

ARCHDIOCESE OF LOUISVILLE

FOOD SERVICE OFFICE

**NATIONAL SCHOOL LUNCH PROGRAM/
NATIONAL SCHOOL BREAKFAST PROGRAM**

**NEW
MANAGER
HANDBOOK**

ORIENTATION TASKLIST FOR NEW MANAGERS

- ❑ **Review Food Service Handbook**
- ❑ **Review Job Description, health dept certification and regular tasks**
- ❑ **Watch video about Meal counting and claiming (45 minutes),**
- ❑ **Review Offer versus Serve**
- ❑ **Review Free and Reduced Applications**
- ❑ **Discuss Commodities/ DOD**
- ❑ **Review Inventory**
- ❑ **Discuss what to do if over/short**
- ❑ **Discuss what to do if transferred/received**
- ❑ **Review Vendor Bid List**
- ❑ **Discuss Pre-cost**
- ❑ **Review Food Buying Guide**
- ❑ **Review Planning and Production Records**
- ❑ **Review Work Schedules**
- ❑ **Review Student/Parent/Community Involvement Activities**
- ❑ **Review Check Request Form**
- ❑ **Review Cafeteria Deposit Form**
- ❑ **Discuss Managers Meetings and the importance of attendance**
- ❑ **Question and Answer session**
- ❑ **Review D-2 packet**

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For technical question on POS system contact Manufacture at:

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1004 Collier Center
Suite 106
Naples, Fl 34110
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GLOSSARY OF TERMS

- **A la Carte** – Food items available for cash sale independent of the reimbursable meal. This includes incomplete meals, adult meals, milk and snack items.
- **Accountability** – Ensuring accurate claims by counting, by category at the point of service, the number of free, reduced-price, and paid meals served each day.
- **Average Daily Attendance (ADA)** – The figure representing a school’s or school system’s attendance per day averaged over a period of time.
- **Average Daily Participation (ADP)** – The number obtained by dividing the total number of meals claimed during a reporting period by the number of operating days in the same period.
- **Claim for Reimbursement (D-2)** – The claim submitted to the Central Food Service Office for review and consolidation to be submitted to a state agency on a monthly basis for reimbursement for meals served under Child Nutrition Programs.
- **Daily Cash and Count (2-DL)** – A daily record sheet on which daily meal service transactions are recorded. This includes the number of meals served by category, income collected, etc.
- **Eligible Child/Student** – A child who qualifies for a free or reduced-price meal under the current family size and income guidelines issued by Department of Education, Division of School and Community Nutrition.
- **Food and Nutrition Services** – The federal agency within the U.S. Department of Agriculture responsible for administrating the Child Nutrition Programs at the national level.
- **Overt Identification** – When students receiving free or reduced-priced benefits are openly or physically identified by students or adults other than those responsible for collecting and accounting for meals served.
- **Reimbursable Meals** – A meal meeting the U.S. Department of Agriculture meal pattern, served to an eligible student, and priced as an entire meal rather than based on individual items. Such a meal qualifies for reimbursement with Federal funds.
- **Collection Procedures** – Collection procedures refers to all steps within the meal count system involved in paying for meals and issuing and collecting the medium of exchange is defined as cash or prepaid lunches which eligible students exchange to obtain a meal.

FOOD SERVICE MONTHLY TASKLIST

Daily:

- Deposit daily sales
- Complete Planning & Production Records
- Complete Products Used (Schedule 6-D) form
- Record temperatures

Weekly:

- Submit deposit slips to bookkeeper
- Submit completed and approved check request to bookkeeper
- Enter inventory under receipts on Consolidated Inventory form

Monthly:

- Complete physical inventory
- Submit journal entries to bookkeeper
- Review preliminary reports from bookkeeper
- Submit Report and Claim form (D2) to Food Service Central Office due no later than 15th of month. It is recommend to send electronically. Call Food Service Office to assist with set up.
- Submit completed USDA Reimbursement Journal Entry to bookkeeper received via e-mail from Food Service Office notifying that reimbursement has been deposited.

Maintain Monthly Files:

- Deposits
- Check stubs and Invoices
- Time Sheets/Payroll Register
- Bank Statement
- Bank Reconciliation
- D2 and supporting documentation
- Planning & Production Records
- Inventory forms
- Exterminator Records
- Health Inspection
- Price Comparison
- Summary of Student/Parental Involvement
- Free and Reduced Master list
- Allocation/Arrival Cards
- Temperature Charts
- Equipment List & Depreciation Schedule

MEAL COUNTING AND CLAIMING

- Only one meal per student per meal service may be claimed for reimbursement.
 - Adult, a la carte items, and second meals are not reimbursable and should be accounted separately.
 - The numbers of reimbursable meals served daily, by category to eligible students are recorded on the 2-DL and reported by the manager to the Central Food Service Office.
 - Accurately counting, recording and consolidating the number of meals served by category is the only way a claim for reimbursement can be properly submitted and correctly paid for meals served.
 - The Archdiocese of Louisville has in place a Point of Sale system. The child enters the PIN number into the Pin Pad and the computer identifies the student by a number that corresponds to a database. This database contains information on each student such as name, eligibility category, grade, and account balance. The system is able to instantly determine a student's eligibility category, whether they have received a reimbursable meal that day and if and how much they must pay for the meal. Then the amount of purchase is deducted from a prepaid account and the meal is recorded as served by category.
 - There are 3 ways to count meals served by category each day. Your procedures must ensure that meals counted:
 1. Meet the meal pattern requirement
 2. Served to eligible students.
 3. Counted daily by category.
 - Edit checks compare meal counts data to other information to identify possible problems in the meal count system. Any meal counts that do not seem reasonable should be explained or investigated to ensure accuracy.
 - Examples of unreasonable that could be considered if explained:
 1. Meal counts that exceed the number of eligible students in attendance on any given day.
 2. Constant counts – meal counts are the same every day.
 3. Meal counts where extremely high percentages of eligible students eat everyday.
 4. Pattern counts – counts that seem to repeat in patterns.
- **More information may be obtained in the Meal Counting and Claiming Manual.**

