



QUICK TIPS *for* SMARTER LUNCHROOMS

Have questions about the meal pattern, food safety, smart snacks, or anything else?

Use this handy resource guide for quick tips on the go!



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MILK

- Fluid milk must be low-fat (1% milk fat or less, and unflavored) or fat-free (flavored or unflavored).
- All grades must be offered **AT LEAST 1 CUP PER DAY** at breakfast and lunch.
- Kids prefer milk when it is served **COLD**. Milk tastes better when served between 35 F and 40 F. Strive for 35!
- **SMARTER LUNCHROOM TIP:** Encourage students to drink white milk by putting it in front of all other beverages in the cooler – students are more likely to take the closest beverage.



GRAINS: WHOLE GRAINS

- To ensure whole grains are used, check product labels for the word “whole” listed before a grain (ex. whole wheat or whole corn).
- Rolled oats, oatmeal, brown rice flour, and wild rice are also whole grains.

GRADE GROUP	DAILY MINIMUM	WEEKLY MINIMUM
K-5	Breakfast: 1 oz eq Lunch: 1 oz eq	Breakfast: 7 oz eq Lunch: 8 oz eq
6-8	Breakfast: 1 oz eq Lunch: 1 oz eq	Breakfast: 8 oz eq Lunch: 8 oz eq
9-12	Breakfast: 1 oz eq Lunch: 2 oz eq	Breakfast: 9 oz eq Lunch: 10 oz eq

- **SMARTER LUNCHROOM TIP:** Get creative with whole grains by switching brown rice for quinoa!

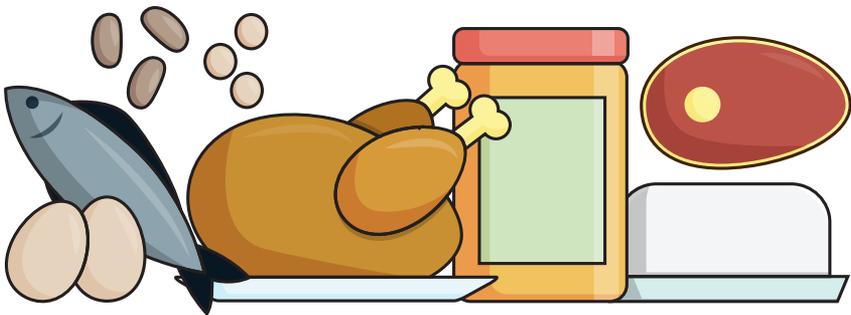


MEAT/MEAT ALTERNATE

- Includes meats, fish, poultry, cheese, eggs, seeds/nuts and seed/nut butters, regular and soy yogurts and mature/dried beans served as meat alternates.

GRADE GROUP	DAILY MINIMUM	WEEKLY MINIMUM
K-5	Lunch: 1 oz eq	Lunch: 8 oz eq
6-8	Lunch: 1 oz eq	Lunch: 9 oz eq
9-12	Lunch: 2 oz eq	Lunch: 10 oz eq

- For specific questions on how to credit meat or meat alternates, refer to the Food Buying Guide.
- There is no separate meat/meat alternate component in the SBP.
 - Once the minimum daily grains requirement is met, 1 ounce equivalent of meat/meat alternate may be substituted for 1 ounce equivalent of grains.



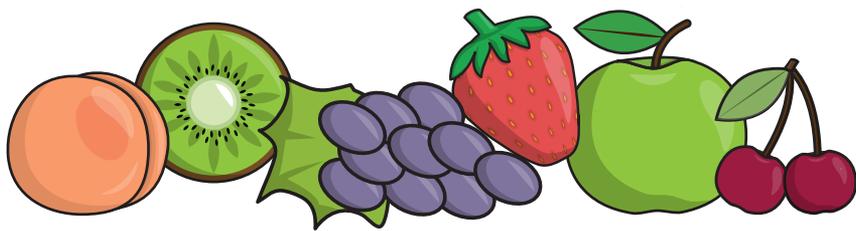
FRUIT

- Fruit can be: fresh, frozen, or canned and packed in water, juice or light syrup.
- Dried fruit: 1/4 cup credits as 1/2 serving of fruit.
- All juice must be 100% juice - **NO MORE THAN HALF OF FRUIT OFFERED IN A WEEK CAN BE JUICE FOR BREAKFAST AND FOR LUNCH.**
- For breakfast, vegetables may be substituted for fruit, BUT the first 2 cups per week CANNOT be from the Starchy subgroup (for example - hashbrowns).

