

DIRECTIONS NEWSLETTER

JANUARY 2019

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Save the Date - 2019 Back-to-School Workshops

Bismarck: July 30, 2019

Minot: August 1, 2019

Fargo: To be Determined - August 6, 7 or 8, 2019

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School Nutrition Programs

Important Dates to Remember for School Year 2018-2019

Beginning of School Year - - - All families must receive the [Letter to Households](#) and [Application for Free and Reduced-Price Meals](#). (Students from households with approved applications or listed on [Direct Certification](#) on STARS from the previous year must be allowed a 30-day carry-over of the previous eligibility determination. Once a current year application is received, it takes precedence over the previous year's application.)

Note: Application Processing Timeframe: Free and Reduced-Price Meal Applications must be reviewed, and an eligibility determination made within 10 working days of receipt of the application. The completed (including last 4 of SSN), signed application must be dated when it is received. The determining official must date, sign, and document eligibility on the application as well for eligibility to be valid.

10th of Each Month - - - The [claim for reimbursement](#) for each site is due for submission over the ND Foods system for prompt payment. (You do have 60 calendar days to complete/submit your claim.)

Annually - - - The [Racial/Ethnic Data Form](#) must be completed sometime during the school year and retained in the school's file.

[Civil Rights](#) training must be done annually for everyone working with the School Foodservice program including substitutes, front office personnel and cafeteria cleaners. Document the person trained, day of training and training material.

Hours of [Professional Development](#) for school foodservice staff must also be documented: 12 hours for foodservice directors, 10 hours for foodservice manager, 6 hours for all other full time staff and 4 hours for part time (<20 hr./wk.). Civil Rights training can be used as professional development.

[On Site reviews](#) for any school districts that have more than one meal site... Every program year, sponsors with more than one foodservice site must perform at least one on-site review of each site under its jurisdiction. The on-site review must take place prior to February 1. The review is to ensure that the claim is based on the approved counting system and that the system, as implemented, yields the actual number of reimbursable free, reduced-price and paid meals served for each day of operation. A "Site Monitoring for National School Lunch and Breakfast" form is located on the Child Nutrition web site.

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[Monitoring Reviews for After School Snack Program](#) ... Each Afterschool Snack Program must be reviewed by the Sponsor two times a year. The first review must be conducted during the first four weeks of each school year. A “NSLP/After School Snack Program Sponsor Monitor Review” form is located on the Child Nutrition web site.

[Breakfast/Summer Meals Outreach](#)... If a school is participating in either or both of these programs, there is a requirement to inform families of the availability of these meals just before the program begins (before school starts with breakfast and before school ends for summer meals) and then send reminders several times throughout the school year in different formats – PA announcements, articles in the school newspaper, email, etc.... so all families are reached.

First 30 days of school - - - Carry over student free/reduced price eligibility from the previous year. Once a new application or direct certification has been received, update the student eligibility immediately.

September - - -ND Farm to School Month
September- - -Pride of Dakota School Lunch Day

October 1 - - - This is the date that determines the number of applications to be verified. Record the number of approved applications on the district Verification Collection Report listed below, due on December 15.

31st day of School (usually around the 1st of October; count your school days to make sure) - - - Change student eligibility status to paid if an eligible application or direct certification has not been received by this date.

October - - - National School Lunch Week. This year’s theme: School Lunch – Lots 2 Love. Check the School Nutrition Association website for more details: www.schoolnutrition.org

November 15 - - - Verification of 3% of Free and Reduced-Price Applications must be completed. Reminder: if a student leaves the district before verification is complete, a new application must be verified.

December 15 - - - Verification Summary Report due. Complete the fillable form on ND Foods

January 31, 2019 - - - Local agencies with more than one food service site must perform at least one [on-site review](#) of each site with food service under its jurisdiction. The on-site review must take place prior to February 1.

January/February 2019 --- Begin 2019-2020 Procurement Process. Review and update Procurement policies and Code of Ethics for Food Service. If you have questions on Procurement, please contact our office.

