#  COMPLETE AND STAPLE THIS FORM TO THE SERVED MENUS WHEN THEY ARE MAILED

Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person completing form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Menu month\_\_\_\_\_\_\_\_\_

□ Center, teacher and month are written on each menu form

□ Each menu box is dated with the day of the month

□ The correct menu form is used for Breakfast, Lunch and Snack

□ Milk type is circled for every breakfast and lunch, and any applicable snack

□ Temps noted by milk, and hot or cold items. Cold= 41° and below; hot items= 135° and up; reheat to min. 165°

□ Cereal is on the Approved Cereals List and named specifically; Cheerios (WG), Corn Chex, etc.

□ Only cereals noted as WG on the Approved Cereal List are noted as WG on the menu

□ Is a Whole Grain noted accurately once a day? DO NOT MARK ALL GRAINS WG UNLESS THEY ARE! School vendors will note which grain items are Whole Grain on the menu they send you.

□ (For centers purchasing) Minimum one WG a day, but all must be ***enriched***, even tortilla chips.

□ (For centers purchasing) Is the WG product on the Acceptable Whole Grain Choices list or been analyzed for WG by our dietitian?

□ Note grains using brand names: Ritz WG; Aunt Millie’s WG White; Cheerios WG; as much as possible; it’s ok if school vendor does not note brand names in grains in meals but do note the snack crackers.

□ If served a breaded item (chicken nuggets, for example), is another grain item served at that meal?

□ Pizza notes: is “crust” noted for grain component? Noted “HM” or “CN”? Type of cheese written in?

□ Are fruits named specifically? (Not just “fresh fruit” but “apples”) Exception: “mixed fruit”

□ Juice – noted as “100% (type) juice.” (Snack only, limit once a week)

□ Are vegetables named specifically? (Not just “veggie” but “corn”). Exception: “mixed vegetables”

□ If “Salad” is noted, must specify “lettuce salad”, “pasta salad” or “fruit salad”

□ Write “baked fries” instead of french fries

□ Cheeses are natural and specific (Ex. “cheddar cheese, Colby cheese, etc”) No American or processed cheese.

□ Meat – named specifically. “HM beef sloppy joe” or “turkey taco meat”

□ Are ALL meal components noted for each meal and snack? (use the left hand column to be sure)

 Breakfast – 4 components Lunch - 5 components Snack – at least 2 components SEE OTHER SIDE

MISC NOTES:

□ Potato is a vegetable

□ Cream cheese is NOT a meat/alt/protein – it’s all fat and so just an “extra”

□ Breading on chicken, fish etc doesn’t count as a grain in the – always need a separate grain, such as a roll

□ (For centers buying grains) General rule for counting a grain as Whole Grain: The front of the box must say 100% Whole Grain. If the box says “made with” whole grain, then it is probably not enough to qualify as WG. **NEW!** Use the list of Acceptable Whole Grain Choices for ease. If you’re not sure an item is whole grain (wording can be tricky), copy the nutrition and ingredients from the package and send to program support so the nutritionist can analyze it.

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| This form contains information on items we see commonly noted wrong on menus. Here is the correct way to document these items for your reference. |   | *Juice can be served once a week at snack. Note like this:*  **100% apple Juice***(whatever type)* |   | Vendor will note items on their menu that are Whole Grain.  *Don’t guess****! Mark as WG only items noted as such on the vendor menu, or on our resources.*** |   | MILK Circle: **FF** or **1%****Cheddar cheese** *(cheese is specific)***Macaroni** *Can’t write just ‘mac and cheese’* |   | For mac and cheese, pizza, etc, inquire from kitchen if home made (HM) or assembled in a factory (CN) or ask Sandy. Note result on menu by that item. |
|   |   |   |   |   |   |   |   |   |
| MILK Circle: **FF** or **1%****Mozz cheese** (*cheese is specific)* **Pizza crust (WG)** *Can’t write just “Cheese Pizza”*  |   | MILK Circle: **FF** or **1%****Beef Taco meat***(type of meat is* *specified)***Tortillas***(named as grain)* |   | MILK Circle: **FF** or **1%****Chicken nuggets** *(An additional grain is noted since the breading does not count as such)***Dinner roll** |   | MILK Circle: **FF** or **1%****Turkey** sandwich *(Bread is noted; cannot be assumed)* **Bread** |   | MILK Circle: **FF** or **1%****Cheerios WG** *(name of cereal is specific, not just “cereal” or “Approved cereal”)* |