Breakfast Menu Planning Worksheet Instructions

The columns across the top list the days of the week, and the rows down the left side list the food components. The daily and weekly minimum required quantities for each component corresponding to the age/grade group selected are listed on the worksheet as helpful reminders.

For each component on each day of the week, record

* Fruit or vegetable
	+ Name of menu item
	+ Crediting for the planned serving size (cups)
* Grains
	+ Name of menu item
	+ The number of items it will count as
	+ Crediting for the planned serving size (ounce equivalents)
	+ If it is whole grain-rich (all grains credited toward the meal pattern must be whole grain-rich)
* Meat/Meat Alternate
	+ Name of menu item
	+ Crediting for the planned serving size (ounce equivalents)
* Milk
	+ Milk types offered
	+ Planned serving size (cup, fluid ounces, or half-pint)

You might be wondering where to list a food item that includes multiple components (mixed dishes that include meat/meat alternate and grain, and/or fruit, such as breakfast pizza or fruit smoothies). In the menu planning worksheet, write the menu item in the boxes for ***all components it contains***. For example, breakfast pizza may be listed two times. The cheese, eggs, and meat credits as a meat/meat alternate and the crust credits as a grain.

Compare the required daily minimum amount for each food component (listed in the leftmost column) to the minimum amount planned for each day. Then, add up the minimum and maximum quantities across each row and compare the total to the weekly minimums listed in the leftmost column.

Menu planners must ensure that each serving line and entrée option provide at least the minimum daily and weekly meal pattern requirements. For example**,** each day the menu planner plans a minimum of 1 oz eq grains. This is compliant with the daily meal pattern requirements for all age/grade-groups. So, over the course of the week, a student can select 5 oz eq grains. This is short of the weekly meal pattern requirement. The minimum weekly requirement is greater for all grade groups. This does not meet weekly meal pattern requirements. The menu planner must adjust the menu to increase the quantity of grain offered over the course of the week. After making adjustments to the menu, recalculate daily and weekly minimums and maximums.

Things to keep in mind while menu planning:

* Fruit or vegetable
	+ Vegetables may be served in place of fruit at breakfast
	+ There are no vegetable subgroup requirements at breakfast
	+ Fruits, vegetables, or a combination of fruits and vegetables may be offered to be meet requirements
* Grains
	+ All grains credited toward the meal pattern must be whole grain-rich
* Meat/Meat Alternate
	+ May be offered at breakfast and counted as a grain *in addition* to the daily 1 oz eq grain requirement
	+ 1 oz eq M/MA credits as 1 oz eq grain at breakfast
	+ 1 oz eq M/MA counts as 1 item at breakfast
* Milk
	+ At least two varieties must be offered at every meal service
	+ Fat-free (skim) and low-fat (1%), flavored or unflavored milk is allowed
* Breakfast meal pattern
	+ 4 items must be offered daily. ½ cup fruit, 1 cup milk, 1 oz eq grain, or 1 oz eq M/MA counts as 1 item. Large items, such as an entrée that is 2 oz eq grain, can count as either 1 or 2 items at the menu planner’s discretion. A 138 count apple, which credits as 1 cup of fruit, can count as either 1 or 2 items at the menu planner’s discretion.

Min and Max compared to Offer vs Serve (OVS): The minimum and maximum amounts that are recorded here **do not** take into consideration OVS. This strictly considers how the menu planner planned the menu to meet the daily and weekly meal pattern requirements. Document the minimum and maximum oz eq of grains (including meat/meat alternate crediting as grain) a student could select. This is especially helpful for schools with multiple entrée options, to help the menu planner ensure that each service line and entrée meet the requirements.

