



2022-23 SCHOOL NUTRITION PROGRAMS

Menu Worksheet Directions

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Developed by
The School Nutrition Team



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Directions for Breakfast and Lunch Menu Worksheets

Welcome to the Food and Nutrition Service (FNS) Menu Worksheet, a tool designed to assist School Food Authorities (SFAs) in demonstrating that each of the planned menus meets the meal pattern for the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

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General Information

- All menu types within a SFA must be certified by the Wisconsin Department of Public Instruction (DPI) School Nutrition Team (SNT). As menu certification is done at the SFA level, individual school sites may *not* apply for performance-based reimbursement (e.g., the extra 8 cents per meal).
- Every unique breakfast and lunch menu type offered must be entered into a USDA Menu Certification worksheet, using a new worksheet for each menu.
- Menu type examples: Grade K-5 breakfast, K-5 lunch, Grade 6-8 breakfast, etc.
- Refer to FNS memorandum [SP-26-2014](#) for detailed information on *distinct menus* as well as additional information on the Menu Certification process.
- This worksheet does NOT assess compliance on a per-serving line basis- all reimbursable meals must be entered in one worksheet (one menu type). Separate from the menu worksheet, SFAs must sign an attestation stating each serving line complies with the meal pattern, including vegetable subgroups and daily/weekly minimums for all components.
- This worksheet is programmed based on a 5-day school week. Alternate-day worksheets are available on the [USDA Website](#). SFAs should utilize an alternate worksheet if operating on an alternate schedule on a regular basis (e.g., a Residential Child Care Institution that provides meals seven days per week). SFAs should NOT submit a menu worksheet for a holiday week as this does not represent the typical week of meals.
- Menu Certification is based on *offered* menus- do not consider [Offer Versus Serve](#) (OVS) options. Report the full offering of fruits and vegetables on the menu, NOT what a child typically selects.

Special Considerations

- Some vegetables and fruits do not credit on a volume as served basis (e.g., 1 cup credits as 1 cup).
 - Dried fruit- credits as twice the volume as served.
 - Raw leafy greens- credits as half the volume as served.
 - Tomato paste- refer to manufacturer information (typically credits as twice the volume served).
- Conversion *must be made first*, entering the CREDITABLE amounts into the menu worksheet. A yellow warning box appears when leafy greens or tomato paste is selected from the vegetable subgroups list, reminding users to enter creditable amounts.

Example:

- *Planned menu:* Salad with 2 cups of romaine lettuce.
- *Menu worksheet:* Select “1” cup of vegetable (dark green) from drop-down box.

Getting Started

Materials needed:

- ✓ 1 week menu (5 days)
- ✓ Portion sizes for all reimbursable menu items
- ✓ Crediting documentation for each menu item: Child Nutrition (CN) Labels, Product Formulation Statements (PFS), [USDA Foods Product information](#), Nutrition Facts labels
- ✓ Standardized Recipes

- ✓ Production Records
- ✓ [Food Buying Guide](#) (Web-based version is the most up-to-date)
- ✓ [Vegetable Subgroup Handout](#)
- ✓ [Five-day Menu Certification Worksheets](#) for each age/grade group and menu type
 - At a minimum, complete a separate menu worksheet for each of the three grade groups (K-5, 6-8 and 9-12), if applicable. Separate breakfast and lunch menu worksheets are available. There is also a K-8 worksheet for both breakfast and lunch as well as a K-12 worksheet for breakfast available if a single menu is used.
 - If there is more than one menu type per grade group, SFAs must submit a different worksheet for each menu type. For example, if there are two different elementary school menus, two K-5 worksheets are required.
 - If multiple schools within the same grade group are served by a single menu, only *one* worksheet is required.
 - After the SFA completes a menu worksheet for each distinct menu for both breakfast and lunch, the menu worksheets should be submitted to the State Agency (SA) for review and final approval. Access to the online portal for submission can be found on the Wisconsin Department of Public Instruction [Menu Certification Webpage](#).

Lunch Menu Worksheet

Lunch Menu Worksheet Orientation

- Open the worksheet (Excel file) corresponding to the appropriate grade group and menu. Example instructions here are based on *Grade 9-12 Lunch*.
- Each Excel file has twelve tabs located at the bottom of the spreadsheet, including the Simplified Nutrient Assessment (SNA) (optional):
 1. *Menu Worksheet Instructions*: quick review of the worksheet instructions. On the other tabs (All Meals, Monday, etc.) at the top of each worksheet there are hyperlinks labeled “Go to Instructions” that will take the user back to this tab.
 2. SFA Notes: blank text box for SFA to enter comments for SA reviewers.
 3. All Meals: first tab requiring data entry.
 4. Optional Veg Bar: to report daily offerings from a vegetable/salad/garden bar.
 5. Monday: to report meals and vegetable subgroups offered this day.
 6. Tuesday-Friday: as above
 7. Weekly Report: results of weekly meal pattern requirement check
 8. Nutrient Instructions (optional): for SNA; see separate instructions document.
 9. Nutrient Assessment (optional): for SNA
- Click on the tab at the bottom of the spreadsheet to transfer to a different tab.
- Follow these steps for accurate results. Accuracy of Menu Certification results are based on accuracy of information entered.
- Each worksheet has space for up to 50 meals offered in a week. Contact the SA if more than 50 meals are offered in a week for additional guidance.
- To ensure data entered is not lost, remember to save the information periodically.

