

### **Slide 1: Title Slide**

Hello, my name is Maggie Sanna and I am a Public Health Nutritionist with the School Nutrition Team at the Wisconsin Department of Public Instruction. This webcast demonstrates how to use the resources included in the *On, Wisconsin! Menus* in a step-by-step format and provides tips for implementation in your program.

### **Slide 2: What are the *On, Wisconsin! Menus*?**

The *On, Wisconsin! Menus* are breakfast and lunch cycle menus created specifically as a time-saving resource for schools in Wisconsin. The five-week lunch menu allows schools to decide whether they would like to offer one or two entrees to students. The three-week breakfast cycle menu works well for most service models including traditional, Grab & Go, and Breakfast in the Classroom. Both the breakfast and lunch menus are posted with comprehensive resources to ensure that schools have the tools they need to implement these exciting menu options.

### **Slide 3: Menu Advantages**

With the recent changes in nutrition standards and meal pattern requirements mandated by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), we at the DPI heard requests for a cycle menu from school nutrition professionals across the state. The *On, Wisconsin! Menus* were designed to demonstrate these standards in a fresh, new way that was practical for Wisconsin schools. Developed for use starting in SY 2013-2014, the menu can transition into future school years with minimal revisions. The *On, Wisconsin! Menus* were written to meet all of the regulations that will be implemented through SY 2016-2017, as they meet vegetable subgroup and Target 1 sodium requirements, provide 100% whole grain-rich grains, and offer 1 cup of fruit or vegetable at breakfast.

### **Slide 4: Menu Advantages**

The *On, Wisconsin! Menus* provide more than just peace of mind for meal pattern compliance. The full resource includes all of the weekly documents that are necessary for menu implementation. The menu includes 18 breakfast and 67 lunch recipes that are ready for standardization in your operation. Additionally, specific production records have been created for each day of the cycle and are ready for service staff to fill in their forecasting and preparation information. While the menu could be used without changes, we did create documents to help schools make adjustments to ensure the cycle is ideal for their operation and students. Are you thinking about making changes to the menu? Download the menu planning worksheets, weekly nutrient calculator, and 6-Cent workbooks to see how those changes will affect meal pattern compliance.

### **Slide 5: *On, Wisconsin! Menus* Website**

Because the *On, Wisconsin! Menus* have been created as a comprehensive resource, there is a lot of information available on the DPI's School Nutrition Team website. All of the resources that accompany the *On, Wisconsin! Menus*, including an invaluable "Getting Started" resource, can be found at [http://fns.dpi.wi.gov/fns\\_wicyclmenu](http://fns.dpi.wi.gov/fns_wicyclmenu). It will be very difficult to successfully implement this cycle menu without the information

included in the “Getting Started” document. Be sure to start your menu transition by reviewing this PDF located on the cycle menu’s home screen.

### **Slide 6: Meal Pattern Options Included**

The *On, Wisconsin! Menus* do include some variations in the planned lunch menu to accommodate the differences in meal pattern requirements for the four age/grade groups. After you’ve read the “Getting Started” resource, unlock the menu’s resources by selecting an age/grade group. Remember, it is not possible to implement a K-12 lunch menu without variations due to a lack of overlap in meal patterns. If your district provides meals to K-12 students, multiple age/grade groups *must* be selected for meal pattern compliance.

### **Slide 7: Select your Age/Grade Group:**

Let’s start by looking at the resources included for the K-5 menu as an example, but keep in mind that these resources are included and adapted for each age/grade group.

### **Slide 8: K-5 Menu Resources**

As you can see, the resources within each age/grade group are listed by week. We encourage you to consider each week independently, as several indicators of meal pattern compliance are measured weekly. The weekly resources include both a read and print only PDF file and an editable PowerPoint version of a monthly and weekly menu, as well as menu planning worksheets, production records, weekly nutrient calculators, and 6-Cent workbooks. Let’s look a little closer at what each of these resources has to offer.

### **Slide 9: Monthly Menu**

The PDF and PowerPoint document of the monthly and weekly menus are the same for all age/grade groups at lunch. Although the *On, Wisconsin! Menus* offer an optional second entrée, the monthly menu only details a single entrée daily. When customizing the menu, be sure to update the menu using the editable PowerPoint version.

### **Slide 10: Weekly Menu**

Are you choosing to implement our two-entrée option menu? You might want to consider using our detailed weekly menu, which clearly communicates what is offered with each entrée. The weekly menu can also be printed in a PDF file if no changes need to be made, or edited using PowerPoint.

