

## FOR SCHOOL NUTRITION PROGRAMS

School/Site: \_\_\_\_\_ Dates of Menu Week: \_\_\_\_\_

Check one box for each category:

**Meal:**  Breakfast  Lunch **Days per Week:**  4  5  6  7**Grade Group:**  K-5  6-8  9-12  K-8  K-12 (*School Breakfast Program Only*)**ABOUT THIS TOOL**

The Hawaii Child Nutrition Program's (HCNP) Menu Documentation Organizational Tool (MDOT) contains 17 cover pages to help school food authorities (SFAs) organize documents for the **Meal Components and Quantities** section of the Administrative Review (AR). The MDOT also assists menu planners with completing the U.S. Department of Agriculture's (USDA) [Menu Certification Worksheets](#) by organizing all required documents for the selected menu week.

The Meal Components and Quantities section of the AR (Section III: Nutritional Quality and Meal Pattern) and menu certification worksheets are required by the USDA's final rule, [Administrative Reviews in the School Nutrition Programs](#) (81 FR 50170).

Resources bolded in blue are links to documents, forms, and Web sites with relevant information.

**DIRECTIONS**

1. Place the appropriate documents behind the corresponding cover page and clip together.
2. Email the lead reviewer all documents, including this page and all the cover pages, by the specified due date.
3. Retain a copy of all of the documents submitted to HCNP. Have the copy available for HCNP to review during the on-site review.

**COVER PAGES**

- 1 – Menu for Selected Review Week
- 2 – Labels for Foods Served Daily
- 3 – Recipes for Foods Served Daily
- 4 – Monday Completed Production Record
- 5 – Monday Standardized Recipes and Product Labels
- 6 – Tuesday Completed Production Record
- 7 – Tuesday Standardized Recipes and Product Labels
- 8 – Wednesday Completed Production Record
- 9 – Wednesday Standardized Recipes and Product Labels
- 10 – Thursday Completed Production Record
- 11 – Thursday Standardized Recipes and Product Labels
- 12 – Friday Completed Production Record
- 13 – Friday Standardized Recipes and Product Labels

- 14 – Saturday Completed Production Record
- 15 – Saturday Standardized Recipes and Product Labels
- 16 – Sunday Completed Production Record
- 17 – Sunday Standardized Recipes and Product Labels

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

## Menu for Selected Review Week

After this cover page, place a copy of the menu supplied to students and families. Include a complete listing of **all** menu items offered to students including alternative choices, e.g., grab-and-go salads, premade sandwiches, deli bar, yogurt parfaits, and any other meal choices.

## Labels for Foods Served Daily

After this cover page, place all ingredient labels, Child Nutrition (CN) labels, product formulation statements, and Nutrition Facts labels for items served daily or on multiple days. Do not provide nutrition information for unprocessed foods such as fresh fruits and vegetables. List all food items in the chart below.

**Labels must be clear, legible, and easy to read.**

For information on CN labels, see the USDA's [CN Labeling](https://www.fns.usda.gov/cn/labeling-program) webpage:  
<https://www.fns.usda.gov/cn/labeling-program>.

Food Items	Days Served
<i>Example: Fat Free Chocolate Milk</i>	<i>Every day</i>
<i>Example: Canned Pineapple Chunks</i>	<i>Tuesday, Thursday</i>

## Recipes for Foods Served Daily

After this cover page, place all recipes for items served on multiple days. For each individual recipe, attach all necessary product labels (CN labels, product formulation statements, Nutrition Facts labels, and ingredients statements) for any processed ingredients. List all recipes in the chart below.

For information on CN labels, see the USDA's [CN Labeling](https://www.fns.usda.gov/cn/labeling-program) webpage: <https://www.fns.usda.gov/cn/labeling-program>.

Recipes for Menu Items	Days Served
<i>Example: Tossed salad greens</i>	<i>Monday, Wednesday, Friday</i>

## MONDAY

### Completed Production Record

Place Monday's production record after this cover page. Production records must be complete. Record all food items offered to students including milk variety, all fruit and vegetable choices, and all condiments such as salad dressings, ketchup, mustard, gravy, jam, butter, and cream cheese.

Include production records for all meal programs that are applicable to your school (breakfast, lunch, afterschool snack).

For HCNP's production record template, see HCNP's website: <http://hcnp.hawaii.gov/overview/nsfp/>.

## MONDAY

### Standardized Recipes and Product Labels

**Standardized recipes** must be used to document that the listed serving provides the appropriate portion size of each meal pattern component.

**Product labels** (CN Labels, product formulation statements, Nutrition Facts labels, and ingredients statements) must be available from the manufacturer for all commercial food products. For information on CN labels, see the USDA's **CN Labeling** webpage: <https://www.fns.usda.gov/cn/labeling-program>.

The amount of each meal pattern component per serving must be documented by a CN label or a product formulation statement signed by an official of the manufacturer. Acceptable and valid documentation for the CN label includes the original CN label from the product carton, or a photocopy or photograph of the CN label shown attached to the original product carton. CN labels that are photocopied or photographed must be visible and legible.

Documentation must also include the product's Nutrition Facts label and ingredients statement. Include:

- labels for processed ingredients, as needed; and
- labels for **all** menu choices (unless supplied under daily sheets).

After this cover page, place **standardized recipes** in the same order as the food is listed on the **production record**. Place all **product labels** in the same order as the food is listed on the production record or standardized recipe.



## TUESDAY

### Completed Production Record

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## WEDNESDAY

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## THURSDAY

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## FRIDAY

### Completed Production Record

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## SATURDAY

### Completed Production Record

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## SUNDAY

### Completed Production Record

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## SUNDAY

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