**Sponsor Name**

*Date Created/ Revised*

**Procedure for**: Maintaining SFSP Menu Records

**This Record Applies to:** All Sponsor Types

*When completed, this template will serve as your organization’s written procedure for the task above. All staff involved in this procedure must review and be knowledgeable on how to implement this. ODE CNP expects that following this procedure will produce accurate outcomes when replicated. Please complete all fillable fields, as applicable, to your program. If a field is not applicable, you may delete the information in the field. If an item has a checkbox, only select the item if it will be included in your procedure. If not, do not select the checkbox item. If you have any questions, please contact your assigned Child Nutrition Specialist.*

**Overview of Record:** Sponsor must maintain menu records. All program records, including menu records, must be kept for three fiscal years, plus the current fiscal year (October to September). Menu records must show the Sponsor is meeting program meal requirements. Menu records must be on file for all meals claimed for reimbursement and must be made available to reviewers during Administrative Reviews.

1. **Record Process & Timeline:**
   1. The Position Title in CNPweb is responsible for creating a planned menu every cycle length (monthly, bi-monthly, etc.). The planned menu will be created amount of time prior to the meals being served. The Position Title in CNPweb will ensure the menu meets:
      1. Documentation requirements of:
         1. Date (month, day, year the meals/snacks were served)
         2. Site name (location), if the Sponsor has more than one site
         3. The current USDA nondiscrimination statement
         4. Actual food items to be served, including the specific name or type of food
      2. Meal pattern requirements
         1. Breakfast- Minimum of three meal components (1 milk, 100% juice, 1 fruit or 1 vegetable, 1 grains/ bread)
         2. Lunch or Supper- Minimum serving of the four components (1 milk, 2 fruit/ vegetable, 1 grains/ bread, 1 meat/ meat alternate)
         3. Snack- Minimum serving of a combination of any two of the four components (milk, 100% juice or fruit or vegetable, grain/ bread, and/ or meat/ meat alternate)
   2. The Position Title in CNPweb is responsible for reviewing the planned menus number days prior to the month they are served. If menus have an error or are incomplete the Position Title in CNPweb will describe steps that will be taken to correct the error or incomplete documentation prior to the month they are served.
   3. Timeframe (monthly, weekly, bi-weekly, etc.) the Position Title in CNPweb will review the working menu to ensure any substitutions or changes made to the planned menu are documented and meet meal pattern requirements.
      1. Any substitutions made due to meal accommodations will be documented on the menu and will be supported by a completed Medical Statement to Request Special Meals and/or Accommodations or a Meal Preference Request form
         1. Documentation for substitutions made for disabilities or medical or other special dietary needs must include:
            1. The date
            2. Specify the meal or snack served
            3. The participant’s name if the substitution is for a specific participant due to a disability or medical or other special dietary need
            4. The food item(s) substituted
      2. If the working menu has errors, Position Title in CNPweb will describe steps that will be taken to have the staff correct any documentation errors. Include a description of the steps staff will take to identify and document any meals that are not able to be claimed based on not meeting meal pattern.
   4. Vended meals
      1. Vendor name will submit planned menus to Position Title in CNPweb for review number days prior to menu being implemented. Position Title in CNPweb is responsible for ensuring the menu has all required documentation and meets meal pattern requirements.
         1. If the submitted menu has errors, Position Title in CNPweb will describe steps that will be taken to have the vendor correct the menu prior to menu being implemented. Include how this communication will occur and a timeline of when corrections will be made.

