



# SCHOOL FOOD SOLUTIONS

## Child Nutrition Programs

How to grow your meal program and stay in compliance



**Today**

## Who

### **School Food Solutions**

We help school's manage the NSLP program.

## What

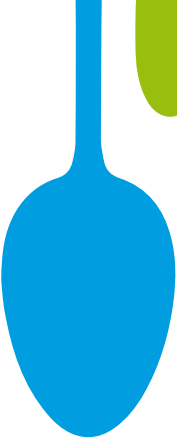
### **NSLP Operations**

We love all things NSLP operation, compliance, and solutions.

## How

### **Let's talk about you!**

Today will be an interactive conversation to focus on your specific challenges.



# Meet School Food Solutions!

We are a team of former school operators and food industry experts who are dedicated to providing hands-on support to help schools join, operate, grow, and stay compliant within reimbursable meal programs across the country.



# Presenters



**Ryan Gomes**

SFS West Coast  
Client Manager



**Holly Hungerford Cocking**

MA, RDN, CHES, SNS  
SFS West Coast Dietitian

# Choose our own adventure



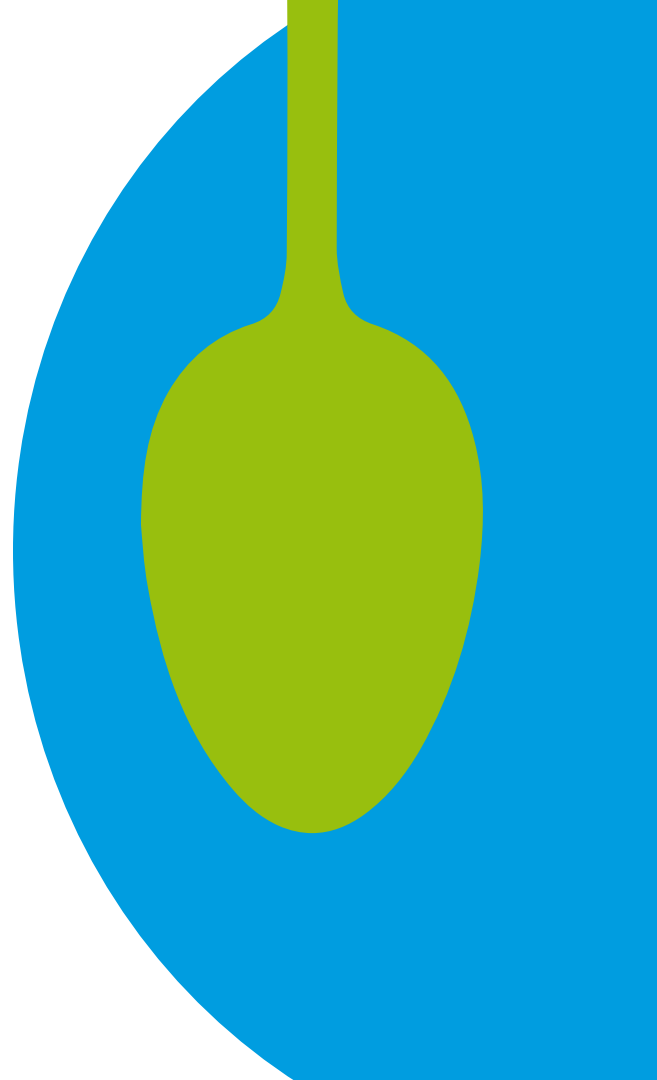
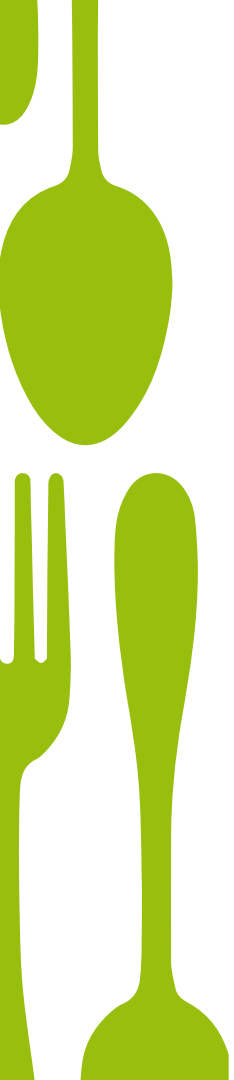


# We have 60 Minutes What do we want to cover?

- Legislation Update
- Breakfast Meal Pattern
  - Lunch Meal Pattern
- Offer v Serve (w/Quiz!)
- Unique Facilities
- Kitchen Basics
- Production Records
- \_\_\_\_\_

Check all that apply

# Recent Legislation



# Oregon Legislation

State	State Mandate Requiring Some or All Schools to Offer School Breakfast and/or Lunch	Healthy School Meals for All Legislation and/or Additional State Funding for School Meals	Legislation addressing issues such as unpaid school meal fees, outreach programs and incentives for locally grown food
<p><b>Oregon</b></p>	<p>All Title I schools and schools with 25 percent or more free and reduced-price certified students are required to participate in the School Breakfast Program [<a href="#">OR. REV. STAT. §327.535</a>].</p> <p>All schools with 70 percent or more free or reduced-price certified students are required to establish a breakfast after the bell program at the beginning of the 2020–2021 school year.</p>	<p>The state provides funding to eliminate the reduced-price fee of \$0.30 for breakfast and \$0.40 for lunch [<a href="#">OR SB 695</a>].</p> <p>Beginning July 1, 2020, the state will provide \$40 million in funding from the new Hunger-Free Schools Account to expand the number of schools providing free breakfast and lunch to all students through the Community Eligibility Provision and to increase the income eligibility for free meals to 300 percent of the poverty line at non-CEP schools. Will go into effect fall 2020 if the ballot referral is passed in January 2020 [<a href="#">HB 3427 §29-32</a>].</p>	<p>Time spent by students consuming breakfast in the classroom while instruction is being provided is considered instructional time, up to 15 minutes [<a href="#">OR. REV. STAT. §327.535</a>].</p> <p>School districts must provide a child a federally reimbursable meal, regardless if they have the funds to pay for it. Students with school meal debt cannot be publicly identified, shamed, or forced to work in the cafeteria in exchange for school meals. The school district must attempt to directly certify students with school meal debt, and encourage the completion of a school meal application for households that are not certified for free or reduced-price meals. All communication concerning school meal debt must be directed towards parents [<a href="#">HB 3454</a>].</p>





# Student Success Act (SSA)

School Nutrition Programs – National School Lunch Program and School Breakfast Program – are included in the 2019 Oregon Student Success Act under Statewide Education Initiatives Account. The purpose of the funding is to expand participation in the school breakfast and lunch programs in public schools and public Charter schools. This will be accomplished in two ways; (1) serving breakfast after the bell in schools with 70% or greater free and reduced-price eligible students; (2) offering meals at no charge through either the federal Community Eligibility Provision (CEP) or the state-supported income guidelines up to 300% of the Federal Poverty Level.

Training and resources for the Student Success Act are available on the [SNP Training page](#).