GRADE GROUP	DAILY MINIMUM	WEEKLY MINIMUM
K-5	Breakfast - 1 cup Lunch - 1/2 cup	Breakfast - 5 cups Lunch - 2-1/2 cups
6-8	Breakfast - 1 cup Lunch - 1/2 cup	Breakfast - 5 cups Lunch - 2-1/2 cups
9-12	Breakfast - 1 cup Lunch - 1 cup	Breakfast - 5 cups Lunch - 5 cups

Students must select a minimum of 1/2 cup of fruit or vegetable for all reimbursable school meals under Offer versus Serve.

- **SMARTER LUNCHROOM TIP:** Serve sliced or cut fruit to make it more appealing to students and easier to eat.



VEGETABLES

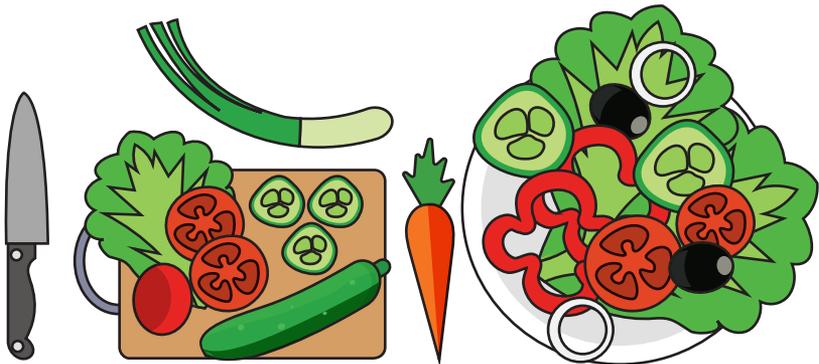
- Vegetables can be fresh, frozen, or canned.
- For raw leafy greens, 1 cup credits as a 1/2 cup serving of vegetables.
- All juice must be 100% juice - **NO MORE THAN HALF OF VEGETABLES OFFERED IN A WEEK CAN BE JUICE FOR BREAKFAST AND FOR LUNCH.**

ALL VEGETABLE SUBGROUPS COMBINED

GRADE GROUP	DAILY MINIMUM	WEEKLY MINIMUM
K-5	3/4 cup	3-3/4 cup
6-8	3/4 cup	3-3/4 cup
9-12	1 cup	5 cups

Students must select a minimum of 1/2 cup of fruit or vegetable for all reimbursable school meals under Offer versus Serve.

- **SMARTER LUNCHROOM TIP:** Feature one vegetable as the veggie-of-the-day and give it a creative name such as X-Ray Vision Carrots or Cauliflower Clouds! Visit smarterlunchrooms.org for more ideas on creative names.



LUNCH VEGETABLE SUBGROUPS

SUBGROUP	K-5	6-8	9-12
Dark Green	1/2 cup	1/2 cup	1/2 cup
Red/Orange	3/4 cup	1-1/4 cup	1 - 1/4 cup
Beans/Peas	1/2 cup	1/2 cup	1/2 cup
Starchy	1/2 cup	1/2 cup	1/2 cup
Other	1/2 cup	3/4 cup	3/4 cup
Additional*	1 cup	1-1/2 cup	1 - 1/2 cup

**Additional - vegetables from any vegetable subgroup that are offered to meet the total weekly vegetable requirement*

- **SMARTER LUNCHROOM TIP:** Introduce students to new vegetables by offering a taste test at least once a year!



VEGETABLES – DARK GREEN

- Arugula
- Beet Greens
- Bok Choy
- Broccoli
- Broccoli Rabe (Rapini)
- Broccolini
- Butterhead Lettuce (Boston, Bibb)
- Cabbage, Chinese or Celery
- Chicory
- Cilantro
- Collard Greens
- Endive
- Escarole
- Fiddle Heads
- Grape Leaves
- Kale
- Mesclun
- Mustard Greens
- Parsley
- Spinach
- Swiss Chard
- Red Leaf Lettuce
- Romaine Lettuce
- Turnip Greens
- Watercress

VEGETABLES – RED/ORANGE

- Carrots
 - Chili Peppers (Red)
 - Orange Peppers
 - Pimentos
 - Pumpkin
 - Red Peppers
 - Salsa (All Vegetables)
 - Sweet Potatoes/Yams
 - Tomatoes
 - Tomato Juice
 - Winter Squash (Acorn, Butternut, Hubbard)
- **SMARTER LUNCHROOM TIP:** Pair raw, cut vegetables with a low-fat dip such as hummus, salsa, or ranch!

