

DO YOU BUY MEALS FROM

✓ A VENDOR or ✓ ANOTHER SCHOOL?

DO YOU SELL MEALS TO

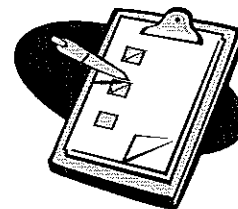
✓ SCHOOL(s)?

If you answered “Yes” to either of these questions, you will need to work together to submit the SMI review information.

The following chart shows the roles you each will have.

Seller	Task	Buyer
Contact school(s) to whom you sell meals. Help purchasing school complete the <ul style="list-style-type: none"> School Food Authority Profile 	<ol style="list-style-type: none"> 1. Make contact with each other to begin organizing information to be submitted in SMI packet 2. Complete the School Food Authority Profile 	Contact vendor or food service director of the school you purchase meals from. Complete the <ul style="list-style-type: none"> School Food Authority Profile
Try to find a week that will work for all the school(s) you sell meals to as much of the documentation only needs to be submitted once.	<ol style="list-style-type: none"> 3. Select week of menus to submit – must be a week that has already been served, within the present school year 	Make sure meals were served a minimum of 4 days that week to obtain a more accurate nutritional analysis.
Send copy of menu as sent to purchasing school(s).	<ol style="list-style-type: none"> 4. Submit copy of menu for the week 	List changes made or food items added by you to the weekly menu being submitted.
Include information specific to schools purchasing meals, if possible. Provide help to purchasing school(s) in completing the <ul style="list-style-type: none"> Supplemental Information form 	<ol style="list-style-type: none"> 5. Submit photocopies of <ul style="list-style-type: none"> Production records Standardized recipes Nutrition fact labels for foods prepared and sent to purchasing school(s) 	Provide recipes and/or nutrition fact labels for all food items used but not supplied from school/vendor selling meals. Complete and submit <ul style="list-style-type: none"> Our Weekly Milk Usage form Supplemental Information form
Indicate <ul style="list-style-type: none"> Number of meals ordered (by grade group/adults, if possible) Portion sizes Actual amounts of foods and condiments sent 	<ol style="list-style-type: none"> 6. Send copies of packing or transport slips for each day of chosen week, if used 	Complete slips at end of meal to show <ul style="list-style-type: none"> Actual numbers served by grade group and adult Amounts of foods used and/or leftover Condiments and amounts used each day Any seasonings and amounts added to foods at your school, if applicable

Checklist of Materials Needed For School Meals Initiative Review



School Name:	Week of Analysis:	
<small>Note: If SFA contract lists more than one school, choose a school with different grades than reviewed in the past.</small>		
Source Documents Send photo copies and maintain originals in your files.	Complete	Additional Data Needed
School Food Authority (SFA) Profile Sheet		
SFA Profile & Agency Code		
School Profile & Contact Information		
Supplemental Information Form		
Recipes and labels, as needed		
Our Weekly Milk Usage Form		
Types offered		
Amounts used		
Percentage of students choosing milk with lunch		
School Menus for the week being analyzed (already served during the 2011-12 school year)		
Calendar sent home or posted on webpage with week circled		
Menu changes or substitutions indicated		
Daily Menu Production Worksheets for the school week being analyzed – Lunch Only		
Site name and meal date		
Forecasted number of meals by age/grade group		
All planned menu items including desserts and other food items not contributing to meal pattern requirements		
All condiments used as complement to the reimbursable meal or submit Condiment Usage Records		
Recipes or food produced used including form (canned, frozen, dried, halves, slices, etc.)		
Commodity and, if applicable, direct diversion items identified		
Serving sizes for each age/grade group of each menu item or food item served		
Number of portions planned for each menu item by age/grade group (include free seconds)		
Number of portions and serving sizes planned for adult meals		
Number of planned a la carte items (if recorded on production records)		
Actual numbers served: reimbursable meals served for each age/grade group; adults served; and a la carte items		
Total amount of food prepared for the planned number of servings (number of servings, pounds, cans, etc.)		
Substitutions and amounts used, if applicable		
Amount of each food item leftover		