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March 4-8th, 2019 - - - School Breakfast Week

This year's theme: School BreakFAST – Start Your Engines Check the School Nutrition Association website for more details: www.schoolnutrition.org

April 2019 - - - 2019-2020 Paid Lunch Equity tool release --- USDA releases the latest version of the Paid Lunch Equity tool (PLE). School districts must complete the PLE tool each year to assess their student meal price(s) for the next year. The 2018-19 PLE did have an exemption for any school that had a positive balance on January 31, 2018. This was for one year only. We will run the PLE for you if you request otherwise federal regulation requires that school districts complete the PLE AND keep a copy of the results for review.

May 3, 2019 - - - [School Lunch Hero Day](#)

May 6-10th, 2019 - - - School Nutrition Employee Week. NDDPI encourages you to recognize staff members involved with providing nutrition to your the students.

May 2019 --- Summer Foods Outreach --- If your school is sponsoring a Summer feeding program, now is the time to advertise it to students and parents. Keep copies of all outreach efforts for the Administrative Review.

July/August 2019 - - - Update the annual Program Application for sponsor and site(s) online at ND Foods. Remember to check all contact information for correct names, emails and phone messages. Delete any staff that are no longer there and add new staff as needed.

June/July/August 2019

Look forward to Back to School workshop information and plan for staff attendance.

If your school district is up for Administrative Review in SY 2019-2020, look for new resources to plan, organize and participate in a smooth and successful review during the school year.

CN Labels, Recipes and Much More Available on Food Manufacturer's Websites

NDDPI is not in the business of promoting any one food company so please do not take this article as a promo. NDDPI Child Nutrition is in the business of helping our school kitchens in any way possible. So here is an idea to play with whenever there is a bit of extra time in the kitchen – check out some of the food manufacturer's websites for new ideas.

Food manufacturers have a research and development team on staff. Their ideas for using a product in a different way might be just what a school kitchen needs to freshen up the menu while using a food item that probably is in inventory.

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Company websites offer product nutritional information and/or a 'contact us' click away to collect Child Nutritional (CN) labels and Product Formulation statements (PFS) while surfing.

Company websites offer newsletters, sample offers and reminders about new products if you have registered an email address with them. Unsubscribe if the emails are overwhelming.

One other item to look for on the website are promotions. Kellogg's has one going on right now till March 31, 2019 called "Agents for Change." By enrolling in their program, you will be entered to win one of four \$10,000 grants for school meal service. There are downloadable calendars, posters and activity sheets too. Go to: <https://www.kelloggsspecialtychannels.com> and click into K-12 to access all the free help that those experts are willing to give.

General Mills at <https://www.generalmillscf.com/industries/k12> just finished up a promotional sweepstakes where 5 lucky schools received a new grab 'n go breakfast cart. In GM's bucket of resources lie trouble shooting guides for their products, a list of all their gluten free items and videos for several K12 recipe ideas.

Let's not leave out PepsiCo's Quaker Oats! Visit the K-12 site at <https://www.pepsicoschoolsource.com> Their R&D department has surveyed students for the latest food & beverage trends, developed K-12 Passion to Please recipes and have put together a nice parent guide for PepsiCo's Smarter Choices.

Again, NDDPI is not promoting these cereal makers or any other food manufacturer. We will alert schools to other manufacturers with helpful K-12 information. We would love to hear how you use these resources!

Food Safety for ALL Your Students

In a recent meeting with the Department of Health, it was noted that schools have some of the most 'food safe' facilities among all the places they inspect each year. This includes restaurants, hospitals, correctional facilities and other kitchens serving the public. Great job, North Dakota School Foodservice!!

You are washing your hands before prepping food, monitoring temperatures of equipment and food, labeling food with dates, sanitizing food contact surfaces before and after working with food items and respecting the food safety sequence from receiving to serving. This keeps the students that you serve in your school from becoming sick during lunch. But what about the small percentage of students who do not eat school food?

Those bags of lunch stored in a locker from 8 a.m. to noon could be a potential breeding ground for bad bugs. It would be prudent to send a reminder to parents at the beginning of the school year about the lunches they are packing. However, the beginning of the school year is a blizzard of papers with other crucial information, so lunch box safety might not be a high priority at that time. January may be a better time as a slow news month to add the topic to a parents' newsletter.