## CEP Incentive

Community Eligibility Provision Incentive (CEPI) Reimbursement Program provides additional financial support to schools operating CEP but who fall below the identified student percentage of 56.25% so that they would receive reimbursement of 90% of meals at the federal free rate.

[Special Provisions page](#): This page has more information on the CEP Incentive Reimbursement Program (CEPI).

[CEPI At a Glance](#)

[SSA Community Eligibility Program Incentive Q & A](#)

## Breakfast after the Bell Equipment Grant

Breakfast After the Bell is a requirement for certain schools if 70% or more of the students are eligible for federal free or reduced price meals. Because of the Student Success Act, there is grant funding available to support Breakfast After the Bell Implementation.

[Breakfast after the Bell](#): This link provides resources, guidance and information; including exemption information and Equipment Grant opportunity for Breakfast after the Bell.

[Oregon Breakfast after the Bell At a Glance](#)

[SSA Breakfast After the Bell Requirement Q & A](#)

## Oregon EIG

Oregon EIG supports students who do not qualify for free and reduced meal benefits using federal income guidelines. It provides meal benefits to households with incomes above 185% but not exceeding 300% of the federal poverty guidelines.

Oregon EIG also expands reimbursement rates for schools participating in Provision 2 by supplementing the reimbursement for the paid student percentage.

[Oregon EIG At a Glance](#)

[SSA Expanded Income Eligibility Group Reimbursement Program Q & A](#)

[SSA Provision 2 EIG Q & A.pdf](#)

[Oregon EIG Application Processing Guidance](#)



# Other Legislation

**HB  
3030**

**Universal Free Meals**

Died in committee.

**HB 5017** **Free School Meals**

Passed! \$17 million for SY 24/25 -  
Covers cost of opting into CEP / expands  
Medicaid eligibility

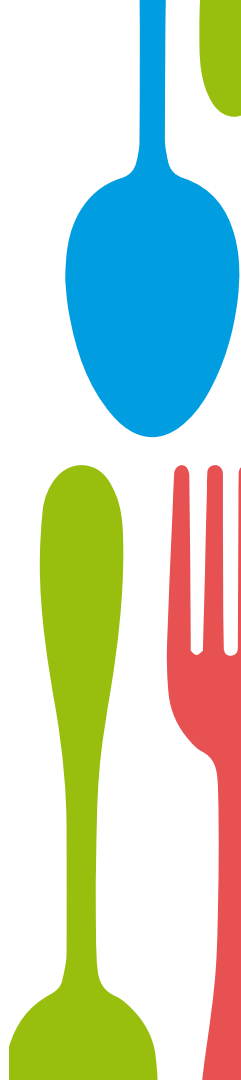
IMPACT: Three out of four Oregon schools will be able to offer free breakfast and lunch to all students, thanks to landmark changes in a federal nutrition program. HB 5014 invests an additional \$17 million to help as many as 200 additional schools improve student wellbeing through this program in the 2024-25 school year.

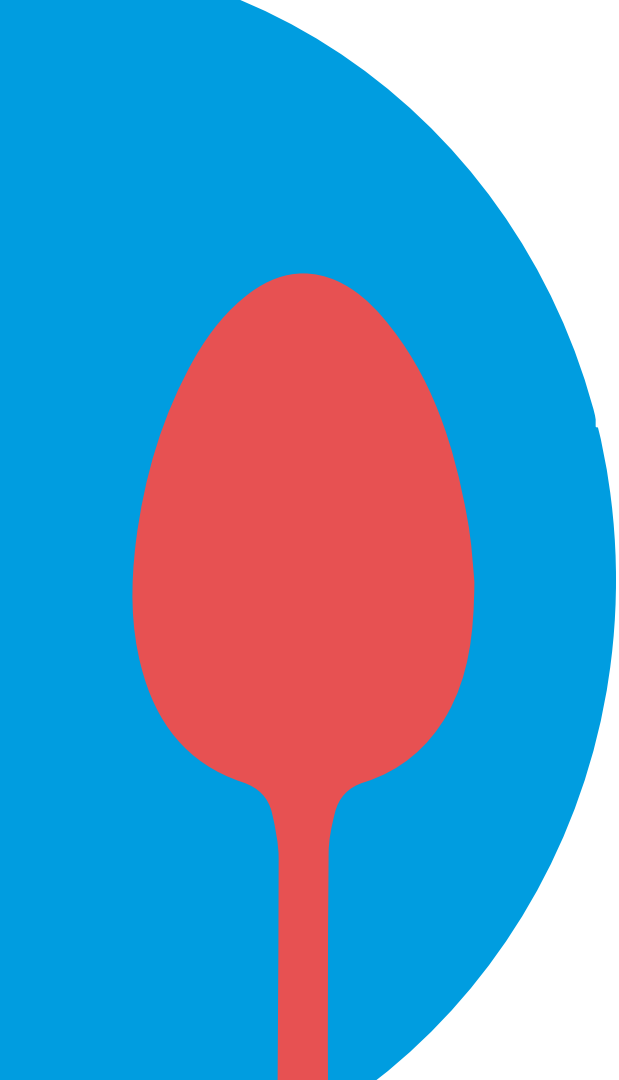
# Diversa Meals Program

The Challenge

The Changes

The Work





# Breakfast Meal Pattern



# Understanding Reimbursable Meals – Breakfast

Three (3) required **components** at breakfast include:

- ▶ Fruit
- ▶ Grains
- ▶ Fluid milk

Optional components at breakfast include:

- ▶ Vegetable as sub for Fruit
- ▶ Meat/Meat Alternatives as sub for Grains

Under OVS at breakfast, schools must offer at least four (4) **food items** from the three (3) required food



Fruit (F)



Grains (G)



Fluid Milk  
Choice (2)

# OVS in practice @ Breakfast - What do we see?

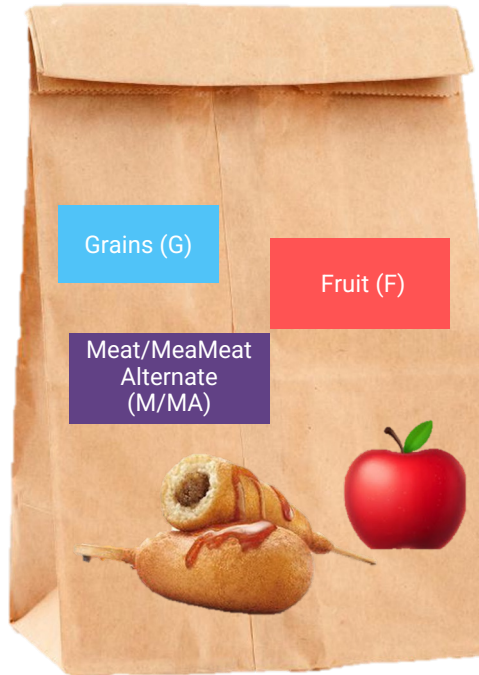
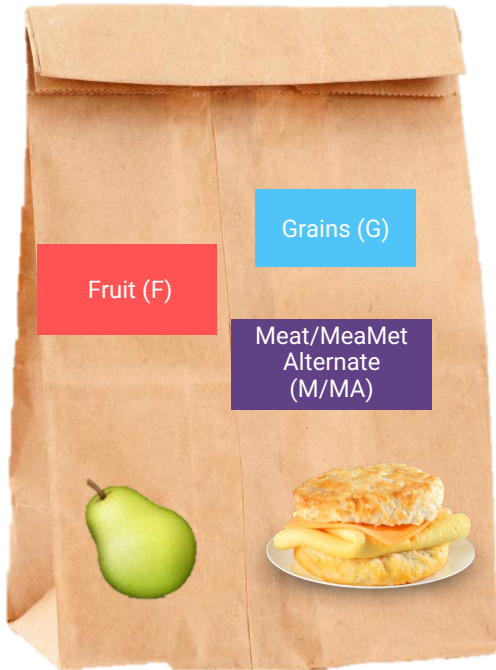
4 food **items must** be offered

