TABLE OF CONTENTS

Agenda 2

PRESENTATIONS

Seamless Summer Option (SSO) Training Power Point Slides 3

Summer Food Service Program (SFSP) Training Power Point Slides 10

Menu Creativity in the New Meal Pattern – Chef Garrett Berdan 16

Flavor Profiles of Ethnic Cuisines 68

Pineapple Jalapeno Slaw Recipe 69

Financial Stability – Walter Campbell (Food Service Director, Charleston County School District) 70

Marketing Your Program – Jean Ronnei (Food Service Director, Saint Paul Public Schools) 104

Boost Your Program with Breakfast – Walter Campbell 137

Product info for Breakfast in the Classroom coolers 162

Farm to School – Jed Christensen 164

Menu Change Process – Jean Ronnei 165

Saint Paul Public Schools September 2012 Menus 191

Right Produce at the Right Price – Carla Vogal (Muir Copper Canyon) 197

Transformational Leadership – Jana Cruz (Food Service Director, Jordan School District) 221

Leadership quotes worth remembering 241

Department of Defense (DoD) Fresh Fruit and Vegetable Program 244

DoD Abbreviated Instructions 299

FFAVORS FAQs and Tips 308

Leadership and Communication in the Kitchen – Matt Townsend 331

HANDOUTS

Eligibility Manual Updates 362

NSLP Bulletins by Topic 365

Getting Started on the After School Snack Program (ASSP) 367

Things You Should Know About the At-Risk After School Meals Program 368

Menu Planning Evaluation Form 369

Cafeteria/Atmosphere Evaluation Form 372

Dairy Council Smoothie Recipe 375

Winter Conference 2013 Q&As 377

Winter Conference 2013 Agenda
Fueling the Future: Making School Lunches Out of this World!

Tuesday, January 29, 2013			
10:30 am-11:00 am	Summer Registration		
11:00 am - 11:30 am	SSO Training - Boardroom	Regular SFSP - Main Room	
11:00 am -12:00 pm	Registration		
12:00 pm - 1:30 pm	Welcome/ Business Meeting		
1:30 pm - 3:00 pm	Menu Creativity in the New Meal Pattern -- Chef Garrett Berdan		
3:00 pm - 3:30 pm	**Beverage Break** - Set up for Sharing Session		
3:30 pm - 4:30 pm	Sharing Session: Change Tastes Good		
Wednesday, January 30, 2013			
7:00 am - 7:30 am	Registration		
7:30 am - 8:00 am	**Continental Breakfast (Provided)**		
8:00 am - 8:15 am	Welcome		
8:15 am - 9:30 am	Financial Stability -- Walter Campbell, Director of Nutrition and Food Service, Charleston County School District		
9:30 am - 9:45 am	**Snack Break (Provided)**		
9:45 am - 11:00 am	Marketing Your Program -- Jean Ronnei, SNS, Director of Nutrition and Custodial Services, Saint Paul Public Schools		
11:00 am - 11:45 am	**Lunch (Provided)**		
	Track 1-Grand/Zions (60)	**Track 2-Bryce Canyon (60)**	**Track 3-Boardroom (20)**
11:45 am - 12:45 pm	Boost Your Program with Breakfast--Walter Campbell	Farm to School--Jed Christensen, Marketing and Development Director, UT Dept. of Ag.	USOE / 6 Cent Assistance
12:55 pm - 1:55 pm	Menu Change Process--Jean Ronnei	Right Produce at the Right Price--Muir Copper Canyon/Carla Vogl	USOE / 6 Cent Assistance
2:05 pm - 3:05 pm	Transitional Leadership--Jana Cruz, Nutrition Services Director, Jordan School District	DoD Fresh Fruit and Vegetable Program--Barbie Faust, USDA Foods Specialist, USOE	USOE / 6 Cent Assistance
3:05 pm - 3:20 pm	**Smoothie Break (Sponsored by Utah Dairy Council)**		
3:20 pm - 4:00 pm	District Networking	Charter School Networking	RCCI Networking
7:00 pm - 8:00 pm	**BINGO! (With great prizes!)**		
Thursday, January 31, 2013			
7:30 am to 8:00 am	**Breakfast (Provided)**		
8:00 am - 8:15 am	Welcome		
8:15 am - 9:30 am	Panel Discussion--The New Meal Pattern and More		
9:30 am - 10:00 am	**Break/ Checkout**		
10:00 am - 10:30 am	What we learned and what we'll do with it!		
10:30 am - 12:00 am	Leadership and Communication in the Kitchen- Matt Townsend, Communication and Relationship Expert		
12:00 PM	Conference Adjourned		

Seamless Summer Option (SSO)

Update 2013

Why Are You a Sponsor?

Advantages of the SSO…

- ✓ Combats food insecurity.
- ✓ Year round employment.
- ✓ Additional federal dollars.
- ✓ Image and consistency of message.
- ✓ Volunteer opportunities.
- ✓ Involvement with community agencies and other partners.

Calendar / Action Items

- ✓ Letter of Intent Due Feb 5th.
- ✓ Deadline for updating CNPweb April 30th.
- ✓ Media release optional, but recommended.
- ✓ Conduct site monitoring at least once during operation.

Reminder: Split program years on CNPweb.

Program Changes / Additions

- ✓ HHFKA
- ✓ 6 Cent
- ✓ Reviews/Update to CNPweb (CAP edit check).
- ✓ SFSP vs. SSO calculator
- ✓ Geographical Map Overlay

http://schools.utah.gov/cnp/National-School-Lunch-Program/Conferences-and-Meetings/Winter-Conference-Map.aspx

Recent Bulletins

- 14-12 Determining Area Eligibility Based on School Data
- 15-12, 17-12 Summer Feeding Options (revised)
- 16-12 SFSP Q and A

Are you getting the most out of your programs?

- ✓ Volunteers
- ✓ Partnerships
- ✓ Community Events
- ✓ Marketing / Outreach Tool Kit
  - *USOE 2009 Toolkit*
  - *USDA*

*www.**summerfood**.usda.gov/library/toolkit.pdf*

Summer Food Service Program (SFSP)

Update 2013

Calendar / Action Items

- ✓ Letter of Intent Due Feb 5th.
- ✓ Deadline for updating CNPweb April 30th.
- ✓ Media release.
- ✓ Training (Online Quiz)
- ✓ Health Department (we take care of that for you).
- ✓ Conduct site monitoring
  - ✓ Once in the first week
  - ✓ A second time in the first four weeks

Reminder: Split program years on CNPweb.

Program Changes / Additions

- ✓ Meal pattern
  - ✓ CACFP OR
  - ✓ NSLP
- ✓ Reviews/Update to CNPweb (CAP edit check).
- ✓ SFSP vs. SFSPcalculator
- ✓ Geographical Map Overlay

http://schools.utah.gov/cnp/National-School-Lunch-Program/Conferences-and-Meetings/Winter-Conference-Map.aspx

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  - *USOE 2009 Toolkit*
  - *USDA*

*www.**summerfood**.usda.gov/library/toolkit.pdf*

Culinary Strategies for the New USDA Meal Pattern

Chef Garrett Berdan, RD, LD

Today's Menu

- Review of meal pattern
- Recipe case studies
- 5 culinary strategies
- New ideas for school meals

New USDA Meal Pattern

Challenging New Requirements

- Calorie ranges
- Sodium reduction
- Increase whole grains
- Limits on grains, meat/meat alternate (temporarily lifted)
- Vegetable sub group requirements

Reimbursable Meal

- Must offer (Lunch)
  - Meat/Meat Alternate
  - Grain
  - Fruit
  - Vegetable
  - Milk
- Must select 4 of the 5 components

Source: http://www.fns.usda.gov/cnd/governance/legislation/LAC_03-06-12.pdf

	Breakfast Meal Pattern			Lunch Meal Pattern		
Grade groups	K-5	6-8	9-12	K-5	6-8	9-12
Meal Pattern	Weekly requirements (daily minimums)					
Fruit (cups)	5 (1)	5 (1)	5 (1)	2.5 (0.5)	2.5 (0.5)	5 (1)
Vegetables (cups)	0	0	0	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark green	0	0	0	0.5	0.5	0.5
Red/Orange	0	0	0	0.75	0.75	1.25
Legumes	0	0	0	0.5	0.5	0.5
Starchy	0	0	0	0.5	0.5	0.5
Other	0	0	0	0.5	0.5	0.75
Additional vegetable to reach total	0	0	0	1	1	1.5
Grains (ounces)	7-10 (1)	8-10 (1)	9-10 (1)	8-9 (1)	8-10 (1)	10-12 (1)
Meat/Meat alternates (ounces)	0	0	0	8-10 (1)	9-10 (1)	10-12 (2)
Milk (cups)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other specifications: Daily amount based on the average for a 5-day week						
Calorie range (kcal)	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories)	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg)	≤430	≤470	≤500	≤640	≤710	≤740
Trans fat	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

Source: http://www.fns.usda.gov/cnd/governance/legislation/FinalRulePresentation2-2012.pdf

Vegetable Subgroups

	Examples	Grades K-5	Grades 6-8	Grades 9-12
Total Servings (cups)		3.75 (0.75)	3.75 (0.75)	5 (1)
Dark green	Romaine lettuce, spinach, broccoli, kale, bok choy, collard greens	0.5	0.5	0.5
Red/Orange	Carrots, sweet potato, winter squash, red bell pepper, tomatoes	0.75	0.75	1.25
Legumes	Dry beans (kidney beans, pinto beans, black beans, garbanzo beans), dry peas, lentils	0.5	0.5	0.5
Starchy	Corn, potatoes, green peas, lima beans	0.5	0.5	0.5
Other	Green beans, cucumber, celery, onion, zucchini, green bell pepper, iceberg lettuce, mushroom	0.5	0.5	0.75
Additional vegetable to reach total	Any of the vegetable subgroups	1	1	1.5

Source: http://www.fns.usda.gov/cnd/governance/legislation/FinalRulePresentation2-2012.pdf

Whole Grains Requirements

- 2013/14
  - At least half of grains served must be whole grain rich.
- 2014/15
  - All grains served must be whole grain rich.

Whole Grain-Rich Criteria

- Foods that contain 100% whole grain
- Foods that contain 50% whole grain flour and 50% enriched flour

Source: http://wholegrainscouncil.org/files/SP30-2012os_FNSApril30.pdf

Sodium Reductions

Age/grade group	Current average (mg)	2014/15	2017/18	2022/23	% Change (current to final target)
K-5	1377	</= 1230	</= 935	</= 640	-54%
6-8	1520	</= 1360	</= 1035	</= 710	-53%
9-12	1588	</= 1420	</= 1080	</= 740	-53%

Source: http://www.fns.usda.gov/cnd/governance/legislation/FinalRulePresentation2-2012.pdf

Recipe case study

- Turkey and Dumplings
  - Dumpling recipe was altered to make them whole grain-rich.
  - Resulted in a product that was too "bready", didn't have a light texture

020081 WHEAT FLR,WHITE,ALL-PURPOSE,ENR,BLEACHED...	1 lb + 14 ozs
050401 FLOUR, WHOLE WHEAT.....	2 lbs + 8 ozs
018369 LEAVENING AGENTS,BAKING PDR,DOUBLE-ACTIN.....	5 5/8 ozs
002047 SALT,TABLE.....	1 1/8 ozs
001123 EGG,WHOLE,RAW,FRESH.....	1 lb + 2/3 oz
902726 Milk - Skim MG gal.....	3 qts + 1/2 cup
002034 POULTRY SEASONING.....	1 Tbsp + 2 tsp

Source: Edith Bowen Lab School

Recipe case study

- Biscuits
  - Ingredients listed below
  - Whole grain-rich?

Ingredients	Measures
020081 WHEAT FLR,WHITE,ALL-PURPOSE,ENR,BLEACHED...	2 lbs + 6 3/8 ozs
020080 WHEAT FLOUR,WHOLE-GRAIN.....	2 lbs + 9 5/8 ozs
900090 Sugar - Granulated.....	3 ozs
018369 LEAVENING AGENTS,BAKING PDR,DOUBLE-ACTIN.....	5 ozs
002047 SALT,TABLE.....	2 Tbsp
900118 Margarine - Glenview Farms.....	1 lb + 4 ozs
900129 Milk - Skim COW gal.....	2 1/8 quart

Source: Edith Bowen Lab School

Recipe case study

- Turkey Pot Pie
  - District has discussed possibility of baking a grain product separately to place on top of filling
  - Original crust ingredients below
  - What can be done to make this whole grain?
  - What could be prepared separately and served with the filling?

Ingredients	Measures
020081 WHEAT FLR,WHITE,ALL-PURPOSE,ENR,BLEACHED...	5 lbs
002047 SALT,TABLE.....	1 Tbsp + 3/4 tsp
900118 Margarine - Glenview Farms.....	2 lbs + 12 1/2 ozs
075010 WATER,COLD.....	2 1/2 cups

Source: Edith Bowen Lab School

5 Culinary Strategies for School Menus

Facing the menu challenges, these strategies can help.

1. Color and Contrast
2. Texture
3. Flavor Profiles
4. Flavor Development
5. Dining Trends

1. Color and Contrast

- We eat first with our eyes
- Individual servings and presentation on the service line
  - Menu main items with contrasting sides
  - Use appropriate garniture
  - Use appropriate service ware

PROCESSORS CO.
CUT

Texture

- A meal with a variety of textures enhances satiety
- Creamy and crunchy yogurt parfait
- Crisp and crunchy salad with croutons
- Tender crisp vegetables, tender chicken, soft rice
- Crisp roasted potatoes with soft centers

Roasted
Potatoes

Flavor Profiles

- What is flavor profile?
- Ethnic cuisine
- Regional cuisine
- Flavor profiles in schools

Flavor Profiles Quiz

	Lime, chili (fresh and dried), cilantro, Mexican oregano, cumin, chocolate, tomato, garlic, onion
	Yellow curry powder, caraway, coriander, cardamom, ginger, mustard seed, cumin, turmeric, garlic, coconut
	Soy sauce, ginger, garlic, green onions, sesame oil

Flavor Profiles Quiz

Mexico	Lime, chili (fresh and dried), cilantro, Mexican oregano, cumin, chocolate, tomato, garlic, onion
India	Yellow curry powder, caraway, coriander, cardamom, ginger, mustard seed, cumin, turmeric, garlic, coconut
China	Soy sauce, ginger, garlic, green onions, sesame oil

Mexico	Lime, chili (fresh and dried), cilantro, Mexican oregano, cumin, chocolate, tomato, garlic, onion
India	Yellow curry powder, caraway, coriander, cardamom, ginger, mustard seed, cumin, turmeric, garlic, coconut
Morocco	Olive oil, lemon, preserved lemon, chili (fresh and dried), garlic, cumin, coriander, cardamom, cinnamon, cloves, caraway, pepper, turmeric, saffron, paprika, mint, cilantro, parsley
Greece	Lemon, parsley, oregano, cinnamon, olive oil, olives
Southern Italy	Olive oil, tomato, garlic, basil, oregano, chili flakes
Spain	Olive oil, tomato, garlic, saffron, paprika, smoked paprika, wine vinegar
Southern France	Olive oil, tomato, garlic, saffron, mixed herbs, wine vinegar
France	Wine, herbs, wine vinegar, garlic, onion, carrots, celery, leeks
Middle East	Lemon, olive oil, parsley, cinnamon, cumin, tomato, garlic
China	Soy sauce, ginger, garlic, green onions, sesame oil
Vietnam	Fish sauce, lime, chili (fresh and dried), cilantro, mint, basil, star anise, shallot, garlic
Thailand	Fish sauce, shrimp paste, ginger, galangal, cilantro, chili (fresh and dried), kaffir lime, shallot, garlic, coconut
Japan	Soy sauce, mirin, ginger, wasabi, sesame oil, sesame seeds, rice vinegar, green onion, miso

USDA Foods in Many Flavor Profiles

- Apply appropriate flavor profiles to many USDA foods
  - Diced Chicken ---- Curry Chicken Salad
  - Fajita Chicken ---- Red Chili Chicken Soft Tacos
  - Black and Pinto Beans ---- Burrito Bowls, Bean and Corn Salad
  - Spaghetti ---- Sesame Noodle Salad

Enjoy

Quinoa w/
Black Beans and Cilantro
(Quinoa... Keen-wa)

Flavor Development

- Seasoning without salt
- Taste balance
- Cooking techniques

Seasoning without Salt

- Ingredients that add flavor without adding salt
  - Fresh herbs
  - Dry herbs
  - Spices

Taste Balance

- 5 basic tastes
  - Sweet, Sour, Salty, Bitter, Umami

- Balance flavor with salt only when needed.
- Try using sweet and/or sour ingredients
  - Sweet
    - Sugar or honey (only if necessary)
    - Dried fruit
    - Fresh, canned or frozen fruit
    - Fruit juice (juice from canned fruit)
  - Sour
    - Lemon, lime or orange juice
    - Vinegars- white, red wine, white wine, unseasoned rice wine

Flavor Development Cooking Techniques

- Bake
- Roast
- Sauté
- Stir-fry
- Grill

How do these techniques develop flavor?

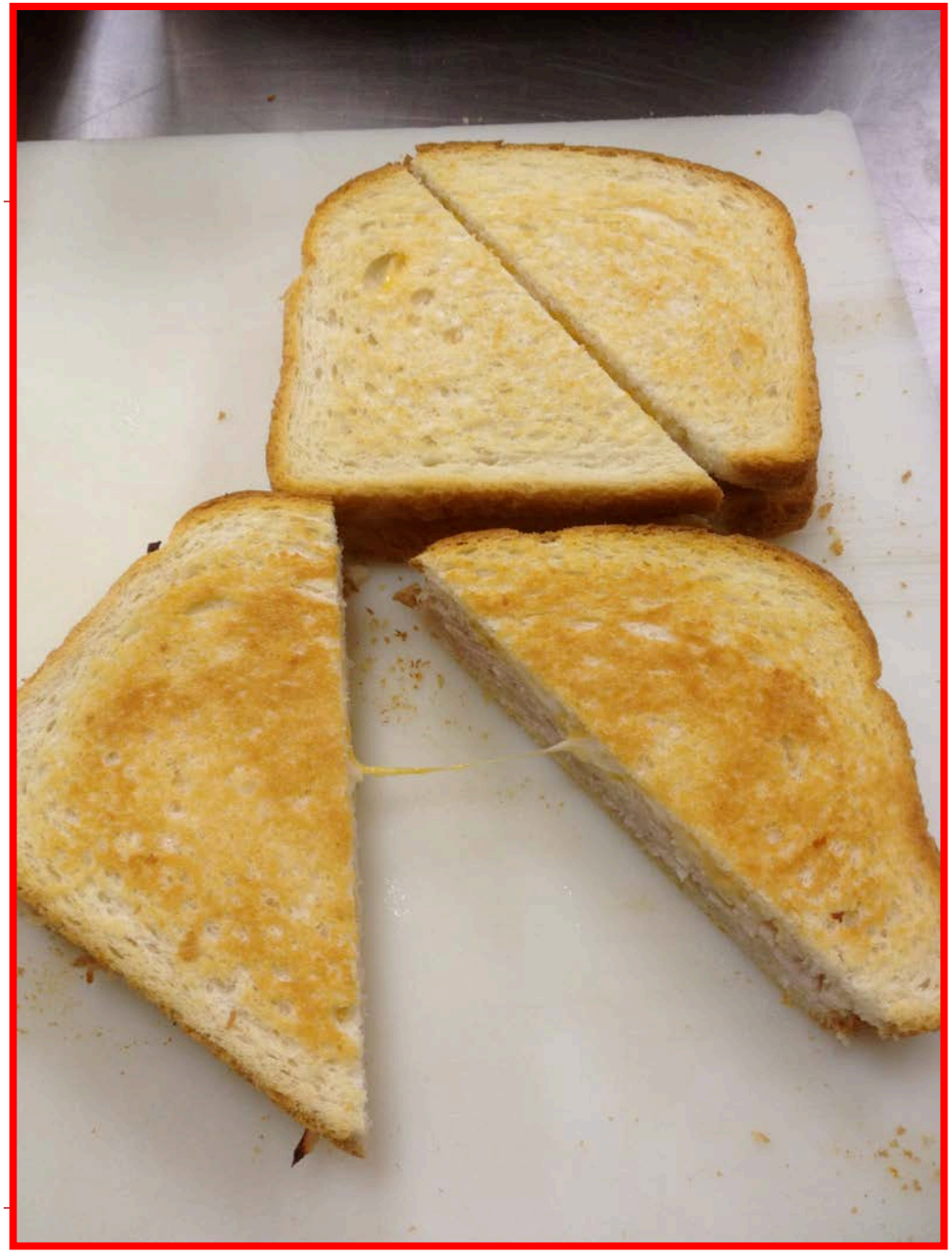
Source: http://www.nfsmi.org/ResourceOverview.aspx?ID=287

NFSMI- Culinary Techniques for Healthy School Meals

Source: http://www.nfsmi.org/ResourceOverview.aspx?ID=266

Grilled Cheese

- Double pan method



Trends

- Grab-and-go
- Cafeteria concepts
- Bowls
- Casual dining menu trends

Grab-and-Go Meals

Grab-and-Go Meals

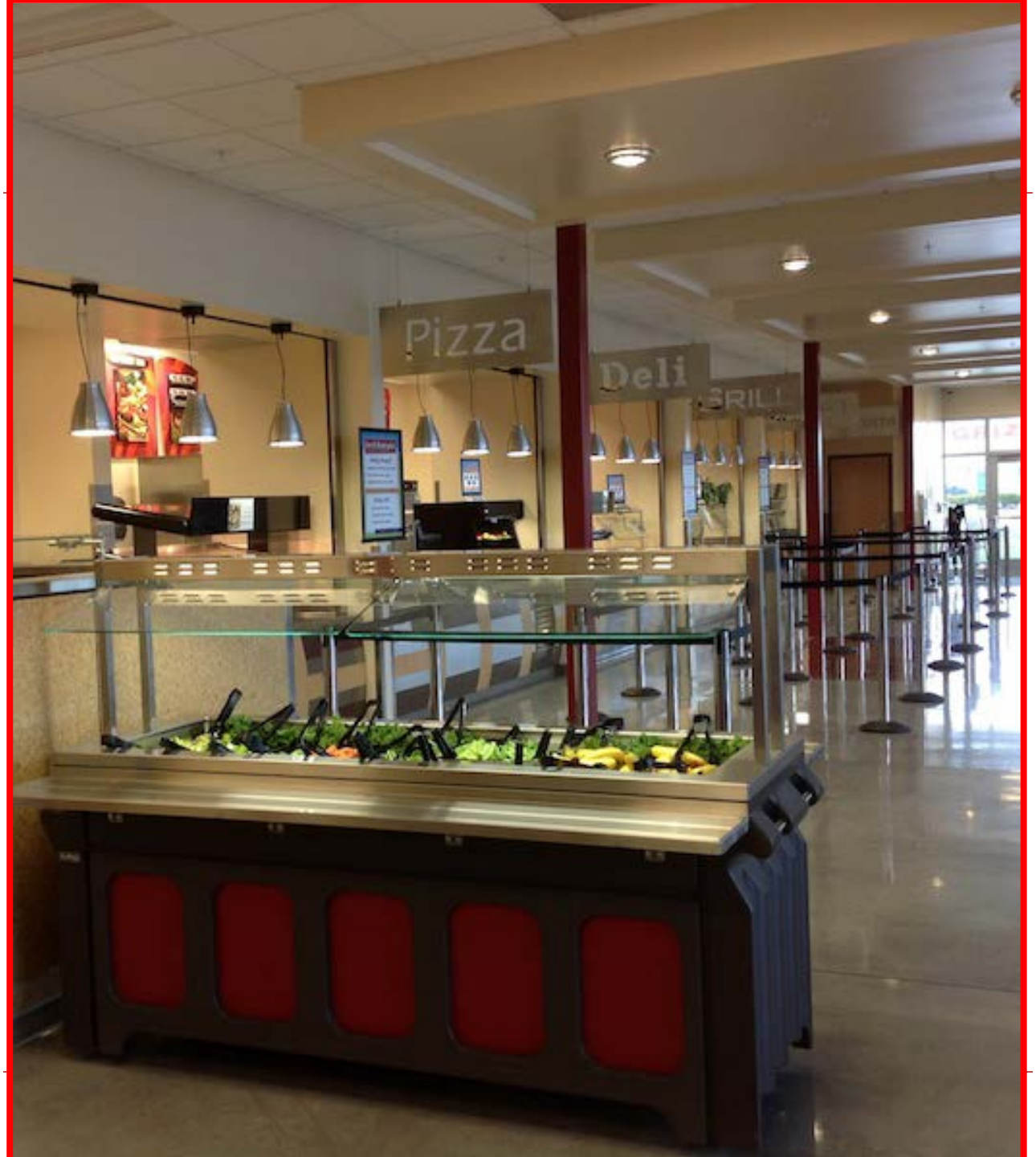
- Yogurt and berry parfait (yogurt, berries, granola)
- Hummus plate (pita bread, veggies, hummus)
- Entrée Salad
  - Mixed greens, veggie sub groups, meat/meat alt, grain, legume
    - Southwest Chicken Salad
    - Mandarin Chicken Salad
    - Greek Salad
- Lunch Packs
  - Protein pack- egg, cheese, peanut butter, flat bread, fruit
  - Picnic pack- fruit, veggie, dip, grain, sliced meat or cheese

Hidden Valley
THE ORIGINAL
Ranch

Goldfish
BAKED
SNACK CRACKERS

Cafeteria Concepts

- Cindi Hiatt-Henry, McMinnville Schools, Oregon
  - New high school cafeteria
  - Concepts represent national food trends
  - Culinary themes
    - Grill
    - Deli Bar
    - Pizza
    - Du Jour


Pizza
Deli

Bowls

- Bowls can easily hold 3 meal components (plus a sauce)
  - Rice
  - Pasta or noodles
  - Steamed vegetables
  - Whole beans
  - Meat/meat alternate
- Mashed Potato Bowl (Portland, OR)
- Teriyaki Rice Bowl, Broccoli Beef Bowl
- Burrito Bowl
- Sesame Noodle Bowl

Bowls

- Bowl Sauces
  - Salsa
  - Chili
  - Green chili
  - Sesame ginger
  - Sweet chili
  - Peanut sauce
  - Marinara
  - Cheese sauce
  - Gravy

National Restaurant Association Trends

- Top 10 Trends for 2013

1. Locally sourced meats and seafood
2. Locally grown produce
3. Healthful kids meals
4. Environmental sustainability
5. Children's nutrition
6. New cuts of meat
7. Hyper-local sourcing
8. Gluten free cuisine
9. Sustainable seafood
10. Whole grain items in kids meals

Source: http://www.restaurant.org/News-Research/Research/What-s-Hot

National Restaurant Association Trends

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Source: http://www.restaurant.org/News-Research/Research/What-s-Hot

Casual Dining Trends in Schools

- Wraps
  - Southwest Chicken Wrap
  - Curry Chicken Salad Wrap
  - Turkey Apple Cheddar Wrap
- Hummus plate
- Baja Fish Tacos
- Gourmet pizzas
  - Tomato Basil
  - BBQ Chicken and Pineapple
  - Greek Pizza
- Pulled Pork Sandwiches
- Meatball Sliders

Review

1. Color and Contrast
2. Texture
3. Flavor Profiles
4. Flavor Development
5. Dining Trends

Source: Highline (WA) Public Schools Nutrition Services

Resources

- National Food Service Management Institute, Culinary Techniques for Healthy School Meals http://www.nfsmi.org/ResourceOverview.aspx?ID=266
- Team Nutrition, USDA Recipes for Schools http://teamnutrition.usda.gov/Resources/usda_recipes.html
- *Food for Fifty* by Mary K. Molt
- National Foundation for Celiac Awareness Great Kitchens http://www.celiaccentral.org/kitchens/
- School Meals that Rock http://www.facebook.com/SchoolMealsThatRock

Questions

Contact Garrett:
Chef Garrett Berdan, RD, LD
Culinary Nutrition Consultant
garrettberdan@gmail.com
www.garrettberdan.com
www.facebook.com/GarrettBerdanChefRD

Flavor Profiles of Ethnic Cuisines

Flavor profiles, or flavor principles, are the combination of flavoring ingredients that are consistently used in specific cuisines. The table below lists flavor profiles of some common ethnic cuisines. Understanding flavor profiles will allow you to plan and prepare dishes that are compatible with each other when preparing specific ethnic menus.

Mexico	Lime, chile (fresh and dried), cilantro, Mexican oregano, cumin, chocolate
India	Yellow curry powder, caraway, coriander, cardamom, ginger, mustard seed, cumin, turmeric, garlic, coconut
Morocco	Olive oil, lemon, preserved lemon, chile (fresh and dried), garlic, cumin, coriander, cardamom, cinnamon, cloves, caraway, pepper, turmeric, saffron, paprika, mint, cilantro, parsley
Greece	Lemon, parsley, oregano, cinnamon
Southern Italy	Olive oil, tomato, garlic
Spain	Olive oil, tomato, garlic, saffron, paprika, smoked paprika
Southern France	Olive oil, tomato, garlic, saffron, mixed herbs
France	Wine, herbs, wine vinegar, garlic, onion, carrots, celery
Middle East	Lemon, olive oil, parsley, cinnamon, tomato, garlic
China	Soy sauce, ginger, garlic, green onions
Vietnam	Fish sauce, lime, chile (fresh and dried), cilantro, mint, basil
Thailand	Fish sauce, shrimp paste, ginger, galangal, cilantro, chile (fresh and dried), kaffir lime, shallot, coconut

Pineapple Jalapeno Slaw
Makes 50 portions, 1/3 cup each (2 ½ ounces)

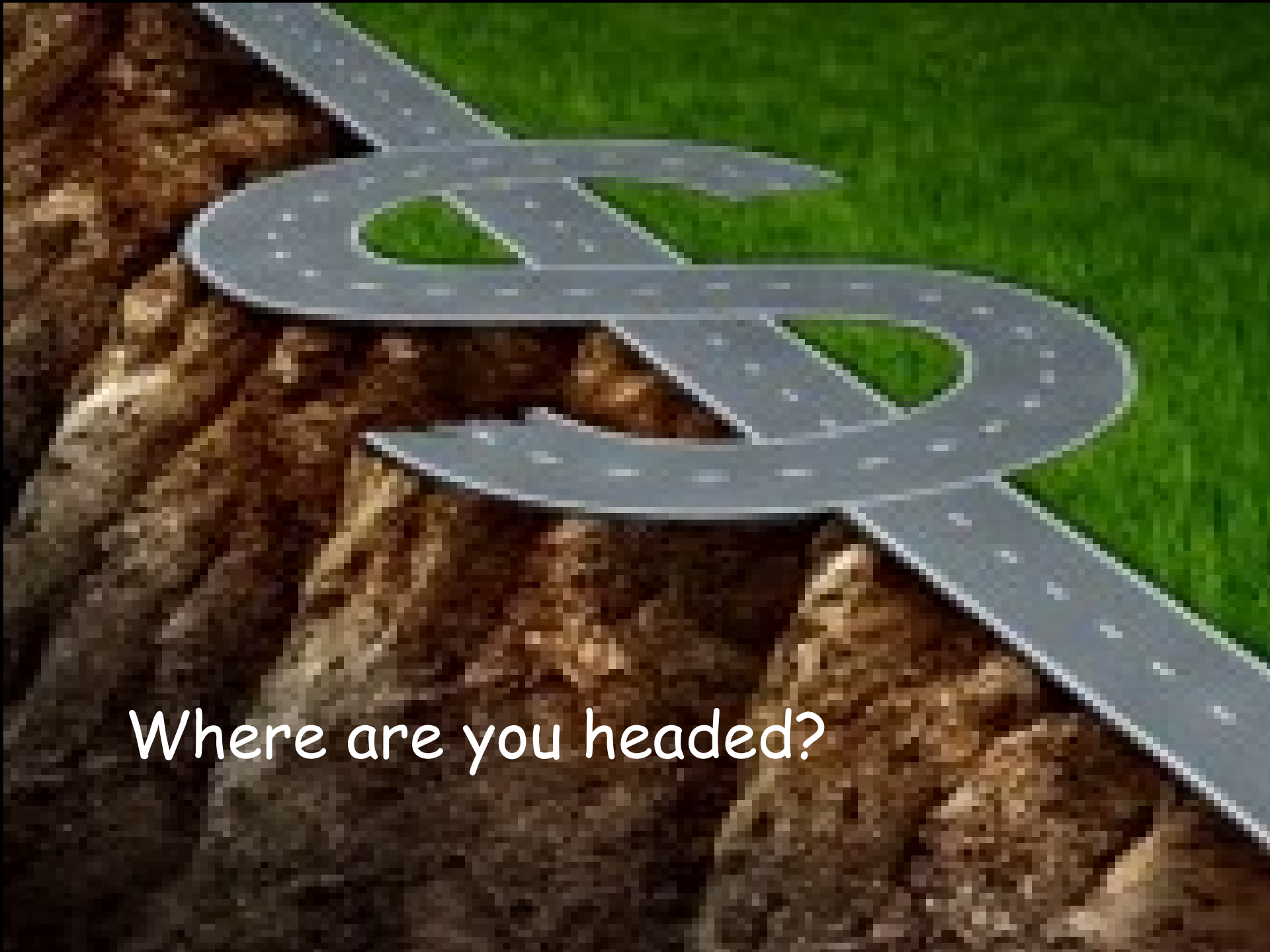
6 pounds green cabbage, shredded or chopped
1 pound pineapple tidbits, drained (reserve juice)
2 fresh jalapeno chilies, ribs and seeds removed, finely minced
2 cups reduced fat mayonnaise
2 cups lowfat buttermilk
½ cup pineapple juice
4 ounces sugar
1 ½ tablespoon (1 ounce) salt
½ teaspoon ground black pepper

1. Combine the cabbage, pineapple and minced jalapeno.
2. Mix together the mayonnaise, buttermilk, pineapple juice, sugar, salt and pepper.
3. Pour dressing over cabbage and mix until evenly dressed.

Recipe by Chef Garrett Berdan, RD
Updated October 9, 2011

UTAH℠

LIFE ELEVATED™


Where are you headed?

School District

	2008	2009	2010	2011	2012
Revenue	1,798,543.00	1,847,403.00	2,074,037.00	2,051,832.00	2,045,666.00
Food	671,243.00	759,334.00	674,804.00	754,759.00	845,756.00
Supplies	125,778.00	104,254.00	91,705.00	108,181.00	106,694.00
Salaries	724,463.00	765,067.00	761,450.00	765,753.00	786,724.00
Fringe	221,868.00	221,780.00	215,030.00	229,690.00	239,309.00
Equipment	11,320.00	9,649.00	13,448.00	22,428.00	79,591.00
Net	(247.00)	(52,766.00)	276,193.00	116,011.00	(59,526.00)

	2008	2009	2010	2011	2012
Food Cost %	37.32%	41.10%	32.54%	36.78%	41.34%
Supply Cost %	6.99%	5.64%	4.42%	5.27%	5.22%
Salary & Fringe %	52.62%	53.42%	47.08%	48.51%	50.16%
Equipment	0.63%	0.52%	0.65%	1.09%	3.89%
Total Expenses vs. Revenue	97.56%	100.69%	84.69%	91.66%	100.61%

	2008	2009	2010	2011	2012
Average Lunch Participation	2803	2777	2782	2756	2666
	62.1%	60.8%	60.5%	60.3%	58.0%
Average Breakfast Participation	404	514	558	568	590
	8.9%	11.3%	12.1%	12.4%	12.8%
ADM	4514	4568	4597	4572	4600
Net	(247.00)	(52,766.00)	276,193.00	116,011.00	(59,526.00)
Net per serving day	(1.40)	(296.44)	1,560.41	655.43	(336.31)
Serving days	176	178	177	177	177
Net per lunch	0.06	(0.11)	0.56	0.24	(0.13)
Per School/day	(0.12)	(24.70)	130.03	54.62	(28.03)

Sustainability?

March 2006

- Monday though Friday
- 40 hours per week
- Weekends Off
- Nights Off
- Easy Summer Schedule

Six Years to Sustainability

"Everybody wants to be successful, nobody wants to do the work."

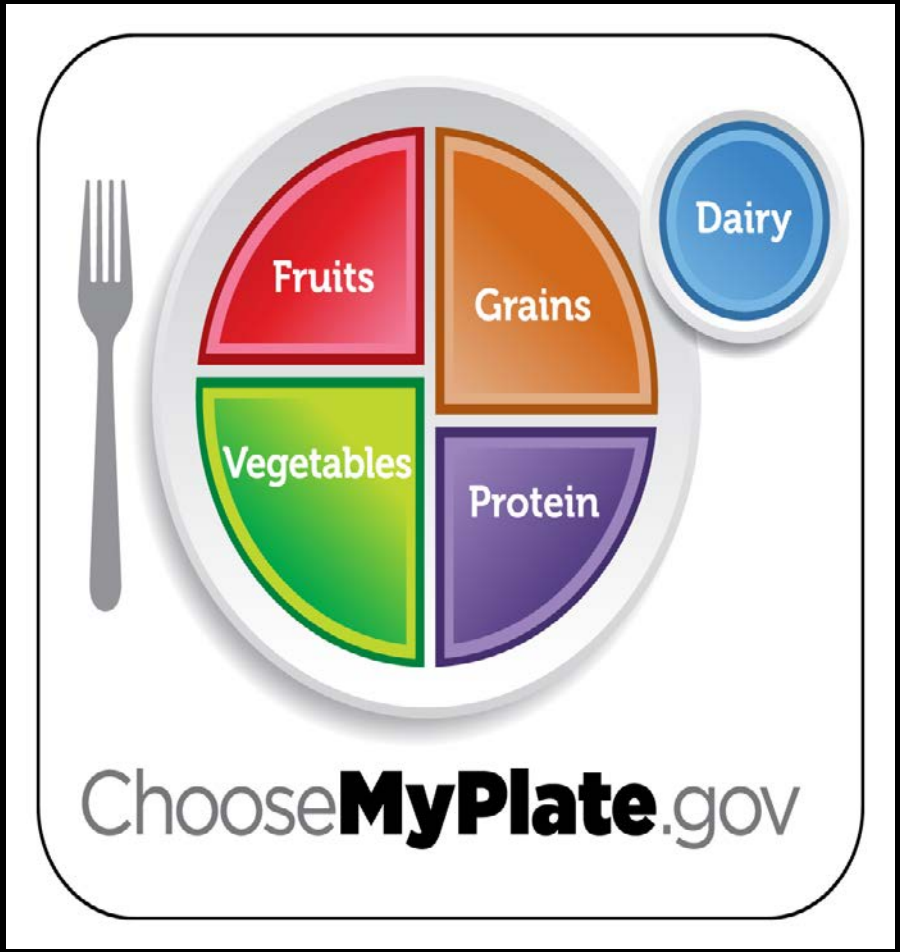
CHEF ANN COOPER

- 9,600 students
- 16 Schools
- $1.5 million from a Foundation
- Four years of hard work

*www.**thelunchbox**.org*

" It is not as easy as it sounds or appears."

