

Instructions for Completing the Recipe Collection Form

Recipes are a combination of two or more foods mixed together.

Example: cake prepared from a recipe or a mix, vegetable soup using school recipe or taco meat filling.

Use a separate Recipe Collection Form for each recipe.

Complete the form on the day the recipe is served.

To Complete the Form:

1. Record school district name and agreement number.
2. Circle the meal served: breakfast or lunch.
3. Record the date and circle all days the recipe was served. Must indicate on the Meal Collection Form the number of servings of the item on each specific day.
4. Record the recipe name.
5. Record the serving size.
6. Record the total number of servings the recipe makes.
7. Record each recipe ingredient on a separate line.
8. Include a **complete description** of each ingredient. *Example: whole wheat flour, non-fat dry milk powder or extra lean ground beef.*
9. If an ingredient is a recipe, use a separate Recipe Collection Form. *Example: Italian sauce used in lasagna.*
10. If an ingredient is a vendor product, collect the label. *Example: fat free cheese used in lasagna.*
If an ingredient is a commodity product note that on the form.
11. Record the amount of each ingredient. *Example: ½ gallon chopped; 1 pound; 1 number 10 can.*
12. Indicate if amounts listed are raw, cooked, edible portion or as purchased.
13. If a recipe is served more than once and prepared the same way each time, list it on the Meal Collection Form each time it is served, but only one copy of the Recipe Collection Form is necessary.
14. Use additional pages as needed.