

On, Wisconsin! Menus – Summary

Updated May 2016

Table of Contents:

Introduction.....	1
Healthier US School Challenge.....	2
Recipes.....	2
<i>Recipe Standardization</i>	3
<i>Recipe Alterations and Analysis Tools</i>	4
<i>USDA Foods in Recipes</i>	4
Menu Item Substitutions.....	6
Food Safety.....	6
Production Records.....	7
Menu.....	8
Certification.....	
Recipe Resources.....	9



On, Wisconsin! Menus - Summary

Introduction

Developed by the Wisconsin Department of Public Instruction (DPI), The *On, Wisconsin! Menus* provide comprehensive materials for five-week lunch and three-week breakfast cycle menus, including recipes, production record templates, menu certification workbooks, and more. This cycle menu applies the new nutrition standards and meal pattern requirements of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) in a fun and exciting way. Developed in 2013 to meet current HHFKA requirements, it also complies with future requirements, including the whole grain-rich requirements and sodium limits effective in the 2014-15 school year. Through this creative menu, students across Wisconsin will be introduced to a wide variety of delicious, healthy foods that focus on whole grains, fruits and vegetables. Involving students in the process through taste tests, focus groups, and other marketing techniques can help promote new menu items and increase acceptability of the new meal pattern.

Several menu items are inspired by seasonal foods that are ideal for fall, but the menu could be adapted to be served in any season. The menu features several signature Wisconsin foods such as apples, cranberries and dairy products. In fact, local foods and farm-to-school practices could easily be incorporated into this cycle menu.

The *On, Wisconsin! Menus* were designed as a time-saving tool for food service professionals. This tool includes the following materials:

- **Decorative Menus** (*to share with students and families*)
 - Customizable PowerPoint format **and** ready-to-print PDF format
 - Can post on school website or include in school newsletters
- **Menu Planning Worksheets**
 - Simple tools to plan weekly menus that meet the HHFKA meal pattern
- **Recipes**
 - Creative, easy-to-read recipes, ready to be standardized in your food service program
- **Daily Production Record Templates**, grouped by week
 - Instructions for proper completion are included
- **6 Cents Certification Workbooks**
 - Model workbooks can be used as a guide for the menu certification process

PLEASE NOTE: All completed materials have been based on the prototype menus exactly as written, without any alterations. While these materials are a helpful model, you will need to customize them for use in your program. You must standardize recipes for your school's food service program, as outlined on page three. Therefore, when making any changes to menu items, recipes, portions sizes, or quantities prepared, consider the corresponding changes that will occur in the decorative menus, menu planning worksheets, recipes, production records, and workbooks. Please note that the nutritional analysis and component crediting might be affected by recipe or menu changes.

On, Wisconsin! Menus - Summary

Healthier US School Challenge

The Healthier US School Challenge is a Team Nutrition initiative that enables schools to earn national recognition and monetary awards for implementing healthy practices in their school environment and food service program. For more information, including HUSSC criteria and applications, please visit our HUSSC website located at: <http://dpi.wi.gov/team-nutrition/hussc>.

The *On, Wisconsin! Menus* could be used as part of an application for HUSSC certification* at the Gold level. The HUSSC goals emphasize fresh fruit and vegetable offerings, among many other criteria. While it can be costly to offer fresh items during the fall and winter months in Wisconsin, serving fruits and vegetables in other forms still might qualify for a different level of HUSSC certification. Visit the website listed above for more information about applying.

**Please note that HUSSC certification is not related to menu certification.*

Recipes

The recipes included in the *On, Wisconsin! Menus* were compiled from a variety of reputable school food service institutions and resources. They incorporate many products available through the USDA Foods Program, as well as products widely available from commercial distributors. A variety of fruits and vegetables are used, making the menus colorful, healthy, and diverse.

Whether you try one recipe, adopt several to spice up your current menu, or implement the full cycle menu from start to finish, there is something that every food service program can find useful in this collection of enticing, fresh, and nutritious recipes.

We included as much information as possible in the recipes, but you will need to add or change some details when standardizing them. To standardize the recipes for your own use, follow the checklist in the box on page three. Be sure to test each recipe for yield and acceptability prior to serving.

Recipe Standardization

Standardization is important in order to adapt recipes to your operation. Some benefits of standardized recipes include consistent quality and nutrient content, cost control, and customer satisfaction.

