

Nutrient Analysis Process Tip Sheet

1. Click [here](#) to make sure that your nutrient analysis software is approved by USDA. (Helpful Hint: The IDOE has provided PrimeroEdge free of charge for all NSLP sponsors in the state of Indiana. Check it out [here](#). Sponsors should contact PrimeroEdge when they want to change the serving size of a current ingredient and/or find issues with crediting or any ingredients within the PrimeroEdge database. Click [here](#) to review the customer service guide for additional guidance and support.)
2. Ensure that the correct grade grouping and meal type (breakfast or lunch) are selected for the menu you intend to analyze.
 - A school serving 6-12 graders plans a different lunch menu for each grade group. Two weighted nutrient analysis must be completed for lunch: a 6-8th grade analysis and a 9-12th grade analysis to ensure each menu meets the dietary specifications.
3. Gather nutrient information from all of the ingredients/products served to confirm calories, saturated fat, and sodium are correct. It is recommended by IDOE to compare the items you serve with the items in your nutrient analysis at least twice per school year.
 - If inputting all of the nutrient information on your own, make sure to log the actual products you purchase and use. Using the standard products in your software may not result in an accurate nutrient analysis. (Helpful Hint: If using Primero Edge, you can send all product labels to them and the information will be entered for you!)
 - If you are not sure about fresh fruits and vegetables, please consult the [Food Buying Guide](#) for proper serving size before determining calories.
 - Also be aware that if a nutrition fact sheet says a serving size of “4 oz” it is probably referring to weight and not volume (1/2 cup).
4. In order to ensure that the nutrient analysis reflects what is offered, all schools must use standardized recipes. Standardized recipes are those that have been tried and tested, found to be acceptable to students, have the same ingredients and method of preparation, and provide a consistent yield. Any item that is prepared with multiple ingredients must have a standardized recipe to ensure consistency.
5. Begin to enter your weekly menu. Be sure to include all reimbursable meal items offered and prepared for the week, along with condiments and “extra” items.
 - Do not include a la carte-only items in your nutrient analysis.
6. You will need to use your completed weekly production records to ensure you have correctly tracked the offered menu. This includes adding any leftover items served as part of a reimbursable meal to the days they are offered, as these items can alter your nutrient analysis.
 - If you serve multiple grade groupings in one building or production kitchen, your production records will need to distinguish between the amounts of food served to each of the grade groupings. If you are unsure how to do this, please contact your field consultant for further guidance.
 - Your production records must contain all of the required information:
 1. Number of reimbursable meals planned, offered, and actually served
 2. All menu items (or food items) planned, offered, and served for reimbursable meals including milk type(s) and condiments/accompaniments
 3. Portion or serving sizes for each age/grade group
 4. Recipes used (note if USDA recipe or local recipe)
 5. Brand names, CN label numbers (if desired), and identification numbers of commercially prepared food products
 6. Total amounts of foods planned, offered, and actually selected/served

7. Documentation of a la carte, adult, and/or other non-reimbursable meals, including number of portions for each of these food items
8. Documentation of substitutions and/or leftovers used
7. Enter the number of portions offered for each item. A weighted nutrient analysis is necessary for all sponsors utilizing offer versus serve or choices.
 - **To conduct a weighted nutrient analysis, the reviewer must enter the following items:**
 1. Total number of offered reimbursable meals for each day of the weekly menu by grade grouping (Example: K-5, 6-8, 9-12)
 - a. This would be the number of reimbursable meals claimed for the day.
 2. Portion size(s) for each menu item and condiment/accompaniment for each grade grouping.
 - a. If you offer self-serve condiment stations, you will need to average the amount of each condiment taken over the course of a day. For more information on how to do this, contact your field consultant.
 3. Projected number of servings for each portion size of each menu item that will be part of the day's reimbursable meal, including milk and condiments and/or accompaniments, excluding a la carte only and adult servings.
 - a. This will be the number of planned servings.
 - i. It is ok if you serve around 250 meals per day, but only plan 50 servings of a certain menu item i.e. refried beans. As long as you are offering the vegetable subgroups weekly in the required serving sizes and they are available the entire meal period, you are meeting the meal pattern. For example, you have planned 50 servings of refried beans and you have 10 servings left over, you have fulfilled the requirement to offer the bean/pea/legume subgroup even if your students have not chosen that item.
8. Once all items are entered into the analysis and the number of servings is correct, you can generate the report.
 - Calories, saturated fat, and sodium are weekly averages. This means that it is ok to be a little over one day and a little under another as long as the weekly average balances within the defined limits.