

NUTRITION REVIEW

A. MATERIALS (enclosed)

1. Cover Sheet (*white*)
2. Common Errors When Completing a Nutrition Review (*orange*)
3. Vendor Product Information (*yellow*)
Instructions for Collecting
Standard Foods and Vendor Products Lists
Nutrition Label Samples
4. Menu Planning System (*lavender*)
5. Meal Collection Form (*blue*)
Instructions for Completing
Example and 10 blank forms - make additional copies as needed.
6. Recipe Collection Form (*pink*)
Instructions for Completing
Example and 5 blank forms - make additional copies as needed.
7. Salad/Food Bar Form (*green*)
Instructions for Completing
Example and 2 blank forms
8. Checklist (*goldenrod*)
9. Address label for the return of the completed nutrition review.

Make additional copies of any form as needed.

B. INSTRUCTIONS

1. Select one week from the review month. A week is defined as five consecutive days for a school or seven consecutive days for a residential institution. The choice of which week to do the analysis is yours, but your choice must represent a typical week. Please select a week that provides five consecutive days, Monday through Friday. However, if a holiday falls on Monday, you can use Tuesday through Friday of that week and Monday from the next week to provide five days.
2. Provide information for both the breakfast and lunch meals. If you do not participate in the School Breakfast Program, then provide information only for the lunch meal.

3. Select **ONE** building for the review site if you are using one menu planning method for the whole district (for example, Enhanced Food Based). However, if you are using more than one menu planning method, a review of a building using each meal planning method must be completed. The choice of the building for the analysis is yours. Nutrition Review information is often easier to obtain for elementary schools than secondary schools.
4. Send a copy of your menu for the selected week. For **each day** of the week complete a **Meal Collection Form** (blue form), and if you have used a school recipe, complete a **Recipe Collection Form** (pink form). If you have a salad/food bar, complete a **Salad/Food Bar Form** (green form).
5. Carefully review all instructions to ensure that complete information is provided. *Remember that we need information only for reimbursable meals, not for a la carte items.* It is important that correct product label information is provided. Use the **Nutrition Labels** (yellow) sheet for guidance.
6. Make and retain a copy for your files of all materials from the Nutrition Review before putting the completed packet in the mail.
7. Return all materials with the completed **Cover Sheet** in the enclosed envelope.

C. ITEMS TO RETURN – MAKE AND RETAIN A COPY OF ALL COMPLETED RECORDS

Return the following materials:

1. Completed **Cover Sheet** (white form). Be sure all information is provided.
2. A copy of the **lunch menu** and **breakfast menu** (if served) clearly identifying the days of the review week.
3. Complete **Meal Collection (blue forms), Recipe Collection (pink forms) and Salad/Food Bar forms (green forms)**, for each of the five days in the week selected. Use a **separate set** of forms for breakfast and lunch.
4. Nutrition Labels (if applicable).
5. Completed nutrition review checklist (goldenrod form).
6. Any additional information to help us perform a complete nutrient analysis of your break-fast and lunch menus for the chosen week. Do not send your production records.

We will contact you if information is missing.