All Meals Tab

- The title of this worksheet indicates meal service (breakfast or lunch) and grade group. Use the correct version of the menu worksheet for the menu selected.
- Enter the SFA name and menu number (for SFAs with multiple menus within a single grade group). If only one menu per grade group, type "1."
- Column 1 lists Meal Names (all meals offered across the week).
- Other columns list various food components within the meal pattern- Meat/Meat Alternate (column 2), Grains (3), Whole Grain-rich Grains (3a), Grain-based Desserts (3b), Fruit (4), Fruit Juice (4a), Vegetables (5), Vegetable Juice (5a), and Fluid Milk (6).
- Food component columns also list appropriate units of measure (ounce equivalents (oz eq), cups, etc.).
- Components are color-coded throughout worksheet:
 - Meat/Meat Alternate – blue
 - Grains – orange
 - Fruit/fruit juice – purple
 - Vegetables/vegetable juice – green
 - Fluid milk - brown
- At the far right of the screen (may need to scroll) the section "Optional Tools to Assist in Fraction and Decimal Calculations" can assist SFAs in adding fractions and converting between decimals and fractions.

Column 1: *Meal Name*

- **IMPORTANT:** For this *menu worksheet only*, SFAs must list *reimbursable meals offered* on the menu. Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main and/or side dish, minimum total amount of fruit offered with this meal, minimum total amount of vegetables in a main and/or side dish, and amount of milk.
- All *unique* reimbursable meals offered over the course of the entire week must be entered- one meal per row of the worksheet. If the same main dish is offered with the same quantity of vegetables, fruit, and milk, enter it only once (if *types* of fruits, vegetables, or milk change, still enter on only one row).

Meal Name Example 1: Same main dish with the same quantities of fruits and vegetable -

- *Meal offered Monday:* Tuna sandwich, ½ cup corn, ½ cup carrots, 1 cup peaches, fat-free milk.
 - *Meal offered Wednesday:* Tuna sandwich, 1 cup green salad, 1 cup apples, fat-free flavored milk.
 - **Result:** Enter "Tuna sandwich" **once** in Column 1, with 1 cup vegetables, 1 cup fruit, 1 cup milk
- However, if the same main dish is offered with different quantities of fruits or vegetables, it must be entered as two separate entries in Column 1 (two rows).

Meal Name Example 2: Same main dish with different quantities of fruits and vegetable -

- *Meal offered Monday:* Tuna sandwich, ½ cup corn, ½ cup carrots, 1 cup peaches, fat-free milk.
- *Meal offered Wednesday:* Tuna sandwich, ¾ cup green salad, 1 cup apples, fat-free flavored milk.

- **Result:** Enter two separate entries in Column 1 (two rows):
 1. "Tuna sandwich with 1 cup veggies," with 1 cup vegetables, 1 cup fruit, 1 cup milk.
 2. "Tuna sandwich with ¾ cup veggies," with ¾ cup vegetables, 1 cup fruit, 1 cup milk.
- Vegetable subgroups and types of milk will be recorded on daily tabs.
- Type the name of the complete reimbursable meal. To assist the State reviewer, enter the name of the main dish to match the menu submitted for certification. (e.g., if vegetable pizza is called "Garden Power Flatbread," type "Garden Power Flatbread" into worksheet).

Meal Name Example 3:

- Meal #1:
 - Chicken Nuggets (5 pieces) – 2 oz eq meat/meat alternate, no creditable breading
 - Whole Wheat Roll – 2oz eq grain (WGR)
 - Honey Sauce – 2 TBSP
 - Mixed Fruit Cup – ½ cup
 - 100% Orange Juice – 4 fl oz
 - Steamed Broccoli – ½ cup
 - Baby Carrots – ½ cup
 - Milk – 8 fl oz
- **Result:** Enter "Chicken nuggets w/honey sauce and roll" in column 1 (alternatively, SFAs may choose to enter all components offered with the main dish (e.g., "Chicken nuggets w/ honey sauce, roll, mixed fruit cup, OJ, broccoli, baby carrots").
- NOTE: To "clear out" an erroneous selection from a drop-down box, click on the box with the incorrect data, scroll UP to the empty space option (just above 1/8) and select.

Column 2: Meat/Meat Alternate ounce equivalents (oz eq)

- Enter amount of meat/meat alternates offered in the entrée and/or side dishes in oz eq, rounded down to the nearest quarter oz eq.
- Do NOT enter text (such as "4 oz eq") as this will result in an error message.