Chef Ann

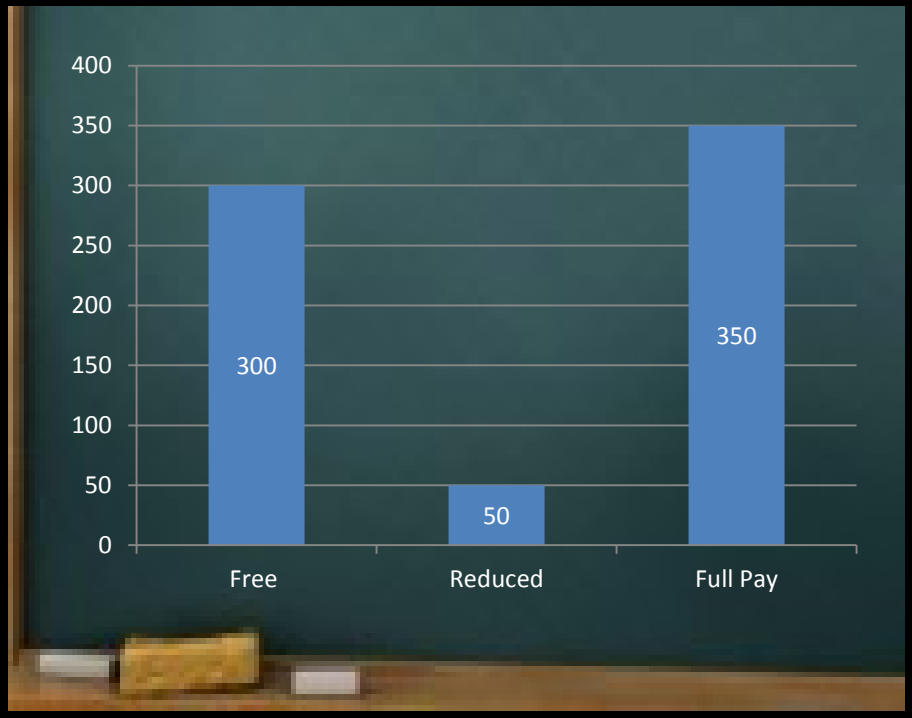

Fruits
Grains
Dairy
Vegetables
Protein
ChooseMyPlate.gov

UNITED STATES OF AMERICA
LIBERTY
QUARTER DOLLAR

UNITED STATES OF AMERICA
LIBERTY
QUARTER DOLLAR

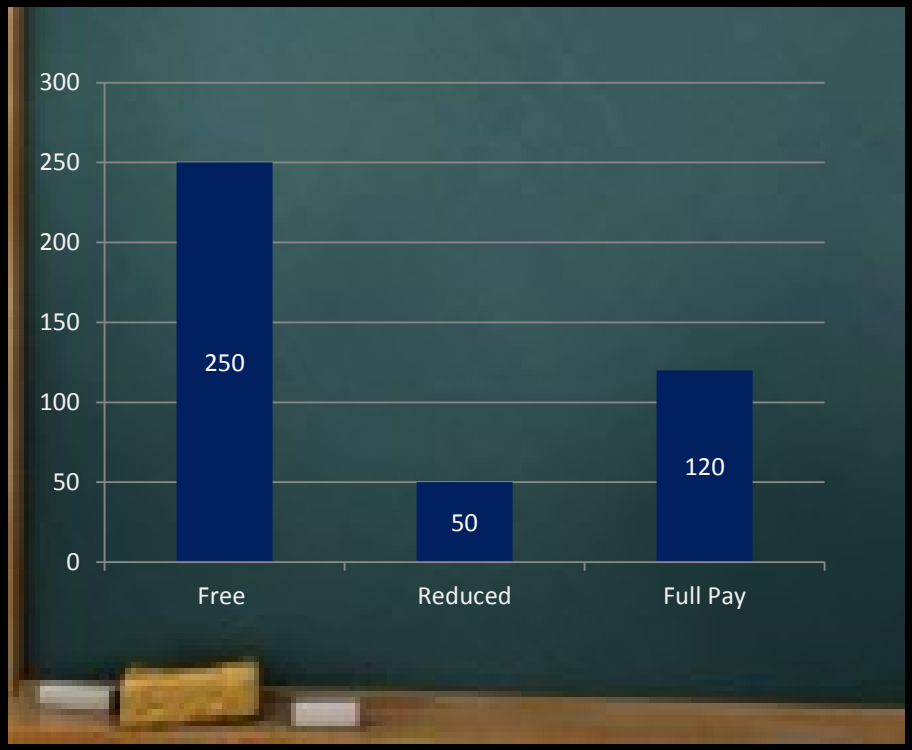
School House #101

700 Student Elementary School



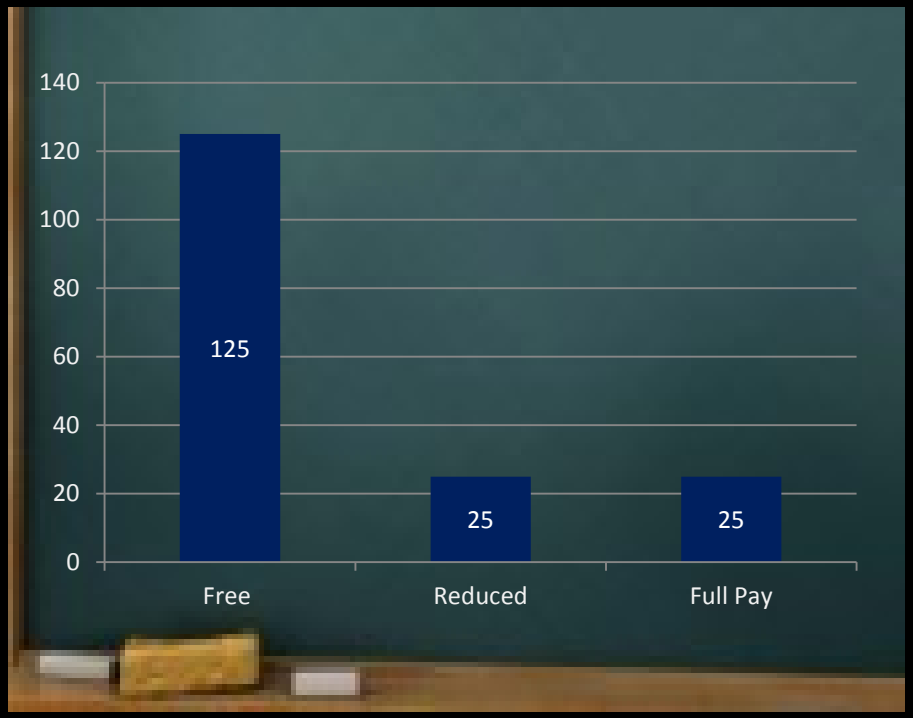
School House #101

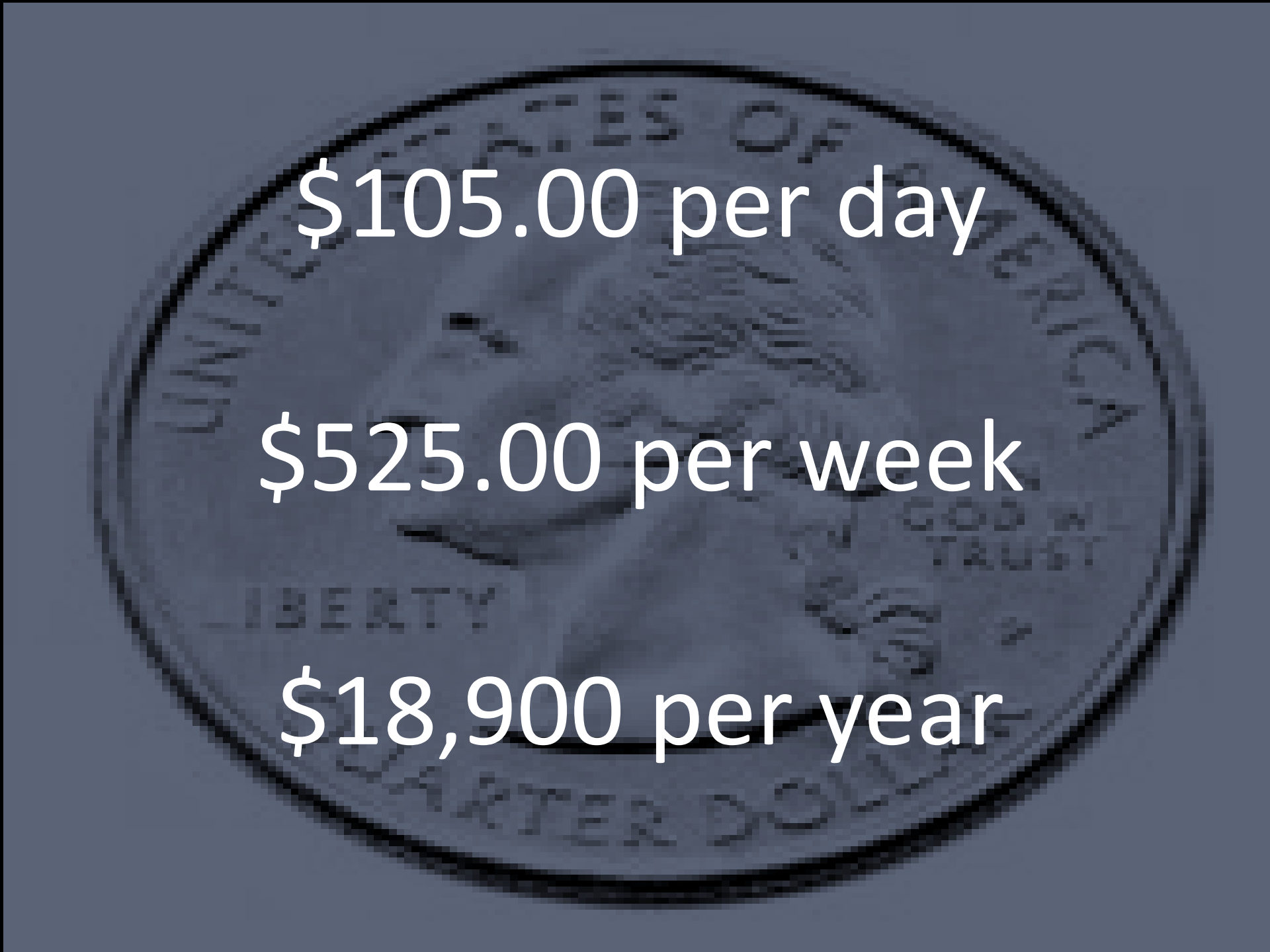
Lunch Participation 60%



Full Price Meal $2.00

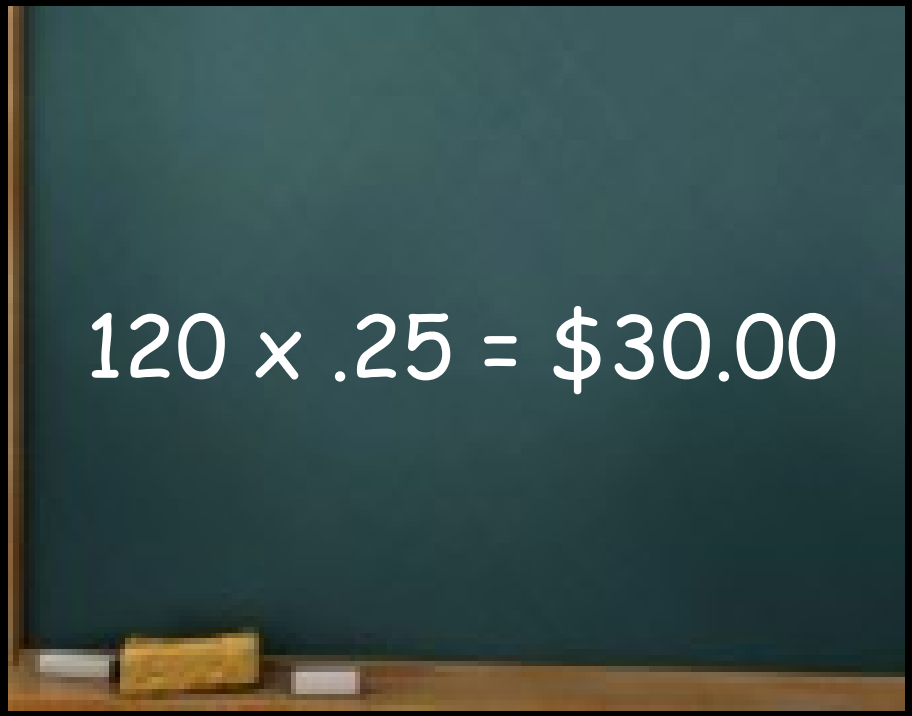
Breakfast Participation 25%




$105.00 per day
$525.00 per week
$18,900 per year

School House #101

" Just raise prices by 25 cents "



School House #101

- 420 Lunches
- 175 Breakfast (2 Breakfast = 1 ME)
- 508 meal equivalents
- At 16 MPLH = 31.75 hours

"Just cut labor!"

- Manager 8 hours
- Two Operators at 6 hours each
- Two Operators at 5 hours each
- One Operator at 4 hours

Total of 34 hours per day

School House #101

- Average pay operator $12.50
- Fringe Benefit cost per hour $3.75
- Indirect Cost per hour $ 3.25

Cost per Hour $19.50

"So do I cut the 4 hour operator."

Potential Savings if we cut four hours
4 hours X $19.50 = $78.00

This is how your employee feels.

School House #101

- Daily Revenues of $1,471 per day
- Manager commits to 1% savings on food cost

1% savings = $14.71 per day

PARTICIPATION

School House #101

- Manager commits to 35 lunches per day .

- AND an increase in the lunch price of 25 cents (from $2.00 to $2.25)

- 120 full paid meals times 25 cents = $30.00 per day
- 35 new lunches sold with no increase in labor or 75 cents times 35 meals = $26.25

$26.25
<u>$30.00</u>
$56.25

$56.25 plus $14.71 in food cost savings = $70.96

$105.00

$34.04 Short

got breakfast?®

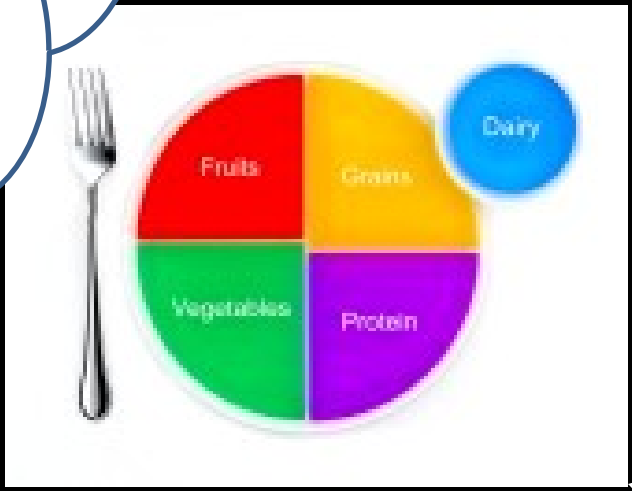
Assumption : after costs each additional breakfast will bring **55 cents** to the bottom line.

The Manager commits to 31 more breakfast meals per day .
$17.05 additional dollars – we are short **$16.99**

THE EXTRA SIX CENTS

$27.30 per day

The extra 6 cents can disappear fast !!!!



Dairy
1 to 5 cents
increase per
carton

Meats
Up 6%
or
3.2 cents

Mission, Vision, Values and Goals *starts with who we are and what we believe. This drives our* strategies, our actions, and our culture.

“The food needs to look good, taste good, and be good ……and the kids need to like it.”

“If the food is good , but kids won’t eat it we are creating healthy garbage cans.”

Farmers plow under 30 to 40 % of their crops.

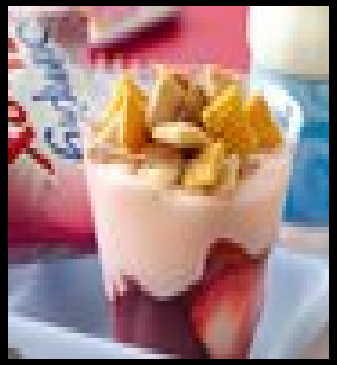
South Carolina School Food Service Purchasing Alliance

Partnership in Quality Purchasing for Our Children's Health

SOUTH CAROLINA

coloring-pages-for-kids-boys.com

Parfait Program



Smoothies Program

Vending Machines Program

Partnerships

eat smart move more SOUTH CAROLINA

NEAHIN NATIONAL EDUCATION ASSOCIATION HEALTH INFORMATION NETWORK

FRAC Food Research and Action Center

MUSC MEDICAL UNIVERSITY of SOUTH CAROLINA Changing What's Possible

Eat Right Bee Bright!

COLLEGE OF CHARLESTON FOUNDED 1770 CHARLESTON, SOUTH CAROLINA

WANDO HIGH SCHOOL Walk the Warrior Way

SNF SCHOOL NUTRITION FOUNDATION Education, Research and Scholarship

Dr. Ann's Eat Right for Life NEW!

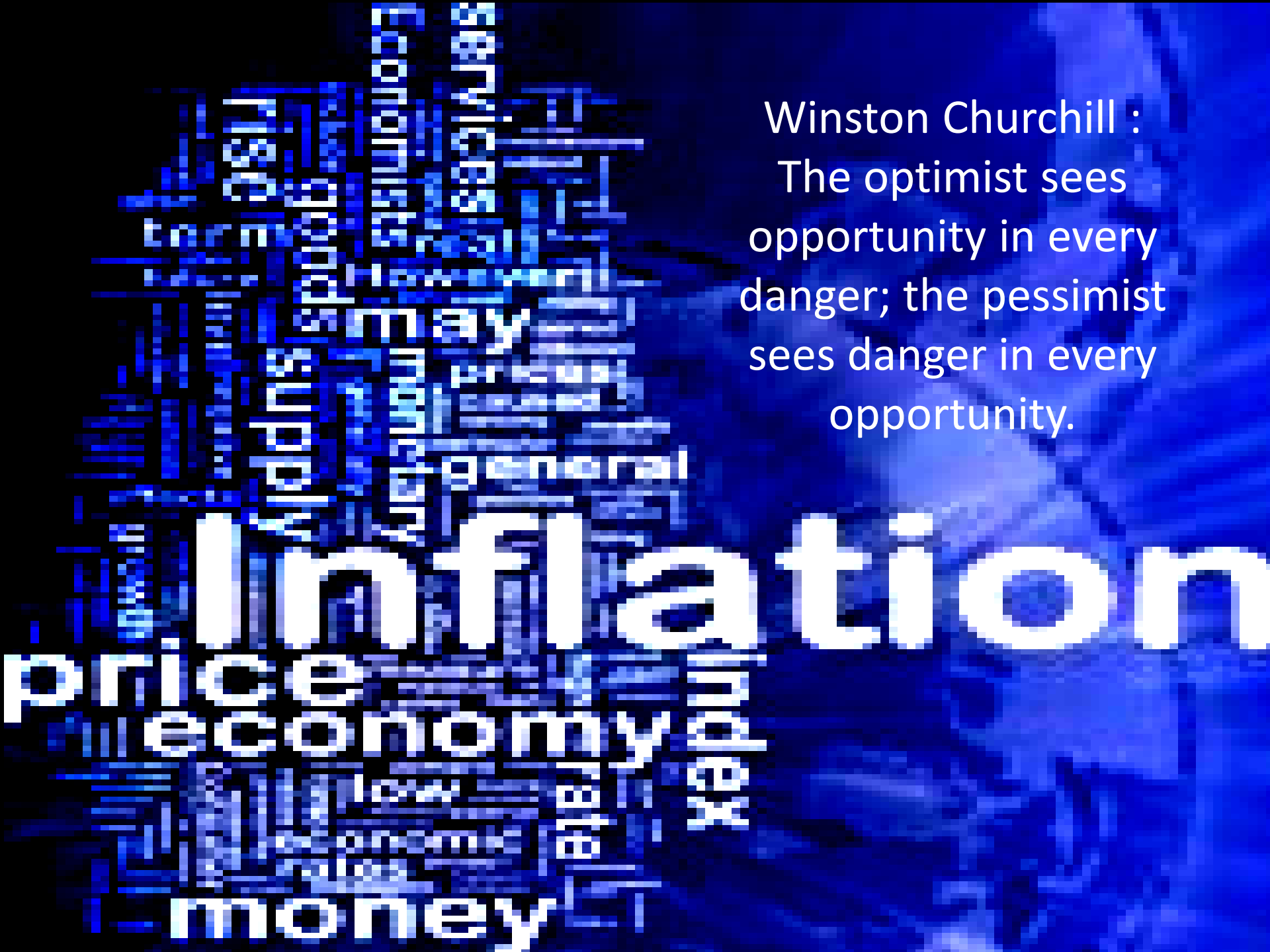
Charleston County MEDICAL SOCIETY ~ Est. 1052 ~

fighting hunger together

NATIONAL DAIRY COUNCIL

THE DAIRY CONNECTION

Intel ?


Winston Churchill :
The optimist sees opportunity in every danger; the pessimist sees danger in every opportunity.
inflation
price
economy
money
may
general
index
low

Marketing School Meals and the Impact of Social Media

Fueling the Future: Making School Lunches Out of this World!

Wednesday, January 30, 2013

Jean Ronnei, SNS
Director, Nutrition and Custodial Services
Saint Paul Public Schools

Jamie Oliver's Food Revolution

This is Chicken?

Easy to understand why people are so focused on school meals

- Everyone eats, everyone watches Food Network
- Obesity epidemic
- Taxpayer $
- 19 – 50% of kids' daily calories consumed at school

USDA Food and Nutrition Service Report, 2001

Today's Goals

- Understand the role media plays in perception of school meals
- Appreciate the various audiences we serve
- Have you identify what is most marketable in your program
- Provide ideas on how you can market your program from easy to complex

Media Influences Public Perception!

- *Either show the media our best, or they will assume the worst*
- Proactive, positive media outreach is the best way to combat negative public perception of school meals

So why should YOU promote your program?

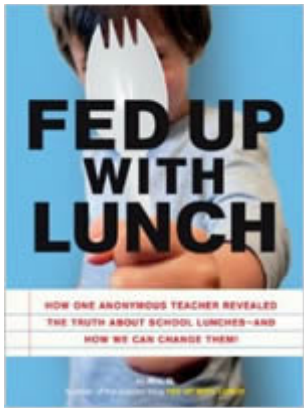
Parents care more about what is being served in their own children's schools than what is going on nationwide.

Either let your local media assume the worst, or show them your best!

Underthinking Marketing

- What do students, parents, community and teachers expect from you?
- Do you need a complex solution or a number of simple ones?
- Ross Shafer, CNIC Speaker suggests we "underthink" the problem
- http://www.youtube.com/watch?v=CVoUE3WHtLM

What's being said -- Mommy Bloggers



What's being said -- School Nutrition Association

www.traytalk.org

SPPS Demographics

39,000 Students

- 100+ languages/dialects
- 73% F/R eligible

Participation

- 62% breakfast
- 79% lunch

Financially Solvent

- $25 mil budget
- $3.4 mil fund balance
- 42% food cost

Nutritional Profile K – 5 Lunch

630 Calories 870 mg Sodium

17.78 g Fat (25% of calories)

4.55 g Saturated Fat (6.5% of calories)

0 g Trans Fat

16.43 mg Iron 504.1 mg Calcium

875 RE Vitamin A 65.15 mg Vitamin C

Mission Statement & Tagline

We create and serve foods that students get excited about! Our "healthy hits" are served with respect by a caring staff effectively managing resources.

Eating healthy never tasted so good.

How SPPS makes great food from a central kitchen

Cook-chill system of cooking:

- Hot entrees like lasagna & chili
- Sauces like Szechuan sauce

Full scale bakery:

- Whole wheat products

  like breads, pizza crusts & muffins

What happens in SPPS kitchens

School Kitchens prepare and serve:

- Breakfast to Go
- Fruit & vegetable snacks, sandwiches
- “All you care to eat” fruit & veggie bars
- Finish entrees, steam veggies
- Cook rice, heat pasta

Drive By Messaging – One Thing I Love Campaign

Bulletin Boards in Cafeteria

Inexpensive Ideas

Acrylic Holder $4

Labels $0.01

Brochure Holder $5

Clips 6/$13

Acrylic Wall Holders $10 - 13

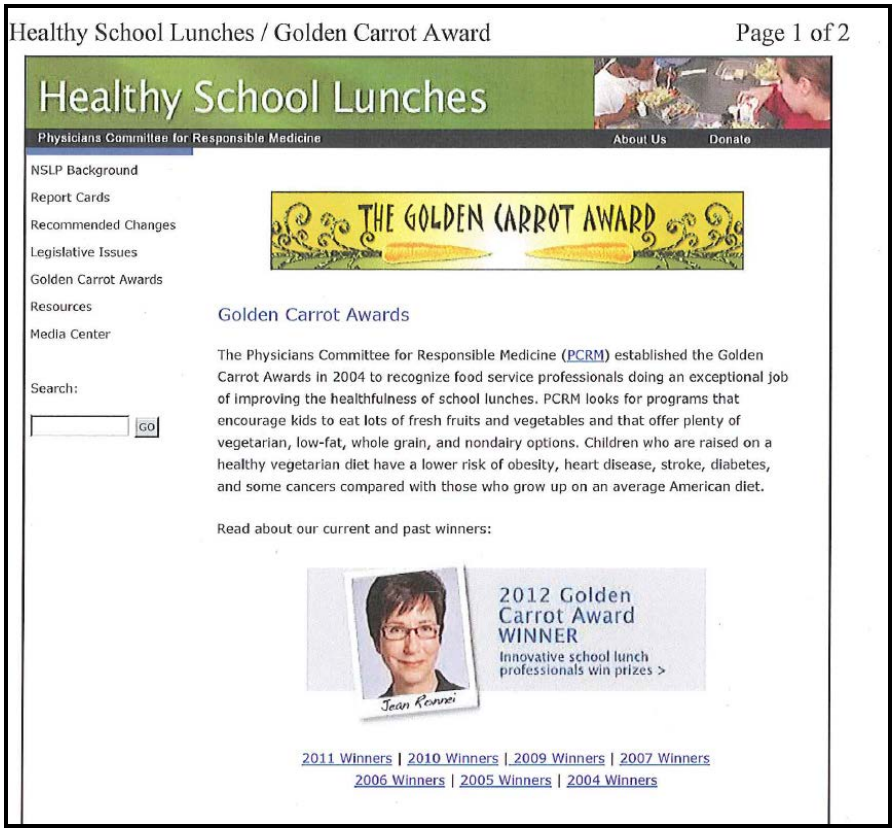
More Inexpensive Ideas

Stickers $7 / 200

Stock Photos

Uniforms

What's being said -- Saint Paul Public Schools



Healthy School Lunches / Golden Carrot Award Page 1 of 2

Healthy School Lunches

Physicians Committee for Responsible Medicine About Us Donate

NSLP Background
Report Cards
Recommended Changes
Legislative Issues
Golden Carrot Awards
Resources
Media Center

Search:

GO

THE GOLDEN CARROT AWARD

Golden Carrot Awards

The Physicians Committee for Responsible Medicine (PCRM) established the Golden Carrot Awards in 2004 to recognize food service professionals doing an exceptional job of improving the healthfulness of school lunches. PCRM looks for programs that encourage kids to eat lots of fresh fruits and vegetables and that offer plenty of vegetarian, low-fat, whole grain, and nondairy options. Children who are raised on a healthy vegetarian diet have a lower risk of obesity, heart disease, stroke, diabetes, and some cancers compared with those who grow up on an average American diet.

Read about our current and past winners:

Jean Ronnei

2012 Golden Carrot Award WINNER

Innovative school lunch professionals win prizes >

2011 Winners | 2010 Winners | 2009 Winners | 2007 Winners
2006 Winners | 2005 Winners | 2004 Winners

"Saint Paul's Nutrition Services is a nationally recognized program of excellence."

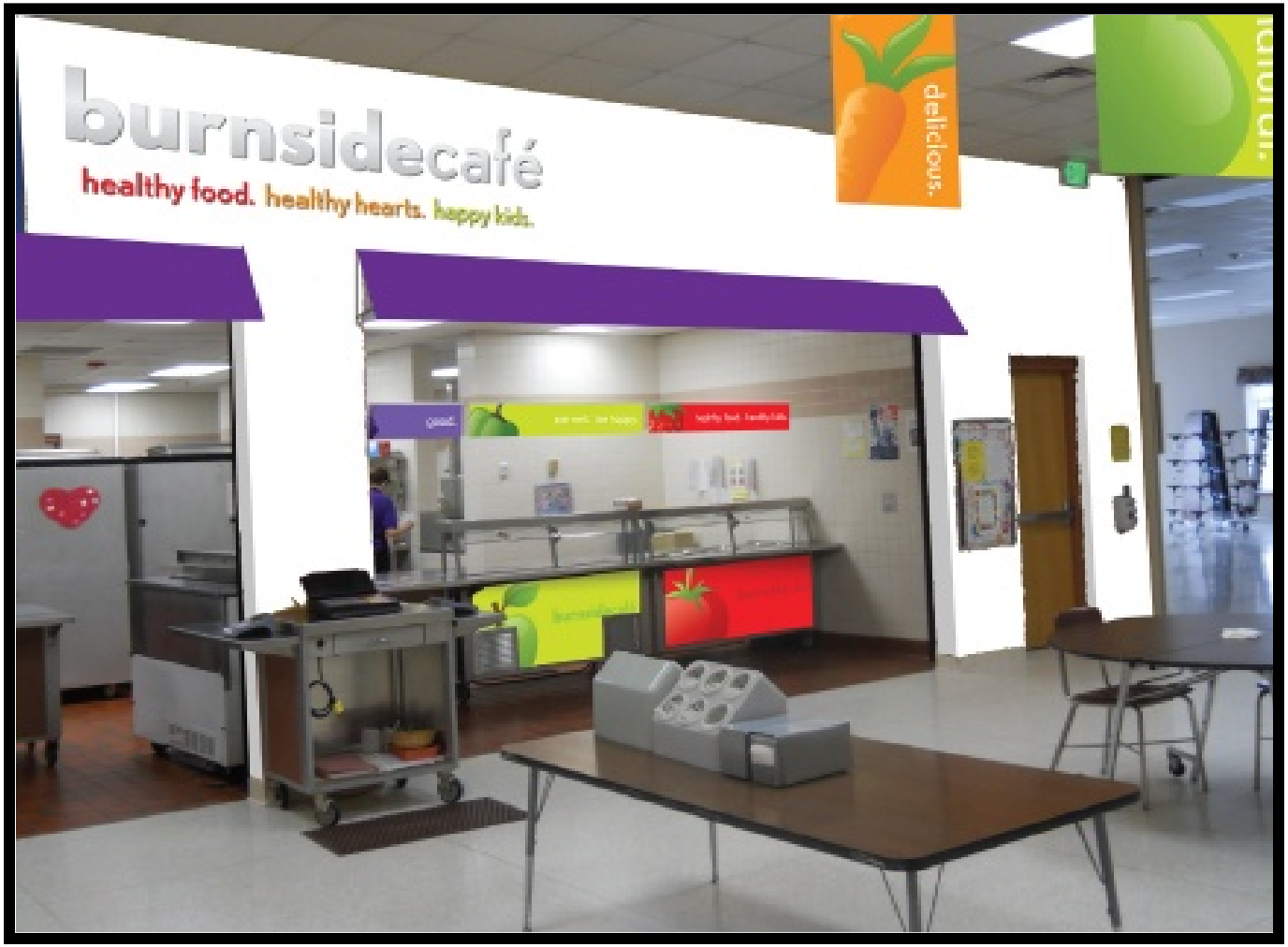
Applying for awards yields positive press

Trade publications create credibility

Website

Saint Paul
Public Schools
A World of Opportunities
Saint Paul Public Schools Nutrition Services
SPPS Home
What's New
Breakfast to Go
Menus
Nutrition
Recipes
Contact Us
Featured Cafeterias
You're the Critic
FAQs
Wellness
Staff Only
Catering
Job Seekers
Site Map
Food Waste Recycling
Now On-Line! Free & Reduced Price Meal Applications
Breakfast to Go
Farm to School
Free or Reduced-Price Meals
Make Online Payments
Are you new to
Saint Paul Public Schools?
Join Cameron as he finds his way through the cafeteria and makes new friends along the way.
Our Mission
We create and serve foods that students get excited about! Our healthy hits are served by a caring staff effectively managing resources.
FARM2SCHOOL
LOCAL FARMS FRESH FOOD

Themed Cafés



Newsletters

School Office Brochures

Newsletter mailed to all SPPS Families

Faculty Brochure

Menus - Elementary

SAINT PAUL PUBLIC SCHOOLS ELEMENTARY SCHOOL menu

NOVEMBER 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			01 BREAKFAST Cheese Omelet Kiwi LUNCH Chow Mein with Bok Choy Brown Rice SIDES Peaches Fresh Veggies & Salad Greens	**02** NO SCHOOL
05 BREAKFAST Pumpkin Muffin Apple Wedges LUNCH Cinnamon French Toast with Cherry Topping Scrambled Eggs SIDES Mixed Fruit Fresh Veggies & Salad Greens	**06** BREAKFAST Egg & Cheese Tortilla Banana LUNCH Chicken or Vegetarian Fajita Brown Rice Whole Grain Tortilla SIDES Kiwi Fresh Veggies & Salad Greens	**07** BREAKFAST Banana Chocolate Chip Muffin Pineapple LUNCH Chicken Suqaar Vegetable Rice Whole Grain Pita Bread SIDES Roasted Carrots Banana Fresh Veggies & Salad Greens	**08** BREAKFAST Cheese Omelet Cantaloupe LUNCH Cheese or Hawaiian Pizza on Whole Grain Crust SIDES Fresh Broccoli Buds Orange Wedges Fresh Veggies & Salad Greens	**09** BREAKFAST Lemon Poppyseed Muffin Kiwi LUNCH Chicken Tortilla Bake Brown Rice SIDES Steamed Corn Strawberry Cup Fresh Veggies & Salad Greens
12 BREAKFAST Apple Cinnamon Muffin Orange Wedges LUNCH Whole Grain Chicken Corn Dog SIDES Roasted Potatoes Apple Wedges Fresh Veggies & Salad Greens	**13** BREAKFAST Egg & Cheese Tortilla Banana LUNCH Italian Dunkers with Marinara Sauce SIDES Roasted Brussels Sprouts Watermelon Fresh Veggies & Salad Greens	**14** BREAKFAST Banana Chocolate Chip Muffin Cantaloupe LUNCH Rotisserie Chicken Drumstick Whole Grain French Bread or Brown Rice SIDES Steamed Green Beans Banana Fresh Veggies & Salad Greens	**15** BREAKFAST Cheese Omelet Orange Wedges LUNCH Szechuan Chicken Brown Rice SIDES Steamed Broccoli & Carrots Peach Cup Fresh Veggies & Salad Greens	**16** BREAKFAST Pumpkin Muffin Grapes LUNCH Whole Grain Pasta with Meat Sauce SIDES Roasted Zucchini Pears Fresh Veggies & Salad Greens
19 BREAKFAST Banana Chocolate Chip Muffin Apple Wedges LUNCH Cheese or Veggie Pizza on Whole Grain Crust SIDES Roasted Beets & Sweet Potatoes Pineapple Tidbits Fresh Veggies & Salad Greens	**20** BREAKFAST Egg & Cheese Tortilla, Banana LUNCH Chicken & Gravy Mashed Potatoes Whole Grain French Bread SIDES Roasted Squash Cranberry Sauce Pears Fresh Veggies & Salad Greens	**21** NO SCHOOL	**22** NO SCHOOL	**23** NO SCHOOL
26 BREAKFAST Apple Cinnamon Muffin Orange Wedges LUNCH Chicken Tenders SIDES Steamed Peas Apple Wedges Fresh Veggies & Salad Greens	**27** BREAKFAST Egg & Cheese Tortilla Banana LUNCH Turkey Sloppy Joe Whole Grain Bun SIDES Roasted Root Vegetables Mixed Fruit Fresh Veggies & Salad Greens	**28** BREAKFAST Zucchini Chocolate Chip Muffin Mango LUNCH BBQ Chicken Drumstick Whole Grain French Bread Moroccan Rice SIDES Banana Fresh Veggies & Salad Greens	**29** BREAKFAST Cheese Omelet Watermelon LUNCH Beef or Vegetarian Taco Salad Brown Rice or Tortilla Chips Refried Beans Fresh Fixings SIDES Kiwi Fresh Veggies & Salad Greens	**30** BREAKFAST Carrot Raisin Muffin Apple LUNCH Orange Chicken Brown Rice Fresh Fixings SIDES Steamed Green Beans Grapes Fresh Veggies & Salad Greens

BALANCE CALORIES
- Enjoy your food, but eat less.
- Avoid oversize portions.

FOOD TO INCREASE
- Make half your plate fruits and vegetables.
- Make at least half your grains whole grains.
- Switch to fat-free or low-fat (1%) milk.

FOODS TO REDUCE
- Compare sodium in foods like soup, bread, and frozen meals and choose the foods with lower numbers.
- Drink water instead of sugary drinks.

Menu subject to change due to market conditions and/or product availability.

Allergen Notice
Products have been made at the District's Nutrition Center or plants where milk, eggs, soy, tree nuts, peanuts, wheat, fish, and other ingredients are used. For complete allergen and ingredient information, visit ns.spps.org and click on "Ingredient Information" or call 651-603-4950.

Contains nuts or peanut butter · Meatless Item · Locally grown · WG = Whole Grain

real choices

v.F

NUTRITION SERVICES | SAINT PAUL PUBLIC SCHOOLS | ns.spps.org | 651-603-4950

Farm 2 School in Saint Paul

Vegetables & Fruits
Apples
Carrots
Red Potatoes
Corn on the Cob
Broccoli
Carrots
Cucumbers
Peppers
Onions
Cabbage
Zucchini
Watermelon
Butternut Squash
Summer Squash
Parsnips
Turnips
Sugar Snap Peas
Cranberries

Meats

Fresh Chicken Drumsticks

Ground Turkey

Ground Bison

Other

Flour Tortillas

Tortilla Chips

Honey

Pita Bread

Flax Seed

Wild Rice

Ferndale Farms

Farmer Vince

$260,000 Local / Regional Product

Media Photos vs. Reality

Spaghetti & meatballs, sautéed peppers & onions, whole wheat garlic bread, all you care to eat fruits & veggies, milk.

Egg roll and fried rice, corn & Edamame salad, sautéed peppers & onions, all you care to eat fruits and veggie bar, milk.

What's being said on:

facebook

Today's Great Tray
NEW: Chicken Chili
Whole grain cheesebread
Local whole grain tortilla chips
Local green beans
Banana
Black bean & corn salad
Fresh veggies & salad greens
Choice of milk

Judy W This is fantastic. I know many children who would love it. To previous poster, my children came home every night to a balanced cooked meal. I was a working single (24/7) mother and raised three boys. My boys typically asked to take their lunch, since they didn't like what was served at school.

Jerolyn P If kids would eat like this from birth, there would not be an obesity epidemic!

Sandra T Looks good!

Jennifer L Wow! that looks Good.

Kathy W Yeah for a healthy Minnesota!

Amy B Love the changes you're making! Keep up the great work. This looks a whole lot different than the lunches I used to eat. ☺

Open Houses, Parent Fair, Community Events

Banner	$30
Tablecloth	$ 1
Sign holders	$ 5
Bowl of apples	$ 5
Smiles	Free

Secret Diner Program

Secret Diner Report

Site:	Date:	Time:

Service Checklist	Yes	No
Friendly to secret diner		
Friendly to students		
Price correct		
Change available		
Service area clean		
Dining area clean		
Score out of six:		

Menu Checklist	Yes	No
All entrees available (including entrée salad)		
All sides available		
All toppers available		
Condiment cart stocked		
Secret diner samples are good quality		
Score out of five:		

Nutrition Services Score
Service:
Site:
Menu:
Subjective:
Total out of 14:

Site Checklist/Score	Yes	No
Adequate supervision		
Adequate lighting		
Space well-maintained		
Score out of three:		

Comments

Subjective score out of one:

real choices

Karen PAC Meeting

SPPS Bilingual Parent Night at the Nutrition Center

Sponsored by

- SPPS Office of Family Engagement and Community Partnerships
- SPPS Nutrition Services
- The University of Minnesota Extension Services

Who's invited?

Parents and school aged children

Location
District Services
Facility Center
1930 Como Ave
St. Paul, MN 55108

Activities include:

- **Tour of the Nutrition Center**
- **Food sampling**
- **"School lunch" for dinner**
- **Hands-on nutrition education**

Karen Parent Advisory Council
Friday, October 5th

Option 1

- **Tour begins at 5:30 PM**
- **Dinner at 6:00 PM**
- **Nutrition Class 6:30-7:30 PM**

Option 2

- **Tour begins at 6:30 PM**
- **Dinner at 7:00 PM**
- **Nutrition Class 7:30-8:30 PM**

Questions? Please contact: Bee Lee at 651-767-8122

Saint Paul Public Schools
A World of Opportunities

real choices
Making healthy never tasted so good.

Local Media

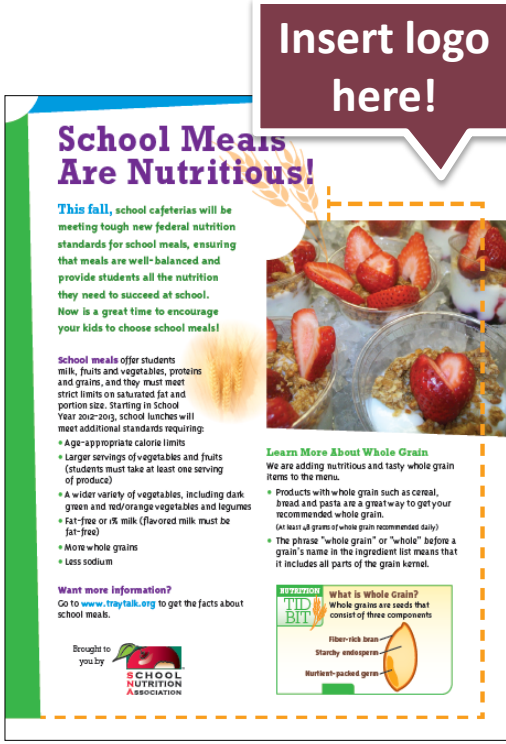
Kare 11 – Back to Class New Healthier Lunch Menu

Resources

- School Nutrition Association
- Learning ZoneXpress (LZE)
  - 888-455-7003
  - www.learningzonexpress.com
- Hubert Food Merchandising
  - 866.482.4357
  - www.hubert.com

Resources from SNA

- Social media how-to guide
- Public Service Announcement
- Flyers that can be customized
- National School Breakfast Week
  - Artwork
  - Activity Sheets
  - Press release
  - Menus
- PR tools (talking points, media tips etc…)
- Tray Talk website for parents



www.schoolnutrition.org/PR

Marketing 101 Online Course

- Create a marketing plan for your program
  - Principles of marketing
  - Target audience
  - Marketing mix and message communication
  - Budget, evaluation and timeline
  - Sample marketing plans
  - Ideas for training staff on marketing

www.schoolnutrition.org/Marketing101

Thank You!

Jean Ronnei, SNS
Director, Nutrition and Custodial Services
Saint Paul Public Schools
1930 Como Avenue
Saint Paul, MN 55108
651.603.4958

jean.ronnei@spps.org

ns.spps.org

School Breakfast

"Raise your hand if you have a student that comes to school and sits in your classroom <u>hungry</u> every morning "

Importance of School Breakfast

Breakfast contributes less than 20% of daily calories, but significant levels of many key vitamins and minerals including:

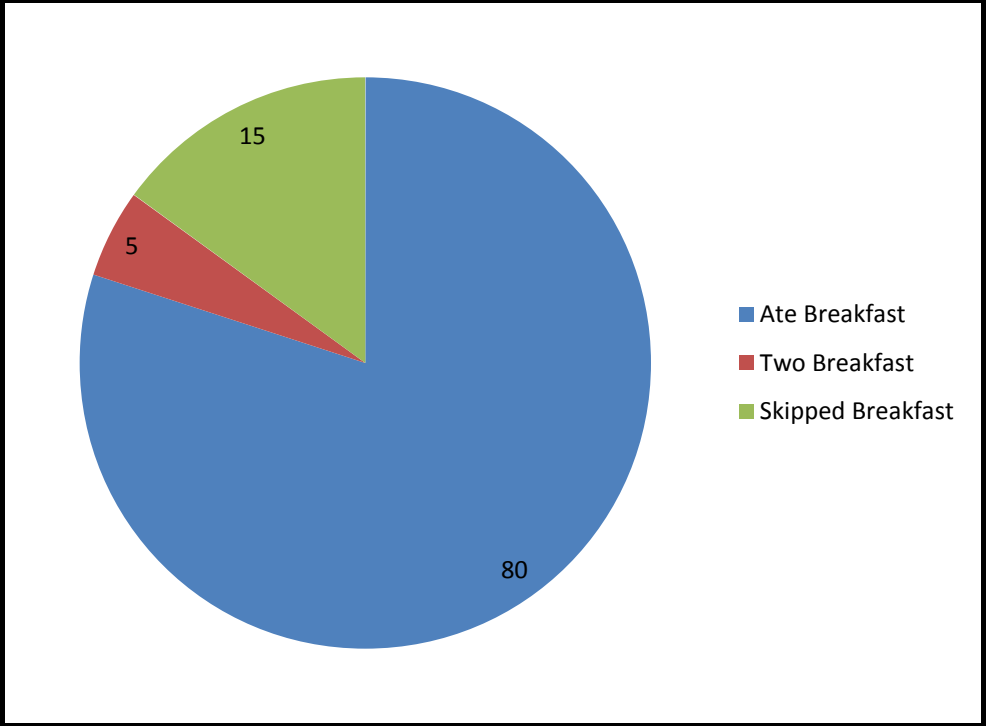
–Calcium
–Vitamin D
–Iron
–B vitamins

Breakfast Can Help Kids Perform Better in School

More positive attitude towards school
- Less likely to be tardy
- Less likely to miss class
- Improved math and reading scores
- Fewer reported discipline problems

Changing lives ……

Percentage of Students Eating Breakfast



Top 5 Reasons for Eating School Breakfast

	Elementary	Middle	High	All Students
Easy/ convenient	30.4	**39.7**	**42.6**	35.0
Food is good	**41.0**	20.0	20.6	32.3
Being hungry	16.1	29.1	29.0	21.6
Parents make me	6.4	0.9	0.5	4.0
No other choice	3.0	5.0	1.3	3.0
Number of students	356	300	262	918

WEST ASHLEY
HIGH SCHOOL

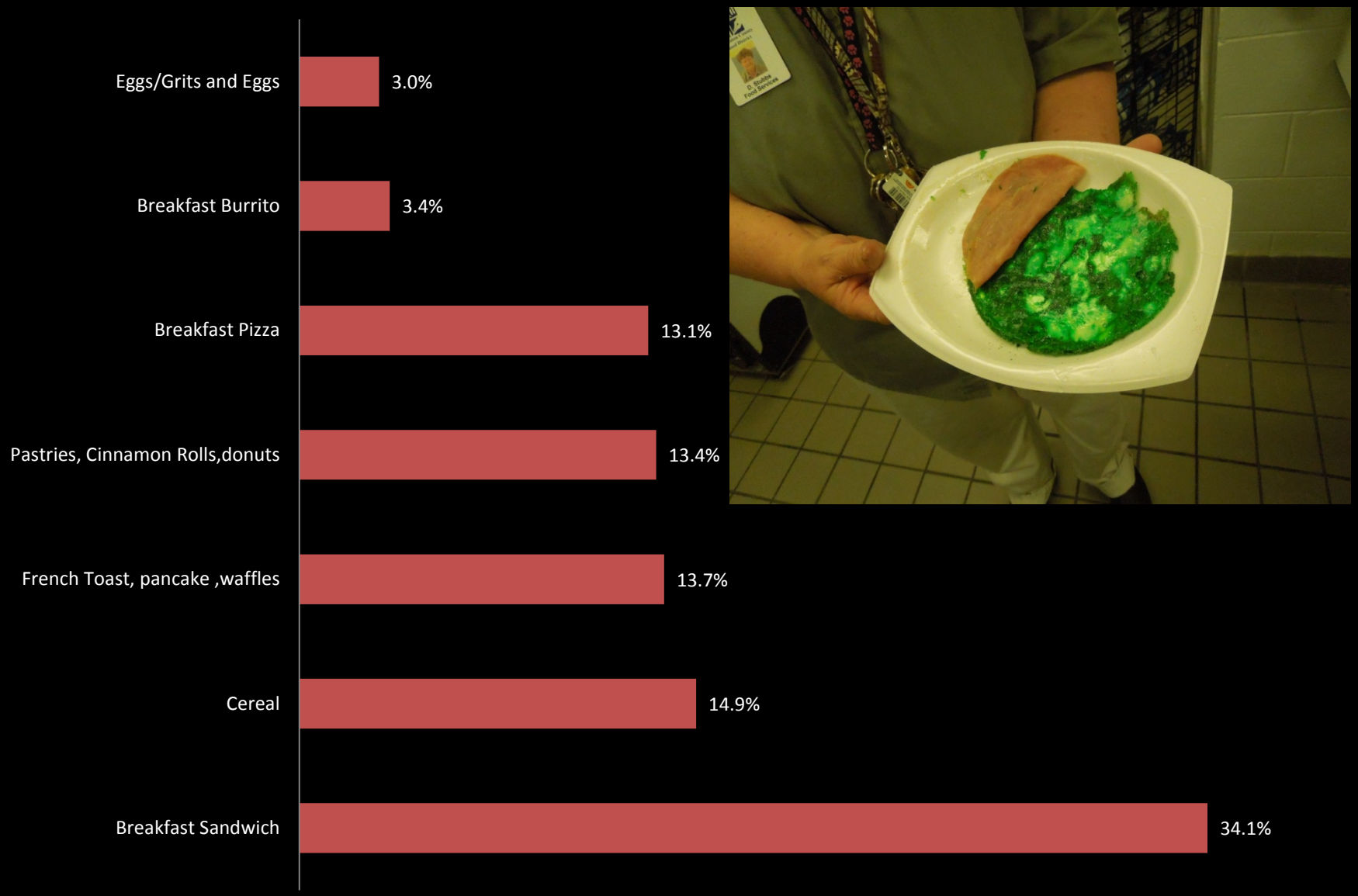
500+

Breakfast Meals per day

Top 5 Reasons for Not Eating School Breakfast

	Elementary	Middle	High	All Students
Eats breakfast at home	**57.4**	**47.3**	**42.5**	**49.6**
No time	18.6	23.1	35.1	25.7
Never eats breakfast	4.0	13.9	11.9	9.2
Doesn't like what is served	5.6	11.3	6.6	7.3
Monetary reasons	6.4	2.2	4.6	4.8
#of students	258	395	427	1080

Favorite Breakfast



What type of breakfast service do you offer at your school?

a. Traditional Cafeteria

b. Classroom Breakfast

c. Grab & Go Breakfast

d. 2ndChance Breakfast

Percentage of students Likely to Eat School Breakfast More Often if Served in Classroom

Classroom Breakfast
What is it?

