

Nutrient Analysis A to Z

Betsy Redfern Pennington, MS, RD, LD

Lead Registered Dietitian Nutritionist

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Summer 2025



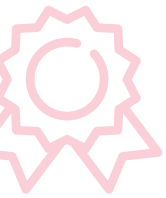
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

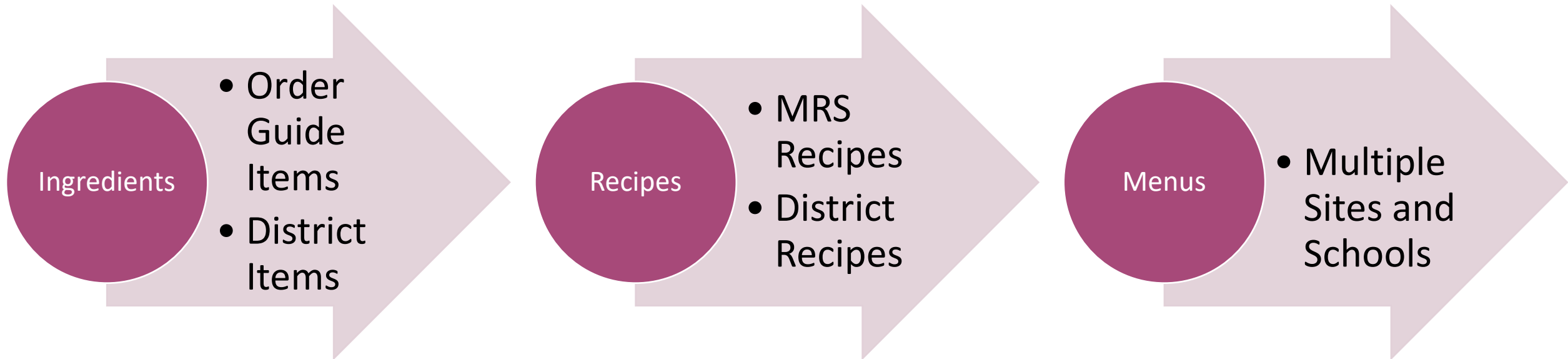
5

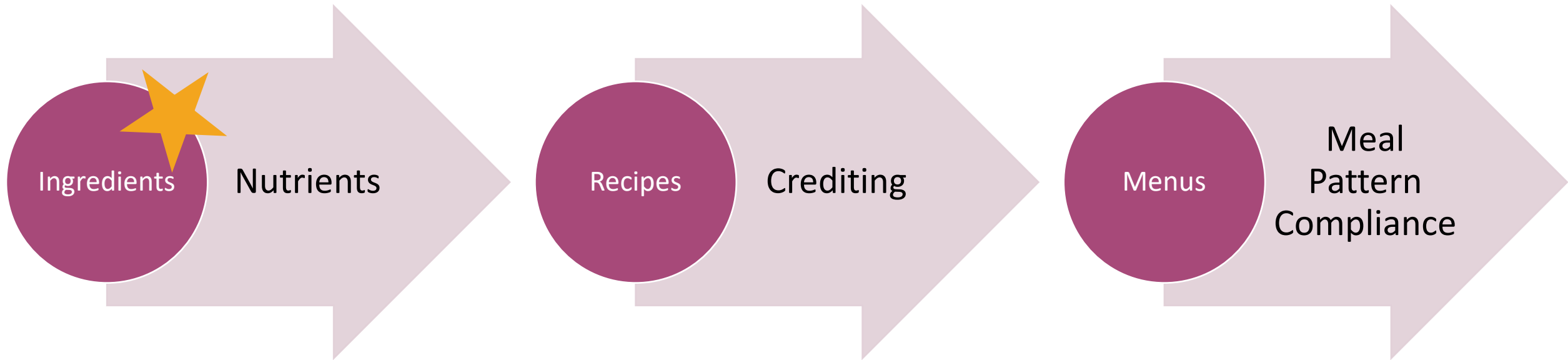


EVERY School and District is Rated “C” or Higher

6







New items

Product Changes
and/or
Correcting Errors



Ingredient Updates should start with the order guide!

- 1) Pull current version of order guide.**
- 2) Compare manufacturer name and product number to the ingredient card in the nutrient analysis software.**
- 3) Make changes to ingredients when you find inconsistencies.**

View Order Guide

Include the following when opening the Order Guide:

Open Order Guide

Open Product Catalog

Order Guide:

Item #	Item Description	Distributors	Brand Name	Product Number
1015	Chicken Tenders, Breaded Made W/ Whole Breast FC WG	Briggs, Inc.	Gold Creek	3501

Nutrient Analysis Software:

Ingredient Code	Ingredient Name	Ingredient Short Name	GTIN	Manufacturer	FNS Material Number	Stock Item #	Data Source
MSP100019	Chicken Breast Tenders, Cooked #1015			Gold Creek 3 tenders = 2 oz. eq. Meat, 1 oz. eq. whole grain			MS DOE Shared

GTIN:

Manufacturer:

Gold Creek 3 tenders = 2

Product Code:

3501CN

FNS Material Number:

- Once you have compared the order guide and nutrient analysis software, you will need to collect information about your ingredients.
- Ingredient information Needed:
 - Nutrition facts label
 - Product formulation statement
 - Child Nutrition Label
- Tip: Labels are in the child nutrition navigator! Make sure you have access.

Nutrition Facts	
servings per container	
Serving size	(142g)
Amount per serving	
Calories	230
% Daily Value*	
Total Fat 7g	9%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Cholesterol 55mg	18%
Sodium 840mg	37%
Total Carbohydrate 22g	8%
Dietary Fiber 2g	7%
Total Sugars 1g	
Includes 0g Added Sugars	0%
Protein 19g	
Vitamin D 0mcg	0%
Calcium 28mg	2%
Iron 2mg	10%
Potassium 331mg	8%
*The % Daily Value tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

Ingredients- Make Changes to Nutrients when you find inconsistencies.

10

General

Measurement

Nutrients

Allergens

Purchase Info

Attachments

Base Weight:* 85.000 gram (85.000 g)

Denotes required nutrient values

N/A Denotes Missing Nutrient Values

Use the percent daily value calculation with the old Nutrition Fact labels only

Nutrient Value

Nutrient Value/100g

Calories:

210.000

247.059

Total Fat:

12.000 g

14.118 g

Saturated Fat:

1.000 g

1.176 g

Trans Fat:

0.000 g

0.000 g

Cholesterol:

30.000 mg

35.294 mg

Sodium:

390.000 mg

458.824 mg

Carbohydrate:

14.000 g

16.471 g

Dietary Fiber:

1.000 g

1.176 g

Nutrient Value

Nutrient Value/100g

Total Sugars:

0.000 g

0.000 g

Added Sugars:

N/A g

N/A g

Protein:

12.000 g

14.118 g

Vitamin A:

N/A

Vitamin C:

0.000

Calcium:

0.000

Iron:

1.000

Water:


N/A

Ash:

N/A

PRODUCT CODE:

3501



DESCRIPTION:

Whole Grain Breaded Fully Cooked Chicken Tender Chicken Breast Patty with rib meat

CHILD NUTRITION:

CN #

SERV SIZE

M/MA

GRAIN

N/A

3.00

2.00

1.00

oz

1


Pc/Serv

M/MA and Grain Equivalent Based on FNS/AMS Requirements

NUTRITIONAL FACTS:

Nutrients	Per Serving	Nutrients	Per Serving
Gram Weight (g)	85	Saturated Fat (g)	1
Calories (kcal)	210	Trans Fatty Acid (g)	0
Calories from Fat (kcal)	108	Cholesterol (mg)	30
Protein (g)	12	Vitamin A - IU (IU)	0
Carbohydrates (g)	14	Vitamin C (mg)	0
Dietary Fiber (g)	1	Calcium (mg)	0
Total Sugars (g)	0	Iron (mg)	1
Fat (g)	12	Sodium (mg)	390

Even if the nutrient data matches, you might need to add the added sugar information.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Tip: As you are editing ingredients, write down the ingredients that required a change. Changes in the ingredient tab will likely lead to changes in the recipes tab.