On, Wisconsin! Menus - Summary

The standardization process can help ease workflow in your kitchen. For example, deli meats requiring slicing are listed with exact weights per the USDA Foods and WI Processed Fact Sheets on our recipes. However, you can adjust deli meat portions to a weight that contributes the same ounce equivalents, but that is attainable using your meat slicer. Some recipes list 1.875 oz of WI Processed C305 turkey breast, which credits as 1.0 ounce equivalent (oz eq.) of meat/meat alternate. We recognize that this is not a feasible weight to achieve with meat slicers and basic kitchen scales, so you could standardize your own recipe to use 2.0 oz of turkey, which would still credit as 1.0 oz eq. of meat/meat alternate. Always remember to test product for yield and acceptability when standardizing, and realize that nutrition analysis will change.

On, Wisconsin! Menus - Summary

Standardized Recipe Checklist

Use this checklist to determine if your recipe contains essential information needed to be a standardized recipe. Other considerations that are helpful but not required are also listed.

Essential information to include on a standardized recipe:

- 1. Recipe name that reflects content and is appealing to customers
e.g., "Whole Grain Spaghetti with Meat Sauce" or "Perfect Peach Parfait," etc.
- 2. Recipe number/category/meal, for organization and reference
e.g., "Recipe D-35," "Entrées-25," or "Breakfast Recipes," etc.
- 3. Ingredients listed by form (canned, frozen, dehydrated, etc.) and any pre-preparation needed (diced, chopped, shredded, etc.). Include specific brand or product number whenever possible.*
e.g., "Carrots, peeled, diced" or "Strawberries, frozen, no sugar added," etc.
- 4. Specific total weight and/or volume of each ingredient*
e.g., "4 pounds whole grain rotini" or "2 quarts low sodium chicken stock," etc.
- 5. Detailed instructions of how to prepare the recipe, including cooking time and temperatures
e.g., "Preheat oven to 350°F. Bake on center rack for 15-20 minutes, until golden brown and internal temperature reaches 165°F. Hold for hot service at 135°F or higher."
- 6. Serving size for single portion(s). Note if different serving sizes are used for different age/grade groups.*
e.g., "3/8 cup for K-8th grade, 1/2 cup for 9-12th grade"
- 7. Recipe yield:
 - Total number of portions*
 - Total volume or measure (gallons, piece)
 - Pan size
 - Number of pans
 - Weight or volume in each pan
- 8. Equipment and serving utensils used

*Information required to credit the recipe

Other information to consider including:

- 1. Meal pattern contributions per portion size (component crediting information).
- 2. Vegetable subgroup contributions to meal pattern per portion size.
- 3. Analysis for total calories, saturated fat, and sodium per portion size.
- 4. Recipe variations, alternative ingredients, or optional ingredients which **will not** alter the yield, meal pattern contribution, and nutrition content.
- 5. Food Safety job aids such as HACCP Process 1, 2, 3.
- 6. Special diet information (gluten-free, allergens, etc.).

On, Wisconsin! Menu - Summary

Recipe Alterations and Analysis Tools

Recipe alterations such as omitting or substituting ingredients (e.g. using margarine instead of butter) could affect yield and/or quality of the finished product. These changes might make a difference in how a serving of the recipe contributes to the meal pattern. Also of note, recipes can be analyzed using volume or weight. The USDA recipes used in the cycle menu were credited based on weight, when possible.

If you need to reanalyze either component crediting or nutrients in recipes, the Wisconsin Department of Public Instruction has created several tools for recipe analysis that you can use once you have standardized the recipes, two of which are listed here:

1. The **Recipe Crediting Tool (component analysis)** is a spreadsheet that calculates how recipes contribute to the meal pattern components. You will need to enter information from the Food Buying Guide when using this tool.
2. The **Dietary Specification Tool for Recipes (nutrient analysis)** calculates the calories and saturated fat per recipe and per serving. You will need to enter the calorie and saturated fat information for all ingredients when using this tool.

These two recipe review tools, as well as other helpful tools for reviewing and standardizing recipes, are located at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>.

USDA Foods in Recipes

The USDA Foods used in developing these recipes include both USDA brown box items and Wisconsin State-Processed Products from the 2013-14 school year. Specific product codes have been listed on the recipes as a guide. Because USDA Foods can change from year to year and commercial products vary in formulation, it is important to always check the Child Nutrition (CN) labels and nutrition facts of the products you use. USDA Fact Sheets and information for the Wisconsin State-Processed Products are posted annually at <http://dpi.wi.gov/school-nutrition/usda/product-information>.

