

## **Instructions for Twice Yearly Nutrient Analysis for NC School Nutrition Programs**

### **Beginning with the 2014-15 School Year**

In accordance with NC General Statute 115C-264.3, the required twice-yearly analysis is to determine on-going compliance with regulatory requirements for the nutrient content of school breakfast and lunch meals, and to monitor levels of these dietary components. Disclaimer: The twice-yearly analysis is not intended for therapeutic management of special diets, carbohydrate counts, or other similar uses in managing special diets for individual students.

Requirements will include: submission of nutritional analysis of one week of planned menus for each meal pattern grade group used in the SFA for both breakfast and lunch. (Note: if multiple distinct menus are planned, select one distinct menu within each meal pattern grade group) In addition to the analysis, submit the Meal Component and Quantity Worksheets (MCQW) for the same week for each meal pattern grade group.

Example: A school district or charter school that plans breakfast menus using the K-12 meal pattern grade group would select one full week of planned menus and provide an analysis and accompanying MCQW for that week. If lunch menus are planned using the K-8 and 9-12 meal pattern grade groups, one full week of planned menus for each meal pattern would be analyzed and accompanied by a completed MCQW.

Effective with the 2014-2015 SY, analyses should be performed using the following protocols:

1. The analysis must be a weighted analysis of menus for one full calendar week during which meals are served in the months of October and March. A weighted analysis is done using actual numbers of planned servings of menu items from production records, thus giving increased weight to those items selected more often. The nutrients are then based upon reimbursable meals for weighted average. If your software offers the option of “portion value” for the final summary, you will want to choose that. Portion Value displays each menu item’s nutrient value per serving while still providing a weighted analysis. In other words, the portion size lists the nutrient value per serving of each menu item based on the portion size.
2. Select one distinct menu from each grade group served in the SFA for a full (5 days) week within months of October and March. If using a cycle menu, select a different week of the cycle for March than the week submitted for October.
3. The analysis is required for breakfast and lunch menus AS PLANNED.
4. Conduct the analysis using PLANNED numbers for menu items. To ensure you are using PLANNED numbers (not offered), you must pull the planned records before the date of service. You may choose to pull the Production Records planned for October by the last day in September, and the Production Records planned for March by the last day in February. The completed analyses for October menus are due to your Nutrition Consultant by December 15; analyses of March menus are due April 15.

5. The Summary report of the analysis must show values for the following nutrients:

- Calories
- Protein
- Calcium
- Sodium
- Iron
- Vitamin C
- Vitamin A
- Total fat
- Saturated fat
- Trans fat

SFA's do not have to set targets in the analysis software (if it allows them to do so) for the following nutrients:

- Protein,
- Calcium
- Iron
- Vitamin A
- Vitamin C
- Total Fat

Target values should be set in the analysis software for:

- Calorie range
- Saturated Fat
- Trans Fat
- Sodium

6. If the SFA has an Administrative Review (AR) during the school year between July 1<sup>st</sup> and December 31<sup>st</sup>, they are not required to submit the October analysis. If the SFA has an Administrative Review between January 1<sup>st</sup> and June 30<sup>th</sup>, they are not required to submit the March analysis. The nutritional analyses and MCQW's required for the AR will provide the information needed in lieu of the twice yearly analysis.

7. Meal Component and Quantity Worksheets should be submitted for each analysis that is submitted. These templates are posted on the NC DPI School Nutrition Website in the Menu Planning and Production link at <http://childnutrition.ncpublicschools.gov/information-resources/menu-planning-production>. If your software provides an approved version of the six cent certification document, this can be submitted in lieu of the Meal Component and Quantity Worksheet for each grade group analyzed.

Compliance with the requirement to submit twice yearly nutrient analysis is included in local School Food Authority audit reviews. Remember to keep documentation of your nutrient analyses submission in your files.

Should you have questions regarding the download and transport of data, we suggest you contact your software provider.