

# Chop! Chop!

## Resource Guide









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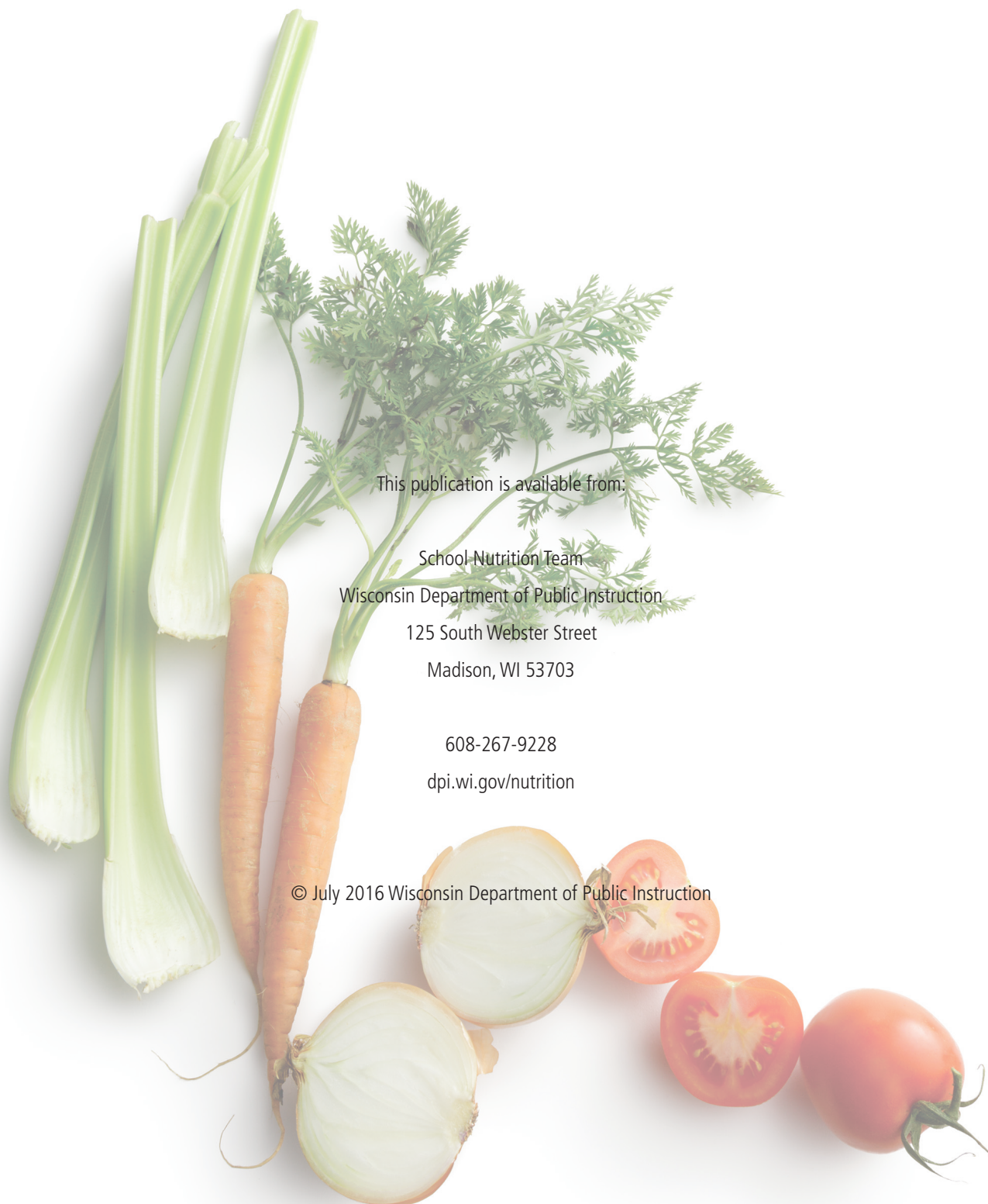
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Wisconsin Department of Public Instruction

In partnership with University of Wisconsin-Madison Center for Integrated Agriculture Systems  
and CESA Purchasing Nutrition Program with support from a USDA Speciality Crop Block Grant.







This publication is available from:

School Nutrition Team  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53703

608-267-9228  
[dpi.wi.gov/nutrition](http://dpi.wi.gov/nutrition)

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# Table of Contents

Introduction . . . . .	1
Dark Leafy Greens . . . . .	3
Fall Kale Salad Recipe . . . . .	4
Cruciferous Vegetables (Cabbage, Broccoli, and Cauliflower) . . . . .	5
Creamy Chipotle Cole Slaw Recipe . . . . .	6
Zippy Wisconsin Cole Slaw Recipe . . . . .	7
Root Vegetables . . . . .	9
Chef T's Roasted Root Vegetables Recipe . . . . .	10
Winter Squash . . . . .	13
Sweet Butternut Mash Recipe . . . . .	14
Tomato and Peppers . . . . .	15
Peak Season Ratatouille Recipe . . . . .	16
Whole Grains . . . . .	17
Whole Wheat Pizza Dough Recipe . . . . .	18
Blueberry Oat Muffins Recipe . . . . .	20
Local Food Procurement . . . . .	21
Informal Procurement Method . . . . .	21
Micro-purchasing . . . . .	23
Informal Procurement Log Template . . . . .	24
Nutritious, Delicious, Wisconsin Food List . . . . .	25
Vegetable Sub-group Chart . . . . .	26
Food Safety Resources . . . . .	27
Professional Development and Continuing Education Units . . . . .	28







# Introduction

Wisconsin is a state dependent on agriculture. While best known for its dairy production, our state is also a leader in the production of many other crops including potatoes, carrots, snap beans, cranberries, wheat, and oats. Additionally, Wisconsin farmers are successful growing a wide variety of specialty crops ranging from cruciferous vegetables like broccoli, cabbage, and cauliflower to squash to salad greens such as spinach, kale, and romaine lettuce. This crop diversity offers a unique opportunity for Wisconsin school food service to participate in farm to school initiatives through procurement of local products.

