

How to Use the Food Buying Guide



ARKANSAS
DEPARTMENT
OF EDUCATION

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Production Records: Requirements

- Knowledge of the Food Buying Guide is necessary in order to accurately complete the Product Record.
- Production Records are used to document that reimbursable meals are planned, prepared and served to students.
- The regulatory authority for production records can be found at 7CFR 210 and 7CFR 220.
- Arkansas law requires that production and menu records be maintained for at least 5 years after the claim period.
- Production records **MUST** be completed daily before the Manager or Director leave the school.
- Production records **MUST** not be taken off site to complete.

You MUST be familiar with the Food Buying Guide and menu regulations before you can begin to complete production records.

A Few Reminders....

Reminders from the FBG.....

- Column 1 – Food As Purchased, AP
- Column 2 – Purchase Unit (pound, No. 10 can, etc.)
- Column 3 – Servings per Purchase Unit, EP (how many servings can you get from the Purchase Unit in Column 2?)
- Column 4 – Serving Size per Meal Contribution (Vegetables and Fruits are usually listed in $\frac{1}{4}$ cup servings, M/MA is usually listed in 1 oz. and $1\frac{1}{2}$ oz.)
- Column 5 – Purchase Units for 100 Servings (to get 100 servings of the size listed in Column 4, how many pounds, No. 10 cans, etc. do you need?) This column is helpful if you are developing a standardized recipe.
- Column 6 – Additional Information – sometimes there is other information you need to know.... Look for it here.

Reminders from the FBG....

- Each section (M/MA, Vegetables, Grains, Fruits, Milk) of the FBG has special information related to that section at the beginning.
- This information includes some special rules about how menu items from that section can credit.
- Make sure you are familiar with this information.
- Some examples follow.

Some Menu Planning
Regulations...

Meat / Meat Alternate – from 7 CFR 210 (2/17/2016)

- Schools must offer meats/meat alternates daily as part of the lunch meal pattern.
- The quantity of meats/meat alternates must be the edible portion as served.
- This component must be served in a main dish or in a main dish and only one other food item.
- Schools without daily choices in this component should not serve any one meat alternate or form of meat (for example, ground, diced, pieces) more than three times in the same week.
- If a portion size of this component does not meet the daily requirement for a particular age/grade group, schools may supplement it with another meats/meat alternates to meet the full requirement.
- Schools may adjust the daily quantities of this component provided that a minimum of one ounce is offered daily to students in grades K-8 and a minimum of two ounces is offered daily to students in grades 9-12, and the total weekly requirement is met over a five-day period.

Meat / Meat Alternate – from 7 CFR 210 (2/17/2016)

- *Enriched macaroni.* Enriched macaroni with fortified protein as defined in appendix A to this part may be used to meet part of the meats/meat alternates requirement when used as specified in appendix A to this part. An enriched macaroni product with fortified protein as defined in appendix A to this part may be used to meet part of the meats/meat alternates component or the grains component but may not meet both food components in the same lunch.
- *Nuts and seeds.* Nuts and seeds and their butters are allowed as meat alternates in accordance with FNS guidance. Acorns, chestnuts, and coconuts may not be used because of their low protein and iron content. Nut and seed meals or flours may be used only if they meet the requirements for Alternate Protein Products established in appendix A to this part. Nuts or seeds may be used to meet no more than one-half (50 percent) of the meats/meat alternates component with another meats/meat alternates to meet the full requirement.

Meat / Meat Alternate – from 7 CFR 210 (2/17/2016)

- *Yogurt.* Yogurt may be used to meet all or part of the meats/meat alternates component. Yogurt may be plain or flavored, unsweetened or sweetened. Noncommercial and/or non-standardized yogurt products, such as frozen yogurt, drinkable yogurt products, homemade yogurt, yogurt flavored products, yogurt bars, yogurt covered fruits and/or nuts or similar products are not creditable. Four ounces (weight) or 1/2 cup (volume) of yogurt equals one ounce of the meats/meat alternates requirement.
- *Tofu and soy products.* Commercial tofu and soy products may be used to meet all or part of the meats/meat alternates component in accordance with FNS guidance. Noncommercial and/or non-standardized tofu and soy products are not creditable.

Meat / Meat Alternate – from 7 CFR 210 (2/17/2016)

- *Beans and Peas (legumes)*. Cooked dry beans and peas (legumes) may be used to meet all or part of the meats/meat alternates component. Beans and peas (legumes) are identified in this section and include foods such as black beans, garbanzo beans, lentils, kidney beans, mature lima beans, navy beans, pinto beans, and split peas.
- *Other Meat Alternates*. Other meat alternates, such as cheese and eggs, may be used to meet all or part of the meats/meat alternates component in accordance with FNS guidance.