VEGETABLES – BEANS/PEAS/LEGUMES

- Canned, frozen, or cooked from dry
- Black Beans
- Black Eyed Peas (Mature, Dry)
- Cowpeas
- Fava Beans
- Garbanzo Beans (Chickpeas)
- Great Northern Beans
- Kidney Beans
- Lentils
- Lima Beans (Mature)
- Mung Beans
- Navy Beans
- Pink Beans
- Pinto Beans
- Red Beans
- Refried Beans
- Soy Beans/Edamame
- Split Peas
- White Beans

Does not include green peas, green lima beans and green (string) beans

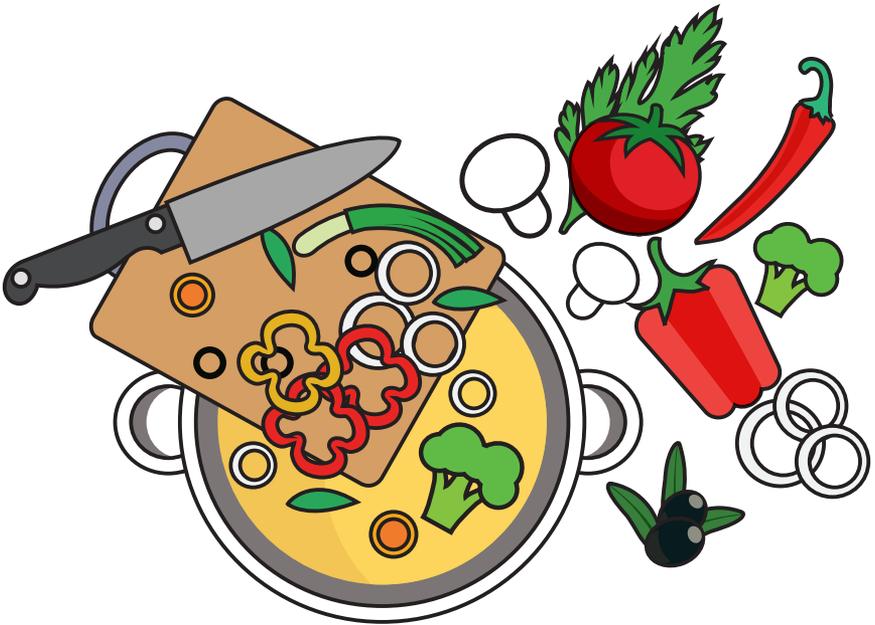
VEGETABLES – STARCHY

- Black-Eyd Peas, Fresh (Not Dry)
 - Corn
 - Cassaca
 - Cowpeas, Fresh (Not Dry)
 - Field Peas, Fresh, (Not Dry)
 - Jicama
 - Lima Beans, Green (Not Dry)
 - Parsnips
 - Pigeon Peas, Fresh (Not Dry)
 - Plantains
 - Potatoes
 - Poi
 - Taro
 - Water Chestnuts
- **SMARTER LUNCHROOM TIP:** Include a serving of vegetables into an entrée item at least once a month! Try black bean and cheese quesadillas or a chicken and broccoli bowl.

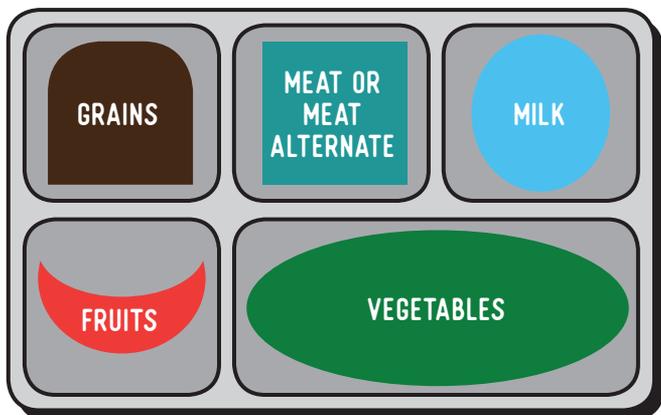
VEGETABLES – OTHER

- Artichokes
- Asparagus
- Avocado
- Cabbage
- Cauliflower
- Celery
- Cucumbers
- Eggplant
- Green Beans
- Iceberg Lettuce
- Mushrooms
- Okra
- Onions
- Parsnips
- Radish
- Snap Beans
- Turnips
- Wax Beans
- Zucchini