Schools are urged to consider implementing or expanding farm to school programming. Farm to school efforts provide a variety of benefits to students, parents, schools, communities, and farmers. Students benefit from receiving fresh fruits, vegetables, and other foods along with agricultural and nutrition education. This encourages students to develop healthy habits for their lifetime. In addition to boosting student health, serving local foods supports existing school food service goals. Schools with farm to school programs report an increase in meal participation and may find local produce cost less than highly processed foods.

The *Chop! Chop! Culinary Skills* training video series is a project developed in partnership by the Wisconsin Department of Public Instruction – Team Nutrition, CESA Purchasing Nutrition Program, and the University of Wisconsin Center for Integrated Agricultural Systems (CIAS). The six training videos are designed to help school food service staff use more whole grains and fresh, Wisconsin-grown fruits and vegetables in the school meal program. Each video introduces a specific culinary skill needed for cooking with fresh produce or whole grains and one or two standardized recipes for each product being featured. These free training videos are available online at <http://www.cias.wisc.edu/chopchop/>. This guide is a compilation of the recipes featured in the *Chop! Chop!* videos and includes information about Wisconsin crops, procurement of local products, food safety, and professional development. When using these recipes, regardless of procurement methods, make sure all food safety practices are followed.

For more information about how to create a successful farm to school program in your community, please see the Wisconsin farm to school toolkits at <http://www.cias.wisc.edu/toolkits/>.









# Dark Leafy Greens

Schools participating in the National School Lunch Program (NSLP) are required to offer at least a half cup of dark green vegetables each week. Vegetables that are classified as part of the dark green subgroup provide vitamin A, vitamin C, calcium, iron, and folate. Many leafy greens grown in Wisconsin are considered part of the dark green vegetable subgroup.

These include:

- Romaine lettuce
- Kale
- Spinach
- Swiss chard

When using raw dark leafy greens as part of school meal program, it is important to remember that the foods credit at half volume. In other words, one cup of raw spinach leaves will credit as a half cup dark green vegetable. However, when serving cooked versions of these leafy greens you are able to credit them at volume. For example a half cup of cooked spinach credits as a half cup dark green vegetable.

A large variety of salad greens are grown in Wisconsin. Commonly seen greens include spinach, Swiss chard, and many types of lettuce. Additionally, specialty salad green crops such as arugula, dandelion, and kale also are grown. Greens are great because they grow quickly and are adaptable to season extension techniques such as hoop house growing. Due to season extension techniques, greens are available from early spring through late fall.

*"Being able to grow leafy greens in our hoop house starting in early March has been the best sustainable practice for our Midwest Farm."*

- Pam Godsell,  
Godsell Farm



# Fall Kale Salad

Serving Size: 1 c

Number of Servings: 60

Calories: 91

Saturated Fat: 0.8g

Sodium: 92mg

Crediting Information:  $\frac{3}{8}$  c dark green vegetable,  
 $\frac{1}{8}$  c fruit

Source: Minneapolis Public Schools (modified)



Ingredients	Weight	Measure
-------------	--------	---------

Kale, fresh, trimmed, without stem*	4 $\frac{3}{4}$ lb	
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Apples, diced	1 $\frac{1}{4}$ lb	4 c
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Lemon juice		$\frac{1}{4}$ c
-------------	--	-----------------

Cranberries, dried	8 oz	
--------------------	------	--

## ***Dressing***

Lemon juice	$\frac{3}{4}$ c
-------------	-----------------

Honey	$\frac{1}{2}$ c
-------	-----------------

Oil, canola	1 $\frac{1}{2}$ c
-------------	-------------------

Salt	2 tsp
------	-------

Pepper, black	2 tsp
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*\*Substitute 58 cups of alternative dark leafy greens in place of kale if desired.*

## directions:

1. Chop kale.
2. Toss diced apples in  $\frac{1}{4}$  c of lemon juice.
3. Make dressing by whisking together the lemon juice, honey, salt and pepper.
4. Slowly add in oil until dressing thickens.
5. Add dressing to kale and toss.
6. Add apples and dried cranberries to salad mixture and serve.



# Cruciferous Vegetables (Cabbage, Broccoli, and Cauliflower)

Cruciferous vegetables belong to the *Brassica* family. The vegetables most often thought of in this family are broccoli, cabbage, and cauliflower. However a number of other vegetables, including Brussels sprouts, radishes, rutabaga, and turnips are also considered cruciferous vegetables. This family of vegetables are rich in nutrients, including vitamin C, vitamin E, vitamin K, and folate. They are also a good source of fiber. Many scientists believe cruciferous vegetables may be helpful in preventing diseases such as cancer.

In the NSLP, there is no cruciferous vegetable subgroup. Instead, the vegetables are primarily classified as an “other” vegetable. However, some cruciferous vegetables fall into other categories. For example, broccoli is considered a dark green vegetable. If preparing a variety of cruciferous vegetables together (like in coleslaw), it is important to credit the vegetables appropriately. All cruciferous vegetables may be counted toward the “other” vegetable subgroup. However, if your recipe provides at least one eighth cup dark green vegetable per serving, you may count that one eighth cup toward your weekly dark green requirement.

