



2022-23 School Nutrition Programs

Simplified Nutrient Assessment Instructions

Simplified Nutrient Assessment Directions

Developed by
The School Nutrition Team



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Simplified Nutrient Assessment Directions (Optional)

School Food Authorities (SFAs) have the option to use the Food and Nutrition Services (FNS) Simplified Nutrient Assessment (SNA) for Menu Certification instead of a full nutrient analysis. The instructions for the SNA and the actual assessment are in the final two tabs of the Menu Certification Worksheets, following the Weekly Report.

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Key Information

- Only **average daily calories**, **percent of calories from saturated fat**, and **sodium** must be assessed.
- Estimates for nutrient information for milk, fruits, or vegetables are pre-programmed.
- SFAs must provide calorie, saturated fat, and sodium information for all main dish items, side items with grains and/or meat/meat alternates, desserts, and condiments. Information can be collected from nutrition facts labels and product specifications.
 - *Scratch recipes should be standardized. Sources such as nutrient analysis software products or web-based tools (e.g. [USDA's Food Buying Guide Recipe Analysis Workbook](#)) can be used to determine calories and saturated fat for standardized recipes. The [Dietary Specifications Tool for Recipes](#) on the Wisconsin Department of Public Instruction's (DPI) [Standardized Recipes webpage](#) can also be used to analyze the nutrient breakdown of a standardized recipe.*
- SFAs that have nutrient analysis software may choose the SNA option if desired or may submit a nutrient analysis using their existing software.

Common sources of sugars and fats typically added to vegetables or fruits:

- Common sources of added sugars:
 - BBQ sauce
 - Brown or white sugar
 - Honey or honey mustard
 - Marshmallows
 - Maple, chocolate and/or fruit syrup
 - Icing
- Common sources of added fats:
 - Butter/margarine
 - Vegetable oils
 - Salad dressing
 - Mayonnaise
 - Cream/sour cream
 - Bacon

Lunch SNA

Fruit

- Average serving size and total weekly serving are already calculated from earlier data entered.
- Sodium is estimated based on an average amount of sodium for each cup of fruit offered over the course of the week.
- Select the radio buttons that best apply to fruit offerings within the 5-day menu entered for the menu worksheet for the percentage of offerings containing added fat and added sugar. Include fats and sugars added during processing, used in the preparation of the food, and any additional fats and/or sugars accompanying the component.
- Default option is "Fruit not offered." User **MUST SELECT** another option in order to include nutrients from this food component.

- Only ONE selection can be made for added sugar, and ONE selection for added fat. Refer to the list in the **Key Information** section for common sources of added fat and sugar for assistance. Select the *best choice*.
- Estimates are based on average/typical use of fat and sugar in fruit offerings. Fruits served as part of a grain-based dessert, or with significant (more than 2 teaspoons/cup) added fat and/or sugar may be listed in column O1 ("Dessert, Side or Condiment) to report exact calorie and saturated fat values.

Fruit Example 1:

- 5 cups of fruit offered over the week (2 cups canned in light syrup, 3 cups fresh/plain fruit).
- **Result:**
 - Fruit offered with added sugar 40% of the time (2 cups divided by 5 cups; select "30% to 70% of the total fruit offerings" for sugar).
 - Fruit offered with added fat 0% of the time (0 cups divided by 5 cups; select "less than 30% of the total fruit offerings" for fat).

Fruit Example 2:

- 5 cups of fruit offered over the week (1 cup canned in light syrup, 1 cup w/ sweetened nuts, ½ cup w/ crumb topping, 2 ½ cups plain).
- **Result:**
 - Fruit offered with added sugar 50% of the time (2 ½ cups divided by 5 cups; select "30% to 70% of the total fruit offerings" for sugar).
 - Fruit offered with added fat 30% of the time (1 ½ cups divided by 5 cups; select "30% to 70% of the total fruit offerings" for fat).