**Vegetables from any subgroup can be substituted.*



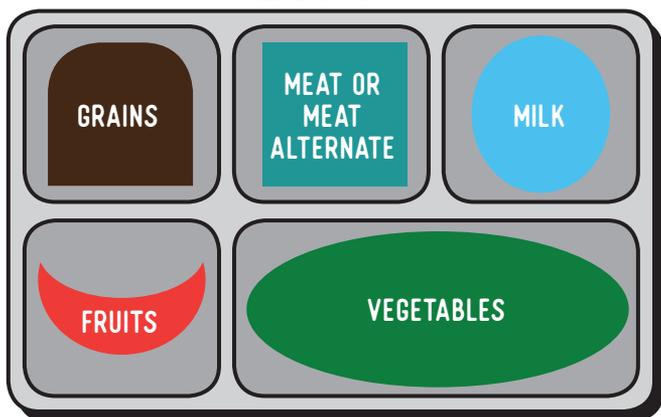
OFFER VERSUS SERVE BREAKFAST



MILK
FRUIT OR VEGETABLE
GRAIN
GRAIN OR MEAT/MEAT ALTERNATE

- Choose at least three (3) of the items offered.
- Must choose **at least 1/2 cup** fruit or vegetable.

LUNCH

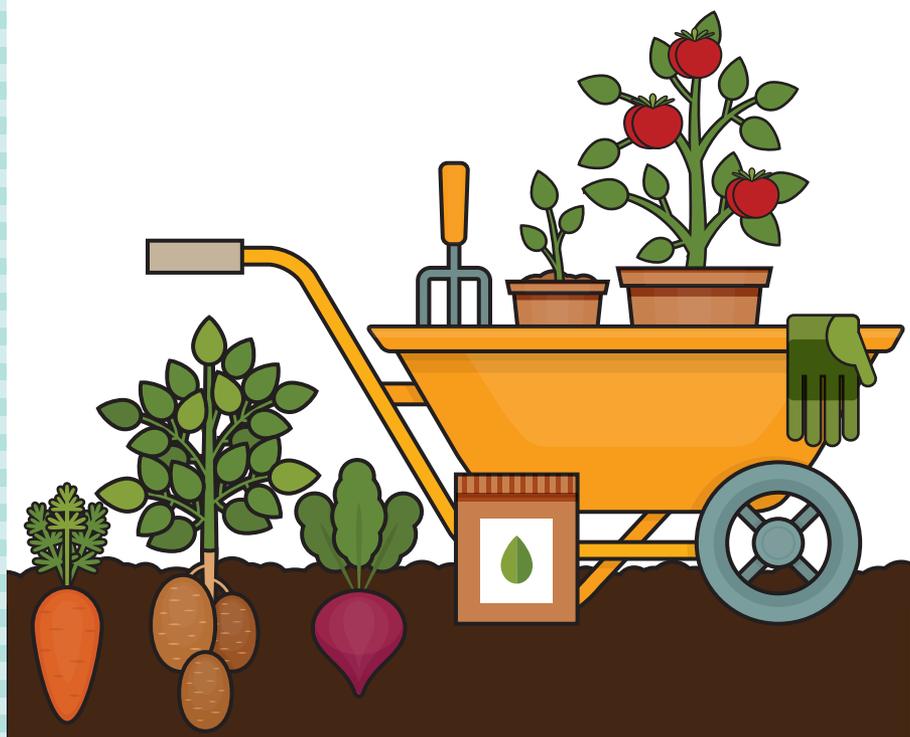


MILK
FRUIT
VEGETABLE
GRAIN
MEAT/MEAT
ALTERNATE

- Choose at least three (3) of the items offered.
- Must choose **at least 1/2 cup** fruit or vegetable.

FARM TO SCHOOL IN ALABAMA

- Participating in the Farm to School Program is a great way to support local farmers by bringing locally grown fruits and vegetables into your schools.
- Search the Farm to School website for local farmers that sell fresh, local produce at www.alfafarmers.org/farm_to_school.
- Identify and promote the local produce in your serving areas! Kids and parents love to know where their food comes from.
- Consider inviting the farmer to your school to talk with the students or taking a field trip to the farm!



