

# **6 Cent Certification of Compliance with New Meal Pattern Requirements**

Ohio Department of Education  
Office for Child Nutrition

# Definitions

- SFA – School Food Authority (School)
- Sponsor – School
- LEA – Local Education Agency (School)
- USDA – United States Dept of Agriculture
- ODE-Ohio Department of Education
- OCN – Office for Child Nutrition
- NSLP – National School Lunch Program

# 6 Cent Certification of Compliance

- All SFAs are required to complete the 6 Cent Certification of Compliance Process
- Completion for current SFAs is expected before June 30, 2014
- All new SFAs must complete this process before they will be approved to claim meals for reimbursement

# Reading the Meal Pattern Chart

## National School Lunch Program

New Lunch Meal Pattern	Amount of food per week (Minimum per day)		
Menu Component	Grades K-5	Grades 6-8	Grades 9-12
<b>Fruit (cups) *</b>	<b>2 ½ ( ½ )</b>	<b>2 ½ ( ½ )</b>	<b>5 (1)</b>
<b>Vegetables (cups)</b>	<b>3 ¾ (¾ )</b>	<b>3 ¾ (¾ )</b>	<b>5 (1)</b>
<b>Dark Green</b>	<b>½</b>	<b>½</b>	<b>½</b>
<b>Red/Orange</b>	<b>¾</b>	<b>¾</b>	<b>1 ¼</b>
<b>Beans/Peas ( legumes)</b>	<b>½</b>	<b>½</b>	<b>½</b>
<b>Starchy</b>	<b>½</b>	<b>½</b>	<b>½</b>
<b>Other vegetable</b>	<b>½</b>	<b>½</b>	<b>¾</b>
<b>Additional Vegetables to reach total</b>	<b>1</b>	<b>1</b>	<b>1 ½</b>
<b>Grains (oz eq)**</b>	<b>8 (1)</b>	<b>8 (1)</b>	<b>10 (2)</b>
<b>Meat/Meat Alternate (oz)</b>	<b>8 (1)</b>	<b>9 (1)</b>	<b>10 (2)</b>
<b>Fluid Milk (cups)***</b>	<b>5 (1)</b>	<b>5 (1)</b>	<b>5 (1)</b>
<b>Calories</b>	<b>550-650</b>	<b>500-700</b>	<b>750-850</b>

\* Note - Fruits and Vegetables are now 2 separate components

\*\*Half of all weekly Grains must be Whole Grain Rich

\*\*\*Fluid milk must be offered in a variety of low-fat (1%, unflavored) and/or fat-free (flavored or unflavored)



Department  
of Education

# How to plan a K-8 menu

<b>Menu Component</b>	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades K-8</b>
<b>Fruit (cups)</b>	<b>2 ½ ( ½ )</b>	<b>2 ½ ( ½ )</b>	<b>2 ½ ( ½ )</b>
<b>Vegetables (cups)</b>	<b>3 ¾ ( ¾ )</b>	<b>3 ¾ ( ¾ )</b>	<b>3 ¾ ( ¾ )</b>
<b>Dark Green</b>	<b>½</b>	<b>½</b>	<b>½</b>
<b>Red/Orange</b>	<b>¾</b>	<b>¾</b>	<b>¾</b>
<b>Beans/Peas ( legumes)</b>	<b>½</b>	<b>½</b>	<b>½</b>
<b>Starchy</b>	<b>½</b>	<b>½</b>	<b>½</b>
<b>Other vegetable</b>	<b>½</b>	<b>½</b>	<b>½</b>
<b>Additional Vegetables to reach total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Grains (oz eq)</b>	<b>8 (1)</b>	<b>8 (1)</b>	<b>8 (1)</b>
<b>Meat/Meat Alternate (oz)</b>	<b>8 (1)</b>	<b>9 (1)</b>	<b>9 (1)</b>
<b>Fluid Milk (cups)</b>	<b>5 (1)</b>	<b>5 (1)</b>	<b>5 (1)</b>
<b>Calories</b>	<b>550-650</b>	<b>600-700</b>	<b>600-650</b>

# New Meal Pattern Policy Memo

USDA Memo

SP 10-2012

Latest revision 8-7-13

# Reminder: New Lunch Meal Pattern

- ✓ Food-Based Menu Planning approach for all age/grade groups
- ✓ Menus planned in the following age/grade groups:
  - K-5
  - 6-8
  - 9-12
  - K-8

# 6 Cents Certification – SFA Responsibilities



# Certification

- ALL SFAs must follow the new meal pattern
- If 6 Cent Certification was not completed in SY 2013, CRE in 2014
- 6 Cent Certification must be completed in SY 2014
- New SFAs must complete before ODE, OCN will approve for reimbursement
- SFAs must demonstrate compliance with those requirements in effect at time of certification
- SFAs must demonstrate compliance with both breakfast and lunch if SFA offers breakfast
- All menu analyses is based on *Planned/ Offered* meals, not what students select

# Certification Options

- Option 1: SFA submits one week *planned* menus, menu worksheet and nutrient analysis
- Option 2: SFA submits one week *planned* menus, menu worksheet and simplified nutrient assessment
- Both options require electronic submission of USDA 6 cent Certification worksheets via CRRS
- Faxed or copied analyses will not be accepted

# Certification – Option 1

- SFAs must submit:
  - One week of menus for each menu type offered
  - Detailed menu worksheet
  - Nutrient analysis of calories and saturated fat for each menu type
  - Based on *planned* menus
- Menu worksheet includes food items and quantities used to assess compliance

# Certification – Option 2

- SFAs must submit:
  - One week of menus for each menu type offered
  - Detailed menu worksheet
  - Simplified Nutrient Assessment of calories and saturated fat for each menu type
  - Based on *planned* menus
- Simplified nutrient assessment will serve as a proxy for a nutrient analysis