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Fight Bac! Partnership for Food Safety Education has a fun and valuable resource for students and parents to review their rules for lunch box safety. Stop by their website at FightBac.org for many free resources – food safety webinars to enhance your own education and professional development, kids' games and activities that could be incorporated into classrooms, and graphics that may add interest to signage.

The following is the resource from Fight Bac! on lunch box 'Do's and Don'ts's':

School Lunch

FOOD SAFETY TIPS for Kids

This is BAC. You can't see, smell or taste BAC, but he could make you sick. Follow these safe food handling rules and stay healthy!

Wash your hands with warm water and soap before eating your lunch and snacks. Hum the "Happy Birthday" song from beginning to end twice when washing your hands.

BAC hates the cold! Keep your food cold until lunchtime by using an ice pack in your lunch bag.

After lunch, throw away all leftover food, food packages and paper bags.

D C L E A N I V P C
Y S E M M C C O R E
J E W O D F O U R W
Y P J H S A F E T Y
G A O L H O Z Z A C
F R J B C C L E A H
O A H U C O O K K I
O T R Y U B V O C L
D E E K U S V D J L
T E I S N V Z N Y W

FOOD SAFETY WORD SEARCH

Cook
Chill
Core
Four
Food
Safety
Clean

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Separate School Lunch FOOD SAFETY TIPS for Parents

Before preparing lunch, wash your hands

with warm water and soap for 20 seconds. Wash your cutting boards, utensils and counter tops with hot, soapy water. Rinse fresh fruits and vegetables under running water, including those with skins and rinds that are not eaten. Make sure reusable lunch bags and coolers are clean before packing.

Use one cutting board for fresh produce and a different one for meat and poultry. This will help you avoid cross-contamination or spreading bacteria from one food product to another.

Use an insulated lunch bag or cooler and at least two cold sources, such as freezer packs, for lunches that contain perishable food items like luncheon meats, eggs, cheese or yogurt. This will help keep food chilled until lunchtime.

For a colorful and graphic news sheet, find this resource at Fightbac.org

Have a safe and happy holiday!



Resources for your Nutrition Education component of the Fresh Fruits and Vegetable grant

<https://www.oregon.gov/ode/students-and-family/childnutrition/F2S/Pages/OregonHarvestforSchools.aspx>

Oregon's Harvest for Schools includes tidbits, training material and even coloring pages on 36 different fresh fruits and vegetables. Newsletters could be shared with parents in English or Spanish to keep the 'education' going from school to home.

If you chose one new fruit or vegetable to feature each month, Oregon's information would last you for 4 years (36 different produce ideas / 9 months of school). Use the featured vegetable/fruit once each week with your fresh fruit and vegetable grant and supplement the other days with the more familiar produce. On the featured day, add the nutrition education:

Week 1 - a coloring sheet (do the students know what the vegetable looks like when harvested? Or before cutting it up?) Talk about how it is grown and harvested.

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Week 2: the nutrient value and how it helps the body (peas are a good source of Vitamin A which helps maintain good vision)

Week 3: Get out a map and talk about where and when it is grown.

Week 4: Use one of the other activities in the resource – a maze, or a collage or word search.

http://www.vermontharvestofthemoth.org/uploads/2/8/9/6/28966099/taste_test_guide_final_kh_de_sign.pdf

Vermont's taste testing guide includes Classroom connections for a September through June tasting although, January's dairy and March's maple wouldn't fit into your Fresh Fruits and Vegetables program! They include an Educator flier, a Cafeteria page and something to send home as well for each of the vegetables.

<https://www.agclassroom.org/index.cfm> The national database for Agriculture in the Classroom is an absolute treasure trove of information on ANY subject related to eating a plant. Search the "Teacher Center" for 'Curriculum Matrix' to dig for those interesting pieces of nutrition education.

<http://www.waic.net/> The State of Washington also has a very nice compilation of subjects related to their state commercial crops. Many fresh fruit and vegetable programs feature apples several times during the week, so Washington is your place to find information on the apple. If you run out of things to talk about on the apple, Washington also highlights soil, water and even insects.

<http://harvestofthemoth.cdph.ca.gov/Pages/Training-Corner.aspx>

This list would not be as good without something from our vegetable basket of the world, California. They started the Harvest of the Month training many, many years ago and have continued to improve, update and enlarge their information resource. To use their bounty, click on the left-hand side "Download Monthly Elements". This will pop up a list of 36 fruits and vegetables categorized by when they are in season.