Pull recipes that contain those ingredients and ensure the recipes are correct. You can search the order guide number in MRS online to help identify which recipes contain the changed ingredient.

SEARCH THE RECIPE DATABASE

HELP WITH SEARCH

SEARCH

Search Results

SEARCH

-- Refine search by MRS category --

MRS#	RECIPE NAME	MRS CATEGORY	QUALIFYING MEAL COMPONENT	PDF
3200	Chicken Tenders (Baked)	Poultry (3000s)		
3205	Chicken Tenders and Waffles	Poultry (3000s)		
1015	Hamburger Steak with Gravy...	Beef (1000s)		
1015	Hamburger Steak with Gravy...	Beef (1000s)		
101...	Hamburger Steak with Gravy...	Beef (1000s)		
101...	Hamburger Steak with Gravy...	Beef (1000s)		

VIEW BY MEAL COMPONENT

Click on the meal component category icon below to see all recipes that meet that requirement.

FRUITS

MEAT/MEAT ALTERNATE

WHOLE GRAINS

ENRICHED GRAINS

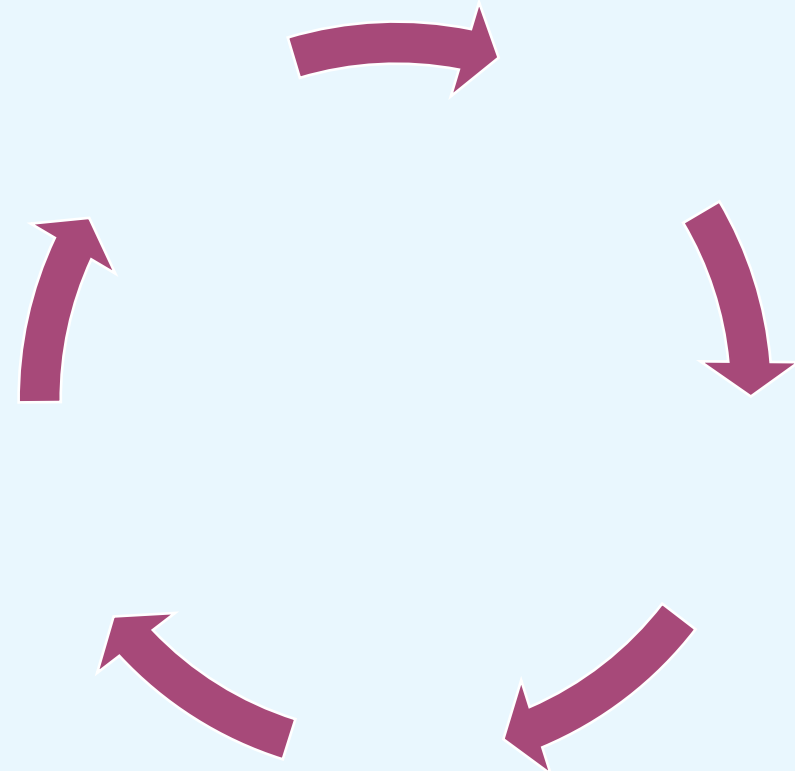
VEGETABLES (BEANS/PEAS)

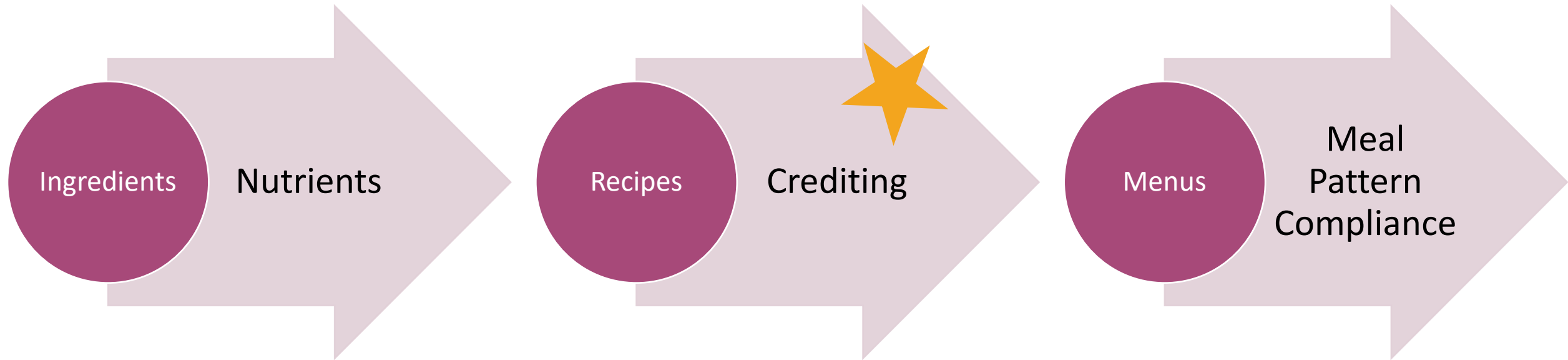
VEGETABLES (DARK GREEN)

Continue the ingredient review process until you have updated all of the ingredients on the order guide.

Remember: This process is a cycle and will have to be completed multiple times throughout the year

- New products
- Product formulation changes
- Errors found
- Products removed from order guide
- Added sugar info availability





New items

Product Changes
and/or
Correcting Errors



Crediting is determined by the total component contribution from each ingredient included in the recipe.

- Single ingredient, basic item crediting can be calculated from the information provided in the Food Buying Guide.
 - Fruit
 - Vegetables
 - Raw beef or chicken
 - Rice, noodles, pasta
 - Other minimally processed, basic items
- Brand specific item with multiple ingredients need a product formulation statement.
 - Combination food items
 - Highly processed items
 - Items containing added protein
 - Items that may be unclear about whole grain content
 - Deli meats, hot dogs, sausage

Product Formulation Statement (Product Analysis for Meat/Meal Alternate(M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead by an official company representative.

PRODUCT NAME

WG Cheezy Hotz Chicken Breast Chunk Fritters

CODE NO

7027

MANUFACTURER:

Gold Creek Foods

CASE

10 lb

PACK

2/5

COUNT

160

PORTION

5.00

SIZE

1.00

I. MEAT/MEAT ALTERNATE
Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/Servings per Unit	Creditable Amount*
Chicken Breast Meat	2.86	X	0.7	2.00
		X	0.7	0.00
A. Total Creditable M/MA				2.00

*Creditable amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information

II. Alternate Protein Product (APP)
If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, Manufacturers name and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X	86	18	0.00
		X		18	0.00
B. Total Creditable APP Amount					0.00
C. TOTAL CREDITABLE AMOUNT (A+B round down to nearest 1/4 oz)					2

*Percent of Protein As-Is is provided on the attached APP documentation

**18 is the percent of protein when fully hydrated

***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.
Total Creditable Amount must be rounded down to the nearest 0.25 oz. Do NOT round up. If you are crediting M/MA and APP, you do not need to round down in Box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP amount from box B to box C

Total weight (per portion) of product as purchased 5 oz

Total creditable amount of product (per portion) 2 oz
(Reminder: Total creditable amount cannot count for more than the total weight of product)

I certify that the above information is true and correct and that a 5 oz serving of the above product (ready for serving contains 2 oz equivalent meat/meat alternate when prepared according to directions

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Part 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.



Signature

Director of R&D

Title

Phil L. Bradberry

Printed Name

7.20.21

Date

678-928-7031

Phone Number

- This page describes how calculations were made for meat/meat alternate.
- This also gives us the information on how many oz meat/meat alternate to credit.