SMART SNACKS

- Applies only to foods SOLD to students at schools during the school day.
 - School day is defined as the period from midnight before, to 30 minutes after the end of the official school day.

SMART SNACK NUTRITION STANDARDS FOR FOODS:

- Must be a whole grain-rich product (whole grain as first ingredient); or
- Have as the first ingredient a fruit, vegetable, dairy, or protein food; or
- Be a combination food containing at least 1/4 cup of fruit and/or vegetable.

NUTRIENT REQUIREMENTS FOR SMART SNACKS

	SNACK	ENTREE*
Calories	<200	<350
Sodium	<200mg	<480mg
Fat	< 35% of calories	
Sugar	< 35% weight total from sugar	
Saturated Fat	< 10% of calories	
Trans Fat	0 grams	

*Entrée items consist of one of the following:

- meat/meat alternate and a whole grain
- meat/meat alternate and a vegetable or fruit
- meat/meat alternate and yogurt, cheese, nuts, or seeds
- a whole grain-rich meal

SMART SNACKS

To see if a product meets the smart snacks standards, use the Alliance for a Healthier Generation's Smart Snacks Product Calculator at <https://foodplanner.healthiergeneration.org/calculator>.

SMART SNACK STANDARDS FOR BEVERAGES

BEVERAGE	K-5	6-8	9-12
Water – plain, no limit	No Limit	No Limit	No Limit
Milk – unflavored nonfat or low-fat	8 fl oz	12 fl oz	12 fl oz
Milk – nonfat flavored*	8 fl oz	12 fl oz	12 fl oz
Juice – 100% fruit or vegetable	8 fl oz	12 fl oz	12 fl oz
Juice diluted with water and no added sugar	8 fl oz	12 fl oz	12 fl oz
Low-Calorie Beverage (60 calories per 12 fl oz)	Unallowable	Unallowable	12 fl oz
Very-Low or No-Calorie (5 calories per 8 fl oz or 10 calories per 20 fl oz)	Unallowable	Unallowable	20 fl oz

COMPETITIVE FOODS

- Competitive foods and beverages include those sold to students on school campus during the school day, outside of the reimbursable meal programs, including foods and beverages sold:
 - In vending machines (that are not reimbursable meals)
 - In school stores
 - As part of fundraisers
- Competitive foods cannot be sold one hour before, during, or one hour after reimbursable school meals are served.
- All food sold in schools, during the school day, including competitive foods, must meet the Smart Snacks Standards.
- Smart Snack standards do not apply during the non-school day, on weekends, off campus, or at after school day sporting events.



FUNDRAISERS

FUNDRAISERS THAT GIVE CONSISTENT, POSITIVE HEALTH MESSAGES ARE ENCOURAGED.

- **FUNDRAISING OPTIONS THAT ARE NOT LIMITED IN SCHOOLS:**
 - Foods that meet the USDA Smart Snack standards (not sold in competition with school meals)
 - Foods that do not meet the USDA Smart Snack standards, but are not consumed at school
Example: Boston Butt, Cookie Dough
 - Non-food items
- Schools may sponsor up to and not to exceed **30 EXEMPT FUNDRAISERS** per school year for no more than one day in length.
 - Including foods that do not meet the Smart Snacks in Schools Standards
 - Exempt food fundraiser procedure must be followed