The California resources encourage not only classroom and home education but community as well. If you are already featuring a vegetable each month on the fresh fruits and vegetable program and possibly in the cafeteria, why not invite your local grocer to feature it too? Or the Meals on Wheels program, daycares and restaurants? Your local paper may also feature it with you. This may be dreaming big, but your local wellness group can help with these outreach activities.

We can dream big but if you are just wanting to cover your program requirements, the nutrition education for the Fresh Fruits and Vegetable program does NOT have to be long or involved. It should be helpful to the student to development life-long investment in their health. Good luck! We would love to hear about your education efforts involving fresh fruits and vegetables.

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News You Can Use - Fresh Fruits & Vegetable

Seasonality

The months of December & January are great months to celebrate holidays, serve soul warming soup and share fruits and vegetables that were put up from bountiful harvests in North Dakota. Not much will be growing outside but fruits and vegetables are still being grown in our southern states.

If you need other ideas for your fresh fruit and vegetable program, the following are in season:

December/January: Apples, Avocados, Bananas, Beets, Broccoli, Brussels Sprouts, Cabbage, Carrots, Cauliflower, Celery, Cherimoyas, Clementines, Grapefruit, Guava, Kale, Kiwi, Leeks, Lemons, Onions, Oranges – Sweet, Blood & Cara Cara, Parsnips, Pears, Potatoes, Pumpkins, Rutabagas, Spinach, Sweet potatoes/Yams, Turnips, Winter squash

Sweet oranges are really in all year round BUT pair them with the blood orange and the Cara Cara orange and you will see real student excitement. Use a sectionizer to quarter the oranges, then cup one section of Cara Cara, one of blood and two of the sweet orange. This works as the Cara Cara and blood orange cases are half size of the regular sweet orange. Let the students know a head of time that they will be sampling the different oranges and ask if they can see, smell and taste the difference. The Cara Cara orange will have hints of grapefruit while the blood orange (or possibly market them as the Moro orange) has tastes of raspberry.

The holidays usually conjure up pictures of red and green so why not put a red and green salad on the lunch line. Tomatoes and cucumbers may not be in season, but they are readily available.

Tomato & Cucumber Salad

One half cup of this salad provides $\frac{1}{4}$ cup red/orange vegetable and $\frac{1}{4}$ cup other vegetable.

For 100 – $\frac{1}{2}$ cup servings, the ingredients are:

13 pounds – Whole red, ripe tomatoes

6 pounds - Cucumbers, whole, unpeeled

3 pounds – Green bell peppers, whole

Dressing:

2 quarts White vinegar

3 cups White sugar

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1 tablespoons + 1 teaspoon ground black pepper

1 tablespoon table salt

Directions:

1. Wash produce under cool running water. Drain. Dice the tomatoes, Quarter tomatoes into ¼” slices, cut cumpers in half the long way then slice to make half-moons. Dice green peppers.
2. Mix dressing ingredients and pour over cut up produce. Cover and chill in refrigerator.
CCP: Cover and refrigerate to 41°F or lower until ready for service.
3. Portion with 4-ounce spoodle or #8 scoop per serving.
CCP: Hold under refrigeration (41°F or lower) until ready for service. Check temperature every 30 minutes. Cover, label and date any leftovers.

Production notes

The way the produce is cut does make a difference in this salad. Cutting tomatoes finely will make the salad a little waterier as the tomatoes will release more of their juices. However, dicing all the vegetables helps with serving particularly if salads are proportioned into 5.5-ounce portion cups.

Recipe adapted from Mississippi’s Recipes for Success. Find this and other standardized recipes for school nutrition programs at: mrs.mdek12.org/recipe.

Reading Bread Labels: Is it Whole Grain Rich?

The only way to determine if a bread is whole grain rich, (WGR), is to read the ingredient label, not the front of the bag. Whole wheat flour or white whole wheat flour needs to be listed as the first ingredient to be considered WGR. The word to look for is whole.

"Serving School Meals to Preschoolers" Now Available!

