



# Menu Monitoring Checklist

**Instructions:** For each area in compliance, check the box. If technical assistance is offered, circle the box and document the technical assistance provided. If not applicable, mark N/A next to the box or cross out.

## Child and Adult Meal Pattern



### FLUID MILK

- ☐ Unflavored whole milk is served to children 12-23 months old.
- ☐ Children 24-25 months may be offered unflavored whole or 2% milk during the transition period to unflavored 1 % or fat free milk.
- ☐ Unflavored low-fat (1%) or fat free milk is served to children ages 2 through 5.
- ☐ Unflavored or flavored low-fat (1%) or fat-free milk is served to children ages 6 and older, and adults.
- ☐ In adult day care centers only, yogurt may be served in place of milk once per day. Yogurt is not served as the milk substitute and meat alternate in the same meal.
- ☐ The percent fat and flavor of milk provided is documented on the menu records.



### GRAINS

- ☐ At least one serving of grains per day must be whole grain-rich.
- ☐ Breakfast cereals offered contain no more than 6 grams of added sugar per dry ounce (28 grams).
- ☐ "Whole grain-rich" foods are documented on the menu (Example: WGR or WW).
- ☐ Ounce equivalents (oz. eq.) are used to determine serving sizes.
- ☐ Grain-based desserts are not counted toward the grain requirement (See Exhibit A).



### GRAIN-BASED DESSERTS: (NOT CREDITABLE)

Breakfast bars ♦ Brownies ♦ Cake ♦ Cereal Bars  
Coffee cake ♦ Cookies ♦ Doughnuts ♦ Granola bars  
Sweet piecrusts ♦ Sweet rolls ♦ Toaster pastries



### MEAT/MEAT ALTERNATES (M/MA)

- ☐ Yogurt contains no more than 12 grams of added sugar per 6 ounces.
- ☐ Only commercial and standardized tofu, yogurt and soy products are offered on the menus.
- ☐ Tofu is easily recognizable as meat substitute in food item or recipe offered. It meets protein requirements of 5 grams of protein per 2.2 ounces (1/4 cup) by weight to equal the 1-ounce equivalent meat alternate.
- ☐ Alternate protein products (APP) have product formulation statements (PFS) on file (Example: Vegetarian patties)
- ☐ Beans and peas only credit to either the MA or as a vegetable in the same meal, unless two distinct beans or peas are offered in the same meal and served separately.
- ☐ At breakfast, a M/MA may be served in place of the entire grain component no more than three times per week. 1-ounce M/MA equals 1 ounce grains.



### VEGETABLES & FRUITS

- ☐ Vegetable and fruit are separate components at lunch, supper and snack.
- ☐ When two vegetables are served at Lunch or Supper, they are two different vegetables and the second vegetable is the same serving size as the fruit component it is replacing.
- ☐ 100% fruit juice or vegetable juice is only used to meet the fruit or vegetable component at only one meal or snack per day.
- ☐ One cup raw (uncooked) leafy greens credits as 1/2 cup vegetables
- ☐ 1/4 cup dried fruit credits as 1/2 cup fruit.



## MEAL PREPARATION, MEAL SERVICE & MENU DOCUMENTATION

- ☐ Foods are not deep fat fried onsite.
- ☐ Offer versus serve option is used in At-risk afterschool centers or adult day care centers ONLY.
- ☐ Family Style meal service - all components are offered in minimum portion sizes on the table.
- ☐ Sponsor is using the current meal pattern chart(s).
- ☐ Serving sizes are correct for each age group.
- ☐ Water is offered to participants during the day.
- ☐ Nutrition Facts Labels are on file for all ready-to-eat cereals served. The name of the cereal is documented on the menu records (i.e. Corn flakes, Cheerios etc.).
- ☐ Supporting documentations are on file for all grain items credited as whole grain-rich items (Ex. Packaging, ingredient lists, current WIC lists, CN labels, etc.)
- ☐ Nutrition Facts Labels on file for all yogurt served. The flavor of the yogurt is documented on the menu.
- ☐ Nutrition Facts label on file for all tofu served.
- ☐ CN labels, product formulation statements, or standard of identity lists are available for all meat/meat alternates and combination foods that are commercially processed.

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## Infant Meal Pattern



### BIRTH THROUGH 5 MONTHS & 6-11 MONTHS

- ☐ Menu records indicate two age groups; (0-5 months and 6-11 months) and serving sizes are correct.
- ☐ Infants are served breast milk (expressed or breastfed) or creditable iron-fortified infant formula.
- ☐ Menu records indicate when infant receives breast milk or formula (Example: "BF" for breastfed on records).
- ☐ Solid foods are gradually introduced around 6 months of age or as developmentally appropriate.
- ☐ Infants 6-11 months old are offered vegetable, fruit or both all meals when they are developmentally ready. The actual vegetable or fruit offered is documented on individual infant menu record.
- ☐ Honey, juice, nuts, seeds, cheese food and cheese spread are not served to infants.
- ☐ Yogurt offered contains no more than 12 grams of added sugar per 6 ounces.
- ☐ Iron fortified infant cereal or a M/MA is offered at breakfast, lunch and supper.
- ☐ Ready-to-eat cereal meets added sugar limits of no more than 6 grams per ounce. Brand name and name of cereal is documented on individual infant menu records. Cereal is only served at snack.
- ☐ Whole eggs may be served to infants when developmentally ready.
- ☐ Combination foods are only served to infants who are developmentally ready for solid foods.
- ☐ Commercially prepared combination foods have product formulation statements on file.
- ☐ Parents/Guardians only provide one creditable food component for a reimbursable meal (if applicable) and all parent/guardian provided components are documented on the infant menu records as 'PS.'
- ☐ Center or home maintains daily individual infant menu records for all infants in care.
- ☐ Menu records indicate the brand name and type of formula served.