**2023-2024 Annual USDA Training for**

**Head Start and GSRP Staff**

**Food Allotment, Receipt Instructions, additional menu guidance and Procurement Form**

In this section you will find:

* Weekly Food Allotment/Receipts form
* Yogurt USDA Documentation- more than 23 grams sugar per 6 ounces of yogurt.
* Acceptable Whole Grain Choices
* Varieties of Natural Cheeses
* Informal Procurement Log

**Weekly Food Allotment Receipts Form**

How much can you spend? Use the Weekly Food Allotment Receipts Form.   
Refer to next page.  
One side has instructions about receipts plus instructions on how to calculate food allotments (how much you can spend per meal or snack).  
The flip side is a required tool for keeping track of what was spent and how much remains to be spent.

**How to keep track**

* Use the chart side of the Weekly Food Allotments Receipts form.
* Fill in the monthly amount you calculated at the top of the relevant meal or snack.
* Deduct each week’s expenditure
* Record the remaining balance
* If you have a remaining balance at the end of the month, it does not roll over into the next month.

**Expenses for Special Needs**

* Record special food and milk expenses at the bottom of the chart.
* If a child drinks a fluid milk substitute which is not creditable nor is it due to a disability, we can’t claim their meal. Put the cost for the fluid milk substitute in the space by Parent Request to Provide Food.
* Children with lots of allergies can sometimes be expensive to buy for because they require specialty items. Enter the cost at the bottom by CACFP Special Diet Statement
* These expenses are in addition to your regular allotment amounts if you need that extra amount.

**At the store** group breakfast, snack, lunch items separately as the cashier is scanning your order (to make it easier to make notes on your receipt). Preferably, the business office would like you to check out after each category... breakfast, lunch and snack.

Site/Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy: Staff will keep accurate records of food allotment and receipts. Reference HSPPS 1302.44 (b)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monthly Allocations | Breakfast $ \_\_\_\_\_\_\_\_ | | AM Snack $ \_\_\_\_\_\_\_\_ | | Lunch $ \_\_\_\_\_\_\_\_\_ | | PM Snack $ \_\_\_\_\_\_\_\_ | | $20.00 Monthly Food  Experience |
|  | Expense Balance | | Expense Balance | | Expense Balance | | Expense Balance | | Expense |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
| Date: |  |  |  |  |  |  |  |  |  |
| Vendor: |
| Receipt Amt: |
|  |  |  |  |  |  |  |  |  |  |
| Nutrition Forms |  |  |  |  |  | Expense | Expense | Expense | Expense |
| CACFP Special Diet Statement | | | | | |  |  |  |  |
| Fluid Milk Substitute Nutrient Verification (Soy) | | | | | |  |  |  |  |
| Parent Request to Provide Food | | | | | |  |  |  |  |

**WEEKLY FOOD ALLOTMENT RECEIPTS GUIDANCE**

**Procedure:**

* **On a blank area of the receipt write the reason for the purchase (breakfast, lunch, snack, food experience and/or any special dietary needs), the name of the center for which the items were purchased, the the initials of the child requiring Special Dietary Needs Accommodations and** **the date the receipt is submitted to the Business Office.**
* **To verify purchases, there must be two staff initials on each receipt.**
* If possible, group breakfast, lunch, snack, etc., items together as the cashier is scanning your order.
* Do not use a highlighter or cross out any items on the receipt.
* **All receipts must be scanned/emailed to the** [**businessoffice@nmcaa.net**](mailto:businessoffice@nmcaa.net) **as purchases are made.**

**CC your supervisor.**

* **Write the date, name of the store and the center location in the subject line before emailing. Example: 010120 Walmart Marty Paul.**
* Receipts for the same vendor must be emailed in one attachment and scanned in the same direction.
* A copy of the Weekly Food Allotment Form and the original receipts must be kept in the receipt binder at the center.
* Send the Weekly Food Allotment Receipts Form to your supervisor at the end of the month following What’s Due When requirements. **Do not send to the Weekly Food Allotment Receipts Form to the Business Office.**
* Purchases made with personal funds must be submitted on your expense report, with receipts attached, to your supervisor for reimbursement approval. **Do not send to the Business Office.**

**HOW TO CALCULATE FOOD ALLOTMENTS**

Supplies: a simple calculator, a calendar, the formula below, pen and paper.

The formula for one month:

(# of children) times (number of days in session that

month) times (the amount for meal or snack)

Snack is $1.17 per child.