Beef crumbles are a popular Wisconsin State-Processed Product. They can be substituted for ground beef in the recipes, using the process outlined on the following page (for 2013-14 product information).*

**Update for school year 2016-17: the Wisconsin State-Processed beef crumbles now credit ounce for ounce, so one pound of beef crumbles would credit as 16 ounce equivalents of meat/meat alternate. Use 16 instead of 14.6 ounce equivalents in the equation.*

On, Wisconsin! Menus - Summary

Substituting Beef Crumbles for Ground Beef in Recipes

- Raw ground beef used in recipes is 15-18% fat, which credits as 11.80 ounce equivalents (oz eq.) of meat/meat alternate per 1 pound (16 ounces) of 15-18% fat raw ground beef.
- Beef crumbles (C406), AdvancePierre, Commercial Eq. Code 320630-20, are distributed as a WI State Processed Product during the 2013-14 school year. These beef crumbles credit as 14.6 oz eq. of meat/meat alternate per 1 pound (16 ounces) of beef crumbles.

Use the factor **0.808** to determine the weight of Beef Crumbles (C406) to substitute for the weight of 15-18% raw ground beef listed in the recipe.

- Using this factor (with these particular products) will provide the same number of oz eq. of beef crumbles as raw ground beef (but will affect volume).
- **Where does this factor come from?**
11.8 oz eq. (per 1 pound of 15-18% ground beef) ÷ 14.6 oz eq. (per 1 pound of beef crumbles) = **0.808**
- **How do I use the factor? Example:**
If you have 10 pounds of raw ground beef in a recipe, then you multiply the 10 pounds of raw beef by the 0.808 factor to get 8.08 pounds of beef crumbles. This means that 8.08 pounds of beef crumbles provide the same oz eq. of meat/meat alternate as 10 pounds of raw ground beef.

On, Wisconsin! Menus - Summary

Menu Item Substitutions

Flexibility in menu planning or meal service can be achieved by making substitutions of main dishes or sides within the cycle menu. However, keep in mind that substitutions will need to be made in accordance with the meal pattern requirements.

When making any changes to menu items, recipes, portions sizes, or quantities prepared, consider the corresponding changes that will occur in the decorative menus, menu planning worksheets, recipes, production records, and workbooks. Please note that the nutritional analysis and component crediting might be affected by recipe or menu changes.

Food Safety

The recipes designate HACCP Process 1, 2, or 3 as a job aid. Schools are required to maintain a categorized list of menu items in their Food Safety Plan to comply with USDA guidance. Update the Food Safety Plan when new items are added to the menu, and review this plan at least annually.

Several recipes in the *On, Wisconsin! Menus* have a cooling step and are categorized as Process 3 menu items. Check your school's Food Safety Plan to make sure it describes proper cooling procedures for food service staff. Time Temperature Control for Safety Foods (TCS) must be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours. Monitoring logs must be maintained to document proper cooling of potentially hazardous items. Use of pre-chilled shallow pans (pans that have been placed in the freezer overnight) will speed the cooling process.

Critical control points (CCPs) are noted on the recipes as job aids. These CCPs must be identified in the Food Safety Plan. More information about food safety and developing a food safety plan can be found at <http://dpi.wi.gov/school-nutrition/food-safety>.

On, Wisconsin! Menu - Summary

Production Records

Production record templates included in the *On, Wisconsin! Menus* have been partially completed, according to the planned menu. Any menu item substitutions or additions you make must be noted on the production records. Kitchen staff should complete the production records to include all information applicable to that day's meal service as outlined below:

Production Record "Must Haves" for Lunch and Breakfast

1. Serving site
2. Menu type (lunch, breakfast, afterschool snack)
3. Grade grouping(s)
4. Meal service date
5. Menu item with recipe name/reference number or product name/description
6. Planned portion sizes for each grade group and adults
7. Planned number of portions
8. Total number of purchase units (2-No 10 cans, 10 lb case, 2-96 count case) prepared
9. Total number of portions prepared and number of portions left over (see codes on bottom of production records for leftovers)
10. Milk types available and actual usage by type (or milk recipe)
11. Planned portion size and actual usage for condiments and any extra menu items
12. Actual number of reimbursable and non-reimbursable (adult) meals served
13. Substitutions made to original plans
14. Substitutions made for students with special dietary needs (keep dietary request form on file as supporting documentation)