Broccoli, cauliflower, and cabbage are grown on vegetable farms in Wisconsin. Most broccoli, cauliflower, and other Brassicas are grown in California, though as of 2015, Wisconsin ranks second in production of cabbage grown for sauerkraut. Wisconsin cruciferous vegetables are available for purchase July through October.



# Creamy Chipotle Coleslaw

Serving Size: ½ c

Number of Servings: 50

Calories: 45

Saturated Fat: 0.5g

Sodium: 83mg

Crediting Information: ⅓c dark green vegetable, ⅔c other vegetable

Source: USDA Recipes for Schools (modified)



Ingredients	Weight	Measure
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Cabbage, green, shredded		10 c
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Broccoli, shredded		8 c
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Cabbage, red, shredded		4 c
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Cauliflower, shredded		4 c
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## *Dressing*

Mayonnaise, lowfat		1 ¾ c
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Sugar		2 tbsp
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Celery seed		2 tsp
-------------	--	-------

Mustard, dry		1 tsp
--------------	--	-------

Chili powder		1 tbsp
--------------	--	--------

Chipotle powder or cayenne powder		1 tsp
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Cumin, ground		1 tsp
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Vinegar, white		2 tbsp
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## directions:

1. Place green cabbage, red cabbage, broccoli and cauliflower in a large bowl and toss lightly to mix.
2. For the dressing, combine mayonnaise, sugar, celery seed, dry mustard, chili powder, chipotle powder, cumin and vinegar.
3. Pour dressing over vegetables. Mix thoroughly. Spread into shallow pan.
4. Cover and refrigerate until ready to use. **Hold at 41°F or lower.**
5. Mix lightly before serving.

# Zippy Wisconsin Coleslaw

Serving Size: ½ c

Number of Servings: 50

Calories: 60

Saturated Fat: 0.3g

Sodium: 22mg

Crediting Information: ⅛ c dark green vegetable, ¾ c other vegetable

Source: USDA Recipes for Schools (modified)



Ingredients	Weight	Measure
-------------	--------	---------

Cabbage, green, shredded		10 c
--------------------------	--	------

Broccoli, shredded		8 c
--------------------	--	-----

Cabbage, red, shredded		4 c
------------------------	--	-----

Cauliflower, shredded		4 c
-----------------------	--	-----

## *Dressing*

Vegetable stock		1 c
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Cornstarch		1 tbsp 2 tsp
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Oil, vegetable		1 c
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Vinegar, white		¾ c
----------------	--	-----

Sugar		½ c
-------	--	-----

Pepper, black		1 tsp
---------------	--	-------

Garlic, granulated		1 tsp
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## directions:

1. For the dressing, dissolve cornstarch in vegetable stock in pot.
2. Bring to boil.
3. Remove from heat and allow to cool.
4. Add oil slowly while stirring with a wire whisk.
5. Add vinegar, sugar, pepper and garlic and stir to blend.  
**Cool to 41°F or lower within 4 hours.**
6. Place cabbage, broccoli and cauliflower in a large bowl and toss lightly to mix.
7. Pour dressing over vegetables. Mix thoroughly. Spread into shallow pan.
8. Cover and refrigerate until ready to use. **Hold at 41°F or lower.**









# Root Vegetables

Root vegetables is a term used to describe a wide range of vegetables with varying nutrient profiles. Many root vegetables, including potatoes and rutabaga, are rich in potassium and vitamin C. Other root vegetables, such as carrots and sweet potatoes, contain high amounts of vitamin A. Due to the large differences in nutrient content, root vegetables are not all classified under the same vegetable subgroup. You will find some root vegetables classified as starchy, red/orange, and other vegetables.

Root vegetables are often very recognizable to Wisconsin students as they are commonly grown and consumed in Wisconsin. Students' familiarity with and like of many root vegetables make them easy to use in school food service. Schools interested in local food procurement may find this group of vegetables an easy starting point.

Wisconsin farmers typically grow a variety of root crops. Root crops include vegetables such as carrots, turnips, radishes, beets, parsnips, and rutabagas. While these vary widely botanically, they share similar growth requirements such as soil needs and cultural practices. Beets are a multi-season crop beginning with early salad beet greens, followed by early beets, and later storage beets. Radishes are popular in salads and are an early season crop. Properly stored root crops can extend the vegetable season into late fall in Wisconsin.

*"Root vegetables can keep a family going long after other crops are used or spoiled. They ferment well and you can store some of them right in the ground all winter. What's not to like?"*

- Greg David,  
Prairie Dock Farm



# Chef T's Roasted Root Vegetables

Serving Size: ½ c  
Number of Servings: 115  
Calories: 65  
Saturated Fat: 0.2g  
Sodium: 73mg  
Crediting Information: ⅛ c red/orange vegetable, ¼ c starchy vegetable  
Source: Chef Thomas Sacksteder



Ingredients	Weight	Measure
Carrots, raw	7 ½ lbs	
Potatoes, raw	7 ½ lbs	
Parsnips, raw	7 ½ lbs	
Onions, raw	2 ½ lbs	
Oil, olive		½ c + 2 tbsp
Salt		2 ½ tsp
Pepper, black		1 ¼ tsp

## directions:

1. Peel the onion.
2. Cut all vegetables into similar sizes so they cook evenly.
3. Place all vegetables in a bowl and add olive oil, salt and pepper. Toss evenly to coat.
4. Place onto a sheet pan and into a preheated oven at 375°F for 12-15 minutes or until vegetables are tender. **Hold for hot service at 140°F or higher.**





## Optional seasoning – school house seasoning

Replace salt and pepper with the following seasoning blend.

