

Project PA



SMI INFORMATION

On these pages we have compiled some detailed information on the SMI regulations.

For more information, you should check out the USDA SMI Web site and PDE Web site.

You can also contact PDE, Division of Food and Nutrition, 1-800-331-0129, and request the manual from the April 1997 School Meals Workshop.

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Overview of Menu Planning Systems (from USDA's School Meals Initiative Web Site)

The Traditional Meal Pattern

The meal pattern in effect in the 1994-1995 school year, or what we call the traditional meal pattern, is the meal planning system most familiar to school food service professionals. It has remained virtually unchanged since its inception as the "Type A" lunch pattern in 1946. Schools must offer children five food items from four food components: a serving of meat or meat alternate, a bread or grain item (at least one each day and a total of eight servings over the course of a week), two different fruits or vegetables and fluid milk. Because of its familiarity, it remains attractive to many food service directors, and with modifications can allow meals to be planned that comply with the nutrition standards including the Dietary Guidelines. However, it provides the least flexibility of all of the established menu planning systems and would require careful planning to be effective.

The Food-Based System

The June 13, 1995, final regulation implemented a food-based menu planning system that is a variation of the traditional meal pattern designed to increase calories from nonfat or low fat sources. Essentially, the food-based system retains the four component, five food item structure of the traditional meal pattern, and it continues to require the same amounts of meat/meat alternate and milk as before. However, it requires increased amounts of the vegetables/fruits and grains/breads components. Part of the increased grains/breads requirement could be satisfied by counting one grain-based dessert each day. This menu planning system would appeal to schools that wish to retain the structure of a meal pattern but need to offset the loss of calories resulting from serving lower fat menu items. They can do this by using foods from the grains/breads and vegetables/fruits components.

Nutrient Standard Menu Planning

Nutrient Standard Menu Planning (NuMenus) is a computer-based menu planning system which allows menus to be planned without conforming to specific food components or quantity requirements. Approved software analyzes the nutrient content of foods prepared for school meals and enables the menu planner to adjust portion sizes and food components as needed to achieve compliance with the nutrition standards. While menu planners are not bound by strict component and quantity requirements, they must, nonetheless, ensure that children are offered an entree, milk and side dish(es). This facilitates the identification of meals eligible for Federal reimbursement and ensures that children can receive a reasonable level of nutrients and calories daily. However, the meal planner has considerable latitude to decide what will constitute a menu item and an entree. Because the analysis is conducted by computer, and is generated during the actual planning of the meal service, the meal planner can determine precisely the degree to which the meals are in compliance with the nutrition standards and can design changes

in the content as necessary. NuMenus may involve some initial expense to acquire software and, in some cases, hardware, and the initial workload associated with entering recipes and nutrient information for processed foods may be significant. However, the flexibility inherent in the system offers opportunities for long-term control of food costs.

Assisted Nutrient Standard Menu Planning

Assisted Nutrient Standard Menu Planning (Assisted NuMenus) is designed for schools that do not have the technical resources to implement NuMenus for themselves but who, nonetheless, would like to take advantage of the flexibility offered by this menu planning system. Under Assisted NuMenus, the school would use an outside entity such as another school district or a consultant to conduct a nutrient analysis and develop a menu cycle, recipes, procurement specifications and preparation methods that will allow the school to produce meals that meet the nutrition standards. Assisted NuMenus allows for precision in analyzing and modifying meals, although it is somewhat less flexible than NuMenus since any experimentation that the school might want to do would have to be reanalyzed by the outside entity. Also, while the initial cost may be less than the cost of acquiring equipment and software, the school will be dependent on the outside entity for support service, and this factor may prove to be more expensive over time.

Any Reasonable Approach

On May 29, 1996, President Clinton signed Public Law 104-149, the Healthy Meals for Children Act, which provides that schools may use any reasonable approach to menu planning that will achieve compliance with the nutrition standards as long as the approach conforms to guidelines issued by the Department of Agriculture. A proposed regulation laying out alternatives which may be preapproved by State agencies and establishing guidelines which States would use to consider highly innovative alternatives to the existing menu planning systems is currently in development.

Nutrient Standard Menu Planning Update

There are fourteen approved programs available (1997) for State Agencies and local schools to implement Nutrient Standard Menu Planning. This includes nine software systems and five reseller programs that have been tested, and evaluated for use in implementing NuMenus, Assisted NuMenus and the State monitoring of Food Based Menus.