*Combination Foods Documentation Requirements:*

* 1. Standardized Recipes

Pre-Approved Recipes Used for Menus

* + 1. The Position Title in CNPweb will compile pre-approved recipes from a reputable source include sources used (example: fns.USDA.gov, FoodHero.org, etc.) that are confirmed by the sponsor to have meal component crediting information included. Recipes will be compiled within number days prior to the menu cycle beginning.
       1. Position Title in CNPweb will review recipe sources regularly, by a certain date each menu cycle to ensure recipes are up to date and correctly credited.
          1. If the recipes have been updated by the source, Position Title in CNPweb will describe what staff will do to ensure all recipes being used are current and correct.
       2. If pre-approved recipes are changed in any way by Sponsor Name, Position Title in CNPweb will describe steps staff will take to create a new recipe to reflect the changes made and ensure crediting is correct.

Handmade Recipes Used for Menus: Handmade combination foods are those that are assembled from multiple ingredients in a kitchen serving the Sponsor’s site(s). To count a handmade combination food item toward meal pattern component requirements, Sponsor Name must have a written recipe documenting the amount of all ingredients in the product.

* + 1. The Position Title in CNPweb will create recipes for any handmade combination food items served on the menu. Recipes will be created within number days prior to the menu cycle beginning.
       1. The Position Title in CNPweb will ensure handmade combination food recipes have all required documentation of:
          1. Name of recipe matching the item as listed on the menu
          2. All ingredients with weight or volume amounts (ounces, pounds, cups, etc.)
          3. The form of each ingredient (cooked, raw, chopped, shredded, etc.)
          4. Serving size of the finished product for each age group served
          5. Yield (total number of servings the recipe makes, or total measured amount such as 1 gallon, two 11” x 13” pans cut in 24 pieces, etc.)
          6. The meal component contribution (i.e., Meat/Meat Alternate, Grains/Breads, Vegetables or Fruits)
          7. Complete instructions for the preparation and service of the food item
       2. Position Title in CNPweb will review handmade recipes regularly, by a certain date each menu cycle to ensure recipes are up to date and correctly credited.
          1. If the recipes are incorrect and need to be updated, Position Title in CNPweb will describe what staff will do to ensure all recipes being used are current and correct.
  1. Additional required documentation
     1. It is Position Title in CNPweb’s responsibility to ensure additional documentation required are on file.
        1. Child Nutrition (CN) Label - Commercially prepared combination food items must have a CN Label on file to document the crediting for meat/meat alternate and grain/bread if applicable
        2. Manufacturer’s Product Formulation Statement (PFS)- commercially prepared food items that do not have a CN Label must have a complete PFS on file for any food item that is served and counted toward required meal pattern components
        3. Standard of Identity Product labels – Required for all commercial combination food items that have a Standard of Identity and are served and counted toward required meal pattern components.
     2. The Position Title in CNPweb will review menu documentation on a bi-monthly, annual, etc. basis to ensure all required documentation is on file and up to date.

*Meal Accommodations and Modifications*

* 1. If a parent/guardian of a participant is in need of meal accommodations and modifications the Position Title in CNPweb is responsible for providing either the Medical Statement to Request Special Meals and/or Accommodations or the Meal Preference Request Form.
  2. When a form is submitted, Position Title in CNPweb is responsible for reviewing the form for completion within number days of receipt of the form.
     1. If form is not complete, Position Title in CNPweb will describe process staff will follow to receive missing information.
     2. If form is complete, Position Title in CNPweb will describe next step in process to implement meal accommodation and modifications. Include steps regarding where the form is filed, who must be told about the meal accommodations, how meal accommodations are tracked for all participants, etc.

1. **Where the record is kept:** 
   1. Planned menu – Describe what location and/or what room these records will be maintained. Include any information that would be necessary for someone to locate this document.
   2. Working menu – Describe what location and/or what room these records will be maintained. Include any information that would be necessary for someone to locate this document.
   3. Recipes – Describe what location and/or what room these records will be maintained. Include any information that would be necessary for someone to locate this document.
   4. Additional menu documentation - Describe what location and/or what room these records will be maintained. Include any information that would be necessary for someone to locate this document.
2. **Procedure back-ups:** 
   1. If Position Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb is responsible for these steps.
   2. If Position Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb is responsible for these steps.

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