FOOD ITEM EXERCISE

Classify these foods according to the food components groups by placing the number of food item in the appropriate category. Some of the food items can be counted toward the requirements of the school lunch meal pattern and others are “extras.” Some food items may fall into more than one category.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Spaghetti 2. French Fries 3. Canned Chicken Soup 4. Brownie 5. Taco Shells 6. Chicken Nuggets 7. Baked Beans 8. Hamburger Patty 9. Pretzels 10. Yogurt 11. Apple Cobbler 12. Strawberry Jell-o 13. Tuna Fish 14. 100% Apple Juice 15. Raisins | <ol style="list-style-type: none"> 16. Canned Cheese Sauce 17. Butter Noodles 18. Spanish Rice 19. Lemonade 20. Chili 21. Macaroni and Cheese 22. Salsa 23. Peanut butter and Jelly 24. Potato Chips 25. Bacon 26. Boiled Eggs 27. Banana Pudding 28. Bran Muffin 29. Cinnamon Apples 30. Pasta Salad |
|--|--|

FOOD COMPONENT GROUPS

Meat/ alternate	Vegetable/ fruit	Bread/bread alternate	Milk	Extras/ other foods

OFFER VERSUS SERVE

- Students must be aware of the availability of Offer vs. Serve
 - The established meal price must be charged for complete meal requirement regardless of student's selection of three, four, or five food items for lunch or three or four food items for breakfast.
 - Offer vs. Serve must be made available to all students, i.e., free, reduced, or full paid.
 - All five-lunch items that make up the four components of the planned menu must be on the serving line from the **first student served to the last student served**. At breakfast, all four components of the planned menu must be on the line and available for all students.
 - No one component (e.g. milk) is required to be selected by the student. The student has the freedom of choosing a minimum of three of the five lunch food items or three of the four breakfast items.
 - All five food items for lunch and four food items for breakfast must be offered in the required portions; i.e., half cup, fourth cup.
 - All staff must be aware of the mechanism of Offer vs. Serve. Servers must be familiar with proper serving techniques and portion control. Cashiers must know components needed for a reimbursable meal; i.e., 3 of 5 for lunch and 3 of 4 for breakfast.
 - The food items required to make up a reimbursable lunch must be different food items, and not two from the same food item, i.e., two ½ pint serving of milk, or two ½ cup serving of french fries can not be counted as two food items. If a student desires two ½ cups serving of french fries, one serving may be counted toward a reimbursable lunch provided two other food items are selected. The second serving of french fries should be charged under ala carte. However, if a child wants ½ cup french fries and ½ cup of green beans that may be counted as 2 servings.
 - The student may decline or take a smaller portion of one or two of the food items offered. However, if a child takes a smaller portion it may not be counted toward a reimbursable lunch.
 - During breakfast a double portion of the bread/bread alternate or meat/meat alternate may be counted as two food items.
- **More information may be obtained in the Meal Pattern Requirements and Offer Versus Serve Manual.**

REIMBURSABLE LUNCH EXERCISE

Are these Meals Reimbursable?
(Assume all portions are one serving.)

Menu Items Offered	Student Takes	Reimbursable? If yes, why? If no, what is missing?
Burritos Mashed Potatoes Green Beans Fruit Milk	Burrito Mashed Potatoes Green Beans	
Sub Sandwich Chips Apple Slices Cookies Milk	Sub Sandwich Chips Cookie	
Baked ham slices Cinnamon Apples Butter Potatoes Fruit Milk	Baked ham slices Cinnamon Apples Butter Potatoes Milk	
Tacos w/cheese Refried beans Peas Veggie Sticks w/dip Fruit Milk	Tacos w/cheese Refried beans Veggie sticks w/dip	
Spaghetti w/meat sauce Tossed Salad Corn Jell-o Garlic bread Milk	Spaghetti w/meat sauce Garlic bread Jell-O	
Corn Dogs or Hot Dogs Baked Beans Applesauce Milk	Corn Dog Milk	
Chicken Nuggets Mashed Potatoes Peas Fruit Cocktail Cookie Milk or Juice	Chicken Nuggets Mashed Potatoes Fruit Cocktail Cookie Juice	
Eggs Sausage Pancakes Hashbrown Mixed Vegetables Apple Sauce Milk or Juice	Pancakes Sausage	

BREAD & GRAINS

Criteria for crediting grains/breads:

- Grain/bread items must be enriched or whole grain
- Cereal must be whole-grain, enriched or fortified
- The label must indicate that the product is enriched or whole grain
- The item must be provided in quantities specified in the regulations
- One-quarter of a serving is the smallest amount allowable to be credited

Foods that qualify as grains/breads:

