Menu Records for Self-Preparation Sites

Virginia Department of Health

Special Nutrition Programs

2015

Module #5: Menu Records Self-Preparation Sites

Resources: the following are several resources available to use

when completing menus

- ➢ Food Buying Guide

- ➢ Child Nutrition (CN) labels

- ➢ Food Product Specifications

- ➢ Standardized Recipes

Nutrition Guidance for Sponsors:

➤ **Menu Planning Ideas**

➤ **Recommendations for Meal Service**

  ○ **Selecting and training staff**

  ○ **Food purchasing and receiving**

  ○ **Food service quality**

➤ **Food Storage**

➤ **Food Safety**

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Food Buying Guide (FBG):

- ➢ Food safety warnings

- ➢ Calculation examples

- ➢ Tables and charts

- ➢ Current SFSP meal patterns

- ➢ Updated fruit and vegetable sections

- ➢ Grain/breads instruction and flow chart

Standardized Recipes: The use of standardized recipes produces products consistent in both quality and quantity. The components of a standardized recipe include:

- The name of the recipe

- An ingredient list

- Weights and/or measures of ingredients

- Preparation directions

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Standardized Recipes: The components of a standardized recipe include:

- Yield

- Pan size

- Serving size and how to serve the product school and child care standardized recipes including the recipe's contribution to the meal pattern.

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Menu Records: Menu records are tools to...

- Plan menus

- Record exactly what was prepared

- Prevent food waste

- Provide information for future food preparation

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Steps to Completing Menu Records

SFSP regulations require sponsors to maintain records which document participation and preparing or ordering meals to justify all costs and meals claimed.

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To meet this requirement sponsors must have:

- Daily meal count sheets

- Receipts/invoices to document food purchased or donated

- Menus listing food items served to meet component requirement. It is recommended to include portion sizes and contribution to the meal pattern.

- Substitution(s) recorded on the menu

- CN labels for commercially prepared foods or have the Food Product Specifications available.

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In addition, sponsors should…

- Use and maintain standardized recipes

- For sponsors who prepare their own meals, maintain a transport/delivery record to document meals transferred from the kitchen to the site.

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