Breakfast is $2.28 per child.

Lunch is $4.25 per child.

Sample Calculation:

**18 children in session for 18 days with snacks would be:**

18x18x $1.17= $379.08

or for a week of 4 days 18x4x $1.17= $84.24

**18 children in session for 18 days with breakfast would be:**

18x18x $2.28= $738.72

or for a week of 4 days 18x4x $2.28= $164.16

**18 children in session 18 days for lunch:**

18x18x $4.25= $1,377.00

Or for a week of 4 days: 18x4x $4.25= $306.00

**Education staff can spend up to $20.00 monthly for food experience opportunities in the classroom. Document purchase on the Weekly Food Allotment Form and follow the procedure for submitting receipts to the Business Office.**

If you have any questions regarding calculations, please contact Program Support.

Distribution: Scan/email receipts to the Business Office, CC Supervisor. Scan/email Weekly Food Allotment Receipts Form to your supervisor at the end of the month following the What’s Due When requirements.

8/23                                       EHS-HS\USDA\All 23-24\Weekly Food Allotment Receipts Form.doc

**Receipts**

For accounting and CACFP purposes, certain details must be written on the receipts after shopping is completed.

These details are listed on the back of the Weekly Food Allotment Receipts form.  
 Also check your curriculum and pre-approved supply sheet.

**Additional Things to Remember**

Check the receipt to ensure that specific names of products are listed.

For example, if a receipt says “Great Value $2.99” then you must write the name of the product next to it. Ex: Great Value 2.99 – yogurt.

If a cracker prints out as “cookie”, then note the name of the cracker.

Ex: Cookie 1.97 – animal cracker.

**Farmer’s Market or Roadside Stand?**

A receipt is necessary and can be written on anything!

The receipt must list:

1. The vendor, i.e. “Farmer Kate”
2. Be dated
3. List each item and reason for purchase
4. List the price for each item

**Additional Topics**

**Complete the yogurt form.**

This is documentation that we serve yogurts with no more than 23 grams sugar per serving.

**CADILLAC MARTY PAUL, CHARLEVOIX, FAMOUTH, MANCELONA and PETOSKEY**- This form was included with your training packet. IT MUST BE FILLED OUT AND SENT TO: [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net) by September 30.

* Other classrooms will want to use this form to be sure the yogurt you may purchase as a supplement meets our sugar guidelines.

**Grains**

You must serve at least one whole grain a day. Additional grains must at least be made with enriched ingredients (tortilla chips too).

Use the Acceptable Whole Grain Choices handout when choosing pasta, bread, buns and tortillas.

**CADILLAC MARTY PAUL, CHARLEVOIX, FAMOUTH, MANCELONA and PETOSKEY-** If you buy other brands not on our ‘Acceptable WG Choices’ list to serve as the WG for the day, send photos of the nutrition panel (including the brand name and type of item) to [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net) so they can be analyzed for WG.

* Other classrooms will want to keep this information in mind if they purchase supplemental grain items.

**Varieties of natural cheeses**. NMCAA serves natural cheeses.

You can have a taste test! Contrast textures and tastes.

Note: cream cheese cannot be the meat/alternate. There is not enough protein.



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**ACCEPTABLE WHOLE GRAIN CHOICES**