# Certification Documentation

- **Menu Type:** For each certification option SFAs must submit one week of each menu planned (for both breakfast and lunch) within the SFA, by age grade group
- **Example:** If an SFA operates NSLP and SBP in an elementary, middle and high school, the SFA must submit four menus and four menu worksheets
- *See SP 31-2012 (1-22-2013) 6 Cents Certification Memo (see tab), page 9, Q5 for a definition of a menu*

# Certification Documentation

Example:

If submission is before March 31, 2014

SFA submits documentation reflecting **planned** meal service for February or March 2014

# Certification Documentation

Example:

SFA submits certification  
documentation in April 2014:

Documentation must reflect meals  
planned for April or March 2014

# Certification Documentation

Documentation must reflect current meal service:

- Meals served in the calendar month the certification materials are submitted; OR
- Meals served in the month preceding the calendar month of submission

# Certification Documentation Attestation

As part of certification, SFAs must attest that:

1. They are in compliance with all current meal pattern requirements
2. Documentation is representative of the ongoing meal service within the SFA
3. The minimum required food quantities for all meal components are available to students in every serving line

# Annual Attestation

- Certified SFAs must annually attest, through SY 2014-15, to compliance with the meal pattern requirements, as new requirements are phased-in
- The attestation must be provided to the State agency as an addendum to the permanent agreement between States and SFAs

# Attestation

DATE:  
FROM: [School Food Authority Official and Title]  
TO: [State Agency Official and Title]  
SUBJECT: Attestation of Compliance with Meal Pattern Requirements

**Instruction: The following statement must be signed by a duly authorized representative of the school food authority operating the National School Lunch and/or School Breakfast Programs, and returned to the appropriate State agency upon submission of the certification documentation for the performance-based cash assistance.**

I, \_\_\_\_\_, as the duly authorized representative of \_\_\_\_\_ [SFA Name], do hereby attest that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 ( 42 U.S.C. 1773), are in compliance with the meal pattern requirements in effect for School Year 2012-2013, as set forth in 7 CFR Part 210.10 and 220.23, as applicable. In addition, for School Year 2012-2013, \_\_\_\_\_ [SFA Name] attests that:

- Documentation submitted for certification is representative of the ongoing meal service within the SFA;
- The minimum required food quantities for all meal components are available to students in every serving line;
- All labels and/or manufacturer specifications for food products and ingredients used to prepare school meals indicate zero grams of *trans* fat per serving;

- The minimum calories required for breakfasts served under the Food Based Menu Planning option are offered and available to every student, as applicable; and
- All Pre – K meals are compliant with the current meal patterns for the age/grade group being served, as applicable.

I certify that this attestation is true and correct, and therefore, I believe \_\_\_\_\_ [SFA Name] is eligible for the performance-based reimbursement.

I understand that if the State agency determines the SFA to be noncompliant with one or more of the requirements set forth in this attestation statement, fiscal action will include, deactivating the performance-based reimbursement, disallowance of meals, and/or withholding of payment. In addition, I understand that an attestation of compliance must be submitted annually to the State agency prior to July 1 of each year through the School Year beginning July 1, 2014, to attest full compliance with the subsequent year meal pattern requirements.

**School Food Authority**

Submitted By (*Signature*)

\_\_\_\_\_

TITLE

DATE

**State Agency**

Received By (*Signature*)

\_\_\_\_\_

TITLE

DATE

# Additional Information

- *Can SFAs opt out of the six cents reimbursement?* No
- *Does an SFA have to be in compliance with both breakfast and lunch requirements to be certified?* Yes
- *Are SFAs that serve pre-K meals required to submit documentation for pre-K meals?* No
- *Can SFAs use certification tools created by software companies?* Yes, but only IF it is USDA-approved

# Other Certification Tools

[Menu Planning](#) > [Nutrition Standards for School Meals](#) >

## Menu Planning Tools Approved for Certification for Six Cent Reimbursement

The following tools are approved by USDA for use in certification of compliance with new National School Lunch Program meal pattern requirements. This site is the official list of the only tools authorized to certify schools as eligible for the six cent reimbursement under the Healthy, Hunger Free Kids Act. Commercially available certification tools will be listed here as they are approved for school lunch certification purposes. State agencies are responsible for monitoring all breakfast certification processes.

The programs [listed at this link](#) may be used for the nutrient analysis portion of the six cent certification under Option 1.

---

### USDA Developed Tools

#### [Authorized USDA Certification Worksheets and Prototype Attestation Statement](#)

*USDA. Food and Nutrition Service.*

---

### Commercially Available Alternatives to the USDA Certification Worksheets

inTEAM Menu Compliance Tool+, Web enabled Version 1.0

<http://e-inteam.com/BI/>

Approval Letter (PDF | 24 KB)

---

NUTRIKIDS: Menu Planning & Nutritional Analysis

<http://www.heartlandschoolsolutions.com>

Approval Letter (PDF | 24 KB)

---

PrimeroEdge

<http://www.primeroedge.com>

Approval Letter (PDF | 33 KB)

---

TrakNOW - Nutrition & Inventory

<http://www.pcsrccs.com/solutions/nutritionandmenuplanning/index.html>

Approval Letter (PDF | 32 KB)

Last Modified: Jan-16-2013

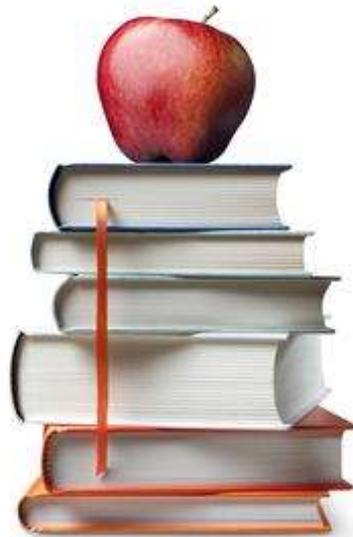


Department  
of Education

# Certification – State Agency Responsibilities

- SFAs must only complete the certification process (successfully) once
- ODE continues to randomly select 25% of SFAs that are certified for a on-site validation review
  - One building will be selected for each menu type the SFA submits