Made up of **3 components** (grain, milk, fruit)

- ▶ **3 items must** be taken
- ▶ All students **must** select ½ cup of fruit (or vegetable substitution)

# OVS Grab & Go Breakfast:

3 ITEMS in the brown bag (Offer at least 4 items, 3 must be chosen)



Students can choose to take a milk and/or extra fruit from the table





## **OVS: STUDENTS DO NOT HAVE TO TAKE A MILK**

But you **MUST** offer two kinds of milk.

1% White, and either  
**FAT FREE** Flavored or **FAT FREE** White



# Fruit Component Requirements for Breakfast

Reimbursable Breakfast Fruit Component		
Grades	Daily Minimum Requirement Offered on Serving Line	Weekly Minimums Offered
K-5	1 cup	5 cups
6-8	1 cup	5 cups
9-12	1 cup	5 cups

Whole Pieces of Fruit = usually  $\frac{1}{2}$  cup

*\*check production records\**



### School Breakfast Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food <sup>a</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>b c</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>b c</sup>	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0
Starchy	0	0	0
Other	0	0	0
Grains (oz eq) <sup>d</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) <sup>e</sup>	0	0	0
Fluid milk <sup>f</sup> (cups)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>g h</sup>	350-500	400-550	450-600
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium Target 1 (mg)	≤ 540	≤ 600	≤ 640
<i>Trans</i> fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		



# **NSLP Lunch Meal Pattern**

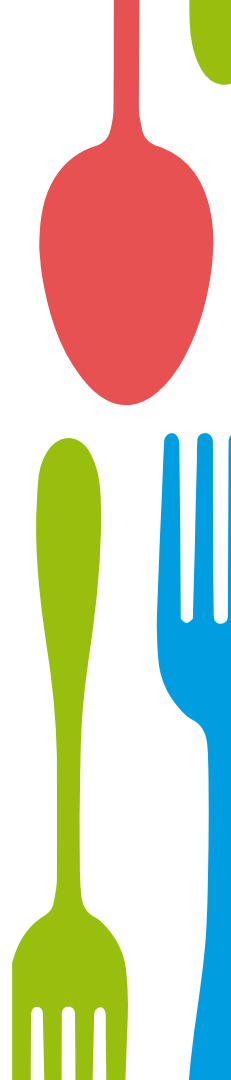
# Fruit Component Requirements for Lunch

Reimbursable Lunch Fruit Component			
Grades	Daily Minimum Requirement Offered on Serving Line	<u>Students Can Take</u>	Weekly Minimums Offered
K-5	½ cup	½ cup	2 ½ cups
6-8	½ cup	½ cup	2 ½ cups
9-12			5 cups



**Whole Pieces of Fruit =  
usually ½ cup**

*\*check production records\**



# Fruit Component Requirements

Fresh, Frozen (without added sugar)

Pasteurized 100% fruit juice

Not more than half of the weekly fruit offerings can be juice

Dried fruit pieces (i.e. Craisins):  $\frac{1}{2}$  cup = 1 cup

Fruit (F)

# Vegetable Component Requirements for Lunch

## Reimbursable Lunch Vegetable Requirement

Grade	Daily Minimum Requirement Offered on Serving Line	Weekly Minimums Offered	Addtl. Vegetables to Reach Weekly Total
K-5	$\frac{3}{4}$ cup	3 $\frac{3}{4}$ cups	1 cup
6-8	$\frac{3}{4}$ cup	3 $\frac{3}{4}$ cups	1 cup
9-12	1 cup	5 cups	1 $\frac{1}{2}$ cups



**K-8 – 6oz Spoodle**

**\*black handle\***



**9-12 – 8oz Spoodle**

**\*blue handle\***

# Vegetable Subgroup Requirements

- **Dark Green:** broccoli, spinach, romaine
- **Red/Orange:** tomatoes, red peppers, carrots, sweet potato, winter squash, pumpkin
- **Beans/Legumes:** kidney beans, lentils, chickpeas, refried beans, hummus
- **Starchy:** white potato, corn, green peas
- **Other:** iceberg lettuce, green beans, onions

# Vegetable Subgroups Requirements

## Minimal Weekly Vegetable Subgroup Requirements

Grade	Dark Green	Red/Orange	Legumes (Beans/Peas)	Starchy	Other	Additional Veg needed to met total (dealers choice)
K-5	½ cup	¾ cup	½ cup	½ cup	½ cup	1 cup
6-8	½ cup	¾ cup	½ cup	½ cup	½ cup	1 cup
9-12	½ cup	1 ¼ cups	½ cup	½ cup	¾ cup	1 ½ cup



# Grain Requirement

Must be offered during lunch; Optional to take if OVS

Whole grain-rich products

Product is greater than 50% whole grains, remaining being enriched

\*\*Wheat Flour  $\neq$  Whole Grain Flour, should read: Whole grain Wheat Flour

First ingredient or label declaration

Grains (G)

# Understanding Reimbursable Meals – Lunch

Five (5) full components must be offered or served at lunch.