- Breads (enriched or whole-grain) (1 serving = 25 grams or 0.9 oz)
- Biscuits, bagels, rolls, tortillas, English muffins, or crackers (1 serving = 25 grams or 0.9 oz)
- Cereal grains (cooked) ex. Rice, oatmeal, grits, etc. (1 serving = ½ cup cooked)
- Batter-type coating, buns, Egg Roll skins, Pita bread or taco shells (1 serving = 25 grams or 0.9 oz)
- Macaroni or noodle products (cooked) (1 serving = ½ cup cooked)
- Sweet foods made with enriched or whole grain meal or flour
- Pie crust (1 serving = 31 grams or 1.1 oz)
- Unfrosted doughnuts, plain granola bars, Muffins, Unfrosted sweet roll, unfrosted toaster pastry (1 serving = 50 grams or 1.8 oz.)
- Non-sweet snack products such as hard pretzels, hard bread sticks and chips made from enriched or whole grain meal or flour (1 serving = 20 grams or 0.7 oz)
- Ready to eat breakfast cereal (1 serving = ¾ cup or 1 oz.)

**GRAINS/BREADS FOR FOOD-BASED MENU PLANNING ALTERNATIVES
IN THE CHILD NUTRITION PROGRAMS
FCS INSTRUCTION 783-1, REV. 2, EXHIBIT 1**

GROUP A FOODS	MINIMUM SERVING SIZE FOR ALL GROUP A FOODS:
Bread-type coating	
Bread sticks (hard)	1 serving = 20 gr. or 0.7 oz.
Chow mein noodles	¾ serving = 15 gr. or 0.5 oz.
Crackers (saltines/snack crackers)	½ serving = 10 gr. or 0.4 oz.
Croutons	¼ serving = 5 gr. or 0.2 oz.
Pretzels (hard)	
Stuffing (dry)	
NOTE: Weights apply to bread in stuffing	

GROUP B FOODS	MINIMUM SERVING SIZE FOR ALL GROUP B FOODS
Bagels	
Batter-type coating	
Biscuits	
Breads (white, wheat, whole wheat, French, Italian)	
Buns (Hamburger and hot dogs)	
Crackers (graham crackers, animal crackers)	1 serving = 25 gr. or 0.9 oz.
Egg roll skins	¾ serving = 19 gr. or 0.7 oz.
English Muffins	½ serving = 13 gr. or 0.5 oz.
Pita bread (white, wheat, whole wheat)	¼ serving = 6 gr. or 0.2 oz.
Pizza Crust	
Pretzels (soft)	
Rolls (white, wheat, whole wheat, potato)	
Tortillas (wheat or corn)	
Tortilla chips (wheat or corn)	
Taco shells	

GROUP C FOODS	MINIMUM SERVING SIZE FOR ALL GROUP C FOODS
Cookies*(plain)	
Cornbread	1 serving = 31 gr. or 1.1 oz.
Corn Muffins	¾ serving = 23 gr. or 0.8 oz.
Croissants	½ serving = 16 gr. or 0.6 oz.
Pancakes	¼ serving = 8 gr. or 0.3 oz.
Pie Crust (desert pies*, fruit turnovers*, & meat/alternate pies)	
Waffles	

GROUP D FOODS	MINIMUM SERVING SIZE FOR ALL GROUP D FOODS
Doughnuts* (cake & Yeast raised, unfrosted)	1 serving = 50 gr. or 1.8 oz.
Granola bars* (plain)	¾ serving = 38 gr. or 1.3 oz.
Muffins (all, except corn)	½ serving = 25 gr. or 0.9 oz.
Sweet roll* (unfrosted)	¼ serving = 13 gr. or 0.5 oz.
Toaster pastry* (unfrosted)	

GROUP E FOODS	MINIMUM SERVING SIZE FOR ALL GROUP E FOODS
Cookies *(w/nuts, raisins, chocolate pieces &/or fruit purees)	
Doughnuts* (cake & yeast raised, frosted or glazed)	1 serving = 63 gr. or 2.2 oz.
French toast	$\frac{3}{4}$ serving = 47 gr. or 2 oz.
Grain fruit bars*	$\frac{1}{2}$ serving = 31 gr. or 1.1 oz.
Granola bars* (with nuts, raisins, chocolate pieces &/or fruit)	$\frac{1}{4}$ serving = 16 gr. or 0.6 oz.
Sweet rolls* (frosted)	
Kellogg's Pop Tart*	

GROUP F FOODS	MINIMUM SERVING SIZE FOR ALL GROUP F FOODS
Cake* (plain, unfrosted)	
Coffee cake*	1 serving = 75 gr. or 2.7 oz.
	$\frac{3}{4}$ serving = 56 gr. or 2 oz.
	$\frac{1}{2}$ serving = 38 gr. or 1.3 oz.
	$\frac{1}{4}$ serving = 19 gr. or 0.7 oz.

GROUP G FOODS	MINIMUM SERVING SIZE FOR ALL GROUP G FOODS
Brownies* (plain)	
Cake* (all varieties, frosted)	1 serving = 115 gr. or 4 oz.
	$\frac{3}{4}$ serving = 86 gr. or 3 oz.
	$\frac{1}{2}$ serving = 58 gr. or 2 oz.
	$\frac{1}{4}$ serving = 29 gr. or 1 oz.

GROUP H FOODS	MINIMUM SERVING SIZE FOR ALL GROUP H FOODS
Barley	
Breakfast Cereals~ (cooked)	
Bulgur or cracked wheat	1 serving = $\frac{1}{2}$ cup cooked
Macaroni (all shapes)	(or 25 grams dry)
Noodles (all varieties)	
Pasta (all shapes)	
Ravioli (noodle only)	
Rice (enriched white or brown)	

GROUP I FOODS	MINIMUM SERVING SIZE FOR ALL GROUP I FOODS
Ready to eat breakfast cereal (cold dry)~	1 serving = $\frac{3}{4}$ cup or 1 oz. whichever is less

-Some of these foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be considered when deciding how often to serve them.