# Orientation to the USDA 6 Cents Certification Worksheet



# USDA Certification Tool

- Available for use by States and SFAs
- Any other tools must be pre-approved by USDA before use



# USDA Certification Worksheet: Two Parts

## 1. Menu Assessment

- Meal Components, Vegetable subgroups, Whole grain-rich, Milk variety

## 2. Simplified Nutrient Assessment

- Nutrient analysis

Both assessments are based on  
*Planned* menus (NOT what the children take)

# Certification Worksheets

- Developed in Microsoft Excel 97-2003 version.
- SFAs must save the worksheets to their desktop/network
  - Note: save the worksheets with a different name
  - You may have to click “enable editing” at the top of the spreadsheet to type into the spreadsheet(s)
- SFAs must submit the worksheets via CRRS

# Things to know before getting started...

- Certification is district-based
  - All schools must be certified for the district to receive the 6 cents
- Each unique menu must be entered into a worksheet
- Again, the assessment is based on *planned* meals

# Menu Worksheets

- Lunch
  - K-5, 6-8, 9-12, (K-8 if single menu is used)
- Breakfast
  - May use **K-12** breakfast worksheet  
Programmed for a 5-day school week for traditional schools
  - 7-day worksheets for most RCCIs

# Materials Needed for SFA to enter and submit menus

- 1 week menu (5 days)
- Portion sizes for all reimbursable menu items
- Contribution information for each menu item (CN Labels, USDA Foods Fact Sheets)
- Standardized Recipes with nutrient info
- Production Records



# USDA Menu Worksheets

Found at:

*www.fns.usda.gov*, search “Certification of compliance”

Click on *Certification of Compliance with New Meal Patterns* link

Or

*www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm*

# Special Considerations for Data Entry

- Raw leafy vegetables
  - Credits as half volume served
- Dried fruit
  - Credits as twice volume served
- Enter proper units
  - i.e. cups of milk, not fl. oz.



# All Meals Tab

- Enter:
  - Reimbursable meals offered during the week.
  - Meal name in first column.
  - Quantities for Meat/Meat alternate, grains, whole grains, grain based desserts, fruit, vegetables, and milk.
- Worksheet will provide warnings if text is entered where numbers should be or the cups of milk appears high.

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A

B I U

Fraction

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Filter Find & Select

fx

**Meal Pattern**  
**Reimbursable Lunches**  
**Grades K-5**

**SFA Name:**  
**K-5 Menu #:**

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish, and total amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

[Click here to go the Food Buying Guide Calculator](#)

[Click here to go the Instructions](#)

[Click here to the Weekly R](#)

1	2	3		3a	3b	4	4a	5
Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. **DO NOT DELETE ROWS**</i>	Meat/Meat Alternate (oz equivalents)  Enter the total meat/meat alternate ounces offered with this meal	Grains (oz equivalents) <b>**NOTE: Grains may be offered as ounce equivalents or bread servings</b>			Fruit (cups) <b>**NOTE: Enter the CREDITABLE amount of dried fruit</b>		Vegetables (cups)  Select the number of cups of vegetables including vegetable juice offered with this meal	
		Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich	Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts	Select the number of cups of fruit including fruit juice offered with this meal	ONLY select the cups of fruit juice		
<i>Example: Chicken nuggets w/roll and honey sauce</i>	2.00	2.50	2.00	0.50	1	1/2	1	
1								
2								
3								
4								
5								
6								

# Special Considerations for Data Entry on the All Meals Tab...

Enter foods offered and maximum amounts available to students

- Do not enter “unlimited quantities”
- Do not over count vegetables



# Vegetable Subgroup Examples

- Example 1

- Student can select spinach pizza (1/4 cup dark green) and side of broccoli (1/2 cup dark green). Since student can select both, add them up to equal  $\frac{3}{4}$  cup dark green for that day.

- Example 2

- Menu offers a spinach pizza (1/4 cup dark green) and a broccoli soufflé (1/2 cup dark green). Both are entrees and a student can only select one. DO NOT add up spinach and broccoli. Instead, report largest serving of dark green, which is  $\frac{1}{2}$  cup of broccoli.

# Special Notes: Worksheet Navigation

- Food components are color-coded for quick referencing
- Use the left/right and up/down scroll bars to get to different sections on each tab.
- The top row on most sheets is frozen so user can see the column names.
- Scrolling will not cause you to lose information, only see a new portion on the screen.

# Optional Veg Bar tab

- Use only if the same vegetable subgroups are offered more than once per week (i.e. garden bar all children have access to)

Use this tab **ONLY** if there is a vegetable bar offered for the week with the same vegetable subgroup offerings **EVERY** day of the week.  
Select the name and quantity of each Vegetable offered on the Vegetable/Salad/Garden bar in the appropriate vegetable subgroup. The quantity is the planned offering amount for each student.

DARK GREEN vegetables offered	Quantity (cups)	Red/Orange vegetables offered	Quantity (cups)	Beans/Peas (legumes) offered	Quantity (cups)	Starchy vegetables offered	Quantity (cups)	Other vegetables offered	Quantity (cups)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sum of Dark Green Offerings:	0	Sum of Red/Orange Offerings:	0	Sum of Beans/Peas (legumes) Offerings:	0	Sum of Starchy Offerings:	0	Sum of Other Offerings:	0

# Optional Veg Bar Tab (cont.)

- Check the box each day the weekly vegetable bar is offered.