*5 oz of bites= 2 oz M/MA

Formulation Statement for Documenting Grain in School Meals Required Beginning SY 2013-2014
(Crediting Standards Based on Grams of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on the previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2014) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

PRODUCT NAME

WG Cheezy Hotz Chicken Breast Chunk Fritters

CODE NO:

7027

MANUFACTURER

Gold Creek Foods

SERVING SIZE

5.0

oz

I. Does the product meet the Whole Grain-Rich Criteria:

YES

x

NO

(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program)

II. Does the product contain non creditable grains:

YES

NO

x

How many grams

(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non creditable grains may not credit towards the grain requirements for school meals)

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Programs: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). (Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight)

Indicate to which Exhibit A Group (A-I) the Product Belongs:

A

Description of Creditable Grain Ingredient	Grams of Creditable Grain Ingredient per Portion A	Gram Standard of Creditable Grain per oz eq (16g or 28g) B	Creditable Amount A+B
Whole Grain / Enriched Flour	25.44	16	1.59
		16	0.00
			1.59

Total Creditable Amount Whole Grain

Total weight (per portion) of product as purchased

5

oz

Total contribution of product (per portion)

1.59

oz equivalent

I certify that the above information is true and correct and that a

5

ounce portion of this product (ready for serving) provides

1.50

oz equivalent Grains. I further certify that non creditable grains are not above 0.24 oz eq per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non creditable grains may not credit towards the grain requirements for school meals

Signature

Director of R&D

Phil L. Bradberry

7.20.21

Printed Name


Date

Phone Number

678-928-7031

- This page describes how calculations were made for grains.
- This also gives us the information on how many oz grains to credit.

*5 oz of bites= 1.5 oz grains.



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Source: MRS 2021

MRS: 3500 – Salad Entrees (3500s)

CHEF SALAD



MEAT/MEAT ALTERNATE : VEGETABLES (RED/ORANGE) : VEGETABLES (DARK GREEN) : VEGETABLES (OTHER)

Component and Ingredient Breakdown:

Meat/Meat Alternate: Turkey Ham (PFS) Turkey Breast (PFS), Eggs (FBG), Cheese (FBG)

Vegetables: Lettuce (FBG), Iceberg Salad Mix (FBG), Mesclun Salad Mix (FBG), Cucumber(FBG), Tomatoes (FBG)

MEAL COMPONENT CONTRIBUTION:

2½ oz. eq. meat/meat alternate, ¼ cup red/orange vegetable, ½ cup dark green vegetable, and 5/8 cup other vegetable

NUMBER OF PORTIONS: 100 SIZE OF PORTION: 1 salad

RECIPE HACCP PROCESS: #1 - No cook

INGREDIENT

MEASURE (FOR 100 SERVINGS)

Turkey Ham, Diced, Frozen, #1074	6 pounds + 4 ounces
Turkey Breast, Smoked, #1073	6 pounds + 4 ounces
Eggs, Whole, Hard Cooked, #1323	50 eggs
Lettuce, Green Loose Leaf, Crowns, Fresh, #4007	4 pounds + 12 ounces
Salad Mix, Iceberg, Carrot, Red Cabbage, #4012	15 pounds + 12 ounces
Salad, Mesclun Mix, (Spring Mix), #4014	14 pounds
Cucumber with Peel, Whole, Fresh, #4101	4 pounds
Tomatoes, Cherry, Fresh, #4108	9 pounds + 12 ounces
Cheese, American, Grated/Shredded, USDA	3 pounds + 2 ounces
Dressing, Fat Free, 1000 Island, 1.5 ounce, #2206	50 packets
Dressing, Fat Free Italian, 1.5 ounce, #2204	50 packets

Source: MRS 2025

MRS: 2050 – Pizza (2000s)

BUFFALO CHICKEN PIZZA



MEAT/MEAT ALTERNATE : WHOLE GRAINS

MEAL COMPONENT CONTRIBUTION:
2 oz. eq. meat/meat alternate and 2 oz. eq. whole grains
NUMBER OF PORTIONS: 96 **SIZE OF PORTION:** 1 slice
RECIPE HACCP PROCESS: #2 - Same day service

INGREDIENT	MEASURE (FOR 96 SERVINGS)
Pizza, Buffalo Chicken WGR, #1110	96 slices

Child Nutrition Information:
085368 - Each 4.60oz. Serving of Whole Wheat Buffalo Style White Chicken Pizza Provides 2.00oz. Equivalent Meat/Meat Alternate and 2.00oz. Equivalent Grains for the Child Nutrition Meal Pattern Requirements.

Ingredients:
CRUST: Water, Whole Wheat Flour, Enriched Flour (Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Soybean Oil, Contains 2% or less of: Vital Wheat Gluten, Sugar, Salt, Yeast. CHEESE: Low Moisture-Part Skim Mozzarella Cheese (Pasteurized Part Skim Milk, Cultures, Salt, Enzymes). SAUCE: Water, Vinegar, Aged Cayenne Peppers, Canola Oil, Spices (Paprika, Celery Seed), Sugar, Garlic Powder, Citric Acid, Xanthan & Guar Gum, Sodium Alginate, Yeast Extract, Natural & Artificial Flavor, Polysorbate 80, TBHQ, Magnesium Potassium Chloride, Potassium Sorbate & Sodium Benzoate to Maintain Freshness. CHICKEN: Cooked Chicken White Meat.

This recipe has only 1 ingredient, but we need the manufacturer to tell us the crediting.

Meal Component	Contribution	
Meat/Meat Alternates (oz eq.)		
Meat/Meat Alternates	2	Meat/MA
Grains (oz eq.)		
Non Whole Grains-Rich		Non-WGR
Whole Grain-Rich	2	WGR
Fruits (cups)		
Fruits		Fruit
Vegetables (cups)		
Dark Green		Veg-DG
Red/Orange	1/8	Veg-RO
Beans, Peas and Lentils		Veg-BP
Starchy		Veg-S
Other		Veg-O
Extra		Veg-X
Fluid Milk (cups)		
Fluid Milk		MILK-F

- Once you have calculated the crediting for the recipe, you can verify the crediting in the software or change the crediting if needed.
- Tip: MRS online is up-to-date, review MRS online as needed to assist with crediting your recipes

Buffalo Chicken Pizza, WGR, MRS #2050 (2050) - (Buffalo Chicken Pizza)

Generated on: 6/20/2025 3:27:51 PM by Betsy Pennington

HACCP Process: MDE OCN Process 2: Same Day
 Meal Contribution: 2 Meat/MA, 2 WGR, 1/8 Veg-RO
 Number of Servings: 96.00 Serving Size: 1 Slice
 Moisture gain/loss%: 0.0000 Yield: 27 Pound, 9 1/2Ounce
 Waste gain/loss%: 0.0000 Fat gain/loss%: 0.0000
 Total Recipe Cost: \$0.0000 Cost Per Serving: \$0.0000

Step #	Stock Item#	Stock Item	Stock Quantity	Cost (\$)	Cost Source	Ingredient	Quantity
3						Pizza, Buffalo Chicken, Slice, WGR, #1110 MSP100076	96 Slice

Tips/Comments

- Prepare Buffalo Chicken Pizzas for just in time service. Batch cook: Prepare only what can be served in a 30-minute period to maintain maximum quality.
- Presentation idea: Garnish with chopped parsley leaves or parmesan cheese. These ingredients have not been included in the current nutrient analysis.
- Refer to USDA FNS Food Buying Guide for School Meal Programs and/or the item's product formulation statement for quantities to purchase if the recipe is altered.
- If changes are made in ingredients, check the crediting information and re-calculate the nutrition analysis.

Pre-Preparation Instructions

- Keep the pizza frozen until ready to bake them.