Five (5) components at lunch include:

- ▶ Fruits
- ▶ Vegetables
- ▶ Meats/Meat Alternates
- ▶ Grains
- ▶ Fluid milk

Fruit (F)

Vegetable (V)

Grains (G)

Meat/Meat  
Alternate (M/MA)

Fluid Milk  
Choice (2)

### National School Lunch Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food <sup>a</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>b</sup>	2½ ( ½ )	2½ ( ½ )	5 (1)
Vegetables (cups) <sup>b</sup>	3¾ ( ¾ )	3¾ ( ¾ )	5 (1)
Dark green <sup>c</sup>	½	½	½
Red/Orange <sup>c</sup>	¾	¾	1¼
Beans and peas (legumes) <sup>c</sup>	½	½	½
Starchy <sup>c</sup>	½	½	½
Other <sup>c d</sup>	½	½	¾
Additional Vegetables to Reach Total <sup>e</sup>	1	1	1½
Grains (oz eq) <sup>f</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>g</sup>	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>h</sup>	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium Interim Target 1 (mg) <sup>h</sup>	≤ 1,230	≤ 1,360	≤ 1,420
Sodium Interim Target 1A (mg) <sup>h</sup>	≤ 1,110	≤ 1,225	≤ 1,280
<i>Trans</i> fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		



# Offer vs Serve

# Understanding Reimbursable Meals – Lunch

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Fruit (F)

Vegetable (V)

Grains (G)

Meat/Meat  
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Fluid Milk  
Choice (2)

# Understanding Reimbursable Meals

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Three (3) required components at breakfast include:

- ▶ Fruit
- ▶ Grains
- ▶ Fluid milk

Optional components at breakfast include:

- ▶ Vegetable as sub for Fruit
- ▶ Meat/Meat Alternatives as sub for Grains

# Straight-Serve - What do we see?

Students Must Take all Components

Fruit (F)

Meat/Meat  
Alternate (M/MA)



When executing straight-serve  
ALL student MUST take a MILK

Vegetable (V)

Grains (G)

Fluid Milk  
Choice (2)

# Offer vs Serve – What do we see?

## OVS Lunch

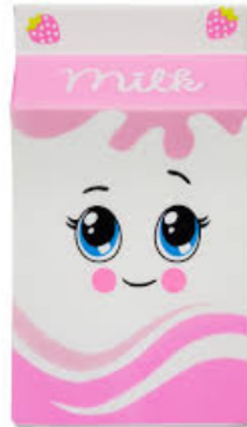
- A student may select 3, 4 or all 5 food components offered at lunch
- 5 full components must be offered in the amount appropriate to the grade level group
- All students must select at least  $\frac{1}{2}$  cup vegetable or fruit AND at least 2 other full components for a reimbursable lunch

## OVS Breakfast

- 4 items must be offered
- Student must select at least 3 items
- All students must select  $\frac{1}{2}$  cup of fruit (or vegetable substitution)



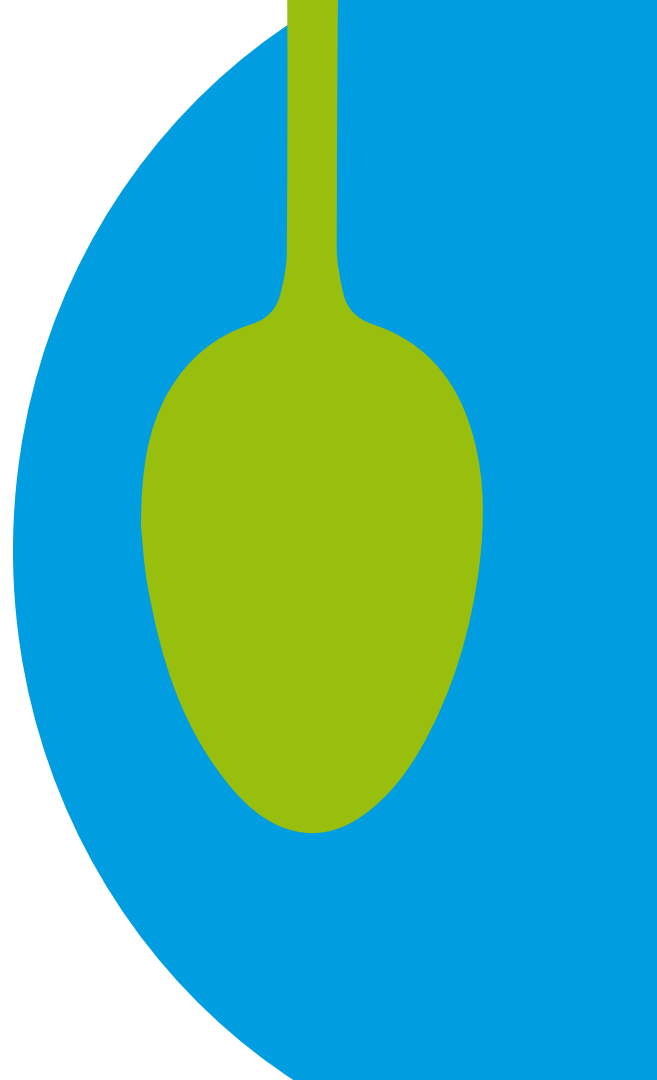
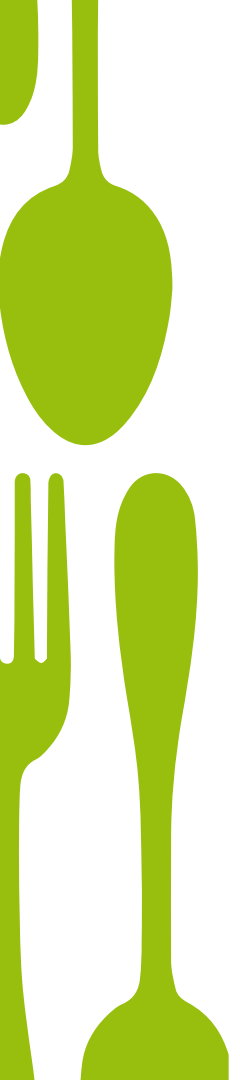
# OVS: STUDENTS DO NOT HAVE TO TAKE A MILK