*Allowed only for deserts under the enhanced food-based menu planning alternative specified in 210.10 and supplements served under NSLP and for breakfast under SBP.

~Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfasts served under SBP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

FREE AND REDUCED APPLICATIONS

- Each school duplicates the Free and Reduced application and application instructions and distributes **one per household**.
- Households should fill out and return the application to the school. The school must submit all completed forms to the Archdiocese of Louisville Central Food Service Office immediately after completion to ensure parents or guardians are notified within 10 working days of acceptance or denial of their applications.
- Central Food Service Office will approve or denied the application. Once an application as been approved or denied, correspondence will be sent to the parents, principal and cafeteria manager informing the status of the application.
- Applications from the prior year are valid for the first 30 days of the school year. After that date, the student must have a new application on file or pay full price for the meal.
- If a child withdraws from the school, the withdraw form must be sent from the school to the Central Food Service Office. A new Master list will be mailed to the principal and cafeteria manager.
- The Master list must be kept in the cafeteria manager's monthly folder.

ALLOCATION/ARRIVAL CARDS

Allocation:

The KY Department of Agriculture will inform the Central Food Service Office of anticipated commodities to be shipped. The Central Food Service Office will send notices to each program with an anticipated date the commodities are scheduled to be delivered and how many cases of commodities each program has been allocated. Do not plan to use commodity product for menu purposes until actual products arrive.

Arrival:

The KY Department of Agriculture will provide the Central Food Service Office with a list of foods, which will be shipped. The Central Food Service Office will send notices to each program with the date the commodities are scheduled to be delivered to each program and how many cases of commodities each program will receive. Count and verify all shipments when they arrive. Do not accept any commodities you do not have an arrival card for.

NOTICE OF DELIVERY USDA DONATED FOODS 2005-06

School Address City State Zip ATTN: CAFETERIA MANAGER	CLEM'S ACCOUNT #
	ATTN: CAFETERIA MANAGER

ALLOCATION

DRY STORAGE USDA DONATED FOODS							
USDA FOOD ITEM	D.O. #	# OF CASES	CASE COST	UNIT COST	PACK SIZE	ARRIVAL DATE	REC'D BY (INITIAL)
VANILLA PUDDING	B880-121-G014	4	\$2.34	\$0.58	48/3.5 OZ.	2/1-15/05	

COLD/PROCESSED USDA DONATED FOODS							
USDA FOOD ITEM	D.O. #	# OF CASES	CASE COST	UNIT COST	PACK SIZE	ARRIVAL DATE	DELIVERY DATE
CHIX CUT UP	A515-121-G006	4	\$2.34	\$2.34	40#	2/1-15/05	
BEEF 40	A608-121-G63W	3	\$2.34	\$0.58	4/10#	2/1-15/05	
TURKEY BREAST DELI	A549-121-G011	5	\$2.34	\$2.34	40#	2/15-28/05	
PORK ROAST	A672-121-G005	8	\$2.34	\$2.34	32-40#	2/15-28/05	
PORK BREAD PATTY	A692-121-G003	8	\$2.34	\$0.58	4/10#	2/15-28/05	

FOOD SERVICE DEPT.
 ARCHDIOCESE OF LOUISVILLE
 P.O. BOX 1073
 LOUISVILLE, KY 40201-1073

ATTN: CAFETERIA MANAGER
 School
 Address
 City State Zip

SCHOOL
 NAME/ADDRESS

ATTN: CAFETERIA
 MANAGER

NOTICE OF ARRIVAL OF USDA DONATED FOODS - 2005/06

ARRIVAL

COLD/PROCESSED USDA DONATED FOODS

USDA FOOD ITEM	D.O. #	# OF CASES	CASE COST	UNIT COST	PACK SIZE	ARRIVAL DATE	DELIVERY DATE
cheese breadsticks						04/25/05	05/13/05
pepperoni breadstick						04/25/05	05/13/05
ground beef	A608-121-G53w	4	\$2.18	\$0.55	4/10#	04/25/05	05/13/05

CONSOLIDATED INVENTORY SCHEDULE (7-D)