- ½ c paprika
- ½ c onion powder
- 1 c ground cumin
- 1 c ground coriander
- ¼ c salt
- ¼ c garlic powder

With this seasoning blend, each serving contains 272 mg of sodium.









# Winter Squash

Winter squash come in a variety of shapes and sizes. However, all have hard outer rinds that surround sweet, orange flesh. They are very different from summer squash, such as zucchini and eggplant, which have a soft skin and white flesh. Common varieties of winter squash include acorn, butternut, and Hubbard.

Winter squash is classified as a red/orange vegetable due, in large part, to the amount of vitamin A found in the vegetable. Winter squash can be prepared in many different ways including baked and mashed, cubed and roasted, or cooked and pureed for a soup base. The vegetable credits at its volume, one cup served winter squash credits as one cup red/orange vegetable. Due to its versatility, winter squash is frequently used as a base for quick breads and muffins. However, when incorporated into quick breads as a vegetable mash/puree, you are unable to count it toward your daily/weekly vegetable requirement. Vegetables must be visible and recognizable to be creditable. However, if it is being used in a product that has at least one eighth cup per serving of visible vegetable, the squash puree may be counted.

Winter squash are gourds belonging to the *Cucurbita* genus. Cucumbers, melons, and pumpkins also belong to this family. Pumpkins and squash are the most common vine crops for farmers. Since winter squash mature late in the season and store well, Wisconsin cooks rely on them for their wide variety of flavors, shapes, colors and sizes to get them through September until late winter.



# Sweet Butternut Mash

Serving Size: ½ c

Number of Servings: 50

Calories: 76

Saturated Fat: 1.8g

Sodium: 120mg

Crediting Information: ½ c red/orange vegetable

Source: *Fresh from the Farms: The Massachusetts Farm to School Cookbook*

Ingredients	Weight	Measure
Butternut squash, fresh, peeled, (cubed)*	15 lb 10 oz	
Butter	6 oz	¾ c
Brown sugar		3 tbsp
Salt		2 tsp
Cinnamon		1 tsp
Pepper, black		1 tsp

*\*To yield 15 lb 10 oz peeled squash, purchase 18 lb 10 oz whole squash*

## directions:

1. Steam squash until soft. Time will depend on how small the pieces are and the type of steamer used, 10-30 minutes (check after 10 minutes). **Heat to 140°F.**
2. Mash butternut squash in a mixer or food processor until smooth.
3. Mix in butter, brown sugar, salt, cinnamon and pepper.  
**Hold for hot service at 140°F or higher.**





# Tomatoes and Peppers

Incorporating tomatoes and red and orange bell peppers into your menus is a great way to meet the red/orange vegetable subgroup requirement. Each week, schools must offer a minimum of three fourths cup of this subgroup to students in kindergarten through eighth grade and one and one fourth cup to ninth through twelfth grade students. As with all vegetables in the red/orange subgroup, tomatoes and peppers are a great source of vitamins A and C.

When purchasing tomatoes and peppers, it is important to note their relatively short storage life. While both vegetables are wonderful additions to salad or vegetable bars when served fresh, they also can be frozen for future use. When prepared and frozen correctly, they can act as a base ingredient for a number of soups and sauces to incorporate in school menus throughout the school year.

There are many varieties of tomatoes and peppers. Tomatoes can be green, yellow, red or purple in color, bushy or sprawling in growth type and categorized as beefsteak, cherry, clustered, grape, heirloom or roma types. Likewise, peppers can be hot or sweet, and range in color from green, yellow, orange, red and purple to brown. Sweet peppers include cherry and pimiento types. Hot peppers include ancho, chile, habaño, jalapeño, and serrano types. Tomatoes and peppers are heat-loving vegetables that require a long growing season and full sun. Schools can purchase tomatoes and peppers in the late summer through early fall.

*"We grow almost 10,000 pounds of cherry and heirloom tomatoes, and there's nothing like seeing people ooh and ahh over a full display of colors at the store or at the farmers' market."*

- Dennis Fiser,  
Regenerative Roots Farm



# Peak Season Ratatouille

Serving Size: 1 c  
Number of Servings: 28  
Calories: 77  
Saturated Fat: 0.4g  
Sodium: 261mg  
Crediting Information:  $\frac{3}{8}$  c red/orange vegetable,  
 $\frac{5}{8}$  c other vegetable  
Source: Viroqua Area Schools (modified)



Ingredients	Weight	Measure
Garlic, fresh		10 cloves
Onions	1 lb	3 large
Eggplant	3 lb 12 oz	3 medium
Bell peppers, green	1 lb 8 oz	4 large
Bell peppers, red	1 lb 8 oz	4 large
Tomatoes, fresh	5 lb	10 large
Zucchini	3 lb	8 medium
Oil, olive		$\frac{1}{4}$ c
Oregano, dried		1 tbsp
Basil, fresh		$\frac{1}{4}$ c
Thyme, dried		2 tsp
Parsley, fresh		$\frac{1}{4}$ c + 1 tbsp
Salt		1 tbsp
Pepper, black		1 tbsp