### **Slide 11: Menu Planning Worksheet**

Each week within the cycle menu has an age/grade group-specific menu planning worksheet that can provide a quick snapshot of how meal pattern requirements are being met. This tool can provide useful insight for making appropriate substitutions to the menu. For instance, if you choose not to serve baked beans with Friday’s meal, you can see that at least 1/4 cup of vegetable needs to be substituted on that day and at least 3/8 cup of legumes needs to be substituted in the week. These menu planning worksheets can also serve as an example for completing menu planning worksheets for original menus.

**Slide 12: Production Records**

One of the most useful resources accompanying the *On, Wisconsin! Menus* is the production record templates. Production record templates have been created for each day of the cycle and bundled into weekly documents.

**Slide 13: Production Record Instructions**

Instructions for properly completing production records can be found on the last page of each weekly document.

**Slide 14: Production Records**

The production records have been uploaded with the menu item, planned portion size, and crediting information already completed. If any changes are made to the menu, be sure to update these columns on the production records as well.

**Slide 15: Production Records**

To complete the production records, just fill in the details specific to that site and the day you are serving the meal, such as total planned quantities, actual usage, and forecasted/actual meal counts.

**Slide 16: Weekly Nutrient Calculator**

The Healthy, Hunger-Free Kids Act of 2010 outlines nutrient specifications to limit calories, saturated fat, and sodium offered in the National School Lunch and School Breakfast Programs. Because it can be difficult to assess weekly compliance without purchasing nutrient analysis software, a Public Health Nutritionist at the DPI created a free Weekly Nutrient Calculator for school use. Blank versions of the calculator can be found at [http://fns.dpi.wi.gov/fns\\_menupln](http://fns.dpi.wi.gov/fns_menupln). The cycle menu resources include completed versions of the Weekly Nutrient Calculator for each of the five weeks at lunch and three weeks at breakfast. The intention of including the Weekly Nutrient Calculator is so that schools can quickly view the impact of a substitution to the planned menu on weekly calories, saturated fat, and sodium. Additionally, the Weekly Nutrient Calculator is the only document that provides information about planned products' sodium content for schools to compare to actual products used. As a reminder, the Target 1 for sodium guidelines will be implemented beginning in SY 2014-2015.

**Slide 17: Weekly Nutrient Calculator**

If you do choose to make substitutions to the cycle menu, be sure to verify that the week's menu is still meeting the nutrient specifications by checking the "Weekly" tab.

**Slide 18: 6-Cent Workbooks**

We have also provided 6-Cent workbooks to benefit both certified and uncertified SFAs. If the menu is being followed without changes, uncertified SFAs need only to customize the All Meals tab and adjust the planned number of servings in the Simplified Nutrient Assessment before being ready to upload their materials for certification. We have heard from many schools that the workbooks serve as a useful menu planning tool, and are even using them for this purpose outside of the certification process. Therefore,

certified schools might benefit from making changes in the completed workbooks to assess if substitutions are feasible as they customize the menus

### **Slide 19: 3-Week Breakfast Cycle**

All of the breakfast resources can be found by selecting the Breakfast button on the cycle menu's homepage. Because of the overlap in the breakfast meal patterns for all age/grade groups, only one breakfast menu was written, which follows the K-12 meal pattern. However, if schools desire more flexibility, they may adjust the menu using more specific age/grade groups.

### **Slide 20: Breakfast Workbooks**

We recognize that some schools desire to plan different breakfast menus or portion sizes for different age/grade groups. Because of this, menu certification workbooks have been created for each of the acceptable age/grade groups for breakfast. It is important to note that these workbooks are identical to the K-12 workbook and were only intended as assistance for schools adjusting the menu. If you do not alter the breakfast menu at all, it is recommended that you use the K-12 breakfast workbook for certification. Once more, you will need to personalize the All Meals tab and adjust the Simplified Nutrient Assessment to reflect your school's planned number of portions.

### **Slide 21: Recipe Booklets**

We have included two options for viewing and printing recipes. First, we have created PDF lunch and breakfast recipe booklets for easy viewing and scrolling. Because you are not able to edit these documents, they are not intended to be used for full menu implementation.

### **Slide 22: PDF Recipe Booklet**

Each recipe's name has been made into a hyperlink so you are able to quickly jump to recipes of interest.

### **Slide 23: PDF Recipe**

It is recommended that this document be used for preliminary menu planning only, as all recipes will need to be standardized and edited.

### **Slide 24: Link to DropBox Folder**

When you are ready to test and standardize recipes or if you would like to print an individual recipe, we recommend using our individual recipe documents stored in a DropBox folder.