- **Breakfast is transported directly to the classroom**
- **Students eat at their desks, usually in 10 –15 minutes**
- **Teachers use the time to take roll, make announcements, collect homework, read aloud, or begin the morning lesson**

Grab & Go Breakfast
What is it?
- **Breakfast is served from carts/kiosks**
- **Food is usually:**
  - **cold**
  - **wrapped in advance**
  - **easy to consume and mess free**
  - **often pre-bagged**
- **Students use PINs, swipe cards or tickets**
- **Students eat walking to class or at the beginning of class**

…….2nd Chance Breakfast ????

15,400-15,500

got breakfast?®

Over

18,000

Common Barriers to School Breakfast

- Bus schedules
- Lack of time in school day
- Opinions that “It’s the parents’ responsibility”
- Lack of staff to prepare and/or supervise school breakfast
- Too expensive

What is your biggest challenge to implementing alternative breakfast service?

a.Cost

b.Teachers

c.Principals/Administration

d.Lack of Pre-portioned and/or Pre-wrapped Items

Classroom Breakfast: Challenges

- **Convincing local administration to offer Express Breakfast**
  - Concern about cleanup in the classroom
  - Concern about taking up classroom learning and teaching time
- **Teachers were skeptical at first**
  - Once they see the benefits of students getting a good breakfast to start the day, they're happy with the program

Classroom Breakfast: Implementation

1. Purchased kiosks and carts for Express Breakfast
2. Added pre-packaged items to the menu
3. Added items that are easy to eat at desks

Classroom Breakfast: Results

- Breakfast participation continues to increase with a system average of 32.2%.
- Breakfast participation is higher in those schools who offer Express Breakfast options.

Administrators have reported a decrease in discipline issues and fewer school nurse visits.

Administrators have reported a decrease in discipline issues and fewer school nurse visits.

Classroom Breakfast: Advice for Other Operators

- Be willing to try different methods –it's not a one-size-fits-all solution
- Get buy-in from cafeteria staff and custodial staff
- Advertise to students and parents –especially to participants of F/R program
- Keep it simple

School Breakfast: Challenges

- Faced similar challenges as other schools
- Principals won't let students eat if their bus comes late
- Not enough supervision in cafeteria
- Not "cool" to eat school breakfast in the secondary schools
- Higher economic schools where students are eating breakfast at home

Super Hero Day

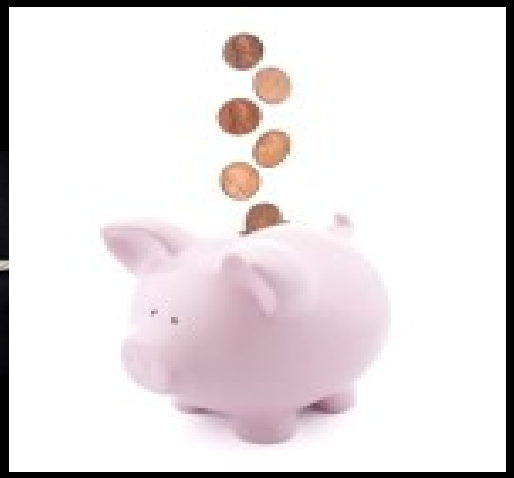
Seeking Solutions to Low Breakfast Participation

- Social marketing
  - Met with all of the stakeholders
- Get in touch with customers – principals and elementary and secondary students
- Parents interest in breakfast
- Participatory Bids
- Students preference testing

Taste Test

Growing School Breakfast: Advice for Other Operators

- Treat it as a business
- List your assets and your competitors
- Look for partners and recognize your competition's goals
- You are working to support the schools



Summary

There's not a one-size-fits-all solution

- Get buy-in from principals, teachers, cafeteria staff, and custodial staff
- Serve simple, pre-packaged, pre-plated or portable items to help move lines faster
- Stick with popular breakfast items
- Advertise to students and parents
- Treat breakfast expansion as a business
- Assess your competition
- Keep it simple

New
Food Service
Supervisor ?

HAVE FUN!!!!!

Thank you !

Breakfast in the Classroom

Easy as 1-2-3!

1) Fast Break Bag - Hot or Cold Breakfast Food
2) Milk Bag - Icy Cold Milk & Juice
3) Travel Cart - Easy Delivery System!

Call for Details
Debi Havens with TCB Mfg.
800-523-8715
www.tcb-bagmfg.com

Breakfast in the Classroom facts-

-Higher standardized tests scores
-Fewer students absent/tardy
-Students learn healthy eating habits

MB - Holds (1) standard milk crate

FB - Holds Hot or Cold Breakfast foods or up to 36 plastic milk/juice bottles

SC - Holds 30 yogurt's or plastic milk/juice containers

TCB Mfg. is your BIC partner!

Winter Conference 2013

Farm to School, Produce, and GAP Information

Farm to School
Jed Christenson, Marketing & Development Director
State of Utah
Department of Agriculture and Food
350 North Redwood Road
PO Box 146500
Salt Lake City UT 84114-6500
801-538-7108 office
801-538-9436 fax
jedchristenson@utah.gov

Utah's Own
www.utahsown.org
Locate Utah made food products

Produce App
www.specialtyproduce.com
Locate produce easily with storage, shelf life, types, season availability, and nutritional information

Fresh Produce Standards Guide
Muir Copper Canyon Farms
Carla Vogl, Sales/Wellness Coordinator
951 South 3600 West
Salt Lake City UT 84104
801-908-1068 direct
801-322-1640 fax
cvogl@coppercanyonfarms.com

GAP Certification/Farm to School Food Safety
http://www.fns.usda.gov/cnd/F2S/faqs_safety.htm

National GAPs Web Links
http://www.gaps.cornell.edu/weblinks.html

Best Practices: Handling Fresh Produce in Schools
http://www.fns.usda.gov/fns/safety/pdf/best_practices.pdf

Cooperative Extension Map
http://www.csrees.usda.gov/Extension/
Contact local extension office for resources on school gardens.

Making the Most of Menu Planning -- The Healthy Hits Process

Fueling the Future: Making School Lunches Out of this World!

Wednesday, January 30, 2013

Jean Ronnei, SNS
Director, Nutrition and Custodial Services
Saint Paul Public Schools

Today's Goals

- How the Healthy Hits process works
- Menu planning rules to live by
- Menu planning considerations
- Why menu planning is the key to financial success and program excellence
- Steps to take to be a better menu planner

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SPPS Programs / Operation Style

- Cook/Chill Central Kitchen
- Ship out once daily
- Make from scratch items such as
  - Fresh made wraps and sandwiches
  - Sauces, soups, lasagna, pasta
  - WW Breakfast breads, pizza crusts
  - WW French bread - daily
  - WW Crisps, Cookies
- Breakfast to Go
- FFVP - 26 Schools
- After School Snack Programs
- “Summer Program Sponsor
- “Unlimited” Choice (salad) Bars

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How SPPS makes great food from a central kitchen

Cook-chill system of cooking:

- Hot entrees like lasagna & chili
- Sauces like Szechuan sauce

Full scale bakery:

- Whole wheat products like breads, pizza crusts & muffins

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What happens in SPPS kitchens

School Kitchens prepare and serve:

- Breakfast to Go
- Fruit & vegetable snacks, sandwiches
- “All you care to eat” fruit & veggie bars
- Finish entrees, steam veggies
- Cook rice, heat pasta

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Menus - Elementary

SAINT PAUL PUBLIC SCHOOLS ELEMENTARY SCHOOL menu

NOVEMBER 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			01 BREAKFAST Cheese Omelet Kiwi LUNCH Chow Mein with Bok Choy Brown Rice SIDES Peaches Fresh Veggies & Salad Greens	**02** NO SCHOOL
05 BREAKFAST Pumpkin Muffin Apple Wedges LUNCH Cinnamon French Toast with Cherry Topping Scrambled Eggs SIDES Mixed Fruit Fresh Veggies & Salad Greens	**06** BREAKFAST Egg & Cheese Tortilla Banana LUNCH Chicken or Vegetarian Fajita Brown Rice Whole Grain Tortilla SIDES Kiwi Fresh Veggies & Salad Greens	**07** BREAKFAST Banana Chocolate Chip Muffin Pineapple LUNCH Chicken Suqaar Vegetable Rice Whole Grain Pita Bread SIDES Roasted Carrots Banana Fresh Veggies & Salad Greens	**08** BREAKFAST Cheese Omelet Cantaloupe LUNCH Cheese or Hawaiian Pizza on Whole Grain Crust SIDES Fresh Broccoli Buds Orange Wedges Fresh Veggies & Salad Greens	**09** BREAKFAST Lemon Poppyseed Muffin Kiwi LUNCH Chicken Tortilla Bake Brown Rice SIDES Steamed Corn Strawberry Cup Fresh Veggies & Salad Greens
12 BREAKFAST Apple Cinnamon Muffin Orange Wedges LUNCH Whole Grain Chicken Corn Dog SIDES Roasted Potatoes Apple Wedges Fresh Veggies & Salad Greens	**13** BREAKFAST Egg & Cheese Tortilla Banana LUNCH Italian Dunkers with Marinara Sauce SIDES Roasted Brussels Sprouts Watermelon Fresh Veggies & Salad Greens	**14** BREAKFAST Banana Chocolate Chip Muffin Cantaloupe LUNCH Rotisserie Chicken Drumstick Whole Grain French Bread or Brown Rice SIDES Steamed Green Beans Banana Fresh Veggies & Salad Greens	**15** BREAKFAST Cheese Omelet Orange Wedges LUNCH Szechuan Chicken Brown Rice SIDES Steamed Broccoli & Carrots Peach Cup Fresh Veggies & Salad Greens	**16** BREAKFAST Pumpkin Muffin Grapes LUNCH Whole Grain Pasta with Meat Sauce SIDES Roasted Zucchini Pears Fresh Veggies & Salad Greens
19 BREAKFAST Banana Chocolate Chip Muffin Apple Wedges LUNCH Cheese or Veggie Pizza on Whole Grain Crust SIDES Roasted Beets & Sweet Potatoes Pineapple Tidbits Fresh Veggies & Salad Greens	**20** BREAKFAST Egg & Cheese Tortilla, Banana LUNCH Chicken & Gravy Mashed Potatoes Whole Grain French Bread SIDES Roasted Squash Cranberry Sauce Pears Fresh Veggies & Salad Greens	**21** NO SCHOOL	**22** NO SCHOOL	**23** NO SCHOOL
26 BREAKFAST Apple Cinnamon Muffin Orange Wedges LUNCH Chicken Tenders SIDES Steamed Peas Apple Wedges Fresh Veggies & Salad Greens	**27** BREAKFAST Egg & Cheese Tortilla Banana LUNCH Turkey Sloppy Joe Whole Grain Bun SIDES Roasted Root Vegetables Mixed Fruit Fresh Veggies & Salad Greens	**28** BREAKFAST Zucchini Chocolate Chip Muffin Mango LUNCH BBQ Chicken Drumstick Whole Grain French Bread Moroccan Rice SIDES Banana Fresh Veggies & Salad Greens	**29** BREAKFAST Cheese Omelet Watermelon LUNCH Beef or Vegetarian Taco Salad Brown Rice or Tortilla Chips Refried Beans Fresh Fixings SIDES Kiwi Fresh Veggies & Salad Greens	**30** BREAKFAST Carrot Raisin Muffin Apple LUNCH Orange Chicken Brown Rice Fresh Fixings SIDES Steamed Green Beans Grapes Fresh Veggies & Salad Greens

BALANCE CALORIES
- Enjoy your food, but eat less.
- Avoid oversize portions.

FOOD TO INCREASE
- Make half your plate fruits and vegetables.
- Make at least half your grains whole grains.
- Switch to fat-free or low-fat (1%) milk.

FOODS TO REDUCE
- Compare sodium in foods like soup, bread, and frozen meals and choose the foods with lower numbers.
- Drink water instead of sugary drinks.

Menu subject to change due to market conditions and/or product availability.

Allergen Notice
Products have been made at the District's Nutrition Center or plants where milk, eggs, soy, tree nuts, peanuts, wheat, fish, and other ingredients are used. For complete allergen and ingredient information, visit ns.spps.org and click on "Ingredient Information" or call 651-603-4950.

Contains nuts or peanut butter · Meatless Item · Locally grown · WG = Whole Grain

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v.F

NUTRITION SERVICES | SAINT PAUL PUBLIC SCHOOLS | ns.spps.org | 651-603-4950

The “Healthy Hits” Process

Recipe Submission or New Product

Ex: Teriyaki Chicken & Edamame

Is this healthy?

Do we think it will be a hit with kids?

YES!

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The Healthy Hits Process

Analyze Cost Per Serving

Is it $0.60 or less per serving?

YES!

$0.28 per half cup

Can we really afford to serve Caviar?

Yes! Not every student will take it☺ You may be able to offer more expensive seasonal fruits/veggies, grains and other healthy items after all when you consider this truth.

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The Healthy Hits Process

Analyze nutritional profile

Does it meet or exceed USDA requirements for calories, fat and nutrients?

YES!

Saint Paul School Food Service

Page 1 | Recipe | Nov 25, 2009

Recipe: 001728 *Chicken & Edamame
Recipe Source:
Recipe Group: ENTREES

Recipe HACCP Process: #2 Same Day Service

Alternate Recipe Name:
Number of Portions: 50
Size of Portion: 1/2 cup

990249 *RICE,BROWN,,CKD	12 CUP
900050 *Chicken meat, ckd, diced USDA frozen	5 LB
R001227 *Teriyaki Sauce	4 cup
990082 *Edamame	3 (1/2 cup)
900253 *Pepper, Red, Sweet	2 CUP
990107 *CILANTRO,RAW	2 CUP

Calories	169		Iron	1.04	mg	Protein	13.80	g	32.65% Calories from Prot
Cholesterol	38	mg	Calcium	22.95	mg	Carbohydrates	12.13	g	28.69% Calories from Carb
Sodium	620	mg	Vitamin A	361.2	IU	Total Fat	3.77	g	20.09% Calories from T Fat
Dietary Fiber	1.26	g	Vitamin A	61.0	RE	Saturated Fat	0.91	g	4.87% Calories from S Fat
			Vitamin C	12.90	mg	Trans. Fat	0.00	g	% Calories from Trans. Fat

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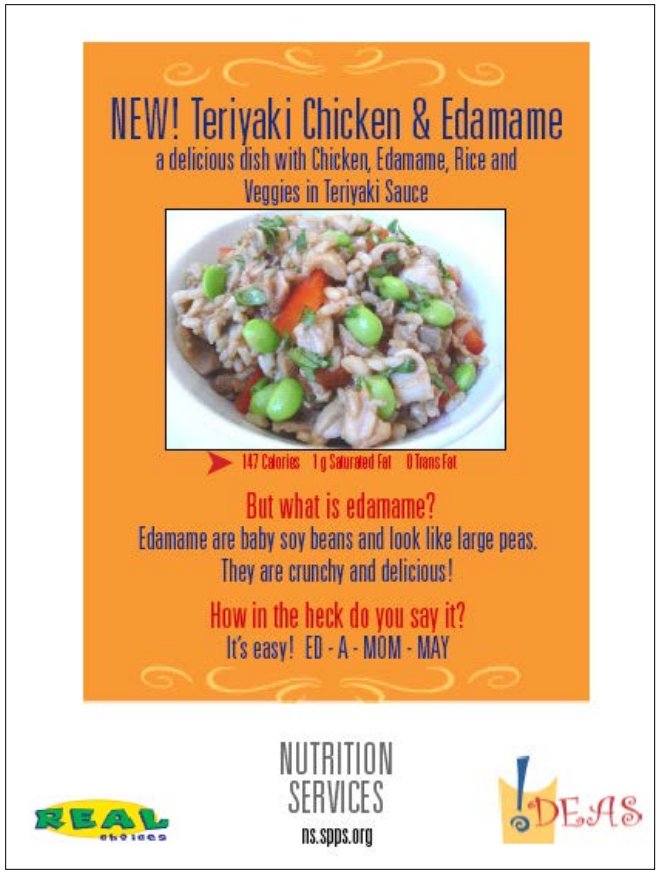
The Healthy Hits Process

Pilot at a school



Is there positive feedback from students and staff?

Taste tests & Focus Groups too!

YES!

NO

Celebrate the flops,

at least you're trying!

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The Healthy Hits Process

School Taste Tests

Have the **students** try it!

•Post signs the day before to get students & staff excited

•Serve up sample cups in the lunch line

•Allow students to vote with their sample cup

Students are full of opinions and ideas for how to improve upon the sample!

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The Healthy Hits Process

It’s a Healthy Hit!

Teriyaki Chicken & Edamame

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The Healthy Hits Process

Small and large batch tests

Lunch

Serving Size:

Elem: No 8 scoop
Sec: 1 cup (2 No. 8 scoops)

Offer vs. Serve Item:
M/MA =No. 8sc. = 2 M/MA

One svg meets a full M/MA component-
Secondary students may have 1 cup

Storage:

- Keep sauce and vegetables refrigerated until preparation
- Keep chicken and edamame frozen , thaw amount needed day before menu

Preparation:

- Prepare brown rice according to Food Prep
- Combine cooked rice with sauce and chicken in steamtable pan
- Cover and bake for approximately 40 minutes ***critical control point of 165°F.***
- Add red pepper, edamame and cilantro
- Cover and cook until temperature is brought to ***critical control point of 165°F.*** (approximately another 5-10 minutes)

Serving/Presentation:

- Transfer to clean pans for serving
- Serve onto tray using a No. 8 scoop or 4 oz. spoodle

Leftovers:

- Heated sauce, vegetables: Dispose of at site
- Unheated sauce: Date and freeze until next menu day.
- Vegetables: Offer next day on choice bar

CCP:

- ***Heat until temperature reaches the CCP of 165° or more within 2 hours.***
- *Log temperature of each batch*

Chicken & Edamame

Ingredients: ***For approx. 50 Elem, 25 SEC servings:***

Teriyaki Chicken

- 12 cups cooked brown rice
- 5 lb (approx. 20 cups) diced chicken
- 4 cups Teriyaki Sauce
- 1 ½ cups edamame
- 2 cups diced red pepper
- 2 cups cilantro, chopped

Accompaniments:

- Soy Sauce
- Hot Sauce
- Teriyaki Sauce

ELEM	For 60 svg	Amt/pk	8vg/pk
Chicken, diced	5 lb (20 cp)	40 cp/10 lb. cs 160 cp/40 lb cs	100 svg/10 lb cs 400 svg/40 lb cs
Sauce, Teriyaki	4 cups	16 cp/gal	200/gal
Edamame	1 ½ cup	6 ¾ cp/ 2 ½ lb. bg	225svg/ 2 ½ lb bg
Red pepper, diced	2 cups	12 cp/5 lb. bg	300 svg/5 lb. bg
Cilantro, chopped	2 cups	12.5 cp/bg	312 svg/bg
Rice, brown-cooked	12 cups/pan (cooked)		340 svg/25 lb. bg

SECONDARY	For 60 svg	Amt/pk	8vg/pk
Chicken, diced	5 lb (20 cp)	40 cp/10 lb. cs 160 cp/40 lb cs	50 svg/10 lb cs 200 svg/40 lb cs
Sauce, Teriyaki	4 cups	16 cp/gal	100/gal
Edamame	1 ½ cup	6 ¾ cp/ 2 ½ lb. bg	112svg/ 2 ½ lb bg
Red pepper, diced	2 cups	12 cp/5 lb. bg	150 svg/5 lb. bg
Cilantro, chopped	2 cups	12.5 cp/bg	156 svg/bg
Rice, brown-cooked	12 cups/pan (cooked)		170 svg/25 lb. bg

Holding – Time/Temperature Control:
(Hot) Hold at 140°F or above. The maximum time a product will be above 41° and below 140°F will never exceed 4 hours. The time and temperature of each cooked batch will be recorded on the daily time log.

Cooling
All hot food must be cooled to 70° within 2 hours and from 70° to 41°F. or lower in an additional four hours, for a total cooling time of 6 hours. Dispose of any food that does not cool to temperature of 70°F. within 2 hours.

Can it be produced on a large scale in the Nutrition Center and/or in school kitchens?

YES!

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What is your biggest menu planning frustration?

Take five minutes in your group to discuss.

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Rules to Live By in Menu Planning

- Just because they make it doesn't mean you should buy it!
- Borrow from your colleagues
- Use commodities fully – unless….
- It's expensive, but won't use much. Will it make a good impression, meet a niche market?
- Keep low inventory – use same items different ways
- Color, texture
- Get student acceptance up front

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Ideas to Meet New Standards

- Plan your Plan!
- Pick “low hanging” fruit first
- Introduce big changes at start of year
- Get staff buy-in
- Try new recipes, but not crazy ones
- Market the good reasons for the changes
- Remember – students won’t be hungry if they eat their fruits and veggies!
- Just because someone thinks an idea is good, don’t jump in without testing

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Ideas to Meet New Standards – Breakfast

- Offer limited choices
  - Whole grain, low sugar cereals are available from many vendors
  - Purchase or make smaller size muffins or use breakfast breads – add in carrots, whole wheat, flax
  - Do wraps w/ whole grain tortillas
  - Protein rich items – eggs, yogurt
  - Offer fruit and juice, start w/ lower cost
  - Test out B2G

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We are a Nickel & Dime Business

- Saving just a nickel or dime per menu adds up to big savings
- Menu planning is a complex business -
  - What has students drawn to a certain menu?
  - How many of an item will students choose?
  - If food cost is low for an item, can you afford to have lower participation?
  - If an item is very popular and cost is on high side, can you pair with lower cost items?
  - Did you utilize commodities?

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Analyze Food Costs

Orange County Public Schools

- Per component
- Per meal/ per average meal
- Total # of components taken by students
- Waste
- Staff meals
- Left overs
- And so, the menu is center stage

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Added Cost

Orange County Public Schools

Choice of menu costs	# of meals served	Cost per meal x # of meals		Choice of menu costs	# of meals served	Cost per meal x # of meals	
1.08	500	540.00		1.08	540	583.2	
1.25	300	375.00		0.93	125	116.25	
1.1	200	220.00		1.11	220	244.2	
	1,000	$1,135			885	$943.65	

$191.35 Difference

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Revenue

Orange County Public Schools

# of meals served			Revenue		# of meals served			
1,000					885			
40%	Free	2.92	1168		540	1576.8		
10%	Reduced	2.52	252		125	315		
50%	Paid	2.83	1415		220	622.6		
	Total Revenue		2835			2514.4		$320.6

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Big Picture – Customer Satisfaction

Orange County Public Schools

- Choose lower cost: save $191 per day, 1,000 students goes down to 885 students
- Choose better product: Increase revenue by $320 per day

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Commodities = Exact Product Customers Want

Orange County Public Schools

New Items Using Commodity					
New Item	Commodity Price	Commercial Price	Savings per Case	Total Cases Used	Total Savings
Ham & Cheese Sandwich	$24.09	$33.64	$9.55	1156	$11,039.80
Deli, Flatz Italian	$24.15	$28.85	$4.70	623	$2,928.10
Sunrise Twist Breakfast Sand	$79.71	$90.99	$11.28	754	$8,505.12
Chicken Curry	$51.13	$63.41	$12.28	737	$9,050.36
BBQ, Pulled Pork	$29.26	$54.02	$24.76	1427	$35,332.52
					$117,743.85

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Our Next Steps after revising our menus

- **Future goals…**
  - Reduce students' use of Ranch Dressing
  - Eliminate rest of processed potatoes
  - Increase use of F2S produce and other products
  - Replace more canned vegetables with frozen and fresh when price allows
  - Expose students to more fruits and veggies through FFVP and only on unlimited Choice Bar when price allows
  - Replace high sodium ingredients with fresh herbs and spices
  - Expand Smart Cookies to an oatmeal raisin variety
  - Bring back French bread and brown rice to meet calories

- **Watch participation**
  - Overall participation didn't drop even though….
    - No more Tots
    - No foot longs
    - No syrup
  - HS Menu dropped only 1% after we….
    - No fries
    - Hamburgers offered less often
    - No breaded Chix Patties, Nuggets or Ribiques
    - No extra French bread and brown rice

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What Steps to Take

- Set aside time to plan the plan!
- Decide on what you need to change in how you do menu planning
  - Spend more time on it?
  - Analyze menus for cost, participation, commodity use?
  - Develop a Healthy Hits process?
  - Create a menu development team?
- Let your staff know what the plan is & why
- Celebrate your success and flops!!!

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Thank You!

Jean Ronnei, SNS
Director, Nutrition and Custodial Services
Saint Paul Public Schools
1930 Como Avenue
Saint Paul, MN 55108
651.603.4958

jean.ronnei@spps.org

ns.spps.org

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SAINT PAUL PUBLIC SCHOOLS ELEMENTARY SCHOOL menu

SEPTEMBER 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
03 NO SCHOOL	04 BREAKFAST Egg & Cheese Tortilla Apple Wedges LUNCH Chicken Tenders NEW! SIDES Corn on the Cob Fresh Plum Fresh Veggies & Salad Greens	05 BREAKFAST Pumpkin Muffin Banana LUNCH Beef or Vegetarian Soft Shell Taco Refried Beans Whole Grain Tortilla or Brown Rice SIDES Apple Wedges Fresh Veggies & Salad Greens	06 BREAKFAST Cheese Omelet Pineapple LUNCH Thai Sweet & Sour Chicken Brown Rice SIDES Banana Fresh Veggies & Salad Greens	07 BREAKFAST Banana Chocolate Chip Muffin Orange Wedges LUNCH Veggie Lasagna NEW! SIDES Green Beans Cantaloupe Fresh Veggies & Salad Greens
10 BREAKFAST Lemon Poppyseed Muffin Apple Wedges LUNCH Cheese or Veggie Pizza SIDES Corn on the Cob Fresh Peach Fresh Veggies & Salad Greens	11 BREAKFAST Egg & Cheese Tortilla Banana LUNCH Turkey Sloppy Joe Whole Grain Bun or Brown Rice SIDES Coleslaw Apple Wedges Fresh Veggies & Salad Greens	12 BREAKFAST Apple Cinnamon Muffin Strawberries LUNCH Italian Dunkers with Marinara Sauce SIDES Roasted Summer Squash Banana Fresh Veggies & Salad Greens	13 BREAKFAST Cheese Omelet Grapes LUNCH Chicken Stew & Mashed Potatoes Whole Grain French Bread or Brown Rice SIDES Pears Fresh Veggies & Salad Greens	14 BREAKFAST Banana Chocolate Chip Muffin Kiwi LUNCH Tomato Soup Whole Grain Grilled Cheese Sandwich SIDES Watermelon Fresh Veggies & Salad Greens
17 BREAKFAST Pumpkin Muffin Apple Wedges LUNCH Teriyaki Chicken, Edamame and Brown Rice SIDES Broccoli Kiwi Fresh Veggies & Salad Greens	18 BREAKFAST Egg & Cheese Tortilla Banana LUNCH Beef or Vegetarian Taco Salad Refried Beans Tortilla Chips or Brown Rice SIDES Apple Wedges Fresh Veggies & Salad Greens	19 BREAKFAST Apple Cinnamon Muffin Strawberries LUNCH Chicken Chili NEW! Whole Grain Cheesebread or Brown Rice SIDES Green Beans Banana Fresh Veggies & Salad Greens	20 BREAKFAST Cheese Omelet Mango LUNCH Chow Mein with Bok Choy Brown Rice SIDES Fresh Plum Fresh Veggies & Salad Greens	21 BREAKFAST Lemon Poppyseed Muffin Watermelon LUNCH Baked Whole Grain Penne Pasta NEW! Whole Grain French Bread SIDES Roasted Zucchini Orange Wedges Fresh Veggies & Salad Greens
24 BREAKFAST Banana Chocolate Chip Muffin Orange Wedges LUNCH Quesadilla with Guacamole and Fresh Salsa Refried Beans SIDES Apple Wedges Fresh Veggies & Salad Greens	25 BREAKFAST Egg & Cheese Tortilla Banana LUNCH Hamburger Whole Grain Bun or Brown Rice SIDES Brussels Sprouts Watermelon Fresh Veggies & Salad Greens	26 BREAKFAST Pumpkin Muffin Kiwi LUNCH Roasted Chicken Drumstick(s) Whole Grain French Bread Moroccan Rice NEW! SIDES Banana Fresh Veggies & Salad Greens	27 BREAKFAST Cheese Omelet Grapes LUNCH Meatballs in Marinara Sauce Whole Grain Spaghetti or Brown Rice SIDES Green Beans Orange Wedges Fresh Veggies & Salad Greens	28 BREAKFAST Apple Cinnamon Muffin Pineapple LUNCH Fish Patty Whole Grain Bun or Brown Rice SIDES Corn on the Cob Cantaloupe Fresh Veggies & Salad Greens

Menu subject to change due to market conditions and/or product availability.

GREAT TRAY GREAT DAY!!

Choose crunchy veggies!
Red, orange, dark green and starchy vegetables and beans will be offered each week.

Choose tasty fruits and veggies from the Choice Bar!
Students are encouraged to take as many fresh fruits and veggies as they can eat.

Lean proteins and whole grains are yummy too!
Meat and vegetarian protein options are available each day, and most grains are whole grain-rich.

Add a serving of milk!
Students can choose from 1% or skim white milk, or skim low-sugar chocolate milk.

Allergen Notice

Products have been made at the District's Nutrition Center or plants where milk, eggs, soy, tree nuts, peanuts, wheat, fish, and other ingredients are used. For complete allergen and ingredient information, visit ns.spps.org and click on "Ingredient Information" or call 651.603.4950.

Contains nuts or peanut butter | Meatless item | Locally grown

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SAINT PAUL PUBLIC SCHOOLS ELEMENTARY SCHOOL menu

SEPTEMBER 2012

FEATURED recipe

Moroccan Rice

This colorful and healthful side dish is a perfect accompaniment to simple baked or grilled chicken.

INGREDIENTS

3/4 cup raisins
1/4 cup warm water
1 1/2 cups brown rice
1/8 tablespoon canola oil
1/4 cup diced onion
1 cup diced sweet potato
1/2 teaspoon salt
1/4 teaspoon ground cumin
1/8 teaspoon ground cinnamon
1/4 teaspoon ground cayenne pepper
1/2 teaspoon ground ginger
1/8 teaspoon ground black pepper
1/2 cup low-fat vanilla yogurt
1 1/2 cups raw spinach, chopped

DIRECTIONS

Soak raisins in warm water in a small bowl.

Cook brown rice according to package directions.

In a large skillet over medium high heat, saute onions and sweet potatoes in oil until soft.

Add salt, cumin, cinnamon, cayenne pepper, ginger and black pepper to skillet and stir to combine.

Drain raisins.

Add yogurt, raisins, spinach and cooked rice to onion and sweet potato mixture and stir gently to combine.

Cook over low heat until hot and spinach is slightly wilted.

Serve and enjoy!

NUTRITIONAL INFORMATION PER 1 CUP SERVING

Calories: 180
Total Fat: 1.22 g
Carbs: 39.6 g
Sodium: 182.02 mg
Cholesterol: 0.68 mg
Fiber: 2.64 g

YIELD

Eight 1-cup servings

2012-2013 Menu Pricing

	LUNCH	BREAKFAST	EXTRA MILK
PRE-K – 5	$1.90	No cost	$0.50
GRADES 6 – 8	$2.10	No cost	$0.50
GRADES 9 – 12	$2.20	No cost	$0.50
REDUCED-PRICE	$0.40	No cost	$0.50
ADULT	$3.75	$2.00	$0.50

Breakfast

OFFERED DAILY:

* Hot or cold entrée
* Fresh fruit
* Low-fat yogurt
* Whole grain cereal
* Whole grain graham crackers
* 100% orange or apple juice
* Milk (skim, 1%, lactose-reduced)

BREAKFAST IS OFFERED AT NO COST TO ALL STUDENTS AT ALL LOCATIONS.

Lunch

OFFERED DAILY:

* Milk (skim, 1%, chocolate skim, lactose-reduced)
* Fresh or reduced-sugar canned fruit
* Fresh veggies including the following (locally grown when available): broccoli, carrots, celery, cucumbers, grape tomatoes, jicama sticks, onions, pea pods, pepper strips, zucchini sticks
* Salad greens including the following: romaine lettuce, spinach

ALTERNATE ENTRÉE:

Students have the option of choosing a fresh-made wrap sandwich on a whole grain tortilla as the lunch entrée each day.

Contact Us

Questions or comments: **651-603-4950** or **nacs@spps.org**

Free or reduced-price meal application by mail: **651-603-4950** or online at **http://ns.spps.org/free_reduced_application.html**

Pre-pay for meals or check account balances: **www.paypams.com**

Cafeteria Assistants

Part Time Openings

Indrotec is looking for friendly faces to assist in Saint Paul Public Schools' cafeterias. Contact Indrotec at 612-977-1401 for more information.

Saint Paul Public Schools
A World of Opportunities

2012 Board of Education Jean O'Connell, Chair • Elona Street-Stewart , Vice Chair
Mary Doran, Clerk • Keith Hardy, Treasurer • Anne Carroll, Director • John Brodrick, Director
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Saint Paul Public Schools is an equal opportunity provider.

Mission Statement

We create and serve foods that students get excited about! Our "healthy hits" are served with respect by a caring staff effectively managing resources.

real choices
Eating healthy never tasted so good.

SECONDARY: Central Senior High School, Como Park Senior High School, Harding Senior High School, Highland Park Middle and Senior High, Humboldt Secondary School, Johnson Senior High School and Washington Technology Magnet

SEPTEMBER 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
03 NO SCHOOL	**04** DAILY DISH All-Beef Hot Dog with Toppings Whole Grain Bun or Brown Rice Corn on the Cob MINNESOTA GRILLE BBQ Chicken Sandwich Whole Grain Bun or Brown Rice Roasted Potatoes SIDES Fresh Plum Fresh Veggies & Salad Greens	**05** DAILY DISH Italian Dunkers with Marinara Sauce Roasted Carrots MINNESOTA GRILLE Build a Sandwich Potato Salad SIDES Apple Wedges Fresh Veggies & Salad Greens	**06** DAILY DISH Pizza on Whole Grain Crust Broccoli MINNESOTA GRILLE Hamburger or Cheeseburger Whole Grain Bun or Brown Rice Sweet Potato Fries SIDES Banana Fresh Veggies & Salad Greens	**07** DAILY DISH Veggie Lasagna NEW! Green Beans MINNESOTA GRILLE Meatball Marinara Sandwich Whole Grain Bun or Brown Rice Green Beans SIDES Cantaloupe Fresh Veggies & Salad Greens
10 DAILY DISH Egg Roll and Fried Rice Corn on the Cob MINNESOTA GRILLE Hamburger or Cheeseburger Whole Grain Bun or Brown Rice Sweet Potato Fries SIDES Fresh Peach Fresh Veggies & Salad Greens	**11** DAILY DISH Pizza on Whole Grain Crust Coleslaw MINNESOTA GRILLE BBQ Chicken Sandwich Whole Grain Bun or Brown Rice Roasted Potatoes SIDES Apple Wedges Fresh Veggies & Salad Greens	**12** DAILY DISH Chicken Chili NEW! Whole Grain Cheesebread Green Beans MINNESOTA GRILLE Build a Sandwich Potato Salad SIDES Banana Fresh Veggies & Salad Greens	**13** DAILY DISH Hmong Beef Fried Rice with Fresh Fixings MINNESOTA GRILLE Hamburger or Cheeseburger Whole Grain Bun or Brown Rice Sweet Potato Fries SIDES Pears Fresh Veggies & Salad Greens	**14** DAILY DISH All-Beef Hot Dog with Toppings Whole Grain Bun or Brown Rice Broccoli MINNESOTA GRILLE Pulled BBQ Turkey Sandwich Whole Grain Bun or Brown Rice Cinnamon Apples SIDES Watermelon Fresh Veggies & Salad Greens
17 DAILY DISH Chicken Stew Whole Grain Biscuit or Brown Rice MINNESOTA GRILLE Hamburger or Cheeseburger Whole Grain Bun or Brown Rice Sweet Potato Fries SIDES Kiwi Fresh Veggies & Salad Greens	**18** DAILY DISH Chicken Tortilla Bake Broccoli MINNESOTA GRILLE BBQ Chicken Sandwich Whole Grain Bun or Brown Rice Roasted Potatoes SIDES Apple Wedges Fresh Veggies & Salad Greens	**19** DAILY DISH Egg Roll and Fried Rice Green Beans MINNESOTA GRILLE Build a Sandwich Potato Salad SIDES Banana Fresh Veggies & Salad Greens	**20** DAILY DISH Tomato Soup and Whole Grain Grilled Cheese Sandwich MINNESOTA GRILLE Hamburger or Cheeseburger Whole Grain Bun or Brown Rice Sweet Potato Fries SIDES Fresh Plum Fresh Veggies & Salad Greens	**21** DAILY DISH Fish Patty Whole Grain Bun or Brown Rice Coleslaw MINNESOTA GRILLE Turkey Sloppy Joe Whole Grain Bun or Brown Rice Green Beans SIDES Orange Wedges Fresh Veggies & Salad Greens
24 DAILY DISH Chicken & Gravy, Mashed Potatoes Whole Grain French Bread or Brown Rice MINNESOTA GRILLE Hamburger or Cheeseburger Whole Grain Bun or Brown Rice Sweet Potato Fries SIDES Apple Wedges Fresh Veggies & Salad Greens	**25** DAILY DISH All-Beef Hot Dog with Toppings Whole Grain Bun or Brown Rice Brussels Sprouts MINNESOTA GRILLE BBQ Chicken Sandwich Whole Grain Bun or Brown Rice Roasted Potatoes SIDES Watermelon Fresh Veggies & Salad Greens	**26** DAILY DISH Roasted Chicken Drumsticks Whole Grain French Bread Moroccan Rice NEW! MINNESOTA GRILLE Build a Sandwich Potato Salad SIDES Banana Fresh Veggies & Salad Greens	**27** DAILY DISH Pizza on Whole Grain Crust Green Beans MINNESOTA GRILLE Hamburger or Cheeseburger Whole Grain Bun or Brown Rice Sweet Potato Fries SIDES Orange Wedges Fresh Veggies & Salad Greens	**28** DAILY DISH Italian Dunkers with Marinara Sauce Corn on the Cob MINNESOTA GRILLE Meatball Marinara Sandwich Whole Grain Bun or Brown Rice Corn on the Cob SIDES Cantaloupe Fresh Veggies & Salad Greens

THIS WEEK

OFFERED DAILY

MADE TO ORDER

RICE BOWL BAR
Thai Sweet & Sour Chicken or Szechuan Chicken
Brown Rice
Fresh Fixings

GOOD TO GO

MAINS
Chicken Caesar Salad *
Chef Salad *
Asian Noodle Salad
Whole Grain PB&J Sandwich and Cheese Stick
SIDES
Fresh Fruit and Veggies

** Served with a whole grain breadstick*

THIS WEEK

MADE TO ORDER

TACO BAR
Taco Beef or Fajita Chicken
Refried Beans
Whole Grain Tortilla, Tortilla Chips or Brown Rice
Fresh Salsa
Fresh Fixings

GOOD TO GO

MAINS
Chicken Caesar Salad *
Chef Salad *
Yogurt Parfait *
Whole Grain PB&J Sandwich and Cheese Stick
SIDES
Fresh Fruit and Veggies

** Served with a whole grain breadstick*

THIS WEEK

MADE TO ORDER

PASTA BAR
Whole Grain Spaghetti, Rigatoni or Brown Rice
Marinara Sauce
Meatballs or Diced Chicken
Fresh Fixings

GOOD TO GO

MAINS
Chicken Caesar Salad *
Chef Salad *
Greek Chicken Salad *
Whole Grain PB&J Sandwich and Cheese Stick
SIDES
Fresh Fruit and Veggies

** Served with a whole grain breadstick*

THIS WEEK

MADE TO ORDER

RICE BOWL BAR
Orange Chicken or Chicken Chow Mein
Brown Rice
Fresh Fixings

GOOD TO GO

MAINS
Chicken Caesar Salad *
Chef Salad *
Apple Chicken Salad *
Whole Grain PB&J Sandwich and Cheese Stick
SIDES
Fresh Fruit and Veggies

** Served with a whole grain breadstick*

Menu subject to change due to market conditions and/or product availability.

Allergen Notice

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Contains nuts or peanut butter | Meatless item | Locally grown

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SAINT PAUL PUBLIC SCHOOLS SECONDARY menu

SEPTEMBER 2012

FEATURED recipe

Moroccan Rice

This colorful and healthful side dish is a perfect accompaniment to simple baked or grilled chicken

INGREDIENTS

3/4 cup raisins
1/4 cup warm water
1 1/2 cups brown rice
1/8 tablespoon canola oil
1/4 cup diced onion
1 cup diced sweet potato
1/2 teaspoon salt
1/4 teaspoon ground cumin
1/8 teaspoon ground cinnamon
1/4 teaspoon ground cayenne pepper
1/2 teaspoon ground ginger
1/8 teaspoon ground black pepper
1/2 cup low-fat vanilla yogurt
1 1/2 cups raw spinach, chopped

DIRECTIONS

Soak raisins in warm water in a small bowl.

Cook brown rice according to package directions.

In a large skillet over medium high heat, saute onions and sweet potatoes in oil until soft.

Add salt, cumin, cinnamon, cayenne pepper, ginger and black pepper to skillet and stir to combine.

Drain raisins.

Add yogurt, raisins, spinach and cooked rice to onion and sweet potato mixture and stir gently to combine.

Cook over low heat until hot and spinach is slightly wilted.

Serve and enjoy!