Preparation Instructions

1. Keep the pizzas frozen until ready to bake them.
2. Line 18" x 26" sheet pans with pan liners.
3. Place the frozen pizzas on lined sheet pans.
4. Bake the pizza slices according to the directions on the package and/or case.
 CCP: Heat to 135 degrees F or higher for at least 15 seconds at the completion of the cooking process. If manufacturer instructions on packages, or case that have a higher temperature, follow those recommendations.
5. Portion one slice of pizza with a spatula onto a plate or tray per serving. Each portion provides 2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains, and 1/8 cup red/orange vegetable.
 CCP: Hold and maintain the product at a minimum temperature of 135 degrees F or higher. Check temperature every 30 minutes. Leftovers should be covered, labeled, and dated. Quick chill within 2 hours to 70 degrees F or lower and from 70 to 41 degrees F or lower within an additional 4 hours.

Serving Instructions

- Portion one slice of pizza with a spatula onto a plate or tray per serving. Each portion provides 2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains, and 1/8 cup red/orange vegetable.

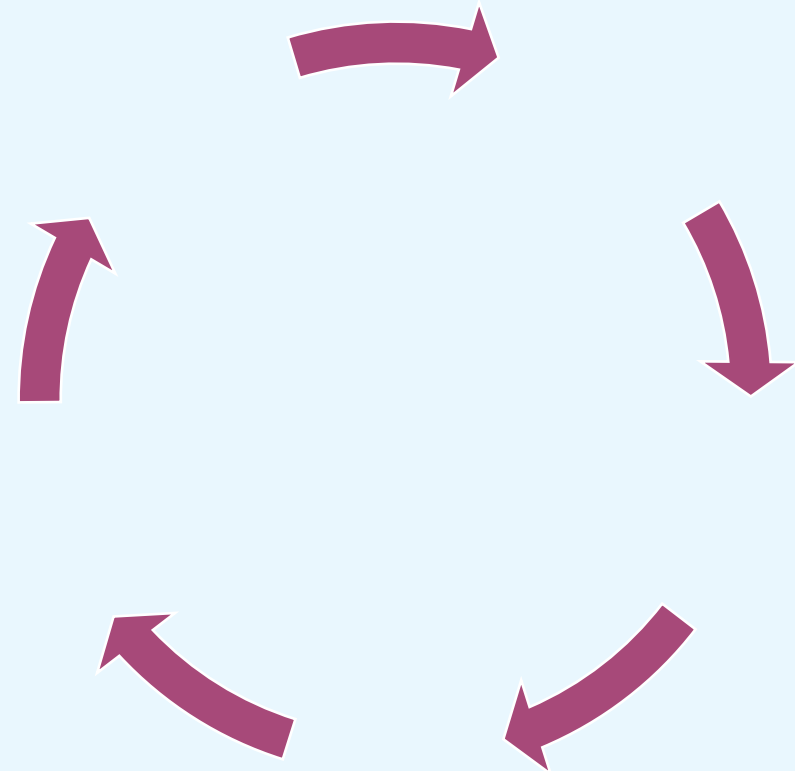
• Other things you may need to update on recipes:

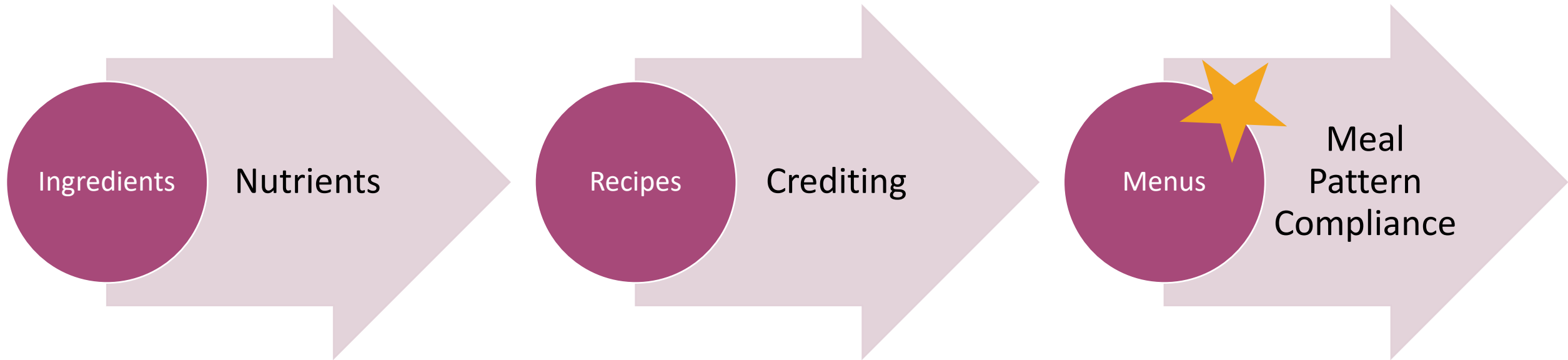
- Recipe names
- Tips and comments
- CCPs
- Serving sizes
- Instructions
- Ingredient changes

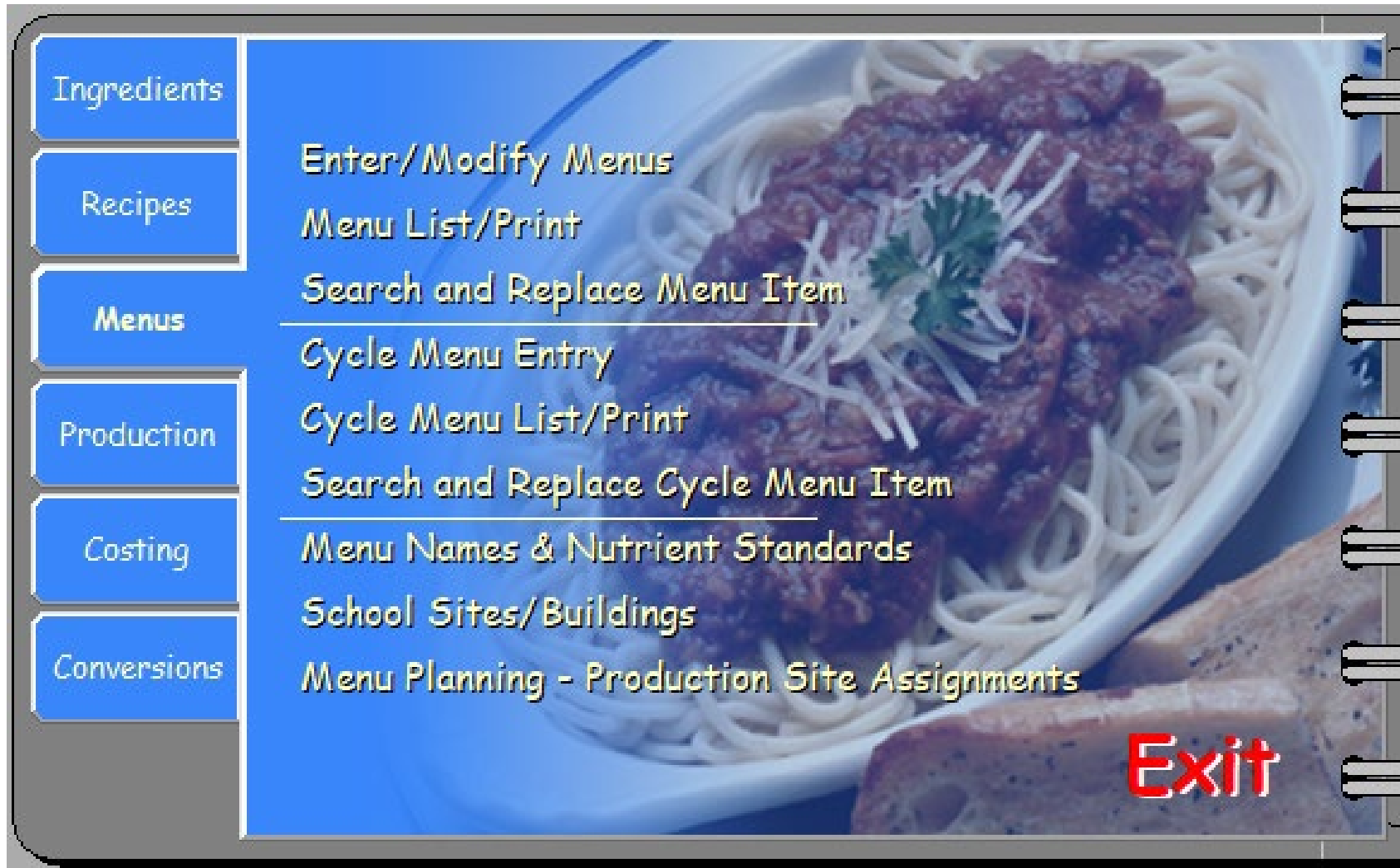
Continue the recipe review process until you have updated all of the recipes.