<p style="text-align: center;"><b>Creditable Amount of Each Vegetable Subgroup Offered on Thursday</b></p> <p style="text-align: center;">In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each vegetable offered in the subgroup. If you want to clear an entry, select the first blank in the drop down box.</p>
<p style="text-align: center;">Check this box if you offered the weekly vegetable/salad/garden bar on Monday with <b>NO CHANGES</b>: <input type="checkbox"/></p>
<p style="text-align: center;">If you offered any vegetables in addition to the weekly vegetable/salad/garden bar, select the largest amount of the vegetable offered to a student and select the name of each vegetable under the appropriate serving line.</p> <p style="text-align: center;"><b>NOTE:</b> If you offered a vegetable/salad/garden bar on Thursday that differs from the weekly offerings, all offerings and quantities must be accounted for in the section below for the Thursday vegetable/salad/garden bar. This includes the weekly.</p>

- Schools can also enter additional vegetables offered on a serving line under the All Meals tab.

# Fraction Calculator/Converter

OPTIONAL Tools to Assist in Fraction and Decimal Calculations	
Fraction Calculator: Use this calculator to add the number of cups.	<input type="text"/>
	0
Decimal/Fraction Converter	
Enter the decimal you wish to convert to a fraction in the box:	<input type="text"/>
The decimal entered above has been converted to the following fraction:	0

# Daily Meal Tabs

- Select the reimbursable meals offered each day from the drop down boxes.
- Each meal is a different row.
- Worksheet checks if daily Meat/Meat Alternate, Grains, Fruit, Vegetable, and milk requirements are met.
- Select the types of milk offered for each day.

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A<sup>+</sup> A<sup>-</sup> B I U Fraction \$ % .00 .00 Conditional Formatting Format Cell Styles Insert Delete Format Sort & Filter Find & Select

fx Daily Vegetable Requirement Check

**Monday Daily Lunch Requirement Check  
Grades K-5**

The daily worksheet will perform daily requirement checks for the reimbursable meals offered each day. Requirements met are flagged "Yes" and the cell turns green. Requirements NOT met are flagged "No" and the cell turns red.

NOTE: The top row is frozen to display the column headers as the daily meals are entered.

Grains, whole grain rich, and meat/meat alternate oz equivalents are rounded down to the nearest quarter ounce.

Once you are finished selecting the meals offered each day, make sure to scroll to the right to enter milk type and vegetable subgroup information.

Monday

1. Meal Name <small>Select the reimbursable lunches offered for the day Note: You may not delete lines, if you want to clear a meal select the first blank in the drop down list</small>	2. Meat/Meat Alternate (M/MA)		3. Grains				4. Fruit			Vegetable
	M/MA oz equivalents	Daily M/MA Requirement Check 1 oz equivalents	a. Grains oz equivalents or bread servings	Daily Grain Requirement Check 1 oz equivalents	b. whole Grain Rich oz equivalents or bread servings	c. Grain Based Dessert oz equivalents or bread	a. Fruit cups	Daily Fruit Requirement Check 1/2 cup	b. Fruit Juice cups	
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										
<input type="text"/>										

# Daily Tabs (cont.)

- Scroll to the right to the Daily Vegetable Subgroup Data Entry portion.
- Select the largest amount of each subgroup offered to a student.
- Then select the name and quantity of each vegetable offered in the subgroups from the drop down boxes.
- If vegetable is not in drop down list, then enter the name in “unspecified area” in lower part of each vegetable subgroup column.

File Home Insert Page Layout Formulas Data Review View Acrobat

PivotTable Table Picture Clip Art SmartArt Screenshot Tables Illustrations Column Pie Bar Other Charts Charts Line Area Line Column Win/Loss Sparklines Slicer Filter Hyperlink Links Text Box Header & Footer Object Text WordArt Signature Line Equation Symbol

Daily Vegetable Requirement Check

Monday Vegetable Subgroup Data Entry  
Grades K-5

**Creditable Amount of Each Vegetable Subgroup Offered on Monday**  
 In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each vegetable offered in the subgroup.  
 If you want to clear an entry, select the first blank in the drop down box.

Check this box if you offered the weekly vegetable bar on Monday with NO CHANGES:

If you offered any vegetables in addition to the weekly vegetable bar, select the largest amount of the vegetable offered to a student and select the name of each vegetable under

NOTE: If you offered a vegetable bar on Monday that differs from the weekly offerings, all offerings and quantities for each vegetable subgroup must be selected in the

DARK GREEN vegetables offered on Monday	Quantity (cups)	Red/Orange vegetables offered on Monday	Quantity (cups)	Beans/Peas (legumes) offered on Monday	Quantity (cups)	Starchy vegetables offered on Monday	Quantity (cups)

# Daily tab (cont)

- Worksheet will provide crediting reminders and a note to enter the name of any unspecified vegetables selected.

DARK GREEN vegetables offered on Monday	Quantity (cups)
Largest amount of dark green vegetables to select on Monday	<input type="text" value="1"/> ▼
Remember to enter CREDITABLE amounts of leafy greens!	
<input type="text" value="Romaine"/> ▼	<input type="text"/> ▼

# Daily tabs (cont)

- Unspecified or other vegetable prompt

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Beans/peas unspecified"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
You entered an unspecified or extra other vegetable above, please enter the name of the vegetable in the appropriate subgroup below								
Dark Green Vegetables	Unspecified Red/Orange Vegetables	Unspecified Beans/Peas	Unspecified Starchy Vegetables					

# Weekly Report

- Summary of daily and weekly quantities and requirement check.
- SFAs should scroll and review the results. No data entry required on this tab.
- Daily quantities not met are flagged pink.
- Weekly requirements will be flagged with a GREEN “yes” or RED “no”.
- There is a box to the right where State agencies can provide comments.