Meat / Meat Alternate – Some Tricky Crediting

(2/17/2016)

- Nut Butters – like peanut butter – 4 TBSP = 2 oz. M/MA
 - That's a lot of Peanut Butter on a Sandwich!
- Yogurt – frozen yogurt and drinkable yogurt products does not credit!
 - 4 oz. (weight) OR ½ cup (volume) = 1 oz. M/MA
- Dried Beans and Peas
 - ½ cup = 2 oz. M/MA
- Eggs
 - 1 large = 2 oz. MMA
- There is NO separate M/MA component requirement at breakfast.

Vegetable Component – from 7CFR 210/220

(2/17/2016)

- *Vegetables component.* Schools must offer vegetables daily as part of the lunch menu.
- Fresh, frozen, or canned vegetables and dry beans and peas (legumes) may be offered to meet this requirement.
- All vegetables are credited based on their volume as served,
 - except that 1 cup of leafy greens counts as $\frac{1}{2}$ cup of vegetables and
 - tomato paste and puree are credited based on calculated volume of the whole food equivalency.
- Pasteurized, full-strength vegetable juice may be used to meet no more than one-half of the vegetables component.
- Cooked dry beans or peas (legumes) may be counted as either a vegetable or as a meat alternate but not as both in the same meal.
- Vegetable offerings at lunch over the course of the week must include the following vegetable subgroups, as defined in this section in the quantities specified in the meal pattern in paragraph (c) of this section:

Vegetable Component – from 7CFR 210/220

(2/17/2016)

- *Dark green vegetables.* This subgroup includes vegetables such as bok choy, broccoli, collard greens, dark green leafy lettuce, kale, mesclun, mustard greens, romaine lettuce, spinach, turnip greens, and watercress;
- *Red-orange vegetables.* This subgroup includes vegetables such as acorn squash, butternut squash, carrots, pumpkin, tomatoes, tomato juice, and sweet potatoes;
- *Beans and peas (legumes).* This subgroup includes vegetables such as black beans, black-eyed peas (mature, dry), garbanzo beans (chickpeas), kidney beans, lentils, navy beans, pinto beans, soy beans, split peas, and white beans;
- *Starchy vegetables.* This subgroup includes vegetables such as black-eyed peas (not dry), corn, cassava, green bananas, green peas, green lima beans, plantains, taro, water chestnuts, and white potatoes; and
- *Other vegetables.* This subgroup includes all other fresh, frozen, and canned vegetables, cooked or raw, such as artichokes, asparagus, avocado, bean sprouts, beets, Brussels sprouts, cabbage, cauliflower, celery, cucumbers, eggplant, green beans, green peppers, iceberg lettuce, mushrooms, okra, onions, parsnips, turnips, wax beans, and zucchini.

Vegetable Component – from 7CFR 210/220

(2/17/2016)

- Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- The minimum creditable serving of vegetables is 1/8 cup.

Grain Component – from 7CFR 210 (2/17/2016)

- *Enriched and whole grains.* All grains must be made with whole grain and enriched meal or flour, in accordance with the most recent grains FNS guidance. Whole grain-rich products must contain at least 50 percent whole grains and the remaining grains in the product must be enriched.
- *Daily and weekly servings.* The grains component is based on minimum daily servings plus total servings over a five-day school week.
 - Beginning July 1, 2012 (SY 2012-2013), half of the grains offered during the school week must meet the whole grain-rich criteria specified in FNS guidance.
 - Beginning July 1, 2014 (SY 2014-2015), all grains must meet the whole grain-rich criteria specified in FNS guidance.
 - The whole grain-rich criteria provided in FNS guidance may be updated to reflect additional information provided voluntarily by industry on the food label or a whole grains definition by the Food and Drug Administration.
 - Schools serving lunch 6 or 7 days per week must increase the weekly grains quantity by approximately 20 percent (1/5) for each additional day. When schools operate less than 5 days per week, they may decrease the weekly quantity by approximately 20 percent (1/5) for each day less than five. The servings for biscuits, rolls, muffins, and other grain/bread varieties are specified in FNS guidance.
- *Desserts.* Schools may count up to two grain-based desserts per week (2 oz. eq. maximum per week) towards meeting the grains requirement as specified in FNS guidance.
- The smallest amount of grain to credit is ¼ oz. eq.