Remember: This process is a cycle and will have to be completed multiple times throughout the year

- New products
- Product formulation changes
- Errors found
- Products removed from order guide
- Student preferences
- Change to meal component contribution needed







- The way menus are entered varies drastically between nutrient analysis software companies, so we are not able to go far in depth in this presentation.
 - Two main analysis points for menus:
 - Weekly nutrient contributions compared to the meal pattern standard
 - Daily and weekly component contributions
- *This means that your nutrient analysis reports usually come in 2 parts.

- Before entering any menus into nutrient analysis software, you need the following information from schools:
 - School and/or District Name
 - Meal period and age/grade group
 - Info on offer vs serve
 - Supplier/distributor info
 - Average number of students served daily
 - Info on source of recipe (MRS vs developed by district)
 - Info for individual food items (Item name, MRS number or recipe, number of forecasted servings, any changes made to recipes)

- USDA requires that a weighted average be utilized to calculate nutrient contribution. This is so that the most frequently selected items carry the most weight in nutrient calculations.
- Example: A child may select a side of sweet potato or a side of green beans.
 - 1 cup sweet potato= 114 calories (selected by 40 students)
 - 1 cup green beans= 31 calories (selected by 10 students)

Simple Average		Weighted Average	
114 kcal x 50%	57 kcal	114 kcal x 80%	91.2 kcal
31 kcal x 50%	15.5 kcal	31 kcal x 20%	6.2 kcal
TOTAL	72.5 kcal	TOTAL	97.4 kcal

- How does a school know how to determine weighted averages?
 - Look at previous production records/red book
- As long as the estimate is reasonable, the forecasted number of servings is appropriate to utilize as a weighted average.

Remember: It is not accurate to guess the information or just analyze the menu using simple averaging.

Food Items that need to be included in a nutrient analysis:

- All food items served
- Milk (must know varieties offered)
- Condiments
- Extra food

*Do not include adult meals or special diet accommodations.

Worksheet for Request for Nutritional Analysis

If you are requesting the nutritional analysis for both lunch and breakfast menus or different menus for multiple schools, please complete a worksheet for each school and meal period.

Section A: School Information

- 1) School Name:
- 2) Is this menu for breakfast or lunch? ☐ Breakfast ☐ Lunch
- 3) What age/grade group does this menu serve?
- 4) Do you implement offer verses serve? ☐ Yes ☐ No
- 5) Who are your suppliers? Check all that apply.
☐ Merchants ☐ Crumbly ☐ Prairie Farms ☐ Briggs ☐ Borden
 Other:
- 6) On average, how many reimbursable meals do you serve daily for this meal period?

Section B: Menu

- 1) Are you using Mississippi Recipes for Success? ☐ Yes ☐ No
 *If no, please include a copy of your standardized recipes when submitting the worksheet.
 *If you changed the portion sizes or ingredients from what is stated in the MRS cookbooks, please provide that information.
- 2) Please input your weekly menu into the chart below. For the chart to be complete, each menu item must have the item name, MRS #, and forecasted number of servings. An example is provided below.
 Item: Mandarin Chicken
 MRS #: 3055
 Forecasted number of servings: 135

Information pertaining to weighted averages: A weighted nutrient analysis gives more weight to nutrients in foods that are more frequently selected by students. Weighted analysis allows for a greater contribution of nutrients to come from menu items that are selected more often and less nutrient contribution from those menu items selected less often.

Meal Components	Day 1		Day 2		Day 3		Day 4		Day 5	
Item 1	Item:		Item:		Item:		Item:		Item:	
	MRS:		MRS:		MRS:		MRS:		MRS:	
	Servings:		Servings:		Servings:		Servings:		Servings:	
Item 2	Item:		Item:		Item:		Item:		Item:	
	MRS:		MRS:		MRS:		MRS:		MRS:	
	Servings:		Servings:		Servings:		Servings:		Servings:	
Item 3	Item:		Item:		Item:		Item:		Item:	
	MRS:		MRS:		MRS:		MRS:		MRS:	
	Servings:		Servings:		Servings:		Servings:		Servings:	
Item 4	Item:		Item:		Item:		Item:		Item:	
	MRS:		MRS:		MRS:		MRS:		MRS:	
	Servings:		Servings:		Servings:		Servings:		Servings:	
Item 5	Item:		Item:		Item:		Item:		Item:	
	MRS:		MRS:		MRS:		MRS:		MRS:	
	Servings:		Servings:		Servings:		Servings:		Servings:	
Item 6	Item:		Item:		Item:		Item:		Item:	
	MRS:		MRS:		MRS:		MRS:		MRS:	
	Servings:		Servings:		Servings:		Servings:		Servings:	

Note: If doing multiple meal periods or weeks, a new worksheet will need to be completed for each meal period and week needing to be analyzed.

Example of menu items entered- Make sure the MRS number and correct distributor are selected.

Menu Planning

Close Save Prod Qty Grp Selection Defaults View Recipe Reim. Meal Groups

Search Open Up Down Insert Clear Delete Prev Day Next Day

Tue, Oct 4, 2022

Portion Size Weighted Values

	Recipe Name	Portion Size	Reim- burse	Ala Carte	CALS	mg Sodm	Tot Fat Grams	Tot Fat CALS%
1	Chicken Stir Fry w/Rice M3150	1 serving	211	0	296	328	6.9	21.1%
2	Green Peas, Canned M6035	1/2 cup	211	0	97	211	2.3	21.3%
3	Pineapple Tidbits M6890	1/2 cup	211	0	72	1	0.1	1.2%
4	Milk, FF Choc 1/2 pint PF M120	1/2 pint	105	0	65	60	0.0	0.0%
5	Milk, LF White 1/2 pt, PF M110	1/2 pint	106	0	50	60	1.3	22.5%
6	Rice, Brown M7090	1/2 cup	211	0	107	99	0.6	5.0%
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Meal Totals :			211		687	760	11.2	14.6%

* - asterisk denotes nutrients with either missing or incomplete nutrient data.
 N/A - denotes a nutrient that is missing or incomplete for an individual ingredient.
 2 - Trans Fat value is provided for informational purposes only, not for monitoring purposes.

Once you have entered all menu items, we need to enter weighted averages.

- Weighted averages can be entered in 2 ways:
 - 1) Meal Total can be listed as 100 to represent percentages.
 - 2) Meal Total can be listed as the number of students served.
- Review each menu item and add weighted averages into the “reimburse” column.
- Remember: This is a forecasted number of servings based on prior production records and good estimates.

Example of reimbursement numbers- Make sure you have weighted averages selected!

In this example, the kids may be receiving straight-plate and have no choices. If they are not, this example likely has errors in weighted averaging.