The nine software systems

<p>CAFS Computer Assisted Food Service 1084 Judge Sekal Avenue Biloxi, MS 39530 Contact: Andrew Gilich, President (800) 748-9631 (601) 374-7544 www.cafsinc.com</p>	<p>CNP Manager Computrition, Inc. 19808 Nordhoff Place, Chatsworth, CA 91311 Contact: Ellyn Luros (800) 222-4488 www.computrition.com</p>
<p>B.O.S.S. (Back Office Software Solutions) Horizon Software International, Inc. 2230 Scenic Highway, Suite 300 Snellville, GA 30278 Contact: Bob Williamson (800) 741-7100 www.horizon-boss.com/</p>	<p>Keeping TRAC of Kid's Nutrition Keeping TRAC Corporation P.O. Box 0466 Ligonier, PA 15658 Contact: Carolyn Gump (800) 611-8722 www.Ktrac.com</p>
<p>NUTRIKIDS LunchByte Systems Inc. 1800 English Road, Suite 2 Rochester, NY 14616 Contact: David Moriarty (800) 724-9853 www.nutrikids.com</p>	<p>RECIPE EXPRESS for Windows Nutri-Comp Software Systems 1012 Northwest 51st Street Vancouver, WA 98663 Contact: Ralph Ray (360) 699-4567 www.nutricomp.com</p>
<p>Food Production and Nutrient Analysis PCS Revenue Control Systems, Inc. 560 Sylvan Ave. Englewood Cliffs, NJ 07632 Contact: Safran Israel (800) 247-3061 Internet address not known</p>	<p>SNAP (School Nutrition Accountability Program) SNAPS Systems, Inc. P.O. Box 2410 Santa Monica, CA 90404 Contact: Mr. Chip Goodman (800) 423-2113 www.snapsystems.com</p>
<p>Bon Appetit Software Pacific Triangle Software 9215 Youree Drive Shreveport, LA 71115 Contacts: Hazel Nieves, Sales Diane Carpenter, support Services 800-347-4681 / (318)798-9002 www.bonapp.com</p>	

Resellers

<p>LunchByte Systems Inc. Resellers of NUTRIKIDS software -</p> <p style="padding-left: 40px;">School Lunch Computer Services, Inc. 311 N. Harrison Street, Suite 400 Princeton, NJ 08540 Contact: Mary Ann Henderson 1-800-268-6368</p> <p style="padding-left: 40px;">School House Software 3017 Douglas Blvd., Suite 120 Roseville, CA 95661 Contact: Pete Belknap 1-800-683-2234 ext. 225 www.schoolhousesoftware.com</p> <p style="padding-left: 40px;">Superior School Supply/ACCU-SCAN P.O. Box 953, 1803 Southern Blvd. Parsons, KS 67357 Contact: Brian Copeland (316) 421-3190 www.accu-scan.com</p>	<p>Nutri-Comp Software Systems Resellers of RECIPE EXPRESS for Windows software -</p> <p style="padding-left: 40px;">Repackaged as: Nutrition Plus Nutritional Analysis compuHELP 5205 Airport Blvd. Austin, TX 78751 Contact: Barbara Gay (512) 302-3440</p> <hr/> <p>Horizon Software International, Inc. Reseller of B.O.S.S. software</p> <p style="padding-left: 40px;">B.O.S.S. COMALEX, Inc. 2367 Trade Center Way Naples, FL 34109 Contact: Richard E. Newberry (941) 513-0404 voice (941) 513-0409 fax www.comalex.com</p>
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Software systems currently undergoing testing and evaluation. It is anticipated that these software systems will comply with the software specifications by the end of 1997

- Rodlan Software
- Computer Services and Consulting Inc.

Software companies planning to submit a software system for testing and evaluation sometime during school year 1997-98:

- CBORD
- Front Desk Software
- Aurora Information System
- Image Street Technology
- Lemar and Sons Inc.
- Culinary Software System
- Preferred Meal System

USDA expects submission of these software systems for evaluation and approval in 1998.

Please keep in mind that USDA-approved nutrient analysis software allows schools to:

- Utilize new technology
- Conduct an accurate nutrient analysis of recipes and menus
- Allow flexibility & variety in menu planning
- Establish age/grade specific RDAs
- Measure compliance with the required nutrient standards for all menu options
- Plan menus for a week or longer in cycle format and a calendar
- Weight the nutrient analysis based on production forecasts
- Provide a nutrient source search
- Enter local recipes and processed foods
- Convert nutrient data labels from DRV to nutrients per 100 grams
- Produce a production record

For more information, you should check out the USDA SMI Web site and PDE Web site.