Column 3: Total Grains (oz eq)

- Enter amount of grains in the reimbursable meal. Include ALL whole grain-rich grains, non-whole grain-rich grains, AND grain-based desserts here.
- All grains are measured in oz eq and must be rounded down to the nearest quarter oz eq (the worksheet also makes this adjustment automatically).
- Ounce equivalents are based on 16 grams creditable grain per oz eq or may be determined using Exhibit A of the Food Buying Guide.

Grains Example 1:

- Entered: Total grains = "1.7"
- **Result:** Worksheet rounds down to "1.5"
- Do NOT enter text (such as "1.7 oz eq") as this will result in an error message.
- Consider grains in the main dish (bun, breading, pasta), side dishes (e.g., rice, breadstick), and any other additional grains available to the student such as sliced bread and/or desserts.

- All grains being credited towards the meal pattern requirements MUST be included in this column.

*Column 3a: Whole Grain-Rich Grains (oz eq) **

- Enter quantity of whole grain-rich grains contained in the meal (Meal #1). Report in oz eq (e.g., 1.25 oz eq roll).
- If no whole grain-rich grains in this meal, either leave cell blank or type in zero (“0”).

Grains Example 2:

- Meal offers 1 slice enriched bread (1 oz eq grain) and 0.5 oz eq whole grain-rich cookie.
- **Result:** 1.5 oz eq total grains and 0.5 oz eq whole grain-rich grains (enter “1.5” into column 3 and “0.5” into column 3a).

***For SY (School Year) 2022-23, 80% of grains offered that contribute towards meal pattern requirements must be whole grain-rich.**

Column 3b: Grain-Based Desserts (oz eq)

- Enter quantity of grain-based desserts offered in meal (Meal #1). Report in oz eq (e.g., 0.5 oz eq cookie).
- If no grain-based desserts in this meal, either leave cell blank or type in zero (“0”).

Grains Example 3:

- Meal offers 1 slice enriched bread (1 oz eq grain) and 0.5 oz eq whole grain-rich cookie.
- **Result:** 0.5 oz eq grain-based dessert (enter “0.5” into column 3b).

Column 4: Total Fruit (cups)

- Use the drop-down menu to enter total minimum quantity of fruit offered with this meal.
 - Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.
- Total fruit includes *both* fruit pieces and fruit juice.
- Crediting calculation for dried fruit must be done PRIOR to entering fruit quantities in the worksheet- enter only CREDITABLE amounts.

Fruit Example 1:

- Meal offers $\frac{1}{4}$ cup of boxed raisins.
- **Result:** $\frac{1}{4}$ cup raisins = $\frac{1}{2}$ cup fruit (select “ $\frac{1}{2}$ ” in column 4)

Column 4a: Fruit Juice (cups)

- Use the drop-down menu to enter maximum quantity of full-strength, 100% fruit juice offered with this meal. Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.
- Juice should also be included in the total fruit entered in Column 3.
- If no fruit juice offered in this meal, leave the drop-down box blank.

Fruit Example 2:

- Meal offers $\frac{1}{2}$ cup mixed fruit and 4 fl oz ($\frac{1}{2}$ cup) 100% orange juice.

- **Result:** $\frac{1}{2}$ cup fruit + $\frac{1}{2}$ cup juice = 1 cup fruit (select “1” in column 4, “ $\frac{1}{2}$ ” in column 4a)

Column 5: *Vegetables (cups)*

- Use the drop-down menu to enter total minimum quantity of vegetables offered with this meal.
 - Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.
 - If more than 2 cups of vegetables are offered in this meal, report 2 cups.
- Total vegetables include both vegetable pieces and vegetable juice.
- Do not consider vegetable subgroups; report total amounts of vegetables offered with meal.
- If several vegetable choices are offered, report what the child is able to **take**.

Vegetable Example 1:

- Meal offers 4 vegetable choices (each $\frac{1}{2}$ cup), students instructed to “choose two.”
- **Result:** Report the amount of vegetables when the child takes two choices (enter “1” in column 5)

Vegetable Example 2:

- Meal offers spinach pizza ($\frac{1}{4}$ cup spinach) and a side of carrots ($\frac{1}{2}$ cup).
- **Result:** Add the vegetable offerings together ($\frac{1}{4}$ cup plus $\frac{1}{2}$ cup = $\frac{3}{4}$ cup, select “ $\frac{3}{4}$ ” in column 5).

REMINDER: Conversion *must be made first*, and creditable amounts entered into the menu worksheet. A yellow warning box appears when leafy greens or tomato paste is selected from the vegetable subgroups list, reminding users to enter only the creditable amounts.

Column 5a: *Vegetable Juice (cups)*

- Use the drop-down menu to enter maximum quantity of full-strength, 100% vegetable juice offered with this meal. Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.
- Juice is also included in Column 5, but NOT added with Column 5a (no double-counting).
- If no vegetable juice offered in this meal, leave the drop-down box blank.