### **Slide 25: Using DropBox**

DropBox is a third-party site that allows file storage and sharing. If you have your own DropBox account, you can transfer all of the documents included in the breakfast and lunch folders to your account by hitting the "Download" button and selecting the "Add to my DropbBox" option.

### **Slide 26: Using DropBox – Save as .zip File**

Additionally, you can select “Download as .zip” from the “Download” button when looking at the whole list. A .zip file creates a folder where all of the documents can be opened from your computer. This will only be useful if you are intending to download all of the documents.

### **Slide 27: Using DropBox - Downloading**

Finally, the last option to download the recipes from DropBox will be to download each desired recipe individually. You can do so by selecting the recipe you would like to download from the list. Then, click on the “Download” button and select “Direct download” when the recipe has been opened. This will allow you to open the recipe as a Microsoft Word document that will allow you to edit, save, and print your standardized version. It is recommended that these steps be completed with all of the recipes that have been selected for use in your kitchen.

### **Slide 28: How to Make A Substitution**

We have gone to great lengths to produce an appealing, healthy, and feasible menu for you to deliver to your students. However, you know your budget, sites, and students’ preferences better than anyone. Because of this, we anticipate that you will likely want to make an occasional substitution to increase the acceptability of the menu. There are a few things to remember when making a substitution. First, be sure to use the menu planning worksheets and 6-Cents workbooks to determine how these substitutions will affect meal pattern compliance. It is important to consider both daily and weekly compliance. Next, update the weekly nutrient calculator to ensure that nutrient specifications will continue to be met. Finally, update the production records and menu to communicate the actual planned menu to staff and students. If you like using the workbooks as a menu planning tool, you can update these too but this is not necessary unless you are planning to submit them for certification.

### **Slide 29: Now you have the tools...**

Now you have all the tools and it’s as easy as that! Almost. While the menu has been planned to accommodate all meal pattern requirements through SY 2016-2017, meal pattern compliance is only certain when the menu is implemented as planned.

Ultimately, you are responsible for ensure that meal pattern is being met. As you’re preparing for implementation, be sure to ask yourself:

- Do you have the production records printed for the correct age/grade group?
- Are you using the proper portioning utensil?
- Are you planning to offer the right number of items? For instance, how many French Toast Sticks should students of each age/grade group be receiving with each reimbursable meal?
- Do portion sizes vary based on age/grade group? Are K-8 students offered a half sandwich but 9-12 students offered a whole sandwich?
- Do you have the most recent Wisconsin state processed commodities in stock, or do you have some inventory left over from the previous year? We have noticed some changes in the crediting of state processed products that are affecting schools’ meal pattern compliance. In the SY 2013-2014, one serving of chicken nuggets provides 0.75 oz eq. of grains and one serving of mini corn dogs

provides 1 oz eq. of grains, which is a change from SY 2012-13 products. Planning these items without additional grains may not meet daily minimum requirements, depending on the age/grade group being served.

- Finally, have all substitutions been clearly documented and accounted for in the meal pattern?

Also, it will be important to check the website each school year for updates. The menu was written using USDA Foods from SY 2013-2014 and the will require updating if changes are made to the USDA Foods products in future.

### **Slide 30: If you need help...**

We are confident that you will be able to implement this menu smoothly, and you should be too! However, please feel free to contact us if you have any questions or concerns. We have created this document as a tool for you and are happy to help you in any way possible. If you would like assistance, please contact one of the Public Health Nutritionists contacts listed on the cycle menu's home page. While we are sometimes out of the office conducting administrative reviews, we will get back to you as soon as possible if you leave a message or send an e-mail. However, we do also encourage you to try contacting all of three of us, in order to get your question answered as quickly as possible. If you are unable to reach anyone and require timely assistance, please contact the School Nutrition Team's Operation Program Associate at 608-267-9228 for help reaching someone who is in the office.

### **Slide 31: Feedback is Welcome!**

As always, feedback is welcome! We want to hear from you! The *On, Wisconsin! Menus* were created from feedback that we received from school nutrition professionals like you. We are excited to hear what you liked about the menus or ideas for continued improvement. Please reach out with ideas or questions, as we're here as resource for you. Do you have a success story of implementing these menus that could be shared to encourage other schools? Let us know!

### **Slide 32: Non-Discrimination Statement**

Thank you for viewing this training on the *On, Wisconsin! Menus*. We hope they provide you with useful resources and inspiration for making positive changes in your school nutrition programs.