## directions:

1. Preheat oven to 350°F.
2. Crush and mince garlic.
3. Prepare vegetables:
  - Onion: Quarter and slice thin
  - Peppers: Coarsely chop
  - Zucchini: Cut into  $\frac{1}{4}$  inch slices
  - Eggplant: Cube
  - Tomatoes: Coarsely chop
4. Place cut vegetables in roasting pan or hotel pan. Drizzle with olive oil.
5. Add garlic, herbs, salt and pepper.
6. Place in oven and cook for 25 minutes, stirring once or twice, until softened.
7. Remove from oven, stir gently and serve. **Hold for hot service at 140°F or higher.**





# Whole Grains

Farmers across Wisconsin produce a number of whole grains, including oats, wheat, and wild rice. Whole grains are an important source of many nutrients, including B vitamins, iron, and fiber. Schools participating in the NSLP are required to offer grain products that are whole grain-rich, meaning they contain at least 50 percent whole grains.

Schools can incorporate whole grains into menus by making recipe substitutions. In many recipes whole grains can simply substitute for refined grains. For example, whole wheat or oat flour can substitute in foods such as pancakes, muffins, breads, or other flour based recipes. When making substitutions, it is important to note that it is often better to replace some, not all, of the refined grains with whole grains. Replacing white flour with whole grain flour in a one-to-one ratio will make a denser or heavier product than the original recipe. You may need to adjust the amount of liquid, leavening agent, and/or fat used in your recipe along with the replacement of whole grain flour. Consider experimenting with the ratios and offering taste tests of the product to develop a final recipe that is acceptable to students.

Wisconsin farmers grow small grains for a cash crop, livestock feed (grazing, hay, silage, feed grain), or as a cover crop for soil and water conservation. In Wisconsin, the three types of wheat that are predominately grown are soft red wheat, hard red spring wheat, and soft winter wheat. According to the Wisconsin Farm Bureau, 43 percent of the country's durum wheat export was from Wisconsin, leading the country. In addition, Wisconsin grew 7.8 million bushels of oats, placing Wisconsin second in oat production.

Please refer to the *Whole Grain Resource for the National School Lunch and School Breakfast Programs* (<http://www.fns.usda.gov/tn/whole-grain-resource>) for information on calculating if products are whole grain-rich.



# Whole Wheat Pizza Dough

Serving Size: 4.5"x5" square (approximate)

Number of Servings: 40

Calories: 175

Saturated Fat: 0.35g

Sodium: 276mg

Crediting Information: 2.25 oz eq grain

Source: *New School Cuisine: Nutritious and Seasonal Recipes for School Cooks by School Cooks* (modified)



## Ingredients

## Weight

## Measure

Warm (not hot) water

1 qt + ¼ c

Dry yeast

.75 oz

Honey

1 oz

Oil, olive

½ c

Flour, whole wheat

2 lbs

1 qt + 3 ½ c

Flour, enriched, all purpose

1 lb 8 oz

1 qt + 1 ½ c

Salt

2 tbsp + 1 tsp

Cornmeal for sprinkling

## directions:

1. Stir together water and yeast in a large mixing bowl until dissolved. Add honey, let stand for 5 minutes.
2. Add oil, whole-wheat flour, and all-purpose flour to the yeast mixture then add salt.
3. Using a dough hook on a standing mixer, knead the dough on the lowest speed for 10 minutes. Watch the dough carefully in the first few minutes to make sure that it comes together in a ball and is soft but not too sticky. It should be stuck just on the bottom of the mixing bowl but pull away from the sides. If the dough is too sticky, additional flour may be added one cup at a time.
4. Oil a large bowl and transfer the dough to the bowl. Cover loosely with a plastic wrap and let rise until doubled in bulk, about 1 hour.
5. Transfer the dough to a floured surface. Portion dough into two balls, about 3 lbs each. Place on a floured surface and cover with a plastic wrap. Let rise for 30 minutes.





6. Preheat convection oven to 450°F or conventional oven to 475°F. Coat two full sheet pans with cooking spray and sprinkle with cornmeal.
7. Roll and stretch each ball into a rectangle and place on the prepared sheet pans. Top as desired. Bake until the crust is light brown, 15-18 minutes. Cut each full sheet pan into 20 pieces.

### directions for freezing:

1. After kneading, remove dough from mixing bowl onto a lightly floured surface.
2. Divide the dough into two dough balls. Dust each portion lightly with flour, form into a smooth oval. Wrap carefully in plastic wrap and store in a container or plastic freezer bag for 6 months.
3. When ready to use, transfer dough portions from freezer and remove plastic packaging.
4. Place two per sheet rack and cover carefully with film, but allow space for dough to expand. **Thaw for 24 hours in your refrigerator before you plan on using.**
5. To begin pizza preparation, bring dough out of the refrigerator to countertop and let rest before stretching. It is ready when you can press your finger into the dough and it leaves an imprint. Depending on the temperature of your kitchen it can take up to two hours.
6. Continue pizza preparation with step 6 above.



