

Validation Review Required Documents
Checklists for Schools

Breakfast and lunch meal service will be observed on the day(s) of the review. The CDE OSN will review SFA documents from the week that was submitted for certification as well as the week the review is conducted.

All documents are required for 1) The week being reviewed and (2) The certified week.

The following documents must be available on the day(s) of review.	Initial if Complete
1. <i>Menus</i>	
Menus should include all choices of menu items.	
If changes or substitutions were made to a planned menu, indicate those changes on the submitted menu.	
2. <i>Completed production records for Breakfast and Lunch. Required information is:</i>	
Date menu is to be served	
Forecasted/planned number of meals by grade groups	
Number of portions planned of each menu item by grade group(s)	
All planned menu items, including condiments, offered as part of reimbursable meal	
Serving sizes	
3. <i>Recipes for all menu items on production records and must include:</i>	
The recipe name & number, which matches the information on production record	
Yield	
All ingredients, including form (i.e., fresh, frozen, canned) and pack (i.e., canned in juice, light syrup, frozen with added sugar or plain)	
Specific measures, weights, and/or pack size of ingredients	
Preparation procedures	
4. <i>Commercially processed items require the following information:</i>	
Nutrition facts label and/or CN label for all commercially processed food items, such as frozen burritos, prepared pizza, soups, hamburger buns, salad dressings	
If there is no Nutrition Facts label on the package, the required information should be obtained from the manufacturer's specification.*	

*The serving size or cooked weight per serving, calories, saturated fat, and trans fat.

Please visit the CDE Office of School Nutrition website for additional Validation Review resources:

<http://www.cde.state.co.us/cdenutritran/nutriCertification.htm>