Milk

- Average serving size and total weekly servings already calculated from earlier data entered.
- Sodium is estimated based on an average amount of sodium for each cup of milk offered over the course of the week, with variations based on fat and flavor content.
- Select the button describing which **two** milk offerings are *most frequently offered* this week. Only ONE selection can be made- refer to historical usage, inventory records, etc. and select the *best choice*. Default option is "milk not offered". User **MUST SELECT** another option in order to include nutrients from this component.
- Estimates based on average usage of standard commercial products. Milk offerings with a unique profile (e.g. reduced sugar flavored milk) may be listed in column O1 ("Dessert, side or condiment) to report exact calorie and saturated fat values.

Milk Example 1:

- 5 cups of fruit offered over the week (nonfat unflavored and low-fat unflavored milk daily, chocolate nonfat milk offered Fridays only). Using inventory, offered 450 nonfat unflavored, 450 low-fat unflavored, 100 chocolate nonfat.
- **Result:** Select the "nonfat unflavored & low-fat (1%) unflavored" option

Vegetable subgroups (colored by subgroup)

- Each of the vegetable subgroups also has a selection chart. The first is dark green vegetables.

- This box has already calculated the amount of dark green vegetables a child is offered based on the total volume of vegetables offered over the 5-day week menu from earlier data entered.
- Select the button that *best* describes added fat in offered dark green vegetables. The default option is “Dark green vegetables not offered.” Only ONE selection can be made—refer to the above list of common added ingredients to vegetables and select the *best choice*. User **MUST SELECT** another option in order to include nutrients from this food component.
- Proceed with all remaining subgroups, following the same steps described above.
 - For Red/Orange only, select both an added fat option and an added sugar option.

Vegetable Example 1:

- 2 creditable cups of dark green vegetables are offered (2 cups raw spinach [1 cup creditable vegetable] for a salad and 1 cup broccoli with cheese sauce)
- **Result:** Dark green vegetables offered with added fat 50% of the time (1 cup divided by 2 cups; select “30% to 70% of the total dark green offerings”).

Vegetable Example 2:

- 1 ½ cups of red/orange vegetable offered (½ cup carrots w/ brown sugar & butter, ½ cup tomatoes, ½ cup sweet potato w/ marshmallows)
- **Result:**
 - Red/orange vegetables offered with added sugar 67% of the time (1 cup divided by 1 ½ cups; select “30% to 70% of the total fruit offerings” for sugar).
 - Red/orange vegetables offered with added fat 33% of the time (½ cup divided by 1 ½ cups; select “30% to 70% of the total fruit offerings” for fat).

Sodium

- SFAs must meet Target 2 for average daily sodium requirements (unless they have an approved meal pattern flexibility waiver from the State Agency). In the next section of the assessment, below the vegetable subgroup questions, select “Yes” or “No” for each of the first 4 questions. For Question #5, regarding USDA Foods, select the option that best represents the percentage of USDA Foods vegetables offered during the week.
- These questions will provide estimates of sodium content to the weekly vegetable offering. Therefore, there is no need to respond to a separate sodium question for each of the vegetable subgroups.

Main Dish Simplified Nutrient Data Entry

- All meals offered over the week have been pre-populated (as entered in the ‘All Meals’ tab of the menu worksheet). These appear in column M1.
- In column M2, enter the Main Dish, the part of the meal associated with the information entered in columns M3-M5.
- If the main dish was served more than one day per week (but only entered once on the ‘All Meals’ tab), add the number of servings for all days offered.
- Do NOT include nutrient information for meal components outside of the main dish (fruits, vegetables, milk, or anything reported in the Desserts/Sides/Condiments section).
- Some double counting may occur with main dishes containing large amounts of fruits or vegetables (e.g. chef salad). If possible, to report nutrient information for main dish and exclude vegetables and fruits it contains (that have already been accounted for elsewhere

in the workbook), this is acceptable. Otherwise, report nutrient information in the entire main dish.

