



SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW

Required Meal Pattern Documentation

The following checklist will assist the Authorized Representative and/or Food Service Director with actions to take and documents to submit prior to the Administrative Review.

Meal Components and Quantities

Menus

Refer to PHN Announcement Email for the Review and On-Site Months.

- Monthly Breakfast Menu for the Review Month
- Monthly Lunch Menu for the Review Month
- Monthly Breakfast Menu for the On-Site Month
- Monthly Lunch Menu for the On-Site Month

Production Records

The following is required information on all production records:

- Planned serving size for each menu item for each grade group and adults
- Planned serving sizes for [preschool students](#), if applicable
- Garden bar, salad bar and/or condiment production records, if applicable

Review Week

- Daily completed Breakfast production records
- Daily completed Lunch production records

On-Site

- Day(s) of On-Site Review Breakfast production records
- Day(s) of On-Site Review Lunch production records

Standardized Recipes

- All menu items prepared in-house with two or more ingredients for the Review week and Day(s) of On-Site Review

Crediting Documentation

- Current Child Nutrition (CN) Labels or manufacturer's product formulation statements (PFS) to show how purchased products credit towards meal components
- Complete labels with nutrition facts for menu items and/or ingredients in recipes
- USDA Product Information Sheets for USDA Foods products
- Product labels for grain products (bread, buns, rolls, etc.)

Buy American

Keep On-Site:

- Completed copy of a [Buy American - Noncompliant Product List](#) for any non-domestic food products