The USDA’s Team Nutrition initiative is pleased to announce the release of the “Serving School Meals to Preschoolers” training worksheet. School Meals Program operators can use this colorful four-page worksheet to plan and prepare menus that meet preschool meal patterns in the School Breakfast Program and National School Lunch Program. This resource also includes information regarding co-mingling of preschool students and students from older grade groups, as well as scenario-based questions to test for knowledge and understanding.

All materials are currently available in English online at <https://www.fns.usda.gov/tn/serving-school-meals-preschoolers>. Team Nutrition will announce the availability of Spanish and printed versions later.

Please share this information with School Food Authorities (SFAs) in your State and encourage them to share this with program operators. For questions or more information, please contact TeamNutrition@fns.usda.gov.

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USDA School Foods Update

January / February 2019

Pre-Annual Food Survey

Keep an eye out for the Pre-Annual Food Survey, I anticipate posting this by January 2.

This survey is a pre-survey to the annual food survey. The survey will allow schools to choose their food preferences from the full USDA food catalog and helps us narrow down the USDA food choices before the annual survey. You will have to choose foods in each food category that you would like to see on the annual food survey, but you will not have to provide cases quantities. The link to the survey will be sent to all USDA food reps in ND Foods.

New USDA Foods SY 19/20

Cherries, Sweet, Pitted, Unsweetened, Frozen, IFQ	Peaches, Sliced, Frozen
Beans, Green, No Salt Added, Frozen	Corn, No Salt Added, Frozen
Cheese, Cheddar, Yellow, Sliced	Cereal, Oat Cereal, Bowls
Cornmeal, Blue	Flour, All Purpose, Enriched, Bleached
Pasta, Spaghetti, Enriched	Rice, Long Grain, Parboiled

Annual Survey

The Annual Survey will be available to fill out February 25- March 6. The Annual Survey helps us determine what will be ordered for school year 2019-2020. We will analyze the results of the Pre-Annual Survey to determine what foods will be on the Annual Survey. Please be as accurate as you can when filling it out. Each sponsor must fill out a survey. Thank you in advance for taking the time to fill it out.

Results of Processed Food Survey

Thank you all that completed the processed food survey; 173 schools participated. We appreciate you all taking the time to fill it out. The results are:

- Breaded Chicken products - 95.71% are happy with the current processor. We will continue another year with Pilgrim's Pride.
- Egg Products – 98.51% are happy with the current processor. We will continue another year with Cargill
- Asian Chicken Products – 93.55% are happy with the current processor. We will continue another year with Yang's.
- Potato Products – Several schools are interested in processing potato products. We are currently working on a Request for Proposal (RFP). We will be adding potatoes for another processed food option. Items included on the RFP are: tator tots, triangle tot patties, wedge, curly, regular, shoestring, and crinkle cut fries.
- Mozzarella Cheese (pizza) - Several schools are interested in mozzarella (pizza) products. Currently our large districts who participate in the NOI program process mozzarella cheese through Schwan's. We are currently working on amending our current contract with Schwan's. We will be adding pizza for another processed food option. Items on the current contract are: turkey sausage breakfast, turkey bacon breakfast, 4" round cheese, 4" round pepperoni., 16"

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four cheeses, 16" buffalo chicken, 16" four meat, 16" turkey pepperoni, 4"x 6" cheese Pizzas, and cheese stuffed breadsticks.

- Beef Products - We are currently working on a Request for Proposal (RFP) for beef products. Some items included in the RFP are: beef patties (2 & 3 oz.), meatballs (.5 & 1 oz.), beef crumbles, and beef slices.

Site/Delivery Changes

Site and delivery changes for school year 2019-2020 need to be submitted (by email: tkoster@nd.gov) by January 15.

Entitlement/DOD FFVP spending

Please reference ND Foods to see what your available entitlement amount is. Schools should have spent at least 80% of their entitlement amount by this time. If you have questions on your entitlement amount, please contact me.

If you have allocated funds into the DOD Fresh Fruit and Vegetable program you should have spent approximately 60% of your funds. If you are interested in extra DOD funds, please email me. The schools that are 100% spent, will receive priority. There are still a few of schools that have not been added to the DOD program due to the new contract not be awarded. I have still not heard which distributor was awarded the contract.

Please check our [website](#) for the entitlement/DOD spent report.