File Home Insert Page Layout Formulas Data Review View Acrobat

PivotTable Table Picture Clip Art SmartArt Screenshot Illustrations

Column Pie Bar Other Charts Charts

Line Area Scatter Sparklines

Column Win/Loss Filter

Slicer Hyperlink Links

Text Box Header & Footer Object Text

WordArt Signature Line

Equation Symbol

fx

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Vegetables	1	7/8	1	1	1 1/8	5	5	Yes
Cups of DARK GREEN	0	0	1/2	1/2	0	1	1/2	Yes
Cups of RED/ORANGE	1	1/4	0	0	1/2	1 3/4	1 1/4	Yes
Cups of BEANS/PEAS(Legumes)	0	0	0	1/2	0	1/2	1/2	Yes
Cups of STARCHY vegetables	0	0	0	0	1/2	1/2	1/2	Yes
Cups of OTHER (any other type of vegetable)	0	3/8	1/2	0	1/8	1	3/4	Yes

Weekly Vegetable Juice Limit Check (no more than half of total vegetables)	Total Week Vegetables
	5

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Meat/Meat Alternate	2.00	2.50	2.00	2.00	2.00	10.50	10	Yes
Maximum Meat/Meat Alternate	2.00	2.50	2.00	2.00	2.00	10.50	12	Yes

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	Weekly Total	Weekly Requirement	Weekly Requirement
--	---------------	----------------	------------------	-----------------	---------------	--------------	--------------------	--------------------

# Hyperlinks

- On each tab, to go back to the instructions or weekly report.
- Links to the Food Buying Guide, Food Buying Guide calculator, CNPP Vegetable Subgroup List
- Weekly Report has links to go back to each day to review the detailed daily tab.

# Simplified Nutrient Assessment



# Simplified Nutrient Assessment

- SFAs have the option to use this instead of a full nutrient analysis
- Only average daily *calories* and *saturated fat* should be assessed by reviewer

# Simplified Nutrient Assessment

- Provides nutrient estimates for milk, fruits and vegetables
- SFA must provide nutrient information for:
  - Entrees
  - Sides with grains and/or M/MAs
  - Desserts
  - Condiments

# Gathering Nutrition Info for Data Entry

- SFAs can use nutrition facts labels, product spec sheets, USDA Foods info
- Scratch recipes must be standardized and analyzed for nutrition info
- SFAs may use online nutrient analysis software or web-based tools

# Online resources for recipe analysis

- USDA SuperTracker

- <http://www.choosemyplate.gov/supertracker-tools/supertracker.html>

- Tony's Plate

- <http://www.tonysplate.com/>

- Nutrition Data

- <http://nutritiondata.self.com/>

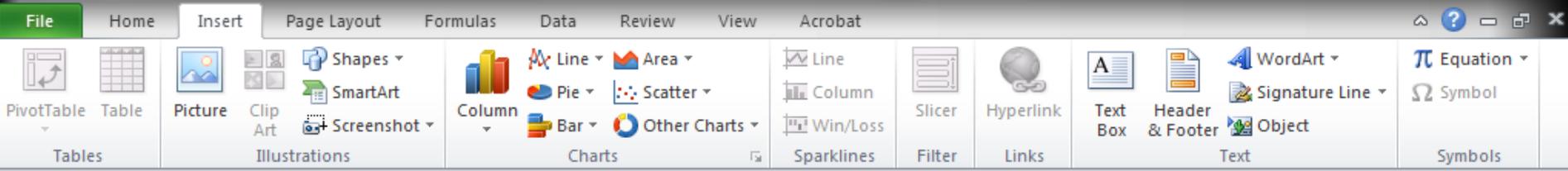
- Others

**NutritionData**  
know what you eat



# Simplified Nutrient Assessment

- SFAs select the option that best represents how fruit, vegetables, and milk are served during the week.
- Average serving and total servings of fruit, vegetables, and milk are pre-populated and calculated.
- A calorie and saturated fat “budget” is calculated based on the fat and sugar preparation practices for fruit, vegetables, and milk.



**Simplified Nutrient Assessment for Lunch, Grades 9-12**

[Go to Instructions](#)

[Click here to go to Optional Serving Size and Fraction Calculators](#)

**Fruit, Milk, and Vegetable Subgroup Nutrient Assessment**

**Main Dish Simplified Nutrient Data Entry**

Select the option best representing how each component is offered throughout the week. Only select one option per component.

Enter the calories and saturated fat for one serving of the main dish and the number of servings planned during the week. C and saturated fat for the main dish and any components included as part of the main dish. The number of planned serving serving the menu type.

**Include fat and sugars used during preparation of the food as well as any additional fats and/or sugars offered with the component.**

*Use standard rounding procedures to two decimal points.*

**Fruit (cups)**

<b>Average serving size:</b>	1	<b>Total Weekly servings:</b>	5
<b>Fruit is offered throughout the week with added fat:</b>	<b>Fruit is offered throughout the week with added sugar:</b>		
<input checked="" type="radio"/> Less than 30% of the total fruit offerings	<input type="radio"/> Less than 30% of the total fruit offerings		
<input type="radio"/> 30% to 70% of the total fruit offerings	<input checked="" type="radio"/> 30% to 70% of the total fruit offerings		
<input type="radio"/> More than 70% of the total fruit offerings	<input type="radio"/> More than 70% of the total fruit offerings		
<input type="radio"/> Fruit not offered	<input type="radio"/> Fruit not offered		