Notice that chocolate and white milk are split 50%-50%. This is likely incorrect!

Menu Planning

Close Save Prod Qty Grp Selection Defaults View Recipe Reim. Meal Groups

Search Open Up Down Insert Clear Delete Prev Day Next Day

Tue, Oct 4, 2022

Portion Size Weighted Values

	Recipe Name	Portion Size	Reim- burse	Ala Carte	CALS	mg Sodm	Tot Fat Grams	Tot Fat CALS%
1	Chicken Stir Fry w/Rice M3150	1 serving	211	0	296	328	6.9	21.1%
2	Green Peas, Canned M6035	1/2 cup	211	0	97	211	2.3	21.3%
3	Pineapple Tidbits M6890	1/2 cup	211	0	72	1	0.1	1.2%
4	Milk, FF Choc 1/2 pint PF M120	1/2 pint	105	0	65	60	0.0	0.0%
5	Milk, LF White 1/2 pt, PF M110	1/2 pint	106	0	50	60	1.3	22.5%
6	Rice, Brown M7090	1/2 cup	211	0	107	99	0.6	5.0%
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Meal Totals :			211		687	760	11.2	14.6%

* - asterisk denotes nutrients with either missing or incomplete nutrient data.
 N/A - denotes a nutrient that is missing or incomplete for an individual ingredient.
 ^ - Trans Fat value is provided for informational purposes only, not for monitoring purposes.

MS Department of Education

Base Menu Spreadsheet

Weighted Values - Detailed

Page 1

Sep 26, 2022 thru Sep 30, 2022

Generated on: 10/4/2022 4:47:12 PM

	Portion Size	Reimb Qty	Cals (kcal)	Cholst (mg)	Sodm (mg)	Fiber (g)	Iron (mg)	Calcmm (mg)	Vit-A (IU)	Vit-C (mg)	Sugars (g)	Protn (g)	Carb (g)	T-Fat (g)	S-Fat (g)	Tr-Fat ¹ (g)
Mon - 09/26/2022																
Midtown PCS Lunch	Total	211														
Philly Steak on Hoagie M4315	1 Each	211	301	39	892	3.47	9.22	105.1	369	15.52	6	21.0	32.91	10.05	4.33	0.00
Potato Rounds, Baked M6095	1/2 cup	211	142	0	193	1.02	0.37	0.0	0	0.0	0	1.02	16.25	7.11	1.02	0.00
Pickle Spear, Portion M8240	1 spear	211	4	0	369	0.00	0.00	0.0	0	0.0	0	0.0	1.0	0.0	0.00	0.00
Pineapple Tidbits M6890	1/2 cup	211	72	0	1	0.96	0.34	16.8	46	11.42	15	0.5	18.87	0.1	0.01	0.00
Milk, LF White 1/2 pt, PF M 110	1/2 pint	106	50	8	60	0.00	0.00	150.7	251	0.6	6	4.02	5.53	1.26	0.75	0.00
Milk, FF Choc 1/2 pint PF M120	1/2 pint	105	65	2	60	0.00	0.00	141.8	249	0.6	11	3.98	11.45	0.0	0.00	0.00
Mustard, PC M8015	1 pouch	211	4	0	66	0.11	0.10	4.0	0	0.03	0	0.19	0.29	0.22	0.01	0.00
Mayonnaise PC Reduce Fat M8010	PC Packet	211	31	4	84	0.00	0.02	0.7	6	0.0	0	0.08	0.61	3.04	0.47	0.00
Ketchup PC M8000	1 each	211	10	0	85	0.00	0.00	0.0	0	0.0	2	0.0	3.0	0.0	0.00	0.00
Weighted Daily Average			679	53	1809	5.56	10.04	419.1	921	28.17	40	30.79	89.91	21.77	6.59	0.00
% of Calories											23.7%	18.1%	53.0%	28.8%	6.7%	0.0%
Nutrient Guideline			600-650		1230										<10.00	

Tue - 09/27/2022																
Midtown PCS Lunch	Total	211														
Nachos Grande M1075	1 serving	211	339	41	842	1.81	1.64	133.5	217	2.86	4	13.12	26.73	19.93	6.84	0.00
Milk, LF White 1/2 pt, PF M 110	1/2 pint	105	50	7	60	0.00	0.00	149.3	249	0.6	5	3.98	5.47	1.24	0.75	0.00
Milk, FF Choc 1/2 pint PF M120	1/2 pint	106	65	3	60	0.00	0.00	143.2	251	0.6	11	4.02	11.55	0.0	0.00	0.00
Hot Apples M6520	1/2 cup	211	117	0	190	0.81	1.17	0.5	339	0.97	19	0.4	21.67	3.56	1.46	0.00
Whole Kernel Corn, 3/4 c M6010	3/4 cup	211	128	0	152	2.63	*0.06	*0.9	*183	*0.04	9	2.6	22.03	5.26	1.10	0.00
Weighted Daily Average			699	50	1304	5.25	*2.87	*427.4	*1239	*5.07	49	24.12	87.45	30.00	10.14	0.00
% of Calories											27.9%	13.8%	50.1%	38.6%	13.1%	0.0%
Nutrient Guideline			600-650		1230										<10.00	

Wed - 09/28/2022																
Midtown PCS Lunch	Total	211														
Fish Sandwich Baked M4180	1 each	211	330	30	590	5.00	2.16	120.0	5	0.0	6	19.0	43.0	10.0	1.50	0.00
Chilled Mandarin Oranges M6795	1/2 cup	211	76	0	7	0.87	0.46	8.7	1041	24.55	19	0.56	20.07	0.12	0.01	0.00
Milk, FF Choc 1/2 pint PF M120	1/2 pint	105	65	2	60	0.00	0.00	141.8	249	0.6	11	3.98	11.45	0.0	0.00	0.00
Milk, LF White 1/2 pt, PF M 110	1/2 pint	106	50	8	60	0.00	0.00	150.7	251	0.6	6	4.02	5.53	1.26	0.75	0.00
Turnip Greens, 3/4c M5640	3/4 cup	211	85	1	131	3.25	1.24	131.9	2925	7.98	2	3.73	5.15	5.0	0.37	0.00
Weighted Daily Average			606	41	848	9.12	3.86	553.1	4472	33.73	43	31.28	85.19	16.38	2.64	0.00
% of Calories											28.6%	20.7%	56.3%	24.3%	3.9%	0.0%
Nutrient Guideline			600-650		1230										<10.00	

N/A - denotes a nutrient that is either missing or incomplete for an individual ingredient

* - denotes combined nutrient totals with either missing or incomplete nutrient data

¹ - Trans Fat value is provided for informational purposes only, not for monitoring purposes.

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

- Things to look at:
 - Weekly target for calories (range)
 and correction needs
- Weekly maximum for sodium and correction needs
- Saturated fat % (maximum)
- Weighted averages
- Added sugar

MS Department of Education

Base Menu Spreadsheet

Weighted Values - Detailed

Page 3

Sep 26, 2022 thru Sep 30, 2022

Midtown PCS Lunch

Generated on: 10/4/2022 4:47:12 PM

Nutrient	Menu AVG	Portion Size	Reimb Qty	Cals (kcal)	Cholst (mg)	Sodm (mg)	Fiber (g)	Iron (mg)	Calcium (mg)	Vit-A (IU)	Vit-C (mg)	Sugars (g)	Protn (g)	Carb (g)	T-Fat (g)	S-Fat (g)	Tr-Fat* (g)
Calories	655			600 - 650	101%				5	Correction Required - Calories too High							
Cholesterol (mg)	48																
Sodium 1 (mg)	1210			1230													
Sodium 2 (mg)	1210			935					275	Correction Required - Sodium too High							
Fiber (g)	8.80																
Iron (mg)	5.12					Missing											
Calcium (mg)	427.9					Missing											
Vitamin A (IU)	2797					Missing											
Sugars (g)	44	26.95%															
Vitamin C (mg)	30.89					Missing											
Protein (g)	29.86																
Carbohydrate (g)	93.10	56.83%															
Total Fat (g)	18.94	26.01%															
Saturated Fat (g)	5.64	7.75%		<10.00%													
Trans Fat* (g)	0.00	0.00%															

N/A - denotes a nutrient that is either missing or incomplete for an individual ingredient

* - denotes combined nutrient totals with either missing or incomplete nutrient data

* - Trans Fat value is provided for informational purposes only, not for monitoring purposes.