|  |  |
| --- | --- |
| **At least one Whole Grain must be served each day. Other grains must be enriched.** | |
| **Brown Rice** | |
| Any brand  Regular, instant and boil-in-bag | Plain, dry brown rice without added herbs, seasonings or beans |
| **Pasta WG/WW only**  Any shape such as elbows, penne rotini, spaghetti and spirals | |
| Barilla WG,  Delallo Organic WW  Essential Everyday WW  Great Value WW  Hodgson Mill WW & WG  Our Family WW  Ronzoni Healthy Harvest WG | Meijer: Naturals WW  Organics WW  Select Italian WW  Shurfine WW  Simple Truth WW  Spartan WW |
| **Breads** | |
| Aunt Millie’s: Healthy Goodness WG White  Swirl WG Raisin with Cinnamon  Swirl WG Cinnamon, No Raisins,  Healthy Goodness 100% WW  Bimbo: 100% WW  Bunny: 100% WW  Family Choice: 100% WW  Hearth Oven Baker: 100% WW  Meijer: WG White  100% WW  Nickles: Country Style 100% WW  Our Family: 100% WW  Roman Meal Sungrain: 100% WW | Sarah Lee: 100% WW  Pepperidge Farm: Jewish Rye WG Rye Seeded,  Light Style Soft Wheat  Stone Ground 100% WW  Swirl 100% WW CinnRaisin  Very Thin Sliced Soft 100%WW  Shurfresh: 100% WW  Soft and Good: 100% WW  Spartan: 100% WW  WG White  Sterns Kosher: 100% WW  Sunbeam: 100% WW  Village Hearth: 100% WW |
| **Buns** | |
| Brownberry: 100% WW Hamburger and Hot Dog Rolls  Healthy Life: 100% WW Sandwich Buns and Hot Dog Buns | Hearth Oven Bakers: 100% WW Hamburger and Hot Dog Buns |
| **Tortillas** | |
| Chi Chi’s WW Fajita Style  Don Marcos White Corn  Great Value WW Flour  Hacienda Corn Maiz and WW Flour  La Banderita: WW Fajita  WW Soft Taco  Corn  Meijer Soft Taco WW | Mission: Yellow Corn Extra Thin  WW  WW Fajita Style  Ortega WW  ShurFine White Corn  WW Fajita Style  Spartan WW Fajita Style  Tio Santi WW  Tortillas Tita: Corn and Enchilada Style |
| Note: Tortilla chips must also meet Whole Grain Rich (WGR) requirements if used for the Whole Grain for the day.  If not WGR they must be made with enriched ingredients in order to be a reimbursable component. | **Send photo of Nutrition Information and Ingredients (with Brand name) for analysis to** [programsupport@nmcaa.net](mailto:programsupport@nmcaa.net) |

Edited version of **“Varieties of Natural Cheese from Betty Crocker”**

|  |  |  |
| --- | --- | --- |
| **Note: Cream cheese is not a creditable component** (not enough protein); can only be an “extra” | | |
| **Texture** | **Flavor** | **Use** |
| ***Very Hard*** |  |  |
| Asiago | Sharp, slightly fruity | Cooking, seasoning |
| Parmesan | Sharp, salty | Cooking, pasta, salad, seasoning |
| Romano | Sharp, piquant, salty | Cooking, pasta, seasoning |
| ***Hard*** |  |  |
| Cheddar | Rich, nutty, from mild to very sharp | Cooking, dessert, with fruit |
| Cheshire | Tangy, salty | Cooking, with fruit |
| Edam, Gouda | Milky and nutty to sharp and salty | Appetizer, dessert |
| Swiss | Mild to sharp, very fruity | Appetizer, cooking, dessert, sandwich |
| ***Semisoft*** |  |  |
| Blue | Rich, robust, salty with a lingering tanginess | Appetizer, dessert, salad |
| Brick | From mild and sweet to savory with a spicy tang | Appetizer, sandwich |
| Colby | Mild and milky | Cooking, sandwich |
| Curds | Mild and milky, rubbery | Cooking, salad |
| Feta | Sharp, salty | Cooking, salad |
| Fontina | Delicate, nutty with a hint of honey | Appetizer, cooking |
| Gorgonzola | Earthy, rich, spicy | Dessert, salad |
| Havarti | Creamy, mild, smooth | Appetizer, cooking |
| Monterey Jack | Mild to mellow | Appetizer, cooking, sandwich |
| Mozzarella, string | Delicate, vaguely sweet and stringy | Appetizer, cooking, pizza |
| Muenster | Mild to sharp, can be tangy, spicy | Appetizer, dessert, sandwich |
| Port du Salut | Nutty almost meaty | Appetizer, dessert, sandwich |
| Provolone | Creamy, firm, slightly smoky | Cooking, sandwich |
| Taleggio | Full-bodied creamy with a hint of asparagus | Appetizer, cooking |
| ***Soft*** |  |  |
| Boursin | Mild, rich, often seasoned with herbs or pepper | Appetizer |
| Brie | Mild, creamy, slight flavor of mushrooms | Appetizer, dessert |
| Bucheron | Mild, fresh, tangy | Cooking, dessert |
| Camembert | Creamy, slightly tangy, earthy | Appetizer, dessert, sandwich |
| Cottage, dry or creamed | Very bland, sometimes flavored | Cooking, salad |
| Farmer | Mild, fresh with a faintly sour tinge | Appetizer, dessert |
| Liederkranz | Full-flavored, pungent, almost honey-like consistency | Appetizer, dessert |
| Montrachet | Creamy, fresh, mildly tangy | Appetizer, cooking |
| Ricotta | Bland, slightly sweet | Cooking, dessert, pasta |

**Procurement Form**

Completion is due by **September 30** and is required from sites that purchase their own food directly from stores for any meal.