Production Record "Nice to Haves" for Lunch and Breakfast

1. Factors affecting meal counts such as class trips, weather, students out sick
2. Contribution to meal pattern for specified grade group(s) (if contribution to meal pattern is not included on the production record it must be documented and available for staff using some other system)
 - a. oz eq for meat/meat alternate & grains
 - b. cup equivalents (example: $\frac{1}{8}$, $\frac{3}{8}$, $\frac{1}{2}$) for vegetables and by subgroup for lunch only
 - c. cup equivalents for fruit (example: $\frac{1}{2}$, 1)
3. Offer versus Serve policy
4. Process 1, 2, 3 (per food safety plan chart) as job aid for staff
5. Heat temperatures and holding temperatures (if applicable)
6. Serving utensil & portion control instructions
7. Details about new menu items
8. Comments about menu/menu item acceptability
9. Changes to consider when/if repeated

On, Wisconsin! Menus - Summary

Menu Certification

We have included 6 cents certification workbooks for breakfast and lunch to reflect the full cycle of the *On, Wisconsin! Menus*. These workbooks are meant to serve as a model or a starting point for schools that are not certified. If you choose to implement this cycle menu and use one of its weeks for the menu certification process, you will need to make the appropriate changes to the workbooks to reflect your own program. Such changes include the planned number of servings for each item. **Workbooks that have not been customized to your school(s) are not adequate for certification.**

The workbooks have been completed without considering Offer vs. Serve. We anticipate that your program will have different numbers of planned servings from what is listed in the model workbooks. Furthermore, those numbers might vary between your different sites and age/grade groups.

Minimal condiment offerings are listed in the workbooks. Be sure to include all of the condiments that you offer in your program. We encourage limiting condiments in order to control calories and saturated fat in the menu.

Many fresh fruits are featured in the *On, Wisconsin! Menus*. The canned fruits on the menu are packed in juice, and the workbooks reflect this. If you offer different forms of fruit, the percentage of fruit with added sugar might require adjustment in the Simplified Nutrient Assessment.

In addition to the many resources available on our website, Public Health Nutritionists (PHNs) at the Wisconsin DPI provide training and technical assistance to help you with the menu certification process. If you need help getting started, or have questions when completing or uploading your workbooks, we encourage you to contact a PHN. Our current personnel directory is located at <http://dpi.wi.gov/school-nutrition/directory>.

On, Wisconsin! Menu - Summary

Recipe Resources

Healthier Kansas Recipes

http://www.kn-eat.org/snp/snp_menus/snp_resources_healthier_kansas_menus.htm

USDA Recipes for Schools

<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTEwMiZpc01ncj10cnVI>

Now We're Cooking

<http://www.health.state.mn.us/divs/hpcd/chp/cdrr/nutrition/greattrays/pdfs/NowCooking.pdf>

Willmar Public Schools, Minnesota (Baked Apples)

Sartell-St. Stephen Public Schools Minnesota (Berry Chicken Salad)

Minneapolis Public Schools (Greek Grilled Chicken Salad)

Minnesota – Wayzata Public School (Santa Fe Wrap)

Recipes for Healthy Kids

<https://healthymeals.nal.usda.gov/recipes-healthy-kids-cookbooks/recipes-healthy-kids-cookbooks-cookbook-schools>

Iowa Department of Education – Chef Cyndie Story

https://www.educateiowa.gov/sites/files/ed/documents/1213_np_tn_chefCyndie.pdf

USDA Food Fact Sheets

<http://www.fns.usda.gov/fdd/schfacts/default.htm>

C.H.E.F. Cookbook and Promising Practices: Maryland's 2009 Team Nutrition Grant

http://healthymeals.nal.usda.gov/hsmrs/Maryland/CHEF_Cookbook.pdf

USDA FNS Deluxe Refried Bean Dip

http://www.fns.usda.gov/fdd/facts/hhpfacts/New_HHPFacts/Beans/HHFS_BEANS_REFRIED_A093_Final.pdf

Iowa Gold Star Recipes

<https://www.educateiowa.gov/documents/iowa-gold-star-cycle-menus/2013/09/iowa-gold-star-cycle-menu-2013-0>

Michigan's School Day Just Got Healthier: Showcase of Chefs

<http://healthymeals.nal.usda.gov/hsmrs/Michigan/showcaseofchefs.pdf>

IowaFoodandFitness.org

<http://www.iowafoodandfitness.org/site/recipes.html>

TrayTalk

<http://www.traytalk.org/recipes/>

On, Wisconsin! Menus - Summary

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.