Acknowledgment Statement

You understand and acknowledge that:

- the training you are about to take does not cover the entire scope of the program; and that
- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.
Class Objectives

- Participants will be able to create menus that are appealing and meet the requirements for program reimbursement.
- Participants will be able to document accurately and completely the food items and quantities prepared and served on the Daily Menu Production Worksheet.
- Participants will be able to properly gather the required information for the daily, weekly and monthly meal count records.

Texas Department of Agriculture

Meal Service

- Preparing & Providing Meals
- Meal Pattern
- Meal Service Planning
- Understanding Meal Components
- Non-Reimbursable Meal Examples
- Documentation

Texas Department of Agriculture
### Number & Types of Meals

<table>
<thead>
<tr>
<th>Type of Site</th>
<th>Number of Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open (including all sites operated as Open)</td>
<td>Up to 2 per day</td>
</tr>
<tr>
<td>Restricted Open Enrolled</td>
<td></td>
</tr>
<tr>
<td>Camps Migrant</td>
<td>Up to 3 per day</td>
</tr>
</tbody>
</table>

*Texas Department of Agriculture*
# Program Meal Pattern

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch/Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 serving of Milk</td>
<td>1 serving of Milk</td>
<td>2 food items from different components</td>
</tr>
<tr>
<td>1 serving of Vegetable or Fruit (or full strength juice)</td>
<td>2 or more servings of Vegetable and/or Fruit</td>
<td>Juice cannot be served when milk is served as the only other component</td>
</tr>
<tr>
<td>1 serving of Grain/Bread</td>
<td>1 serving of Grain/Bread</td>
<td></td>
</tr>
<tr>
<td>Meat/Meat Alternate is optional</td>
<td>1 serving of Meat/Meat Alternate</td>
<td></td>
</tr>
</tbody>
</table>

Texas Department of Agriculture
Vegetables/Fruits (V/F)

Grains/Bread Definition
What is a Grains/Bread Serving?

- Food Buying Guide
- Exhibit A
- All servings must be measurable

<table>
<thead>
<tr>
<th>Group A</th>
<th>Minimum Serving Size for Group A</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Bread type coating</td>
<td>1 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>- Bread sticks (hard)</td>
<td></td>
</tr>
<tr>
<td>- Chow mein noodles</td>
<td>3/4 serving = 15 gm or 0.5 oz</td>
</tr>
<tr>
<td>- Crackers (saltines and snack crackers)</td>
<td>1/2 serving = 10 gm or 0.4 oz</td>
</tr>
<tr>
<td>- Croutons</td>
<td>1/4 serving = 5 gm or 0.2 oz</td>
</tr>
</tbody>
</table>

*Note: weights apply to bread in stuffing.*

---

Corn & Cereal Requirements

*Texas Department of Agriculture*
Meat/Meat Alternates (M/MA)

Offer vs. Serve (OVS)
Corn, Canned, Whole Kernel

<table>
<thead>
<tr>
<th>Section 2—Vegetables/Fruits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food As Purchased, AP</strong></td>
</tr>
<tr>
<td><strong>Purchase Unit</strong></td>
</tr>
<tr>
<td><strong>Servings per Purchase Unit, EP</strong></td>
</tr>
<tr>
<td><strong>Serving Size per Meal Contribution</strong></td>
</tr>
<tr>
<td><strong>Purchase Units for 100 Servings</strong></td>
</tr>
<tr>
<td><strong>Additional Information</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corn, canned Whole kernel Vacuum packed Includes USDA Commodity</th>
<th>1 No. 10 can (75 oz)</th>
<th>1/4 cup heated, drained vegetable</th>
<th>3.0</th>
<th>1 No. 10 can</th>
<th>about 60.5 oz (8-1/2 cups) heated, drained corn</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 10 can (75 oz)</td>
<td>34.1</td>
<td>1/4 cup heated vegetable</td>
<td></td>
<td>1 No. 10 can</td>
<td>about 63.0 oz (9 cups) drained, unheated corn</td>
</tr>
<tr>
<td>No. 2 can (12 oz)</td>
<td>36.8</td>
<td>1/4 cup heated vegetable</td>
<td>2.8</td>
<td>1 No. 2 can</td>
<td>about 10.0 oz (1-2/3 cups) drained, heated corn</td>
</tr>
<tr>
<td>No. 10 can (106 oz)</td>
<td>39.6</td>
<td>1/4 cup heated, drained vegetable</td>
<td>15.2</td>
<td>1 No. 10 can</td>
<td>about 66.0 oz (9-7/8 cups) heated, drained corn</td>
</tr>
</tbody>
</table>

