

**Missouri Department of Elementary and Secondary Education  
School Food Services**

**School Meals Initiative Review  
Food Based Menu Planning  
Materials Needed for Nutrient Analysis**

As part of the School Meals Initiative (SMI) review the State agency will complete a nutrient analysis of breakfast and lunch menus for schools using Food Based Menu Planning (FBMP) to measure compliance with the nutrient standards and the *Dietary Guidelines for Americans* as required by the SMI regulation. In order to complete the analysis, the regional supervisor may request the information be sent prior to the review. The information for the analysis must be available during the review.

The following documentation is required:

◆ **Menus for the school week being reviewed (lunch and breakfast).**

- Changes or substitutions made to planned menus need to be indicated with the date of the change. Menus should include all choices of food items.

◆ **Production records for the school week being reviewed including:**

- Site name, meal date, and menu type (breakfast and lunch)
- All planned menu items, including condiments
- Recipe name or recipe number or food products used including form of food (i.e., canned, frozen, dried, halves, slices, type of syrup or juice, etc.)
- Brand names and product code numbers of commercially processed foods
- Quantity of food prepared for the planned number of servings (i.e., number of servings, pounds, cans, etc.)
- Planned number of meals and portions for each food item by age/grade group
- Actual number of leftovers, substitutions, and a la carte sales (serving size or portion amount)
- Actual number of reimbursable meals served to each age/grade group
- Actual number of non-reimbursable meals served to adults or student second meals

◆ **Standardized Recipes**

Standardized recipes are needed for any food item that contains more than one ingredient or any preparation steps, such as seasoned vegetables or sandwiches. Recipes should include:

- The recipe name and number which matches the recipe name and number on the production record
- Yield (volume, number of pans, number of servings per recipe, and serving sizes for each age/grade group)
- Portion size for each age/grade group
- Serving utensils (ladle, spoodle, disher, etc.) and sizes to be used for each age/grade group
- All ingredients, including form (i.e., fresh, frozen or canned) and packaging medium (i.e., canned in juice or syrup, frozen with added sugar or plain)
- Specific measures, weights and/or pack size of the ingredients
- Cooking and baking temperatures and times. Include bowl and pan sizes, and equipment to use. Specify weight or volume of food to be put into each pan
- Special instructions
- Meal component contribution

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◆ **“Nutrition Facts” label or manufacturer’s nutrient analysis information for commercially processed food items such as frozen burritos, frozen pizza, soup base, commercially prepared bread, etc. Nutrition Facts labels on the packages of the products used should be saved for documentation. If there is no Nutrition Facts label on the package, the following information should be obtained from the manufacturer:**

- Brand name and product code
- Number of servings per package (as indicated on the package)
- Package size
- Portion size and cooked weight per serving
- Calories per serving
- Total fat (grams) per serving
- Total saturated fat (grams) per serving
- Total protein (grams) per serving
- Total carbohydrate (grams) per serving
- Total calcium (milligrams) per serving
- Total iron (milligrams) per serving
- Total vitamin A (RE or IU) per serving
- Total vitamin C (milligrams) per serving
- Sodium (milligrams) per serving
- Dietary fiber (grams) per serving
- Total cholesterol (milligrams) per serving

The manufacturer should indicate if the data submitted is based on an “as served” or “as purchased” basis. A Nutrient Analysis Data Form and instructions can be found in the Administrative Handbook, Attachment 10 or on the Department Web site at: [www.dese.mo.gov/divadm/food](http://www.dese.mo.gov/divadm/food), under “Most Requested Forms”.

◆ **Child Nutrition Labels (CN Labels) or manufacturer’s product analysis sheet on all commercially processed menu items.**

If the LEA uses commercially processed meat/meat alternates or juice drinks and juice drink products during the review week, copies of CN labels or product analysis forms will be required in order to determine how the product meets the meal pattern requirements. Examples of commercially processed items are burritos, pizza, fish portions, chicken-fried steaks, pancake and sausage on a stick, and fruit juice bars. An explanation of the CN label and a sample product analysis form can be found on the Department Web site at <http://www.dese.mo.gov/divadm/food> under “Most Requested Forms”.