

Menu Planning Worksheet Instructions

Menu planning worksheets assist the menu planner in creating a menu that meets both the daily and weekly meal pattern requirements.

Note: When multiple serving lines are used and/or multiple entrees are offered, each serving line and entrée must meet the daily and weekly meal pattern requirements, including vegetable subgroups. This ensures that students are able to take reimbursable meals in any line or with any entrées they may choose. The menu planner may find it helpful to complete multiple menu planning worksheets to ensure each line and/or entrée meets both the daily and weekly meal pattern requirements.

How to Complete a Menu Planning Worksheet

The columns across the top list the days of the week, and the rows down the left side list the food components. The daily and weekly minimum required quantities for each component corresponding to the age/grade group selected are listed on the worksheet as helpful reminders.

Menu Planning Worksheet: Lunch K-8

Component	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Meat/meat alternate: 1 ounce equivalent daily minimum ≥ 9 ounce equivalents weekly	Min: Max:	Min: Max:	Min: Max:	Min: Max:	Min: Max:	Min: Max:
Fruit: ½ cup daily minimum 2½ cups weekly						
Vegetable: ¾ cup daily minimum 3¾ cups weekly						
<ul style="list-style-type: none"> • Dark/Green ½ cup weekly 						
<ul style="list-style-type: none"> • Red/Orange ¾ cup weekly 						
<ul style="list-style-type: none"> • Beans/Peas (Legumes) ½ cup weekly 						
<ul style="list-style-type: none"> • Starchy ½ cup weekly 						
<ul style="list-style-type: none"> • Other ½ cup weekly 						
<ul style="list-style-type: none"> • Additional Vegetable to reach total 1 cup weekly 						
Grains (whole grain-rich): 1 ounce equivalent daily minimum ≥ 8 ounce equivalents weekly	Min: Max:	Min: Max:	Min: Max:	Min: Max:	Min: Max:	Min: Max:
Milk: 1 cup daily 5 cups weekly At least two varieties required						

- For each day of the week, write the name of each menu item planned, along with its planned serving size in the corresponding food component row.
- Each box should contain all menu offerings (i.e., if you have multiple entrees, each food item should be listed).

Let's complete an example.

- Begin with the **Meat/Meat Alternate** row. A cheeseburger as well as spaghetti with meat sauce are on the menu for Monday. In the Monday box, write the menu item(s), the planned serving size(s), and the crediting information. For example, the planned serving size for the cheeseburger is one patty. The patty weighs 2.25 ounces (oz) but credits as 2 ounce equivalents (oz eq) meat/meat alternate. The planned serving size for the meat sauce is 3/4 cup, and it credits as 2 oz eq of meat/meat alternate.

Component	Monday
Meat/meat alternate: 1 ounce equivalent daily minimum ≥ 9 ounce equivalents weekly	1 beef patty (2.25oz = 2 oz eq) 1 slice cheese (0.5oz = 0.5 oz eq) 3/4 cup spaghetti meat sauce = 2oz eq Min: 2 oz eq Max: 2.5 oz eq

- Min and Max:** Document the minimum and maximum oz eq of meat/meat alternate a student could select. This is especially helpful for schools with multiple entrée options, to help the menu planner ensure that each service line and entrée meet the requirements.

Using the example menu, if a student selects the spaghetti with meat sauce as his or her main entrée, he or she gets 2 oz eq of meat/meat alternate. However, if a student selects the cheeseburger option he or she gets 2.5 oz eq of meat/meat alternate. A student cannot select both the cheeseburger and the spaghetti with meat sauce. Therefore, the minimum for the day is 2 oz eq and the maximum is 2.5 oz eq meat/meat alternate.

- Min and Max compared to Offer vs Serve (OVS):** The minimum and maximum amounts that are recorded here **do not** take into consideration OVS. This strictly considers how the menu planner planned the menu to meet the daily and weekly meal pattern requirements.

For example, the cheeseburger entrée (beef patty and cheese slice) provides 2.5 oz eq meat/meat alternate. This is different from OVS in that a student can decline some of the food options and still create a reimbursable meal. To continue with the example, under OVS the student could turn down the cheese slice. Therefore, he or she has 2 oz eq meat/meat alternate, but this is **not** recorded in the menu planning worksheet.

- For the **Fruit** row, write the menu item and the planned serving size. If there are multiple choices, such as a banana and applesauce, list both. Note the total amount of fruit students may select. If students can only select one fruit or the other, they can select up to 1/2 cup fruit. If they can select both fruit options, they can select 1 cup fruit.

Fruit: ½ cup daily minimum 2½ cups weekly	1 Banana = 1/2 cup Applesauce = 1/2 cup May select 1 cup
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- For the **Vegetable** rows, list each vegetable offered in the **subgroup** that it belongs to, including the planned serving size. Include any creditable vegetables from entrees, such as a red/orange vegetable(s) in meat sauce.
 - Note: The meat sauce is only available to students who take the spaghetti meal, and the rest of the vegetables are available to everyone. Since each reimbursable meal offers a different amount of daily vegetables, it is suggested that the menu planner total and record the amount of vegetables available with each option, to ensure the daily minimum is met for each reimbursable meal.
 - Students who select the cheeseburger meal are offered $\frac{3}{4}$ cup vegetables.
 - Students who select the spaghetti meal are offered $\frac{7}{8}$ cup vegetables.
 - Both reimbursable meals provide at least the daily minimum for the K-8 age/grade group.