Review of Documentation Requirements for the SMI Review

Background

The next cycle of Coordinated Review Effort (CRE) reviews will start in School year 1998/99. With the passage of the School Meals Initiative (SMI), there is now another review process, called the SMI review. The CRE and SMI are separate reviews, but will be conducted simultaneously.

For the SMI review, no matter which menu planning system is chosen (see **Overview of Menu Planning Systems**), School Food Service Directors will be expected to:

- A. develop complete menus**
- B. use standardized recipes**
- C. maintain product information sheets**
- D. complete standardized production records**

These documents are to be kept on file to provide back-up documentation for the district, and so that an analysis can be conducted by the State agency.

A. Menus

Menus are advertisements of the planned food items offered to students. A menu is a dated daily list of all alternate menu items available for the day planned for reimbursable meals. Menus should be merchandised to students so they know exactly what they may choose.

B. Standardized Recipes

One method to ensure that the menu that you plan is the menu that is served is by using standardized recipes. Standardized recipes are an important part of any well-managed food service operation. A standardized recipe is one that has been tested several times and adapted for use by a given food service operation and found to produce consistent results and yields every time the exact quality and quantity of ingredients are used. Standardized recipes are adjusted to the equipment available and to the taste preferences of the customers in the local school or school system.

There are advantages to using standardized recipes. Standardized recipes ensure a good quality product, yield a specific number of servings every time the recipe is prepared, act as a tool for cost control, assist with the procurement process, and provide an accurate nutrient analysis of the recipes' contribution to the menu.

There are probably menu items that you have never thought you would need a recipe. For example, a recipe for peanut butter and jelly sandwiches would state the amount of bread, and the measurement of peanut butter and jelly for each sandwich. A standardized recipe for cooked vegetables would state the amount of salt, seasonings, and butter used, and the amount of servings planned.

When a school district decides to use their own recipe, all buildings in the district should have a written copy of the tested recipe and should be following the recipe. The SFSD should monitor the use of standardized recipes in the schools.

The food service staff should follow not only the standardized recipes as planned, but the menu as well. The information on doing this should be written down as a menu directive. The menu directive states specifically what the food service director has planned for the menu for each day. It indicates portion sizes, recipes to use, and how the menu is to be merchandised.

C. Product Information Sheets

A product information sheet is advertising literature provided by the manufacturer that contains detailed information about what the product actually contains and the amount of each ingredient in the product by weight. A product fact sheet for processed foods should contain weight of the raw product, percent of the raw meat or poultry, percent fat of the raw meat, percent dry vegetable protein product (if applicable), percent protein of the vegetable protein product (if applicable), certification that the vegetable protein product used meets USDA-FCS requirements.

No matter which menu option you choose, you must insist that the product information sheets contain nutrition information per serving. This will help you to determine how a certain product fits into your menu for meeting the Dietary Guidelines. The nutrition information (per serving) to be included on a manufacturer's product information sheet include the following: serving size, calories, protein, total fat, saturated fat, total carbohydrate, dietary fiber, cholesterol, calcium, iron, sodium, vitamin C (may be listed as ascorbic acid), vitamin A, fat change (+/-) (if available), moisture change (+/-) (if available). Nutrient information should also tell us if the product is "as served" (food will not have any ingredients added or does not require any additional preparation) or "as purchased" (food will have ingredients added before serving or require additional preparation that alters the nutrient content. Other information that you want your vendors to include on the product information sheet is the nutrient information source. Examples of this source would be lab analysis, computer analysis, or USDA Handbook 8 calculations.

Some product information sheets contain a copy of the Child Nutrition (CN) label if the manufacturer has applied for and received permission to use this label on their product. A CN Label is a product label which contains a statement that clearly

identifies the contribution that the product makes toward the Child Nutrition meal pattern requirements. (This is important only for Food Based and Traditional menu planning.) If SFSDs are using food-based or traditional menu planning, they must require vendors to specify contribution to the meal pattern if the product does not have a CN label.

Product information sheets and CN labels must be kept on file for at least three years, plus the current fiscal year, or longer pending closure of any open audits.

Another way to get nutrient information from the manufacturer is to use a retail food label. An example is bread. The bread purchased by school meal programs is usually the same product sold to retail stores. Labeling laws apply only to retail products. Institutional products are exempt so you may not find many nutrition labels on institutional products.

SFSDs should write bid specifications to fit the new requirements. They should be very specific and determine what information they need to evaluate the products' nutritional content clearly. Communicate information needs to the vendor, evaluate the product, keeping the goals of the program in mind, and accepting only products they have specified.