Column 6: *Milk (cups)*

- Enter minimum amount of milk offered. Report in cups not ounces. If ounces are entered (e.g., “8”), a warning prompt pops up to check if value is accurate.
- Information entry for Meal #1 is now complete. Repeat for all reimbursable meals available within the 5-day week.

Optional Vegetable Bar Tab

- Use this tab ONLY if there is a vegetable bar offered for the week with the SAME vegetable subgroup offerings multiple times over the week.
- Vegetable bar must be accessible to ALL students for the days it is offered.

- Select the name and quantity of each vegetable offered on the vegetable bar in the appropriate subgroup. *The quantity is the minimum creditable amount offered for each student.*
- Menu planners must predetermine what the offered amount is, options for implementing this include:
 - Pre-portioning
 - Using signage
 - Encourage students to “select 3,” etc.
 - DPI SNT [Garden Bar](#) signage designed to help students understand portion sizes.
 - Offering amounts based on historical data.
- “Unlimited” portions cannot be assessed for component or nutrient requirements.
- For full instructions on reporting of vegetables by subgroup, refer to Vegetable Subgroup Reporting section within each day’s tab instructions.
- At the far right of the screen the section “Optional Tools to Assist in Fraction and Decimal Calculations” can assist SFAs in adding fractions and converting between decimals and fractions.
- If a vegetable bar is offered as an entire reimbursable meal (contains grains, meat/meat alternates, and fruit), enter this as meal in the “All Meals” tab (rather than using the Optional Vegetable Bar Tab), naming it something similar to “Salad Bar Meal” and listing the food component contributions.

Monday Tab

- Using the drop-down boxes in the “Meal Name” column, click on meals offered on MONDAY (one meal per row). If 10 meals are offered, there should be 10 rows of information filled in.
- The school meal pattern requires all serving lines to meet the daily and weekly meal pattern requirements for schools with multiple serving lines. However, this worksheet does NOT assess compliance on a per-serving line basis- all reimbursable meals must be entered in one worksheet (one menu type). Separate from the menu worksheet, SFAs must sign an attestation stating each serving line is in compliance with meal pattern requirements.
 - Completing a [Menu Planning Worksheet](#) for each serving line can aid in ensuring that daily and weekly minimums are met, and all vegetable subgroup requirements are fulfilled.
 - Example: There is a main line and a pizza line. The pizza line offers 1 cup of baby carrots every day as the vegetable. This pizza line would not meet the weekly vegetable subgroup requirements.
- Therefore, list all meals available to a child, on any line on any given day.
- To remove a meal selected in error: click on the box, scroll up to the very top, and select the empty space option. This will clear out all information for that specific row.
- Enter up to 20 meals offered per day- if more than 20 meals are offered per day, use an [Extended Schedule Menu Worksheet](#) (6-8 and 9-12 grades only).

- Once the meal is selected, other columns within that row automatically fill in from data previously entered in the “All Meals” tab.

Meat/Meat Alternate, Grain, Fruit, and Vegetable Component Check

- Columns are color-coded, matching columns in the “All Meals” tab. The first column shown (in blue) is “Meat/Meat Alternate.” There are two columns for this component.
 - The first column shows the quantity of the component.
 - The second column for meat/meat alternate, colored yellow, calculates if the meal selected meets the daily requirement this component.

Component Check Example:

- Offered meal is for lunch in grades 9-12 and daily meat/meat alternate requirement = 2 oz eq
- In the “All Meals” tab, user typed in Chicken Nuggets w/ honey sauce (3 oz eq meat)
- **Result:** “Daily M/MA Requirement Check 2 oz eq” column turns green and reads “Yes”
- If the entered quantity does not meet the daily minimum, the Requirement Check column turns red and reads “No.”
- The same applies to all other components- Grains, Fruit, Vegetables, and Milk. There is NOT a daily check for whole grain-rich grains, grain-based desserts, or juices.
- Once all meals offered on Monday have been added, the worksheet will report if each meal meets all DAILY requirements. Weekly requirement assessment is carried out in a future step.

Milk Component Check

- Scroll to the right side of the screen to the “Milk Type” table (colored brown).
- Click the small checkbox next to each type of milk offered on Mondays. Check one or more boxes. When finished, the yellow column in this section turns green (Yes) or red (No).

Vegetable Subgroup Reporting

- The last step for MONDAY is reporting vegetable subgroups offered. Scroll to the right until the “Creditable Amount of Each Vegetable Subgroup Offered on Monday” table is viewable.
- If the vegetables entered on the Optional Vegetable Bar tab were offered this day, (above each of the subgroups is the statement “*Check this box if you offered the weekly vegetable bar on Monday with no changes*”) select the check box in this section to indicate this.
- Beginning with “Dark Green” (first green column), click the *first* drop-down box to select the LARGEST creditable amount of dark green vegetables offered to any one student.
- Leave this column blank if dark green vegetables are not offered.

Vegetable Subgroup Example 1:

- Monday menu offers a spinach pizza (¼ cup spinach) and a side of broccoli (½ cup broccoli).
- Each child has opportunity to select pizza AND broccoli.

