



FOLLOW ADDITIONAL INSTRUCTIONS FOR THIS LOG

Add pages if need space to list more menu items and/or foods on-hand

Step 1 (left column) - Menu Review	Step 2 (right column) - Review Foods On-Hand @ HV	Step 3 (middle column) - Compare Menu Items to Foods On-hand
<p>a. Review entire month of most recent claim & current month up to HV date</p> <p>b. List items on menus → List each menu item only 1 time throughout the 3 HVs</p> <p>c. Mark the # (1,2,3) on the left for each HV the item is on the reviewed menus</p>	<p>a. List each food on-hand with their specific brand/name → List each specific food (brand/name) on-hand only 1 time throughout 3 HVs</p> <p>b. Mark # (HV1,HV2,HV3) for each HV the specific food (same brand/name) is on-hand</p> <p>c. <input checked="" type="checkbox"/> in far-right column if food is creditable; leave blank if not creditable</p> <p>d. *Check if foods are on-hand for menu items marked "N" in the middle column at prior HVs.</p>	<p>a. Record HV date at top of column</p> <p>b. Compare menu items in Step 1 column to foods on-hand in Step 2 column</p> <p>c. Mark Y if the menu item has foods on-hand at that HV# *Mark N if not foods are not on-hand</p>

Step 1		Step 3			Step 2		
X ↓	Items on Reviewed Menus ↓	HV 1 Date	HV 2 Date	HV 3 Date	Mark HV# ↓	(May not align with menu item in left column) Foods On-Hand ↓	Meet Crit? ↓
Whole Grain-Rich (WGR) Items							
		Y	Y	Y			WGR <input checked="" type="checkbox"/>
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
Breakfast Cereals Sugar Limit=≤6 grams/dry oz. ≤ Sugar Limit <input checked="" type="checkbox"/> WGR <input checked="" type="checkbox"/>							
		Y	Y	Y			
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		

Step 1		Step 3			Step 2		
X ↓	Items on Reviewed Menus ↓	HV 1 Date	HV 2 Date	HV 3 Date	Mark HV# ↓	(May not align with menu item in left column) Foods On-Hand ↓	Credit-able? ↓
Store-Bought Combo Foods (chix nug)/Processed Meats(mtballs) CN Label /PFS <input checked="" type="checkbox"/>							
		Y	Y	Y			
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
1		Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
Yogurt (dairy/soy) HV 1 HV 2 HV 3							
Sugar Limit =≤23 grams / 6 oz.							
		Y	Y	Y			
1	Yogurt on menu	Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
Cheese If labeled as product, not credit.; Cheese sauce must have CN/PFS HV 1 HV 2 HV 3							
		Y	Y	Y			
1	Cheese on menu	Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3		N	N	N	HV 3		
		Y	Y	Y			
1	Tofu on menu	Y	Y	Y	HV 1		
2		N	N	N	HV 2		
3	5 gr. protein/ 2.2 oz	N	N	N	HV 3		

"On-hand" = All specific foods along with packaging are available during the HV for items on reviewed menus to determine if creditable (Rev. 9/24)

*Use the Required Home Visit Findings, Disallowances, & Follow-Up Instructions if foods on-hand do not meet crediting criteria and if they are not on-hand for menu items.