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

Menu Cycle Week – Nutrient Analysis

Menu Cycle:
Week: 1
Result: Fail

Menu Cycle Week – Nutrient Analysis

Generated on: 6/23/2025 3:38:14 PM by Betsy Pennington

Menu Item (Serving Size)	Plan Qty	Calorie s (Kcal)	Total Fat (g)	Sat Fat (g)	Trans Fat (g)	Chol (mg)	Sodium (mg)	Carb (g)	Total Fiber (g)	Total Sugars (g)	Added Sugars (g)	Protein (g)	Iron (mg)	Calciu m (mg)	VitA (IU)	VitC (mg)	VitD (mcg)	Potassi um (mg)	Mois (g)
Administrative Review for Resurrection Catholic: Lunch 9-12 November Monday- BRP - Day: 1	50																		
Category: Entrees; May Choose: 1																			
Fajita Chicken Wrap, WGR, Briggs, MRS #4345 - 4345 Briggs (1 wrap)	0	280.17	10.45	5.90	0.00	58.12	556.59	23.11	2.00	2.04	1.00	23.86	1.48	219.30	0.00(M)	0.00(M)	0.00(M)	182.59 (M)	(M)
Hamburger Steak with Gravy, 2 ounce, Briggs, MRS 1015 - 1015 Briggs (1 steak)	0	171.73	11.32	4.77	0.00	38.00	409.98	5.89	1.60	1.20(M)	0.00(M)	13.10	2.22	40.21	51.30	0.32	(M)	(M)	(M)
Category: Grains; May Choose: 1																			
DISCONTINUED Crackers, Saltine, Enriched, Merchants, MRS #7020 - 7020 Merchants (2 pkg.)	0	91.74	1.83	0.00	0.00	0.00	293.33	16.50	1.83	0.00	(M)	1.83	0.66	0.00	0.00	0.00	(M)	(M)	(M)
Yellow Cornbread, 2 oz. eq. Enriched Grain, MRS #7055 - 7055 (1 pcs.)	0	194.68	3.97	1.62	0.00	40.49	335.85	35.28	1.08	6.81	0.00(M)	5.55	1.58	57.20	320.53 (M)	0.00(M)	0.00(M)	27.52 (M)	(M)
Category: Vegetables; May Choose: 2																			
Lima Bean, Frozen, MRS #5525 - 5525 (1/2 c.)	0	117.46	1.78	0.73	0.00	0.00	235.10	20.26	6.08	1.01	0.00(M)	5.06	1.33	30.74	121.69	4.06	0.00(M)	222.42 (M)	(M)
Southern Turnip Greens (Frozen), MRS #5640 - 5640 (1/2 c.)	0	47.67	2.26	0.25	0.00	0.50	144.30	3.63	2.29	0.09	0.00	2.66	1.16	111.98	32506.7 9(M)	23.62 (M)	0.00(M)	95.97 (M)	(M)
Category: Fruits; May Choose: 2																			
Fresh Fruit Bowl, MRS #6715 - 6715 (1 ea.)	0	90.99	0.27	0.06	0.00	0.00	1.19	23.70	3.96	14.13	0.00	0.92	0.24	20.90	127.21	23.81	(M)	(M)	(M)
Tropical Fruit, Canned, MRS #6745 - 6745 (1/2 c.)	0	56.88	0.00	0.00	0.00	0.00	11.38	13.65	2.27	10.24	7.51	0.00	0.00(M)	0.00	0.00	0.00	0.00(M)	0.00(M)	0.00(M)
Category: Milk; May Choose: 1																			
Milk, 1%, Unflavored, 1/2 Pint, Prairie Farms MRS 110 - 110 Prairie Farms (1 Carton (8)	0	100.00	2.50	1.50	0.00	15.00	120.00	11.00	0.00	11.00	0.00	8.00	0.00	250.00	750.00	0.00(M)	3.00	376.00	0.00(M)
Milk, Fat Free, Chocolate, 1/2 Pint, Prairie Farms MRS 120 - 120 Prairie Farms (1 Carton (8)	0	110.00	0.00	0.00	0.00	5.00	210.00	19.00	0.00	18.00	7.00	8.00	0.00	200.00	750.00	0.00(M)	3.00	376.00	0.00(M)
Administrative Review for Resurrection Catholic: Lunch 9-12 November Tuesday- BRP - Day: 2	50																		

Cycle Week Nutrient Summary			
Nutrient	Weekly Standard Value	Actual Value	% of Calories
Calories (Kcal)(1)	[600.00 - 700.00]	0.00	
Total Fat (g)		0.00	
Sat Fat (g)(1)	< 10.00 % of Calories	0.00	
Trans Fat (g)(2)		0.00	
Chol (mg)		0.00	
Sodium Target 1A (mg) (1)	<= 1,225.00	0.00	
Carb (g)		0.00	
Total Fiber (g)		0.00	
Total Sugars (g)		0.00(M)	
Added Sugars (g)		0.00(M)	
Protein (g)		0.00	
Iron (mg)		0.00(M)	
Calcium (mg)		0.00(M)	
VitA (IU)		0.00(M)	
VitC (mg)		0.00(M)	
VitD (mcg)		0.00(M)	
Potassium (mg)		0.00(M)	
Mois (g)		0.00(M)	
Ash (g)		0.00(M)	

After all menu items are entered, you need to create menu pairings based on the features in your software.

Day	Menu Choice 1	Menu Choice 2	Additional Information
Example Meal Grouping	Hamburger Green Beans French Fries Apples Bananas Milk Selection	Baked Ham Whole Grain Roll Green Beans French Fries Apples Bananas Milk Selection	This example shows that the students can either pick up a hamburger or baked ham and a roll. They are also allowed to choose from a variety of vegetables, fruit, and milk.
Monday			
Tuesday			

- What to look at:
 - Minimum meal components are met daily
 - Weekly requirements are met
 - 80% whole grain rich
 - Grain-based desserts
 - Veggie Subgroups
 - Juice percentages
 - Milk selection

Menu Preview

Close Print

M -

5 Day Week	Mon 9/26/22	Tue 9/27/22	Wed 9/28/22	Thu 9/29/22	Fri 9/30/22			Weekly Total	Weekly Rqmt.	Weekly Rqmt. Check	Weekly Fruit Juice Limit Check (≤ half of total fruit)	Total Weekly Fruit	Total Weekly Fruit Juice	% of Total Weekly Fruit that is Juice	Weekly Rqmt. Check
Fruit: Minimum (cups)	0.5	0.5	0.5	0.5	0.5			2.5	2.5	Yes		2.5	0	0.00%	Yes
Vegetables: Minimum (cups)	0.75	0.875	0.75	0.625	1			4	3.75	Yes					
-Dark Green	0	0	0.5	0	0			0.5	0.5	Yes					
-Red/Orange	0	0	0	0.125	1			1.125	0.75	Yes					
-Legumes	0	0	0	0.5	0			0.5	0.5	Yes					
-Starchy	0.5	0.5	0	0	0			1	0.5	Yes					
-Other	0.25	0.125	0	0	0			0.375	0.5	NO					
Meat/Meat Alt: Minimum (oz eq)	2	2	2	2	2			10	9	Yes					
Meat/Meat Alt: Maximum (oz eq)	2	2	2	2	2			10	10	Yes					
Grain: Minimum (oz eq)	2	1	3	2	1			9	8	Yes					
Grain: Maximum (oz eq)	2	1	3	2	1			9	9	Yes					
Grain Based Dessert Total for all weekly meals								0	No more than 2 oz	Yes					
Whole Grain Rich Weekly Amount	Weekly Grains Total	9	Weekly Whole Grain	9	% of Whole Grain	100%			80% whole grain rich	Yes					
	Mon 9/26/22	Tue 9/27/22	Wed 9/28/22	Thu 9/29/22	Fri 9/30/22			Weekly Total	Weekly Rqmt.	Weekly Rqmt. Check					
Milk: Minimum (cups)	2	2	2	2	2			10	5	Yes					
Variety: Skim/Fat-free unflavored, Skim/Fat-free flavored, Low-fat (1% or less) unflavored, Low-fat (1% or less) flavored	Yes	Yes	Yes	Yes	Yes										
Reduced fat(2%) or whole, unflavored and flavored															