1. Fill in school name and month.
2. Determine how inventory items should be best organized for your use (alphabetical, food groups, etc).
3. **Food Item** - Complete Food Item column listing all items in order determined in direction #2. Duplicate forms for future use and add new items as needed.
4. **Beginning Inventory**- Previous months ending Physical Inventory.
 - Units - Enter Total Units at the beginning of the month. This is last month's Physical Inventory (10a).
 - \$ (Value) - Enter Total Dollar Value at the beginning of the month. This is last month's Physical Inventory Value (10b).
 - Average - Enter Total Average Value at the beginning of the month. This is last month's Book Inventory Average (9c).
 - Receipts during Month - Any delivery are received throughout the month. Information should be verified with invoices.
 - Units - Enter number of units received (e.g., a case of Green Beans equals 6 units).
 - \$ - Enter Total Dollar Value of item; for Commodities received, the value is shipping cost (e.g., 6 units of purchased Green Beans times \$1.87 totals \$11.22 or 6 units of commodity Green Beans times \$0.40 totals \$2.40).
5. **Ending Inventory Before Release** – Balance before relieving inventories for products used.
 - Units - Add all Unit Receipts (5a) to Beginning Inventory (4a). **4a+5a+5a,etc=6a**
 - \$ - Add all Receipt Dollar Values (5b) to Beginning Inventory (4b). **4b+5b+5b,etc=6b**
 - Average - Units divided by Value. **6b/6a=6c**
6. **Products Used** - Inventory used throughout the month. (*See Appendix V-5 for Products Used Form*).
 - Units - Transfer total Units Used from Inventory Used Schedule 6-D.
 - \$ - Multiply Number of Units by Ending Inventory Average (6c). **7aX6c=7b**
- 7) **Inventory Adjustment** - Any food transfers, food losses, and returns.
 - Units - Enter number of units transferred, lost, etc.
 - \$ - Enter dollar value of inventory transferred to another program, lost, etc. by multiplying Average of Ending Inventory Before Release (6c) by number of Inventory Adjustment Units (8a). **6cX8a=8b**
- 8) **Book Ending Inventory** – Inventory before adjustments to Physical Inventory.
 - Units - Ending Inventory Units minus Products Used Units minus any Units Transferred in or out. **6a-7a+/-8a=9a**
 - \$ - Dollar Value of Ending Inventory minus Products Used Value minus value of Units Transferred in or out. Units transferred in should be recorded as receipts with the value of \$0.00. **6b-7b+/-8b=9b**
 - Average - Units divided by Dollar Value. **9b/9a=9c**
- 9) **Physical Inventory** - Actual items on hand at month end.
 - Units - Enter actual number of Units on hand at month end.
 - \$ - Multiply Number of Units by Ending Inventory Average cost per Unit. **10aX9c=10b**
- 10) **Inventory Over/Short** - Book Inventory minus Physical Inventory.
 - Units - Difference in Book Inventory Units and Physical Inventory Units. **9a-10a=11a**
 - \$ - Difference in Book Inventory Value and Physical Inventory Value. **9b-10b=11b**
- 11) **Total** all columns to verify inventory spreadsheet is in balance.
 - To verify **Physical Inventory Units** **4a+5a=6a-7a+/-8a=10a**
 - To verify **Physical Inventory Value**, **4b+5b=6b-7b+/-8b=10b**

TRANSFER OF PRODUCTS

PURPOSE: The Transfer of Commodities Form is to be used to transfer products between Archdiocese of Louisville programs.

1. Enter name of the Program transferring the product.
2. Enter name of the Program receiving the product.
3. Enter name of the product being transferred.
4. Enter number of units being transferred for each item.
5. Enter the dollar value being transferred for each item.
6. Person making the transfer must sign verifying transfer was made and amount transferred. Enter date the transfer was made.
7. Person receiving the transfer must sign verifying transfer was made and amount transferred. Enter date the transfer was made.
8. When transfer is complete, both programs must enter information on Consolidated Inventory Schedule 7-D as an Inventory Adjustment. Transferring program will adjust (reduce) inventory by value. Receiving program will receive the goods at "0" cost. If using the disk to calculate inventory, Receiving Program should record product as a receipt with a value of "0".

Form Distribution: Transferring program is responsible for submitting copy to Central Food Service Office. Sending and receiving schools should maintain a copy in their monthly folder.

ARCHDIOCESE OF LOUISVILLE TRANSFER OF PRODUCTS

TRANSFERRED FROM: _____

TRANSFERRED TO: _____

PRODUCT	NUMBER OF UNITS	VALUE

NAME OF PERSON MAKING TRANSFER

DATE

NAME OF PERSON RECEIVING TRANSFER

DATE

MENU PRECOST

Each Food Service Manager is to complete and submit to the Food Service Office a pre-cost after receiving the Vendor Bid List, consisting of ten typical menus. The pre-cost is used to complete the Allocation of Production Cost (Schedule 5-M). A copy must be maintained in each monthly folder. This form is due to the Food Service Office by August 31st.

1. Under **Menu**, list all food items being served under the appropriate food category.
2. Under **Serving Size**, enter the size of the portions to be served (i.e.: use 4oz, 3oz, 2oz for meats, and $\frac{1}{2}$ cup, $\frac{3}{4}$ cup for fruits and veggies).
3. Under **Forecast Number Servings**, use how many portions of each food will be needed to serve all students. This forecast number is obtained from prior production records, which report what was actually served.
4. Under **Cost Per Serving**, take the cost of food purchased and then divide by the number of servings. (i.e: cost of beef patties \$27.41 number of servings per unit 114. $\$27.41/114 = \text{Cost Per Serving } .238$)
5. Under **Average Cost of Lunch**, add the cost per serving in each food group and then divide by the number of items in each group. (i.e.: beef patty cost per serving .24 cheeseburger per serving .40 = $.64/2 = \text{Average Cost of Lunch } .32$)
6. **Cost Per Lunch**, Sum of Average Cost of Lunch.
7. **Forecast Number**, This number is the number of students and adult that is forecasted to eat lunch the total of lunches must equal the amount of servings you forecasted to serve.

