

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
Bureau of Budget and Fiscal Management
December 19, 2008

MEMORANDUM

SUBJECT: Nutrient Standard Menu Planning Option Requirements

**TO: National School Lunch Program Sponsors
Utilizing the Nutrient Standard Menu Planning Option**

**FROM: Vonda Fekete
Chief, Division of Food & Nutrition**

You are receiving this memo because our records show that you use the Nutrient Standard Menu Planning (NSMP) option. It has been brought to the attention of the Pennsylvania Department of Education (PDE) that School Food Authority's (SFA) using the NSMP option are required to meet the following criteria. This is also to serve as a reminder that documentation must be maintained for review when your Field Advisor conducts the School Meals Initiative (SMI) review.

1. An SFA implementing the NSMP or Assisted Nutrient Standard Menu Planning (ANSMP) option which conducts nutrient analyses of centralized menus will need to consolidate production data records for all menu/food items served in reimbursable meals in all of the schools in order to weight the analysis.
Example: The SFA uses three grade groupings for their central menus. The three groupings are Preschool Lunch, Grades K-6 Lunch, and Grades 7-12 Lunch. The SFA must create three different sets of menus and analysis using three different menu names or sites for the data entry. The production data for each of these grade groupings would be totaled so menus could be centrally planned and analyzed for each of the three grade groupings.
2. A nutrient re-analysis must be done annually based on the actual meal counts for each building to ensure that the menu analysis being followed is adjusted to show student preferences as required in CFR 210.10 (h)(7).
3. The data in centralized SFA's is correctly aggregated, or if school level modifications are permitted at the local school level, all modified menus are to be analyzed for each different menu. If the SFA is using a centralized menu but individual schools within the SFA are allowed to add to or modify, the planned central menu for the vegetable(s), fruit(s), manager's choice days or for any other reason except for necessary substitutions, nutrient analyses must be conducted for each age/grade group in each school within the SFA that uses a nutrient-based menu planning approach.

Additional information may be obtained by referring to the USDA, Food and Nutrition Service guidance materials The Road to SMI Success, Nutrient Analysis Protocols: How to Analyze Menus, and SMI Frequently Asked Questions. This information can be found at <http://www.fns.usda.gov/cnd/Guidance/>.

Questions regarding this memo may be referred to the Field Services Regional Supervisors at 1-800-331-0129, Extension 5.