D. Production Records

Production records are records which document all items planned and served for the day's menu. These records include: menu item by brand and description, recipe number, portions per package, planned portion size, student projected servings, total projected servings, amount of food used includes extra portions prepared, daily reimbursable meals, non-reimbursable meals, and leftovers.

Production records are done because they ensure through documentation that enough food has been planned and served for the day's menu. They become a record history of how well this item is received and any special circumstances that affected that choice of the day's menu or food item. It also becomes the basis for planning the next time that menu is served, taking into consideration too little or too much; of if a production variation is made how it might affect the acceptance by the students.

Source: Pennsylvania Department of Education, Division of Food and Nutrition, School Meals Initiative Workshop, April, 1997

For a more detailed explanation of the documentation requirements, contact PDE, Division of Food and Nutrition (1-800-331-0129), and request the manual from the April 1997 School Meals Initiative Workshop.

Key Points of SMI and CRE Reviews

SMI Review

- Review one week within CRE test month.
- Menu Options
 - NSMP
 - ANSMP
 - Food-based
 - Traditional
 - Other Reasonable Approach
- Work toward meeting the dietary guidelines
- Meet Nutritional Standards established
- Determination of:
 - 1- Complete menus
 - 2- Standardized recipes
 - 3- Product information sheets
 - 4- Production records
- Menu analysis not required for SFA's exclusively serving students with special dietary needs
- Determine the need for modification to menu items and foods offered based on student selection
- Maintain documentation to conduct nutrient analysis.
- No fiscal action if a good faith effort is exhibited
- Observation of point of service for:
 - serving size validates documentation
 - preparation techniques
- Grains/breads are planned to meet the requirements on a daily and weekly basis for Food Based and Traditional Menu Planning options.

CRE Review

- Review one month plus one day

1. CRITICAL AREAS

Performance Standard 1

- Free and reduced price meal application approval, benefit issuance, updating eligibility, including errors in verification
- Meal counting and claiming
 - Point of meal service count for day of review
 - Consolidation of claim in the test month
 - Meal counts reasonable on day of visit to test month

Performance Standard 2

Test Month:

- All required food items/components were offered based on documentation (e.g., menus, production records, etc.)

Day of Visit:

- All required food items/components available to all students
- All observed lunches claimed for reimbursement contain the required number of food items
- Incomplete meals
- Ineligible or second lunches

NuMenus and Assisted NuMenus

- Lunch - Three menu items offered - entree, milk, and side dish
- Breakfast - Three menu items offered - one must be milk

Food Based and Traditional

- Lunch - Five food items must be offered in minimum quantity daily; Meet bread requirement on a daily and weekly basis
- Breakfast - Four food items must be offered in minimum quantity daily

CRITICAL AREAS - Performance Standard 2 (continued)

Offer vs. Serve

(Mandatory in grades 9-12; optional in grades K-8)

NuMenus and Assisted NuMenus

Lunch - students are permitted to decline no more than 2 menu items. Of the menu items selected, one must be the complete entree.

Breakfast - students are permitted to decline no more than 1 menu item

Food Based and Traditional

Lunch- students are permitted to decline no more than 2 food items in minimum quantity required.

Breakfast - students are permitted to decline no more than 1 food item in minimum quantity required.

2. GENERAL AREAS

- Verification
- Overt Identification/Civil Rights Compliance
- Quantity of food (Food Based and Traditional only)
- Milk variety required or documentation of less than 1% of a specific variety during the prior year.
- Grains/breads servings per week (Food Based and Traditional only)
- On-site monitoring of meal counting system by February 1 each year
- Edit check worksheets are completed for each school daily
- Children with medical disability - SFA must provide the entire meal if a signed medical statement with menu substitutions is submitted to the SFA
- Prohibition of the selling of foods of minimal nutritional value
- Procurement
- School Food Authority is ultimately responsible for compliance when services are contracted
- Free/Reduced Price Policy
- Maintain records for three years

3. **EXAMPLES OF PROBLEMS THAT MAY RESULT IN FISCAL ACTION**

All Menu Planning Systems

Performance Standard 1

- For Free/Reduced application/benefit issuance/direct certification/verification errors
- For counting and claiming errors, claim consolidation errors, meals not containing the required number of food items, ineligible meals - adults, non-enrolled students, double lunches

Performance Standard 2

- For menus, breakfast and lunch all options, if components/food items/menu items are missing both month and day of review