Salad/Garden/Food Bar Production Worksheets, if applicable		
All food items included on bar and amounts used		
Recipes for food items prepared and served on bar		
Nutrition Fact labels for commercially processed food items used		
Number of students by age/grade group (if possible) and number of adults served		
Recipes (for any menu item indicated on production records that contains more than one ingredient)		
Yield and/or total volume (includes serving size and number of servings)		
All ingredients indicating form (canned, fresh), packing medium (light syrup, water), fat content (1%, fat free, 80/20), etc.		
Correct measures, weights and/or pack size		
Preparation procedures		
Nutrition/food component information for commercially processed and direct diversion food items served on regular lines, salad/garden/food bars including those items not contributing to meal pattern requirements		
Nutrition Fact Labels or equivalent information from manufacturer (make sure labels are readable and identify food items)		
Brand name and product code number (UPC) of commercially processed food if Nutrition Fact label is not available		
Meal Component Worksheet		
Menu items and portion sizes that contribute to meal pattern and minimum quantity requirements		

Sample and prototype forms may be found at: www.dpi.wi.gov/fns/smiinfo.html

School Food Authority Profile

Name of SFA	
Address	
Authorized Representative	
Type of SFA	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> RCCI

Agency Code	
Type of Menu Planning System	Number of Schools in SFA Using System
Enhanced Food Based	
Traditional Food Based	
NSMP	
Other	
Total	

School Profile

School Selected for Assessment	
Type of Food Service Program	<input type="checkbox"/> Self-Operated <input type="checkbox"/> Vended <input type="checkbox"/> Management Company <input type="checkbox"/> Joint Agreement With:
Menus Planned	<input type="checkbox"/> Centrally <input type="checkbox"/> School Level
Type of Site Where Food is Prepared	<input type="checkbox"/> On-site Preparation <input type="checkbox"/> Central Kitchen <input type="checkbox"/> Other
Menu Planning Option Used in School Selected	<input type="checkbox"/> Enhanced Food Based <input type="checkbox"/> Traditional Food Based <input type="checkbox"/> NSMP <input type="checkbox"/> Other

Age/Grade Groups Used in School	
Offer Versus Serve	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ala Carte Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adult Meals	<input type="checkbox"/> Yes <input type="checkbox"/> No
Week Submitted for Assessment (Previously Served in School Year 2011-2012)	

School Contact Information

Contact Name and Title	
Phone Number(s)	
Fax Number	

Menu Planner (If different)	
Best time to be reached	
Email Address	

For Office Use Only - To Be Completed By DPI

CRE Consultant	
Date of On-site	
Date Packet Received	
Grade Groupings Used in Analysis	

Date of Analysis	
Analysis Completed By	
Corrective Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Closure	