**ARCHDIOCESE OF LOUISVILLE
FOOD SERVICE OFFICE
MENU PRECOST**

MENU ITEM	(1) MENU	(2) SERVING SIZE	(3) FORECAST NUMBER SERVINGS	(4) COST PER SERVING	(5) AVERAGE COST OF LUNCH
MEAT/ MEAT ALTERNATE	Hamburger	2 oz.	100	0.240	0.320
	Or Cheeseburger	2 oz./ 1 oz. cheese	100	0.400	
VEGETABLES	French Fries	¼ cup	200	0.093	0.082
	Or Mixed Vegetables	¼ cup	30	0.070	
FRUITS	Mixed Fruit	¼ cup	100	0.230	0.230
BREAD	Hamburger Buns	1	200	0.060	0.060
CONDIMENTS	Mustard	1 pkt	50	0.010	0.016
	Catsup	2 pkt	400	0.015	
	Mayonnaise	1 pkt	150	0.030	
	Pickles	4 slices	50	0.010	
MILK	Chocolate	½ pint	150	0.188	0.189
	Strawberry	½ pint	30	0.191	
	White	½ pint	20	0.188	
(6) COST PER LUNCH					0.897
(7)					
FORECAST NUMBER:					
STUDENTS <u>190</u>					
ADULTS <u>10</u>					
TOTAL LUNCHES: <u>200</u>					

FOOD BUYING GUIDE

The Food Buying Guide for Child Nutrition is designed to help in 2 important ways:

1. It will help buy the right amount of food and buy it most economically.
2. It will help determine the specific contribution each food makes toward the requirements.

Yield information:

- Yield information is a valuable planning tool. Use it as a guideline to purchase sufficient food for the meals to prepare.
- Yield information represents average yields based on research conducted by USDA. The yield information given for a specific food is meant to be a planning and production tool.
- Yield information is based on careful portioning and weighing. Using the same tools to measure or weigh portions carefully and ensure that each serving size is appropriate for the age/grade group being served.
- If the operation is consistently getting a higher or lower yield from a product than the yield specified by the Food Buying Guide, the operation may want to research and document the yield or number of portions of a specified size that the product provides.

Factor affecting yield:

- Quality and condition of the food.
- Storage conditions and handling.
- Equipment used in preparation.
- Cooking method and time.
- Form in which you serve the food.
- Serving utensils and portion control methods used in serving.

Details of each column:

1. **Food as Purchased, AP:** tells you the name of the food items and the form(s) in which it is purchased. Where appropriate, also includes a detailed description of the form in which items are purchased. For example, one listing for canning, boned chicken, reads: *Chicken, canned: Boned poultry with broth.*
2. **Purchase Unit:** tells you the basic unit of purchase for the food. For example, listing for canned asparagus cuts and tips, includes on two can sizes: No. 10 can (103 oz) and No. 300 can (14-½ oz).
3. **Servings per Purchase Unit, EP (Edible Portion):** shows the number of servings of a given size from each purchase unit. It is based on average yields from good quality foods prepared in ways that result in a minimum of waste. For example, the purchase unit for fresh cranberries is listed as 1 pound. Column 3 indicates 15.6 servings per purchase unit if ¼ cup raw, chopped fruit is served.
4. **Serving Size per Meal Contribution:** describes a serving by weight, measure, or number of pieces or slices. For example, 3.7 oz raw chicken drumsticks, Column 4 reads: 1 drumsticks (about 1.8 oz cooked chicken with skin)
5. **Purchase Units for 100 servings:** show number of purchase units you need for 100 servings. This number was calculated using the purchase unit listed in Column 2 and the serving size listed in Column 4.
6. **Additional Information:** provides other information to help you calculate the amount of food you need to purchase and/or prepare.

Section 1 – Meat/Meat Alternates

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Purchase Units for 100 Servings	Additional Information
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CHICKEN, COOKED

CHICKEN, canned

Chicken, canned Boned poultry with broth	No. 2 ½ can (29 oz)	20.8	1 oz. heated, drained poultry	4.9	1 No 2 ½ can = about 20.8 oz heated, drained chicken meat & skin
	No. 2 ½ can (29 oz.)	13.8	1 ½ oz. heated, drained poultry	7.3	
	No. 2 ½ can (29 oz.)	20.8	1.2 oz. unheated, drained chicken (1 oz. cooked poultry)	4.9	
	No. 2 ½ can (29 oz.)	13.8	1.8 oz. unheated, drained chicken (1 ½ oz. cooked poultry)	7.3	
	Pound	11.5	1 oz. heated, drained poultry	8.7	
	Pound	7.66	1 ½ heated, drained poultry	13.1	
	Pound	11.5	1.2 oz. unheated, drained chicken (1 oz. cooked poultry)	8.7	
	Pound	7.66	1.8 oz. unheated, drained Chicken (1 ½ oz. cooked poultry)	13.1	
Chicken, canned Boned Solid pack	Pound	14.8	1/8 cup serving (@ 1 oz. cooked, drained poultry with skin)	6.8	1 lb AP=0.93 lb cooked chicken meat with skin

Food as Purchased, AP: tells you the name of the food items and the form(s) in which it is purchased. Where appropriate, also includes a detailed description of the form in which items are purchased. For example, one listing for canning, boned chicken, reads: *Chicken, canned: Boned poultry with broth.*

