

Orientation to the Certification Tool

State Webinar

June 14th



BACKGROUND



Certification Options

- Option 1: SFA submits one week menus, menu worksheet and nutrient analysis

- Option 2: SFA submits one week menus, menu worksheet and simplified nutrient assessment
- Option 3: State agency on-site review

Certification – Option I

- SFAs must submit:
 - One week of menus for each menu type offered
 - Detailed menu worksheet
 - Nutrient analysis of calories and saturated fat for each menu type
- Menu worksheet includes food items and quantities used to assess compliance

Certification – Option 2

- SFAs must submit:
 - One week of menus for each menu type offered
 - Detailed menu worksheet
 - Simplified Nutrient Assessment of calories and saturated fat for each menu type
- Simplified nutrient assessment will serve as a proxy for a nutrient analysis

Certification – Option 3

- State agencies may document SFA compliance during an on-site review
 - Menus, menu worksheets with food items and quantities, nutrient analyses are required as part of the materials used to demonstrate compliance



**CERTIFICATION
TOOL**



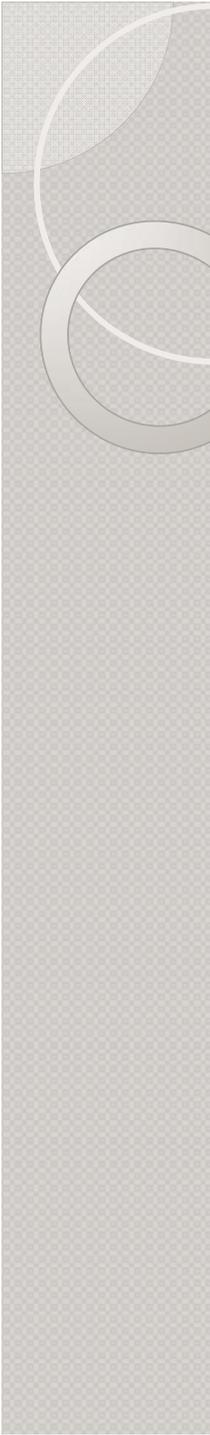
Worksheet Basics

- Developed in MS Excel 97-2003
- SFAs do not need to know Excel to be able to use the tool
- Only data entry and minimal navigational skills are necessary
- SFAs must save the worksheet



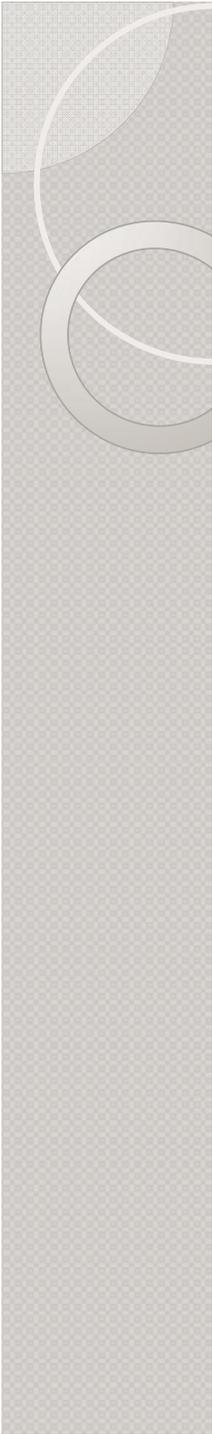
Data Entry

- SFAs
 - Type weekly information into the worksheet
 - Use drop down arrows to select information
 - Check boxes pertaining to milk types offered
 - Select common practices using radio buttons for fruit, vegetables, and milk



Worksheet Navigation

- SFAs
 - Use the hyperlinks throughout the tool or the tabs at the bottom to move to different sections.
 - Use the left/right and up/down scroll bars to get to different sections on each tab
- The top row on most sheets is frozen so user can see the column names
- Scrolling will not cause you to lose information, only see a new portion on the screen



Hyperlinks

- On each tab to go back to the instructions
-
- Links to the Food Buying Guide and Food Buying Guide calculator
 - Weekly Report has links to go back to each day to review the detailed daily tab

All Meals Tab

- SFAs Enter
 - Reimbursable meals offered during the week.
 - Meal name in first column
 - Quantities for Meat/Meat alternate, grains, whole grains, grain based desserts, fruit, vegetables, and milk
- Worksheet will provide warnings if text is entered or the number of cups of milk appears high

Vegetable Bar Tab (cont.)

- Check the box each day the weekly vegetable bar is offered

Creditable Amount of Each Vegetable Subgroup Offered on Monday

In the first drop down box, select the largest amount of each vegetable subgroup offered to a student, then in the drop down boxes below, select the name and amount of each vegetable offered in the subgroup.

If you want to clear an entry, select the first blank in the drop down box.

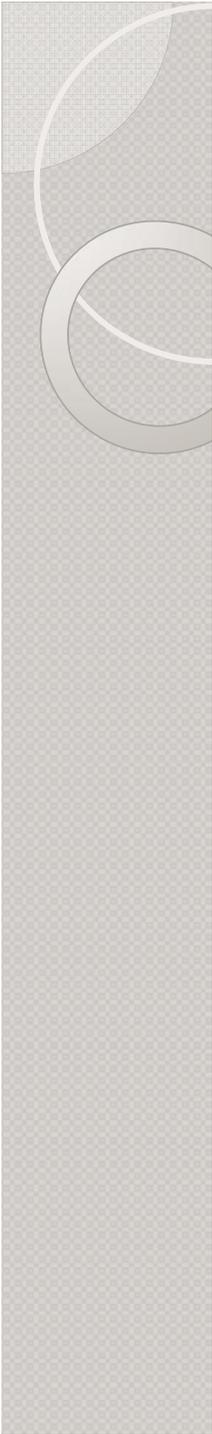
[Click here for help categorizing vegetables](#)