Vegetable: $\frac{3}{4}$ cup daily minimum $3\frac{3}{4}$ cups weekly	Min for each meal: Cheeseburger – $\frac{3}{4}$ cup Spaghetti – $\frac{7}{8}$ cup
<ul style="list-style-type: none"> Dark/Green $\frac{1}{2}$ cup weekly 	
<ul style="list-style-type: none"> Red/Orange $\frac{3}{4}$ cup weekly 	$\frac{1}{4}$ cup carrots $\frac{1}{4}$ cup cherry tomatoes $\frac{1}{8}$ cup spaghetti sauce
<ul style="list-style-type: none"> Beans/Peas (Legumes) $\frac{1}{2}$ cup weekly 	
<ul style="list-style-type: none"> Starchy $\frac{1}{2}$ cup weekly 	
<ul style="list-style-type: none"> Other $\frac{1}{2}$ cup weekly 	$\frac{1}{4}$ cup pepper slices
<ul style="list-style-type: none"> Additional Vegetable to reach total 1 cup weekly 	

- For the **Grains** row, record the menu item, planned serving size, and crediting information. As a reminder, all grains must be whole grain-rich.

Grains (whole grain-rich): 1 ounce equivalent daily minimum ≥ 8 ounce equivalents weekly	1 hamburger bun = 2oz eq 1 bread slice = 1oz eq $\frac{1}{2}$ cup spaghetti = 1oz eq Min: 2oz eq Max: 2oz eq
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- Min and Max:** Just like the meat/meat alternates, document the minimum and maximum oz eq of grains a student can select. Remember, this **does not** take into account OVS. This considers how the menu planner planned the menu and includes everything a student has access to and could select.

In this example menu, a student can select either the hamburger bun (for the cheeseburger entrée option) or the spaghetti and bread slice for the spaghetti option. Therefore, the minimum grain amount a student could select is 2 oz eq grain and the maximum is 2 oz eq grain.

- For the **Milk** row, enter the milk types offered and the planned serving size. If the variety does not vary by day, enter the options on Monday and draw an arrow through the rest of the week.

Milk: 1 cup daily 5 cups weekly At least two varieties required	1 cup (8 fl oz) Choices: Fat free white Fat free chocolate 1% white
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- Determine daily meal pattern requirements:** Compare the required daily minimum amount for each food component (listed in the leftmost column) to the minimum amount planned for each day.
- Determine weekly meal pattern requirements:** Add up the minimum and maximum quantities across each row and compare the total to the weekly minimums listed in the leftmost column.
 - Note: Menu planners must ensure that each serving line and entrée option provide at least the minimum daily and weekly meal pattern requirements. In the cheeseburger and spaghetti with meat sauce example, the student who selects the cheeseburger does not have access to the 1/8 cup red/orange vegetable in the meat sauce.
 - See the following example for the grain component:
 - Daily grains requirement:** Each day the menu planner planned a minimum of 1 oz eq grains. This is compliant with the meal pattern.
 - Weekly grains requirement:** At a minimum, over the course of the week, a student can select 6.5 oz eq grains. The maximum a student can select is 7.5 oz eq grains. Both the minimum and maximum are short of the weekly meal pattern requirement. The minimum weekly requirement is 8 oz eq grains for grades K-8.
 - The menu planner must adjust the menu by adding larger grain serving sizes, adding additional grain items, or switching to different products that provide more grain oz eq to increase the quantity of grain offered over the course of the week.
 - After any adjustments to the menu, recalculate daily and weekly minimums and maximums.

Grains (whole grain-rich): 1 ounce equivalent daily minimum ≥ 8 ounce equivalents weekly	1 hamburger bun = 2oz eq 1 bread slice = 1oz eq ½ cup spaghetti = 1 oz eq Min: 2 oz eq Max: 2 oz eq	Dinner roll = 1.5 oz eq Min: 1.5 oz eq Max: 1.5 oz eq	1 bread slice = 1 oz eq 1 hot dog bun = 2 oz eq Min: 1 oz eq Max: 2 oz eq	1 bread slice = 1 oz eq 1 pkg giant goldfish = 1 oz eq Min: 1 oz eq Max: 1 oz eq	1 bread slice = 1 oz eq Min: 1 oz eq Max: 1 oz eq	Total Min: 6.5 oz eq Max: 7.5 oz eq
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Food items with multiple components

You might be wondering where to list a food item that includes multiple components (mixed dishes that include meat/meat alternate and grain, and/or vegetables, such as casseroles or pizza).

In the menu planning worksheet, write the menu item in the boxes for ***all components it contains***.

For example, pizza may be listed three times. The cheese credits as a meat/meat alternate, the crust credits as a grain, and the pizza sauce, if there is a minimum of 1/8 cup per serving, credits as a red/orange vegetable.

Meat/meat alternate: 1 ounce equivalent daily minimum ≥ 9 ounce equivalents weekly	2 oz cheese on pizza = 2 oz eq Min: Max:
Grains (whole grain-rich): 1 ounce equivalent daily minimum ≥ 8 ounce equivalents weekly	Pizza crust = 1.5 oz eq Min Max:
<ul style="list-style-type: none">Red/Orange ¾ cup weekly	1/8 cup pizza sauce