The form demonstrates due diligence consideration of where we purchase food and certain non-food items. In other words, our justification for buying from that particular store.

**Procurement Form Instructions:**

1. Write in Center Name
2. Write in the three stores from which you will obtain prices.
3. Enter the prices for the eleven commonly purchased items listed. Prices can be obtained by calling, online ads, printed ads, visiting stores.
4. Total the prices for each store and indicate the chosen store (mark an “X” in “Vendor Selection”).
5. Indicate the reason for selection of that store. Reasons can be price, location, quality, credit availability, and so on. It doesn’t have to be the least expensive store.
6. Date and sign the form.
7. Scan to [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net) by Sept 30

I have Marty Paul, Charlevoix, Falmouth and Petoskey’s forms.  
I will need a form from the Houghton Lake, Mancelona and North Street HS/EHS sites.   
A form was given to the EHS staff at their training on Monday. Double check that it is filled out as I only need 1 form from each site.

PROCUREMENT LOG (Informal) 2022-2023 DUE Sept. 30 to [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net) (scan)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Center Name**:Cadillac Marty Paul 1&2 | | | | **FILL IN ALL SHADED AREAS** | | | |
| Items to be Purchased  (Similar Quantities) | Obtain prices from 3 stores | Store 1: Walmart | | Store 2: Meijer | | Store 3:Amazon | |
| Unit Price | Quantity | Unit Price | Quantity | Unit Price | Quantity |
| Apples | | $5.00 | 5lb bag | $3.99 | 3lb bag | $15.90 | 3lb bag |
| Bananas per lb | | .40 | Per lb | .16 | each | $15.75 | 3lbs |
| Broccoli | | $1.48 | Per crown | $2.69 | Per crown | $9.01 | Per crown |
| Celery | | $1.38 | Per celery heart | $2.49 | Per celery heart | $24.90 |  |
| Peanut butter 40oz | | $5.44 |  | $5.29 |  | $3.75 |  |
| Triscut type crackers | | $3.12 |  | $2.79 |  | $3.57 |  |
| Cheese sticks | | $5.84 | 24 ct | $7.99 | 24 ct | $39.99 | 24 ct |
| Paper Towels | | $18.34 | 12 super rolls | $19.99 | 8 huge rolls | $38.84 | 12 count |
| Apple juice 64 oz | | $2.98 |  | $3.19 |  | $2.42 |  |
| 1 Gallon milk | | $1.89 |  | $3.79 |  | $23.59 | 32 oz |
| Cheerios | | $3.68 |  | $3.99 |  | $5.48 |  |
|  | |  | $ Total $49.55 |  | $ Total 56.36 |  | $ Total 183.20 |
| Check a box for **Store Selected** » | | X | |  | |  | |
| Additional Notes:  ***If a higher priced store was chosen*** *rather than the lowest priced one, indicate why in the space to the right under the store selected \*examples below* | | Justification for higher priced location: | | Justification for higher priced location: | | Justification for higher priced location: | |
| Date(s) prices obtained 08 /16/22  \_\_\_ /\_\_\_/22 | | prices obtained via:  □ Flyer □ Store visit  XX□ Internet □ Phone call | | prices obtained via:  □ Flyer □ Store visit  XX□ Internet □ Phone call | | prices obtained via:  □ Flyer □ Store visit  XX□ Internet □ Phone call | |
| **Signature of person completing this form:** | | | | | | **Date: 08/16/2022** | |

\*Examples of why a higher priced store might be selected over a lower priced one: only store in town, convenient driving distance; better quality food; have an account, etc. Call Sandy at 231-346-2135 if questions.

7/21 P\HS\USDA\All2022-2023\Procurement\ProcurementLogExample

**Reminders for:**

**Cadillac Marty Paul, Charlevoix, Falmouth, Petoskey, and our Combination sites – Mancelona, Houghton Lake and North Street.**

Fill out the Yogurt Form and Procurement Form and send to Sandy by September 30. [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net)

For whole grains, if you buy brands other than what is on the Acceptable Whole Grain Choices handout, send photos of the nutrition panel – including the brand name and type of item to [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net)