

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# **FOOD SPECS 101:** **How to write Food Specs** **for NSLP**

HAWAII CHILD NUTRITION PROGRAMS

OCTOBER 2017



# **FOOD SPECS 101**


**You need to get approximate  
annual volumes of your food.**

**How do you do this?**





# **FOOD SPECS 101**

- 1. Add all food products from menu cycle**
  - 2. Determine the number of times the product is listed on the menu cycle and number of times served during a school year.**
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# **FOOD SPECS 101**

**3. Classify products into food categories based on type, varieties, size, shelf-stable, frozen, refrigerated, etc.**

**4. Determine regulatory requirements – CN labels, manufacture product sheets, contributions to meal components.**

# **FOOD SPECS 101**

**5. Determine packaging size and/or special packaging requirements.**


**6. Request from food distributor usage report of foods from last school year. Cross check with new menu for this school year.**



# **FOOD SPECS 101**

**7. Determine package sizes for cases.**

**8. Determine student enrollment for new school year.**





# **FOOD SPECS 101**

You're now ready to  
forecast/determine your  
usage.

# **FOOD SPECS 101**

**9. Multiple # of times on menu x Portion size x Student participation (ADP - average daily participation) for each food item. This will give you total portions needed.**

**10. Divide the # of food portions into case sizes = Number of cases needed for school year.**



# FOOD SPECS 101

**ENTRÉE IS CHICKEN PAPAYA**


**(# of times on menu) 15 x (portion size) 4 oz. (1 thigh) x number of students (servings) 95 (100 students 95% ADP) = 357 lbs. approx. Volume needed (convert to case size 40lb) = 9 cs.**



# **FOOD SPECS 101**

**11. Cross check with previous usage report to verify volume.**

**12. Review usage numbers and use common sense.**



# FOOD SPECS 101

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**Be sure your solicitation states that these are “approximate usage” for volume or number of cases needed. If not, you might be liable to purchase excess inventory at the end of the bid.**

# **To determine specifications:**

Use credible websites, manufacturer websites, other bids.

Do not allow your vendor to write your specifications for you.

For example- If you look up the grade for bananas, you will find there are no U.S. grade for bananas.

Use the USDA Food Buying Guide to determine the number of portions needed into the number of cases.



# **Specifications**

**QUESTIONS?**



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