



Meal Pattern Documentation

School food authorities (SFAs) are required to maintain the following documentation (at a minimum) to demonstrate compliance with the meal pattern requirements:

- ☐ Menus
- ☐ Product information (e.g. product formulation statements, Child Nutrition labels, etc.)
- ☐ Receipts/Invoices
- ☐ Meal pattern contribution documentation (details below)
- ☐ Production records (details below)
- ☐ Standardized recipes (details below)

Meal Pattern Contribution Documentation

School food authorities (SFAs) are required to document how foods offered credit toward the meal pattern requirements. The meal pattern contribution is the amount of creditable meat/meat alternate, grain, fruit, vegetable or milk per serving.

SFAs must document meal pattern contributions in one of the following places:

- ☐ On production records
- ☐ In recipes
- ☐ In a separate document (examples provided in *Resources* section below)

Production Records

Federal guidelines require that all schools participating in the school meals programs keep food production records for the meals they produce. These records must include all information necessary to support the claiming of reimbursable meals (i.e. all menu items are listed and all required meal components are offered).

Minimum Requirements:

- ☐ School name
- ☐ Date meal is served
- ☐ Indication of meal served (breakfast or lunch)
- ☐ Actual number of reimbursable meals (by grade level) and adult meals
- ☐ List of all menu items, including condiments
- ☐ Recipe number or brand name and code number of processed food
- ☐ Planned portion size for each menu item and grade level
- ☐ Planned number of servings for each menu item and grade level
- ☐ Planned number of servings for adults (program and non-program) and a la carte
- ☐ Actual amount of food prepared
- ☐ Leftovers



Optional:

- ☐ HACCP process
- ☐ Time and temperatures
- ☐ Meal pattern contribution
- ☐ Production Notes
- ☐ Signature of person responsible for preparing the production record

Standardized Recipes

The USDA defines a standardized recipe as one that “has been tried, adapted, and retried several times for use by a given foodservice operation and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients”. SFAs are required to have standardized recipes for all menu items that have two or more ingredients and when there is any preparation involved.

Minimum Requirements:

- ☐ Recipe title
- ☐ Recipe category (e.g. file location or recipe classification such as entrée, side or grain)
- ☐ Ingredients
- ☐ Ingredient amounts - the quantity of each ingredient listed in weight and/or volume
- ☐ Directions - detailed information needed to prepare the recipe and equipment needed. Cooking temperatures, HACCP process, HACCP procedures, cooking, cooling, and holding temperatures should be addressed in the directions
- ☐ Portion size - the amount of a single portion in volume and/or weight
- ☐ Recipe yield - the total amount of portions the recipe yields

Optional:

- ☐ Recipe number
- ☐ Meal pattern contribution
- ☐ Nutrients per serving
- ☐ Allergens
- ☐ Notes - provides preparation tips, ordering information or clarification
- ☐ Marketing guide - helpful tips for purchasing including, as purchased (AP) and edible portion (EP)

Resources

- CDE Office of School Nutrition Menu Planning Webpage: <http://www.cde.state.co.us/nutrition/nutrimenuplanning>
- Meal Pattern Contribution Documentation Examples:
 - [Menu Planning Tool - Includes Worksheets and Production Records](#) (Source: Kansas Department of Education)
 - USDA Certification Worksheets: <http://www.fns.usda.gov/school-meals/certification-compliance>
- USDA Menu Planning Tools for School Food Service: <http://healthymeals.nal.usda.gov/menu-planning/menu-planning-tools/menu-planning-tools-school-food-service>