- If students have the option to decline *part* of the main dish, it may be more accurate to separate part as the main dish and part as a side. For example, if the main dish is a hamburger on a bun, but some students decline the bun, it is acceptable to record the hamburger patty as the main dish (column M2) and the bun as a side (O1). This allows the number of servings for each item to be more accurately represented.
- In the last column, enter the number of servings of each main dish offered over the course of the week. Rely on production records and historical data if this is a new menu.

Main Dish Example 1:

- Meal Name is “Chicken nuggets w/ roll and honey sauce.”
- Only chicken nugget nutrient information is being entered in M3-M5 → type “Chicken nuggets” (column M2)
- Roll and honey sauce are entered in the Desserts/Sides/Condiments section

Main Dish Example 2:

- Hamburger on bun offered Monday (200 servings) and Thursday (300 servings)
- **Result:** Report 500 servings (column M6)

Other Items: Sides, Desserts, Condiments Nutrient Data Entry

- Enter the name of the food item (O1), calories per serving (O2), saturated fat grams per serving (O3), and sodium per serving (O4). Use standard rounding procedures to two decimal points.
- These items have NOT been pre-populated. User must enter names of any desserts or sides containing grains or meat/meat alternates that were not accounted for in the Main Dish table (rice pilaf, yogurt cup, whole grain cookie, cheese sticks, etc.). Information can be collected from nutrition labels, product specifications, or other sources.
- Enter the number of servings of each item offered over the course of the week (O5).
- For condiments, amounts may be entered based on a per serving basis or in bulk quantities based on weekly usage data. Nutrients over the week are equivalent in either method of reporting.

Condiments Example 1:

- Item offered: ranch dressing
- *Per Serving Reporting:* serving size is 1 tablespoon, 256 servings offered over the week (73 calories, 1.2 grams saturated fat per serving).
- *Bulk Quantity Reporting:* 1 gallon offered over the week, 1 serving (18,688 calories, 307.2 grams saturated fat).

Nutrient Assessment

- Scroll to the bottom/middle of the screen (past the bottom of the Main Dish and Dessert/Side/Condiment tables).
- This section, “Daily Amounts Based on the Average for a 5-day week,” calculates daily average calories, percentage of calories from saturated fat, and daily average sodium. The values based on the entered menu are in grey boxes. The required range for the menu type is shown in the yellow boxes.

- If the menu meets requirements, the assessment box turns green. If the menu is within 25 calories of the required calorie range, within half a percentage point of the saturated fat limit, or within 40 milligrams of the sodium limit, the assessment box turns yellow. This provides SFAs an opportunity to work with their State Agency to determine why the menu is not within the range without an immediate rejection.
- If calories, saturated fat or sodium are beyond the cautionary range, the assessment box turns red.
- To be certified as compliant with the National School Lunch Program meal patterns, all menus submitted by SFAs for certification purposes MUST meet all dietary specifications, including calorie minimums and maximums.

Breakfast SNA

Fruit

- Total weekly servings are NOT already calculated from earlier data entered as they are for lunches.
- Type in the total weekly amount of fruit offered. This should represent the maximum amount of fruit that a student would have access to over the course of the week. *For example, if a variety of fruits are offered each day, but students are allowed to select 1 cup daily, the “cups fruit offered over the week” would be 5.*
- Sodium is estimated based on an average amount of sodium for each cup of fruit offered over the course of the week.
- Select the radio buttons that best apply to fruit offerings within the 5-day menu entered for the menu worksheet for the percentage of offerings containing added fat and added sugar. Include fats and sugars added during processing, used in the preparation of the food, and any additional fats and/or sugars accompanying the component.
- Default option is “Fruit not offered.” User MUST SELECT another option in order to include nutrients from this food component.
- Only ONE selection can be made for added sugar, and ONE selection for added fat. Refer to the list in the **Key Information** section for common sources of added fat and sugar for assistance. Select the *best choice*.
- Estimates are based on average/typical use of fat and sugar in fruit offerings. Fruits served as part of a grain-based dessert, or with significant (more than 2 teaspoons/cup) added fat and/or sugar may be listed in column O1 (“Dessert, Side or Condiment) to report exact calorie and saturated fat values.