- **Result:** Add amount of spinach and broccoli ($\frac{3}{4}$ cup dark green). Largest creditable amount of dark green vegetables a student can select = $\frac{3}{4}$ cup (select $\frac{3}{4}$ in first drop-down box).
- If two items are offered and child can NOT select both, do NOT add amounts of spinach and broccoli together. The student cannot take both of those food items. This also applies if more than one side dish with dark green vegetables is offered, and students are instructed to take one choice. ***Accuracy in the “largest amount” box is critical- it determines the weekly subgroup offerings and if requirements are met.

Vegetable Subgroup Example 2:

- Menu offers a vegetarian lasagna ($\frac{1}{4}$ cup spinach) and a stir fry with broccoli ($\frac{1}{2}$ cup broccoli).
 - Child has opportunity to select lasagna OR stir fry.
 - **Result:** Do NOT add the amount of spinach and broccoli. The largest amount of dark green vegetables a student can select = $\frac{1}{2}$ cup.
- Below this section, use drop-down boxes to select both *names* of dark green vegetables and the *quantity* (in cups, ranging from $\frac{1}{8}$ to 2, always round down to the nearest $\frac{1}{8}$ cup).
 - Once dark green vegetables have been entered, the same process must be repeated for each of the other four subgroups (Red/Orange, Beans/Peas, Starchy and Other).
 - Many vegetables have been entered into subgroup lists, but these lists are *not* comprehensive.
 - If an offered vegetable is unlisted, scroll to the bottom of the list and select “unspecified.”
 - Next, remember to enter the name of the vegetable in the text box at the bottom of each subgroup.
 - For help determining which subgroup a vegetable belongs to, use resources such as the [Food Buying Guide](#) or the DPI’s [Vegetable Subgroup Handout](#).

Vegetable Subgroup Example 3:

- Menu offers yellow peppers.
 - Yellow peppers = Other vegetable, not listed in drop down menu.
 - **Result:** Under Other vegetables list, click “Other unspecified.” Within the “Unspecified Other Vegetables” box, type in “yellow peppers.”
- Once all vegetable subgroups are entered for Monday, select the “Tuesday” tab and repeat.

Tuesday - Friday Tabs

- Repeat steps taken in Monday’s tab for Tuesday, Wednesday, Thursday, and Friday tabs.

Weekly Report

- This tab compiles all daily and weekly information to check if all requirements have been met.
- There are columns for Monday-Friday, Weekly Total, Weekly Requirement (cups or oz eq), and Weekly Requirement Check.
- For Grains and Meat/Meat Alternates, the daily minimum, and maximum offerings each day, are shown. These are added together to report total weekly minimums offered.

- On the left side of the sheet, in rows, are the food components. The Monday-Friday columns show the amount of each component entered each day of the week.
- The Weekly Total, a light gray color, lists the amount of the component offered over the entire 5-day week. To the right is the Weekly Requirement, a beige-yellow color.
 - The Weekly Requirement Check becomes green (Yes) if the requirement was met, and red (No) if not met.
- This tab also assesses the weekly requirement for fruit juice and vegetable juice (no more than half or 50% of the weekly offering in the form of juice), grain-based dessert (2 or fewer oz eq/grain servings), and whole grain-rich grains (all grain offerings are whole grain-rich).

Breakfast Menu Worksheet

Breakfast Menu Worksheet Overview

- Requirements for three components (Grains, Fruit, and Milk) are assessed for breakfast.
- Optional meat/meat alternates may be credited toward the grains component at breakfast. For each reimbursable meal, users should enter the total amount of grains PLUS meat/meat alternate crediting towards grains.
- Optional vegetables may be credited toward the fruits component at breakfast. For each reimbursable meal, users should enter the total amount of fruits PLUS vegetables crediting towards fruits.
- For SY 2021-22, all grains offered must be whole grain-rich. This is only applicable to total grains offered, *not* meat/meat alternate credited toward the weekly grains requirement.

Menu Worksheet Orientation

- Open the worksheet (Excel file) corresponding to the appropriate grade group and menu.
- Each Excel file has eleven tabs located at the bottom of the spreadsheet, including the Simplified Nutrient Assessment (SNA) (optional):
 1. *Menu Worksheet Instructions*: quick review of the worksheet instructions. On the other tabs (All Meals, Monday, etc.) at the top of each worksheet there are hyperlinks labeled “Go to Instructions” that will take the user back to this tab.
 2. SFA Notes: blank text box for SFA to enter comments for SA reviewers.
 3. All Meals: first tab requiring data entry.
 4. Monday: to report meals and vegetable subgroups offered this day.
 5. Tuesday-Friday as above.
 6. Weekly Report: results of weekly meal pattern requirement check
 7. Nutrient Instructions (optional): for SNA; see separate instructions document.
 8. Nutrient Assessment (optional): for SNA
- Click on the tab at the bottom of the spreadsheet to transfer to a different tab.