NUTRITIONAL INFORMATION PER 1 CUP SERVING

Calories: 180
Total Fat: 1.22 g
Carbs: 39.6 g
Sodium: 182.02 mg
Cholesterol: 0.68 mg
Fiber: 2.64 g

YIELD

Eight 1-cup servings

2012-2013 Menu Pricing

	LUNCH	BREAKFAST	EXTRA MILK
PRE-K – 5	$1.90	No cost	$0.50
GRADES 6 – 8	$2.10	No cost	$0.50
GRADES 9 – 12	$2.20	No cost	$0.50
REDUCED-PRICE	$0.40	No cost	$0.50
ADULT	$3.75	$2.00	$0.50

Contact Us

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Pre-pay for meals or check account balances: **www.paypams.com**

Employment: Contact Introtec at **612-977-1401** for more information

Breakfast

ENTRÉES INCLUDE:

* Egg & cheese tortilla
* Cheese omelet
* Homemade whole grain muffins
* Breakfast smart cookie

OFFERED DAILY:

* Fresh fruit
* Low-fat yogurt
* Whole grain cereal
* Whole grain graham crackers
* 100% orange or apple juice
* Milk (skim, 1%, lactose-reduced)

BREAKFAST IS OFFERED AT NO COST TO ALL STUDENTS AT ALL LOCATIONS.

Daily Dish

A different entree is offered each day and is served with a variety of sides, fresh fruits and vegetables.

Minnesota Grille

Entrees may include a BBQ chicken sandwich, hamburger, cheeseburger or specialty hot sandwich on a whole grain bun or a Build a Sandwich option with a variety of sliced meat, cheese, and whole grain bread. All entrees are served with a variety of sides, fresh fruit and vegetables.

Made to Order

A different theme is featured each week. Students are able to customize their meal and choose from a variety of fresh toppings, sides, fresh fruit and vegetables.

Good to Go

Students can choose one main item, three sides and milk to create a complete meal.

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SECONDARY: Battle Creek Middle School, Creative Arts High School, LEAP High School, Murray Junior High School, Open World Learning Community and Ramsey Junior High School

SEPTEMBER 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
03 NO SCHOOL	04 DAILY DISH All-Beef Hot Dog with Toppings Whole Grain Bun or Brown Rice Corn on the Cob MADE TO ORDER Szechuan Chicken Fresh Fixings & Brown Rice SIDES Fresh Plum Fresh Veggies & Salad Greens	05 DAILY DISH Pizza on Whole Grain Crust Roasted Carrots MADE TO ORDER Szechuan Chicken Fresh Fixings & Brown Rice SIDES Apple Wedges Fresh Veggies & Salad Greens	06 DAILY DISH Hamburger Whole Grain Bun or Brown Rice Broccoli MADE TO ORDER Szechuan Chicken Fresh Fixings & Brown Rice SIDES Banana Fresh Veggies & Salad Greens	07 DAILY DISH Veggie Lasagna NEW! Green Beans Whole Grain French Bread MADE TO ORDER Szechuan Chicken Fresh Fixings & Brown Rice SIDES Cantaloupe Fresh Veggies & Salad Greens
10 DAILY DISH Egg Roll and Brown Rice Corn on the Cob MADE TO ORDER Beef or Vegetarian Taco Salad Fresh Fixings & Refried Beans Tortilla Chips or Brown Rice SIDES Fresh Peach Fresh Veggies & Salad Greens	11 DAILY DISH Turkey Sloppy Joe Whole Grain Bun or Brown Rice Coleslaw MADE TO ORDER Beef or Vegetarian Taco Salad Fresh Fixings & Refried Beans Tortilla Chips or Brown Rice SIDES Apple Wedges Fresh Veggies & Salad Greens	12 DAILY DISH Italian Dunkers with Marinara Sauce Roasted Summer Squash MADE TO ORDER Beef or Vegetarian Taco Salad Fresh Fixings & Refried Beans Tortilla Chips or Brown Rice SIDES Banana Fresh Veggies & Salad Greens	13 DAILY DISH Chicken Stew Mashed Potatoes Whole Grain French Bread MADE TO ORDER Beef or Vegetarian Taco Salad Fresh Fixings & Refried Beans Tortilla Chips or Brown Rice SIDES Pears Fresh Veggies & Salad Greens	14 DAILY DISH Tomato Soup Whole Grain Grilled Cheese Sandwich MADE TO ORDER Beef or Vegetarian Taco Salad Fresh Fixings & Refried Beans Tortilla Chips or Brown Rice SIDES Watermelon Fresh Veggies & Salad Greens
17 DAILY DISH Teriyaki Chicken, Edamame and Brown Rice Broccoli MADE TO ORDER Meatballs in Marinara Sauce Whole Grain Spaghetti or Brown Rice Fresh Fixings SIDES Kiwi Fresh Veggies & Salad Greens	18 DAILY DISH Whole Grain Chicken Corn Dog Roasted Carrots MADE TO ORDER Meatballs in Marinara Sauce Whole Grain Spaghetti or Brown Rice Fresh Fixings SIDES Apple Wedges Fresh Veggies & Salad Greens	19 DAILY DISH Chicken Chili NEW! Whole Grain Cheesebread Green Beans MADE TO ORDER Meatballs in Marinara Sauce Whole Grain Spaghetti or Brown Rice Fresh Fixings SIDES Banana Fresh Veggies & Salad Greens	20 DAILY DISH Chow Mein with Bok Choy Brown Rice MADE TO ORDER Meatballs in Marinara Sauce Whole Grain Spaghetti or Brown Rice Fresh Fixings SIDES Fresh Plum Fresh Veggies & Salad Greens	21 DAILY DISH Pulled BBQ Turkey Sandwich Whole Grain Bun or Brown Rice Roasted Zucchini MADE TO ORDER Meatballs in Marinara Sauce Whole Grain Spaghetti or Brown Rice Fresh Fixings SIDES Orange Wedges Fresh Veggies & Salad Greens
24 DAILY DISH Quesadilla with Guacamole Fresh Salsa and Refried Beans MADE TO ORDER Orange Chicken Fresh Fixings & Brown Rice SIDES Apple Wedges Fresh Veggies & Salad Greens	25 DAILY DISH Hamburger Whole Grain Bun or Brown Rice Brussels Sprouts MADE TO ORDER Orange Chicken Fresh Fixings & Brown Rice SIDES Watermelon Fresh Veggies & Salad Greens	26 DAILY DISH Roasted Chicken Drumsticks Whole Grain French Bread Moroccan Rice NEW! MADE TO ORDER Orange Chicken Fresh Fixings & Brown Rice SIDES Banana Fresh Veggies & Salad Greens	27 DAILY DISH Pizza on Whole Grain Crust Green Beans MADE TO ORDER Orange Chicken Fresh Fixings & Brown Rice SIDES Orange Wedges Fresh Veggies & Salad Greens	28 DAILY DISH Fish Patty Whole Grain Bun or Brown Rice Corn on the Cob MADE TO ORDER Orange Chicken Fresh Fixings & Brown Rice SIDES Cantaloupe Fresh Veggies & Salad Greens

Menu subject to change due to market conditions and/or product availability.

GREAT TRAY GREAT DAY!!

Choose crunchy veggies!
Red, orange, dark green and starchy vegetables and beans will be offered each week.

Choose tasty fruits and veggies from the Choice Bar!
Students are encouraged to take as many fresh fruits and veggies as they can eat.

Lean proteins and whole grains are yummy too!
Meat and vegetarian protein options are available each day, and most grains are whole grain-rich.

Add a serving of milk!
Students can choose from 1% or skim white milk, or skim low-sugar chocolate milk.

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Contains nuts or peanut butter | Meatless item | Locally grown

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SAINT PAUL PUBLIC SCHOOLS SECONDARY SCHOOL menu

SEPTEMBER 2012

FEATURED recipe

Moroccan Rice

This colorful and healthful side dish is a perfect accompaniment to simple baked or grilled chicken

INGREDIENTS

3/4 cup raisins
1/4 cup warm water
1 1/2 cups brown rice
1/8 tablespoon canola oil
1/4 cup diced onion
1 cup diced sweet potato
1/2 teaspoon salt
1/4 teaspoon ground cumin
1/8 teaspoon ground cinnamon
1/4 teaspoon ground cayenne pepper
1/2 teaspoon ground ginger
1/8 teaspoon ground black pepper
1/2 cup low-fat vanilla yogurt
1 1/2 cups raw spinach, chopped

DIRECTIONS

Soak raisins in warm water in a small bowl.

Cook brown rice according to package directions.

In a large skillet over medium high heat, saute onions and sweet potatoes in oil until soft.

Add salt, cumin, cinnamon, cayenne pepper, ginger and black pepper to skillet and stir to combine.

Drain raisins.

Add yogurt, raisins, spinach and cooked rice to onion and sweet potato mixture and stir gently to combine.

Cook over low heat until hot and spinach is slightly wilted.

Serve and enjoy!

NUTRITIONAL INFORMATION PER 1 CUP SERVING

Calories: 180
Total Fat: 1.22 g
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Breakfast

ENTRÉES INCLUDE:

* Egg & cheese tortilla
* Cheese omelet
* Homemade whole grain muffins
* Breakfast smart cookie

OFFERED DAILY:

* Fresh fruit
* Low-fat yogurt
* Whole grain cereal
* Whole grain graham crackers
* 100% orange or apple juice
* Milk (skim, 1%, lactose-reduced)

BREAKFAST IS OFFERED AT NO COST TO ALL STUDENTS AT ALL LOCATIONS.

Daily Dish

A different entree is offered each day and is served with a variety of sides, fresh fruits and vegetables.

Made to Order

A different theme is featured each week. Students are able to customize their meal and choose from a variety of fresh toppings, sides, fresh fruit and vegetables.

OFFERED DAILY:

* Milk (skim, 1%, chocolate skim, lactose-reduced)
* Fresh or reduced-sugar canned fruit
* Fresh veggies including the following (locally grown when available): broccoli, carrots, celery, cucumbers, grape tomatoes, jicama sticks, onions, pea pods, pepper strips, zucchini sticks
* Salad greens including the following: romaine lettuce, spinach

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The Right Produce at the Right Price

Carla Vogl, BS, CHES

Who Am I?

- Carla Vogl
- I have a B.S. in Health Promotion and a specialty in stress management
- I am a Certified Health Education Specialist(CHES)
- I have been working with Copper Canyon Farms since October 2012
- Working with school districts on behalf of Copper Canyon Farms
- Act as a resource for FFVP, FFAVORS, School Lunch Program, Breakfast and Snack Programs

Who Are We?

- **William S. Muir- 1850**, Settles and farms in Bountiful, Utah. Sells produce to workers building transcontinental R.R. Active in development of Utah and the West.
- **Wallace W. Muir- 1888,** continues farming and produce business in Bountiful. Pioneers the farming of Moapa Valley, Nevada and sells first of season produce to markets in Utah and East. 1911, co-founder of Growers Exchange; Muir family eventually owns controlling interest in Growers Market Co.

- **Edward O. Muir- 1921,** enters produce business as E.O. Muir and Co., now produce is packed, shipped, and sold locally and nationally. Represents large portion of fruit and vegetable growing industry in Utah. Farming and shipping businesses in Oregon, Idaho, Nevada. Industry leader, Chairman of United Fresh Fruit and Vegetable Association, **1957**.
- **Edward W. Muir- 1947,** enters produce business, establishes Muir-Roberts Co., Inc., a grower, packer, and shipper of Utah cherries, apples, pears, and and distribution of produce in Salt Lake City. President of ,National Onion Association 1971, and Chairman of United Fresh Fruit and Vegetable Association, 1977.

- **Phillip R. Muir- 1976** enters produce business. Heads onion division. **2000**, becomes local partner of Pro*Act., Completes new distribution center. Changes name of distribution company to Muir Copper Canyon Farms. 2001, expands distribution to Idaho and Wyoming. 2006, expands to St.George and parts of Southern Utah. 2007, elected Chairman of Pro*Act.
- **Michael Muir- 2000,**enters produce business. Mike grew up in the business and currently works as the sales manager.

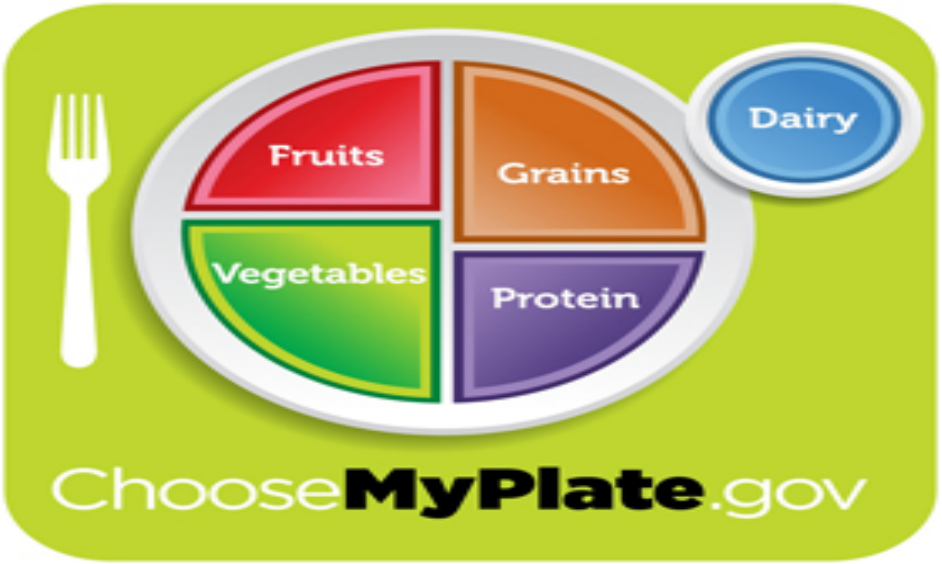
Why are we here?

We share a common goal to:

- Ensure that our children get fresh, safe and healthy produce
- To Make sure that this produce is handled and stored properly
- To begin to change the palettes of our children in order to decrease rising obesity rates among our nations youth population
- To create colorful and enticing meals that will encourage school meal participation

Fruits and Vegetables”
“Make Half Your Plate

2010 Dietary Guidelines



What Will We Be Talking About?

What constitutes the right produce

- Variety
- Safe handling and proper storage
- Buying from reputable sources

What constitutes the right price

- Buying seasonally
- Buying from a reputable distributor
- The cooperative partnership with your distribution partner

Would You Rather Be On Vacation?

- With many days in the SLC valley being as cold as -11 in the last few weeks I think

  WE ACTUALLY ARE ON VACATION!!!!!

- My hope is that you will leave here with a little more of an understanding of how we can work together to ensure the best produce for our children!!

Food Service Distribution

- Wide Variety of Produce Available All Year
- Expert Knowledge of Produce – Variety, Value-Added, Seasonality, Contract Pricing, Buying Power
- Food Safety: Internal Compliance Protocols and Supplier Verification

Fresh Produce Standards Guide

for Utah Schools

CONFIDENTIAL

April 2012

PRO•ACT

America's Produce Specialist

How We Work With Schools

Fresh Produce Guide for Schools

- Receiving
- Storage
- Handling
- Preparation
- Buying
- Info on over 100 fruits and veggies

Receiving Guidelines

- Always do a thorough evaluation of a produce delivery, if possible, in the presence of a delivery driver.
- Open EVERY case
- Reject inferior produce at time of delivery
- Get in the cooler as quickly as possible!

ZONE 1

Produce Standard

BEANS, GREEN

PRIMARY DESCRIPTION	Green Beans
PRIMARY PACK	Approx 25 lb Case
GROWING REGION	FL/GA/CA/ Imports
ALLOWED SUBSTITUTION	None
NOT ALLOWED PACK	Flat or KY Beans

GENERAL CHARACTERISTICS

Round or Snap Green Beans should be straight and will range in length from 5"-8". Color will range from a pale green to a deep emerald green. Pods are plump with small green beans. The beans should be stiff and snap easily.

RECEIVING

- ✓ Inspect (if possible) with delivery driver at the time of delivery.
- ✓ Open the top of the case. Green beans should fairly uniform in size. Beans should be plump and full. Beans should be cleanly harvested. Check for small, immature beans, excessive attached stems, leaves, blooms and broken beans.
- ✓ Check for the signs of decay. Primarily, this will be in the center of the case. Look for "nesting" of grey mold.
- ✓ Check for signs of dehydration. This will be signs of shrivel and limpness.
- ✓ Check for signs of chilling or freezing injury. Chill damage will appear as "russeting" or browning. Minor russeting can be expected. Excessive russeting will lead to premature fungal decay. Freezing injury will appear as water-soaked areas which will rapidly decay.

MAKE IT OR BREAK IT

Product found to have following issues should be rejected at the time of delivery.

- ✓ Clear signs of decay, dark water-soaked spots or mold.
- ✓ Russet brown appearance over more than 10% of the case.

STORAGE

- ✓ Store in ZONE 3, (covered in a sealed original container in the warmest part) of the walk-in cooler. Chilling injury can occur (browning) in as few as 2 days not properly protected.
- ✓ Keep green beans dry and away from moisture sources. Moisture on beans will rapidly accelerate decay.
- ✓ Keep away from drafts from the cooler fan. Green beans are highly susceptible to dehydration. (shrivel and limpness)
- ✓ Green beans are extremely susceptible to ethylene damage. Ethylene injury will appear as paleness of color and accelerated russeting. Store away from ethylene producing fruits where possible.

HANDLING

- ✓ Follow Good Rotation practices, first shipments received should be used first.
- ✓ The expected shelf life of green beans is 3-4 days. Rotate frequently to maintain optimum freshness and snap.

PREPARATION

- ✓ Prep fresh daily as needed. Try not to carry over prepped product from the previous day.
- ✓ Avoid placing the case or raw product on non-sanitized kitchen counter tops to help prevent the potential for cross contamination.
- ✓ It is appropriate for green beans to be washed with a cold water, sanitary rinse, immediately prior to preparation.
- ✓ Store prepped product immediately into refrigeration (covered) upon completion of the prep.

ZONE 1

Zone 1 is the coldest part of the walk-in cooler. Typically, this will be a lowest shelf and furthest from the entry door.

Storage Guidelines

- Arrange your produce storage areas to maximize produce freshness and yield
- First In, First Out (FIFO)
- Allow sufficient space for ventilation
- Check and record temperatures twice per day
- Remove wilted and discolored product
- Discard if product has expired
- Maintain good rotation

Produce Storage Guide

"To help you maximize your produce freshness & yield"

PRO•ACT
America's Produce Specialist

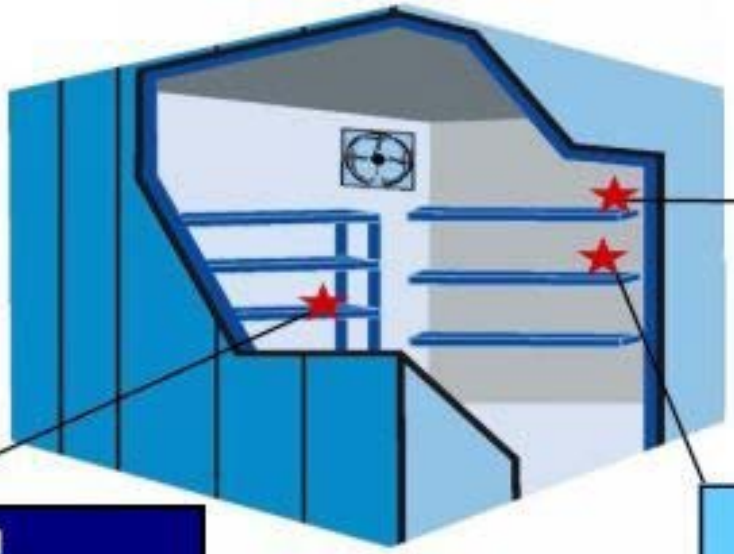
Produce Handling Overview

- Temperature is the single most important factor in maintaining and maximizing produce quality.
- For every 10 degrees increase in temperature, a produce item can lose up to half of its life.
- Every operator must be aware of temperatures in their receiving, storage, and prep areas and temps should be checked on a regular basis.
- The correct temperature for Fresh Cut vegetables is between 34—40 degrees. Store product in its original bags or shipping cartons.

FIFO

Proper rotation practices must be followed in order to keep produce fresh. Simply write the delivery date on the outside of every carton received and store the cartons so the date can be easily read. The oldest product should always be used first according to the FIFO method

FIRST IN FIRST OUT



Zone 3

Zone 3 is in the warmest part of the walk-in cooler and is covered or sealed. Typically this will be on a high shelf and closest to the entry door.

Cucumbers
Eggplant
Ginger Root
Honeydew
Peppers
Pineapple
Sweet Onions
Squash

Zone 1

Zone 1 is the coldest part of the walk-in cooler. Typically this will be as far from the entry door to the kitchen as possible and on a lower shelf.

Apples
Artichokes
Asparagus
Avocados
Beans, Green
Beets
Blackberries
Blueberries
Bok Choy
Broccoli
Cabbage
Cantaloupe
Carrots
Cauliflower
Celery
Cilantro
Corn
Cucumbers
Garlic Peeled
Grapes
Green Onions
Herbs (most)
Kale
Lettuce
Mushrooms
Parsley
Pears
Peas
Radish
Raspberries
Spinach
Strawberries
Stone Fruit
All Processed

Zone 2

Zone 2 is the warmest part of the walk-in cooler. Typically this will be on a high shelf and closest to the entry door.

Grapefruit
Lemons
Limes
Oranges

Zone 4

Zone 4 is in the Dry Storage area, off of the ground. Target ambient room temperature is from 60-75 degrees F.

Bananas
Garlic, Whole
Potatoes
Red Onions
Yellow Onions
Tomatoes
Yams

Handling Produce in Schools

- Receiving
- Storage
- Handling Guidelines
- Washing & Preparation
- Serving
- Hand Hygiene
- Training & General Food Safety Practices

Food Safety: Who is responsible?

- Growers and Shippers
- Distributors
- Schools
- You
- Contamination of produce with harmful micro organisms can occur at all stages of production, processing, transportation, storage, preparation and service. To prevent food borne illness, fresh produce needs to be handled with care at each step from farm to table!

Seasonal Produce

Seasonal Produce Chart

Winter	Spring	Summer	Fall	Year Round
Apples	Apricots	Apricots	Acorn Squash	Avocados
Belgian Endive	Artichokes	Beets	Apples	Bananas
Bok Choy	Asparagus	Bell Peppers	Belgian Endive	Cabbage
Brussels Sprouts	Broccoli	Blackberries	Bok Choy	Carrots
Cherimoya	Chives	Blueberries	Broccoli	Celery
Chestnuts	Collard Greens	Boysenberries	Brussels Sprouts	Lemons
Coconuts	English Peas	Cantaloupe	Butternut Squash	Lettuce
Dates	Fava Beans	Casaba Melon	Cauliflower	Onions
Grapefruit	Fennel	Cherries	Celery Root	Papayas
Kale	Fiddlehead	Crenshaw Melon	Chayote Squash	Bell Peppers
Leeks	Green Beans	Cucumbers	Cherimoya	Potatoes
Mushrooms	Honeydew	Eggplant	Coconuts	
Oranges	Mango	Figs	Cranberries	
Parsnips	Morel Mushrooms	Garlic	Diakon Radish	
Pear	Mustard Greens	Grapefruit	Garlic	
Persimmons	Oranges	Grapes	Ginger	
Pummelo	Limes	Green Beans	Grapes	
Radicchio	Pea Pods	Green Peas	Guava	
Red Currents	Pineapple	Honeydew Melons	Huckleberries	
Rutabagas	Ramps	Kiwifruit	Kohlrabi	
Sweet Potatoes	Rhubarb	Lima Beans	Kumquats	
Tangerines	Snow Peas	Limes	Mushrooms	
Turnips	Sorrel	Loganberries	Parsnips	
Winter Squash	Spinach	Nectarines	Pear	
Yams	Spring Baby Lettuce	Okra	Persimmons	
	Strawberries	Peaches	Pineapple	
	Sweet Corn	Persian Melons	Pommegranate	
	Sugar Snap Peas	Plums	Pumpkin	
	Swiss Chard	Radishes	Quince	
	Vidalia Onions	Raspberries	Rutabagas	
	Watercress	Strawberries	Sweet Potatoes	
		Sweet Corn	Swish Chard	
		Summer Squash	Turnips	

Writing an RFP / RFQ to Procure Quality Produce

Stay focused on the goal – great tasting,

high quality, fresh fruits and vegetables

- Assess Current Purchasing Practices
- Produce Distributor or Broadline
- Duration of Bid
- Delivery Schedule
- Refrigeration/Storage
- Local Preferences

Writing RFP/RFQ to Procure Quality Produce

Write clear detailed specifications that enable you to compare prices, receive what you want, and what you are paying for:

- Product
- Variety
- Case Size
- Count
- Grade/Quality
- Quantity
- Desired Ripeness/Condition Upon Delivery

Pre-Qualifying Produce Distributors in Your Market

- **Produce Distributor "Must Haves"**
  - 3rd party food safety audits
  - Refrigerated trucks
  - Refrigerated docks
- **Ask for food safety audit documentation**
- **Ask to visit your distributor's facility**

Produce Bid Items

Item	Pack	Est. Usage – Bid Period
Broccoli Florets	1/5 lb.	2,000
Broccoli/Cabbage Cole Slaw Mix	4/5lb. bags	100
Carrots, Whole Baby Peeled	4/1 lb. bag	500
Carrot Shred	1/5 lb. bag	100
Cauliflower Florets	2/3 lb.	1,000
Celery Sticks	1/5 lb.	1,500
Cilantro	1 bunch/bag	200
Cucumber 24 ct.	24 count	250
Lettuce Shred	2/5 lb.	50
Onion	2/ 5 lb.	100
Pepper, Green	5 lb.bag	200
Tomato, Grape	1/12 pts.	1,500

USDA & NFSMI Procurement Resources

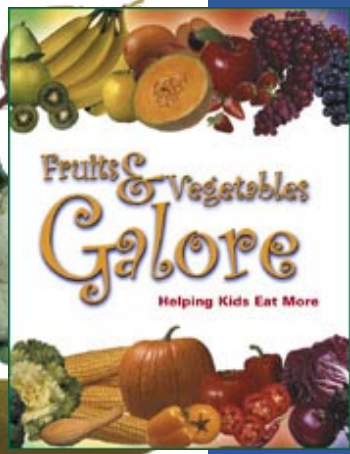
- **Best Practices: Handling Fresh Produce in Schools**
  - http://www.fns.usda.gov/fns/safety/pdf/best_practices.pdf
  - Purchasing and Receiving, Washing and Preparation, Handling/Hand Hygiene, Serving , Storage, and info on training for all food handlers

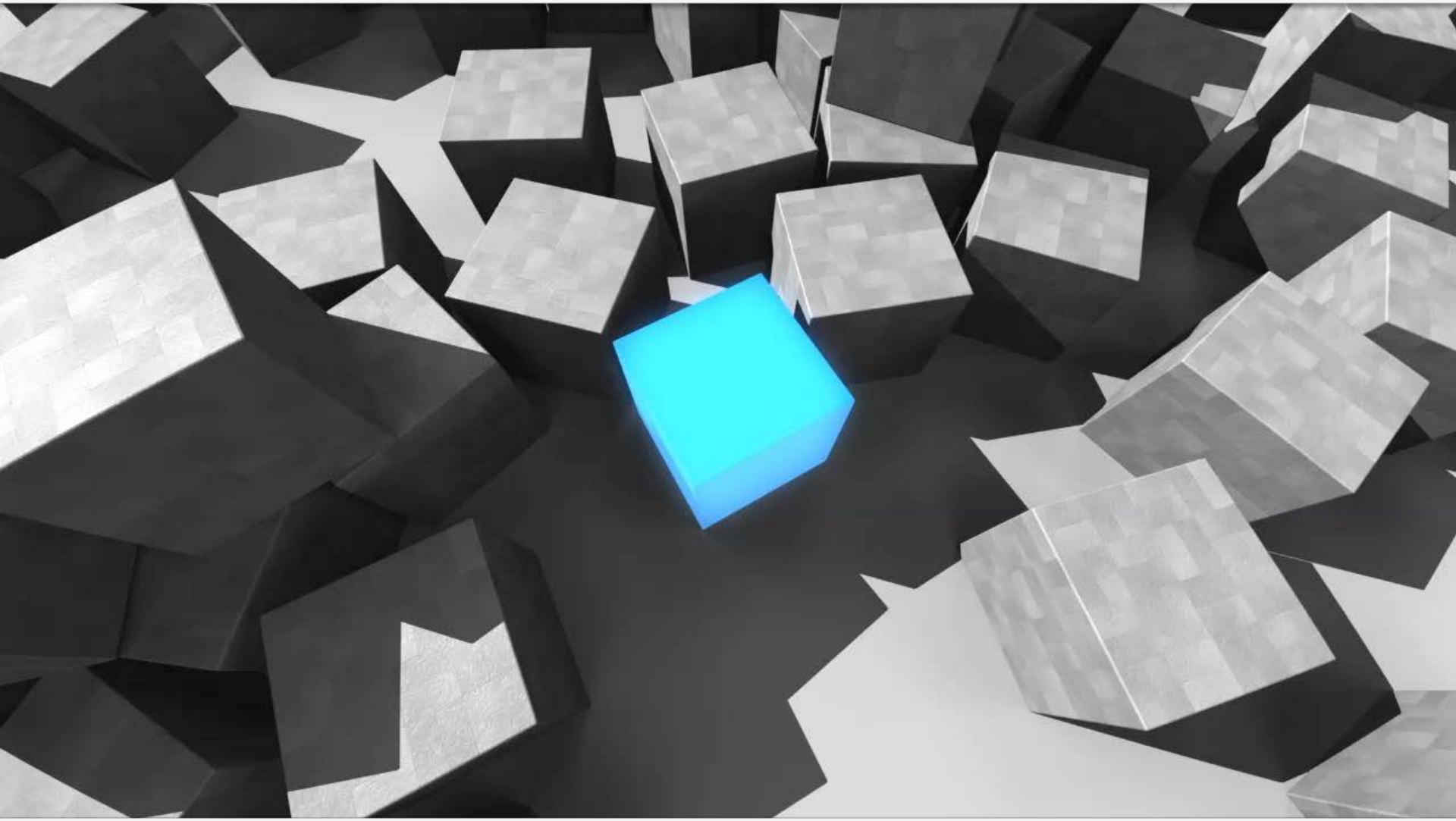
- **Fruits and Vegetables Galore: Helping Kids Eat More**
  http://www.fns.usda.gov/tn/resources/fv_galore.html

- **NFSMI Produce Videos and Commodity Fact Sheets**
  - www.nfsmi.org/producesafety

- **Addressing Food Safety in School Produce Purchasing**
  - www.schoolnutrition.org/producepurchasing

- **USDA Farm to School Website**
  - http://www.fns.usda.gov/cnd/f2s/implementing/safety.htm



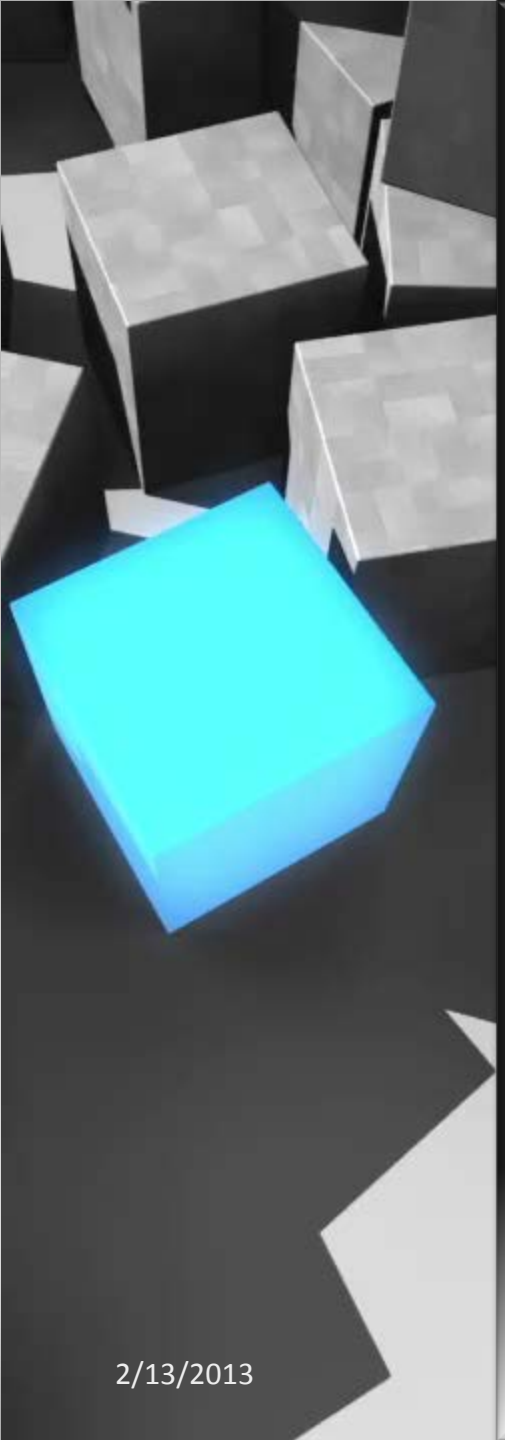


Transformational Leadership

Winter Conference 2012-13

Jana Cruz

Click Colored Block to Start Build



Confidence. .Accountability.. Collaboration. . .Initiative

Socrates and learning theory

...knowledge is part of what we already are…Leadership is also part of what we are.

Once we become aware of our ability to lead we are empowered to accomplish more as individuals and as organizations.

Leaders who fail and those who succeed.

What determines this success??

Leadership Traits

- They ask what needs to be done.
- They develop action plans
- They take responsibility for decisions.
- They take responsibility for communication.
- They focus on opportunity rather than problems.
- They run productive meetings.

Leadership Traits

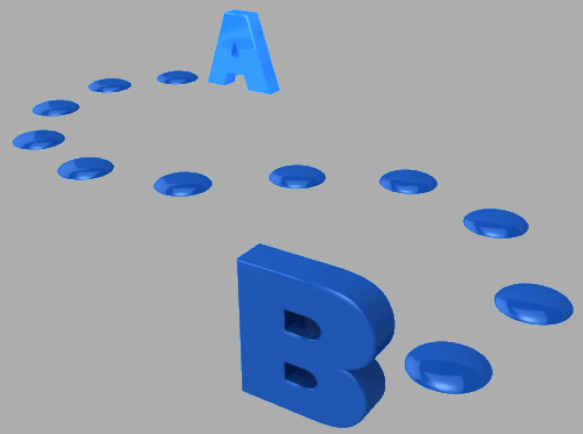
- They think and say ‘we’ rather than ‘I’.
- They approach change as opportunity rather than a threat.
- They earn ‘authority’. .value honesty and trustworthiness.
- They took advantage of opportunities to ‘try’ to lead. .***to learn to lead.***

Video. . .Leadership Traits

Leadership Traits. . .

examples, thoughts, ideas. . .

Leadership is different than management



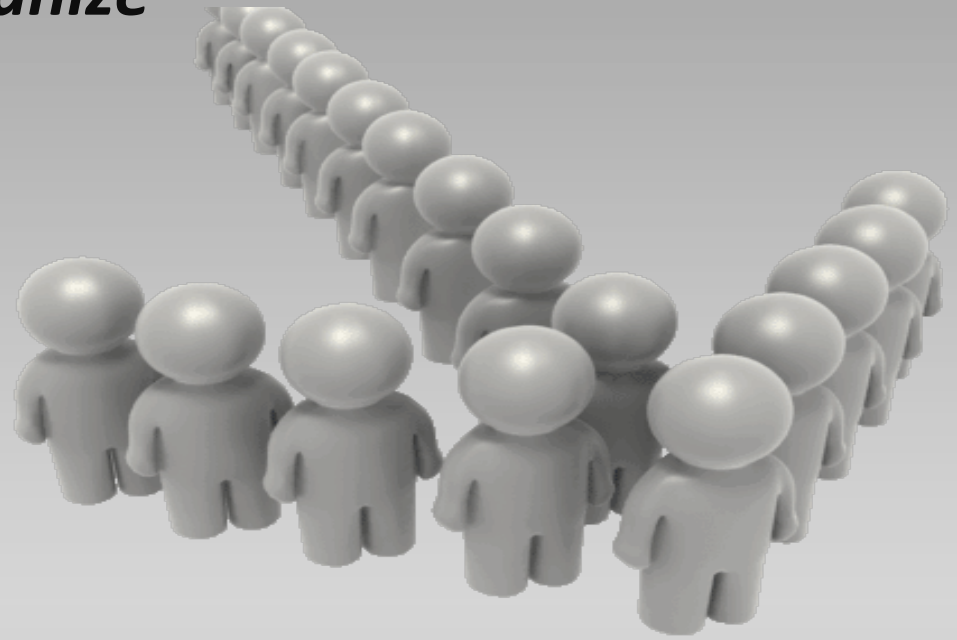
- Leadership is not better than management or a replacement for it. .

- Managers deal with complexity. . . they plan and organize (create maps from point A to B).
- Good managers take the vision for change and organize it.

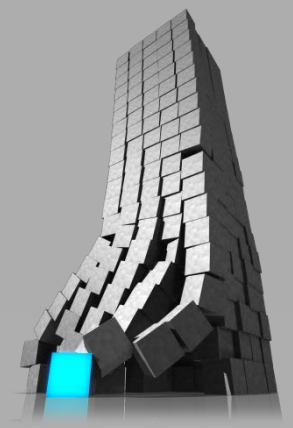
- Leaders cope with change/transformation that determines direction/vision.

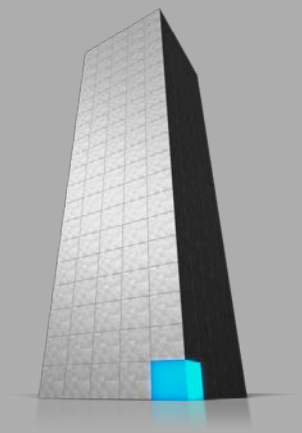
Direction/Vision

- Managers organize the vision. .all must line up and move together in the same direction to create successful outcomes. . .
- ***Effective leaders do not organize people they 'align' them.***



Three Picture Page Layout





Research of 1000 participants and 3000 pages of text. . .what determines successful leadership. .what characteristics act as a cornerstone for improved personal and organizational development???

Effective leaders are alike in one crucial way: they all have a high degree of what has come to be known as emotional intelligence creating the ability to work well with others and lead ‘change’.

Effectiveness in leading change believing that vital direction is not magic but comes from ‘within’ a well functioning organization that readily listens and learns at every level. .

TRANSFORMATIONAL LEADERSHIP. . .

Transformational leadership…

Transformational Leadership has the potential to not only transform an organization but to transform people.

These leaders care about the success of ‘people’.

Bottom up style of leadership. (THE CORNERSTONE)

Some leaders ‘know’ the way. Others are happy to lead the exploration of possibilities.

Emotional Intelligence

Click Mouse Reveal Next Phase

Self Awareness → Confidence (not necessarily in self but in others). .realistic. .humility.

Self Regulation → Trustworthiness and integrity. .HARD WORK!!

Motivation → Strong drive to achieve. .organizational commitment. .optimistic in the face of failure.

Empathy → Expertise in building and maintaining teams. .cross-cultural sensitivity. .service to employees and customers.

Social Skills → Friendliness with a purpose. . . persuasiveness.

Self aware and self regulation

Self aware: confidence (not necessarily in self but in others). .realistic. .humility.

"Humbition" . . .Jane Harper (30 yr veteran of IBM) a blend of humility and ambition.

•Recognize that the most powerful ideas come from the most unexpected places. .the quiet genius buried deep inside the organization. .the collective genius that surrounds the organization. .the hidden genius of customer, suppliers and other constituents eager to share what they know if only they were asked.

•We all have a spark of leadership. .

Self regulation: Trustworthiness and integrity. . .HARD WORK!!

•Adapt or lose the battle.

•Find meaning in negative events and even learn from them.

•Don't get caught in the field of action when you need to be on the balcony.

Self aware one more time. . .know thyself

KNOW THYSELF. .no one can be authentic or sincere when trying to imitate someone else.

Motivation. . .empathy and social skills

Motivation: Strong drive to achieve. . . organizational commitment. . .optimistic in the face of failure.

Achieving grand visions always requires a burst of energy!

Energize by satisfying human needs for achievement, sense of belonging, recognition, self-esteem and control over one's own world (not by pushing).

Answers are there. .but are we listening?

Empathy: Expertise in building and maintaining teams. .cross-cultural sensitivity . . .service to employees, customers etc.

Allows you to understand your team makeup, to create an environment free from fear. . where all can learn and grow at a more rapid pace (ex: people are like equipment in that we often see the symptom before we can determine the 'real' problem.)

Social Skills…

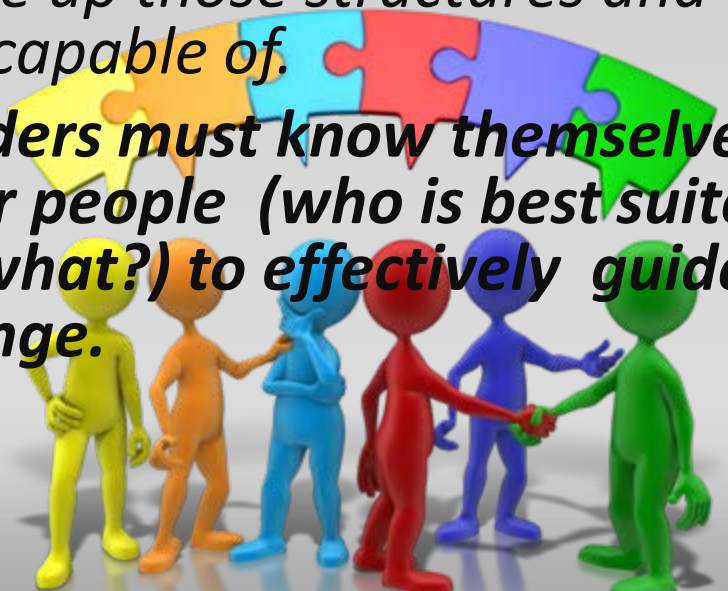
Social Skills: Friendliness with a purpose..persuasiveness.

Expertise in team building. .effectiveness in leading change.

These leaders may appear not to be working while at work☺

Leaders at every level must know their organizational structures. .must know their jobs. .but must also know the people that make up those structures and what they are capable of.

Leaders must know themselves and know their people (who is best suited to take on what?) to effectively guide through change.



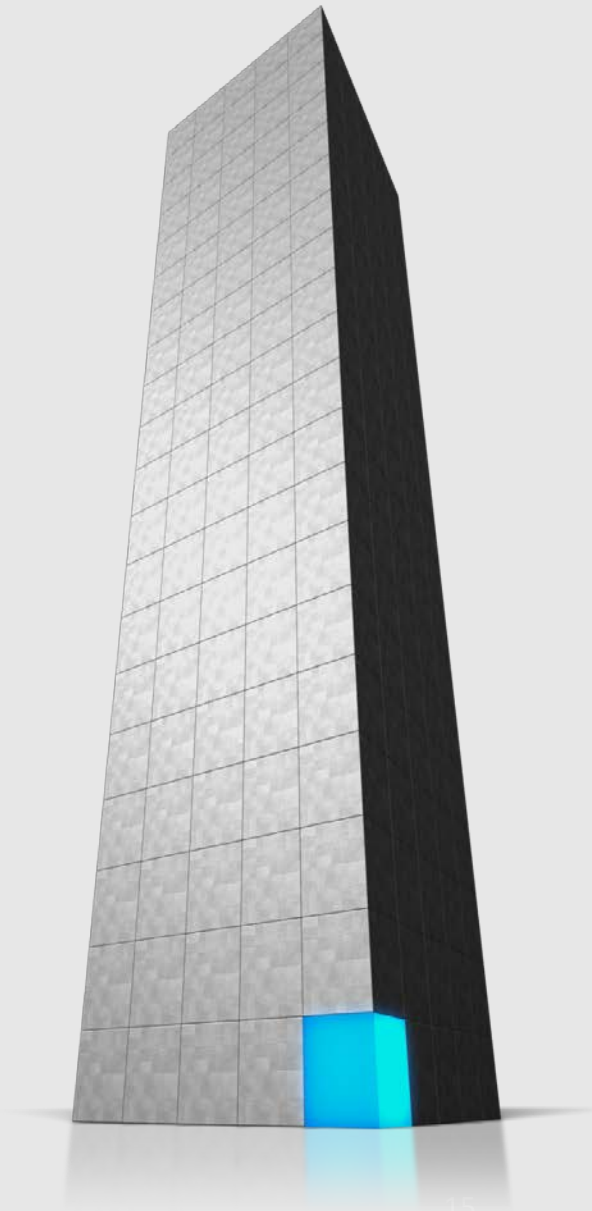
Stand by your quote…

Leadership activity…

leadership quotes.. .