Fruit Example 1:

- 5 cups of fruit offered over the week (2 cups canned in light syrup, 3 cups fresh/plain fruit).
- **Result:**
 - Fruit offered with added sugar 40% of the time (2 cups divided by 5 cups; select “30% to 70% of the total fruit offerings” for sugar).
 - Fruit offered with added fat 0% of the time (0 cups divided by 5 cups; select “less than 30% of the total fruit offerings” for fat).

Fruit Example 2:

- 5 cups of fruit offered over the week (1 cup canned in light syrup, 1 cup w/ sweetened nuts, ½ cup w/ crumb topping, 2 ½ cups plain).
- **Result:**
 - Fruit offered with added sugar 50% of the time (2 ½ cups divided by 5 cups; select “30% to 70% of the total fruit offerings” for sugar).
 - Fruit offered with added fat 30% of the time (1 ½ cups divided by 5 cups; select “30% to 70% of the total fruit offerings” for fat).

Milk

- Average serving size and total weekly servings already calculated from earlier data entered.
- Sodium is estimated based on an average amount of sodium for each cup of milk offered over the course of the week, with variations based on fat and flavor content.
- Select the button describing which **two** milk offerings are *most frequently offered* this week. Only ONE selection can be made- refer to historical usage, inventory records, etc. and select the *best choice*. Default option is “milk not offered”. User **MUST SELECT** another option in order to include nutrients from this component.
- Estimates based on average usage of standard commercial products. Milk offerings with a unique profile (e.g. reduced sugar flavored milk) may be listed in column O1 (“Dessert, side or condiment”) to report exact calorie and saturated fat values.

Milk Example 1:

- 5 cups of fruit offered over the week (nonfat unflavored and low-fat unflavored milk daily, chocolate nonfat milk offered Fridays only). Using inventory, offered 450 nonfat unflavored, 450 low-fat unflavored, 100 chocolate nonfat.
- **Result:** Select the “nonfat unflavored & low-fat (1%) unflavored” option

Non-Starchy and Starchy Vegetables

- There is a selection chart for both non-starchy and starchy vegetables.
- Total weekly servings are NOT already calculated from earlier data entered as they are for lunches.
- Type in the total weekly amount of non-starchy vegetables offered over the week. If none are offered, enter “0”.
- Select the button that *best* describes added fat in offered non-starchy vegetables. The default option is “Non-starchy vegetables not offered.” User **MUST** select another option in order to include nutrients from any non-starchy vegetables offered. Only ONE selection can be made, so select the *best choice*. Refer to the list in the **Key Information** section for common sources of added fat for assistance.
- Proceed with the selection chart for Starchy vegetables following the same steps described above.

Vegetable Example 1:

- 1 cup of non-starchy vegetables offered (½ cup side of spinach sauteed in olive oil and ½ cup salsa for a breakfast burrito)
- **Result:** Non-starchy vegetables offered with added fat 50% of the time (1/2 cup divided by 1 cup; select “30% to 70% of the total non-starchy offerings”).

Vegetable Example 2:

- ½ cup of starchy vegetables offered (½ cup hash brown potatoes with oil listed as an ingredient on the nutrition facts label).
- **Result:** Starchy vegetables offered with added fat 100% of the time (select “more than 70% of the total starchy offerings”).

Sodium

- SFAs must meet Target 2 for average daily sodium requirements (unless they have an approved meal pattern flexibility waiver from the State Agency). In the next section of the assessment, below the vegetable subgroup questions, select “Yes” or “No” for each of the first 4 questions. For Question #5, regarding USDA Foods, select the option that best represents the percentage of USDA Foods vegetables offered during the week.
- These questions will provide estimates of sodium content to the weekly vegetable offering. Therefore, there is no need to respond to a separate sodium question for each of the vegetable subgroups.

