

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

**School Meals Initiative Review  
Nutrient Standard or Assisted Nutrient Standard Menu Planning  
Information Needed for Review**

As part of the School Meals Initiative (SMI) review, the nutrient analysis conducted by the Local Education Agency (LEA) will be reviewed by the State agency to measure compliance with the nutrient standards and the *Dietary Guidelines for Americans* as required by the SMI regulation. Accurate documentation must be available so the reviewer can determine if there are data entry errors or if improvements are needed in menu planning.

The following documentation is needed for review of the nutrient analysis:

◆ **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 menu items.

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

- Site name, meal date, and menu type (breakfast or 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, milk, and condiments prepared for the planned number of servings (i.e., number of servings, pounds, cans, etc.)
- Planned number of meals and portions for each menu 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 for each age/grade group
- Actual number of non-reimbursable meals served to adults or student second meals

◆ **Standardized Recipes. Print from the computer.**

Standardized Recipes are needed for any menu item that contains more than one ingredient or has 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
- Preparation procedures
- 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

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◆ **Nutrition information for commercially processed foods such as frozen burrito or frozen pizza.** If the nutrition information for the product is not in the Child Nutrition Database, a Nutrition Facts label or a nutrient analysis should be obtained from the manufacturer. If the Nutrition Facts label for the product used by the school is not identical to the product in the data base, the Nutrition Facts for the locally purchased product should be entered into the data base. The following information is needed:

- 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 on the Department Web site at: [www.dese.mo.gov/divadm/food](http://www.dese.mo.gov/divadm/food), under “Most Requested Forms”

#### ◆ **Nutrient Analysis Printout**

USDA approved software must be used. The State agency will review the procedure used by the LEA to conduct the nutrient analysis.

Please provide a printout for the week of review, which includes a daily analysis, detailed by menu item and a weekly analysis summary which details compliance with the nutrient standards.

If your LEA is using Nutrikids software, Windows version, provide a printout from Menus, Menu List/Print, Menu Spreadsheet, choose the week to print, choose Detail Report, Portion Value, Daily Comparison to RDA, and Plan Quantity.)