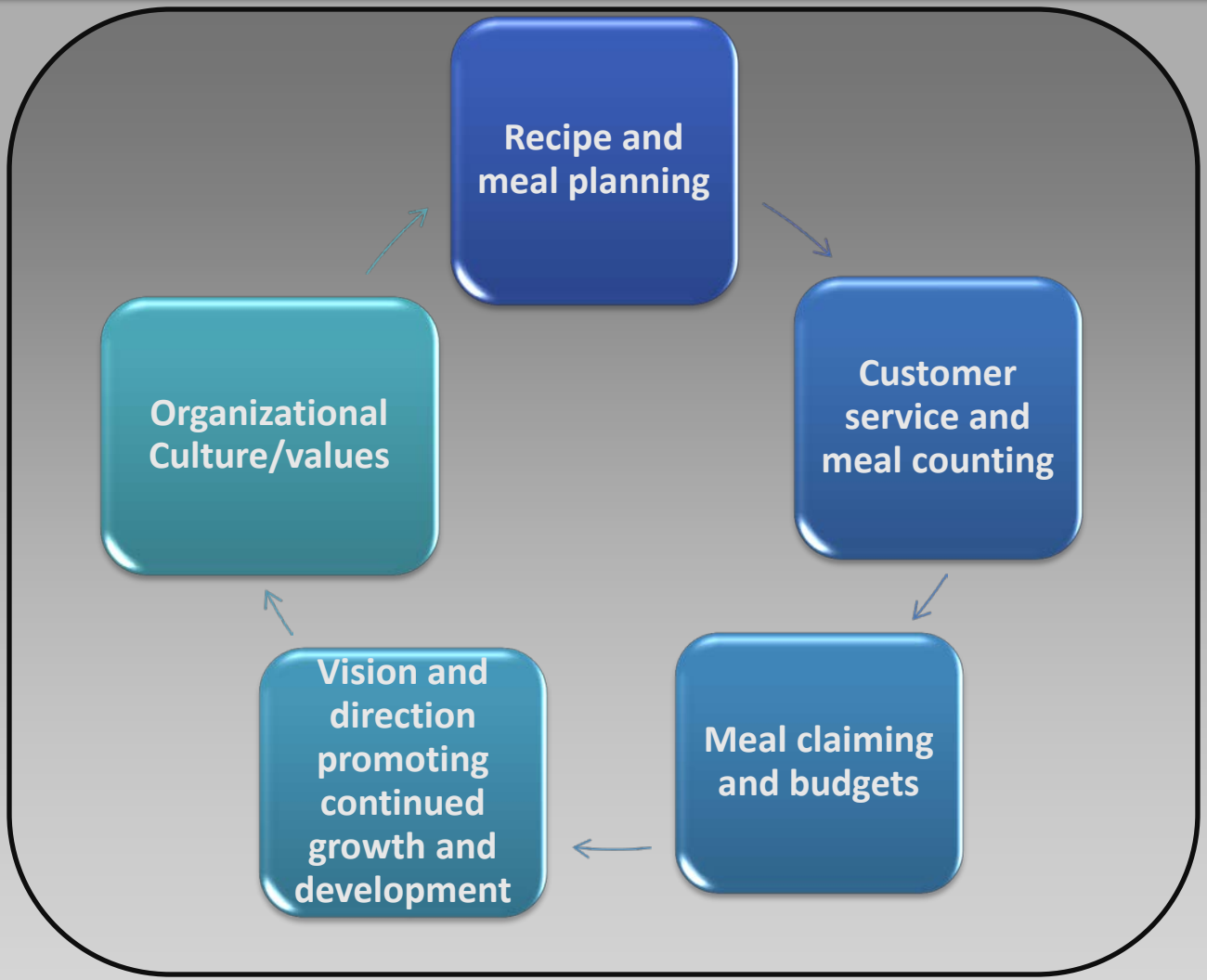
thoughts..

TELL YOUR STORY



Know the structure..value the culture. . .

- Leadership principals are values translated into action.
- Change is not easy ...a well-defined identity/culture will stabilize the organization in tumultuous times.
- Transformational leaders understand the value of deep-rooted culture and do not sacrifice these inherent values in order to achieve goals.

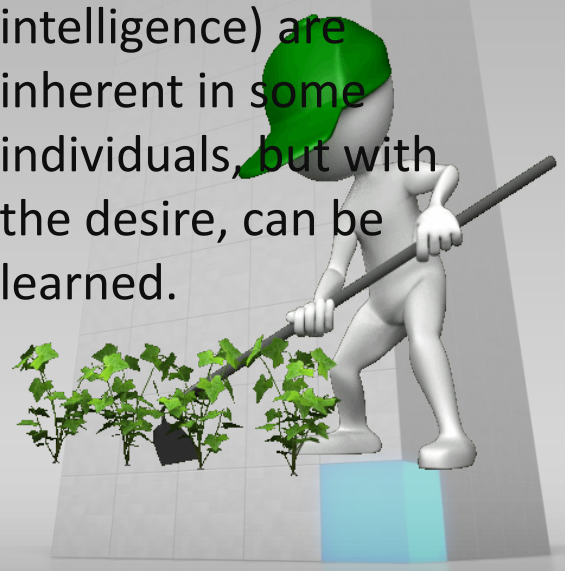


Are leaders born or 'grown'??

Inherent or learned. . . Some of both

- For example: are people born with empathy or can they learn to better 'see' and 'hear' others?

- A little of both, leadership traits (emotional intelligence) are inherent in some individuals, but with the desire, can be learned.



Desire and commitment

↓

Time

↓

Rewards. . .individual and organization

Develop e yourself. . .

"Don't expect the organization to hand you a development plan. .you need to take responsibility for developing yourself" -

Kroger CEO, David Dillon

Thank you. . .

- They persist, they learn from their mistakes, they learn from their experience, and that is what confidence makes possible.
- Show confidence in other people
- 3 cornerstones of confidence: accountability, collaboration and initiative.
- Taking personal responsibility
- You know what others are capable of. .you respect other people for their strengths.
- Operate in the best interest of the team
- There is both a hard and a soft side to leadership and the cornerstones of confidence that I've talked about are built in part by hard stuff, concrete things, institutional mechanisms. Accountability facing facts- mean data and measurement and performance appraisal. Collaboration means the actual structuring of teams and building an organization where people move across boundaries. Initiative often requires formal programs to solicit ideas and reward people for their contributions. But there is also a softer side to leadership. .the 'soul of leadership'. . all successful leaders can set up the structure etc. .but also how to touch the human conscience??(soul).
- We love life. .embrace it's activities or run from it.
- Communication. .so fragile. .Woman without her man is nothing. Woman, without her, man is nothing.
- If you think you can do a thing or think you can't do a thing, you're right.
  Henry Ford
- Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership.
  Colin Powell
- Management is doing things right; leadership is doing the right things.
  Peter Drucker
- A leader is a dealer in hope.
  Napoleon Bonaparte
- Leadership, leadership is about taking responsibility, not making excuses.
  Mitt Romney
- Leadership cannot really be taught. It can only be learned.
  Harold S. Geneen
  Leadership is the capacity to translate vision into reality.
  Warren G. Bennis
  Leaders must be close enough to relate to others, but far enough ahead to motivate them.
  John C. Maxwell
  A good leader takes a little more than his share of the blame, a little less than his share of the credit.
  Arnold H. Glasow
  Luck is a dividend of sweat. The more you sweat, the luckier you get.
  Ray Kroc

Obstacles are things a person sees when he takes his eyes off his goal.
E. Joseph Cossman
People buy into the leader before they buy into the vision.
John C. Maxwell
Management is about arranging and telling. Leadership is about nurturing and enhancing.
Tom Peters
Our business in life is not to get ahead of others, but to get ahead of ourselves.
E. Joseph Cossman

1. You manage things; you lead people. —Rear Admiral Grace Murray Hopper
2. The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant. —Max DePree
3. Leadership is the capacity to translate vision into reality. —Warren Bennis
4. Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others. —Jack Welch
5. A leader is a dealer in hope. —Napoleon Bonaparte
6. The most dangerous leadership myth is that leaders are born-that there is a genetic factor to leadership. That's nonsense; in fact, the opposite is true. Leaders are made rather than born. —Warren Bennis
7. Leadership is influence. —John C. Maxwell
8. You don't lead by pointing and telling people some place to go. You lead by going to that place and making a case. —Ken Kesey
9. People buy into the leader before they buy into the vision. —John Maxwell
10. The key to successful leadership today is influence, not authority. —Kenneth Blanchard
11. A great leader's courage to fulfill his vision comes from passion, not position. —John Maxwell
12. A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be. —Rosalynn Carter
13. **The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly. —Jim Rohn**
14. Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish. —Sam Walton (we say together we are dangerous)
15. **A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent. —Douglas MacArthur**
16. As we look ahead into the next century, leaders will be those who empower others. —Bill Gates
17. Great leaders are almost always great simplifiers, who can cut through argument, debate, and doubt to offer a solution everybody can understand. —General Colin Powell
18. I am reminded how hollow the label of leadership sometimes is and how heroic followership can be. —Warren Bennis
19. **Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal. —Vince Lombardi**

20. Leaders must be close enough to relate to others, but far enough ahead to motivate them. —John C. Maxwell
21. **Leadership and learning are indispensable to each other. —John F. Kennedy**
22. **Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership. —Colin Powell**
23. Leadership is the key to 99 percent of all successful efforts. —Erskine Bowles
24. **Leadership is unlocking people's potential to become better. —Bill Bradley**
25. **Management is about arranging and telling. Leadership is about nurturing and enhancing. —Tom Peters**
26. **One of the tests of leadership is the ability to recognize a problem before it becomes an emergency. —Arnold Glasow**
27. **True leadership lies in guiding others** to success. In ensuring that everyone is performing at their best, doing the work they are pledged to do and doing it well. —Bill Owens
28. **You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You must do the thing you think you cannot do. —Eleanor Roosevelt**
29. **A good leader is a person who takes a little more than his share of the blame and a little less than his share of the credit. —John Maxwell**
30. There are three essentials to leadership: humility, clarity and courage. —Fuchan Yuan
31. **My responsibility is getting all my players playing for the name on the front of the jersey, not the one on the back. –Unknown**
32. The supreme quality of leadership is integrity. –Dwight Eisenhower
33. You don't lead by hitting people over the head—that's assault, not leadership. –Dwight Eisenhower
34. Earn your leadership every day. –Michael Jordan

FFAVORS WEB Ordering Manual

Table of Contents

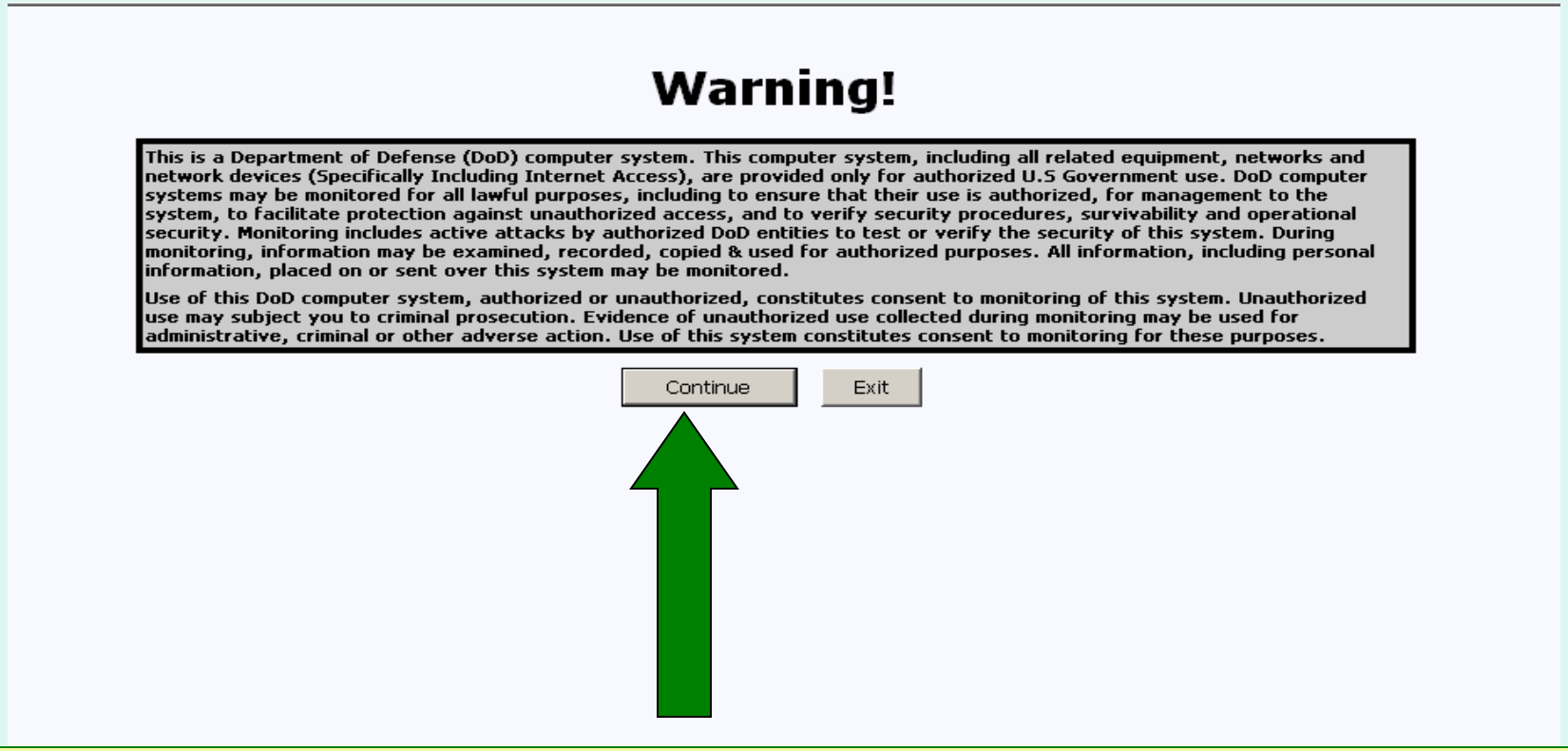
Topic	Page
• FFAVORS web link	3
• Login	5
• User Agreement and Registration	6
• Main Prortal/Menu	9
• System Functions	10
– Product News Flashes	11
– Order Process	12
• Users	12
• Rules for Ordering	13
• Higher Level Ordering Authority	16
• Ordering at the School Level	21
• Catalogs	24
• Establish a Favorite Cart	31
• Checkout	34
– View, Change, or Delete a Pending Order	36
• Modify an Order	38
• Delete an Order	43
– Receipt Adjustments	45
– Display Current Fund Balances	51
– E-Mail Your Account Administrator	53
• Return to Main Profile	54
• Log Out	55

To Access the FFAVORS Web Application:

Type the following address into your internet browser.

http://www.fns.usda.gov/fdd/ffavors.htm

Click Continue



Read the DOD warning message and click the continue button to access the logon screen.

Log In To FFAVORS Web

Enter your assigned User ID and PIN. See the Vendor Portion of the Manual if additional information is needed. If the User does not have an assigned User ID and PIN, please contact the Account Specialist

First Time User Agreement and Registration

- The first time a User Logs into the System they will be prompted with a User Web Site Agreement and Registration Screen.
- The new User must agree to the terms in order to continue with the ordering process.
- The User should review and ensure all information on the Registration Screen is correct. If the information is correct, click the “Register” button. If the information needs to be changed, please contact the DSCP Account Specialist and click the “Exit” button.

Agreement Screen

Fresh Fruits And Vegetables Order Receipt System
WEBSITE USER AGREEMENT

TO ALL Fresh Fruits And Vegetables Order Receipt System WEBSITE USERS: PLEASE BE AWARE OF THE USER SECURITY RULES OF BEHAVIOR. BY VIRTUE O YOUR USE OF Fresh Fruits And Vegetables Order Receipt System WEBSITE, YOU ARE IN AGREEMENT OF THESE RULES.

As a user of the Fresh Fruits And Vegetables Order Receipt System site, you agree to the following rules of behavior. The rules clearly delineate the responsibilities and expectations for all individuals with access to the Fresh Fruits And Vegetables Order Receipt System site. Failure to comply with these rules may result in the termination of y access to Fresh Fruits And Vegetables Order Receipt System and/or other sanctions as appropriate.

The below rules are not intended to replace existing local or DoD policies regarding network usage or internet/intranet access.

As a user of Fresh Fruits And Vegetables Order Receipt System:

- I understand that I am responsible for the security of my login ID and my password.
- I understand that I may be held accountable for anything that occurs on Fresh Fruits And Vegetables Order Receipt System under my login ID and password.
- I understand that passwords will not be shared or displayed on my workstation or PC. I understand that if a password is written down, it will be protected with the same care as used to protect the personal identification number (PIN) for a credit card or bankcard.
- I understand that passwords will not be electronically stored. This includes the use of "hot keys" and macros that are intended to "shortcut" the authentication proces
- I understand that access is granted on need-to-know or least privilege basis. I will not attempt to circumvent established security configurations to gain more access.
- I understand that I will not modify my PC configuration settings to circumvent established security practices.
- I will not attempt to run "sniffer" or hacker-related tools on Fresh Fruits And Vegetables Order Receipt System.
- If I observe anything on the system while I am using Fresh Fruits And Vegetables Order Receipt System that indicates inadequate security, I will immediately notify the Fresh Fruits And Vegetables Order Receipt System system administrator and my local ISSO/ISSM or other authorized computer security personnel.
- I understand that use of Fresh Fruits And Vegetables Order Receipt System constitutes consent to monitoring. Fresh Fruits And Vegetables Order Receipt System is monitored to ensure that use is authorized and that users follow security procedures. Monitoring is also performed to see if hackers have gained access to computers.
- I will handle all sensitive information on an appropriate basis.
- I will comply with all security guidance issued by the Fresh Fruits And Vegetables Order Receipt System system administrator.

Your Fresh Fruits And Vegetables Order Receipt System registration is conditional upon your acceptance of these terms, which we suggest you print and for your records.

Click Yes!

Do you accept these terms?

Yes No

Privacy/Security Notice | Section 508 Compliance | Contact Webmaster

Registration Screen

User Registration

Application User Data

User Id: 54325
EMail Address: denise.oxenford@dla.mil
First Name: Mellon
Last Name: School
Citizenship: United States
Designation Of Person: Civilian

Customer Demographics

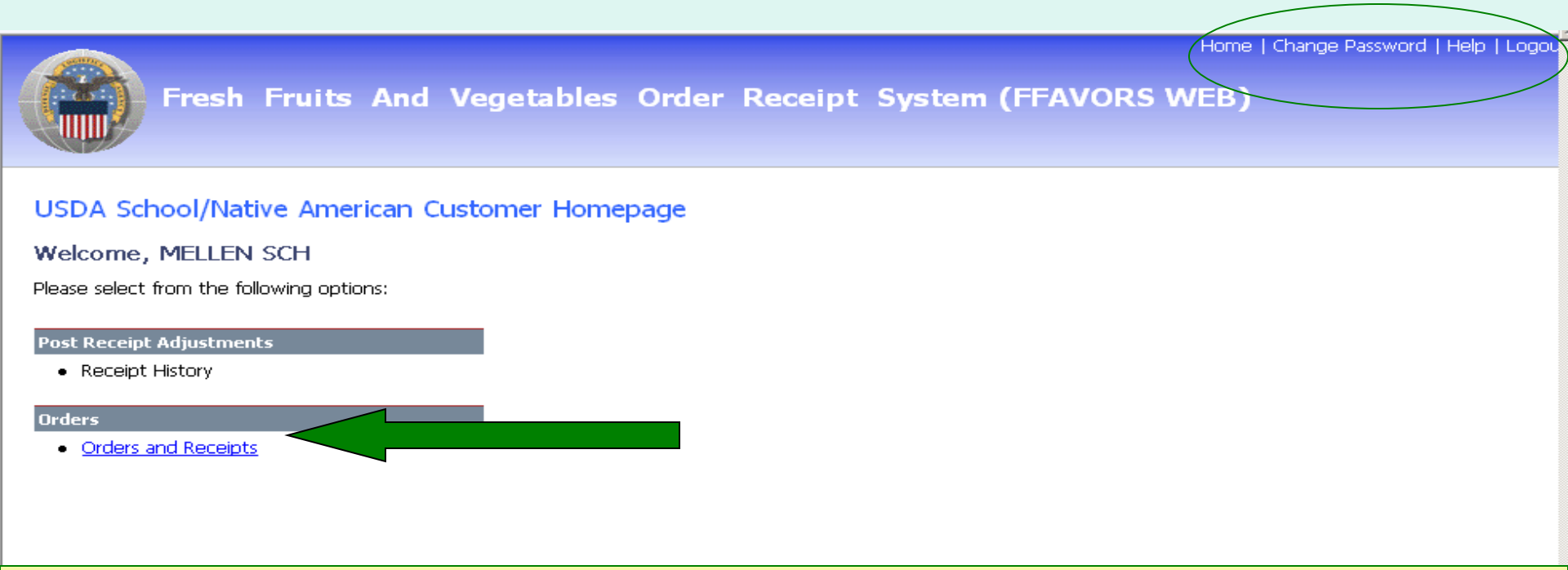
Customer Code: YWI002
Customer Name: MELLEN SCH
County Code: 001
County: Ashwaubenon Sch Dist
Address 1: 420 SOUTH MAIN ST
Address 2:
City: PORT WING
State: Wisconsin
Zip/Postal Code: 54865

Click Register

Register | Exit

Privacy/Security Notice | Section 508 Compliance | Contact Webmaster

Main Portal/Menu



This is the Screen that Users will use to Access the Orders and Receipts portion of the FFAVORS Web System. Click the "Orders and Receipts" option to begin the Ordering Process. Also please note the upper right hand corner. The User has the ability to Change a password, access help, or logout from this screen.

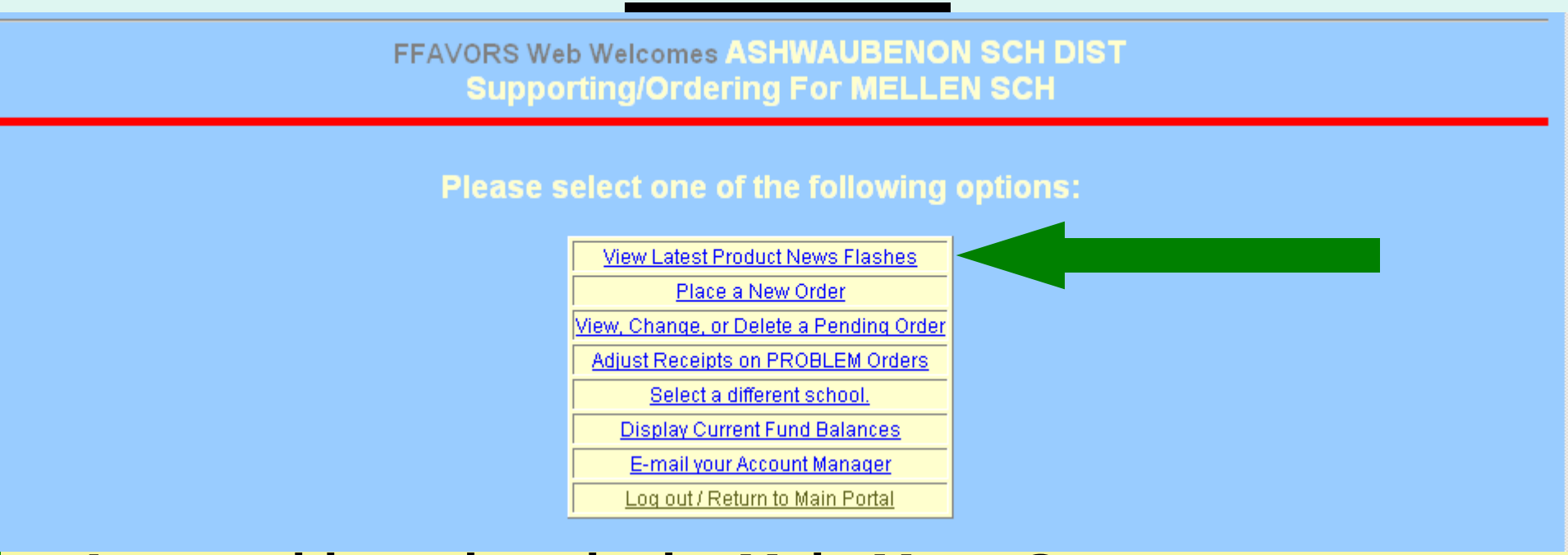
What Can I Do In this system?

There are Eight Possible Options

1. **View Latest Product News Flashes**
2. **Place a New Order**
3. **View, Change or Delete a Pending Order**
4. **Adjust Receipts on Orders**
5. **Select a different school ***
6. **Display Current Fund Balances**
7. **E-mail your Account Manager**
8. **Log out /Return to the Main Portal**

***** Available only to customers that can place orders on behalf of other customers or are ordering officials for other customers (ie school districts, warehouses etc.)**

View Latest Product News Flashes



- **Access this option via the Main Menu Screen.**
- **This item will supply the User with a listing of produce availability, seasonal information, etc. when data is available from the Account Specialist.**

What Type Of User Can Order?

- The Higher Level Ordering Authority
  - An ordering official that places an order on behalf of a customer or group of customers. (i.e. a school district, school county, warehouse, ect.)
- The Individual User

****The menu options are slightly different based on the User Type. The actual order process remains the same for all user types as you will see in the following pages.

Rules For Ordering

- Notification to Vendor for delivery on a particular Required Delivery Date (RDD) is a ***MINIMUM of 72 BUSINESS HOURS*** (Monday – Friday)
- No orders can be placed or changed within 72 hours (3 business days) of delivery. If the user has an emergency add on or change to an order, the user must contact the DSCP Account Specialist.
- Deliveries for weekend days are not acceptable.
- Customers can order a maximum of ***10 CALENDAR Days*** from the current date.

What Do the Rules Mean?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24 Today *	25	26	27	28	29

Today is Monday the 24th. In order to achieve/ensure a full 3 business days notice(72 hours), the user cannot order for Tues the 25, Wed the 26, or Thursday the 27th. They can order for Friday the 28th. The 29th and 30th are weekend days, and therefore the customer cannot order for these days.

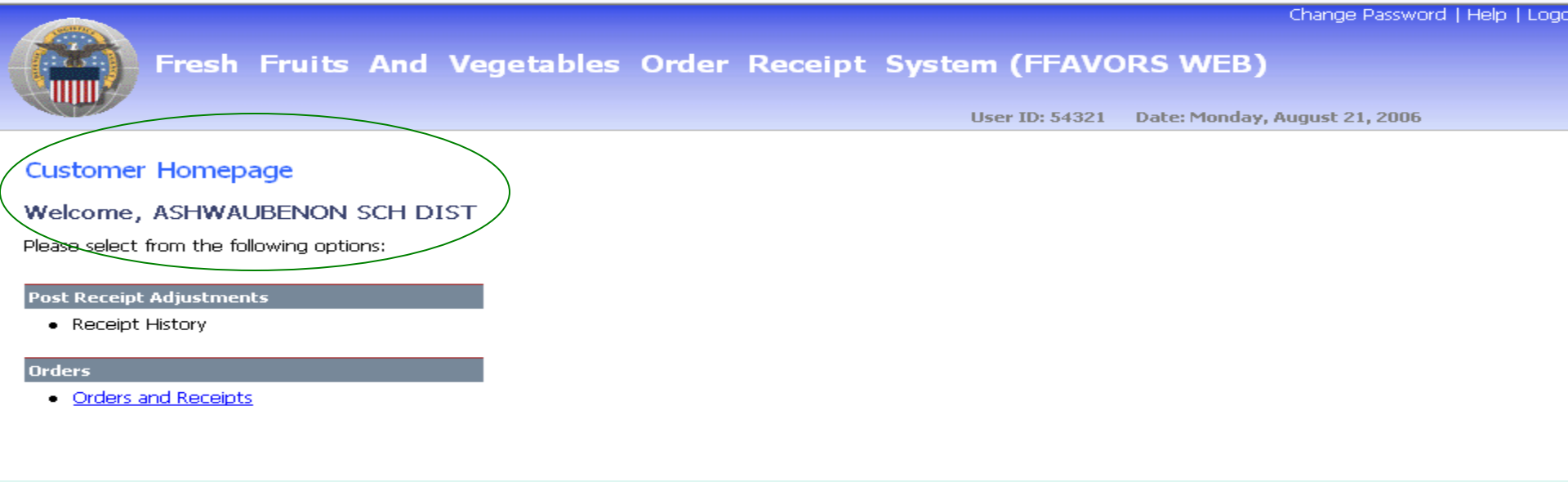
Meaning of Rules Cont'

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 **10 Days from the 24th**	3	4	5

Customers can order for Monday the 31st, Tuesday the 1st, and Wednesday 2nd. The 2nd is 10 calendar days from the 24th.

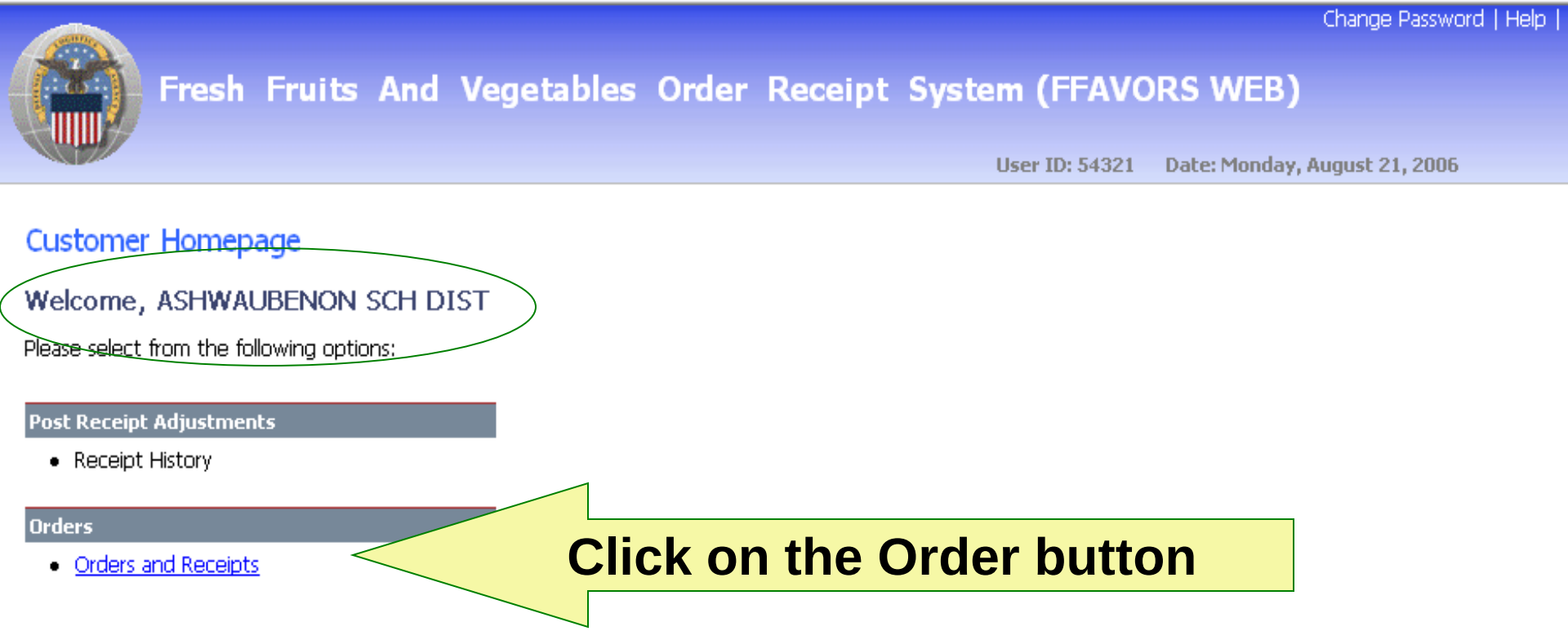
The Customer can order on the 24th for the following days: 7/28,7/31,8/1,8/2.

Higher Level Ordering Authority Menu



As the higher level ordering authority, you may order for users assigned to your county grouping. Users are typically linked by school district/county or shared funding.

Order as the Higher Level Ordering Official



Whether the user ordering as the higher level ordering official or as the individual user, the user will click on the Orders and Receipts button to access the Ordering and Receipt Module of the FFAVORS Web.

Cont'

FFAVORS Web Welcomes **ASHWAUBENON SCH DIST**
Supporting/Ordering For ASHWAUBENON SCH DIST

Please select a school under your jurisdiction by clicking on the User ID:

CUSTOMER LISTING

User ID	School Name
YWI002	MELLEN SCH
YWI003	SOUTH SHORE SCH

Ashwaubenon School District is a Higher Level Ordering Authority and can order for Mellon School and South Shore School. The Higher Level Ordering Official will see this menu after selecting Orders/Receipts from the main menu. All other customers will not see this screen.

Select a School

FFAVORS Web Welcomes **ASHWAUBENON SCH DIST**
Supporting/Ordering For ASHWAUBENON SCH DIST

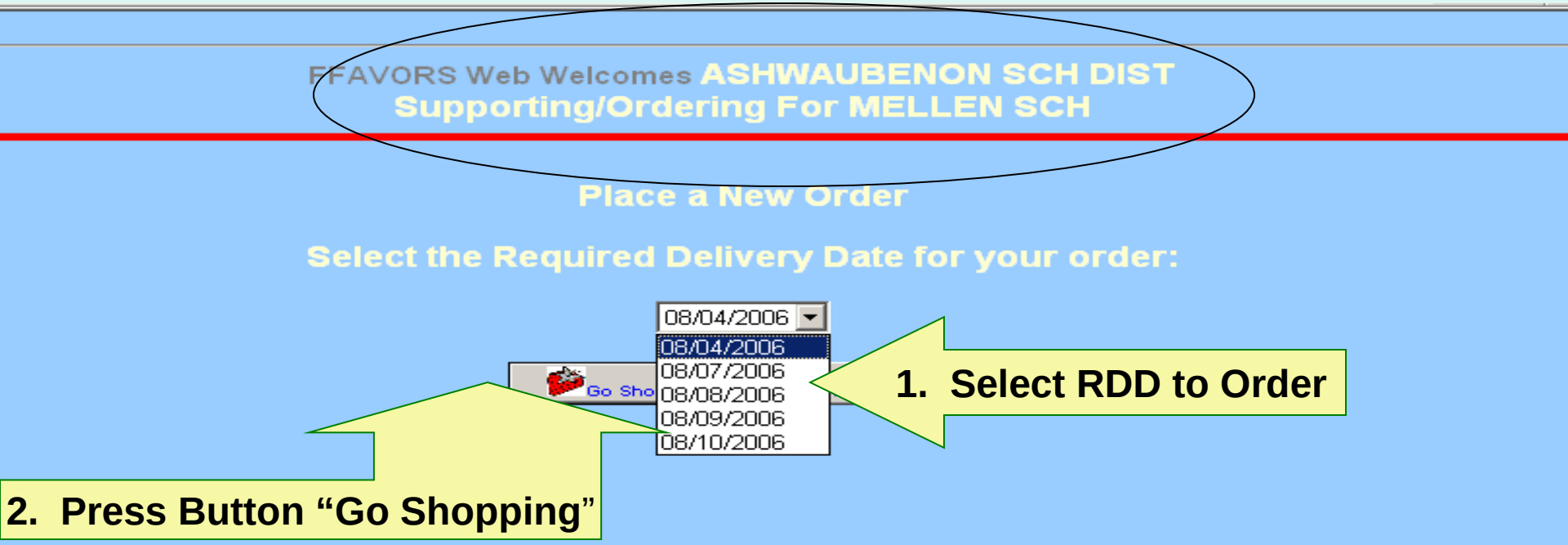
Please select a school under your jurisdiction by clicking on the User ID:

CUSTOMER LISTING

User ID	School Name
YWI002	MELLEN SCH
YWI003	SOUTH SHORE SCH

Click on the blue highlighted area to order for Mellen School.

Select a Required Delivery Date (RDD)

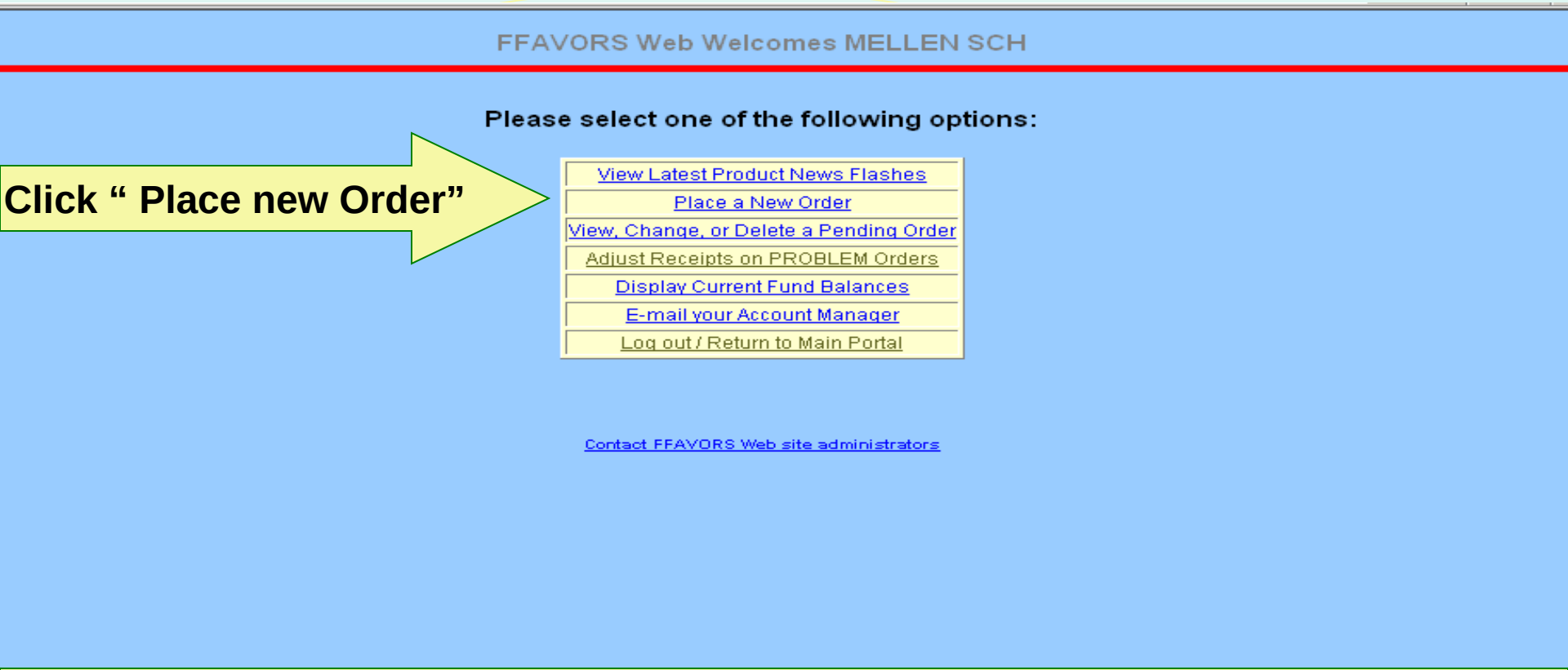


1. Select a Required Delivery Date (RDD) to order.
2. Then press the button with the Strawberry "Go Shopping".

*** These RDD's displayed are derived from the July 31 order date based on the ordering rules discussed previously.

Order as a School, Menu

School Menu Cont’



Click “ Place new Order”

Once a User gets to this point in the process the Screens will be the same for any user who will be ordering.

Go Shopping!

1. Select a Required Delivery Date to order

2. Click the Strawberry "Go Shopping" button in order to view the catalog that is available.

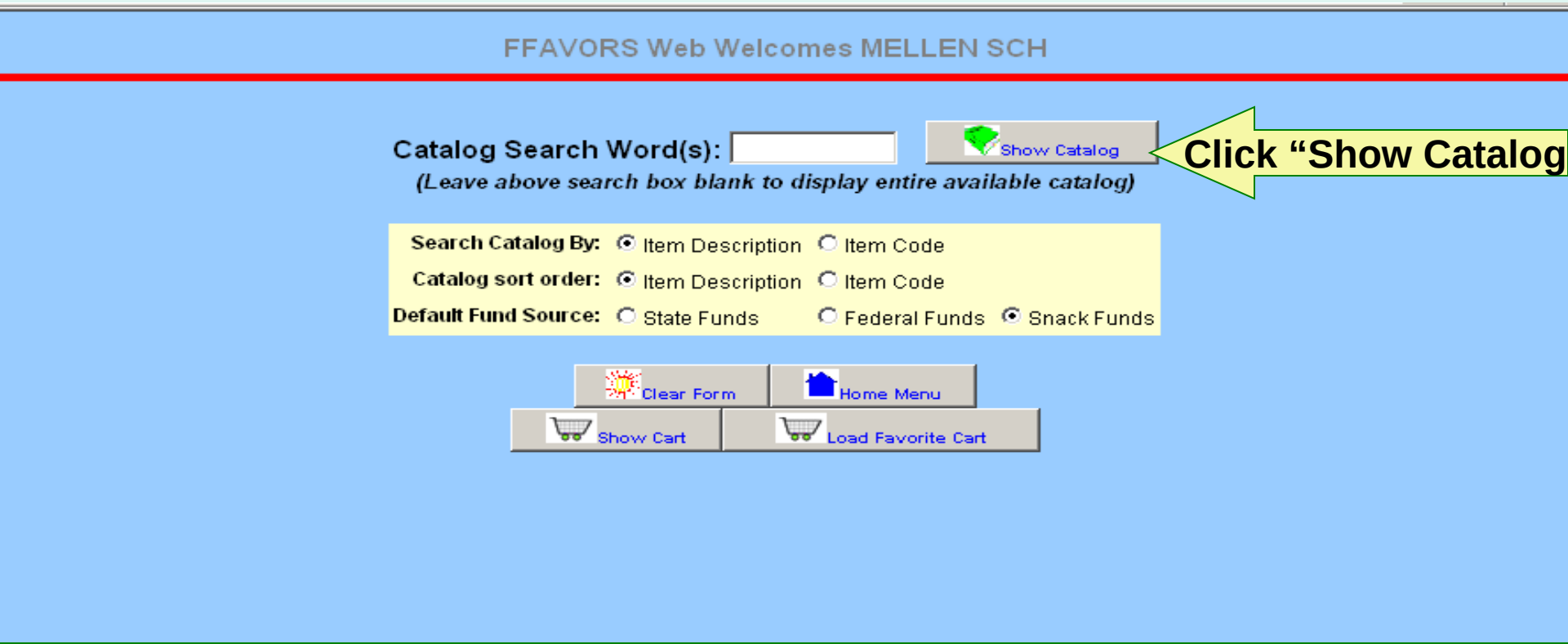
Viewing the Current Catalog

- **Once the User has selected the Required Delivery Date (RDD), there are a few options available to the User for ordering:**
  - to view/select items from the current vendor catalog.
  - To view a portion for the current catalog
  - To view a previously saved cart (catalog)

- **The User also has ability to filter the view of the current catalog by searching for an items key word(s) (i.e., pear, red).**
- **The User has the ability to "search" and "sort" the catalog that will appear by Item Description or Item Code – by clicking on the desired choice.**

  - Note: all order summary reports will appear in Item Description Sequence
- **The user can establish and retrieve a favorite cart of items each day/week.**
- **Some Users will have the ability to choose a fund source depending on whether or not State or Federal funds are available. The default fund source that appears on this screen can be changed in the User profile by contacting the assigned DSCP Account Specialist.**

To View Complete Catalog



To view the complete catalog, click on "Show Catalog" and keep the search box blank.