**Cells with this background color signify Requirements not being met!

Menu Cycle Week – Meal Components

Generated on: 6/23/2025 3:37:01 PM by Betsy Pennington

Menu Cycle Name:

Site Group: CNP

Serving Group: 6-8

Meal Pattern: [USDA]Meal Pattern SY 2014+

Meal Type: Lunch

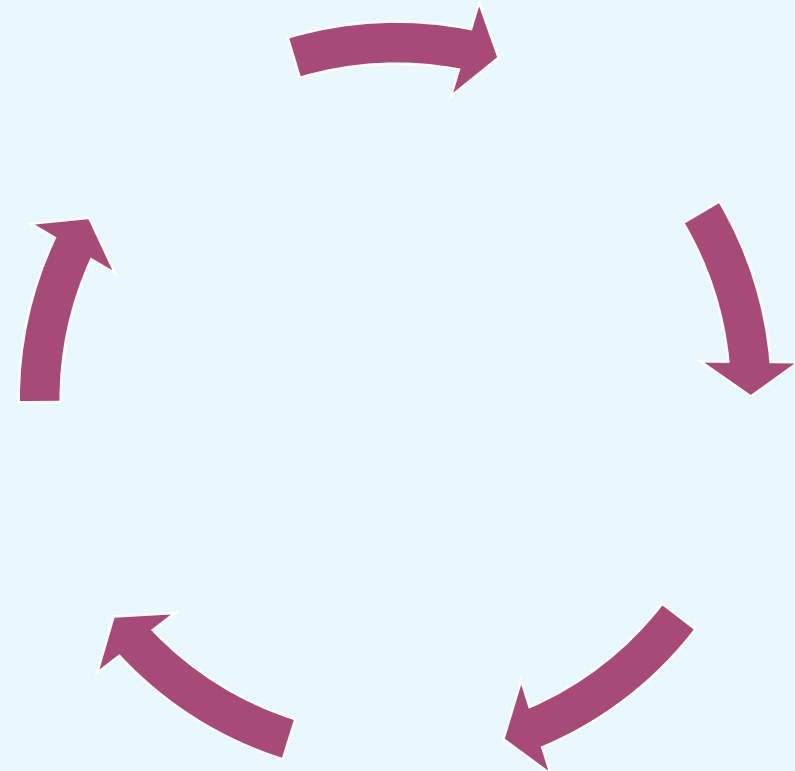
Fruit (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Check
Fruits	1.000 (Pass)	1.000 (Pass)	1.000 (Pass)	1.000 (Pass)	1.000 (Pass)	5.000	≥ 2.500	Pass
Weekly Fruit Juice Limit Requirement		Weekly Fruit Offering		Weekly Fruit Juice Offering		% of Weekly Fruit that is Juice		Weekly Check
≤ 50.000 % of		5.000		0.000		0.000%		Pass
Vegetables (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Check
Vegetables (cups)	[1.000 - 1.125] (Pass)	1.000 (Pass)	[1.000 - 1.125] (Pass)	[1.500 - 2.375] (Pass)	[1.500 - 1.875] (Pass)	[6.000 - 7.500]	≥ 3.750	Pass
Dark Green	0.500	0.000	0.000	0.750	0.750	2.000	≥ 0.500	Pass
Red/Orange	0.125	0.000	0.125	0.750	0.500	1.500	≥ 0.750	Pass
Beans, Peas and Lentils	0.000	0.500	0.000	0.000	0.000	0.500	≥ 0.500	Pass
Starchy	0.500	0.500	0.500	0.000	0.750	2.250	≥ 0.500	Pass
Other	0.000	0.000	0.500	1.125	0.625	2.250	≥ 0.500	Pass
Extra	0.000	0.000	0.000	0.000	0.000	0.000	≥ 0.00	Pass
Additional Vegetables		Weekly Vegetable Juice Limit Requirement		Weekly Vegetables Offering		Weekly Vegetable Juice Offering		% of Weekly Vegetables that is Juice
3.250		≤ 50.000 % of		7.500		0.000		0.00%
								Pass
M/MA (oz eq.)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Check
Meat/Meat Alternates	[2.000 - 2.500] (Pass)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	[10.000 - 10.500]	[9.000 - 10.000]	Exceeded
Grains (oz eq.)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Check
Grains (oz eq.)	[2.000 - 2.500] (Pass)	[2.000 - 3.000] (Pass)	2.000 (Pass)	[1.000 - 3.000] (Pass)	[1.000 - 2.000] (Pass)	[8.000 - 12.500]	[8.000 - 10.000]	Exceeded
Weekly Whole Grain Rich		Weekly Grains Offering		Weekly Non-Whole Grain Rich Offering		% of Whole Grain Rich		Whole Grain Rich Check
≥ 80.000 % of		22.500		5.000		77.778%		Fail
								0.000
								Pass
Milk (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Check
Varieties of Milk	Pass	Pass	Pass	Pass	Pass			
Skim/fat-free, unflavored								
Skim/fat-free, flavored	Served	Served	Served	Served	Served			
Low-fat (1% or less), unflavored	Served	Served	Served	Served	Served			
Low-fat (1% or less), flavored								
Reduced fat (2% fat) or whole, unflavored								

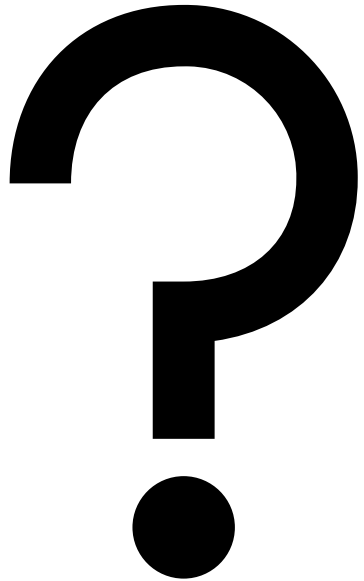


Forecast! Forecast! Forecast!

Remember: This process is a cycle and will have to be completed multiple times throughout the year

- New recipes created
- Student preferences
- Provide variety to students
- Control inventory/use USDA foods
- Control expenses
- Equipment or staffing changes





Questions



Betsy Redfern Pennington, MS, RD, LD

Lead Registered Dietitian Nutritionist

bpennington@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION



Non-Discrimination

44

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:



USDA United States Department of Agriculture

AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.asec.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-000-11-28-17%20Mail.pdf>, from any USDA office, by calling (866) 698-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(800) 255-1065 or (202) 690-7442;
email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren modos de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra grande, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.asec.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-000-11-28-17%20Mail.pdf>, en cualquier oficina del USDA, llamando al (866) 698-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
fax:
(818) 255-1065 o (202) 690-7442;
correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-3027—Revised Notice of Remedial September 2019