In accordance with North Carolina Annual Agreement Renewal to Administer the Federally-Funded School Nutrition Programs, a nutrient analysis of school menus is required from each public School Food Authority (SFA) for Traditional Public Schools and Charter Schools. The nutrient analysis is required for the State Agency to assess on-going compliance with regulatory requirements for the nutrient content of school breakfast and lunch meals, evaluate adherence to the nutrition standards, and provide technical assistance and continuing education as needed to achieve and sustain compliance. It is imperative to note these nutritional analyses are not intended for therapeutic purposes, for the management of students’ medically-prescribed therapeutic diets, including carbohydrate counts, or counts for other nutrients that must be medically-managed. The data provided from the nutrient analyses are aggregate and are neither appropriate nor reliable for any purpose other than assessing compliance with the federally assisted National School Lunch and School Breakfast Programs meal patterns and nutrition standards.

The nutrient analysis must include a detailed analysis of one week of planned menus for each meal pattern grade group used in the SFA for both breakfast and lunch. If multiple distinct menus are planned within the same grade group, the SFA should select one (1) distinct menu from the meal pattern grade group to submit. In addition to the nutrient analysis, the SFA is required to submit the Meal Component and Quantity Worksheets (MCQW) for the same week of each corresponding meal pattern grade group. Please Note: Menus planned using the Pre-K meal pattern are not required to be submitted as a part of the annual nutrient analysis or MCQW.

As an example, an SFA that plans breakfast menus using the K-12 meal pattern grade group would select one full week of planned menus and provide a nutrient analysis and accompanying MCQW for that week. Lunch menus are planned using both the K-8 and 9-12 meal pattern grade groups, the SFA would select one full week of planned menus for each of these grade groups and provide a nutrient analysis and accompanying MCQW.

The analyses should be performed using the following protocols:

1. The analysis must be a weighted analysis of breakfast and lunch menus for one full calendar week during which meals are served in the month of October. SFAs should select one distinct menu from each grade group served for a full week (5 days) within the month of October. If using Nutrikids software, run the report as Portion Value Detailed, as this option provides the nutrient information for each portion of the items in your weighted analysis.
2. Conduct the analysis using planned numbers for each menu item. To ensure you are using planned numbers (not offered), the SFA should pull the planned records before the date of service, i.e., before the last day in September for an analysis of the first week in October.
3. The completed analyses for October menus are due to your Nutrition Specialist on or before December 15th.
4. The nutrient analysis must be conducted in a USDA approved software program with the target values set by grade group for the following key nutrients:

- ✔ Calories
- ✔ Trans Fat
- ✔ Sodium
- ✔ Saturated Fat

5. If the SFA’s analysis software allows for the inclusion of additional nutrients, the report should incorporate the following nutrients:

- ✔ Protein
- ✔ Calcium
- ✔ Iron
- ✔ Total fat
- ✔ Vitamin A
- ✔ Vitamin C

6. The corresponding Meal Component and Quantity Worksheets (MCQW) for each nutrient analysis are also required to be submitted. These templates are posted on the NC DPI School Nutrition Website. [http://childnutrition.ncpublicschools.gov/information-resources/menu-planning-production/mcqw_worksheets](http://childnutrition.ncpublicschools.gov/information-resources/menu-planning-production/mcqw_worksheets)

If the SFA’s software contains a USDA approved version of the performance-based certification document, the approved version may be submitted in lieu of the MCQW for each grade group analyzed. Examples:

_Nutrikids:_

a) Weekly Certification Worksheet- reports daily and weekly meal component contributions, whole grain-rich percentage, grain-based dessert totals, weekly fruit juice percentage.

b) Meal Group Contribution Report- reports daily and weekly meal component contributions listing menu items, portion size, whole grain equivalent.

_Meals Plus:_

a) Food Based Analysis- reports daily and weekly meal component contribution listing food items, whole-grain rich percentage, grain-based dessert equivalent, juice percentage, daily and weekly calories, saturated fat, and sodium.

If you have any questions regarding the nutrient analysis, please contact the Nutrition Specialist for your zone.