Texas Department of Agriculture
FBG Calculation

- Calculation:
  - Servings needed
  - Divided by
  - # of servings per purchase unit
  - Equals purchase amount for serving size listed
  - If more needed, adjust calculation accordingly

Ground Beef

- Calculation:
  - Servings needed
  - Divided by
  - # of servings per purchase unit
  - Equals purchase amount for serving size listed
  - If more needed, adjust calculation accordingly
    - Ex. 1 lb = 12.1 1 oz. servings
    - If 2 oz. needed, multiply total by 2

### Beef, Ground, fresh or frozen*+
- no more than 10% fat (like IMF #136)

<table>
<thead>
<tr>
<th></th>
<th>Pound</th>
<th>1 oz cooked lean meat</th>
<th>1 lb AP = 0.76 lb cooked, drained lean meat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round</td>
<td>8.10</td>
<td>1-1/2 oz cooked lean meat</td>
<td>12.4</td>
</tr>
</tbody>
</table>

*Excludes blooodiness

Texas Department of Agriculture
Commercially Prepared Foods

This 5.00 oz. – Pizza with Ground Beef and Vegetable Protein Product provides 2.00 oz. equivalent meat/meat alternate, ½ cup serving of vegetable, and 1 ½ servings of bread alternate for the Child Nutrition Meal Pattern Requirement (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 05-84.)

Child Nutrition Label

Texas Department of Agriculture
Disclaimer

- Due to the nature of product change and other variables beyond TDA’s control, we cannot verify the creditability of specific products found in this presentation. Care should be taken to examine all available product information to determine how it should or shouldn’t be used in your meal service.

Creditable Foods

- Resources available
  - Food Buying Guide for Child Nutrition Programs
  - Creditable Foods Handbook for the Child Adult Care Food Program
**Yogurt**

- **Tube Yogurt**
  - 2.2 oz. tube = ½ oz. meat/meat alternate
  - Cannot be served frozen
- **Liquid Yogurt**
  - Not creditable

**Meal Pattern Misunderstandings**

- **Fruit Cups**
  - 4 oz. = ⅜ cup
  - 4.2 oz. = ½ cup
  - USDA Alert #FBG 2013-01
Fruit Snacks, Roll-ups, Leathers

- **Creditable**
  - 100% fruit
  - 1/8 cup contribution minimum

- **Non-creditable**
  - Ingredients other than fruit
  - All natural ≠ 100% fruit

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Meal Pattern Misunderstandings

- **Milk**
  - 8 oz. servings required
  - 8 oz. = ½ pint = 1 cup

Texas Department of Agriculture
Meal Pattern Misunderstandings

- Juice
  - Must be 100% fruit juice
  - 4 oz. or 1/2 cup min. serving at breakfast
  - 6 oz. or 3/4 cup min. serving at snack
  - 3 oz. or 3/8 cup max. serving at lunch

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Non-Reimbursable Meals

Health & Safety
Daily Menu Production Worksheet

<table>
<thead>
<tr>
<th>Meal Pattern</th>
<th>Menu (2)</th>
<th>Food Item Used (3)</th>
<th>Quantity Used (4)</th>
<th>Serving Size (5)</th>
<th>C (6)</th>
<th>P (7)</th>
<th>A (8)</th>
<th>Left-overs (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>Chicken Nuggets</td>
<td>Tyson Homestyle Chunks, CN#60921</td>
<td>375 ea</td>
<td>5 cu</td>
<td>67</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baby Carrots</td>
<td>Baby Carrots, Fresh, Ready to Use</td>
<td>5.8 lbs</td>
<td>1 cu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apple</td>
<td>Apple, Fresh, Whole</td>
<td>20 lbs</td>
<td>1 cu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Animal Crackers</td>
<td>Animal Crackers, Kleeber, Pre-packaged</td>
<td>75 ea</td>
<td>29 g</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Milk</td>
<td>2% Milk</td>
<td>4.67 gal</td>
<td>18.75 qt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: 4 meals left-over, documentation attached. Carrots and Apples recycled, form attached.