# Blueberry Oat Muffins

Serving Size: 1 muffin  
Number of Servings: 115  
Calories: 134  
Saturated Fat: 0.7g  
Sodium: 181mg  
Crediting Information: ⅓ c fruit, 1 oz eq grain  
Source: Healthier Kansas Recipe



Ingredients	Weight	Measure
Applesauce, unsweetened		¾ #10 can
Eggs, whole, large		9 each
Vegetable oil	12 oz	1 ½ c
Milk, lowfat	1 lb 2 oz	2 ¼ c
Sugar, granulated	1 lb 5 oz	3 c
Oats, rolled	2 lb 5 oz	
Baking powder	4 oz	
Baking soda	1 oz	
Cinnamon		3 tbsp
Flour, whole wheat	2 lb 4 oz	
Blueberries, frozen, unsweetened	2 lb 6 oz	

## directions:

1. Beat applesauce, eggs, oil, milk, and sugar until smooth.
2. Combine oats, baking powder, baking soda, cinnamon, and flour. Add applesauce to mixture. Mix on low speed for 30 seconds, until all dry ingredients are moistened.
3. Add blueberries and mix on low speed or by hand to incorporate into the batter.
4. Portion #20 scoop of batter into each muffin cup sprayed with pan release or lined with a paper liner.
5. Bake until lightly brown. Conventional oven at 375°F for 16-20 minutes or convection oven at 350°F for 12-16 minutes.





# Local Food Procurement

When purchasing local products, proper procurement practices must be followed. For most purchases, you will be able to use the *Informal Procurement Method*, sometimes called *Three Bids and a Buy*. This procurement method may be used when the value of an awarded contract or purchase is less than \$150,000. This \$150,000 value is called the “small purchase threshold”. However, schools may have a different “simplified acquisition threshold” (e.g. \$3,500 maximum for micro-purchases or maximum \$150,000 for small purchases). If a school has a lower simplified acquisition threshold, the school must use its simplified acquisition threshold for the purchase method.

## Option 1: Informal Procurement Method

The Informal Procurement Method requires:

- The use of a solicitation (verbal or written document)
- Competition (e.g. minimum of three price quotes)
- Must be free of anti-competitive practices
- Procurement process must be documented

### ***How to use the Informal Procurement Method***

#### *Step 1 – Collect pre-bid information.*

- Over the school year talk to prospective vendors to see what kinds of products they offer and who to contact in the future when you need quotes on pricing.
- Schools should seek out enough vendors to ensure they can get pricing from at least three vendors.
- Build quality business relationships with the vendors.
- By building these vendor relationships over the school year, you will have a better understanding about what is available in the market and it will reduce the time it takes to conduct a competitive procurement.

#### *Step 2 – Plan your procurement.*

- Draft your solicitation document.
- Write down the product specifications in a purchase log.
- Write down any other requirement for the procurement such as delivery requirements or payment and invoicing method.

For more information about procurement, view the Wisconsin Department of Public Instruction Procurement Training Series at: <http://dpi.wi.gov/school-nutrition/procurement/training>



*Step 3 – Start the solicitation process.*

- Contact vendors (by phone, email, fax, in person, or mail) and provide them with written product specifications.
  - Schools should always use consistent language when verbally communicating specification and details of the solicitation.
  - Written communication is preferred but not required.
- Be sure to provide the exact language to each vendor.
- When contacting vendors, if your specifications vary just a little bit, it can cause vendors to provide pricing quotes too high or too low which is unfair procurement practices.

*Step 4 – Document vendor response.*

- Write down in your purchase log or journal:
  - vendor name,
  - contact method,
  - name of person providing the price quote,
  - the price quoted,
  - date price quote was obtained and
  - duration of price quote (it is recommended that the school dictate this to the vendor to ensure constancy in how long the price quote is valid)

*Step 5 – Obtain price quotes from **at least three vendors**.*

*Step 6 – Award the contract/purchase to the most responsive and responsible vendor with the lowest price.*

- A responsive *offeror* is able to meet the requirements of the solicitation.
- A responsible *offeror* is willing and capable of furnishing the goods or services solicited.

*Step 7 – Monitor invoices and products to insure that bid prices, product quantity, and product quality are being honored.*

- Monitor invoices, product quantity, and quality on a consistent basis.
- Sign off on purchases only after they have been fully inspected.
- Product not matching specifications provided in bid should be returned or exchanged.
- Note returns or exchanges for future vendor evaluation.
- Audit invoices and confirm that prices match what was quoted during the purchasing process.
- Variances should be corrected.
- Note variances for future vendor evaluation.





## Option 2: Micro-Purchases

Depending on the quantity of product you are procuring locally, you may be able to use the micro-purchase method. An acquisition of products where the aggregate amount does not exceed \$3,500 qualifies as a micro-purchase. Purchases within the micro-purchase threshold can be awarded without soliciting competitive price quotations if the price is reasonable. Reasonable price may be determined by comparing previous purchases, using personal knowledge of the item being purchased, or through comparison to similar items being purchased.

To the extent practicable, purchases must be distributed equitably among qualified suppliers with reasonable prices. This distribution of purchases among qualified suppliers can happen in one of two ways; at the time of the purchase or over several purchasing events. For example a school procuring apples may purchase them from various suppliers at the same time (the total of the purchases cannot exceed \$3,500), or by selecting one supplier for the purchase of the apples at one time and another supplier the next time apples need to be purchased (each of the purchases cannot exceed \$3,500).

Records still need to be kept for all purchases regardless of the procurement method used, including micro-purchases. For more information regarding proper procurement practices, please visit: <http://dpi.wi.gov/school-nutrition/procurement>.