[\(Scroll to page 5\)](#)

Check this box if you offered the weekly vegetable bar on Monday with **NO CHANGES**:

Fraction Calculator/Converter

OPTIONAL Tools to Assist in Fraction and Decimal Calculations	
Fraction Calculator: Use this calculator to add the number of cups.	<input type="text"/>
	0
Decimal/Fraction Converter	
Enter the decimal you wish to convert to a fraction in the box:	<input type="text"/>
The decimal entered above has been converted to the following fraction:	0



Daily Tabs

- Select the reimbursable meals offered each day from the drop down boxes

- Each meal is a different row
- Worksheet checks if daily Meat/Meat Alternate, Grains, Fruit, Vegetable, and milk requirements are met
- Select the types of milk offered for each day



Daily Tabs (cont.)

- Scroll to the right to the Daily Vegetable Subgroup Data Entry portion
- Select the largest amount of each subgroup offered to a student
- Then select the name and quantity of each vegetable offered in the subgroups from the drop down boxes
- If vegetable is not in drop down list, then enter the name below

Daily Tabs (cont.)

- Worksheet will provide crediting reminders and a note to enter the name of any unspecified vegetables selected

DARK GREEN vegetables offered on Monday	Quantity (cups)
Largest amount of dark green vegetables to select on Monday	<input type="text" value="1"/> ▼
Remember to enter CREDITABLE amounts of leafy greens!	
<input type="text" value="Romaine"/> ▼	<input type="text"/> ▼

Daily Tabs (cont.)

- Unspecified or other vegetable prompt

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Beans/peas unspecified	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
You entered an unspecified or extra other vegetable above, please enter the name of the vegetable in the appropriate subgroup below								
Dark Green Vegetables	Unspecified Red/Orange Vegetables	Unspecified Beans/Peas	Unspecified Starchy Vegetables					



Weekly Report

- Summary of daily and weekly quantities and requirement check
- SFAs should scroll and review the results; no data entry required on this tab
- Daily quantities not met are flagged dark red
- Weekly requirements flagged with a “yes” or “no”
- There is a box to the right for comments



Simplified Nutrient Assessment

- SFAs select the option that best represents how fruit, vegetables, and milk are served during the week

- Average serving and total servings of fruit, vegetables, and milk are pre-populated
- A calorie and saturated fat “budget” is calculated based on the fat and sugar practices for fruit, vegetables, and milk



Simplified Nutrient Assessment

- SFAs
 - Enter calories and saturated fat information for the meat/meat alternate and grain offerings for each reimbursable meal
 - Enter the quantity of servings planned or prepared for each reimbursable meal
- Reimbursable meals are pre-populated
- Weighted average for calories and saturated fat will be calculated



Simplified Nutrient Assessment

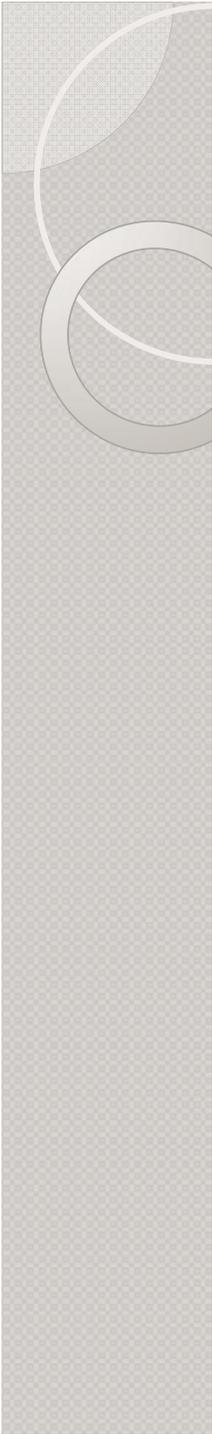
- SFAs
 - Enter the name of any desserts, grain-based sides, and condiments in the next section

 - Enter number of planned or prepared servings for each dessert, grain-based side or condiment must also be entered to determine the weighted average
 - Scroll down or use the hyperlink to see the final results at the bottom of tab



Final Steps

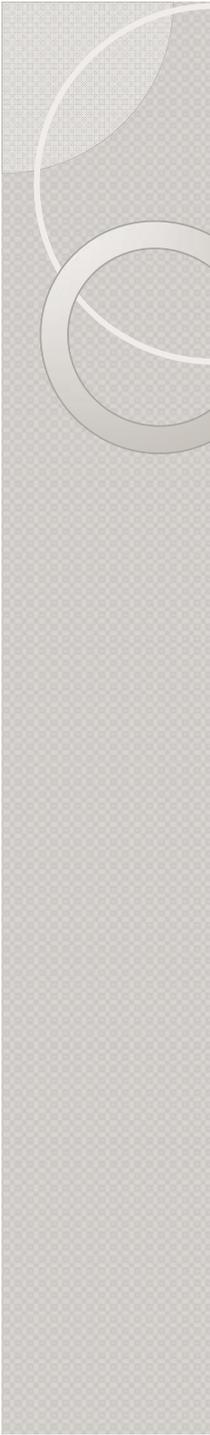
- Assess the results
- Ensure worksheet is accurate and represents the menu submitted
- Save a copy of the worksheet
- Click “Save As” and add the SFA name or other information for State agencies review



Troubleshooting

- Lost data?
 - Make sure scrollbar on the right is all the way up and scrollbar on the bottom is all the way up

- Can only see one line of data?
 - Check your zoom setting and zoom out to see more of the spreadsheet
- Vegetable subgroups not adding?
 - Make sure the largest quantity to select box is completed



Walkthrough