**MUST HAVE 2 KINDS OF MILK OFFERED @ EVERY MEAL**

**Choices: 1% or FAT FREE Unflavored, FAT FREE Flavored 8oz**

**Quiz Time!**



# Offer vs. Serve in Practice



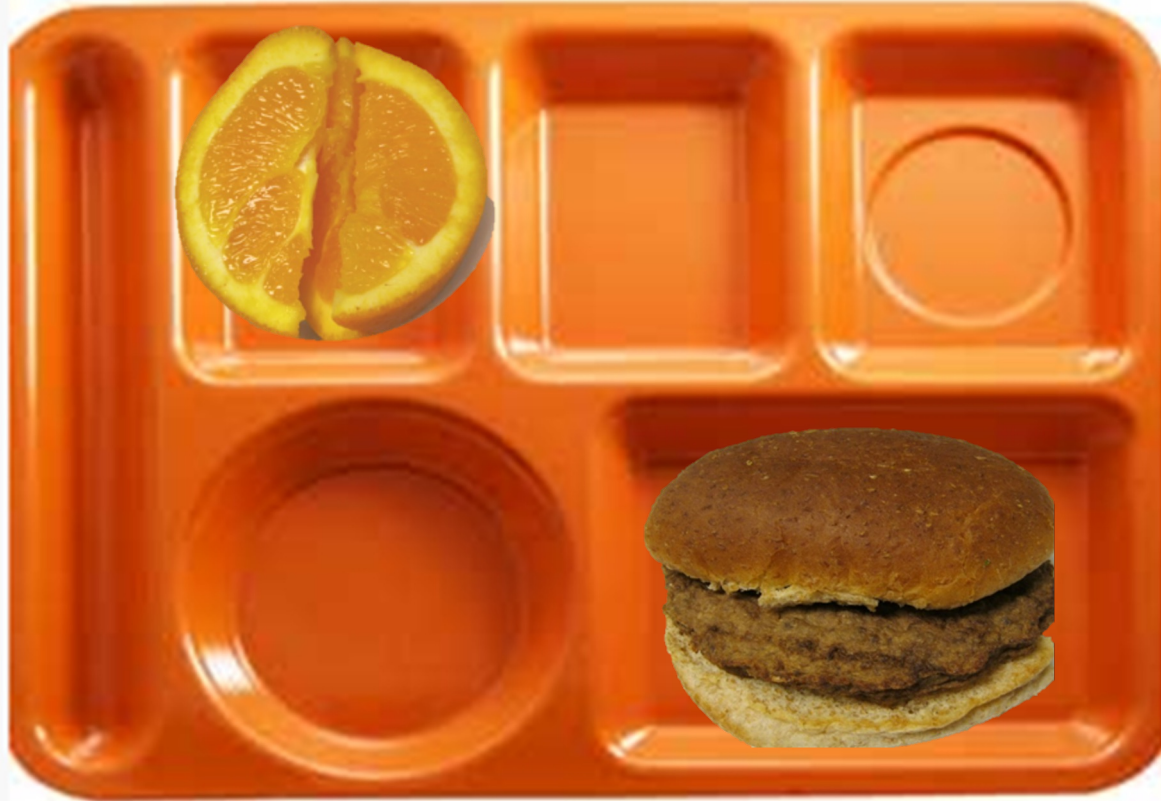
# Offer vs. Serve in Practice



# Offer vs. Serve in Practice



# Offer vs. Serve in Practice



# Offer vs. Serve in Practice



# Offer vs. Serve in Practice

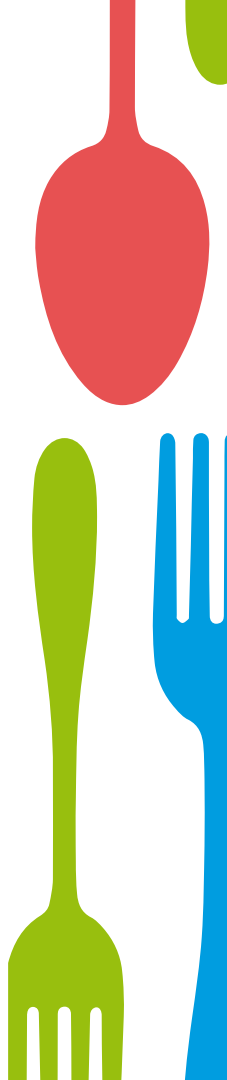




# But I only want a.....

OVS gives the students choice while giving the school a full reimbursement. Don't let money walk away, just ensure they have 3!

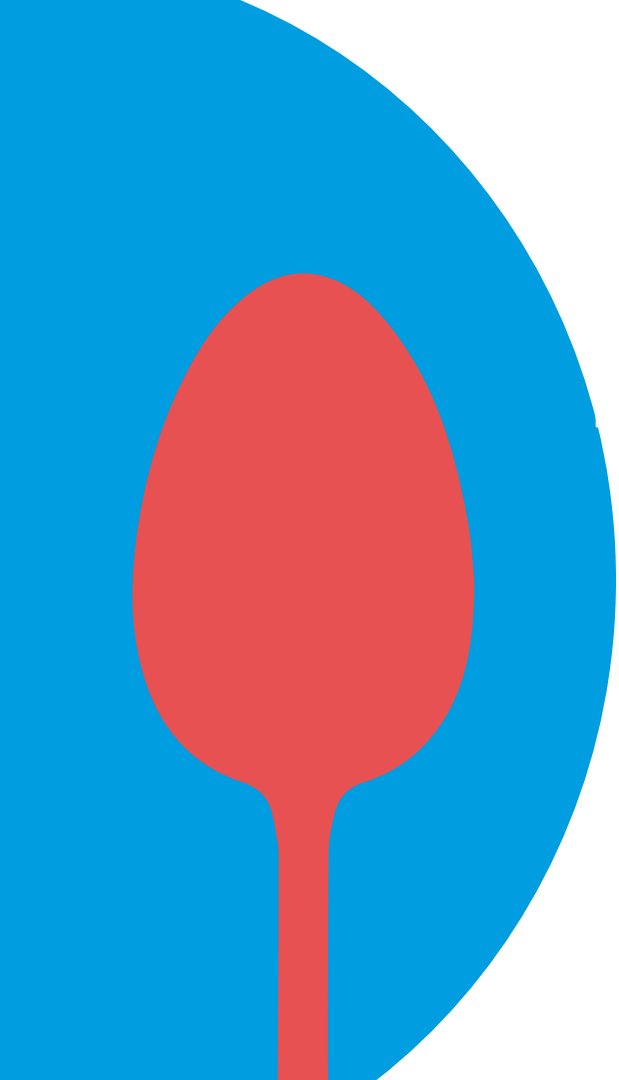
- Sensitive to milk? Don't take it
- Love fruit? Take 3 (only at breakfast)
- Hate pizza? Here is a milk, apple and 2x baby carrots.



# Making Offer vs. Serve Easier

- Marketing
  - Posters in the meal service area
  - Resources for classrooms
- Make it attractive
  - Use a variety of colorful foods
  - Careful merchandising
    - Ex: whole fruits in a nice basket instead of hotel pan makes them more appealing
- Make it convenient
  - Provide pre-portioned options
    - Students will be quick to grab a whole piece of fruit or juice box when prompted to take a serving.

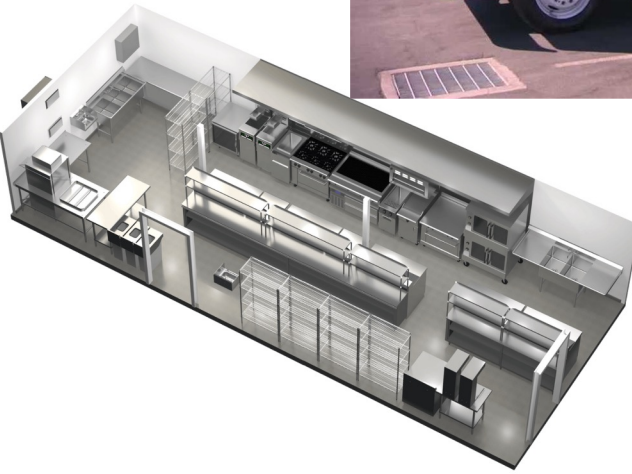
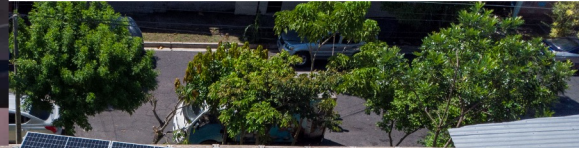




# Unique Facilities



# Think outside the box. With boxes!



# Expand Your Kitchen

Increase the scale of your program

- Large - Add a beautiful new servery, establish an additional cooking location onsite
  - Mobile food facilities
- Med - Replace serving tables with installed serving equipment, buy freezers
- Small - Purchase a dedicated mobile cart and consider alternative breakfast models, add more/better refrigeration where space is available
- Consider vending machines to make additional and convenient points of service



# Small Changes help

Even if you are very limited .