Section 2 – Vegetables/Fruits

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Purchase Units for 100 Servings	Additional Information
ASPARAGUS					
Asparagus, canned <i>Cuts and Tips</i>	No. 10 can (103 oz.)	27.8	¼ cup heated, drained vegetable	3.6	1 No. 10 can = about 57.3 oz. (6 7/8 cups) heated, drained asparagus
	No. 10 can (103 oz.)	32.4	¼ cup drained vegetables	3.1	1 No. 10 can = about 57.1 oz. (8 cups), drained unheated asparagus
	No. 300 can (14 ½ oz.)	3.45	¼ cup heated, drained	29.0	1 No. 300 can = about
	No. 300 can (14 ½ oz.)	4.83	¼ cup drained vegetables	20.8	1 No. 300 can = about 8.7 oz. (1-1/8 cups) drained unheated asparagus
	Pound	4.31	¼ cup heated, drained Vegetable	23.3	
	Pound	5.03	¼ cup drained vegetables	19.9	
Asparagus, canned <i>drain</i>	No. 5 squat Can (64 oz.)	26.4	¼ cup drained vegetable	3.8	1 No. 5 can = @ 38.0 oz. (6-2/3 cups) drained, Unheated asparagus
	No. 300 can (15 oz.)	3.87	¼ cup heated, drained vegetable	25.9	1 No. 300 can = about 7.3 oz. (7/8 cup) heated, drained asparagus
	No. 300 can (15 oz.)	4.59	¼ cup drained vegetable	21.8	1 No. 300 can = about 8.5 oz (1-1/8 cups)
	Pound	6.60	¼ cup drained vegetable	15.2	
Asparagus, frozen <i>Cuts & Tips</i>	Pound	8.10	¼ cup cooked vegetable	12.4	
Asparagus, frozen <i>Spears</i>	Pound	10.7	¼ cup cooked vegetables	9.4	

Purchase Unit: tells you the basic unit of purchase for the food. For example, listing for canned asparagus cuts and tips, includes on two can sizes: No. 10 can (103 oz) and No. 300 can (14-½ oz).

Section 2 – Vegetables/Fruits

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Purchase Units for 100 Servings	Additional Information
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CRANBERRIES

Cranberries, fresh Whole	Pound	15.6	¼ cup raw, chopped fruit	6.5	1 lb.AP=0.95 lb. ready-to-cook or –serve raw berries
	Pound	11.1	¼ cup cooked fruit, sugar	9.1	
	Pound	9.90	¼ cup cooked, fruit, sugar	10.2	

Cranberries, Dehydrated Sweetened Whole	Pound	13.8	¼ cup dehydrated fruit	7.3	1 lb. AP = 1 lb. (about 3-3/8 cups) ready-to-cook or –serve berries
<i>Includes USDA Commodity</i>	5 lb. pkg.	69.0	¼ cup dehydrated fruit	1.5	
	30 lb. pkg.	414.0	¼ cup dehydrated fruit	0.25	

Servings per Purchase Unit, EP (Edible Portion): shows the number of servings of a given size from each purchase unit. It is based on average yields from good quality foods prepared in ways that result in a minimum of waste. For example, the purchase unit for fresh cranberries is listed as 1 pound. Column 3 indicates 15.6 servings per purchase unit if ¼ cup raw, chopped fruit is served.

Section 1 – Meat/Meat Alternates

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Purchase Units for 100 Servings	Additional Information
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CHICKEN PARTS, fresh or frozen

Chicken Parts, Fresh or frozen	Pound	4.32	1 drumstick (about 1.8 oz cooked chicken with skin)	23.2	1 lb. AP=0.49 lb. cooked, boned, chicken meat with skin
Drumsticks With bone With Skin (about 3.7 oz.each)	Pound	4.32	1 drumstick (about 1.5 oz. cooked chicken without skin)	23.2	1 lb. AP=0.41 lb. cooked, boned, chicken meat without skin
	Pound	7.84	1 oz. cooked poultry with skin	12.8	
	Pound	6.56	1 oz. cooked poultry without skin	15.3	
	Pound	5.22	1½ oz. cooked poultry with skin	19.2	
	Pound	4.37	1½ oz. cooked poultry without skin	22.9	

Chicken Parts, fresh or frozen	Pound	6.40	1 drumstick (1.1 oz. cooked poultry meat)	15.7	1 lb. AP=0.47 lb. cooked, boned, chicken meat
Drumsticks with bone without skin (about 2.5 oz. each)	Pound	7.52	1 oz. cooked poultry meat	13.3	
	Pound	5.01	1 ½ oz cooked poultry meat	20.0	

Chicken Parts, fresh or frozen Leg Quarters	Pound	2.28	1 leg quarter (3.1 oz cooked poultry meat)	43.9	1 lb AP = 0.45 lb cooked, boned, chicken meat
With bone	Pound	7.20	1 oz. cooked poultry meat	13.9	
Without skin (about 7oz each)	Pound	4.80	1½ oz. cooked poultry meat	20.9	

Chicken parts, fresh or frozen Leg Quarters	Pound	1.68	1 leg quarter (3.9 oz. cooked poultry with skin)	59.6	1 lb AP = 0.42 lb cooked, boned, chicken meat with
With bone With skin (9.5 oz each)	Pound	6.72	1 oz cooked poultry with skin	14.9	
	Pound	4.48	1½ oz cooked poultry with skin	22.4	

Serving Size per Meal Contribution: describes a serving by weight, measure, or number of pieces or slices. For example, 3.7 oz raw chicken drumsticks, Column 4 reads: 1 drumsticks (about 1.8 oz cooked chicken with skin)

PLANNING AND PRODUCTION RECORD

- 1) Enter school name, date, and which meal.
- 2) Enter the total menu for that day.
- 3) In the appropriate sections, from the daily menu list **Food Items** that will be used.
- 4) Using the food-buying guide, determine what the yield is for each item served.
- 5) In the **Planning** section, under portion size, enter the size of the portions to be served (i.e.: use 4oz, 3oz, 2oz for meats, and ½ cup, ¾ cup for fruits and veggies). Under portions needed, use how many portions of each food will be needed to serve all students.
- 6)
 - A. After meal is served, complete **Actual** section from inventory sheets indicate units of food used (i.e.: 2#10 cans, 2 cases, etc).
 - B. Next enter amount not served, and average cost per unit (from beginning inventory average.)
 - C. Lastly, enter the total food cost = units used multiplied by cost per unit.