Additional Resources

- SummerFood.org
  - 2014 Administrative Guidance for Sponsors
  - 2014 Nutrition Guidance for Sponsors
- fns.usda.gov/cnd/summer
  - USDA Outreach Toolkit
- Texas Policy
- Training
  - Kitchen Math and Food Buying Guide classes
- TX-UNPS
ESC Regions

Reg. 16 – 806-677-5000
Reg. 17 – 806-792-4000
Reg. 14 – 325-675-8600
Reg. 18 – 432-563-2380
Reg. 19 – 915-780-1919
Reg. 15 – 325-658-6571
Reg. 20 – 210-370-5200
Reg. 13 – 512-919-5313
Reg. 1 – 956-984-6000
Reg. 9 – 940-322-6928
Reg. 11 – 817-740-3600
Reg. 10 – 972-348-1700
Reg. 12 – 254-297-1212
Reg. 6 – 903-988-6700
Reg. 5 – 409-951-1700
Reg. 4 – 713-462-7708
Reg. 3 – 361-573-0731
Reg. 2 – 361-561-8400

TDA Contact Information

- **Applications and Contract Changes:**
  - (877) Tex-Meal / (877) 839-6325
- **Community Operations:**
  - El Paso Field Office - (915) 834-7506
  - Dallas/Ft. Worth Field Office - (817) 321-8101
  - Houston Field Office - (713) 921-8201
  - Austin/San Antonio Field Office - (877) 839-6325
  - San Juan Field Office - (956) 787-8866
- **Training:** (512) 475-0586
- **SFSP Program Contact, Crystal Lloyd**
  - (512) 463-8869 or Crystal.Lloyd@TexasAgriculture.gov
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MEAL SERVICE
COMMON ERRORS

INCORRECT
Point-of-Service

- Meal count not done at point of service.
- Meals marked ahead of time
- Accurate meal counts not taken
- Participants pass through point of service with a complete meal but are not counted.
- Not using any meal count process or paperwork.
- Meal count taken by counting the number of plates washed.

AVOID ERRORS

- Only count complete meals
- Ensure complete meals are counted as they are served to eligible children

Reference:
2014 Administrative Guidance for Sponsors – Pages 72
Meal Service

- Meal not served within the approved serving time.
- Meals served prior to or after approved serving time.

AVOID ERRORS

- Enter your request for a time change as soon as you find out about it
- Get approval before implementing the change

Reference:
2014 Administrative Guidance for Sponsors – Pages 48
On Site Food Consumption

- Children took meal/snacks off site.
- Delivered meals to children at their apartment.
- Meals placed in bags and the children left the site.
- No tables or chairs available at site for children to eat meals. Children pick up meals and go due to no area for kids to sit and eat.

Reference:
2014 Site Supervisor’s Guide for Sponsors – Pages 7 & 48
Meal Counts

- Daily meal count sheet not counted correctly.
- Daily meal count sheet not complete correctly
- Meal count sheet not completed in its entirety.
- Total meal count recoded do not equal to the number of “hash marks” on the meal count form.

Avoid Errors

- At the end of each meal, record on the daily report form provided by the sponsor the number of complete breakfasts, lunches, snacks, or suppers you serve as first meals and as second meals.

Reference:

2014 Administrative Guidance for Sponsors – Pages 72, 87 & 88
2014 Site Supervisor’s Guide for Sponsors – Pages 5
Left Overs

- No form completed for recycled leftovers.
- Procedures for handling leftovers are not followed as indicated on the site application.
- Leftovers are placed back on the truck and served at the next site.
- Driver comes back after meal service time (an hour later) and picks up leftovers.

AVOID ERRORS

- Avoid this type error by adhering to the status that is placed on your application.

Reference:
2014 Administrative Guidance for Sponsors – Pages 72, 87
2014 Site Supervisor’s Guide for Sponsors – Pages 5
Meal Count Consolidation

- Daily meal counts do not match the consolidated meal count.
- Consolidated meal count and/or daily meal count not accurate.
- Daily meal count records and weekly consolidation reports had mathematical errors.

ADVOID ERRORS

- To avoid errors with meal count consolidations, sponsors may use the attachments 18, 19 and 20.

Reference:
2014 Administrative Guidance for Sponsors – Attachments 18, 19 & 20
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EDUCATION, EXERCISE AND EATING RIGHT