- Follow these steps for accurate results. Accuracy of Menu Certification results are based on accuracy of information entered.
- Each worksheet has space for up to 50 meals offered in a week. Contact the SA if more than 50 meals are offered in a week for additional guidance.
- To ensure data entered is not lost, remember to save the information periodically.

All Meals Tab

- The title of this worksheet indicates meal service (breakfast or lunch) and grade group. Use the correct version of the menu worksheet for the menu selected.
- Enter the SFA name and menu number (for SFAs with multiple menus within a single grade group). If only one menu per grade group, type “1.”
- Column 1 lists Meal Names (all meals offered across the week).
- Other columns list various food components within the meal pattern- Total Grains (including grains plus meat/meat alternate counting toward grains) (column 2), Whole Grain-Rich Grains (2a), Meat/Meat Alternates counting towards Grains (2b), Fruit (including vegetables and juice) (3), Fruit Juice (3a), Non-Starchy Vegetables (3b), Starchy Vegetables (3c), and Fluid Milk (4 or 5).
- Food component columns also list appropriate units of measure (ounce equivalents (oz eq), cups, etc.).
- Components are color-coded throughout worksheet:
 - Grains – orange
 - Fruit/fruit juice – purple
 - Fluid milk - brown
- At the far right of the screen (may need to scroll) the section “Optional Tools to Assist in Fraction and Decimal Calculations” can assist SFAs in adding fractions and converting between decimals and fractions.

Column 1: *Meal Name*

- **IMPORTANT:** For this *menu worksheet only*, SFAs must list *reimbursable meals offered* on the menu. Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main and/or side dish, minimum total amount of fruit offered with this meal, minimum total amount of vegetables in a main and/or side dish, and amount of milk.
- All *unique* reimbursable meals offered over the course of the entire week must be entered- one meal per row of the worksheet. If the same main dish is offered with the same quantity of fruit and milk, enter it only once (if *types* of fruits or milk change, still enter on only one row).

Meal Name Example 1: Same main dish with the same quantities of fruit/juice/vegetable

- *Meal offered Monday:* Bagel w/ cream cheese, 1 cup peaches, fat-free unflavored milk
 - *Meal offered Wednesday:* Bagel w/ cream cheese, 1 cup apples, fat-free flavored milk
 - **Result:** Enter “Bagel w/ cream cheese” **once** in Column 1, with 1 cup fruit, 1 cup milk
- However, if the same main dish is offered with *different* quantities of fruit, it must be entered as two separate entries in Column 1 (two rows).

Meal Name Example 2: Same main dish with different quantities of fruit/juice/vegetable

- Meal offered Monday: Bagel w/ cream cheese, 1 cup peaches, fat-free unflavored milk
 - Meal offered Wednesday: Bagel w/ cream cheese, ½ cup apples, ½ cup orange juice, fat-free flavored milk
 - **Result:** Enter two separate entries in Column 1 (two rows):
 3. “Bagel w/ cream cheese with 1 cup fruit,” with 1 cup fruit, 1 cup milk
 4. “Bagel w/ cream cheese with ½ cup fruit, ½ cup juice,” with 1 cup total fruit, ½ cup juice, 1 cup milk
- Types of milk will be recorded on daily tabs.
 - Type the name of the complete reimbursable meal. To assist the State reviewer, enter the name of the main dish to match the menu submitted for certification. (e.g., if breakfast sandwich is called “Morning Glory Wrap,” type “Morning Glory Wrap” into worksheet).
 - NOTE: To “clear out” an erroneous selection from a drop-down box, click on the box with the incorrect data, scroll UP to the empty space option (just above 1/8) and select.

Column 2: TOTAL Grains plus Meat/Meat Alternates Counting Toward Grains (oz eq)

- Enter amount of grains AND credited meat/meat alternates in the reimbursable meal. Include ALL whole grain-rich grains, non-whole grain-rich grains AND creditable meat/meat alternates here
- Do NOT enter text (such as “4 oz eq”) as this will result in an error message.
- All grains and meat/meat alternates are measured in oz eq and must be rounded down to the nearest quarter oz eq. (the worksheet also makes this adjustment automatically).
- Ounce equivalents are based on 16 grams creditable grain per oz eq or may be determined using Exhibit A of the Food Buying Guide.

Grains Example 1:

- Entered: Total grains = “1.7”
- **Result:** Worksheet rounds down to “1.5”
- Do NOT enter text (such as “1.7 oz eq”) as this will result in an error message.

*Column 2a: Whole Grain-Rich Grains (oz eq) **

- Enter quantity of whole grain-rich grains in the reimbursable meal in oz eq.
- If there are no whole grain-rich grains in this meal, either leave the cell blank or type in zero (“0”).
- All grains are measured in oz eq and must be rounded down to the nearest quarter oz eq (the worksheet also makes this adjustment automatically).
- Consider grains in the main dish (bun, breading, pasta), side dishes (e.g., rice, breadstick), and any other additional grains available to the student such as sliced bread and/or desserts.
- All grains being credited towards the meal pattern requirements MUST be included in this column.