M1	M2	M3	M4
Meal Name <small>This column is pre-populated with the meal names entered on the "All Meals" tab</small>	Main Dish <small>The part of the meal associated with the information entered in columns M3-M5</small>	Calories/serving (kcal)	Saturated Fat/serving (g)
Example: Chicken nuggets w/ roll and honey sauce	Chicken Nuggets	250	
Pork Roast Meal	Pork Roast	142	
Ground beef and macaroni meal	ground beef and mac	377.9	
chicken salad meal	Chicken salad	165	
baked cajun fish	cajun fish	128	
Cheese pizza	pizza	260	

## SFAs should select how vegetables are prepared...

### Other Vegetables (cups)

Estimated share of Other vegetables to select:

0.00

Other vegetables are offered throughout the week with added fat:

- Less than 30% of the total other offerings
- 30% to 70% of the total other offerings
- More than 70% of the total other offerings
- Other vegetables not offered

# For example:

## Dark Green Vegetable

2 creditable cups of dark green vegetables offered throughout the week: 2 cup raw spinach salad +1 cup broccoli with cheese sauce

**Result:** Dark green veggies are offered with added fat 50% of the time (1 cup divided by 2 cups). The SFA should select:

***30% to 70% of the total dark green offerings***

*Note: Do not report on vegetables served with entrees, grains or meat/meat alternates (will be reported later).*

# SFAs should select how fruit is offered...

Fruit (cups)			
Average serving size:	0	Total Weekly servings:	0
Fruit is offered throughout the week with added fat:		Fruit is offered throughout the week with added sugar:	
<input type="radio"/> Less than 30% of the total fruit offerings <input type="radio"/> 30% to 70% of the total fruit offerings <input type="radio"/> More than 70% of the total fruit offerings <input checked="" type="radio"/> Fruit not offered		<input type="radio"/> Less than 30% of the total fruit offerings <input type="radio"/> 30% to 70% of the total fruit offerings <input type="radio"/> More than 70% of the total fruit offerings <input checked="" type="radio"/> Fruit not offered	

# For example



- Fruit Example
  - 5 cups of fruit are offered over the week: 2 cups in light syrup and 3 cups fresh/plain fruit
  - Result:  $2\text{ c}/5\text{ c} =$  fruit offered with added sugar 40% of the time
  - SFA should select “30% to 70 % of the the total fruit offerings”

*Note: Do not report grain-based desserts here.*

# Common Sources of Added Sugars

- BBQ sauce
- Brown or white sugar
- Honey or honey mustard
- Marshmallows
- Maple, chocolate and/or fruit syrup
- Pie filling
- Crumb topping (less than 0.25 ounce equivalent of grain)



# Common Sources of Added Fats

- Butter
- Margarine
- Vegetable oils
- Salad dressing
- Mayonnaise
- Cream/whipped cream/sour cream
- Bacon crumbles

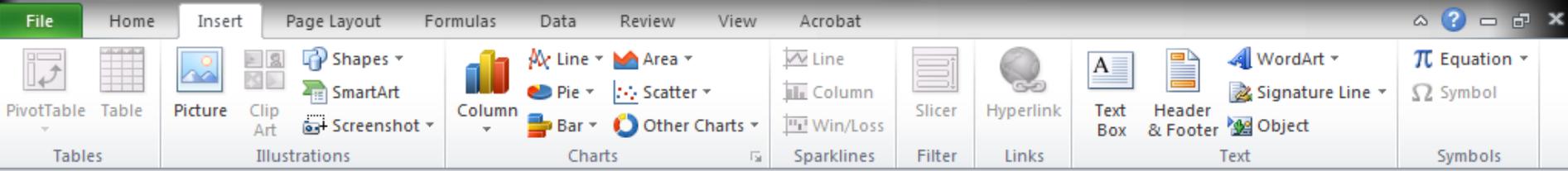


# Nutrient Chart for Commonly Used Condiments

Calories and Saturated Fat for Commonly Used Condiments		
Source of Fat	Calories (kcal)	Saturated Fat (gm)
Butter (2tsp)	68	4.87
Margarine (2tsp)	68	1.58
Heavy cream (2 Tbsp)	52	3.46
Ranch dressing, regular (1 Tbsp)	73	1.20
Ranch dressing, reduced fat (1 Tbsp)	29	0.19
Italian dressing, regular (1 Tbsp)	43	0.66
Italian dressing, reduced fat (1 Tbsp)	11	0.07
Mayonnaise (1 Tbsp)	57	0.72

# Simplified Nutrient Assessment (cont)

- Enter calories and saturated fat information for the meat/meat alternate and grain offerings for each reimbursable meal.
- Enter the quantity of servings planned or prepared for each reimbursable meal.
- Reimbursable meals are pre-populated.
- Weighted average for calories and saturated fat will be calculated.



**Simplified Nutrient Assessment for Lunch, Grades 9-12**

[Click here to go to Optional Serving Size and Fraction Calculators](#)

[Click here to go to the calculator commonly used](#)

[Nutrient Assessment](#)

[Main Dish Simplified Nutrient Data Entry](#)

[Other items](#)

ent is offered throughout the week.

Enter the calories and saturated fat for one serving of the main dish and the number of servings planned during the week. Only include the calories and saturated fat for the main dish and any components included as part of the main dish. The number of planned serving should include all sites serving the menu type.

Enter the calories and saturated fat for the dessert, side, or component.

portion of the food as well as any other components.

