments

Gathering Nutrition Info for Data Entry

- SFAs can use nutrition facts labels, product spec sheets, USDA Foods info
- Scratch recipes must be standardized and analyzed for nutrition info
- SFAs may use online nutrient analysis software or web-based tools

Online resources for recipe analysis

- USDA SuperTracker
 - <http://www.choosemyplate.gov/supertracker-tools/supertracker.html>
- Tony's Plate
 - <http://www.tonysplate.com/>
- Nutrition Data
 - <http://nutritiondata.self.com/>
- Others



Fruit, Vegetables and Milk

- SFAs select the option that best represents how fruit, vegetables, and milk are served during the week.
- Average serving and total servings of fruit, vegetables, and milk are pre-populated and calculated.
- A calorie and saturated fat “budget” is calculated based on the fat and sugar preparation practices for fruit, vegetables, and milk.

SFAs should select how vegetables are prepared...

Other Vegetables (cups)	
Estimated share of Other vegetables to select:	0.00
Other vegetables are offered throughout the week with added fat:	
<input type="radio"/> Less than 30% of the total other offerings <input type="radio"/> 30% to 70% of the total other offerings <input type="radio"/> More than 70% of the total other offerings <input checked="" type="radio"/> Other vegetables not offered	

For example:

Dark Green Vegetable

2 creditable cups of dark green vegetables offered throughout the week: 1 cup raw spinach salad +1 cup broccoli with cheese sauce

Result: Dark green veggies are offered with added fat 50% of the time (1 cup divided by 2 cups). The SFA should select:

30% to 70% of the total dark green offerings

Note: Do not report on vegetables served with entrees, grains or meat/meat alternates (will be reported later).

<p>For example:</p> <p>Dark Green Vegetable</p> <p>2 creditable cups of dark green vegetables offered throughout the week: 1 cup raw spinach salad +1 cup broccoli with cheese sauce</p> <p>Result: Dark green veggies are offered with added fat 50% of the time (1 cup divided by 2 cups). The SFA should select:</p> <p>30% to 70% of the total dark green offerings</p> <p><i>Note: Do not report on vegetables served with entrees, grains or meat/meat alternates (will be reported later).</i></p>
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SFAs should select how fruit are offered...

Average serving size:	0	Total Weekly servings:	0
Fruit is offered throughout the week with added fat:		Fruit is offered throughout the week with added sugar:	
<input type="radio"/> Less than 30% of the total fruit offerings <input type="radio"/> 30% to 70% of the total fruit offerings <input type="radio"/> More than 70% of the total fruit offerings <input checked="" type="radio"/> Fruit not offered		<input type="radio"/> Less than 30% of the total fruit offerings <input type="radio"/> 30% to 70% of the total fruit offerings <input type="radio"/> More than 70% of the total fruit offerings <input checked="" type="radio"/> Fruit not offered	

For example



• Fruit Example

- 5 cups of fruit are offered over the week: 2 cups in light syrup and 3 cups fresh/plain fruit
- Result: 2 c/5 c = fruit offered with added sugar 40% of the time
- SFA should select "30% to 70 % of the the total fruit offerings"

Note: Do not report on grain-based desserts here.

Common Sources of Added Sugars

- BBQ sauce
- Brown or white sugar
- Honey or honey mustard
- Marshmallows
- Maple, chocolate and/or fruit syrup
- Pie filling
- Crumb topping



Common Sources of Added Fats

- Butter
- Margarine
- Vegetable oils
- Salad dressing
- Mayonnaise
- Cream/whipped cream/sour cream
- Bacon crumbles



Nutrient Chart for Commonly Used Condiments

Calories and Saturated Fat for Commonly Used Condiments		
Source of Fat	Calories (kcal)	Saturated Fat (gms)
Butter (2Tsp)	68	4.87
Margarine (2Tsp)	68	1.58
Heavy cream (2 Tbsp)	52	3.46
Ranch dressing, regular (1 Tbsp)	73	1.20
Ranch dressing, reduced fat (1 Tbsp)	29	0.19
Italian dressing, regular (1 Tbsp)	43	0.66
Italian dressing, reduced fat (1 Tbsp)	11	0.07
Mayonnaise (1 Tbsp)	57	0.72

Milk

- SFAs should select two milk offerings most frequently served

Milk (cups)			
Average serving size:	0	Total weekly servings:	0
What two types of milk are offered most during the week?			
<input type="checkbox"/>	Nonfat unflavored & nonfat flavored		
<input type="checkbox"/>	Nonfat unflavored & low-fat (1%) unflavored		
<input type="checkbox"/>	Low-fat (1%) unflavored & nonfat flavored		
<input checked="" type="checkbox"/>	Milk not offered		

Entrees

- SFAs must obtain and enter calories and saturated fat information for the entrees in each reimbursable meal.
- Enter the quantity of servings planned or prepared for each entree.
- Entrees are pre-populated into the chart.
- Weighted average for calories and saturated fat will be calculated.

Desserts, Grain-based Sides, and Condiments

- Enter the name of any desserts, grain-based sides, and condiments in the next section.
- Enter number of planned or prepared servings for each dessert, grain-based side or condiment must also be entered to determine the weighted average.
- Scroll down or use the hyperlink to see the final results at the bottom of tab.

Optional Tool to Assist with Nutrition Facts Label Calculations

OPTIONAL Tools to Assist in Serving Calculations	
Calories and Saturated Fat Serving Size Calculator (cups)	
Enter the number of cups offered:	<input type="text"/> [v]
Enter the number of cups in a serving:	<input type="text"/> [v]
Enter the number of calories or sat fat grams/serving (cups):	<input type="text"/>
Number of calories or saturated fat/serving (cups) offered:	0

Nutrient Assessment Results

- If menu meets requirements, Assessment box turns green
- If within 25 calories or .5% of sat fat limit, box turns yellow for opportunity to discuss with State
- If results are beyond cautionary range, the Assessment box turns red

Final Steps

- Assess the results.
- Ensure worksheet is accurate and represents the menu submitted.
- Save a copy of the worksheet.
- Click “Save As” and add the SFA name or other information for State agencies review.

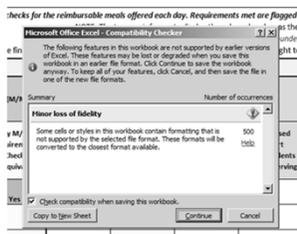
Troubleshooting

- Lost data?
 - Make sure the scrollbar on the right is all the way up and the scrollbar on the bottom is all the way up.
- Vegetable subgroups not adding?
 - Make sure a quantity is selected in the following box:

DARK GREEN vegetables offered on Thursday	Quantity (cups)
Largest amount of dark green vegetables to select on Thursday	<input type="text"/>

Troubleshooting (cont.)

- Potential saving warning. Click Continue!



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**Walkthrough the
Nutrient Assessment**