Overspending March/April Food Surveys

We will allow schools to overspend on the March and April surveys. The foods listed below are the foods that you can overspend on.

100012 - Cheese, Cheddar, Yellow, Shredded	100173 - Pork, Leg Roast, Frozen
100206 - Apple Slices, Canned	100313 - Corn, Canned
100329 - Salsa	100330 - Tomato Sauce
110473 - Broccoli Florets, Frozen	110554 - Turkey, Breast, Deli, Sliced
110763 - Peas, Green, Frozen	110859 - Mixed Berry Cup, Frozen
110910 - Turkey, Deli Brest, Sliced, Smoked, Frozen	

SCH Renewals

The SCH renewals will be available for you to complete from Feb 1 – Feb 15. When completing the renewal, you will:

- Confirm/update
 - USDA Food Rep
 - Delivery site information
 - Individual's information (email addresses, phone numbers, etc.)

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- DOD FFVP allocation amounts
 - If you elect to participate in the DOD FFVP you will commit the entitlement amount per delivery site during the renewal

Let contact Tara Koster if you have any questions.

Tara Koster

tkoster@nd.gov

1-701-328-3210 (direct)

1-888-338-3663 (toll free)

USDA's NEW Recipe Analysis Workbook - The Easiest Way to Get Component Crediting for Your Recipes

USDA has taken away all of the tedious and meticulous hand calculations to determine how a school foodservice recipe contributes to the school menu meal pattern by developing the Recipe Analysis workbook based on the Food Buying Guide (FBG) at <https://foodbuyingguide.fns.usda.gov>

We highlighted the Food Buying Guide at the Kitchen Manager's Back to School meetings in August. Most of you have the big, yellow and white, three ring binders in your kitchen office. It is now also available as an interactive, web-based tool. The new internet version of FBG allows the user to search for ingredients in a school recipe that will credit to the meal pattern. There are over 2,100 ingredients listed in the FBG that can be used on a school menu. It also helps determine the amount of food needed for the number of servings planned.

Under the 'Home' tab, a user could download the entire food buying guide to a computer, so internet connection is not needed for that portion of the tool. There is also a great "Resource Center" that lists all the meal patterns, helpful hints on using FBG and tables of the most needed information in a kitchen i.e. common can and jar sizes, scoop and ladle capacity and measuring conversions.

The Recipe Analysis Workbook (RAW) is under the 'Tools' tab at the top of the page. You will create a new recipe here or edit one you have already worked on. Within the recipe, you will only enter the food items that credit to a meal pattern and are available in the FBG software. So, a recipe for spaghetti sauce, would include fresh tomatoes, onions and tomato sauce but you would not find water, salt or oregano.

This tool is NOT a nutrient analysis software since it does not include all the items of a recipe. It will not evaluate a recipe for the calories, sodium or saturated fat. It also cannot tell whether your serving size information is correct for meal crediting.

What it can do is take your Tatertot Hotdish recipe:

Beef, ground, fresh or frozen no more than 15% fat – per pound

Potato Products, frozen, Rounds (approx. $\frac{3}{4}$ to 1-inch diameter by 1 to 1 $\frac{1}{4}$ inch

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length) – 5 lb. package

Servings per recipe

Quantity of ingredients

You will not find the cream soups, herbs and spices or other items that are in your “made with love” tater tot hotdish recipe in the RAW tool.

The RAW workbook analysis then comes up with a “Meal Pattern Contribution” (click on the far-right tab)

Meats/Meat Alternates-credits x oz equivalents

Vegetables – Starchy-credits x cup

The hardest part of the Recipe Analysis Workbook is setting up a login with username and password (at least 12 digits) and then remembering what it is! For those that are ordering the Department of Defense (DOD) commodity produce, you can use your same login information. For those that do not have the login, go to the web page and click on “Login”. The next page will be a USDA eAuthentication Login. You will click on “Register” and then “Register for a Level 1 Account”. Fill in all the required information and write down your information so you do not forget it. It may take ten minutes to an hour for the federal government to get you registered for an account depending on their workload. You will be notified by email that you can start using the system.

There is a nice video training for all the tools under “Help”. We can also offer help if you give us a call (1-888-338-3663). Look forward to a training session on FBG/RAW at the Back to School workshop in August.