*Use standard rounding procedures to two decimal points.*

**Use standard rounding procedures to two decimal points.**

5

Offered throughout the week with added sugar:

- Less than 30% of the total fruit offerings
- 30% to 70% of the total fruit offerings
- More than 70% of the total fruit offerings
- Fruit not offered

M1	M2	M3	M4	M5
Meal Name <small>This column is pre-populated with the meal names entered on the "All Meals" tab</small>	Main Dish <small>The part of the meal associated with the information entered in columns M3-M5</small>	Calories/serving (kcal)	Saturated Fat/serving (g)	Number of planned servings for the week
Example: Chicken nuggets w/ roll and honey sauce	Chicken Nuggets	250	4	100
Pork Roast Meal	Pork Roast	142	2.98	500
Ground beef and macaroni meal	ground beef and mac	377.9	5.9	500
chicken salad meal	Chicken salad	165	1.67	500
baked cajun fish	cajun fish	128	1.75	500
Cheese pizza	pizza	260	4	500

O1
Dessert, Side, or Component
Example: Small cookie
margarine
italian dressing
brown rice
cornbread
apple cobbler
w/w bread

# Simplified Nutrient Assessment (cont)

- Enter the name of any desserts, grain-based sides, and condiments in the next section.
- Enter number of planned or prepared servings for each dessert, grain-based side or condiment must also be entered to determine the weighted average.
- Scroll down or use the hyperlink to see the final results at the bottom of tab.

File Home Insert Page Layout Formulas Data Review View Acrobat

PivotTable Table Picture Clip Art SmartArt Screenshot Illustrations Column Pie Bar Other Charts Charts Line Area Sparklines Column Win/Loss Filter Links Slicer Hyperlink Text Box Header & Footer WordArt Signature Line Object Text Symbols Equation Symbol

fx

Q P Q T U V W X AA AB AC AD AE AH

Grades 9-12

[Click here to go to the calories and saturated fat table for commonly used condiments](#) [Go to Results](#)

[Other items: Sides, Desserts, Condiments Nutrient Data Entry](#)

planned during the week. Only include the calories and number of planned servings should include all sites

Enter the calories and saturated fat for each side, dessert, and condiment offered. Also enter the number of servings planned during the week.

Use standard rounding procedures to two decimal points

M3	M4	M5	O1	O2	O3	O4
Calories/serving (kcal)	Saturated Fat/serving (g)	Number of planned servings for the week	Dessert, Side, or Condiment	Calories/serving (kcal)	Saturated Fat/serving (g)	Number of planned servings for the week
250	4	100	Example: Small cookie	50	1	100
142	2.98	500	margarine	68	1.58	500
377.9	5.9	500	italian dressing	186	2.59	500
165	1.67	500	brown rice	216	0.36	500
128	1.75	500	cornbread	216	0.9	500
260	4	500	apple cobbler	299	2.96	500
			WW bread	138	0.4	500

**OPTIONAL Tools to Assist in Serving Calculations**

**Calories and Saturated Fat Serving Size Calculator (cups)**

Enter the number of cups offered:

Enter the number of cups in a serving:

Enter the number of calories or saturated fat grams/serving (cups):

Number of calories or saturated fat/serving (cups) offered:

**Calories and Saturated Fat Serving Size Calculator (weight)**

# Optional Tool to Assist with Nutrition Facts Label Calculations

OPTIONAL Tools to Assist in Serving Calculations	
Calories and Saturated Fat Serving Size Calculator (cups)	
Enter the number of cups offered:	<input type="text"/> <input type="button" value="↕"/>
Enter the number of cups in a serving:	<input type="text"/> <input type="button" value="↕"/>
Enter the number of calories or sat fat grams/serving (cups):	
Number of calories or saturated fat/serving (cups) offered:	0

# Nutrient Assessment Results

- If menu meets requirements, Assessment box turns green
- If within 25 calories or .5% of sat fat limit, box turns yellow for opportunity to discuss with State
- If results are beyond cautionary range, the Assessment box turns red

File Home Insert Page Layout Formulas Data Review View Acrobat

PivotTable Table Picture Clip Art SmartArt Screenshot Illustrations

Column Pie Bar Other Charts Charts

Line Area Line Column Win/Loss Sparklines

Slicer Hyperlink Filter Links

Text Box Header & Footer Object Text

WordArt Signature Line

Equation Symbol

fx

N O P Q T U V W X AA AB AC

**Nutrient Assessment for Lunch, Grades 9-12**

[Serving Size and Fraction Calculators](#) [Click here to go to the calories and saturated fat table for commonly used condiments](#) [Go to Results](#)

[Show Simplified Nutrient Data Entry](#) [Other items: Sides, Desserts, Condiments Nutrient Data Entry](#)

Enter the calories and number of servings planned during the week. Only include the calories included as part of the main dish. The number of planned serving should include all sides serving the menu type.

Use standard rounding procedures to two decimal points.

M2	M3	M4	M5	O1	O2	O3	O4	OPTIONAL Tool
<b>Main Dish</b> The part of the meal associated with the information entered in columns M3-M5	<b>Calories/serving (kcal)</b>	<b>Saturated Fat/serving (g)</b>	<b>Number of planned servings for the week</b>	<b>Dessert, Side, or Condiment</b>	<b>Calories/serving (kcal)</b>	<b>Saturated Fat/serving (g)</b>	<b>Number of planned servings for the week</b>	

Daily Amounts Based on the Average for a 5-day week			
Nutrient	Measure	Required Range	Assessment
Calories	Daily Average	750-850 kcal	Estimated calories are within the required range
	814.44		
Saturated Fat	Percent of Calories	Less than 10% of total calories	Estimated percent of saturated fat meets the requirement
	8.00%		

# Final Steps

- Assess the results.
- Ensure worksheet is accurate and represents the menu submitted.
- Save a copy of the worksheet.