NuMenus and Assisted NuMenus

- Lunch - Only two menu items offered and the meal is claimed for reimbursement. Entree must be defined.
- Breakfast - Only two menu items are offered and the meal is claimed for reimbursement.
- Lunch - students decline more than 2 menu items or part or all of the entrees and the meal is claimed for reimbursement in schools participating in the offer vs. serve option
- Breakfast - students decline more than 1 menu item and the meal is claimed for reimbursement in schools participating in the offer vs. serve option

Food Based and Traditional

- Lunch- Less than five food items are offered in the minimum quantity required daily
- Breakfast - Less than four food items are offered in the minimum quantity required daily
- Lunch - students decline more than 2 food items in minimum quantity and the meal is claimed for reimbursement in schools participating in the offer vs. serve option
- Breakfast - students decline more than 1 food item in minimum quantity and the meal is claimed for reimbursement in schools participating in the offer vs. serve option

An SMI Review Checklist for Food Based and Traditional Menu Planning Systems

Menus

	Is the menu merchandised so that students understand the selections/options?
	Do you have copies of the dated, planned menus?
	Are lunch menus available?
	Are breakfast menus available? (if applicable)
	Do menus include all alternate menu items? (if offered)
	Do menus have changes noted and date of changes?
	Food-Based Option Only:
	Do the lunch menus contain the required servings: 12 servings of grains/breads for grades K-6, with a minimum of 1 serving per day?
	15 servings of grains/breads for grades 7-12, with a minimum of 1 serving per day?
	<u>RCCIs</u> : 17 servings of grains/breads for grades K-6, with a minimum of 1 serving per day?
	<u>RCCIs</u> : 21 servings of grains/breads for grades 7-12, with a minimum of 1 serving per day?
	Grain-based dessert items that contribute to the grains/breads requirement?
	3/4 cup vegetables/fruits of two different foods plus an additional 1/2 cup per week for grades K-6?
	1 cup vegetables/fruits of 2 different foods daily for grades 7-12?
	Traditional Option Only:
	Do the lunch menus contain the required servings: 8 servings of grains/breads for all grades with a minimum of 1 serving per day per 5-day week?
	<u>RCCIs</u> : 11.25 servings of grains/breads for all grades with a minimum of 1 serving per day per 7-day week
	3/4 cup vegetables/fruits of two different foods for all grades daily?
	Smaller portion of meat/meat alternate used for grades K-3 daily?
	Increased portions of grains/breads and fruit/vegetables used for grades 7-12 daily?

Production Records

Do production records include:

	All planned menu items, including milk, condiments, desserts?
	USDA recipe number, local recipe number, processed product brand and code?
	Serving size for each age/grade group for menu items and food items planned? (including estimate of condiments)
	Projected number of servings for students?
	Total projected servings?
	Amount of food used? (lbs. or measure)
	Single menu items that do not require a recipe - do they include food form, (fresh, frozen), packaging medium, (heavy syrup, lite syrup), type of oil used in preparation if any?
	Actual student servings, ala carte servings, adult servings, items offered to meet special needs, leftovers?

Recipes

(Necessary for any item that contains more than one ingredient)

	Copies of all recipes used are available?
	Is the same recipe used district-wide?
	Copies of recipes used if modified by school food service personnel?
	Are menu directives used?
	Is the use of standardized recipes monitored?
	Do recipes include yield?
	Do recipes include ingredients, including form (fresh, frozen) pack?
	Do recipes include accurate measure and amounts?
	Do recipes include serving size?
	Do recipes include foods of minimal nutritional value if they are part of menu item (example - marshmallows on sweet potato casserole)?

Product Information Sheets

(Necessary for all commercially processed food items used)

	Is a product fact sheet or a nutrition facts label for each processed product used on file?
	Do product information sheets include nutrient information for all monitored nutrients?
	If CN labels are used, are the labels maintained on file?
	Are serving size directions on CN labels followed?

An SMI Review Checklist for NuMenus and Assisted NuMenus

Menus

	Is the menu merchandised so that students understand the selections/options?
	Is there a print out of nutrient analysis by week?
	Are copies of the dated, planned menus available?
	Are lunch menus available?
	Are breakfast menus available? (if applicable)
	Do menus include all alternate menu items? (if offered)
	Do menus have changes noted and date of changes?
	Is re-analysis of menus conducted as required?
	Are the entrees and side dishes clearly defined?

Production Records

Do production records include:

	All planned menu items, including milk, condiments, desserts?
	USDA recipe number, local recipe number, processed product brand and code?
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