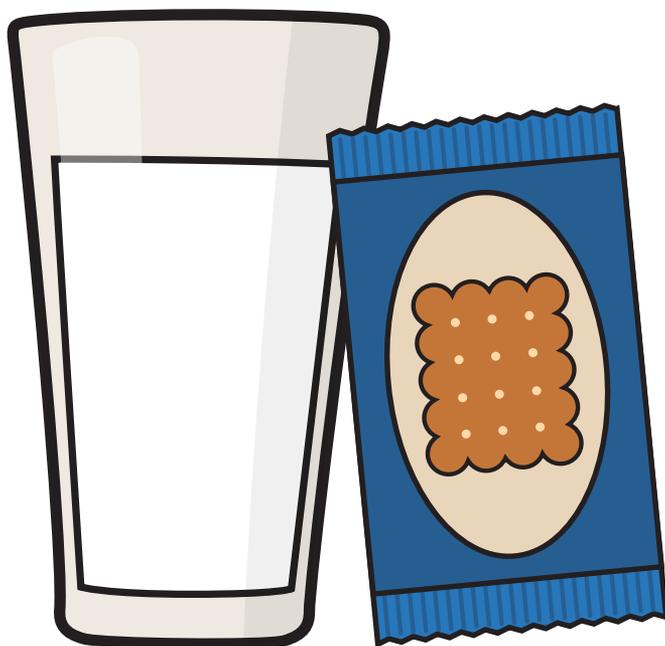


AFTERSCHOOL SNACKS

Snacks in the USDA Afterschool Snack Program must contain at least two different components of the following four:

- a serving of fluid milk
- a serving of meat or meat alternate
- a serving of vegetables or fruits or 100% vegetable or fruit juice
- a serving of whole grain or enriched bread or cereal

Example: 8 oz of milk and 1/2 cup diced peaches



SCHOOL WELLNESS POLICY

DID YOU KNOW that schools and/or districts set many of their own policies as part of the School Wellness Policy?

**As of School Year 2006-2007, all districts are required to establish a local school wellness policy.*

- Refer to your School Wellness Policy for topics on:
 - Specific goals to help promote student wellness
 - Policies for food and beverage marketing
 - Standards and nutrition guidelines for all foods and drinks sold, or provided, to students

Example: What if a student brings food from an outside dining establishment (i.e. Subway, McDonalds)?



LUNCHROOM ATMOSPHERE

JOIN THE SMARTER LUNCHROOMS MOVEMENT AND MAKE THE LUNCHROOM A FAVORITE PART OF THE SCHOOL DAY!

- Smile and greet the students upon arrival at the service line, and during mealtimes!
- Get the kids involved!
 - Display student artwork in the service area or dining space to bring the walls to life!
 - Collaborate with classes to create fun and descriptive names for menu items.
 - Have students provide informal feedback (“raise your hand if you like..”) for menu development.
- Keep it clean!
 - Stow all cleaning supplies or broken/unused equipment during meal service.
 - All lights in the dining and meal service areas are on and working.
 - Trash cans are within 5 feet from dining students, and are emptied when full.
- **SMARTER LUNCHROOM TIP:** Complete the Smarter Lunchrooms Scorecard to evaluate your program and use the results to set goals for improvement. Making small changes can have a huge impact!
- Visit www.smarterlunchrooms.org for more information and tips.

SCOOPS (DISHERS)

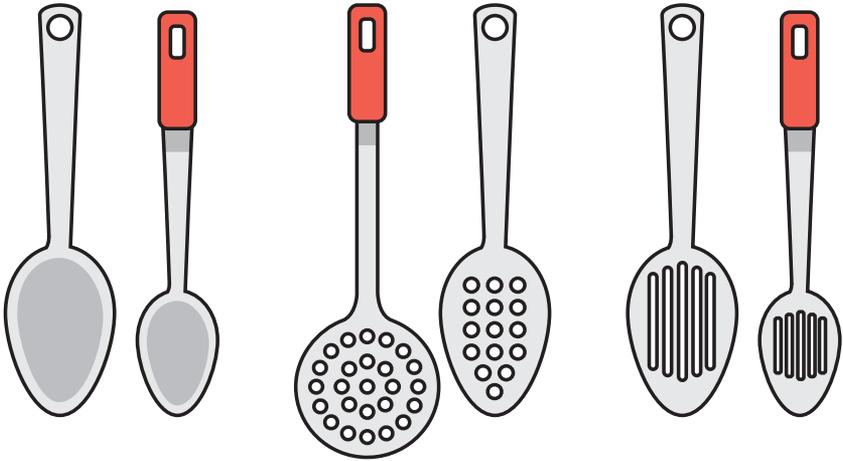
SIZE/NO. ¹	LEVEL MEASURE	COLOR CODE ²
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

¹ Scoops are left or right hand or squeeze-type that can be used for both hands. Number on the scoop indicates how many level scoopfuls make one quart. For example, eight No. 8 scoops = 1 quart.



² Add colored dots matching the brand-specific color coding of scoop sizes.