Order Via Catalog

Federal Funds Can = Shared Dollars

Clear Form | Home Menu | Load Favorite Cart

Federal Do ot of money controlled by ASHLAND SCH DIST

	State $	Federal $	Snack $	Total Cost This Order
Starting Balance	N/A	$50,000.00	$0.00	
Spent, Previous Orders	$0.00	$0.00	$0.00	
Cost, This Order	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Remaining Balance	N/A	$50,000.00	$0.00	

Funding Information

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.

Available Items:

(Items already in your shopping cart will not appear on this screen.)

How many Apples do you need?

Place the # in the Box.

Case Quantity	Item Code	Description	Case Contents	Case Price	Fund Source
	14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	State Snack Fed
	14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	State Snack Fed
	14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	State Snack Fed
	14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	State Snack Fed
	14A15	APPLES G/D 163 CT 40 LB CS	163 LB	$0.00	State Snack Fed
	14A14	APPLES R/D 163 CT 40 LB CS	163 LB	$0.00	State Snack

Done | Local intranet

Funding and the Order Process

Notes About Funding:

1. At the beginning of the order process the user will see the funds available. At times these figures will represent a shared pot of federal money. More than one user can place orders against these shared funds.
2. If the user does not agree with the funding information found in the box, please contact the users district, state, or DSCP Representative.
3. If the user selects a fund source that does not have adequate funds available to satisfy the order, the user will get an error message that the fund source must be changed before the order can be confirmed.

Continued

					Fed
4	14A03	KIWIFRUIT US#1 30-38/CS	1 CO	$0.00	State Snack Fed
4	14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	State Snack Fed
4	14179	PINEAPPLE 4 LB EA	1 LB	$0.00	State Snack Fed
4	14178	PINEAPPLE CT 40 LB CO	5 LB	$0.00	State Snack Fed
4	14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	State Snack Fed
4	14204	W-MELON US#1 700 LB AVG CS	1 LB	$0.00	State Snack Fed

ADD ITEMS

Add Items To Cart | Load Favorite Cart | Clear Form | Home Menu

After the User completes the form, the User *MUST click the "Add Items to Cart"* button at the bottom of the page. Click "Load Favorite Cart" if the user would like to order from a saved catalog of items that is ordered on a regular basis. If this option is selected the current catalog will be overwritten with the saved cart (catalog).

Verify Order

If you make changes here, you MUST click "Update Cart" for them to take effect.

Change order quantity to zero and click "Update Cart" to remove an item from your cart.
Click "Proceed to Checkout" when your cart contains ALL your desired items.

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	4	$21.20	(•) State ( ) Snack ( ) Fed
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	4	$16.96	( ) State ( ) Snack (•) Fed
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	4	$12.72	(•) State ( ) Snack ( ) Fed
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	4	$16.96	(•) State ( ) Snack ( ) Fed
14A15	APPLES G/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	( ) State ( ) Snack (•) Fed
14A14	APPLES R/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	( ) State ( ) Snack (•) Fed
14A08	BANANA 1-A PUERTO RICO	1 LB	$0.00	4	$0.00	( ) State ( ) Snack

Now that you've added Items to your cart, if you need to make changes to your order prior to check out, you need to make the changes on this page. Scroll to the bottom of the page and click on the "Update Cart" button. If you want to delete an item, zero out the case quantity and click the "Update Cart" button.

Bottom of Verify Page

14204	W-MELON US#1 700 LB AVG CS	1 LB	$0.00	4	$0.00	State Snack Fed

Federal Dollars represent a shared pot of money controlled by ASHLAND SCH DIST

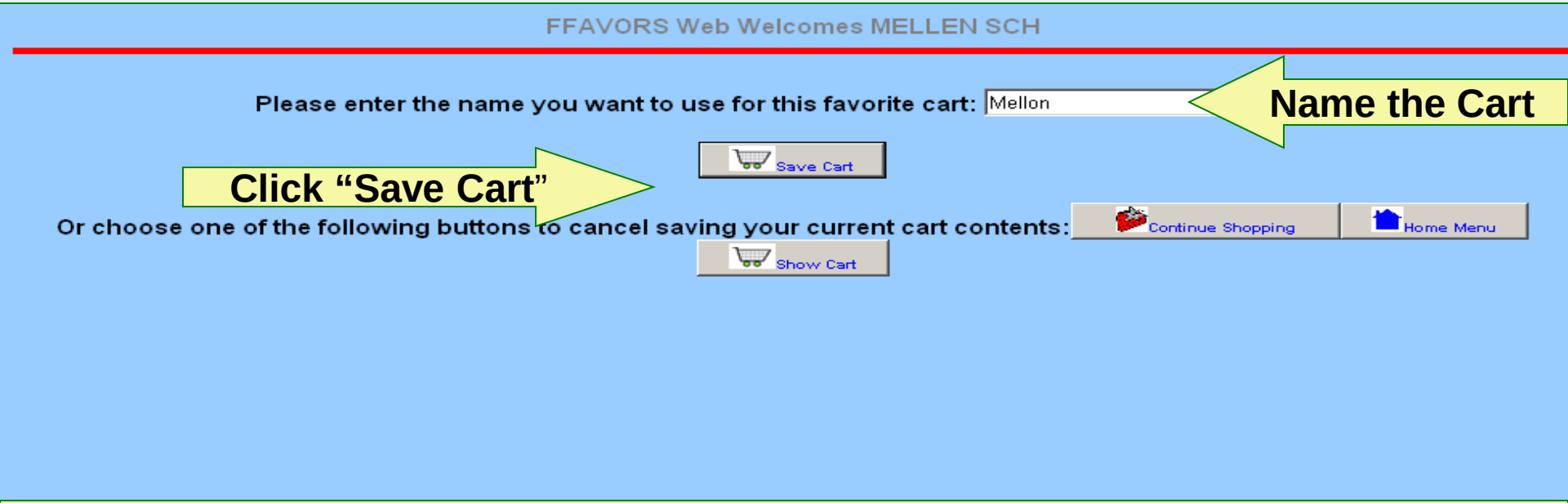
	State $	Federal $	Snack $	Total Cost This Order
Starting Balance	N/A	$50,000.00	$0.00	
Spent, Previous Orders	$0.00	$0.00	$0.00	
Cost, This Order	**$50.88**	**$59.36**	**$0.00**	**$110.24**
Remaining Balance	N/A	$49,940.64	$0.00	

Update Cart | Empty Cart | Save As Favorite Cart | Load Favorite Cart

Continue Shopping | Proceed To Checkout | Home Menu

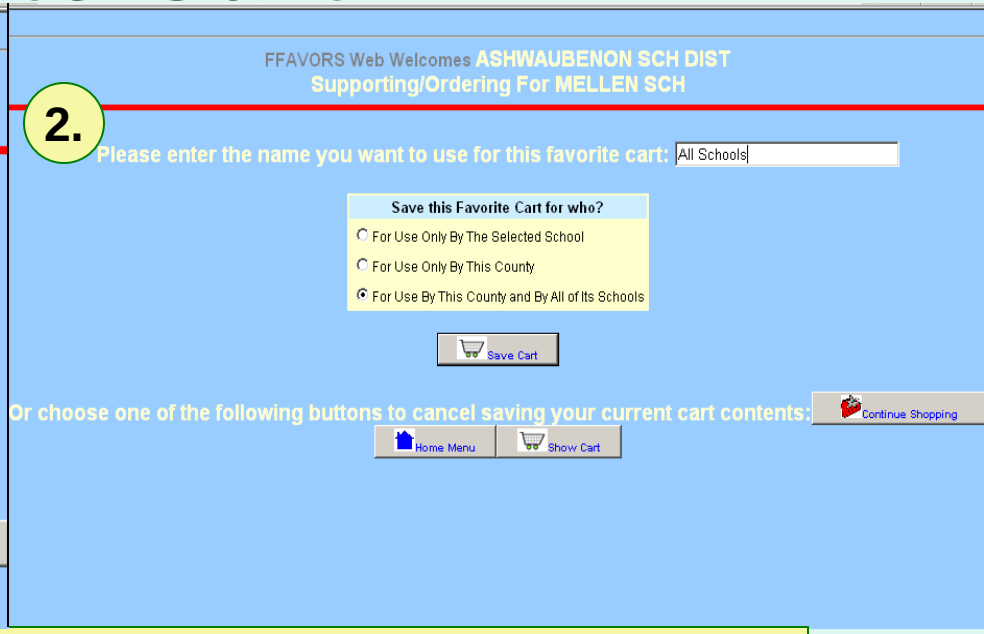
The User has several options on this page. The User can Update the cart as previously described. The User has the ability to start the ordering process over by clicking the "Empty Cart" button. The User can Save the Cart as a Favorite Cart if the same items are ordered on a regular basis. The User also has the ability to Proceed to the checkout or continue shopping to add new items.

Establish a Favorite Cart



If the Load Favorite cart option was selected on the previous page, this screen will appear. Type the Name of the your Favorite Cart. Click "Save Cart". It will bring the user back to the Verify Order Screen.

Higher Level Ordering Official Favorite Cart

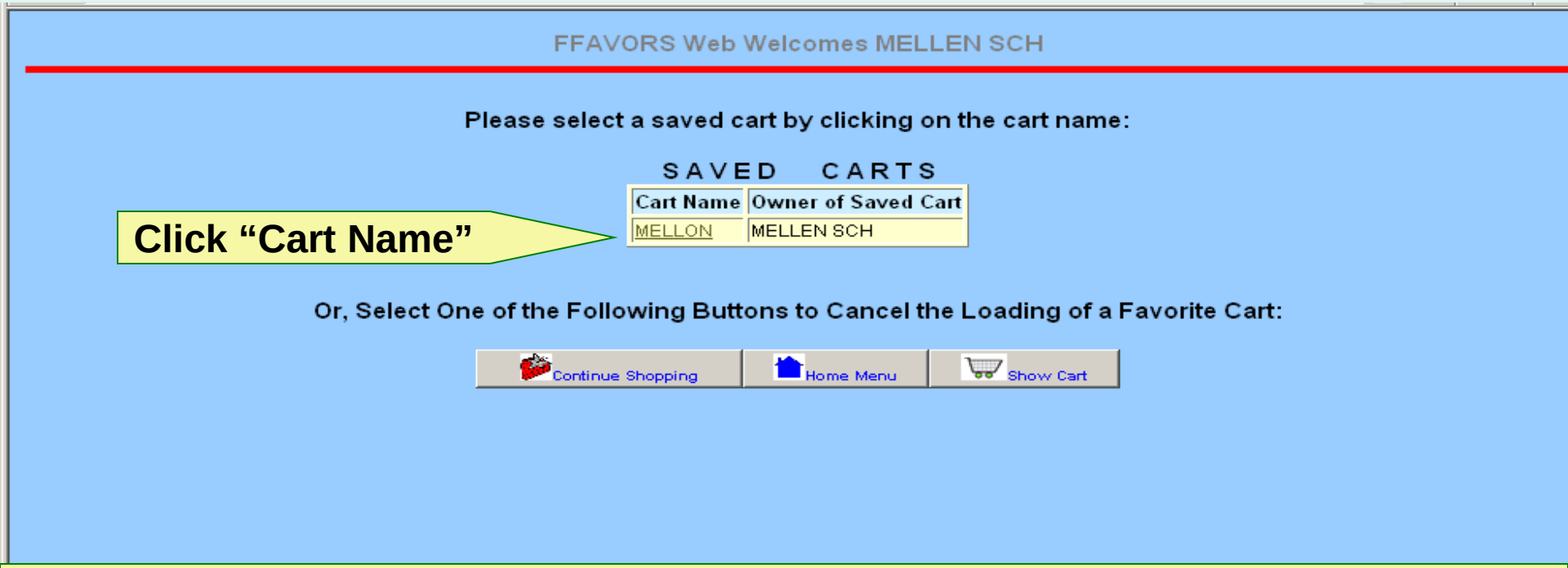


If you are a Higher Level Ordering Official you will be prompted with these screens to identify who is authorized to use the favorite cart that is being established.

1. **The official has the ability to overwrite an existing favorite cart on this first page or enter a new favorite cart. If you click the "Enter New Favorite Cart" you will be prompted with screen #2.**

2. **Enter the appropriate authorization level, name the new cart, and click the "Save Cart" button to save the cart. This page will also offer the user the opportunity to cancel saving the cart contents by selecting the "Continue Shopping" button.**

Load Favorite Cart



As an individual User if you select "Load Favorite Cart" button on the bottom of the Verify Order Screen, this is the screen that you will see. Click on the name of the favorite cart to see the items that are ordered on a regular basis.

Proceed To Checkout!

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	4	$21.20	State
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	4	$16.96	State
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	4	$12.72	State
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	4	$16.96	State
14A15	APPLES G/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	Federal
14A14	APPLES R/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	Federal
14A08	BANANA 1-A PUERTO RICO	1 LB	$0.00	4	$0.00	Federal
14A09	BANANA 1-B PUERTO RICO	1 LB	$0.00	4	$0.00	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	4	$16.96	Federal
14A03	KIWIFRUIT US#1 30-38/CS	1 CO	$0.00	4	$0.00	Federal
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	4	$12.72	Federal
14179	PINEAPPLE 4 LB EA	1 LB	$0.00	4	$0.00	Federal
14178	PINEAPPLE CT 40 LB CO	5 LB	$0.00	4	$0.00	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	4	$12.72	Federal
14204	W-MELON US#1 700 LB AVG CS	1 LB	$0.00	3	$0.00	Federal

Click "Confirm Order"

State funds subtotal = $67.84
Federal funds subtotal = $42.40
Snack funds subtotal = $0.00
Total cost = $110.24

Confirm Order | Show Cart | Continue Shopping

intranet

On the Bottom of the Verify Page Select the "Proceed to Checkout" button. Verify all data (items, quantity, fund source, ect) are correct. Please take note of the funds expended on this order. Click the "Confirm Order" button.

Confirmation Page

Your Order Confirmation Number is: 062130147
Your Requested Delivery Date is: 08/07/2006
(Use your browser's print button to print a hardcopy of your order.)

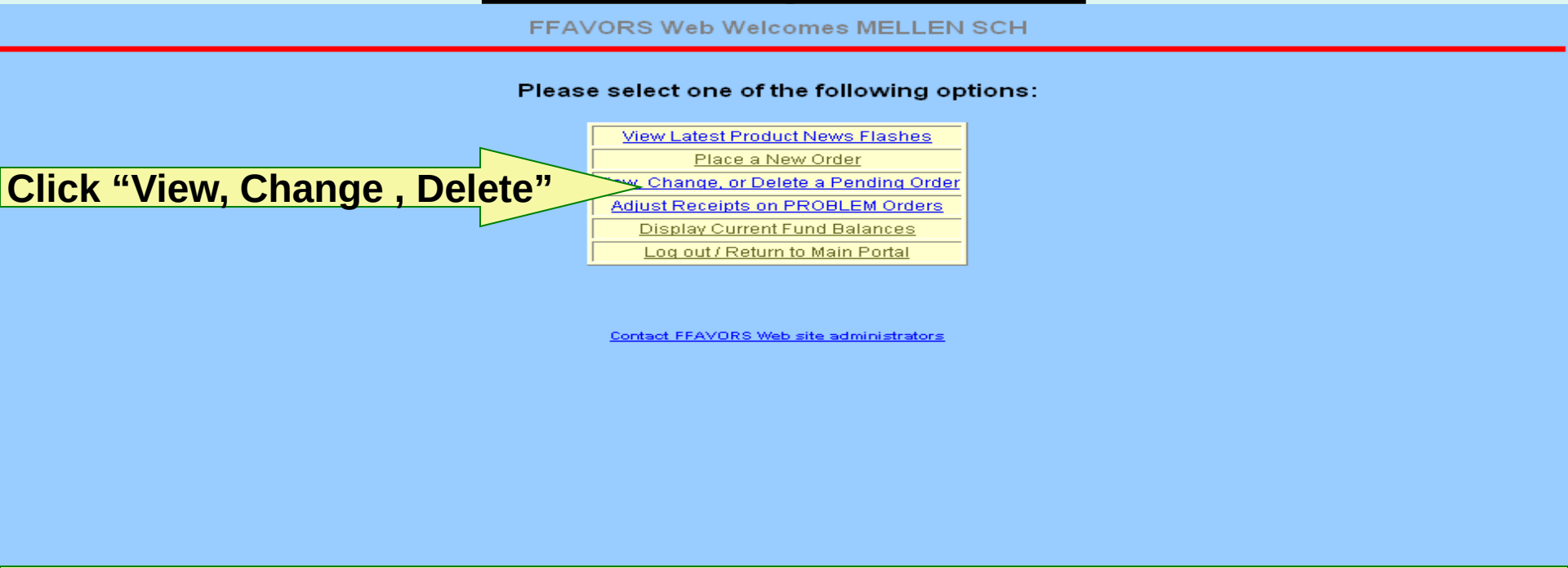
ORDER SUMMARY

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	4	$21.20	State
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	4	$16.96	State
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	4	$12.72	State
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	4	$16.96	State
14A15	APPLES G/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	Federal
14A14	APPLES R/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	Federal
14A08	BANANA 1-A PUERTO RICO	1 LB	$0.00	4	$0.00	Federal
14A09	BANANA 1-B PUERTO RICO	1 LB	$0.00	4	$0.00	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	4	$16.96	Federal
14A03	KIWIFRUIT US#1 30-38/CS	1 LB	$0.00	4	$0.00	Federal
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	4	$12.72	Federal
14179	PINEAPPLE 4 LB EA	1 LB	$0.00	4	$0.00	Federal
14178	PINEAPPLE CT 40 LB CO	5 LB	$0.00	4	$0.00	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	4	$12.72	Federal
14204	W-MELON US#1 700 LB AVG CS	1 LB	$0.00	3	$0.00	Federal

State funds subtotal =	$67.84
Federal funds subtotal =	$42.40
Snack funds subtotal =	$0.00
Total cost =	$110.24

The Order for RDD 8/7/2006 is complete for Mellon School! Make note of the Confirmation Number and print a copy of the order by clicking the little printer button at the top right hand portion of the browser tool bar.

View, Change, or Delete a Pending Order



- **Go back to the Ordering menu screen by clicking on the Home button at the bottom of the page.**
- **Select the View, Change, or Delete Pending Order button**

Select an Order to View, Change, or Delete

You will need a Required Delivery Date or a Confirmation Number to View, Change or Delete a Pending Order. Click the "View Order" button.

Modify An Order

FFAVORS Web Welcomes MELLEN SCH

Pending Order Summary
Requested Delivery Date: Aug 16, 2006
(Click on "Modify" or "Delete" below to modify or delete this order.)

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	5	$26.50	Federal
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	5	$21.20	Federal
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	5	$15.90	State
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	5	$21.20	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	5	$21.20	State
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	5	$15.90	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	5	$15.90	Federal

State funds subtotal = $37.10
Federal funds subtotal = $100.70
Snack funds subtotal = $0.00
Total cost = $137.80

Delete Order

Modify Order

Click "Modify Order"

Home Menu

Select an Order from the previous menu Screen. Then Click the "Modify Order" button. Users can not Modify an order within 72 hours of the Required Delivery Date unless it is an emergency, and then the Account Specialist must be contacted.

Modify Cont’

FFAVORS Web Welcomes MELLEN SCH

Shopping Cart

If you make changes here, you MUST click "Update Cart" for them to take effect.
Change order quantity to zero and click "Update Cart" to remove an item from your cart.
Click "Proceed to Checkout" when your cart contains ALL your desired items.

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	5	$26.50	State Snack Fed
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	5	$21.20	State Snack Fed
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	5	$15.90	State Snack Fed
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	5	$21.20	State Snack Fed
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	5	$21.20	State Snack Fed
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	5	$15.90	State Snack Fed
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	5	$15.90	State Snack Fed

Modify the “Case Quantity” or “Fund Source” box to make changes to the pending order and scroll down to the bottom of the page. Click “Update Cart” to confirm the changes are made.

Modify Cont’

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	5	$26.50	State Snack Fed
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	5	$21.20	State Snack Fed
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	5	$15.90	State Snack Fed
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	5	$21.20	State Fed
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	4		
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	5	$15.90	State Snack Fed
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	5	$15.90	State Snack Fed

1

4 Cases Instead of 5

2

Federal Dollars represent a shared pot of money controlled by ASHLAND SCH DIST

	State $	Federal $	Snack $	Total Cost This Order
Starting Balance	N/A	$50,000.00	$0.00	
Spent, Previous Orders	$155.82	$174.90	$0.00	
Cost, This Order	**$37.10**	**$100.70**	**$0.00**	**$137.80**
Remaining Balance	N/A	$49,724.40	$0.00	

Update Cart | Empty Cart | Save As Favorite Cart | Load Favorite Cart

Continue Shopping | Proceed To Checkout | Home Menu

Click “Update Cart”

3

Click ”Proceed to Check Out”

Confirm Modifications

FFAVORS Web Welcomes MELLEN SCH

Order Confirmation Screen

You have requested the following items for delivery on **Aug 16, 2006**
Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	5	$26.50	Federal
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	5	$21.20	Federal
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	5	$15.90	State
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	5	$21.20	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	4	$16.96	State
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	5	$15.90	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	5	$15.90	Federal

State funds subtotal = $32.86
Federal funds subtotal = $100.70
Snack funds subtotal = $0.00
Total cost = $133.56

Confirm Order | Show Cart | Continue Shopping

Click "Confirm Order"

Modified Confirmation

FFAVORS Web Welcomes MELLEN SCH

THANK YOU! YOUR EXISTING ORDER HAS BEEN REPLACED WITH THIS ONE

Your New Order Confirmation Number is: 062190165
Your Requested Delivery Date is: 08/16/2006
(Use your browser's print button to print a hardcopy of your order.)

ORDER SUMMARY

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	5	$26.50	Federal
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	5	$21.20	Federal
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	5	$15.90	State
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	5	$21.20	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	4	$16.96	State
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	5	$15.90	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	5	$15.90	Federal

State funds subtotal = $32.86
Federal funds subtotal = $100.70
Snack funds subtotal = $0.00
Total cost = $133.56

Place Another Order | Home Menu | Log Off

Take note of the New Confirmation Number and print a copy of the revised order .

Delete An Order

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14A14	APPLES R/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	Federal
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	$4.24	4	$16.96	Federal
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	$3.18	4	$12.72	State
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	$5.30	4	$21.20	State
14A15	APPLES G/D 163 CT 40 LB CS	163 LB	$0.00	4	$0.00	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	$4.24	4	$16.96	Federal
14178	PINEAPPLE CT 40 LB CO	5 LB	$0.00	4	$0.00	Federal
14A03	KIWIFRUIT US#1 30-38/CS	1 LB	$0.00	4	$0.00	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	$3.18	4	$12.72	Federal
14A02	ORANGES 113 CT 35 LB CS	1 LB	$3.18	4	$12.72	Federal
14204	W-MELON US#1 700 LB AVG CS	1 LB	$0.00	4	$0.00	Federal
14179	PINEAPPLE 4 LB EA	1 LB	$0.00	4	$0.00	Federal
14A08	BANANA 1-A PUERTO RICO	1 LB	$0.00	4	$0.00	Federal
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	$4.24	4	$16.96	State
14A09	BANANA 1-B PUERTO RICO	1 LB	$0.00	4	$0.00	Federal

State funds subtotal = $50.88
Federal funds subtotal = $59.36
Snack funds subtotal = $0.00
Total cost = $110.24

Delete Order

Modify Order

Click "Delete Order"

To delete an order Select "View, Change or Delete a Pending Order" from the main Order/Receipt menu. Select either an Order Confirmation number or a Required Delivery Date (RDD). Use this screen to confirm this is the order that needs to be deleted. Then Click the "Delete Order" button. An order can not be deleted within 72 hours of the Required Delivery Date without contacting the Account Specialist.

Confirm Deletion

FFAVORS Web Welcomes MELLEN SCH

Confirm Order Deletion

Order Number: 062130147

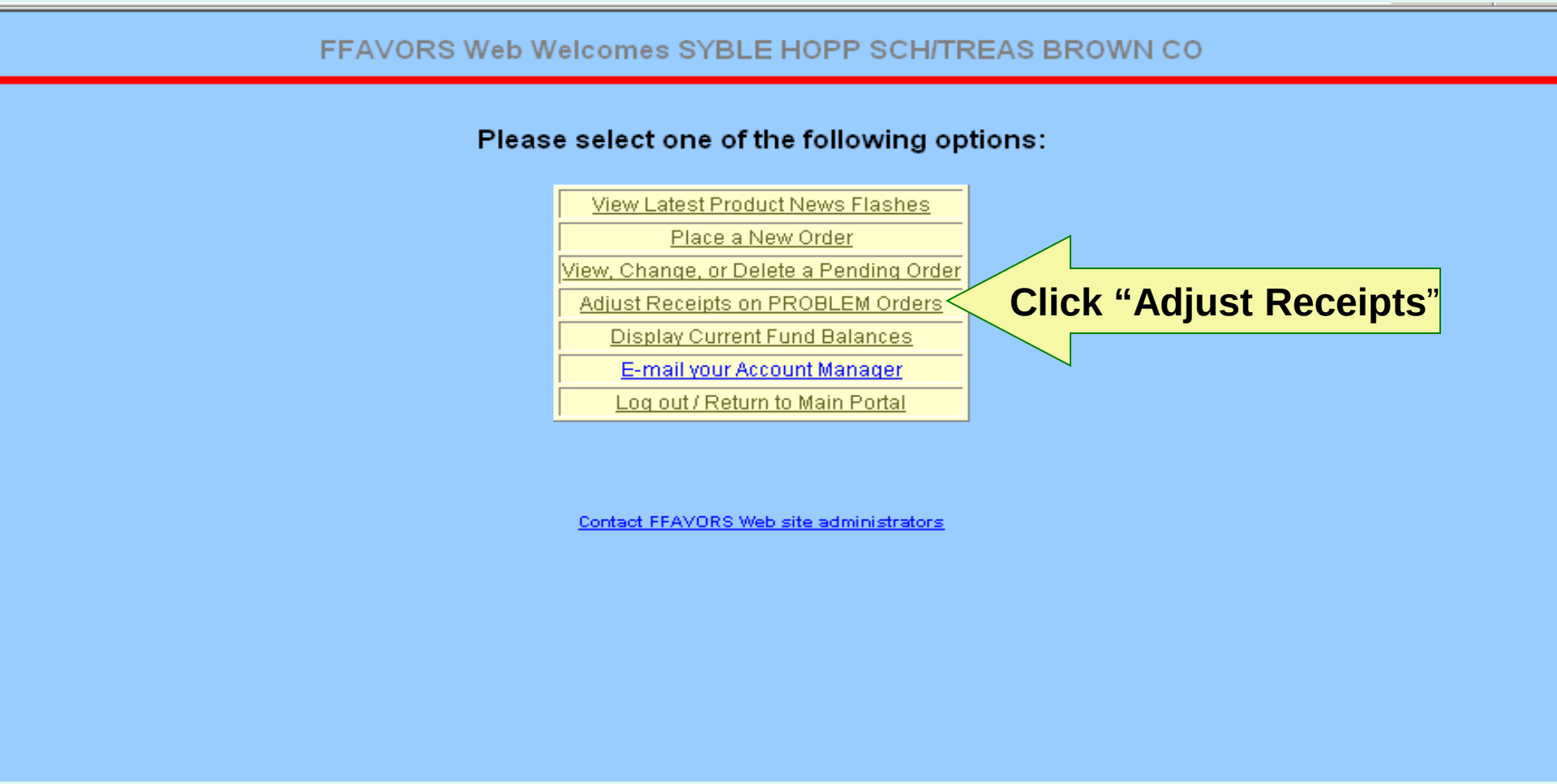
Delivery Date: 08/07/2006

Are you certain you wish to delete this order?

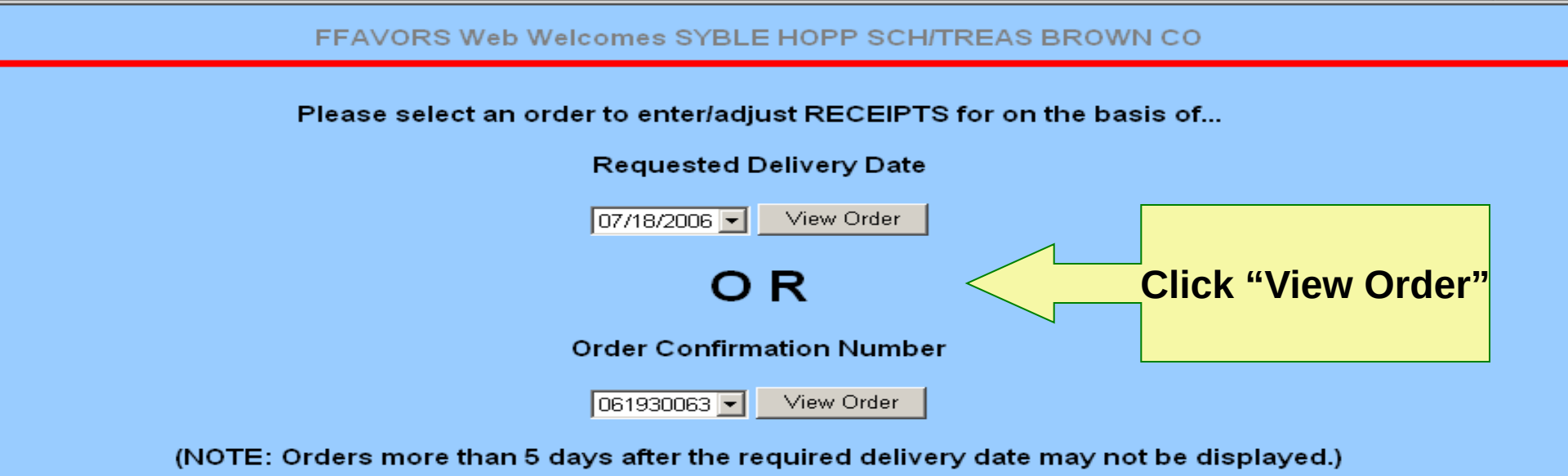
Yes No

Click the "Yes or No" button

Receipt Adjustments



Select An Order To Adjust



Select either a Required Delivery Date or a Confirmation Number to Adjust Receipts. Then click view order.

Click Receipt Order

FFAVORS Web Welcomes SYBLE HOPP SCH/TREAS BROWN CO

Summary of Order to Receipt

Requested Delivery Date: Jul 18, 2006

(Click on the "Receipt Order" button below to change any of the displayed receipt info regarding your delivery.)

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Order Cost	Actual Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14B45	WATERMELON SEEDLESS BOX	60 LB	$4.00	3	3	$12.00	$12.00	Federal	N/A
14A07	PINEAPPLES 8-10 CT 40 LB CS	40 LB	$4.00	3	3	$12.00	$12.00	State	N/A

Costs To You Based On Qtys Receipted

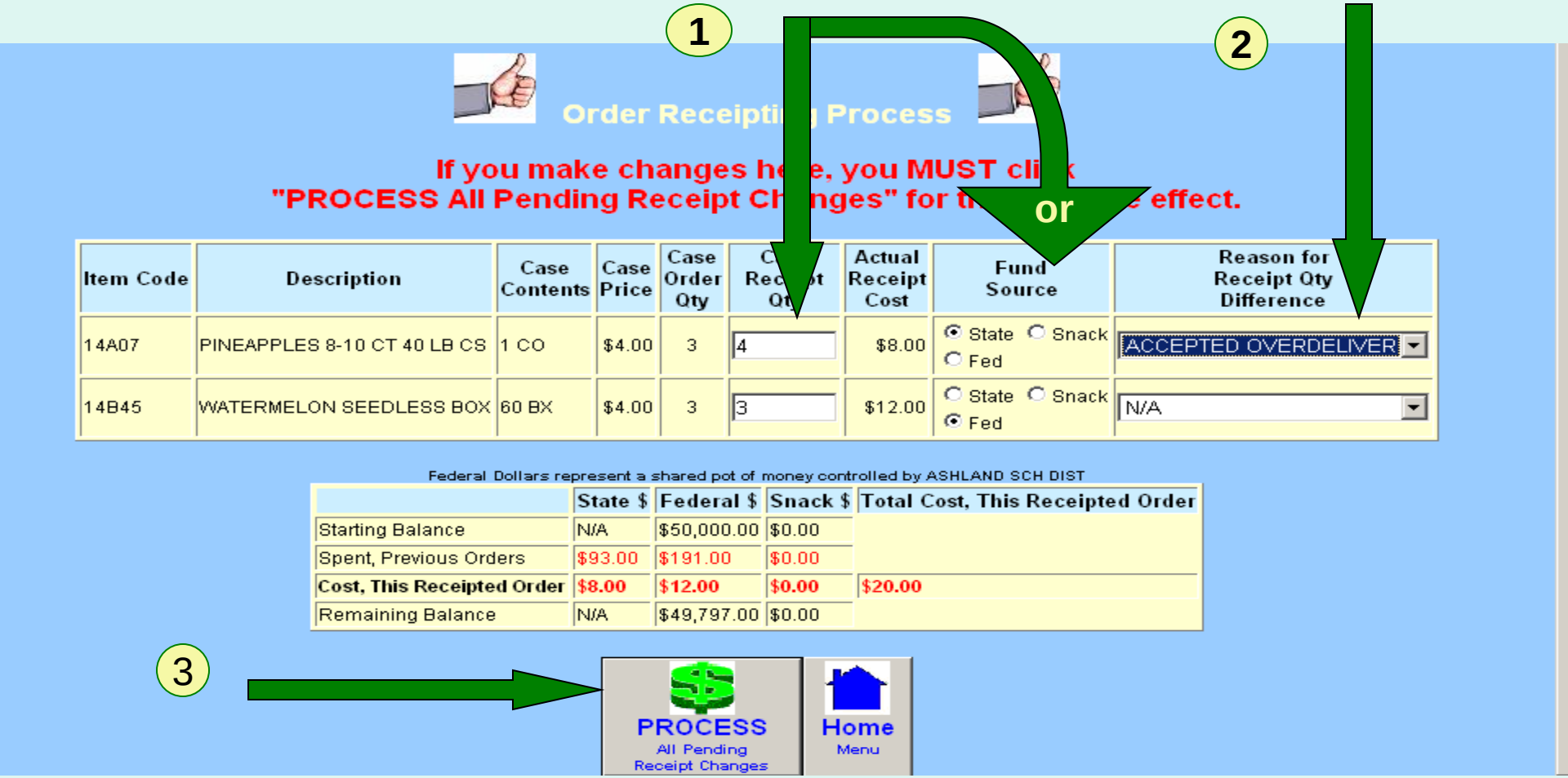
State funds subtotal = $12.00
Federal funds subtotal = $12.00
Snack funds subtotal = $0.00
Total cost = $24.00

Receipt Order

Home Menu

Click "Receipt Order"

Change Receipt



1. Make the change to the item in the Case Receipt Qty box or Fund Source box.
2. Select a Reason for Receipt Qty Difference, if a change was made to the quantity.
3. Click “Process All Pending Receipt Changes”

Confirm Changes to Receipts

FFAVORS Web Welcomes SYBLE HOPP SCH/TREAS BROWN CO

Receipt Confirmation Screen

You have entered the following receipt information regarding your order for Jul 18, 2006
Please review this listing and click on "Confirm Receipts" below to confirm these receipts.

THESE RECEIPTS ARE NOT PROCESSED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	Fund Source	Reason For Receipt Qty Difference
14A07	PINEAPPLES 8-10 CT 40 LB CS	1 CO	$4.00	3	2	$8.00	State	DAMAGED IN SHIPMENT
14B45	WATERMELON SEEDLESS BOX	60 BX	$4.00	3	3	$12.00	Federal	N/A

	ORDER COST	ACTUAL RECEIPTED COST
State funds subtotal =	$12.00	$8.00
Federal funds subtotal =	$12.00	$12.00
Snack funds subtotal =	$0.00	$0.00
Total cost =	$24.00	$20.00

Confirm Receipts | Return to Receipt Order | Home Menu

Click "Confirm Receipts"

Newly Receipted Confirmation

FFAVORS Web Welcomes SYBLE HOPP SCH/TREAS BROWN CO

THANK YOU! YOUR RECEIPT INFORMATION HAS BEEN UPDATED!

Your Newly Receipted Order Confirmation Number is: 062200166
Your Requested Delivery Date is: 07/18/2006
(Use your browser's print button to print a hardcopy of your order.)

ORDER SUMMARY

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14A07	PINEAPPLES 8-10 CT 40 LB CS	1 LB	$4.00	3	$12.00	State
14B45	WATERMELON SEEDLESS BOX	60 LB	$4.00	3	$12.00	Federal

State funds subtotal = $12.00
Federal funds subtotal = $12.00
Snack funds subtotal = $0.00
Total cost = $24.00

Receipt Another Problem Order | Home Menu | Log Off

Take note of the new Confirmation Number and print a copy of the final delivery information. This data will be needed to resolve billing discrepancies or vendor payment issues. The User also has the ability to receipt another order by Clicking the "Receipt Another Order" button.

Display Current Fund Balances

Any time the User would like to view funding status click the "Display Current Fund Balances" button.

Current Fund Balances

FFAVORS Web Welcomes MELLEN SCH

Home Menu

MELLEN SCH BALANCES

Federal Dollars represent a shared pot of money controlled by ASHLAND SCH DIST

	State $	Federal $	Snack $	Total Cost This Order
Starting Balance	N/A	$50,000.00	$0.00	
Spent, Previous Orders	$151.58	$174.90	$0.00	
Cost, This Order	$0.00	$0.00	$0.00	$0.00
Remaining Balance	N/A	$49,825.10	$0.00	

Home Menu

This screen displays the estimated funds that are available. The actual budget is not decreased until a receipt is processed. The total of orders pending will be considered when providing a budget balance.

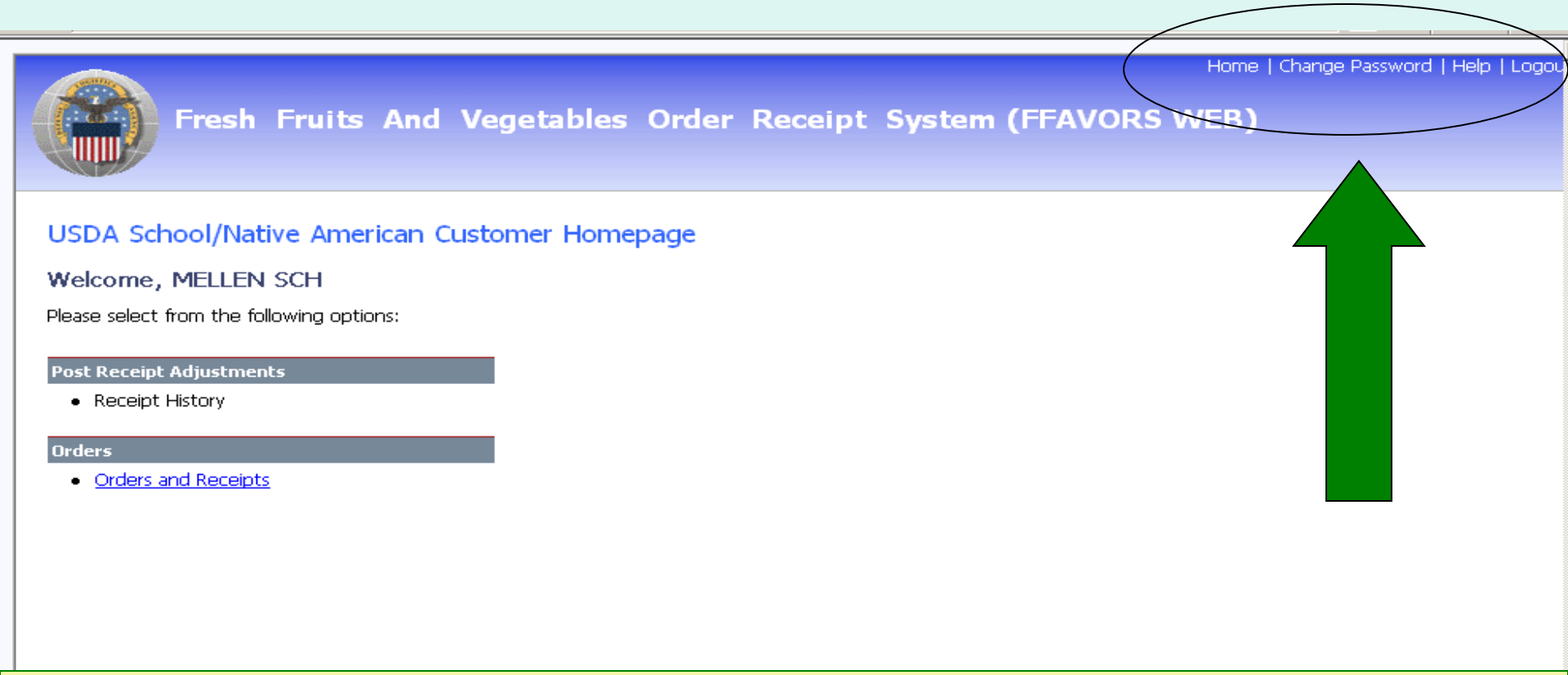
E-Mail User Account Administrator

If the User is having a problem or there is a need to contact the DSCP Account Specialist you can click on this option.

Return To Main Portal

This option will allow the user to log out of the Order Process and return the user to the Main Menu/Portal where the user can log out of the system. ***Please DO NOT use the "X" in the upper Right hand corner to log out of the system. If the user improperly clicks on the "X" to log out it will take 20 minutes before the system will allow access again.***

Log Out



The User has the ability to Log Out of the system from this Main Menu/Portal Screen. See the circled item above.

FFAVORS Web address:

http:/www.fns.usda.gov/fdd/ffavors.htm

GETTING TO THE ORDER/RECEIPTS MODULE:

Enter your User ID
Enter your Password

When you sign on for the first time, you will see a few additional screens – A **Rules of Behavior page** that you must read and accept and a **User Registration Page.** If any of the information on the User Registration page is incorrect, don't sign on – contact your Account Representative to change data first. Also, when you first sign-on you will have to change your password. Passwords will be emailed to you – title of email is "Password Reset" and it is from paaffavorswebsystem@dla.mil

Select "Orders and Receipts from the Main Menu

(At this time customers only have one option – later additional options (reviewing customer records, reports, etc.) will also be available from the main menu)

Enter your Password Again

Another sign-on screen will appear. This hopefully is a temporary screen. This had to be put into place for security purposes – you are actually going to another system at this point and this prevents hackers from entering this part of the system.

Click on School ID

– The first screen that will appear is a list of customers – this screen only appears if you are signing on as a district representative. If you are a school, you will not see this first screen.

- You are now at the **HOME MENU** for the Ordering/Receipt module of FFAVORS Web. The school selected will appear at the top of the screen.

SELECT A DIFFERENT SCHOOL

Click on Select a Different School
Click on School ID

Once you select a school, everything you do from the HOME MENU applies to the selected school. If you want to work with a different school, you need to click on Select a Different School. You will again receive the list of customers. Click on a school ID and you again will get the HOME MENU and you will see the school name at the top of the screen change.

VIEW LATEST PRODUCT NEWS FLASHES

Click on the View Latest Product News Flashes

The first step to ordering would be to view any notifications from your Produce Account Specialist**.** Click on the View Latest Product News Flashes anytime you want to view any notifications about your vendor contract.

Click on the Home Menu button to return to the Home Menu screen

DISPLAY CURRENT FUND BALANCES

Click on Display Current Fund Balances.

Before you order you may want to check your funds availability**.** If you are signing on as a district, you will be able to view the budgets of all the schools assigned to the district, otherwise, you will only be able to see the budget for the individual school. Typically, there is no cap established on state funds (unless your school district decides to create one), so a N/A will show in the starting balance column. Federal dollars could be allocated at the district level and all schools share the allocation, or an allocation can be made for each school. If money is shared, remaining balances will reflect the remaining for the entire district.

Click on Home Menu

ORDERING SCREENS:

After you Choose "Place an Order" there are six screens (or more if you use favorite shopping carts) you will always navigate through to complete the Order Process. Buttons at the bottom of each screen allow the user to return to previous screens to add or modify data or to proceed to the next step.