**The following are two completed menu planning worksheets that meet meal pattern requirements.**

**Menu Planning Worksheet: Breakfast**

**Only one entrée is served in a meal service line. Complete this worksheet for all lines like this.**

SAMPLE

| **Component** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fruit or Vegetable:**1 cup daily5 cups weekly | 4 fl. oz. apple juice (1/2 c)½ c mandarin oranges | 4 fl. oz. orange juice (1/2 c)1 whole banana (1/2 c) | 4 fl. oz. fruit punch (1/2 c)1 whole orange (1/2 c) | 4 fl. oz. grape juice (1/2 c)½ c applesauce | 4 fl. oz. apple juice (1/2 c)¼ c craisins (credits as ½ c) | 5 c |
| **Grains (whole grain-rich):**1 oz eq daily | Bagel =2 oz eq WGR [2 items] | Toast =1 oz eq WGR [1 item] | Cereal =1 oz eq WGR [1 item] | Waffles =2 oz eq WGR [2 item] | Breakfast pizza (crust) =1 oz eq WGR [1 item] |  |
| **Meat/meat alternate:**Record all meat/meat alternates served. If counting the meat/meat alternate as a grain, remember to include it when determining daily minimum and maximum for grains. Indicate somehow if counting as an extra as a reminder to include the product when analyzing the dietary specifications. |  | Peanut butter =1 oz eq [1 item] | String cheese =1 oz eq [1 item] | Sausage patty- extra [0 items] | Breakfast pizza (protein) =1 oz eq[1 item] |  |
| **Weekly Minimum for Grains** (and meat/meat alternates counting as grains)Weekly Requirement: **K-5:** ≥ 7 oz eq **K-8:** ≥ 8 oz eq **6-8:** ≥ 8 oz eq **9-12:** ≥ 9 oz eq **K-12:** ≥ 9 oz eq |  2 | 2 | 2 | 2 | 2 | 10 |
| **Milk:**5 cups weekly1 cup dailyAt least two varieties required | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | 5 c |

WGR = Whole Grain Rich Oz Eq= Ounce Equivalents

**Menu Planning Worksheet: Breakfast**

**Two or more entrées are served in a meal service line. Complete this worksheet for all lines like this.**

SAMPLE

| **Component** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fruit or Vegetable:**1 cup daily5 cups weekly | 4 fl. oz. apple juice (1/2 c)½ c mandarin oranges | 4 fl. oz. orange juice (1/2 c)1 whole banana (1/2 c) | 4 fl. oz. fruit punch (1/2 c)1 whole orange (1/2 c) | 4 fl. oz. grape juice (1/2 c)½ c applesauce | 4 fl. oz. apple juice (1/2 c)¼ c craisins (credits as ½ c) | 5 c |
| **Grains (whole grain-rich):**1 oz eq daily | Cereal =1 oz eq WGR [1 item]ORBagel =2 oz eq WGR [2 items] | Cereal =1 oz eq WGR [1 item]ORToast =1 oz eq WG [1 item] | Cereal =1 oz eq WGR [1 item]ORCereal bar =1 oz eq WGR [1 item] | Cereal =1 oz eq WGR [1 item]ORWaffles =2 oz eq WGR [2 items] | Cereal =1 oz eq WGR [1 item]ORBreakfast pizza (crust) =1 oz eq WGR [1 item] |  |
| **Meat/meat alternate:**Record all meat/meat alternates served. If counting the meat/meat alternate as a grain, remember to include it when determining daily minimum and maximum for grains. Indicate somehow if counting as an extra as a reminder to include the product when analyzing the dietary specifications. | String cheese (only with cereal) =1 oz eq [1 item] | Peanut butter (only with toast) =1 oz eq [1 item]ORString cheese (only with cereal) =1 oz eq [1 item] | String cheese =1 oz eq [1 item] | Sausage patty- extra [0 items] | Yogurt (only with cereal) =1 oz eq [1 item]ORBreakfast pizza (protein) =1 oz eq [1 item] |  |
| **Weekly Minimum and Maximums for Grains** (and meat/meat alternates counting as grains)Weekly Requirement: **K-5:** ≥ 7 oz eq **K-8:** ≥ 8 oz eq **6-8:** ≥ 8 oz eq **9-12:** ≥ 9 oz eq **K-12:** ≥ 9 oz eq | **Min: 2****Max: 2** | **Min: 2****Max: 2** | **Min: 2****Max: 2** | **Min: 1****Max: 2** | **Min: 2****Max: 2** | Min: 9Max: 10 |
| **Milk:**5 cups weekly1 cup dailyAt least two varieties required | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | Half-pint 1% milk ORHalf-pint skim milk | 5 c |

WGR = Whole Grain Rich Oz Eq= Ounce Equivalents