

Nutrient Analysis & Validation Checklist

Completion of this checklist is only required when conducting or validating a nutrient analysis.

SFA/School:	
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	YES	NO	COMMENTS
1) Is the targeted menu review site in compliance with the meal pattern requirements (meal components and quantities)? <ul style="list-style-type: none"> • If YES, proceed with conducting/validating nutrient analysis. 	<input type="checkbox"/>	<input type="checkbox"/>	
2) If required, has the SFA/school implemented corrective action as agreed to during the on-site review to ensure the appropriate source documents are accurate before starting the nutrient analysis process? <ul style="list-style-type: none"> • If YES, proceed with conducting a nutrient analysis. • If NO, immediate corrective action is required. Establish a time frame for the school to locate or develop the necessary documentation for the reviewer to perform an accurate nutrient analysis. Conduct analysis once documentation is received. • If documentation is not received by the established date, proceed with noncompliance actions (i.e., withholding funds). 	<input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
Source Documents Required For Analysis/Validation	YES	NO	COMMENTS
Review all documentation the SFA provided in support of menus for the menu/nutrient analysis evaluation. Indicate whether the school/SFA provided the following documentation/materials needed to complete/validate the nutrient analysis. Request additional information, if needed.			
Are the necessary materials available?	<input type="checkbox"/>	<input type="checkbox"/>	
a. Menus <ul style="list-style-type: none"> • The reviewer should conduct a weighted nutrient analysis based on meals offered for each USDA established age/grade group and menu type offered at lunch and breakfast. 	<input type="checkbox"/>	<input type="checkbox"/>	
b. Production records include all required information for each age/grade group and menu type <ul style="list-style-type: none"> • Production records (including salad bar/theme bar production records) must list all food or menu items offered as part of the reimbursable meal. Additional items such as condiments, gelatin, butter, must also be included. Portion sizes, total food quantity used to 	<input type="checkbox"/>	<input type="checkbox"/>	

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	YES	NO	COMMENTS
<p>or food items based on information from past production records at the school?</p> <p style="padding-left: 40px;">b. Were a la carte sales, adult meals, and special needs meals excluded from the analysis?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7) Were all menu and food items, condiments, and foods of minimal nutritional value served as part of a menu item, included in the nutrient analysis?</p> <ul style="list-style-type: none"> • Determine if the school included all offered menu and food items, condiments, and foods of minimal nutritional value (served as part of a menu item) in the nutrient analysis. • Condiments or any other food item located after the point of service must be included in the analysis if they are part of a menu item or associated with a reimbursable meal. For example, if a packet of catsup (9 grams) is made available for hamburgers, the menu should include the projected number of packets historically served. If condiments are available in bulk, the total amount usually used for a meal should be recorded. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8) Were recipes entered using the "Yield Factor Method"?</p> <ul style="list-style-type: none"> • Determine if recipes and ingredients were entered into the database using the Yield Factor Method." • Refer to guidance manual <i>Nutrient Analysis Protocols for the School Meals Nutrition Program: How to Analyze Menus for USDA's School Meal Programs</i> for information on using the yield factor method. • The Yield Factor Method requires that each raw ingredient in a recipe be converted and entered into the recipe database as ready-to-serve or cooked. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>9) Did the SFA/school reanalyze menus based on changes in student selections and participation?</p> <ul style="list-style-type: none"> • Review the production records for a minimum of one day during the review week and compare to a day(s) in a previous menu cycle. Determine if the school/SFA is adjusting the number of menu items offered according to student preference. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>10) Are menus being reanalyzed based on changes in purchased products?</p> <ul style="list-style-type: none"> • Review a sample of purchased products to verify that changes are made to the ingredient and/or recipe database when new products are purchased. 	<input type="checkbox"/>	<input type="checkbox"/>	