1) **Catalog Setting Page** – allows the user to sort and filter the catalog before displaying

   From this screen you can:

   A) Clear Form – changes the screen back to the default settings

   B) Home Menu – returns user to main Order/Receipt Menu

   C) Show Cart – displays current items in your cart

   D) Load Cart – brings up a screen so you can select a favorite cart (group of previously saved items) to add to the items in your current shopping cart

2) **RDD Selection Screen**

   A) Go Shopping – brings user to the catalog settings page and begins the order process.

   B) Home Menu - – returns user to the main Order/Receipt Menu

3) **Catalog Display** – displays the catalog items – this is where you select an item for your shopping cart

   From this screen you can:

   A) Add Items to your Cart – saves any catalog items where you entered a quantity into your shopping cart

B) Load Favorite Cart – brings up a screen so you can select a favorite cart (group of previously saved items) to add to the items in your current shopping cart

C) Clear Form – clears all the quantities entered and sets funding indicators back to default values

D) Home Menu – returns user to the main Order/Receipt Menu

4) **Shopping Cart Display** – displays all the items you have selected to order.

From this screen you can:

A) Update your Cart – after modifying a line in your order, updates the changes to your shopping cart

B) Empty your Cart – removes all items from your shopping cart

C) Save as Favorite Cart – allows you to save the current items in your shopping cart to a favorite cart that can be used for future orders.

D) Load Favorite Cart – brings up a screen so you can select a favorite cart (group of previously saved items) to add to the items in your current shopping cart.

E) Continue Shopping – brings you back to the catalog setting page so your can access the catalog again and add new items to your shopping cart

F) Proceed to Checkout – takes the user to the order confirmation screen. Used after all items have been added to the current shopping cart.

G) Home Menu - returns the user to the main Order/Receipt Menu

5) **Order Confirmation Display** – displays your preliminary order for review

From this screen you can:

A) Confirm Order – assigns a confirmation number to the order and takes the user to the Order Summary screen.

B) Show Cart – returns the user to the shopping cart display so additional changes can be made to the order.

C) Home Menu - returns user to the main Order/Receipt Menu

6) Order Summary Display – displays your final confirmed order and order confirmation number. This page should be printed and saved.

From this screen you can:

A) Order Again for Same School – returns the user to RDD selection screen beginning the process to place a new order.

B) Select a Different School – this option is only available if you are signed on as a district; returns user to the customer selection list

C) Return to Home Menu - returns user to the main Order/Receipt Menu

D) Log Off – exits the Order/Receipt process and returns the user to the FFAVORS Web Main Menu

7) **Favorite Cart Display** – allows you to select a favorite shopping cart, save a new favorite shopping cart or override an existing shopping cart with new items.

   <u>From this screen you can:</u>

   A) Continue Shopping – skips the shopping cart step and returns the user to the catalog to add new items to the current cart

   B) Home Menu – leaves the order process and returns the user to the main menu

   C) Show Cart – returns user to their current cart without adding items from a favorite cart.

PLACING A NEW CUSTOMER ORDER WITHOUT USING A CART

Click on Place a New Order.

Select an RDD using the down arrow button.

Click on Go Shopping
If an order already exists for this date, you will get a message asking if you want to edit the order. If you click on Yes, the order will appear for editing. If you Click on No, you will be returned to the previous screen to select another date. If no previous orders exist, you will get a new screen where you can set how you would like to view your catalog or download a favorite cart.

Click on "Show Catalog"
You can change the way you want your catalog to display by using the various toggle switches or you can enter a key word to display only items matching that word.

Enter a quantity on selected items and select an appropriate fund code.

Select "Add items to Cart" (you may get error message if correct funds not available – need to change fund type or see your Budget representatives to update funds)

Click on "Proceed to Checkout"

Note: Before you click on Proceed to Checkout – you also have other options:

Continue Shopping to bring up the catalog and start the process again to add a new item to your cart.

Change a quantity or fund code and Update Cart to save your changes.

Empty Cart to delete the items you have in your cart.

Load Favorite Cart to add the items in your favorite cart to your order.
(Note: if you have items in your favorite cart that are not on your current catalog, they will not display)

Save as Favorite Cart to save the order so it can be used over and over again.

Continue Shopping – to add new items to your cart from the catalog view.

Home Menu – to return to the home menu and finish the order later.

Click on "Confirm Order"

Note: Before you click Confirm Order, you also have other options:

Show Cart – to return to shopping cart view to modify data.

Continue Shopping – to return to catalog view to add new items to your cart.

Select File, Print to print the Order Summary for your records**.**
Click "Home Menu"

PLACING A NEW CUSTOMER ORDER USING A SHOPPING CART

Click on Place a New Order.

Select an RDD using the down arrow button.
(Explain date restrictions)

Click on "Load Favorite Cart"

Note: If you get the message "There are no items in your shopping cart" it could mean that the items normally displayed in the selected favorite cart are not on the current week's catalog so they cannot be ordered.

Click on "Proceed to Checkout"

Click on "Confirm Order"

Select File, Print to print the Order Summary

Click on "Home Menu"

VIEWING/MODIFYING A CUSTOMER ORDER

Click on "View/Change, or Delete a Pending Order

Select an RDD or Order Confirmation Number and Click on "View Order"

Update Case Quantity or Fund Source and Click on "Update Cart"

Click on "Proceed to Checkout"

Click on "Confirm Order"

Select File, Print and print new Order Summary

Click on "Home Menu"

CONTINUING AN ORDER THAT WAS STARTED EARLIER

Click on "Continue Ordering for Delivery on (Date)

Click on "Show Cart" to see Current Cart first and Click on Continue Shopping to get Catalog screen and Click on Show Catalog

OR
Click on "Show Catalog to add new items to cart

Enter a quantity on selected items and select an appropriate fund code.

Select "Add items to Cart"

Click on "Proceed to Checkout"

Click on "Confirm Order"

Select File, Print to print the Order Summary for your records**.**

Click "Home Menu"

DELETING A CUSTOMER ORDER

Click on "View/Change, or Delete a Pending Order

Select an RDD or Order Confirmation Number and Click on "View Order"

Click on "Delete Order"

Click on "Yes" after the Question: Are you certain you want to delete this order?

Click on "Proceed to Checkout"

Click on "Confirm Order"

Select File, Print and print new Order Summary

Click on "Home Menu"

FFAVORS FAQs and Tips

This document is intended to supply answers to commonly asked questions about FFAVORS and EAuthentication and how they work together.

Contents

1. User Registration Tips 4
2. Questions relating to Customer Account Creation 4
2.1 Q. Who can use eAuthentication? 4
2.2 Q. Do I have to submit an application for an account for Level 1 access and then submit another one for Level 2 access? 5
2.3 Q. I signed up for an eAuthentication account with Level 1 or 2 access. What is my next required step? 5
2.4 Q. How long do I have to respond to the Confirmation email? 5
2.5 Q. It's after the seven (7) day period and I didn't respond in time. What now 5
2.6 Q. If my account is deleted because I didn't respond within the seven (7) day limit, can I use the same User ID? 5
2.7 Q. The Customer Profile won't accept the User ID I have created. Why? 5
2.8 Q. I don't see a confirmation email from the USDA, but I am within the seven (7) day window 5
2.9 Q. I never found my first confirmation email, so as you suggested, I turned off my anti-spam and filters and created another account. It's been a day and still no confirmation email. What now? 6
2.10 Q. I can't get the link in the Confirmation email to work. What now 6
2.11 Q. I couldn't get either the link in the Confirmation email or the long string technique to work. What now? 6
2.12 Q. I signed up for an account with Level 1 access and confirmed my email address. What now? 6
2.13 Q. I signed up for an account with Level 2 access and confirmed my email address. What now? 6
2.14 Q. I logged into my Level 2 account and was prompted to answer questions. Why did this happen? 7
2.15 Q. How do I locate my nearest USDA Service Center? 7
2.16 Q. I am a federal employee from an agency other than the USDA, why would I need to register for an account with Level 1 or 2 access? 7
3. Questions relating to Customer Account Maintenance 7
3.1 How do I change my profile information? 7
3.2 How do I change the answers to my security questions? 8
4. Questions relating to your password or User ID 8
4.1 Q. I have an account with Level 1 access. I've forgotten my password. How do I obtain a password reset? 8

4.2 Q. I have an account with Level 2 access. I've forgotten my password. How do I obtain a password reset? 8

4.3 Q. I cannot remember my User ID. How can I recover it? 9

4.4 Q. What are the "Reset My Forgotten Password" feature and the new "Retrieve My Forgotten User ID" feature? 10

4.5 Q. How will the "Reset My Forgotten Password" feature and the new "Retrieve My Forgotten User ID" feature affect me? 10

4.6 Q. Why am I being prompted to answer new security questions when logging into my eAuthentication account? 10

4.7 Q. Why does the eAuthentication system require such complicated passwords? 10

4.8 Q. Why is the complexity of my password important to Protecting Privacy at USDA? 11

4.9 Q. What are the criteria and rules governing passwords within the eAuthentication system? ... 11

5. Questions relating to Web Browsers 11

5.1 Q. What kind of browser do you recommend using? 11

5.2 Q. I use America On Line (AOL) and I am still having trouble. What should I do? 12

5.3 Q. I useWebTV and I am having trouble. What should I do? 12

5.4 Q. I keep getting re-directed back to the login screen after I click the "Login" button. 12

6. FFAVORS web specific questions 12

6.1 Q. Who do I contact now with FFAVORS web questions 12

6.2 Q. If I am unsure of who to contact, is there a general email address that I can send a question to? 13

6.3 Q. How do I access FFAVORS web? 13

7. Steps to obtain the eAuth Level 1 ID for FFAVORS 14

8. Login Issues encountered 17

8.1 Are there any potential error conditions I might encounter that have solutions? 17

9. eAuthentication Check Browser and Settings 21

9.1 Identify the version of Internet Explorer you are using: 21

9.2 Set Compatibility Mode for your IE version 21

1. User Registration Tips

1.1 When creating a new user the Last Name and email address must be the same in FFAVORS and eAuthentication

1.2. When adding a new user in FFAVORS, the User ID filed is still a required field to be entered by the DLA System Administrator.

1.3. Most common issues with registration:

a. When completing eAuth registration page, user cannot use Internet Explorer 7. Internet Explorer 8 is recommended or IE 9 in compatibility mode.
b. eAuth registration email is blocked by users mail server. Need to allow emails from : eAuthHelpDesk@ftc.usda.gov and eems.support@ocio.usda.gov .
c. New user does not select the "ACTIVATE MY ACCOUNT" within the notification from eAuthentication. This must be done within 7 days of the creation of the eAuthentication account.
d. User enters a different last name/email address in eAuthentication than what is in FFAVORS.
e. Issue with the eAuthentication web site during the users registration process that requires user to contact the eAuth help Desk at 800-457-3642.

1.4. Registration emails that are sent to users when their FFAVORS profile is created are for that specific user only and SHOULD NOT BE SHARED. If a user tries to register using another person's registration email it will not work.

Top of the Document

2. Questions relating to Customer Account Creation

2.1 Q. Who can use eAuthentication?

A: Any public customer who would like to conduct business with the USDA can establish an eAuthentication account on this Web site. However, an account with Level 2 access is required to conduct official electronic business transactions with the USDA via the Internet. USDA Employees may register for a Public Customer eAuthentication Account ONLY when they would like to conduct PERSONAL business with the USDA. Do NOT register for a Customer Account if you need an Employee Account! Only Employee accounts can be used successfully for official business at USDA websites.

If you are a USDA Federal Employee , you should continue with the USDA eAuthentication **Employee Create an Account** process

2.2 Q. Do I have to submit an application for an account for Level 1 access and then submit another one for Level 2 access?

A: You only need a single account to do business with the USDA at any eAuthentication-protected website. However, an account with Level 2 access is required to conduct official electronic business transactions with the USDA via the Internet.

2.3 Q. I signed up for an eAuthentication account with Level 1 or 2 access. What is my next required step?

A: All levels of eAuthentication access require you follow the directions in the Confirmation email you received at the email address provided in your profile.

2.4 Q. How long do I have to respond to the Confirmation email?

A: You have a maximum of seven (7) days to respond to the Confirmation email, or your account will be deleted. You can respond by using the link provided in the Confirmation email.

2.5 Q. It's after the seven (7) day period and I didn't respond in time. What now?

A: After seven (7) days the account you created was deleted. You must start the entire process over to create a new eAuthentication account. You will need to use a new User ID. You cannot use your previously selected User ID. You must follow the instructions on your confirmation email within the required seven (7) day time frame.

2.6 Q. If my account is deleted because I didn't respond within the seven (7) day limit, can I use the same User ID?

A: No, that User ID cannot be used again. You must create a new unique User ID.

2.7 Q. The Customer Profile won't accept the User ID I have created. Why?

A: The User ID is already in use by someone else. Since User IDs are required to be unique, you cannot use the same one.

2.8 Q. I don't see a confirmation email from the USDA, but I am within the seven (7) day window.

A: It is common that anti-spam software in your email software or at your email servers can interfere with the USDA's confirmation email message to you. Look in folders other than your "Inbox" such as "SPAM", "Junk Mail", "Bulk", or "Suspected SPAM". In addition, some Internet Service Providers include a service that captures suspected SPAM and maintains these files outside of your individual email account.

If after 24 hours you do not receive the confirmation email:

- Turn off your email provider's filters.
- Turn off your personal email filter settings.
- If it has been more than one day since the account was created and you have searched, but can't find the confirmation email, then be sure that you don't have any filters, forwarding, or anti-spam measures that might affect your incoming mail. Once you've

completed that, then create a new account and be ready to respond to the confirmation email. Be advised that you will not be able to use the same User ID.

2.9 Q. I never found my first confirmation email, so as you suggested, I turned off my anti-spam and filters and created another account. It's been a day and still no confirmation email. What now?

A: Call the eAuthentication Help Desk at 800-457-3642 and explain the situation in detail. Provide your first and last names and the User ID for any accounts you created. Since you now have multiple accounts, please identify the single account that you wish to use and authorize the Help Desk to disable the others.

2.10 Q. I can't get the link in the Confirmation email to work. What now?

A: At the bottom of the Confirmation email is long string of alphabetic and numeric characters. Copy and paste the entire string of characters into the address window of your browser and press the Enter key.

2.11 Q. I couldn't get either the link in the Confirmation email or the long string technique to work. What now?

A: We suggest you forward the entire Confirmation email you received to the ITS Service Desk for troubleshooting at **eAuthHelpDesk@ftc.usda.gov**. Please include your User ID and the date you attempted to confirm your email.

2.12 Q. I signed up for an account with Level 1 access and confirmed my email address. What now?

A: Your account is ready to use! You can access any USDA application that requires an account with Level 1 access. The receiving application may require a user profile within its data base to ensure access.

2.13 Q. I signed up for an account with Level 2 access and confirmed my email address. What now?

A: You must visit a local USDA Service Center in person for identity proofing. (Find an LRA) Take your government-issued photo ID to the nearest USDA Service Center most convenient to you for identity proofing

The government-issued photo IDs that are accepted for eAuthentication Level 2 account activation are:

- State- or Province-issued Driver's License or Photo Identification card from the United States or Canada
- US Military or US Federal Government employment PIV/CAC (Smart) identification card (DoD, DoS, DHS, etc.)
- Valid passport from one of the following countries: Andorra, Australia, Austria, Belgium, Bermuda, Brunei, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guam, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mariana Islands, the Marshall Islands, Mexico, Micronesia, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino,

Singapore, Slovak Republic, Slovenia, South Korea (Republic of Korea), Spain, Sweden, Switzerland, the United Kingdom or the United States of America.

Note: Your first and last names must appear exactly as they appear on your government issued photo ID that you present at the Service Center.

2.14 Q. I logged into my Level 2 account and was prompted to answer questions. Why did this happen?

A: USDA eAuthentication is trying to make it easier for all customers to retrieve their forgotten password and increase account security. The security questions and answers are a way to make your information more personal (memorable) and more difficult to research.

If you forget your password in the future, you will now be asked to answer these questions instead of entering your original security attributes.

2.15 Q. How do I locate my nearest USDA Service Center?

A: Please browse to **http://offices.sc.egov.usda.gov/locator/app?type=lra**. This site will help you to identify a USDA Service Center with an LRA, and will provide you with contact information and map directions to help you find it.

2.16 Q. I am a federal employee from an agency other than the USDA, why would I need to register for an account with Level 1 or 2 access?

A: Two possible reasons for you to obtain an eAuthentication account would be: 1) you would like to conduct personal business transactions with the USDA or 2) you need to access a Web site protected by eAuthentication that requires an eAuthentication account with Level 2 access.

Top of the Document

3. Questions relating to Customer Account Maintenance

3.1 How do I change my profile information?

A: You can modify your profile information by following these steps:

- Log into eAuthentication Identity Manager by going to https://www.eauth.usda.gov and selecting "Update your account" on the left.
    - If you have an Internal USDA eAuthentication account, please use your LincPass to log in.
- Click on the **"Home"** tab and select **"Modify My Profile."**
- Depending on whether you have an Internal or External account, you can view and/or modify your account information.
    - Internal account holders may need to contact their HR representative or Supervisor to modify personal profile information (such as address).

- Once you have finished modifying or viewing your information, click the **Submit** button in the bottom right corner of the screen.
- You can exit Identity Manager by either clicking the "Logout" link at the top or by closing your web browser.

3.2 How do I change the answers to my security questions?

A: Security questions assist in account protection and self-service. If you need to view or change the answers to your security questions, please follow these steps:

- Log into eAuthentication Identity Manager by going to https://www.eauth.usda.gov and selecting "Update your account" on the left
    - If you have an Internal USDA eAuthentication account, please use your LincPass to log in.
- Click on the **"Home"** tab and select **"Modify My Security Questions."**
- Once you have finished modifying or viewing your questions and answers, click the **Submit** button in the bottom right corner of the screen.
- You can exit Identity Manager by either clicking the "Logout" link at the top or by closing your web browser.

Top of Document

4. Questions relating to your password or User ID

4.1 Q. I have an account with Level 1 access. I've forgotten my password. How do I obtain a password reset?

A. Please follow the steps below to reset your forgotten password:

1. Go to link : Home
2. Click on **Update your account** in the **Quick Links** box.
3. Click the **I Agree** button on the **warning** page
4. Below the **Password** field, click on the **Forgot your Password?** Link
5. Click the **Continue** button
6. Follow the steps to Change My eAuthentication Password

A. You can visit the General Help and follow the instructions under 'Have you forgotten your User ID or password?'

4.2 Q. I have an account with Level 2 access. I've forgotten my password. How do I obtain a password reset?

A: Please follow the steps below to reset your forgotten password:

1. Go to link : Home
2. Click on **Update your account** in the **Quick Links** box.
3. Click the **I Agree** button on the **warning** page
4. Below the **Password** field, click on the **Forgot your Password?** Link

5. Click the **Continue** button
6. Follow the steps to Change My eAuthentication Password

You can visit the General Help and follow the instructions under 'Have you forgotten your User ID or password?'

Please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642 for further assistance. Include your User ID, First name, Last name, and email address.

4.3 Q. I cannot remember my User ID. How can I recover it?

A: Please follow the steps below to recover your User ID:

1. Go to link : Home
2. Click on **Update your account** in the **Quick Links** box.
3. Click the **I Agree** button on the **warning** page
4. Below the **User ID** field, click on the **Forgot your User ID?** Link
5. Click the **Continue** button
6. Follow the steps to Change My eAuthentication Password.

You can visit the General Help and follow the instructions under 'Have you forgotten your User ID or password?'

Please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642 for further assistance.

4.4 Q. What are the "Reset My Forgotten Password" feature and the new "Retrieve My Forgotten User ID" feature?

A: We have developed a new process to make it easier for you to reset your forgotten password and retrieve your forgotten User ID. The new process to reset your password utilizes questions that you may select, and which only you know the answers to. The new process for retrieving your User ID will allow you to go online and follow the simple steps for getting your User ID without the assistance of the Help Desk. An email will be sent to your email address on record

The following are components of the new features:

- New security questions that make it easier for you to retrieve your password.
- Online functionality for you to retrieve your User ID.
- Enhanced Security

New security questions that make it easier for you to retrieve your password.

Online functionality for you to retrieve your User ID.

Enhanced Security

Read the following documentations to learn more about the eAuthentication process:

- User Guides & Documentation

Please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642 for further assistance.

4.5 Q. How will the "Reset My Forgotten Password" feature and the new "Retrieve My Forgotten User ID" feature affect me?

A: The eAuthentication system will eventually prompt you to select your choice of security questions, and to provide answers to them. This is a quick and easy process that increases security for all USDA eAuthentication accounts, and only takes about ten minutes of your time

4.6 Q. Why am I being prompted to answer new security questions when logging into my eAuthentication account?

A: To ensure a higher level of security for your account information, the eAuthentication team is redesigning the "Reset My Forgotten Password" components of the eAuthentication system. You will be prompted to do this only once. Thereafter, the system will provide you with opportunities to update this information if you wish to do so. Please choose and answer four (4) security questions from the list of questions provided. Continue through the steps to the completion page.

4.7 Q. Why does the eAuthentication system require such complicated passwords?

A: eAuthentication protects web sites that involve submitting personal and private information as well as financial transactions via the Internet. eAuthentication security standards are consistent with those established by the National Institutes for Standards and Technology (NIST), which determines the standards for the Federal Government.

4.8 Q. Why is the complexity of my password important to Protecting Privacy at USDA?

A: The USDA eAuthentication Service enables USDA customers to confidently share data and conduct official business transactions with USDA electronically via the Internet.

To learn more about Protecting Privacy at USDA, read the Privacy Presentation for End Users.

4.9 Q. What are the criteria and rules governing passwords within the eAuthentication system?

A: Please create a password that you will remember. Your password is case sensitive:

All passwords in eAuthentication (for Level 1 and Level 2 accounts) must adhere to the following criteria: ***Required Character:***

- 12 - 24 characters long
- Have at least one uppercase letter (A, B, C, etc.)
- Have at least one lowercase letter (a, b, c, etc.)
- Have at least one of these special characters
    - 0 1 2 3 4 5 6 7 8 9
    - ! # $ % = + : ; , ? ~ * -
- No spaces allowed

Restricted Information (Do Not Use)

- Dictionary Words
- Profile Information
- Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc
- Your password will expire after 60 days
- Your previous 24 passwords may not be re-used

Click here to learn more about creating a strong password for your eAuth account

Top of the Document

5. Questions relating to Web Browsers

5.1 Q. What kind of browser do you recommend using?

A: It is recommended that you use Internet Explorer 8. Also, it is recommended that you use a browser that supports 128-bit encryption, accepts cookies, and is Javascript enabled

For further information about your program and/or download instructions, please access the following sites:

For Internet Explorer - **http://www.microsoft.com/windows/ie/default.asp**

5.2 Q. I use America On Line (AOL) and I am still having trouble. What should I do?

A: If you are using an AOL browser and/or email client, please follow the steps provided below:

1. Connect to the AOL Program
2. Once connected, minimize your AOL browser window
3. Open a new Internet Explorer or Netscape window
4. Validate that you are running a compatible version of the software
5. Click on the "Help" button from the menu bar
6. Select the "About" feature for your program from the drop down menu
7. Review the dialog box that will display the version of the software that you are currently running
8. If you are running an out dated version of the software, install new a version of Internet Explorer

5.3 Q. I useWebTV and I am having trouble. What should I do?

A: If you are using WebTV, please note that this is not compatible with many USDA sites. Thus, we do not provide support when it is used. Please use an alternate program (e.g. Internet Explorer)

5.4 Q. I keep getting re-directed back to the login screen after I click the "Login" button.

A: Enabling "Compatibility View" in Internet Explorer may resolve this issue. If it does not, please contact the eAuthentication helpdesk at 800-457-3642.

To set Compatibility View in IE 8:

1. Start Internet Explorer 8
2. On the Tools menu, click Compatibility View Settings
    i. Note: If Compatibility View Settings is not available, you may need to contact your network administrator for assistance.
3. Select the box that says Display all websites in Compatibility View and then click Close

To set Compatibility View in IE 9:

Click the Compatibility View icon on the IE9 menu OR follow the steps for IE8 (above).
Note: If the IE9 menu is not displayed, press the ALT key on your keyboard to display it

Top of the Document

6. FFAVORS web specific questions

6.1 Q. Who do I contact now with FFAVORS web questions

A: Your DLA account representatives are still the go to people for your questions concerning FFAVORS Web. They will be able to assist you as they have and if not, they will know where and how to direct your questions.

The one area they cannot help will be with questions concerning your eAuthentication IDs and passwords to get into the system. All questions concerning that topic need to be addressed with the eAuthentication help desk. Look at the questions under question 2 of this document for possible answers for these.

6.2 Q. If I am unsure of who to contact, is there a general email address that I can send a question to?

A: Yes, you can send questions to paamagic@dla.mil?subject=FFAVORS Web

6.3 Q. How do I access FFAVORS web?

A: Follow the these steps:

Please note that the recommended browser for eAuth/FFAVORS is Internet Explorer 8. If using Internet Explorer 9, you will need to set compatibility (add *usda.gov* on Tools/Compatibility View Settings menu).

- **Log into USDA FFAVORS Web**
  - Navigate to: **http://www.fns.usda.gov/fdd/ffavors.htm**
  - Select the **Log into FFAVORS web** link under the 'I want to' section.
  - On the blue warning page, read and click the 'I Agree' button.
  - On the eAuthentication Login page, enter your eAuth ID and password in the User ID and Password fields.
- If you have multiple FFAVORS accounts, you will be prompted to choose from a list which FFAVORS account you want to be associated to the eAuth ID you logged in as. This will only occur the first time you log in for a given eAuth ID. Only accounts not previously associated will appear as viable options.

Top of the Document

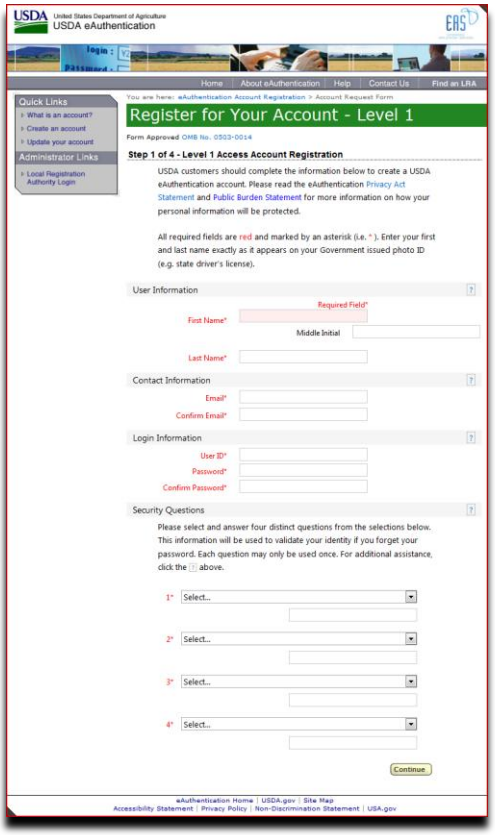
7. Steps to obtain the eAuth Level 1 ID for FFAVORS

Step 1: Obtaining eAuth Level 1 ID

Access this link

https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1

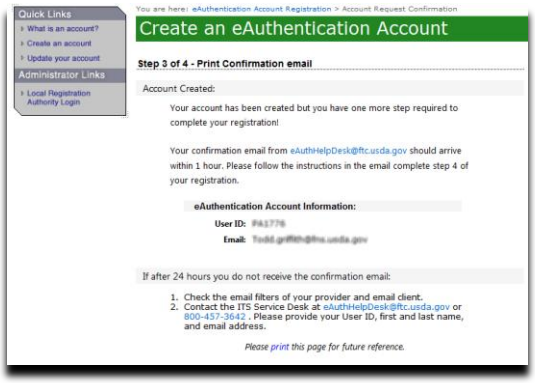
Step 2: Complete screen. Click [Continue] button



<u>Step 3</u>: Verify data entered. If ok, click [Submit]

If you get any error returned instead of the above, 'Step 2 of 4' message, close browser and try in 20 minutes. If still have error page, please contact the eAuth Help Desk at 800-457-3642.

Step 4: If no issues where found such as Dictionary of profile words used, you will receive the confirmation screen below:



If you get any error returned instead of the above, 'Step 3 of 4' message, close browser and try in 20 minutes. If still have error page, please contact the eAuth Help Desk at 800-457-3642.Step 5:

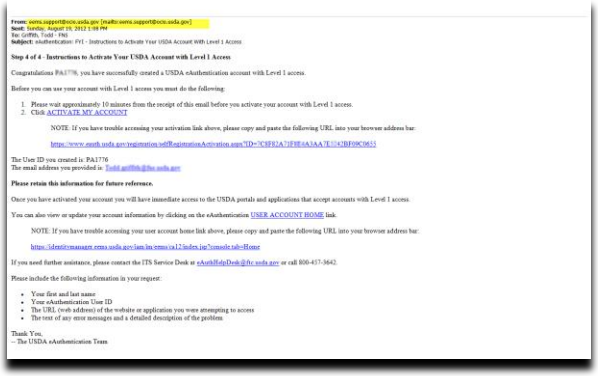
As mentioned in the screen above. Confirmation email is sent to the email addressed used in Step 2 above. The email will come from one of two email addresses: eAuthHelpDesk@ftc.usda.gov or eems.support@ocio.usda.gov .

If not received within a day:

Check other folders such as SPAM, JUNK, …

If not found: **CALL 800-457-3642**

Step 5: Email is received.


From: eorns.support@ocio.usda.gov [mailto:eorns.support@ocio.usda.gov]
Sent: Tuesday, August 28, 2012 1:08 PM
To: Griffith, Todd - FNS
Subject: eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access

Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations PA1776, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click ACTIVATE MY ACCOUNT

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=7C8F82A77F8E4A3AA7E1E42BF09C0655

The User ID you created is: PA1776
The email address you provided is: Todd.griffith@fns.usda.gov

Please retain this information for future reference.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication USER ACCOUNT HOME link.

NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

https://identitymanager.eorns.usda.gov/iam/im/eorns/ca12/index.jsp?console.tab=Home

If you need further assistance, please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

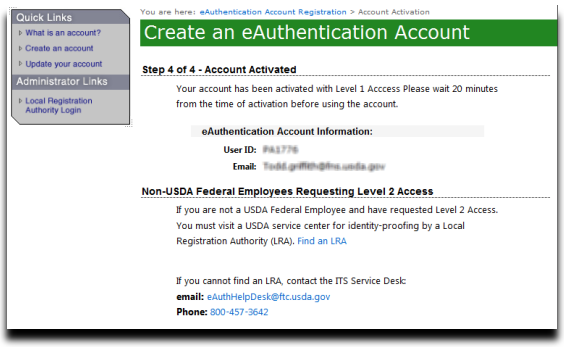
Thank You,
-- The USDA eAuthentication Team

Step 6: Click on the link in the email labeled: **Activate My Account**

If the link within the email does not working, copy and paste the URL into the browser, as mentioned in the email.

Step 7: Successful Activation

If the activation worked you will receive the screen:



If receiving error message saying an error has occurred or other, call 800-457-3642

Top of the Document

8. Login Issues encountered

8.1 Are there any potential error conditions I might encounter that have solutions?

A: Yes, there are some potential error conditions that a user could hit when attempting to access FAVORS web. The three most common are outlined below with the appropriate resolutions.

Access Issue 1: Server Error in '/Login' Application

What user will see:

```
Server Error in '/Login' Application.

Client found response content type of 'text/html; charset=utf-8', but expected 'text/xml'.
The request failed with the error message:
--
<html>
  <head>
    <title>Runtime Error</title>
    <style>
     body {font-family:"Verdana";font-weight:normal;font-size: .7em;color:black;}
     p {font-family:"Verdana";font-weight:normal;color:black;margin-top: -5px}
     b {font-family:"Verdana";font-weight:bold;color:black;margin-top: -5px}
     H1 { font-family:"Verdana";font-weight:normal;font-size:18pt;color:red }
     H2 { font-family:"Verdana";font-weight:normal;font-size:14pt;color:maroon }
     pre {font-family:"Lucida Console";font-size: .9em}
     .marker {font-weight: bold; color: black;text-decoration: none;}
     .version {color: gray;}
     .error {margin-bottom: 10px;}
     .expandable { text-decoration:underline; font-weight:bold; color:navy; cursor:hand; }
    </style>
  </head>
```

Cause: Newer versions of Internet Explorer are not currently compatible with FFAVORS.

Resolution: This error will be corrected by allowing Internet Explorer to run USDA.GOV web sites in Compatibility mode.

Compatibility Mode:

Open Browser (IE)
Hold the [Alt] key and hit 'T'
Gray window under Tools opens
Click 'Compatibility View Settings'
In the window labeled 'Add this website' enter/ensure you see usda.gov
Click the [Add] button
Click the [Close] button
Log into FFAVORS http://www.fns.usda.gov/fdd/ffavors.htm

Access Issue 2: User enters User ID and Password and clicks the [Login] button but stays on same page.

What user will see: The eAuth Login page is returned and typically the password box will be blank.

Cause: Newer versions of Internet Explorer are not currently compatible with FFAVORS.

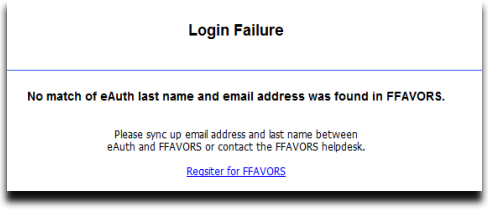
Resolution: This error will be corrected by allowing Internet Explorer to run USDA.GOV web sites in Compatibility mode.

Compatibility Mode:

Open Browser (IE)
Hold the [Alt] key and hit 'T'
Gray window under Tools opens
Click 'Compatibility View Settings'
In the window labeled 'Add this website' enter/ensure you see usda.gov
Click the [Add] button
Click the [Close] button
Log into FFAVORS http://www.fns.usda.gov/fdd/ffavors.htm

Access Issue 3: FFAVORS Login Failure

What user will see:

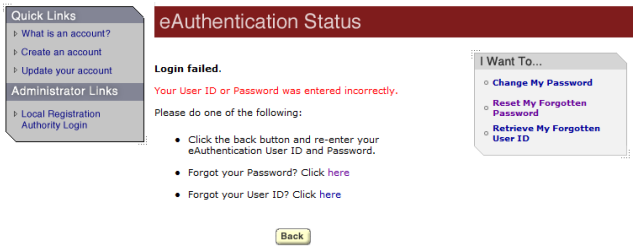


Cause: The last name and/or email data do not match between the FFAVORS application and eAuth.

Resolution: Verify what was used to create the eAuth ID and then Contact your FFAVORS account rep to verify or email paamagic@dla.mil?subject=FFAVORS Web the issue. Once both systems are brought in alignment, user will gain access.

Access Issue 4: eAuthentication 'Login failed' message

What the user will see:



Cause: This has three possible reasons ranging from user mistyping ID or password, Registration steps not complete or system issue with eAuthentication.

Resolution: Follow the steps below.

a) Verify the ID and Passwords were entered correctly (DO NOT CUT & PASTE)

b) Verify user successfully completed the steps above to obtian and activate eAuth user ID

   a. Click here for the entire process

c) Try accessing the 'Update your account' link to see if ID and password will access the EEMS Identity Manager pages.

   a. To access EEMS, see document titled 'How to access EEMS Identity Manager.doc' found on the FFAVORS landing page.

d) If user can access EEMS but not FFAVORS

a. Possible compatibility issue:

1. Open Browser (IE)
2. Hold the [Alt] key and hit 'T'
3. Gray window under Tools opens
4. Click 'Compatibility View Settings'
5. In the window labeled 'Add this website' enter/ensure you see usda.gov
6. Click the [Add] button
7. Click the [Close] button
8. Log into FFAVORS http://www.fns.usda.gov/fdd/ffavors.htm

b. If still cannot access FFAVORS

Most likely an error occurred within eAuth that prevented the user ID from syncing to the appropriate sub systems. User must call help desk to resolve at 800-457-3642.

Ask Help Desk to verify the eAuth ID is found within both the ID Manager and the ID Minder systems. If eAuth ID is not within both systems, eAuth Help Desk needs to escalate to their SME group.

e) If user can't access either, click the appropiate 'Click here' link to get User ID or reset a forgotten password. The user can also use the correct link under 'I Want To…' (upper right corner)

a. Reset My Forgotten Password

b. Retrieve My Forgotten User ID

f) If still can't get into either EEMS or FFAVORS call eAuth HD 800-457-3642. Please also let our FFAVORS email (ffavors@fns.usda.gov) know as well.

Top of the Document

9. eAuthentication Check Browser and Settings

9.1 Identify the version of Internet Explorer you are using:

1) Open Internet Explorer

If you are not able to locate the IE icon on your Windows Start Menu or Desktop you can click on Start – then Run and type in "iexplore.exe" to run Internet Explorer directly.

2) Press ALT-H to access the Help menu

3) Select "About Internet Explorer" from the help menu.

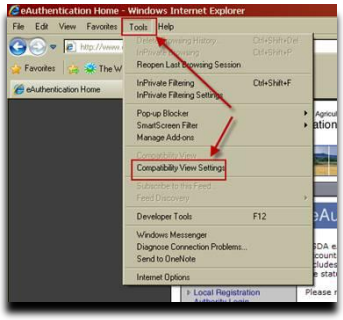
This screen should help you identify the version of Internet Explorer you are using.

9.2 Set Compatibility Mode for your IE version

IE 9 and Higher

1) Browse to https://www.eauth.usda.gov/

2) Press ALT-T to access the Tools Menu and select "Compatibility View Settings".

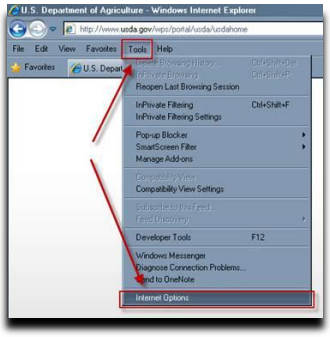


Click the check box for "Display all websites in Compatibility View" then click the Close button

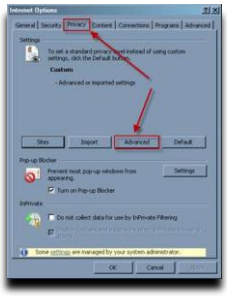
3) Continue on and complete the settings changes for all versions of Internet Explorer 5.5 and higher.

IE 5.5 and Higher

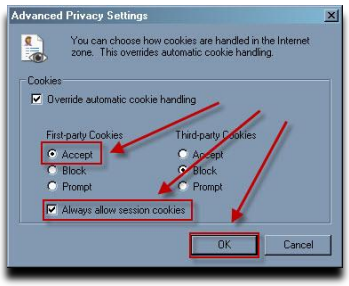
1) Press ALT-T to access the "Tools" menu and select "Internet Options".



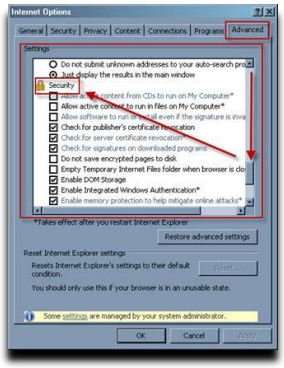
2) Select the "Privacy" tab and click on "Advanced"



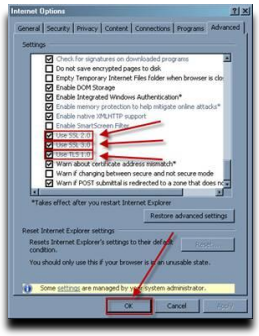
3) Under "First-Party Cookies" click "Accept". Check the box next to "Always allow session cookies". Click "OK".



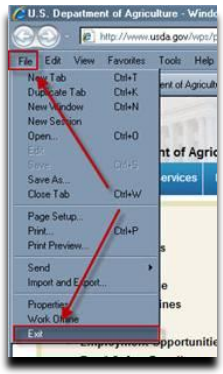
4) Select the "Advanced Tab" and scroll down in the "Settings" window to the "Security" section.



5) Check the boxes next to “Use SSL 2.0”, “Use SSL 3.0” and “Use TLS 1.0” then click OK.



6) Press ALT-F to access the File Menu and select Exit.



7) Access the FFAVORS Home Page at http://www.fns.usda.gov/fdd/ffavors.htm and log into FFAVORS.

Top of the Document

Getting Results Together

Matt Townsend

Author of *STARVED Stuff…Feeding the Seven Basic Needs of Healthy Relationships*

matt townsend

Three Rules of Relating

1. "In order to influence someone positively you must first be influenced by them."
2. "I don't care how much you know until I know how much you care."
3. "You cannot, not, communicate."

matt townsend

Getting More With Less

1 + 1 = 3

1 + 1 = -7

"The Relationship" or the "Space Between"

So where is the extra value coming from?

matt townsend

“The Space Between”

“It is the silence between the notes that makes the music; it is the space between the bars that holds the tiger.”

- Noah benShea

matt townsend

Where There's Smoke...

matt townsend

STARVED People...

- Starve People
- More Selfish
- More Reactive
- More Polarizing
- Negatively Interpret More
- More Hopeless
- More Likely to Abandon

matt townsend

4 Courses to Feed the STARVED Stuff

- HEADS
  - Character to Trust
- HEARTS
  - Communication to Understand
- HANDS
  - Cooperation so Both Benefit
- HOPES
  - Change to Foster Growth

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The Course on Character

Building Mutual Trust

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Character Defined

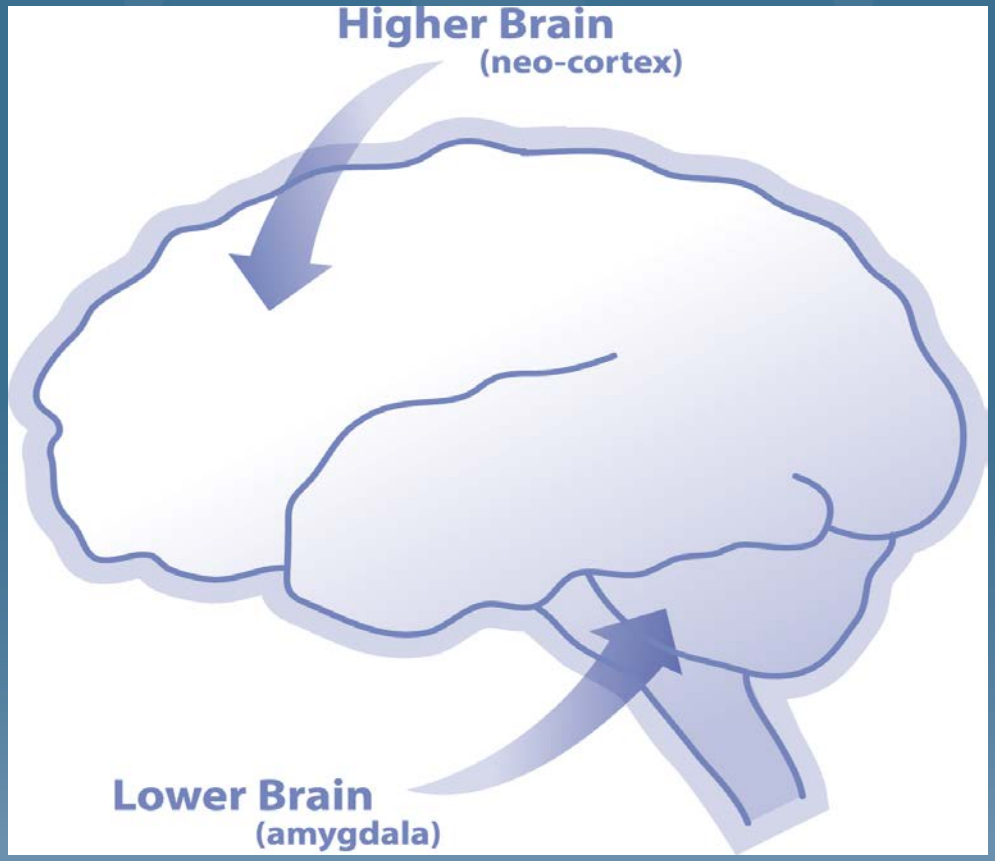
People with character make their decisions in life based upon their principles and values…not their moods, situations and/or circumstances.

matt townsend

Managing Reactive Emotions

- Negative emotion, hijacks meaning!
- Impairs reasoning (even smart people sometimes act stupidly).
- May increase the likelihood that chronic emotional problems will result, (e.g., clinical depression or chronic anxiety or hostility).