- Tablecloths and linen
- Display baskets
- Lighting
- Printing and signage





# Kitchen Basics



# Temp Log Refresh - 2 places to record

Temperature Logs - Equipment (cooler/freezer/milk cooler) should include

Actual temperature of equipment - Keep log on device

Date and Time Taken w/ signature

Temps should be taken at least once per day - hab

Should be 1st thing performed on Mondays and last thing performed on Fridays



## Temperature Logs – Meals

Temperatures of the food are taken with a thermometer probe and are documented on Meal Production Records and Transport Records

Time as a control: All food must be served or discarded within 4 hours

Discard time should be recorded on your Production Records



CALIFORNIA DEPARTMENT OF EDUCATION  
NUTRITION SERVICES DIVISION

CALIFORNIA ADULT CARE PROGRAMS  
FEL, FEBRUARY 2011

### REFRIGERATOR/FREEZER TEMPERATURE LOG

Refrigerator must be equal to or less than 41°F (5°C). Freezer must be equal to or less than 0°F (-18°C).  
Log the temperature along with the date, site, and employee's initials.  
Indicate any corrective action taken when necessary.

REFRIGERATOR (41°F or 5°C)					FREEZER (0°F or -18°C)				
DATE	TIME	TEMP.	INITIALS	COMMENTS	DATE	TIME	TEMP.	INITIALS	COMMENTS





# Checking Food Temperature

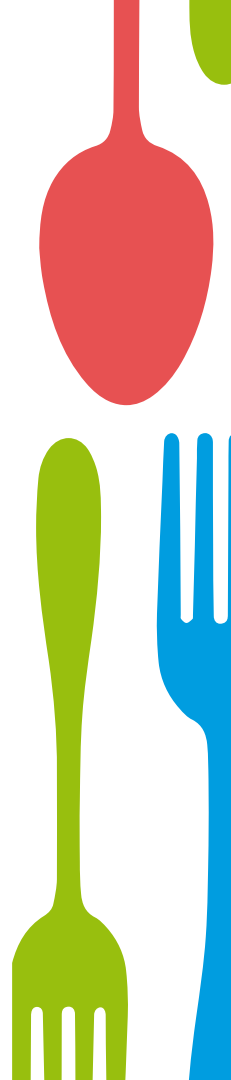
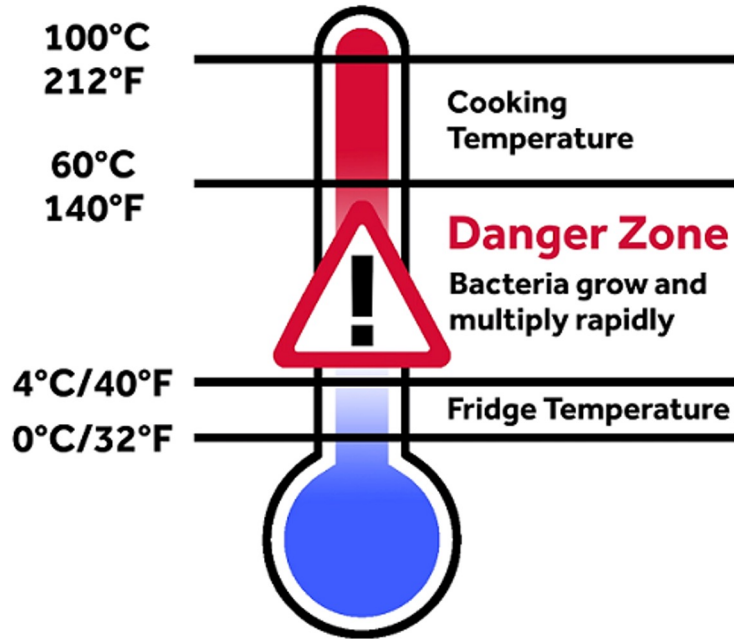
- ▶ Ensure that you have a probe thermometer to take food temps  
Food temps should be taken at multiple points
  1. When your vendor leaves the facility with your food. They must write the **Time & Temp** somewhere on the delivery/transport records
  2. When your vendor arrives at your facility to deliver food. They must write the **Time & Temp** somewhere on the delivery/transport records. We strongly recommend you verify the temps upon arrival before signing off on the delivery
  3. When heating up food, you need to bring the entrée up to 165 degrees for at least 15 seconds
  4. **Finally, when you are placing food on the serving line, you must Temp ALL hot & cold items and records the temperatures on your production records.**

Time & Temp @LM		DRIVER		SCHOOL						
Time	Temp	Time	Temp	Time	Temp	Received #	Leftover #	Served #	Discard Time	Initials
*F	am pm	*F	am pm	*F	am pm					
*F	am pm	*F	am pm	*F	am pm					
*F	am pm	*F	am pm	*F	am pm					
*F	am pm	*F	am pm	*F	am pm					



# Food Temperature

Make sure your hot food reaches 165 °F for 15 seconds, within 2 hours of removing from refrigeration



# Temperature Logs - Equipment

CALIFORNIA DEPARTMENT OF EDUCATION  
NUTRITION SERVICES DIVISION

CHILD AND ADULT CARE FOOD PROGRAM  
REV. FEBRUARY 2011

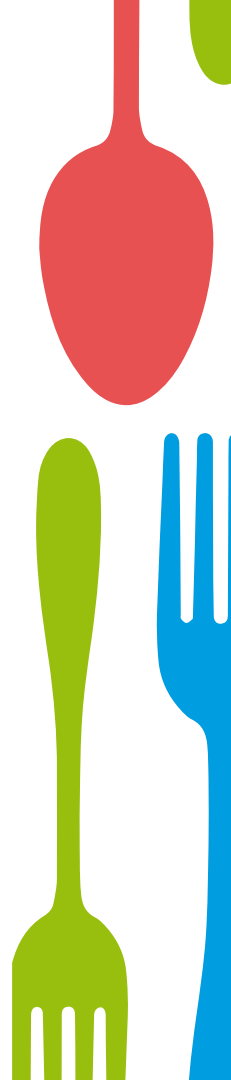
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REFRIGERATOR (≤ 41°F or 5°C)					FF (≤ 0°F)		
DATE	TIME	TEMP.	INITIALS	COMMENTS	DATE	TIME	TEMP.
7/1		36	MS				
7/2		36	MS				
7/3		36	MS				
7/7		36	MS				
7/8		36	MS				
7/9		36	MS				
7/10		36	MS				



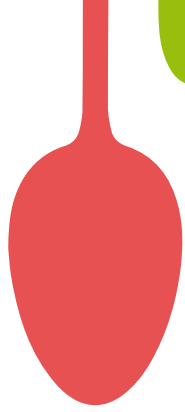
If out of compliance,  
write actions taken



