

## **Procedure For Completing Menu Planning Sheets**

Complete menu planning sheets prior to the purchase of food as follows:

1. Enter the date the meal is to be served.
2. Write in the menu and list each food item in the appropriate area.
  - a. Breakfast requires three components: fluid milk, fruit/vegetable and bread/bread alternate.
  - b. Lunch requires five components: fluid milk, two or more fruits/vegetables, meat/meat alternate and bread/bread alternate.
  - c. Snack requires a combination of two of the following components: fluid milk, fruit/vegetable, meat/meat alternate and/or bread/bread alternate.
3. Fill in the number of adults and children planned for.
4. Calculate the amount of food needed.
  - a. Multiply the infant, children and adults by the required portion size for each age group.
  - b. Add the portions for each group together and record in “total # of portions needed”.
  - c. Write in the market unit in which the food will be purchased (i.e. #10 can, lb., gallon, dozen, etc.)
  - d. Consult the buying guide to determine “serving per market unit”.
  - e. Divide “total number of portions needed” by “servings per market unit” to determine “minimum amount of food needed”. Use this information to fill out a shopping list.
5. Record the actual “amount of food prepared” at the time of meal service.
6. Count and record the actual number of infants, children and adults served at the point of meal service.