Grain Component – from 7CFR 210 (2/17/2016)

- **ALL GRAINS MUST BE WHOLE GRAIN RICH TO CREDIT TOWARD THE MEAL PATTERN. NO EXCEPTIONS.**
- Ready-to-Eat (RTE) breakfast cereals must list a whole grain as the primary ingredient **and** the cereal must be fortified.
 - RTE cereals that are made from 100 percent whole grains are not required to be fortified.
- Ready to Eat Breakfast Cereal cannot have sugar as the first ingredient.
 - **Reviewers are seeing cereals at several schools that have sugar or enriched grain as the first ingredient. They do NOT count toward the grain requirement.**
- Some grain ingredients do not contribute toward meal pattern components (ex. oat fiber, corn fiber, bran, germ, modified food starch, corn starch, and wheat starch, potato, legume, and other vegetable flours).
 - Non-creditable grains should be limited to no more than 0.24 oz eq
 - *See Whole Grain Resource for the National School Lunch and School Breakfast Programs – A Guide to Meeting the Whole Grain-Rich Criteria, USDA, January 2014*

Fruit Component – From 7CFR 210 (2/17/2016)

- Fruits component. Schools must offer fruits daily as part of the breakfast and lunch menu. Fruits that are fresh; frozen without added sugar; canned in light syrup, water or fruit juice; or dried may be offered to meet the requirements of this paragraph.
- All fruits are credited based on their volume as served,
 - except that 1/4 cup of dried fruit counts as 1/2 cup of fruit.
- Only pasteurized, full-strength fruit juice may be used.
- Full-strength juice may be credited to meet no more than one-half of the fruits component for the week.

Fruit Component – Some Tricky Crediting

- The minimum amount to credit toward the meal pattern is 1/8 cup.
- Fruits are credited based on volume, not weight.
 - 4 oz. single serve fruit cups are NOT ½ cup;
 - MOST single serve fruit cups that are 4.25 oz. will meet the ½ cup requirement

~ schools should confirm this for the product that is purchased ~
- Fruits canned in heavy syrup are not creditable.
- There is NO requirement that fresh fruit must be served.

Fluid Milk Component – from 7CFR 210 (2/17/2016)

- Fluid milk must be offered daily in accordance with paragraph (d) of this section.
- *Fluid milk requirement—Types of fluid milk.* Schools must offer students a variety (at least two different options) of fluid milk. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored. Low fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered.
- All fluid milk served in the Program must be pasteurized fluid milk which meets State and local standards for such milk. All fluid milk must have vitamins A and D at levels specified by the Food and Drug Administration and must be consistent with State and local standards for such milk.

Let's Look At Some Examples
from the Food Buying Guide
(FBG)

Corn, canned, Whole kernel, Liquid pack, Includes USDA Foods

For most vegetables and fruits ¼ cup is the Column 4 base serving size.

- Column 2 - Canned Corn is purchased in No. 10 cans, with approximately 106 oz. per can
- Column 3 – each No. 10 can provides 39.6 servings
- Column 4 – the serving size is ¼ cup heated, drained vegetable
- Column 5 – It takes 2.6 No. 10 cans to serve 100 servings (of the serving size listed in Column 4)

1. Food As Purchased, AP	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
CORN – Starchy Subgroup (continued)					
Corn, fresh <i>With husks</i> <i>(5 to 6-inch length)</i> <i>Medium</i>	Pound	3.35	1/4 cup cooked vegetable (about 1/2 cob)	29.9	1 lb AP = 0.34 lb raw cut corn
Corn, fresh <i>Without husks</i> <i>(5 to 6-inch length)</i> <i>Medium</i>	Pound	2.33	1 medium ear (about 1/2 cup cooked vegetable)	43.0	
	Pound	5.27	1/4 cup cooked vegetable (about 1/2 cob)	19.0	1 lb AP = 0.54 lb raw cut corn
Corn, canned <i>Cream style</i> <i>Includes USDA Foods</i>	No. 10 can (106 oz)	46.40	1/4 cup heated vegetable	2.2	1 No. 10 can = about 100.7 oz (11-1/2 cups) heated corn
	No. 300 can (15 oz)	6.35	1/4 cup heated vegetable	15.8	1 No. 300 can = about 13.0 oz (1-1/2 cups) heated corn
Corn, canned <i>Whole kernel</i> <i>Vacuum packed</i> <i>Includes USDA Foods</i>	No. 10 can (75 oz)	34.10	1/4 cup heated, drained vegetable	3.0	1 No. 10 can = about 60.5 oz (8-1/2 cups) heated, drained corn
	No. 10 can (75 oz)	36.80	1/4 cup drained vegetable	2.8	1 No. 10 can = about 63.0 oz (9 cups) drained, unheated corn
	No. 2 can (12 oz)	6.60	1/4 cup heated, drained vegetable	15.2	1 No. 2 can = about 10.0 oz (1-2/3 cups) drained, heated corn
Corn, canned <i>Whole kernel</i> <i>Liquid pack</i> <i>Includes USDA Foods</i>	No. 10 can (106 oz)	39.60	1/4 cup heated, drained vegetable	2.6	1 No. 10 can = about 66.0 oz (9-7/8 cups) heated, drained corn
	No. 10 can (106 oz)	40.70	1/4 cup drained vegetable	2.5	1 No. 10 can = about 73.3 oz (10-2/3 cups) drained, unheated corn

