Instructions for the VT Seasonal Cycle Menu Planning and Production Record Tool

How the Tool Works

The VT Seasonal Cycle Menu Planning and Production Record Tool contain formulas to evaluate whether the daily and weekly requirements for all meal components are met. The Menu Planning and Production Record Tool is designed to assist with menu planning and will generate a production sheet from the information entered during menu planning. Look at the tabs at the bottom of the page. There is a 'Weekly Menus' tab where you will enter all items planned for the week. Next there are tabs leading to a Menu Planning Tool for each grade group. The correct grade group must be used since the minimum and maximum amounts vary. Until adequate amounts for each component are entered, "No" will appear in the 'Meets Daily Requirements,' or 'Meets Weekly Requirements,' rows. The tool does not evaluate whether the nutrient standards for calories, sodium, and saturated fat are met, and cannot evaluate whether the serving size information entered by the user is correct. The calculations are made based on information entered by the user. If incorrect information is entered, the results will not be accurate.

In the VT Seasonal Cycle Menus Toolkit this Menu Planning and Production Record Tool is all prepopulated with seasonal menu ideas. This document provides insight on how the tool works so that the user may make changes and customize the menu to fit their school's needs.

Please read these instructions in their entirety before trying to edit the Menu Planning and Production Record Tool as each tab is connected to, and prepopulates cells in, the previous tab through formulas which are already in place.

Using the Tool

1. **Enter the Menu**

    a) Click on the 'Weekly Menus' tab. At the top of the page enter the date range this menu is being prepared for in the space next to, "Menu for the Week of:".

    b) Under each day of the week, enter all lunch menu items that are planned for that week, including milk and condiments. You may want to enter both the food item and recipe/product number in the spaces.

2. **Evaluate Menus/Use the Menu Planning Tool**

    a) Click on the tab for the appropriate grade group at the bottom of the page ('K-8 (combined)', or '9-12').

b) Information entered in the previous tab will populate the "Week of:" and the "Menu Item" field in the appropriate day on the Menu Planning Tool pages.

c) Starting with Monday, enter the serving size/utensil for each of the menu items. Use fractions in these columns for serving sizes.

d) Next, enter the component contributions for each menu item under the appropriate component headings. In these cells, use decimals.

For example, if serving a hamburger on a bun that credits for 2 M/MA and 1.5 G/B, enter 2 under the M/MA column and 1.5 under the G/B column across from that menu item.

e) For vegetables, enter the amount that menu item contributes to each vegetable subgroup. The "Total Veg" column will calculate based on the amounts entered for each subgroup.

f) As components are entered, the tool evaluates whether the daily requirements are being met. In the "Meets Daily Requirements" row, under each component column, a "No" will appear if the daily requirements have not been met. This will change to a "Yes" once the requirements for that component have been met.

g) Repeat steps c-f for the rest of the days in the week.

h) The Tool adds up the weekly totals as information is entered each day and will evaluate whether the weekly requirements have been met. At the bottom of the page, in the "Meets Weekly Requirements" row, under each component column, a "No" will appear if the weekly requirements have not been met. This will change to a "Yes" once the requirements for that component have been met.

i) If there are multiple grade groups in your school, repeat steps a-h for each grade group being served.

3. Generate Production Records

a) Click on the tab for the appropriate grade group: 'K-8 (combined) Prod Rec', or '9-12 Prod Rec'.

b) Menu Items, Serving Size/Utensil, Component Contributions, Daily Lunch Component Totals, and Weekly Lunch Component Totals are all populated from previously entered information.

c) At the top of each Production Record, fill in any additional information available prior to production including:

- Date

- Preparation Site

- Does the school participate in offer vs. serve (OVS)? If so, for which grades?

- Are free seconds available?

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- How many meals are planned for this age/grade group?

- HACCP Process # for each of the menu items planned.

d) Additional notes to production staff may also be entered on the right-hand side of the production record.

e) Production records are now ready to print. The Tool is set up to print one day's production record per page. This form should be placed in the kitchen to inform production staff which items to prepare, how much to prepare, and the amounts of components each item contributes.

f) Production staff should then fill in the Temperatures, Amount Prepared, Amount Leftover, Production Notes, and Meals Served columns while preparing the meal and during service.

g) After service, the production records should be kept on file for 3 years including the current year.

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