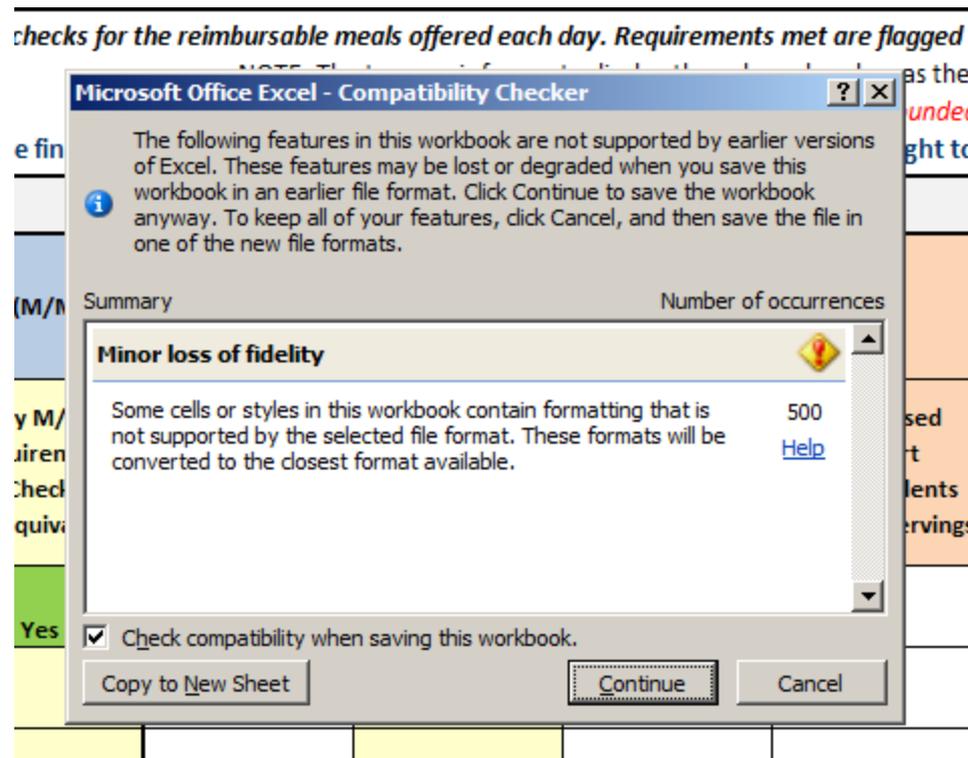
# Troubleshooting

- Lost data?
  - Make sure the scrollbar on the right is all the way up and the scrollbar on the bottom is all the way up.
- Vegetable subgroups not adding?
  - Make sure a quantity is selected in the following box:

DARK GREEN vegetables offered on Thursday	Quantity (cups)
Largest amount of dark green vegetables to select on Thursday	<input type="text"/>

# Troubleshooting (cont.)

Potential saving warning. Click Continue!



# Submitting 6 Cent Documents in CRRS

To obtain the 6 Cent Certification for CRRS guidance document:

- *www.education.ohio.gov*
- Search terms “6 Cents”
- Select “6 Cent Certification/New Meal Pattern Resources”
- Click and print document and attestation statement

# Submitting 6 Cent Documents in CRRS

The documentation is uploaded into CRRS through 2 new GO Buttons

- Upload 6 Cent worksheets into Menu Management
- Upload Attestation statement into Meal Pattern Compliance

5		Menu Management	Incomplete	1 Approved   6 Not Approved
6		Meal Pattern Compliance	Incomplete	

# Submitting 6 Cent Documents in CRRS

Menu spreadsheets and menu document must be uploaded by clicking “Add New Menu Certification” button

## Menu Management List

Sponsor			
Sponsor Name	IRN	County	Program Year
			2013

## Contact Information for Menu Certification

<b>Name:</b>	<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
	Dr.	Susie	Qutie
<b>Job Title:</b>	Food Service Supervisor		
<b>Email Address:</b>	Schoolfoodrules@hotmail.com		
<b>Phone:</b>	(514) 867-5309	<b>Ext:</b>	<b>Fax:</b>

Update Contact Information

Sites exist which are not associated with a menu.

Menu Name	Meal Type	Age/Grade Group	No. Sites	Menu Status	Action
-----------	-----------	-----------------	-----------	-------------	--------

< Back

Add new Menu Certification >

Finish

# Submitting 6 Cent Documents in CRRS

The menu and menu worksheet for each menu type must be uploaded. The process is repeated for multiple menu types

Menu Details

Menu Name:  Meal Type:

SFA Comments:  Age/Grade Group:

---

Uploaded Menu Certification Documentation

Note: you must upload both the USDA excel worksheet and the menu associated with the worksheet. If a commercial nutrition analysis software was used for the nutrient analysis, the SFA must also upload the nutrient analysis documents. If the SFA elected to use the simplified nutrient analysis option, ensure that the simplified nutrient analysis tab in the USDA excel worksheet is completed.

Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
example K 5 menu.docx <small>Comments:</small>	52.30 K	10/05/2012	043752	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
Elementary school worksheet.xls <small>Comments:</small>	915.46 K	10/05/2012	043752	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

---

Sites associated with this Menu Certification

Site Name	Site Number	Menus	Grades Served
Bond Hill Academy Elementary School	5	1234-L Elementary School Menu	Pre K, K, 1, 2, 3, 4, 5, 6, 7, 8
Dater Montessori Elementary School	11	1234-L 1234 Elementary School Menu	Pre K, K, 1, 2, 3, 4, 5, 6

# Attestation Statement is uploaded under Menu Compliance GO Button

### Meal Pattern Compliance

Sponsor			
Sponsor Name	IRN	County	Program Year
[blurred]	[blurred]	[blurred]	2013

**Attestation Preparer Contact**

Name:	Salutation ▼	First Name A	Last Name Contact
Title:	Attestation Preparer		
Email Address:	none@gmail.com		
Phone:	(555) 555-5555	Ext: <input type="text"/>	Fax: <input type="text"/>

**Meal Service Provided**

Meals Served:  Breakfast  Lunch

Attestation Upload				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
There are no attachments.				

Ohio | Department of Education

# Questions?

ODE Office for Child Nutrition

– 1-800-808-6325