Higher Brain and Lower Brain



matt townsend

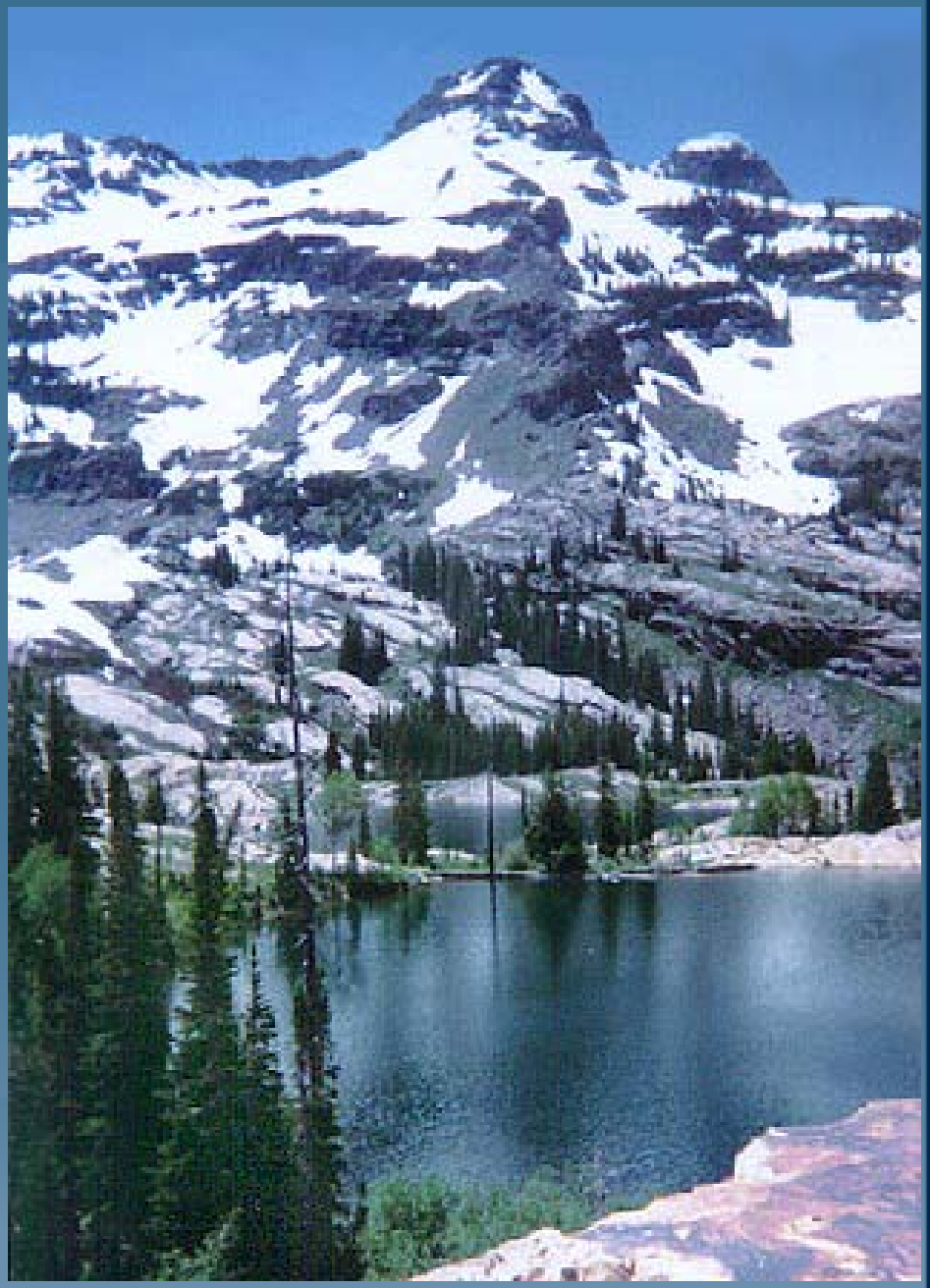
What color is this?

matt townsend

What color are your teeth supposed to be?

matt townsend

What color is the snow on this mountain?



What do cows drink?

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Polarizing Patterns

- **Pursuer**
  - Aggressive
  - Pressing
  - Attacking, Accusing
  - Interrogating
  - Reactive
  - Ineffective
  - In your face
  - Exaggerating
  - Loud, Sarcastic
- **Withdrawer**
  - Passive
  - Withdrawing
  - Hiding
  - Silence
  - Avoiding
  - Reactive
  - Ineffective
  - Playing martyr
  - Whatever!

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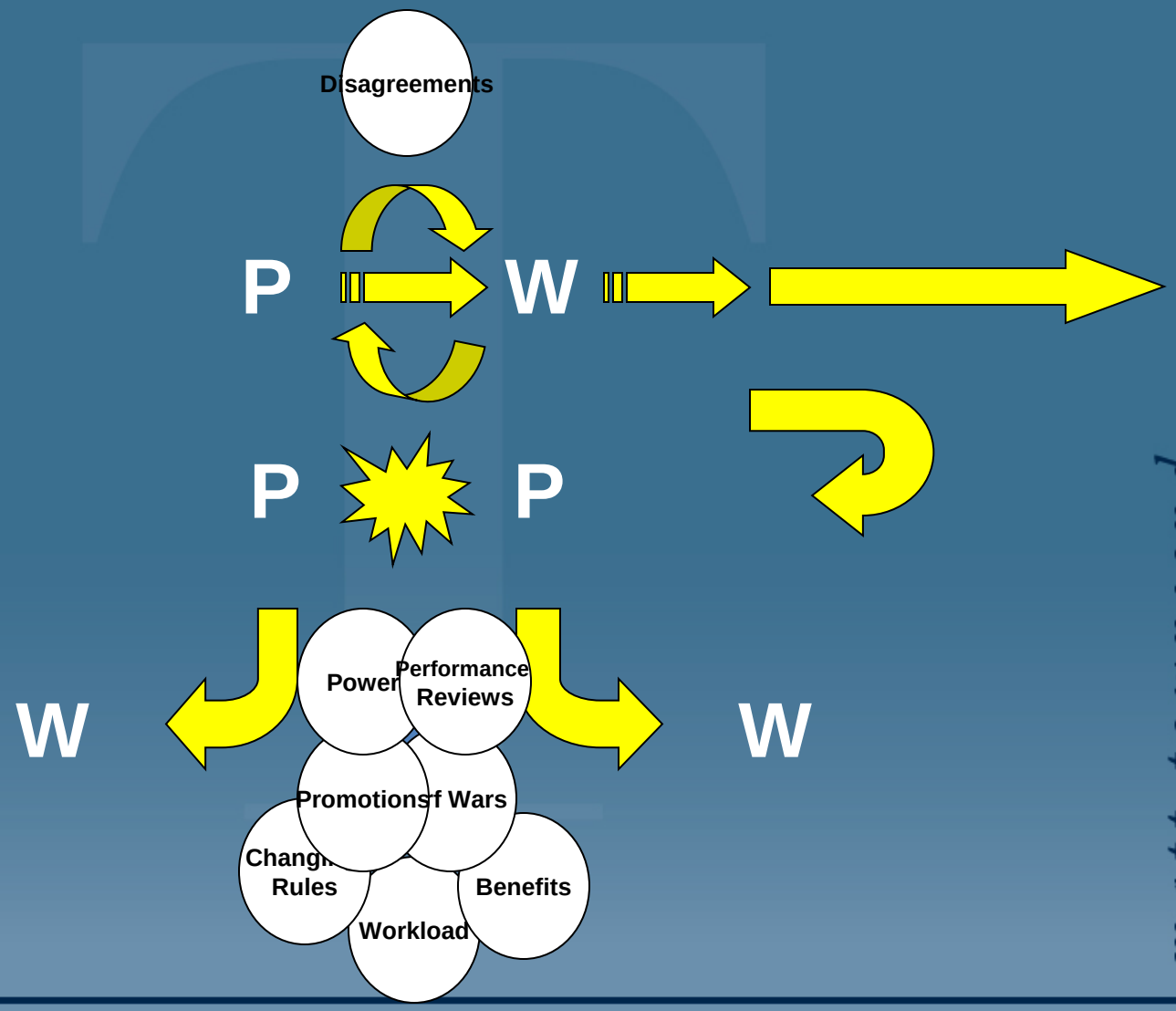
Polarizing Patterns



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The Course on Communication

Building Mutual Understanding

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Japanese Symbols

"To Listen"

Undivided Attention

Ears

Eyes

You

Heart

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UCLA Study Findings

- 20% Sex
- 20% Food or their next meal
- 20% Religion or spiritual
- 20% “Hey I wonder when that gun will go off.”
- 12% On class topic, but not current point

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So What Does That Mean?

People were actually listening only

8%

of the time.

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The Course on Cooperation

Building Mutual Benefit

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"The Wind and the Sun"

- Aesop's Fables

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The Course on Change

Building Mutual Growth

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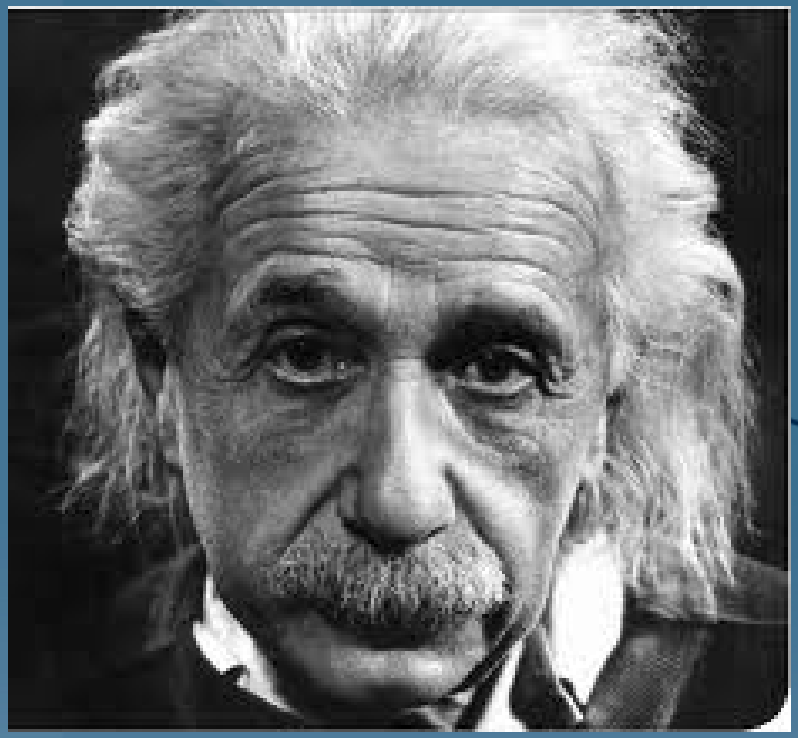
Lesson's in Change

"You cannot attempt to solve a problem you created, at the same level of thinking you were at when you created it."
– Albert Einstein



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The Disappearing Pen Trick

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“You can’t see the forest for the trees.”

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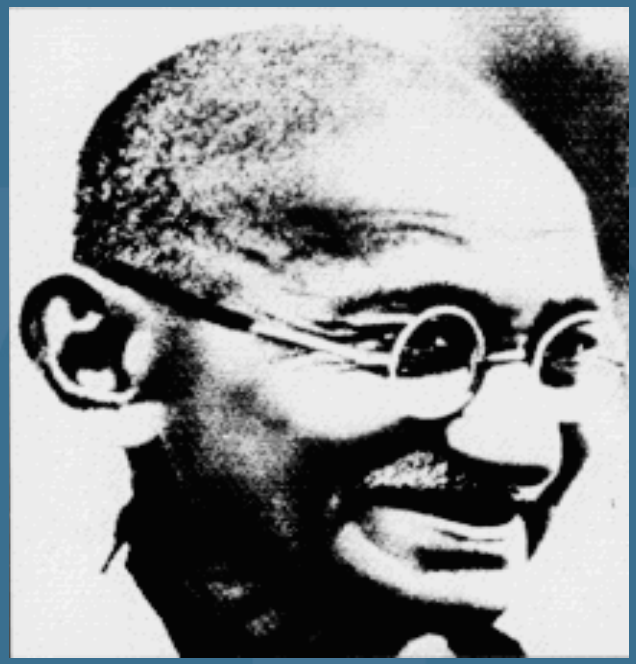

"Let us become the change we seek in the world."

- Ghandi

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Updates and Reminders for
Eligibility Manual for School Meals

This update provides additional clarification on the changes as set forth in the latest revision of the Eligibility Manual for School Meals (Bulletin 44-12). The effective date as shown on the manual is August 2012. Continue to work toward the changes and contact our office if you have questions.

Top Priority Changes or Updates

- **Part 2 Section C, pg. 11:** The following Civil Rights statement must be included in the information letter sent out when informing households:
    - **Long Statement:** "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.
      To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer."
    - **Short Statement**: "USDA is an equal opportunity provider and employer."

  Regarding the last highlighted sentence "USDA is an equal opportunity…" An SFA can include in the letter that their institution is also an equal opportunity provider/employer; however the SFA must include "USDA is an equal opportunity provider and employer" in the statement. The SFA's institution/school/district name cannot be substituted in place of USDA.

- **Part 4 Section C, pg. 35:** Determining Household Income and Reportable Income as it relates to Seasonal Workers and School Employees:

  "Seasonal Workers include those with annual employment contracts but who may choose to have their salaries paid over a shorter period of time. This includes school employees. The LEA must determine the full amount of income available to such workers contractually on an annual basis and convert all income sources to annual amounts. This treats these employees in the same manner as employees who choose to have their salaries paid over the full year."

  *Please note that this is updated information for dealing with school employees from what we had at our new school year training.

- **Part 6 Section B, pg. 52:** Entirely new section added: "Zero Snap Benefit Households." Regarding the last paragraph:

  "SAs must work with their counterparts that administer SNAP to assure that direct certification matching *only* identifies children as categorically eligible when they are in households that actually receive SNAP benefits. Any State agency that has included children who are members of a household eligible for zero SNAP benefits in their direct certification *matching must ensure that their matching process is revised to no longer identify these children as categorically eligible*.

  *In Utah, we have verified with DWS and SIS that children in zero SNAP benefit households are being excluded from our direct certification lists. Therefore, direct certification matching should only be identifying children as categorically eligible from households actually receiving SNAP benefits.

- **Part 8 Section D, pg. 70-71:** New section added: "Verification for Cause for School District Employees." Please take note and review this newly added information.

- **Part 3 Section E, pg. 19-20:** Take note: (top of pg. 20)

  "If a household provided only annual income the LEA must ensure that this is an accurate reflection of their current income."

  *State Office verified this statement with the Regional Office, who then verified with the National Office. Because annual income is not necessarily a reflection of current income unless additional information is provided, LEA's should contact the household to assess what the annual income indicates (i.e. is the annual income their previous year's income? Is the annual income their weekly pay check annualized?). Until additional information is provided for an application with annual income, the application is considered incomplete. The LEA needs to follow up with the household and document the date and household's response about what the annual income reflects.

- **Part 3 Section E, pg. 20:** Regarding software used that may automatically convert income or use conversion factors:

  "LEAs *cannot* use conversion factors such as 4.33 to convert weekly income or 2.15 to convert bi-weekly income to monthly amounts. If an LEA uses software for application of certification purposes, the software cannot use conversion factors and cannot automatically convert income unless there are different frequencies."

  * The SA has contacted SIS to make changes within their software system, if you do not use SIS be sure that your software program is in compliance with the new rules.

Additional Changes or Updates

- **Part 1 Section B:** New Definitions
  - **Pg. 3:** Definition of homeless is added and specifies involvement of a homeless liaison OR the director of a homeless shelter.
  - **Pg. 4:** Definition of migrant is added and specifies involvement of MEP coordinator.
  - **Pg. 5:** Definition of runaway is added and specifies involvement of liaison or an official of a program.
- **Part 1 Section C, pg. 6:** LEA policy statement must address ways to prevent overt identification.
- **Part 1 Section D, pg. 6:** Public media release section details some additional information that must be included. The SA completes the public media release for schools on the NSLP as of August.
- **Part 2 Section B, pg. 8-9:** Added requirements for LEP households, material to be familiar with, and systems to assist LEP households during verification, including partnering with other agencies.
- **Part 2 Section D, pg. 12:** New paragraph from a recent bulletin regarding Preventing Overt Identification of Direct Certification Children is now included in Eligibility Manual.
  - Also see **Part 7, pg. 56**: Covers prevention of overt identification specifically regarding the sale of competitive foods and payment methods that may possibly identify students.
- **Part 2 Section F, pg. 14:** New information added about Other Source Categorically Eligible applications regarding homeless, migrant, etc. (Reiterated on pg. 18)

    - If there is more than one child listed on the application and the parent/guardian checks the runaway/homeless/migrant box, the LEA must contact the family to determine which child (ren) is Other Source Categorically Eligible on the application. Then, the LEA should contact the liaison for that program to confirm the child (ren)'s status.
- **Part 3 Section C, pg. 19:** Complete mixed application [i.e. some children are Other Source Categorically Eligible (homeless, migrant) and some are not]:

  "Amount and source of current income for each member and the frequency of income."
- **Part 3 Section N, pg. 25-26:** Procedures for transferring eligibility to a new school or from a Provision school to a non-provision school are given.
- **Part 3 Section O, pg. 26:** Using the free and reduced-price applications for any other use than school meals is not permitted.
- **Part 3 Section P, pg. 28:** Child receiving "D-SNAP" (special disaster benefits) certifies students for free meals or free milks.
- **Part 4 Section B, pg. 33:** A child residing in a non-participating institution but who attends a participating school during the week is also considered a household of one.
- **Part 5 Section B, pg. 42:** New info regarding Other Source Categorically Eligible
    - LEAs should have procedures in place with Other Source Categorically Eligible officials so the LEA is promptly notified of children eligible this way.
    - Beginning of the year: LEA should conduct outreach to these officials
    - Many other points that are reiterated from other parts of the manual
- **Part 2 Section C, pg. 9:** State agencies and LEAs must provide the necessary services so that LEP parents or guardians are assisted with completing the application process. Systems in place for assessing language needs, identifying LEP households, providing necessary services for Limited English Proficient clients.
- **Part 2 Section C, pg. 11:** Although schools do not need to send a reminder or notice of expired eligibility when the carry-over period ends, the Information Letter (reference) sent out must include information about carry-over into the first 30 operating days of the new school year.
- **Part 3 Section A, pg. 15:** With carryover from previous year's eligibility, LEAs are not required to send a denial letter or a notice of adverse action.
    - "If a household does not submit an application or children are not directly certified by the end of the carryover period, the LEA is not required to send the household a denial letter or a notice of adverse action."
    - Reiterated on pg. 23: "Failure to reapply during the carryover period is not denial of benefits for the current school year. LEAs are not required to notify families or send reminders..."
- **Part 3 Section B, pg. 16:** Carryover of previous year's eligibility is for up to 30 operating days. Once a new eligibility determination is made, it supersedes the carryover eligibility. "The carryover period is in place to allow schools an appropriate amount of time to process applications." However, no delays are allowed in processing applications, which still need to be processed within 10 days of being received.
- **Part 3 Section M, pg. 24, 28:** Record keeping information listing records LEA officials must maintain on approved & denied applications. The required records for a computerized operation are on pg. 28.
- **Part 5 Section B, pg. 44:** Under the Migrant Education Program: "Minors who move with a spouse, or by themselves to perform this work [temporary or season work in agriculture or fishing] may also qualify."
- **Part 3 Section G, pg. 22:** Reminder on Duration of Eligibility: "A child's eligibility is in effect from the date of eligibility for the current school year and up to 30 operating days in the subsequent school year." Also, temporary approval is no longer permitted because of the year long duration of eligibility provision.

NSLP Bulletins by Topic

Compilation of all bulletins released **August 11, 2012 – January 15, 2013**
Bulletins available at: http://www.schools.utah.gov/cnp/Bulletins/NSLP/NSLP-Bulletins-2012.aspx

Cells shaded grey are bulletins which have been replaced by a revised bulletin.

Number	Title	Notes	Date
After School Snack Program (ASSP)			
55-12	Determining Area Eligibility Based on School Data	Using school data to determine area eligibility when attendance areas do not reflect the school population.	12/3/12
Certification of Compliance with Meal Requirements for NSLP (6 Cent Certification)			
42-12	Child Nutrition Reauthorization: Q & A Related to the 6 Cents Certification Tool	Replaced by NSLP 47-12.	8/28/12
47-12	CN Reauthorization 2010: Revised Q & A Related to the 6 Cents Certification Tool	Replaces NSLP 42-12. Q&As related to using the USDA 6 cent certification worksheets.	9/17/12
Free/Reduced Eligibility and Verification			
43-12	Preventing Overt Identification of Children Certified for Free or Reduced-Price Meals		8/28/12
44-12	Revised Edition of Eligibility Manual for School Meals	Available online at: http://www.schools.utah.gov/cnp/DOCS/NSLP/EligibilityManual.aspx	8/28/12
Miscellaneous			
40-12	Application & Other Household Materials for Limited English Proficient Households - Reminder	LEA's responsibilities to Limited English Proficient households.	8/23/12
41-12	Current USDA Information on Central Valley Meat Investigation		8/23/12
45-12	Further USDA Information on Central Valley Meat Investigation		9/4/12
49-12	National School Lunch Week: October 15-19, 2012		10/1/12
Meal Pattern/ Menu Planning			
46-12	Frozen Fruit Products & Nutrition Standards in NSLP and SBP	Replaces NSLP 14-12. Extends option to use frozen fruit with added sugar through school year 2013-14.	9/17/12
48-12	Questions & Answers on the Final Rule, Nutrition Standards in the National School Lunch and School Breakfast Programs	4th revision. Replaced by NSLP 54-12.	10/1/12
50-12	Letter from Kevin Concannon	The Under Secretary for Food, Nutrition, and Consumer Services responds to media criticisms of the new meal pattern. The School Day Just Got Healthier resources.	10/15/12
52-12	Corn Masa (Dough) for Use in Tortilla chips, Taco Shells & Tamales		10/15/12
54-12	Questions & Answers on the Final Rule	5th revision. Replaces NSLP 02-12, 13-12, 27-12 and 48-12. The most current meal pattern Q&A to date.	10/15/12
58-12	FNS Guidance to SFAs: Flexibility in the Meat/Meat Alternate & Grain Maximums for SY 2012-13		12/11/12
60-12	Replacement Pages for Food Buying Guide	Updated milk and meat/meat alternate sections for the Food Buying Guide.	12/18/12

01-13	FNS Guidance to SFAs: Flexibility in the Meat/Meat Alternate & Grain Maximum for SY 2012-13	Adds Q&As to the original announcement made in NSLP58-12	1/15/13
Procurement			
51-12	Federal Small Purchase Threshold	Increases the Federal Small Purchase Threshold from $100,000 to $150,000. When state or local procurement thresholds are more restrictive than federal, the most restrictive thresholds must be abided.	10/15/12
53-12	Procurement Geographic Preference Q & As, Part II	Guidance regarding geographic preference of unprocessed locally grown/raised agriculture products.	10/15/12
Seamless Summer Option (SSO)			
39-12	2012 Waiver of Congregate Feeding Requirements When Temperatures are Excessive	Valid May 1, 2012 – September 30, 2012. A similar bulletin will *possibly* be released for summer 2013.	8/20/12
55-12	Determining Area Eligibility Based on School Data	Using school data to determine area eligibility when attendance areas do not reflect the school population.	12/3/12
56-12	Summer Feeding Options for School Food Authorities	Replaced by NSLP 59-12.	12/3/12
57-12	Summer Food Service Program Questions & Answers		12/3/12
59-12	Summer Feeding Options for School Food Authorities	Replaces NSLP 56-12. Options for feeding children during the summer; simplified application and review procedures for NSLP SFAs.	12/18/12

Getting Started on the After School Snack Program (ASSP)

1. Determine if the site has a qualifying after school program. Qualifying programs:
    - Are regularly scheduled activities in an organized, structured and supervised environment.
    - Include educational or enrichment activities that are open to all children and do not limit enrollment or membership on the basis of a child's ability.
        - Sports teams are not eligible for an ASSP though the members of sports teams may come to the after school program and receive a snack there.
2. Determine if the site is **area eligible** or **non-area eligible**.
    - **Area eligible:** At least 50% of the students are eligible for free/reduced meals.
        - All snacks are claimed at the free rate. The meal counts can be as simple as a tally sheet. Meal counts do not have to be connected to specific students because everyone is claimed as free.
    - **Non-area eligible**: Less than 50% of the students are eligible for free/reduced meals.
        - Snacks are claimed based on students' eligibility status – free, reduced or paid. Thus, meal counts must be taken with a roster (or other system) that keeps track of the specific students who received a snack so each snack can be claimed at the correct reimbursement rate (free/reduced or paid).
    - To determine the site's free/reduced percentage, see lines 30-32 on the CNPweb site application or go to http://schools.utah.gov/data/Educational-Data/Free-and-Reduced-Price-Lunch.aspx
3. Decide if you want the site to participate in the ASSP by learning more.
    - Read the ASSP Administrative Manual http://www.schools.utah.gov/cnp/DOCS/ASSP/ASSP-Manual.aspx
    - Learn more about the meal pattern by visiting the state's ASSP website at http://www.schools.utah.gov/cnp/After-School-Snack-Program.aspx
        - 2 servings from two different components must be served at each snack.
        - Meal pattern is based on the CACFP requirements. Thus, there are four components: milk, grain, meat/meat alternate, fruit/vegetable.
        - Each snack must include a two of the following: 1 cup milk, 1 serving grain, 1 serving meat/meat alternate, ¾ cup fruit/vegetable
        - Offer versus serve (OvS) is not allowed at snacks. Students must take both components.
    - Know what documentation is required.
        - Daily attendance records (i.e. sign in sheets or rosters).
        - Daily meal counts (tally marks for area eligible, roster for non-area eligible).
        - Daily snack menus.
        - Daily production records.
        - Annual training records showing staff have been trained on program operations and civil rights each year.
        - Food safety procedures detailing safe handling of the food (may be added to existing food safety plans).
        - Monitoring form which must be completed twice per year – once in the first four weeks of operation and one more time during the year.
    - Call your specialist who can answer any questions you may have.
4. Complete Attachment G (to amend the SFAs agreement with the state so it includes the ASSP) and fax or email it to your specialist.
    - Attachment G is available on CNPweb, under the packet tab. It is titled 'Agreement Amendment, ASSP"
5. Update lines 61-69 on the site sheet in CNPweb.
    - Notify your specialist when the site sheet is complete. He/she will review it and the Assistant Director for the Schools Team will approve it.
6. Begin the program!
    - Monitor the program carefully to ensure it gets a good start.
    - Provide training and assistance to staff to ensure their understanding of requirements.
    - Complete the monitoring form within the first four weeks of operation and once more during the year.

Things You Should Know About the At-Risk Afterschool Meals Program

Background

The at-risk afterschool meals component of the Child and Adult Care Food Program (CACFP) offers Federal funding to afterschool programs that serve a meal or snack to children in low-income areas.

Reimbursement for at-risk afterschool snacks has been available since the 1990s. However, reimbursement for at-risk afterschool meals was available only in a few States. The Healthy, Hunger-Free Kids Act of 2010 expanded the availability for at-risk afterschool meals to all States.

These programs provide a much-needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities.

Unique Benefits

- Allows for reimbursement of an afterschool snack AND a supper.
- All meals and snacks are reimbursed at the free rate.
- Can operate during weekends and/or holidays (such as spring and winter breaks).
- Eligibility status is good for five years.

Requirements to Participate

- The site **must** be located at a school (or in the attendance area of a school) where at least 50% of students are eligible for free or reduced price meals.
    - To determine the site's free/reduced percentage, see lines 30-32 on the CNPweb site application or go to http://schools.utah.gov/data/Educational-Data/Free-and-Reduced-Price-Lunch.aspx
- The afterschool program must be organized primarily to provide care for children after school. It must provide organized regularly scheduled education or enrichment activities.
- The site **cannot** offer an afterschool snack under the NSLP ASSP **and** a supper through CACFP. Both the snack and the supper must be administered through CACFP.

Options for School Food Authorities (SFAs)

1. Become a CACFP sponsor.
    a. This process is streamlined and simple for SFAs who are already operating the National School Lunch Program (NSLP).
    b. As the sponsor, the SFA may prepare and serve both the afterschool snack and meal, may prepare and serve only one of the two, or may contract out the preparation and service of the snack and/or the meal.
    c. Under this option, the SFA maintains all administrative and fiscal responsibility, regardless of who prepares and serves the snack/meal.
2. Contract with an entity who is already a CACFP sponsor.
    a. Template contracts are available from the state office. No RFP is required since the SFA is contracting with another Child Nutrition Program sponsor.
    b. Depending on arrangements made with the CACFP sponsor, the school may still be able to prepare and serve the snack. If this is the arrangement, the CACFP sponsor would be reimbursed by the state for claimed snacks and would pay the SFA for the snacks prepared/served.
    c. This option tends to be the most simple way for an SFA to have supper programs at its sites. All the administrative and fiscal responsibility resides with the CACFP sponsor.

For More Information

- Review the At-Risk Afterschool Meals Handbook – a straightforward manual that outlines program requirements. Available at http://www.fns.usda.gov/cnd/Care/Publications/pdf/atriskhandbook.pdf.
- Visit USDAs Afterschool Programs Website: http://www.fns.usda.gov/cnd/Care/Afterschool.htm.
- Contact Child Nutrition Programs Specialist Ellen Timmins at 801-538-7692 or ellen.timmins@schools.utah.gov .

School:_____ Menu Name:_____ Date: _____

Food Service Fundamentals Evaluation

Each menu offered should be periodically evaluated by staff. This should be done after the last child in line has been served. Doing so will ensure the results of the evaluation reflect the quality of the food down to the last child served. We recommend having the entire food staff participate in the food evaluation. This same type of evaluation may also be used by customers such as visiting parents or administrators, but would need to be modified for use by younger students.

Food

Please provide feedback for each of the questions below. If improvements are noted provide specific suggestions for improvements.

Example Menu: Chicken Nuggets, Honey Mustard, Roll, Pineapple, Corn, Milk.

Menu offers a variety of color.
Assessment/Improvements: Today's menu is all yellow. BBQ sauce can be served instead of honey mustard, apple slices instead of pineapple, and steam broccoli instead of corn.

(1) Menu offers a variety of color. Are all menu items the same color?
Assesment/Improvements:_____
_____
_____

(2) Menu offers a variety of flavor profiles. (Avoid serving a menu featuring several forms of one ingredient such as tacos with a corn shell, with a side of corn, and bean and corn salsa).
Assesment/Improvements:_____
_____
_____

(3) Menu offers a variety of textures: (Avoid serving a mushy menu, or a menu where everything is very chewy or crunchy).
Assesment/Improvements:_____
_____
_____

(4) Menu offers a variety of shapes: (Avoid serving a menu where everything is round, or square. Sometimes this can be fixed by changing portion containers).

Assesment/Improvements:_____
_____
_____

(5) Menu offers a variety of height: (Avoid a menu where everything is very flat and doesn't stick out past the dividers on the tray or the portion cups).
Assesment/Improvements:_____
_____
_____

(6) Menu items have descriptive and appealing names.
Assesment/Improvements:_____
_____
_____

(7) Menu items are cooked properly and served at the correct temperature.
Assesment/Improvements:_____
_____
_____

(8) Menu items are batch cooked effectively in order to maintain quality.
Assesment/Improvements:_____
_____
_____

(9) Menu items are taste tested prior to service.
Assesment/Improvements:_____
_____
_____

(10) Portion size of menu items are consistent and age appropriate.
Assesment/Improvements:_____
_____
_____

(12) Menu items are prepared/presented in such a way that makes them easy to eat by the students. (Avoid: Whole kiwi, orange sliced in half instead of wedges, large cut lettuce and other vegetables for a salad.)
Assesment/Improvements:_____
_____
_____

(13) Other Comments:
_____
_____
_____
_____
_____

Service Line

Please provide feedback for each of the questions below. If improvements are noted provide specific action that can be taken. This evaluation is most effective if it is being filled out by a person who is observing the meal service, rather than being filled out after meal service has concluded.

(1) Line setup offers a variety of colors, and height. (Avoid grouping like colored items on the line).
Assesment/Improvements:_____
_____
_____

(2) Food service containers are attractive creating eye appeal (No crates, boxes, stained bowls etc.).
Assesment/Improvements:_____
_____
_____

(3) Food service containers are full and give a sense of value and abundance.
Assesment/Improvements:_____
_____
_____

(4) Items are presented in such a way that makes them easily accessible. (Especially important for fruits and vegetables).
Assesment/Improvements:_____
_____
_____

(5) Serving utensils are appropriate and easy to use for the food items served.
Assesment/Improvements:_____
_____
_____

(6) Line flows smoothly and students are able to access and carry food items with little difficulty.
Assesment/Improvements:_____
_____
_____

(7) Service line is clean and well organized to reduce wasted space.
Assesment/Improvements:_____
_____
_____

(8) Other Comments:
_____
_____
_____

School:_____ Menu Name:_____ Date:_____

Cafeteria/Atmosphere

Please provide feedback for each of the questions below. If improvements are noted provide specific action that can be taken. This evaluation is most effective if it is being filled out by a person who is observing the meal service, rather than being filled out after meal service has concluded.

(1) The students have a clear understanding of the rules of the lunchroom.
Assesment/Improvements:_____
_____
_____

(2) Servers are customer oriented and make an effort to up sale menu items.
Assesment/Improvements:_____
_____
_____

(3) Servers are friendly. They smile and talk with the students.
Assesment/Improvements:_____
_____
_____

(4) Cafeteria is decorated with fun and healthy promotional materials creating an inviting atmosphere.
Assesment/Improvements:_____
_____
_____

(6) Teachers, administration, parent volunteers are supportive of the food program and help to create an inviting and fun atmosphere.
Assesment/Improvements:_____
_____
_____

(5) Other Comments:
_____
_____
_____
_____
_____

Completed by:_____Date:_____

School:_____ Menu Name:_____ Date: _____

Test Your Smarter Lunchrooms IQ

The following tips are based on research conducted by the Cornell Center for Behavioral Economics in Child Nutrition Programs. More information can be found on their website http://smarterlunchrooms.org.

Is the fruit convenient, well lit and available in at least two locations in the lunchroom?

Assesment/Improvements:_____
_____
_____

Background: *(In our studies, moving and highlighting the fruit increased sales by up to 102%)*

- Can you see the fruit clearly as you make your way down the lunch line?
- Is it convenient or easy for an average height student in your school to reach out and take it?
- Are there barriers* between the student and the fruit, such as a sneeze guard that interferes with visibility and access? If the answer is yes, find a way to get it out in the open.*
- Is it close to the register?*
- If not, look for the most visible and convenient, easy to reach spot near the register. You may have to move something in order to give fruit the best location.
- Find another highly visible spot (such as a salad bar or near the milk) and put fruit there as well.*
- Look at the lunch line from the perspective of the students in your school.
- Remember to consider the height and reach of the kids. You may have to bend over to look at the line from their point of view and imagine how far they can reach.
- If workers in your school serve fruit to students, put all the emphasis on visibility and display!
- Finally, add signs, a desk lamp or other illumination so that kids won't miss seeing the fruit!
- Put it in a nice basket or bowl, anything to get it out of the stainless steel serving pans.

**Some schools may be required to place fruits with edible peels (ie apples) behind a sneeze guard. If so, consider wrapping or cutting them up and placing them in baggies, before placing them in the optimal location. If that is not possible, additional lighting & signage may increase student awareness of the available fruits.*

2. Are vegetables creatively named and displayed more attractively than other options?

Assesment/Improvements:_____
_____
_____

Background: *(In our studies, naming vegetables (and having the names displayed with the foods) increases selection from between 40% and 70%).*

- Do the vegetables have inviting and age appropriate names? Younger children respond to fun, creative names like X-Ray Carrots, while older student respond to names that include descriptive or taste-enhancing words like spicy, fresh or wild.
- Let the kids come up with the names (that's what we do in our studies); hold a school wide contest! This involves kids in the cafeteria and "invests" them in the foods. Creating a SNAC committee is a great way to do this.
- Make sure the names are visible, written on a poster or name card next to the vegetables (*they can be hand written with dry erase markers on a laminated card*).
- Finally, make sure that the veggies are more prominently displayed and better lit than the other side dishes.

3. Is White Milk displayed more prominently (in front of) than all sugar added beverages and in every refrigerated cooler in the lunchroom? Does white milk represent 1/3 of all milk visible in the cooler?

Assesment/Improvements:_____

_____

_____

Background: *(In our studies, placing white milk first has resulted in an increase of up to 46% in milk sales).*

- Is the white milk in all beverage coolers and the most visible and easiest to reach of the drinks for sale?
- Is white milk 1/3 of the total number of visible milk cartons? Take a quick count of *all* the milk containers you can see in the cooler. If you can see 60 milk cartons of milk, at least 20 should be white milk.
- If the answer to either is no, move the milk in front of the other options and increase the amount of white milk that is visibly displayed.
- The white milk should also be the first and easiest milk for kids to grab. As little effort as possible (limited bending and reaching) should be needed for kids to select white milk. Put it in front of the flavored milk.

4. Is the entrée you want to promote the first or most prominent in the lunch line?

Assesment/Improvements:_____

_____

_____

Background: (*In our studies, the first or highlighted item in line has an 11% advantage over the second option.)*

- Basic concepts are the same as number one. Visibility is the key.
- Determined which entrée you wish to highlight (least caloric, most nutrient dense, lowest sodium, etc).
- Does it have it a name and is the name prominently displayed next to the item?
- Is the targeted entree easy to reach (if the students are serving themselves) and more visible than other items?
- If students are being served, give the entrees the star treatment in terms of display and promotion to make it more visible than other options. Do everything you can to make sure that this is the entrée the kids see first.

5. Are the healthy components of the Reimbursable Meal the most convenient and visible items in the lunchroom?

Assesment/Improvements:_____

_____

_____

Background: (*In our studies, the number of student consumption of healthy items increased by 35% after the introduction of a "healthy choices only" convenience line)*

- Visibility and convenience are again the key.
- Are all the components to make a reimbursable meal available at every location where students can buy any type of food?
- Is it easier for a student to purchase RM components than it is for them to buy competitive foods?
- Implementation of the choices in Objective A, B, C & D will give the RM components an advantage over other items in the lunchroom. Increasing the locations where students can select them is helpful.
- Take advantage of every point of interaction. RMs should be available at the snack window and any convenience line your school may have.
- Encourage staff to know what the components of the RM are and to employ suggestive selling (ie "Did you know that fruit is free with you lunch?") techniques to remind kids to take all that they are entitled to.

Completed by:_____Date:_____

create-a-reimbursable meal smoothie*

Step 1 Choose fluid milk and fruit. Select yogurt. Add choices to blender.

Step 2 Add extras, optional. Put the cover on the blender.

Step 3 Pulse until smooth. Pour into cups.

Step 4 Refrigerate until service. Hold for cold service at 41°F or below.

Yield: 1-16oz serving

Milk and fruit can be credited in smoothies prepared by program operators to meet meal pattern requirements. Vegetables cannot be credited in a smoothie. Grain and meat/meat alternates (including yogurt) may not be credited when served as a beverage.

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*Serve with a grain to make a complete breakfast or lunch meal.

fluid milk

- ❑ Fluid Milk
  - Fat-free or Low-fat
  - Flavored
  - Lactose-free

8 oz. Fluid Milk
(credit as full milk)

yogurt

- ❑ Yogurt
  - Plain
  - Vanilla
  - Fruit-flavored
  - Greek-style

2-4 oz.

tasty treat tips Use yogurt for smooth, creamier consistency.

fruit

Use frozen for best consistency.

- ❑ Bananas
- ❑ Berries
  - Blueberries
  - Raspberries
  - Strawberries
- ❑ Cherries, pitted
- ❑ Kiwi
- ❑ Mango
- ❑ Melons
  - Cantaloupe
  - Honeydew
- ❑ Papaya
- ❑ Peaches
- ❑ Pineapple

1 cup total
(credit as 1 full fruit)

extras

(optional)

- ❑ Nuts
  - Almonds, Cashews, Walnuts
- ❑ Carrot
- ❑ Avocado
- ❑ Peanut or almond butter
- ❑ Honey
- ❑ Fresh mint
- ❑ Vanilla
- ❑ Cinnamon
- ❑ Chocolate syrup
- ❑ Instant, non-fat dry pudding mix
- ❑ Oats or oatmeal
- ❑ Ground flax seeds
- ❑ Spinach
- ❑ Nutmeg
- ❑ Cocoa powder

(over)

Nutrition Facts

Serving Size 16 oz.
Servings Per Container

Amount Per Serving

Calories 180	Calories from Fat 5
	% Daily Value*
Total Fat 1g	**2%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Cholesterol 10mg	**3%**
Sodium 130mg	**5%**
Total Carbohydrate 36g	**12%**
Dietary Fiber 2g	**8%**
Sugars 32g	
Protein 11g	

Vitamin A 20% • Vitamin C 210%

Calcium 35% • Iron 2%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

larger quantity extension

(Base Recipe)

Servings-Portion Size: 10 - 16 oz Smoothies

Ingredients:	Amount:
Milk, fat-free or low-fat	80 oz
Yogurt, vanilla, low-fat	20 oz
Frozen fruit	10 cups

Winter Conference 2013 Q&A

How is fruit and fruit juice credited in smoothies?

Refer to bulletin NSLP 34-12, "Smoothies Offered in Child Nutrition Programs."

Full strength juice may be credited towards the fruit or vegetable component (SP10-2012ar6, Jan. 28, 2012).

17. The rule states that juice may be used for only half of the fruit component. Since the fruit component for grades K-5 and 6-8 is ½ cup daily, does that mean that only ¼ cup juice can be served?

No. The provision that limits juice to no more than half of the fruits offered applies over the week. Therefore, schools could serve larger quantities of fruit juice one or two days a week, provided the total weekly juice offering does not exceed one half of the total fruit offerings for the entire week. (pg. 8). Juice credits as volume served (pg. 9, ques. 18).

42. How can juice concentrate credit?

Juice concentrates can be used only when reconstituted with water to 100% full-strength juice and served in the form of juice. See the Food Buying Guide for Child Nutrition Programs for additional crediting information.

For example: One-quarter cup of gelatin made with 1 tablespoon of juice concentrate and water does not contribute as one quarter cup of juice since it is no longer in the form of juice.

3. How do I use a CN labeled sherbet?

Sherbet and gelatin containing fruit juice do not credit in the NSLP because the child is not consuming a 100% full-strength juice (e.g., it is diluted with water, sugar, milk). There will continue to be a CN label on some products not creditable in the NSLP, such as sherbet and juice drinks, as they can currently still credit in other CN programs. Fruit pieces in gelatin are creditable based on volume as served. (pg. 51)

What are the state/federal procurement thresholds for Food and Nutrition Service programs?

The Federal Small Purchase Threshold is noted in bulletin NSLP 51-12 issued October 18, 2012. The simplified acquisition federal threshold is now $150,000; replacing the previous threshold of $100,000. The State of Utah small purchase threshold is $50,000. Check with your local purchasing policy to determine local thresholds. LEAs must follow the most restrictive.

How much of my commodity money can be used for DOD Fresh Fruit and Vegetable Program (FFVP)? If I run out of DOD money can I allot more to that program?

SFAs can use up to 75% of their commodity entitlement towards DOD FFVP, must be approved by USDA. Barbie sends in the request in December to USDA.

Where can I find recipes shared at the conference?

Recipes will be posted on the sharing library on the USOE Child Nutrition Program website. Recipes and other program information can be submitted to matthew.anderson@schools.utah.gov to be posted on the sharing library.

Product Finds (check label ingredients, prices may vary)

Whole wheat pastry flour-Nicolas (3 weeks ahead) $24/50 lbs. (April Dean, Freedom Academy)

Cornmeal-50# whole grain US Foods (Linette-Edith Bowen)