***For SY (School Year) 2022-23, 80% of the total grains planned on the menu must be whole grain-rich.**

Grains Example 2:

- Meal offers 1 slice whole grain-rich bread (1 oz eq grain) and 0.5 oz eq enriched graham crackers. (note: the enriched graham crackers could only be credited towards meal pattern requirements with an approved meal pattern flexibility waiver)
- **Result:** 1.5 oz eq total grains and 1 oz eq whole grain-rich grains (enter “1.5” into column 1 and “1” into column 2a).

Column 2b: Meat/Meat Alternates Counting Toward Grains Requirement

- Enter amount of meat/meat alternates offered in the reimbursable meal that are being credited towards the grains requirement.
- If no credited meat/meat alternates in this meal, either leave cell blank or type in zero (“0”)
- Note: meat/meat alternates offered as extras are NOT reported on the menu worksheet but MUST be accounted for in a nutrient analysis.

Grains Example 3:

- Meal offers 1 slice whole grain-rich bread (1 oz eq grain) and 4 oz yogurt (1 oz eq meat/meat alternate).
- **Result:** 2 oz eq total “grains” and 1 oz eq meat/meat alternate (enter “2” into column 2, “1.0” into column 2a and “1.0” into column 2b).

Column 3: Fruit (cups)

- Use the drop-down menu to enter total minimum quantity of fruit, juice and vegetables offered with this meal.
 - Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.
- Total fruit includes *both* fruit and vegetable pieces and juice.
- Crediting calculation for dried fruit must be done PRIOR to entering fruit quantities in the worksheet- enter only CREDITABLE amounts.

Fruit Example 1:

- Meal offers $\frac{1}{4}$ cup of boxed raisins.
- **Result:** $\frac{1}{4}$ cup raisins = $\frac{1}{2}$ cup fruit (select “ $\frac{1}{2}$ ” in column 3)

Column 3a: Fruit Juice (cups)

- Use the drop-down menu to enter maximum quantity of full-strength, 100% fruit or vegetable juice offered with this meal. Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.
- Juice should also be included in the total fruit entered in column 3.
- If no juice is offered in this meal, leave the drop-down box blank.

Fruit Example 2:

- Meal offers $\frac{1}{2}$ cup mixed fruit and 4 fl oz ($\frac{1}{2}$ cup) 100% orange juice.
- **Result:** $\frac{1}{2}$ cup fruit + $\frac{1}{2}$ cup juice = 1 cup fruit (select “1” in column 3, $\frac{1}{2}$ in column 3a)

Column 3b: Non-Starchy Vegetables (cups)

- Use the drop-down menu to enter total minimum quantity of non-starchy vegetables being credited toward the fruit component.
 - Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.

Column 3c: Starchy Vegetables (cups)⁺

- Use the drop-down menu to enter total minimum quantity of starchy vegetables being credited toward the fruit component.
 - Options range from $\frac{1}{8}$ cup (smallest creditable amount) to 2 cups.
 - Always round down to the nearest $\frac{1}{8}$ cup.

⁺Meal pattern regulations require at least 2 cups of non-starchy vegetable to be offered in order to allow starchy vegetables to credit toward the fruit component. However, currently, School Food Authorities may credit any vegetable offered, including potatoes and other starchy vegetables, in place of fruit without including vegetables from other subgroups in the weekly menus. This flexibility is effective for school years 2021-22 and 2022-23, and provides additional flexibility in planning breakfast menus, but does not require SFAs to make any menu changes (USDA Policy Memorandum [SP 08-2022](#)).

Fruit Example 3:

- Meal offers 4 fl oz 100% apple juice and $\frac{1}{2}$ cup baby carrots.
- **Result:** $\frac{1}{2}$ cup juice + $\frac{1}{2}$ cup non-starchy vegetables = 1 cup total “fruit” (select “1” in column 3, “ $\frac{1}{2}$ ” in column 3a and “ $\frac{1}{2}$ ” in column 3b)

Column 4: Milk (cups)

- *Note: Milk is column 5 in some of the breakfast menu worksheets*
- Enter minimum amount of milk offered. Report in cups not ounces. If ounces are entered (e.g., “8”), a warning prompt pops up to check if value is accurate.
- Information entry for Meal #1 is now complete. Repeat for all reimbursable meals available within the 5-day week.

Monday Tab

- Using the drop-down boxes in the “Meal Name” column, click on meals offered on MONDAY (one meal per row). If 10 meals are offered, there should be 10 rows of information filled in.
- The school meal pattern requires all serving lines to meet the daily and weekly meal pattern requirements for schools with multiple serving lines. However, this worksheet does NOT assess compliance on a per-serving line basis- all reimbursable meals must be entered in one worksheet (one menu type). Separate from the menu worksheet, SFAs must sign an attestation stating each serving line is in compliance with meal pattern requirements.
 - Completing a [Menu Planning Worksheet](#) for each serving line can aid in ensuring that daily and weekly minimums are met.
- Therefore, list all meals available to a child, on any line on any given day.