Grains and Meat/Meat Alternates Simplified Nutrient Data Entry

- All meals offered over the week have been pre-populated (as entered in the ‘All Meals’ tab of the menu worksheet. These appear in column M1.
- In column M2, enter information for Grains and Meat/Meat Alternates. *This includes nutrient information for BOTH creditable grains and meat/meat alternates AS WELL AS meats/meat alternates being offered as “additional” foods (not credited) and any non-whole grain-rich grains. All additional foods offered with the meal must be included for purposes of the dietary specifications.*
- Do NOT include nutrient information for other meal components (fruits, vegetables, milk, or anything reported in the Desserts/Sides/Condiments section).
- Some double counting may occur with main dishes containing large amounts of fruits or vegetables (e.g. breakfast burrito with vegetables). If possible, to report nutrient information for main dish and exclude vegetables and fruits it contains (that have already been accounted for elsewhere in the workbook), this is acceptable. Otherwise, report nutrient information in the entire entrée and do not include the amount of fruit/vegetable as part of the weekly total.
- In the last column, enter the number of servings of each Grain and Meat/Meat Alternate offered over the course of the week. Rely on production records and historical data if this is a new menu. If the meal was served more than one day per week (but only entered once on the ‘All Meals’ tab), add the number of servings for all days offered.

Grain and Meat/Meat Alternate Example 1:

- Meal Name is “Breakfast burrito with fresh salsa.”
- Only breakfast burrito nutrient information is entered in M3-M5 → type “breakfast burrito” (column M2)
 - Salsa nutrient information will be accounted for in the non-starchy vegetable section OR sides and condiments.

Grain and Meat/Meat Alternate Example 2:

- Breakfast burrito offered daily, 50 servings per day
- **Result:** Report 250 servings (column M6)

Other Items: Sides and Condiments Nutrient Data Entry

- Enter the name of the food item (O1), calories per serving (O2), saturated fat grams per serving (O3), and sodium (mg) per serving (O4). Use standard rounding procedures to two decimal points.
- These items have NOT been pre-populated. User must enter names of any sides or condiments not reported previously. Information can be collected from nutrition labels, product specifications, or other sources.
- Enter the number of servings of each item offered over the course of the week (O5).
- For condiments, amounts may be entered based on a per serving basis or in bulk quantities based on weekly usage data. Nutrients over the week are equivalent in either method of reporting.

Condiments Example 1:

- Item offered: maple syrup
- *Per Serving Reporting:* serving size is 1 tablespoon, 256 servings offered over the week (100 calories, 0 grams saturated fat per serving).
- *Bulk Quantity Reporting:* 1 gallon offered over the week, 1 serving (25,600 calories, 0 grams saturated fat).

Nutrient Assessment

- Scroll to the bottom/middle of the screen (past the bottom of the Grains and Meat/Meat Alternates and Side/Condiment tables).
- This section, “Daily Amounts Based on the Average for a 5-day week,” calculates daily average calories, percentage of calories from saturated fat, and daily average sodium. The values based on the entered menu are in grey boxes. The required range for the menu type is shown in the yellow boxes.
- If the menu meets requirements, the assessment box turns green. If the menu is within 25 calories of the required calorie range, within half a percentage point of the saturated fat limit, or within 40 milligrams of the sodium limit, the assessment box turns yellow. This provides SFAs an opportunity to work with their State Agency to determine why the menu is not within the range without an immediate rejection.
- If calories, saturated fat or sodium are beyond the cautionary range, the assessment box turns red.
- To be certified as compliant with the School Breakfast Program meal patterns, all menus submitted by SFAs for certification purposes MUST meet all the dietary specifications, including calorie minimums and maximums.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g.,

Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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
3. **email:**
program.intake@usda.gov

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