IDOE Checklist of Materials for NSMP SMI Nutrient Analysis

IMPORTANT: Call your Field Consultant regarding any questions

Include this checklist with your SMI materials

School/Corporation Name: _____ **Agreement #:** _____

Contact Person: _____ **Date of Visit:** _____

Address: _____ **Phone:** _____

√ **Menus** (Include a copy of your menu with the SMI materials.)

- ☐ Select a 5-day week of menus previously served (7-day week for a RCCI)
- ☐ Include all choices on the menus and any changes or substitutions made

√ **Nutrient Standard Menu Planning (NSMP) Documentation**

- ☐ Nutrient Analysis Spreadsheets
- ☐ Weighted or Simple Averaging _____
- ☐ Software Used _____
- ☐ Age/Grade Grouping Used _____

√ **Daily Production Records** (If menus are centrally analyzed, please provide production records for those schools with the same age/grade groups that also use the same central menu.)

Please include the following information on each production record:

- ☐ Site name, meal date, and menu type (breakfast/lunch)
- ☐ Indicate whether Offer vs. Serve is implemented
- ☐ Serving sizes for each age/grade group
- ☐ All planned menu items, including milk, desserts, and condiments
- ☐ Form (i.e., canned, frozen, raw, cooked, etc.), pack size (size of can, amount used, etc.), and pack medium (canned in light syrup or juice, etc.)
- ☐ Planned/Projected number of servings
- ☐ Total number of servings prepared
- ☐ Leftovers
- ☐ Total amount of food prepared
- ☐ Actual # of student reimbursable meals and adult meals served
- ☐ Note if a recipe was used

☐ **Estimate amount and types of milk taken (Please indicate below and percentages should add up to 100%.)**

			Other (please specify)
Fat-free White_____%	Fat-free Chocolate_____%	Fat-free Strawberry_____%	_____%
1% White_____%	1% Chocolate_____%	1% Strawberry_____%	_____%

√ **Standardized Recipes** (Recipes should be included for any menu item that contains more than one ingredient, i.e., peanut butter sandwich, chicken and noodles, turkey wrap, corn with butter and salt, broccoli with cheese, etc.)

- ☐ All ingredients
- ☐ Weight and/or volume of each ingredient
- ☐ Serving size
- ☐ Number of servings made by recipe
- ☐ If using a USDA recipe, include recipe name, number, and use of alternate or optional ingredients

√ **Nutrition Fact Labels/Nutrition Fact Sheets and Child Nutrition (CN) Labels for processed food items**

- ☐ Include a Nutrition Facts Label (from product packaging) or Nutrition Fact Sheet (from manufacturer) (i.e., chicken nuggets, bread, hot dogs, canned fruit, chips, sliced/shredded cheese, canned vegetables, taco meat, pizza, etc.)
  Examples of fact labels we would not need: USDA Foods, flour, salt, spices, milk, sugar, fresh fruits and vegetables
- ☐ Include copies of CN labels or the CN crediting information listed on the Nutrition Fact Sheet from the manufacturer

√ **Other documents to have for IDOE Field Consultant at the time of the SMI Site Review**

- ☐ Wellness Policy (provide a copy to the field consultant during site visit)
- ☐ Civil Rights Training Documentation (provide a printed copy of the quiz score & staff training attendance to field consultant during site visit) (Civil Rights Training is to be conducted annually)
- ☐ Health Inspection Reports (have available)
- ☐ HACCP Plan (Food Safety) (have available)
- ☐ Free and Reduced Application (have available)

_____ _____

SNP Consultant Date School Official Date