SPOONS

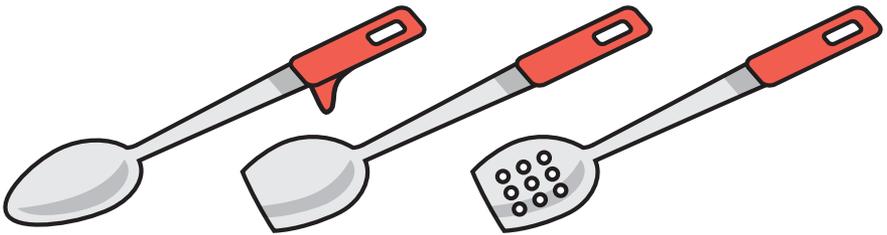


SOLID SPOONS

PERFORATED SPOONS

SLOTTED SPOONS

Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

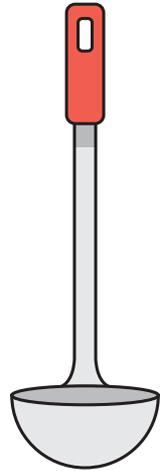


SPECIALTY SPOONS

A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

LADLES/PORTION SERVERS

- Ladles are used for serving soups, stews, sauces, creamed dishes, gravies, and other liquid products.
- Portion servers (solid or perforated) are used for portioning solids and semi-solids, such as fruits, vegetables, and condiments.
- Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz."
- A "fl oz" would be more accurate since they measure volume, not weight.



LADLE FL OZ	APPROX. MEASURE	PORTION SERVER FL OZ
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cup	-

STEAM TABLE PANS

PAN SIZE	APPROX. CAPACITY	SERVING SIZE	LADLE (FL OZ)	SCOOP #	APPROX. # SERVINGS
12" x 20" x 2-1/2"	2 gal	1/2 cup	4 oz	8	64
		3/8 cup	3 oz	10	80
		1/3 cup	2.65 oz	12	96
		1/4 cup	2 oz	16	128
12" x 20" x 4"	3-1/2 gal	1/2 cup	4 oz	8	112
		3/8 cup	3 oz	10	135
		1/3 cup	2.65 oz	12	168
		1/4 cup	2 oz	16	224
12" x 20" x 6"	5 gal	1/2 cup	4 oz	8	160
		3/8 cup	3 oz	10	200
		1/3 cup	2.65 oz	12	240
		1/4 cup	2 oz	16	320

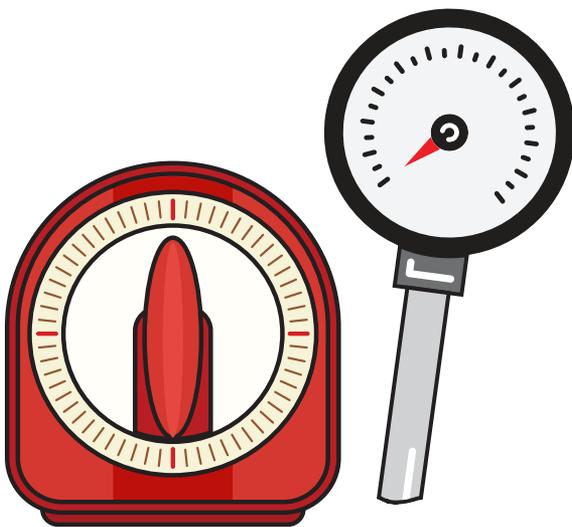


FOOD SAFETY

1. Keep hot foods hot (above 135 F) and cold foods cold (below 41 F).
2. Do not allow food to sit in between the "temperature danger zone" (41 F & 135 F) for more than 4 hours.
3. Cool hot food rapidly by storing food in smaller batches, and/or by using chill sticks/ice water baths.
4. Keep cold foods cold by pre-chilling ingredients for salads and other ready-to-eat foods.
5. Prior to moving reheated food to hot-holding equipment, ensure it has first reached the proper temperature (165 F).
6. No bare hand contact with ready-to-eat foods.
7. Handle ready-to-cook foods with utensils; clean, gloved hands; or clean hands. (Bare hand contact should be limited.)
8. Wash hands and change gloves after restroom use, sneezing, coughing, or after performing any cleaning activity.
9. Take internal temperatures of food with a clean and sanitized thermometer.
10. Store chemicals away from food and food-related supplies.
11. Leave wiping cloths in sanitizing solution while cleaning. Use clean water, free of grease and food particles for ware washing.
12. Remember to calibrate thermometers daily.