Beans, Green, canned, Cut, Includes USDA Foods

- Column 2 – Notice that canned green beans come in a variety of can sizes.
- School cafeterias usually use #10 cans.
- Column 3 lists the servings per purchase unit.
 - The purchase unit is #10 can. And each #10 can provides 45.3 servings.
- Column 4 identifies the serving size per meal pattern contribution.
 - The serving size is ¼ cup heated drained vegetable servings.
 - Notice that if the beans are not heated the yield would be 51.1 – ¼ cup servings drained from each #10 can.
- Column 5 identifies how many purchase units are needed for 100 Servings.
 - It would take 2.3 #10 cans to prepare 100 – ¼ cup servings if heated and drained.

TIMESAVER TIP:
Notice the handwritten notes in column 3, 4, and 5. When you do the calculation once, write it down in FBG.

1. Food As	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
Other Subgroup					
		22.00	1/4 cup whole, raw vegetable	4.6	1 lb AP = 1 lb (about 5-3/8 cups) ready-to-cook beans
		12.40	1/4 cup whole, cooked, drained vegetable	8.1	1 lb AP = 0.86 lb (about 3 cups) cooked, drained beans
		16.40	1/4 cup cut, raw vegetable	6.1	1 lb AP = 1 lb (about 4 cups) ready-to-cook beans
	Pound	11.20	1/4 cup cut, cooked, drained vegetable	9.0	1 lb AP = 0.89 lb (about 2-3/4 cups) cooked, drained, cut beans
Beans, Green, fresh Untrimmed Whole		11.10	1/4 cup whole, cooked vegetable	9.1	1 lb AP = 0.88 lb ready-to-cook beans
Beans, Green, canned Cut	No. 10 can (101 oz)	45.30 <i>22.6</i>	1/4 cup heated, drained vegetable <i>1/2 c.</i>	2.3 <i>4.6</i>	
<i>Includes USDA Foods</i>	No. 10 can (101 oz)	51.10	1/4 cup drained vegetable	2.0	1 No. 10 can = about 60.0 oz (12-7/8 cups) drained, unheated beans
	No. 2-1/2 can (28 oz)	12.50	1/4 cup heated, drained vegetable	8.0	
	No. 2-1/2 can (28 oz)	14.1	1/4 cup drained vegetable	7.1	1 No. 2-1/2 can = about 16.0 oz (3-1/2 cups) drained, unheated beans
	No. 300 can (15 oz)	5.00	1/4 cup heated, drained vegetable	20.0	1 No. 300 can = about 7.4 oz (1-1/4 cups) heated, drained beans
	No. 300 can (15 oz)	5.77	1/4 cup drained vegetable	17.4	1 No. 300 can = about 7.7 oz (1-3/8 cups) drained, unheated beans

Beans, Green, frozen, Cut, Includes USDA Foods

- Column 2 – frozen cut green beans are purchased by the pound
- Column 3 – each pound provides 11.6 servings
- Column 4 – the serving size is ¼ cup cooked, drained vegetable
- Column 5 – it would take 8.7 pounds to prepare 100 – ¼ cup cooked, drained servings.
- NOTE – There are 2 other frozen green beans, French style or whole

1. Food As Purchased, AP	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
BEANS, GREEN – Other Subgroup (continued)					
Beans, Green, canned Whole <i>Includes USDA Foods</i>	Pound	8.20	1/4 cup drained vegetable	12.2	
Beans, Green, frozen Cut <i>Includes USDA Foods</i>	Pound	11.60	1/4 cup cooked, drained vegetable	8.7	
Beans, Green, frozen French style <i>Includes USDA Foods</i>	Pound	12.00	1/4 cup cooked, drained vegetable	8.4	
Beans, Green, frozen Whole <i>Includes USDA Foods</i>	Pound	10.70	1/4 cup cooked, drained vegetable	9.4	1 lb AP = 0.88 lb (about 2-5/8 cups) cooked drained vegetable
BEANS, GREEN, FLAT ITALIAN - Other Subgroup					
Beans, Green, Flat Italian, canned Whole	No. 10 can (103 oz)	35.10	1/4 cup heated, drained vegetable	2.9	1 No. 10 can = about 56.6 oz (8-3/4 cups) heated, drained beans
	No. 10 can (103 oz)	42.70	1/4 cup drained vegetable	2.4	1 No. 10 can = about 63.3 oz (10-5/8 cups) drained, unheated beans
Beans, Green, Flat Italian, frozen Whole	Pound	9.30	1/4 cup cooked, drained vegetable	10.8	1 lb AP = 0.91 lb (about 2-1/4 cups) cooked, drained beans

If you have problems, call your
area specialists for assistance.

(501) 324-9502



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