### Informal Procurement Log

Supplier Name:							
Items to be Purchased:	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
<ul style="list-style-type: none"> <li>• Delivery Frequency : _____</li> <li>• Bid will be honored for: _____ (number of day(s)/week(s)/month(s)) (school will state time period)</li> </ul>				<input type="checkbox"/>			<input type="checkbox"/>
1. Product name and specification:				<input type="checkbox"/>			<input type="checkbox"/>
2. Product name and specification:				<input type="checkbox"/>			<input type="checkbox"/>
3. Product name and specification:				<input type="checkbox"/>			<input type="checkbox"/>
4. Product name and specification:				<input type="checkbox"/>			<input type="checkbox"/>
5. Product name and specification:				<input type="checkbox"/>			<input type="checkbox"/>
6. Product name and specification:				<input type="checkbox"/>			<input type="checkbox"/>
<b>Total:</b>		\$	\$		\$	\$	
*Bidder Selected (BS)			<input type="checkbox"/>			<input type="checkbox"/>	
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School must tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.							
<b>Method of contact:</b> Email/Fax/Mail/In person/Phone							
<b>Name of person quoting pricing:</b>							
<b>Date contacted:</b>							
<b>Additional Notes:</b>							
Signature of person completing this form:		Date:					
<b>Name of bidder selected:</b> _____ <b>Bidder selected was notified on:</b> _____ (If notification was in writing attach document to the procurement log/evaluation matrix) <b>Method of notification:</b> _____ (Email/Fax/Mail/In person/Phone)							



# Nutritious, Delicious, Wisconsin Food List

## Fruit

Apples  
Blackberries  
Blueberries  
Cantaloupe  
Cherries  
Cranberries  
Muskmelon  
Raspberries  
Strawberries  
Watermelon

## Grains

Oats  
Wheat  
Wild Rice

## Dairy

Cheese  
Cottage Cheese  
Milk  
Yogurt

## Protein

Beef Cattle  
Brats  
Bison  
Chicken  
Deer  
Emu  
Ostrich  
Pork  
Soybeans  
Turkey  
Walnuts  
Whitefish

## Vegetables

Asparagus  
Beans  
Beets  
Bell Peppers  
Broccoli  
Brussels Sprouts  
Cabbage  
Carrots  
Cauliflower  
Corn  
Cucumber  
Eggplant  
Kale  
Kohlrabi  
Leaf Lettuce  
Peas  
Potatoes  
Pumpkin  
Rhubarb  
Romaine Lettuce  
Spinach  
Summer Squash  
Swiss Chard  
Tomatoes  
Winter Squash



# Vegetable Sub-group Classification

For more information about vegetable sub-groups please visit: <http://www.choosemyplate.gov/vegetables>

## Beans and Peas (Legumes)

Black Beans  
Garbanzo Beans  
Great Northern Beans  
Kidney Beans  
Lentils  
Mung Beans  
Navy Beans  
Pink Beans  
Pinto Beans  
Red Beans  
Soy Beans  
Split Peas

## Dark Green

Beet Greens  
Bok Choy  
Broccoli  
Chicory  
Collard Greens  
Endive or Escarole  
Grape Leaves  
Kale  
Lettuce, Dark Green Leafy  
Lettuce, Romaine  
Mustard Greens  
Parsley  
Spinach  
Swiss Chard  
Turnip Greens  
Watercress

## Red/Orange

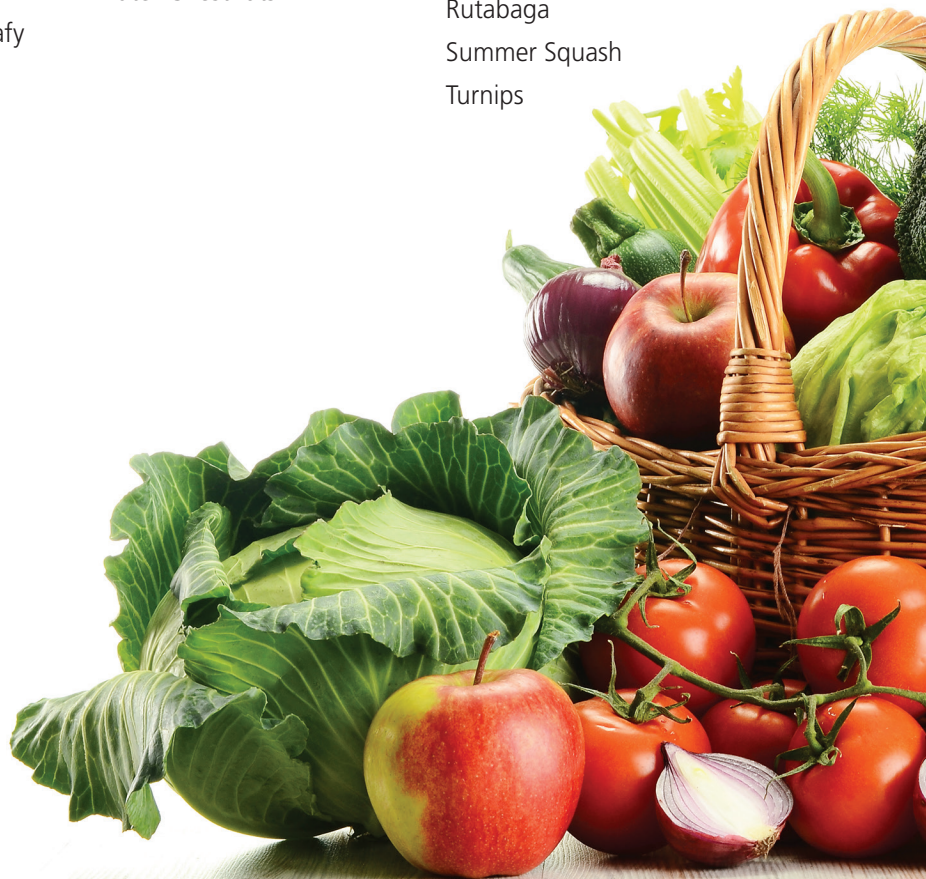
Carrots  
Bell Peppers, Orange/Red  
Cherry Peppers  
Pimentos  
Pumpkin  
Winter Squash  
Sweet Potatoes  
Tomatoes