NOTE: Units used on production records should match to units used on inventory sheets.

- 7) Disposition of Amounts Not Served. Explain how the food not used will be disposed (i.e.: reheat the rest as leftovers with tomorrow's lunch, freeze and used next time.)
- 8) Cost per meal served:
 - A. Total Food Cost = total of all sections of total food cost.
 - B. Meals Served = from 2-DL column D (total served) + column F (adult/other).
 - C. Cost Per Meal Served = Total Food Cost divided by the Total Meals Served.

WORK SCHEDULES

Purpose of Work Schedules:

- To inform employees of work to be completed.
- To inform each employee his/her responsibility.
- To inform each employee of the sequence of their duties with time requirements.
- To achieve good time management.

For effective work schedules, all employees must have a job description.

Establish a time line of when jobs need to be completed.

Hold employees accountable.

CAFETERIA DEPOSIT FORM

Date _____

Cash Account # _____

Account #	Account Description	Amount
1721.7 _____	Daily Lunch Sales	
1722.7 _____	Daily Breakfast Sales	
1723.7 _____	A la Carte/Adult & Other Lunches	
1728.7 _____	Other Income	
0152.7 _____	Accounts Receivable (USDA Reimbursement)	
0611.7 _____	Adm. Fee withheld from above USDA Reimbursement	
0152.7 _____	Accounts Receivable	

TOTAL MUST AGREE WITH DEPOSIT TICKET _____

Attach bank validated deposit ticket to this form

<p>Deposited by: _____</p> <p>Entered by: _____</p> <p>Date entered: _____</p>	<p>Fill in date</p> <ul style="list-style-type: none"> Enter Account #. Enter amount to be deposited to each account. Total must agree with bank statement. All receipts for the cafeteria must be deposited into the cafeteria checking account. Two people must count deposits and sign the deposit form. Deposits must be taken to the bank daily. A copy of the deposit form must be given to the bookkeeper.
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NUTRITION SERVICES

American School Food Service Association (SNA): SNA has been advancing the availability, quality and acceptance of school nutrition programs as an integral part of education since 1946. The Association strives to see that all children have access to healthful school meals and nutrition education. To obtain more information visit the site, www.schoolnutrition.org.

Kentucky School Food Service Association (KSNA): KSNA is comprised of cafeteria staff, cafeteria managers, and district food service Directors dedicated to serving quality, nutritious meals as an integral part of the education of Kentucky students. To obtain more information visit the site, www.ksfsa.org.

Archdiocese of Louisville Chapter: The Chapter is composed of cafeteria managers throughout the Archdiocese of Louisville. The group meets every other month to discuss participation strategies, new ways to utilize commodity foods and exciting new technologies. Each member of the Chapter submits two names to be drawn at the end of the school year to receive a scholarship to a catholic high school.

FREQUENTLY ASKED QUESTIONS

- Q.** Does the cafeterias have to provide a meal to a child that has no money?
- A.** Yes, in the event that a student is unable to pay, he/she will be provided with a reimbursable meal of the manager's choice for which full payment will be due.
- Q.** If a child has a special dietary need is the staff require to provide a food substitution?
- A.** Yes, substitutions or modification for children with disabilities must be based on a prescription written by a licensed physician.
- Q.** How much should I charge for a la carte items?
- A.** A la carte items must be priced to adequately cover cost for purchase, storage, preparation and service.
- Q.** How do I know how much to charge an adult for lunch?
- A.** The charge for adult meals shall, at a minimum, total the highest charge to students in the paid category plus the paid rate of reimbursement, plus the state matching funds, plus commodity assistance.
- Q.** Is the cafeteria required to give adults larger portions?
- A.** No, portion sizes for adult meals must be the same quantities as those specified for middle and high school students. Second portions for adults may be made available and priced as a la carte items.
- Q.** If the cafeteria provides a sack lunch for a class field trip does it count as a reimbursable meal?
- A.** Yes, supervised field trip meals are counted as reimbursable lunches as long as all the require food components are provided.
- Q.** If the parish and cafeteria share the total cost of a piece of equipment, does it have to be list on the depreciation schedule?
- A.** Yes, only the cost shared by the cafeteria (if it exceeds \$1,000) is to be reported on the depreciation schedule.
- Q.** Can the cafeteria have a petty cash account?
- A.** Yes, a designated individual must be appointed custodian of the funds. The individual must ensure that the funds are kept secure. The fund should be no more than \$100.

Q. How often should I take temperatures?

A. Temperatures are required to be taken daily with an internal thermometer for the refrigerators and freezers. Temperatures are required to be taken on a weekly basis in the dry storage area.

Q. Can I transfer food to another school?

A. Yes, food may be transferred to another school lunch program within the Archdiocese of Louisville. Food transferred is paid from the school transferring the food not the school accepting the food. The transfer of products to any facility other than an Archdiocesan School Lunch Program is prohibited unless authorized by the Food Service Director of the Archdiocese of Louisville.

Q. How far back do I need to keep records?

A. All programs must maintain records for three years plus the current year.

Q. Does a child have to take milk in order for the meal to be counted as Reimbursable?

A. No one component is required to be selected by the student. The student has the freedom of choosing a minimum of three of the five items for lunch or three of the four for breakfast.