Please complete and return with SMI packet

Supplemental Information School Meals Initiative Nutrition Assessment

1.	Is canned fruit packed in:	<input type="checkbox"/> Juice <input type="checkbox"/> Light syrup <input type="checkbox"/> Heavy Syrup
2.	Is canned fruit served:	<input type="checkbox"/> Drained <input type="checkbox"/> With liquid <input type="checkbox"/> Partially Drained (# of cans: _____ w/ liquid to _____ drained)
3.	What kind of milk is used in school prepared recipes?	
4.	If used this week, what percent fat is the cottage cheese used?	
5.	Is bread buttered for students?	<input type="checkbox"/> Yes: Provide label. How much butter/margarine is used per slice of bread? <input type="checkbox"/> No
6.	Is butter/margarine used on sandwiches?	<input type="checkbox"/> Yes: (If yes, please include recipe and label in packet) <input type="checkbox"/> No
7.	Is butter/margarine used with mashed potatoes?	<input type="checkbox"/> Yes, added on top only _____ per _____ (Example: ¼ lb. per #10 can potatoes) <input type="checkbox"/> Yes, in preparation (please include recipe in packet) <input type="checkbox"/> No
8.	Is butter/margarine and/or salt used in cooked vegetables?	<input type="checkbox"/> Yes (If yes, please include recipe and label in packet) <input type="checkbox"/> No
9.	Is pasta cooked:	<input type="checkbox"/> Without salt <input type="checkbox"/> With salt _____ per _____ <input type="checkbox"/> Without oil <input type="checkbox"/> With oil _____ per _____ (Example: 1 tbsp oil per 10 lb. bag of pasta, label included in packet)
10.	Are French fries:	<input type="checkbox"/> Baked <input type="checkbox"/> Deep fried: Oil used: _____ <input type="checkbox"/> Seasoned _____ per _____ (Example: 1 tsp. salt per 5 lb. bag French fries) <input type="checkbox"/> Unseasoned
11.	Are salt and pepper shakers used by students? (If using shakers measure amount of salt and pepper in shakers before and after week submitted. If using packets tell us how many packets of each were used for the week submitted)	Salt <input type="checkbox"/> Yes: quantity used in 1 week: _____ <input type="checkbox"/> No Pepper <input type="checkbox"/> Yes: quantity used in 1 week: _____ <input type="checkbox"/> No
12.	Do adults receive same portion sizes as students?	<input type="checkbox"/> Yes <input type="checkbox"/> No: Note portion differences on production worksheet
13.	Are students served seconds?	<input type="checkbox"/> Yes <input type="checkbox"/> Students pay for seconds <input type="checkbox"/> Students do not pay for seconds <input type="checkbox"/> No
14.	Where are products purchased from?	<input type="checkbox"/> Reinhart <input type="checkbox"/> Sysco <input type="checkbox"/> GFS <input type="checkbox"/> Fox River <input type="checkbox"/> Other: _____
15.	Is this school using commodity direct diversion products?	<input type="checkbox"/> Yes: Provide labels. <input type="checkbox"/> No

Please complete and return with SMI packet

Weekly Milk Usage

**We need to know what types of milk you offer at lunch
and how much of each kind is selected.**

The first step is to find out how much of each type of milk your school uses in a week. To do this the school may either count the actual milk cartons used at each lunch for the week being submitted or if milk is only offered at lunch, you may add up the milk invoices for a month and divide by the number of school days in that month.

There are two different ways you may give this information to us.

1. Use actual counts
2. Use percentages

For this example the school used 1580 cartons of milk in the week. They used:

316 cartons 1% milk, 1106 cartons of fat free chocolate, and 158 cartons fat free white milk

Using Actual Counts

Serving Size: ½ pint (1 cup)
Number of Servings: 1580

Milks offered at lunch	Amounts per Week
Milk; 1% Low-Fat	316 ½ pints
Milk; FF Chocolate	1106 ½ pints
Milk; Fat Free	158 ½ pints
Total	1580 ½ pints

Using Percentages

Serving Size: ½ pint (1 cup)
Number of Servings: 1580

Milks offered at lunch	Amounts per Week
Milk; 1% Low-Fat	20% (316÷1580)
Milk; FF Chocolate	70% (1106÷1580)
Milk; Fat Free	10% (158÷1580)
Total	100%

Note: Regulations require a minimum of 2 different types of milk be offered at lunch.

Example: Fat Free White Milk and Fat Free Chocolate Milk

*******Complete this form and return with SMI packet*******

Weekly Milk Usage

1. School Selected for Analysis: _____

2. Serving Size: _____

3. Number of Servings: _____

4.

Types of Milk Offered at Lunch	Amounts per Week
Total	

5. Percentage of students who choose milk as a component of their lunch meal: _____%