## Starchy

Cassava  
Corn  
Fresh Cowpeas, Field Peas,  
Black-eyed Peas  
Green Peas  
Green Lima Beans  
Jicama  
Parsnips  
Plantain  
Potatoes  
Taro  
Water Chestnuts

## Other

Artichokes  
Asparagus  
Avocado  
Bean Sprouts  
Beans, Green and Wax  
Beets  
Bell Peppers, Green/Yellow  
Brussels Sprouts  
Cabbage  
Cauliflower  
Celery  
Cucumber  
Eggplant  
Kohlrabi  
Lettuce, Iceberg  
Mushrooms  
Okra  
Olives  
Onions  
Peas, Sugar/Snap  
Radishes  
Rutabaga  
Summer Squash  
Turnips





# Food Safety Resources

Food service professionals are passionate about ensuring the food they serve is delicious, healthy and safe. When using locally procured produce or grains direct from the farmer, school food service staff should work closely with those farmers to ensure best food handling practices. Additionally, the procurement and use of local foods must be included as part of your regular food safety plan.

The Wisconsin Department of Public Instruction has a variety of resources available at <http://dpi.wi.gov/school-nutrition/f2s/food-safety>. Additionally, the following resources are recommended:

- Wisconsin Local Food Marketing Guide (Wisconsin Department of Agriculture, Trade and Consumer Protection)  
[http://datcp.wi.gov/uploads/Business/LocalMarketingFoodGuide\\_1\\_16.pdf](http://datcp.wi.gov/uploads/Business/LocalMarketingFoodGuide_1_16.pdf)
- United States Department of Agriculture – Farm to School Food Safety Resources  
[http://www.fns.usda.gov/farmtoschool/farm-school-resources#Food Safety](http://www.fns.usda.gov/farmtoschool/farm-school-resources#Food%20Safety)
- Growing Your Farm to School Program Toolkit (United States Department of Agriculture) – Module 6  
<http://www.fns.usda.gov/farmtoschool/census#/toolkit>
- A Checklist for Purchasing Local Produce (Iowa State University Extension)  
<https://www.educateiowa.gov/documents/farm-school-program/2013/04/checklist-retail-purchasing-local-produce>



# Professional Development and Continuing Education Units

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the NSLP and School Breakfast Programs. The standards establish minimum hiring requirements for some, and annual training requirements for all school nutrition program employees. These standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.

The *Chop! Chop! Culinary Skills* training videos count toward both USDA professional development credits and the School Nutrition Association Continuing Education Units (CEUs). School nutrition personnel must complete the short evaluation form after watching each video in order to obtain the credits.

**USDA Professional Development Credits:** Please complete the short evaluation survey, and then record the video name, video length, and date viewed when logging the training toward your USDA professional development credits. All videos meet learning objective code 2130 – Develop Culinary Skills Necessary for School Meal Preparation. You will log and report your own hours for the USDA credits. The videos count minute for minute when logging training time. You can log and combine minutes from all six videos, or watch videos a la carte, when obtaining USDA professional development credits.

**School Nutrition CEUs (School Nutrition Specialist):** When watched as a whole, this video series counts toward one hour of School Nutrition Association and School Nutrition Association of Wisconsin CEUs. In order to access the credit, you must watch all six videos, and complete the short evaluation survey after each video. After you have viewed all six videos and taken the surveys, please contact Vanessa Herald (vherald@wisc.edu or 608-263-6064) to receive a certificate of completed training.



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Supporting organizational partners contributing essential effort to the *Chop! Chop! Culinary Skills* training video series project include Wisconsin Farm to School; Wisconsin Department of Agriculture, Trade, and Consumer Protection; University of Wisconsin-Madison School of Human Ecology; and the School Nutrition Association of Wisconsin.

This project exists thanks to the support of many dedicated individuals and organizations across Wisconsin's farm to school, local food, school nutrition, farming, and arts communities. We would like to especially thank Vanessa Herald, Cynthia Holt, Alan Talaga, Terese Allen, Susan Peterman, Kymm Mutch, Sarah Elliot, Sarah Lloyd, Wisconsin Food Hub Cooperative, Cris Carusi, Lisa Melby, Tom Martin, Calen Albert, Daniella Echeverria, Honeybee Studio,





Vermont Valley, Community Farm High Meadow Farm CSA, Ledgeview Gardens, Apple Blossom Orchard and Market, Amazing Grace Family Farm, Regenerative Roots, Peter Mulvey, Wisconsin Public Television, Jim Degan, Peggy West, Michelle Denk, Erin Heim, Barb Waara, Middleton Cross Plains School District, Amy Yungbluth.

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture Team Nutrition. The contents of this publication do not necessarily reflect the view of policies of the U.S. Department of Agriculture; nor does the mention of trade names, commercial products, or organizations imply endorsement by the U.S. government or the Wisconsin Department of Public Instruction.

The original *Chop! Chop! Culinary Skills* training video series was supported, in part, by the Specialty Crop Block Grant Program at the U.S. Department of Agriculture through grant 12-25-B01706. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the USDA.

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- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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