# Preventing Bare Hand Contact with Ready-to-eat Foods



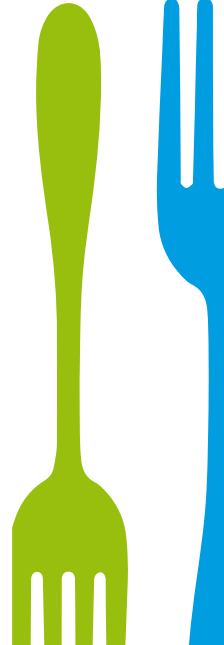
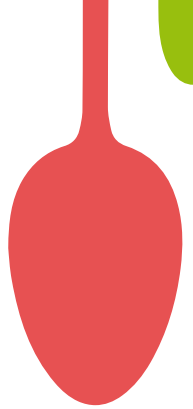
**FRUITS WITH EDIBLE SKINS MUST BE SERVED WITH TONGS & HANDLED WITH GLOVES**



# Personal Hygiene



- ▶ **FREQUENT HANDWASHING!**
- ▶ Restrain hair with hairnet
- ▶ No jewelry, long fingernails, false fingernails, fingernail polish
- ▶ No eating, smoking, or chewing gum in food preparation areas
- ▶ Do not reuse gloves
- ▶ Replace torn gloves
- ▶ Change gloves when you change tasks, when moving from raw food to ready-to-eat food, or any time gloves become contaminated
- ▶ Staff with stomach illnesses should NOT be around food service



# Permitting & Health Inspections

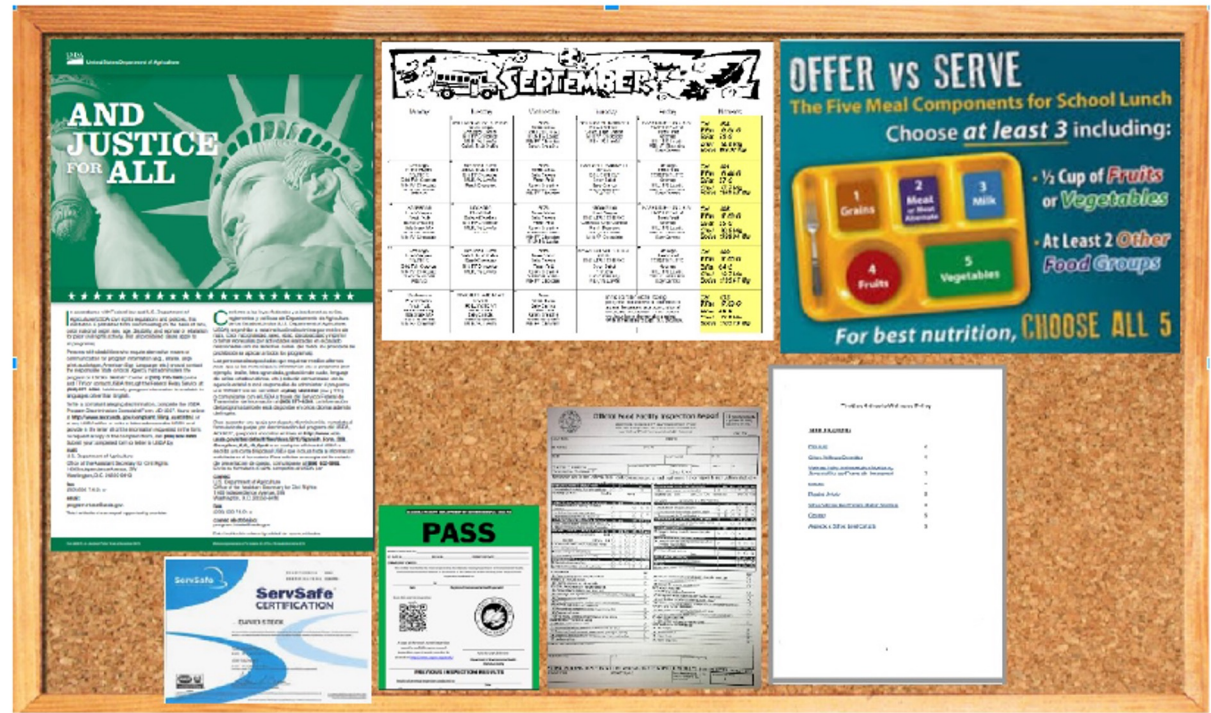
- ▶ You as the SFA need to acquire your permit to operate via DEH
- ▶ You need to request and ideally have a facility inspection in both the spring and fall
  - ▶ We'll remind you!
  - ▶ Always request via emails
    - ▶ Save a copy for your records
- ▶ Inspections can vary county by county & inspector by inspector

**OFFICIAL INSPECTION REPORT**

Activity	Site Address	Inspection Date	Inspected By	Inspector Title	Board Chair & Name										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Program</td> <td style="width: 20%;">Inspection Type</td> <td style="width: 20%;">Owner Name</td> <td style="width: 20%;">Inspection Time</td> <td style="width: 20%;"></td> </tr> <tr> <td>Inspected By</td> <td>Checked By</td> <td>TFC</td> <td></td> <td></td> </tr> </table>						Program	Inspection Type	Owner Name	Inspection Time		Inspected By	Checked By	TFC		
Program	Inspection Type	Owner Name	Inspection Time												
Inspected By	Checked By	TFC													
RISK FACTORS AND INTERVENTIONS															
	IF	W	CO	NO	NA	PF									
400 Demonstration of knowledge, food safety certification															
401 Communicable disease reporting with documentation															
402 Tap discharge from spigot, hose, faucet															
403 Proper storage, labeling, dating, FIFO/FEFO use															
404 Hands clean, properly washed, gloves used properly															
405 Adequate handwash facilities supplied, accessible															
406 Proper hot and cold holding temperatures															
407 Proper cooling methods															
408 Time as a public health control (protocols & records)															
409 Proper cooking methods															
410 Proper cooking time & temperatures															
411 Proper sanitizing procedures for hot holding															
412 Retained and reheating of food															
413 Food in good condition, well-maintained															
414 Food contact surfaces clean, sanitized															
415 If used separated from approved source															
416 Compliance with state scope rule, container, display															
417 Compliance with Staff Hygiene Regulations															
418 Compliance with signage/educational sign															
419 Consumer advisory for raw or undercooked foods															
420 Licensed health care facilities/retail prepared foods not being offered															
421 Hot and cold water available															
422 Storage and maintenance properly approved															
423 No rodents, insects, birds, or debris															
GOOD RETAIL PRACTICES															
424 Signs or change present and performing duties															
425 Proper personal appearance and hair restraint															
426 Approved thawing methods used, frozen food															
427 Food temperatures and protection															
428 Date and vegetable labeling															
429 Time/temperature properly monitored, stored, used															
430 Cool storage, food storage containers identified															
431 Consumer self service area, proper container identification															
432 Food properly labeled and properly presented															
433 Handled correct surfaces clean															
434 Temperature, location, packaging/condition, shelf life															
435 Employee verbally approved a good repair, adequate capacity															
436 Structural elements, interior finish, storage and use															
437 Venting structures															
438 Adequate ventilation/lighting, designated areas, use															
439 Temperature controlled, accurate															
440 Shipping labels, properly sealed															
441 Humming equipment, repaired a good repair, proper backflow devices															
442 Damage to refuse properly disposed, facilities maintained															
443 Cool storage, properly covered, properly checked															
444 Facilities clean, in good repair, Personnel financial storage, Adequate venison proofing															
445 Also verify storage, food maintained, date															
446 No storage used private home/work/keeping quarters															
447 No sign posted, full inspection report available															
448 Sign posted															
449 Permit available															
450 Retailer properly displayed/stocked															