- To remove a meal selected in error: click on the box, scroll up to the very top, and select the empty space option. This will clear out all information for that specific row.
- Once the meal is selected, other columns within that row automatically fill in from data previously entered in the “All Meals” tab.

Fruit/Vegetable/100% Juice, Grain (optional Meat/Meat Alternate) & Milk Component Check

- Columns are color-coded, matching columns in the “All Meals” tab. The first column shown (in purple) is “Fruit/Vegetable/100% Juice.” There are five columns for this component.
 - The first column shows the quantity of the total fruit component.
 - The second column shows the quantity of the fruit/vegetable juice.
 - The third column shows the quantity of non-starchy vegetables.
 - The fourth column shows the quantity of starchy vegetables.
 - The fifth column, colored yellow, calculates if the meal selected meets the daily requirement for this component.

Component Check Example:

- Offered meal is for breakfast in grades 9-12 and daily fruit requirement is 1 cup.
- In the “All Meals” tab, user typed in Bagel w/ cream cheese (with 1 ¼ cups fruit).
- **Result:** “Daily Fruit Requirement Check 1 cup” column turns green and reads “Yes.”
- If the entered quantity does not meet the daily minimum, the Requirement Check column turns red and reads “No.”
- The same applies to the grains and milk components. There is NOT a daily check for whole grain-rich grains.
- If the number of oz eq of meat/meat alternate is the same as the total grains, indicating that no actual grains were offered, the Requirement Check column for grains will turn red as this is not allowable.
- Once all meals offered on Monday have been added, the worksheet will report if each meal meets all DAILY requirements. Weekly requirement assessment is carried out in a future step.

Milk Component Variety Check

- Scroll to the right side of the screen to the “Milk Type” table (colored brown).
- Click the small checkbox next to each type of milk offered on Mondays. Check one or more boxes. When finished, the yellow column in this section turns green (Yes) or red (No).

Tuesday - Friday Tabs

- Repeat steps taken in Monday’s tab for Tuesday, Wednesday, Thursday, and Friday tabs.

Weekly Report

- This tab compiles all daily and weekly information to check if all requirements have been met.
- There are columns for Monday-Friday, Weekly Total, Weekly Requirement (cups or oz eq), and Weekly Requirement Check.

- On the left side of the sheet, in rows, are the food components. The Monday-Friday columns show the amount of each component entered each day of the week.
- For grains, the daily minimum, and maximum offerings each day, are shown. These are added together to report total weekly minimums offered.
- The Weekly Total, a light gray color, lists the amount of the component offered over the entire 5-day week. To the right is the Weekly Requirement, a beige-yellow color.
 - The Weekly Requirement Check becomes green (Yes) if the requirement was met, and red (No) if not met.
- For milk, the daily offerings and variety offered each day are shown. Please note that if the milk types are not selected on the daily tabs, the boxes will remain brown. Check that each day of the week has a green (Yes) box before proceeding.
- This tab also assesses the weekly requirement for fruit juice (no more than half or 50% of the weekly offering in the form of juice) and whole grain-rich grains (all grain offerings are whole grain-rich without an approved meal pattern flexibility waiver).

Flexibility for Weekly Maximums

- In January 2014, USDA provided permanent flexibility in assessing grains and meats/meat alternates for compliance with the weekly ranges (e.g., maximums are not enforced).
- There is *no change* in the required minimum quantities for grains and meats/meat alternates. All menus submitted by SFAs must meet the daily and weekly minimum quantities for all food components.
- The weekly maximum limit for both the grains and meat/meat alternate components may be exceeded in the USDA Menu Worksheet for purposes of certification. This means that a **submitted menu will be considered compliant with the grain component requirements or the meat/meat alternate component requirements even if the tool displays that the menu exceeds these weekly maximums.**
- However, to be certified as compliant with the new school lunch meal patterns, all menus submitted by SFAs for certification purposes **MUST** meet all the remaining food component requirements. All menus must also meet all dietary specifications, including calorie minimums and maximums.
 - USDA recommends that SFAs use the grain and meat/meat alternate maximums as a target when planning menus as this is likely to keep dietary specifications in the required range.

Nutrient Instructions/Simplified Nutrient Assessment (optional)

- For SFAs choosing to use the Simplified Nutrient Assessment, refer to separate document entitled “Nutrient Assessment Directions.”

Frequently Asked Questions:

- How often will SFAs be required to submit menus for certification?
 - This is a one-time process. The only time an SFA will resubmit (with revisions) is if an SFA is denied certification after initial submission.
- How long is the certification?

- Permanent; no expiration date. SFAs will be assessed for ongoing compliance with the meal pattern through Administrative Reviews.
- Is there a minimum number of days required?
 - A five-day weeks' worth of menus must be entered. If the SFA regularly operates on a shorter or longer week, contact the State Agency for assistance.
- Please refer to [SP 44-2012](#) for additional Menu Worksheet Q&As.

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1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
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