# Required Postings

- ▶ And Justice For All Poster
  - ▶ In Color and 11x17
- ▶ Current Permit
- ▶ Inspections
- ▶ All Food Handlers Cards
- ▶ Menus
- ▶ Wellness Policy
- ▶ OVS Signage



# Access to Drinking Water

- ▶ A school district shall provide access to free, fresh drinking water during meal times in the food service areas of the schools.
  - ▶ including, but not necessarily limited to, areas where reimbursable meals under the National School Lunch Program or federal School Breakfast Program are served or consumed.
- ▶ This will usually be a water fountain in the cafeteria.
  - ▶ If one is not available, a watercooler, pitcher of water, or water bottles are acceptable.





# MPR Best Practices



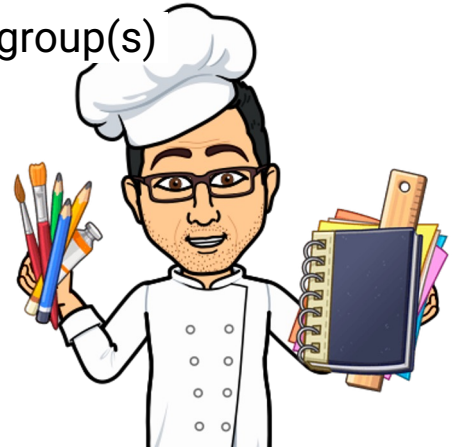
The background features several stylized, colorful shapes representing kitchen utensils. On the left side, there is a red shape resembling a knife blade, a blue shape resembling a knife blade, and a green shape resembling a spoon head. On the right side, there is a red shape resembling a spoon head, a blue shape resembling a spoon head, and a green shape resembling a spoon head. The text is centered in the middle of the page.

***Think of the MPR as the  
“Story of your meal service”***

# Why Production Record?

Program operators are required by the USDA to complete menu production records (MPR) for all food items served as part of a reimbursable meal, including salad bars.

The MPR must document how the food items offered contribute to the required food components and food quantities for the age/grade group(s) served.



# What will you see on any MPR?

Date of meal service

Menu items listed

Portions and serving sizes for each component

Including the menu contribution:

Meat/Meat Alternate, Grain, Fruit, Vegetable, Milk

Temperature at departure, delivery, and serving time

Number of meals planned, prepared and served

Students and adults will be listed separately

Number served should match the Meal Count Record from Point of

Service at the end of the Meal Service

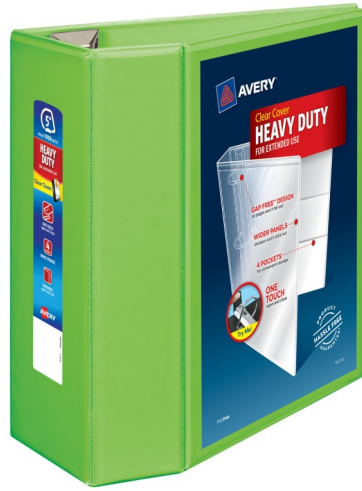
Records number of leftovers and what you did with them

			DRIVER		SCHOOL				
Time & Temp @ P.M	Initials	Time & Temp @ School Campus	Initials	Time & Temp @ Service	Received #	Leftover #	Served #	Discard Time	Initials
*F am pm		*F am pm		*F am pm					
*F am pm		*F am pm		*F am pm					
*F am pm		*F am pm		*F am pm					
*F am pm		*F am pm		*F am pm					

Your MPR may also serve as your Transport Records from your vendor

Ensure the following are identified on the Transport Record

1. Date and Time of Delivery
2. Temperature of Food When Leaving Prep Facility
3. Temperature of Food Upon Arrival at Satellite Site
4. Signed by Driver and Representative Receiving Meals
5. Ensure that what is on Transport Record is what was delivered
6. Keep Transport Records and Meal Production Records in a binder in an organized manner

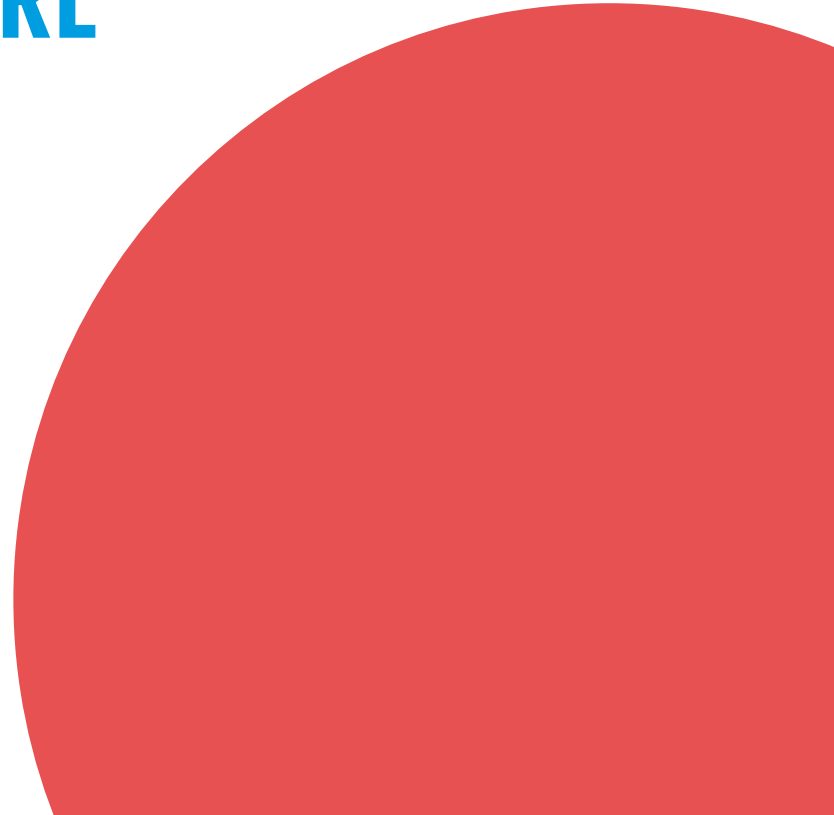


# You must keep all items for 3+ year!

Or until your next audit, whichever is longer.

**FILL IN YOUR TOPIC HERE**

\_\_\_\_\_ •





# Thank You

Questions?

[ryan@schoolfoodsolutions.org](mailto:ryan@schoolfoodsolutions.org)

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