COOKING TEMPS

- **140 F FOR 15 SECONDS**
 - Ready-to-eat food (that has been commercially prepared), other roasts
- **145 F FOR 15 SECONDS**
 - Whole cuts of beef, pork, and lamb; fish, shellfish
 - Fresh shell eggs (broken, cooked and served immediately)
- **155 F FOR 15 SECONDS**
 - Hamburger, meatloaf and other ground meats, injected meats
 - Eggs cooked for hot holding (such as scrambled eggs)
- **165 F FOR 15 SECONDS**
 - Poultry
 - Stuffed beef, pork, poultry, seafood, pasta
 - Soups, stews, stuffing, casseroles, mixed dishes
 - Leftovers



STORAGE TEMPS

- **DRY**

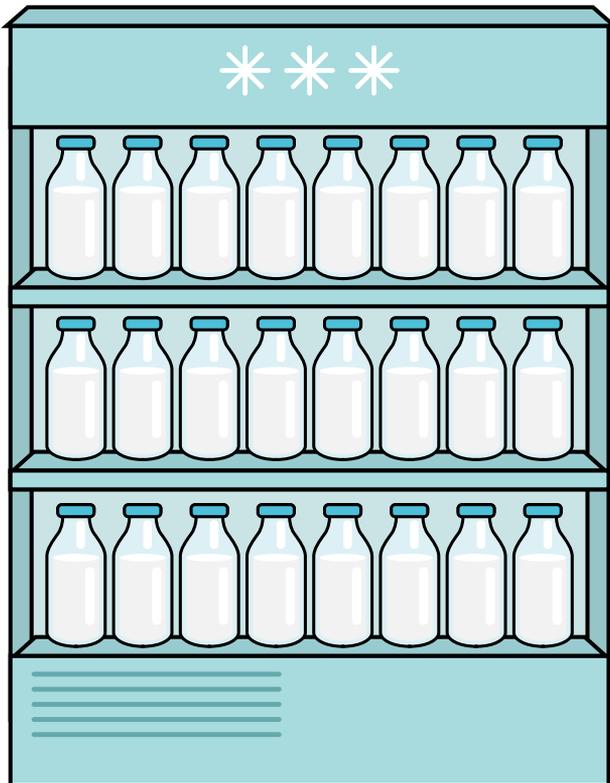
- 50 F to 70 F
- Pasta, rice, beans, nuts, oil, canned foods, and powdered milk/eggs

- **REFRIGERATOR/COOLER**

- 35 F to 40 F
- Fresh meat, chilled dairy/cheese, fresh fruits and vegetables

- **FREEZER**

- -10 F to 0 F
- Frozen meats, fruits, vegetables, and egg products



CLEANING BODILY FLUIDS

- Don't panic! If a student has Norovirus, or a "stomach bug", stop pathogens from spreading by taking these steps to clean and sanitize the lunchroom!
1. Clean up - Always wear disposable gloves while cleaning up bodily fluids
 - Quarantine bodily fluid area.
 - Remove fluid with paper towels, or another absorbent agent and throw away.
 - Wash surface with soapy water.
 - Dry surface.
 2. Disinfect
 - Prepare and apply all hard surfaces with disinfectant (like chlorine bleach solution*).
 - Leave surface wet for at least 10 minutes, then air dry.
 - Rinse surfaces intended for food or mouth contact with plain water before use.
 3. Discard gloves and wash hands thoroughly with soap and water. Using hand sanitizer is not enough!

***STANDARD BLEACH SOLUTION: 3/4 CUP OF
CONCENTRATED BLEACH + 1 GALLON OF WATER**

SHARE TABLE

A share table helps reduce food waste and provides additional food items to students who might want them.

Here's how it works:

- Students place unwanted, unopened food and beverages on the share table or cart instead of discarding them into the trash. These food items are then available for consumption by any student (not adult) at no extra cost.

The share table must be after the point of sale, but should be close to the cashier and must be monitored by staff to ensure food safety standards are maintained.

- Allowed Foods
 - Unopened pre-packaged items (ex. cereal packs, crackers).
 - Unopened pre-packaged temperature controlled items (ex. milk, cheese, cut fruit). Keep cold foods at 41 F or lower using an ice bath or a cooler.
 - Whole pieces of fruit or vegetables (ex. apple, banana). Fruit with edible skin should be wrapped in plastic (for it to be eligible for the share table).
- Not Allowed
 - Open or unpackaged items (ex. salad bowl without lid).
 - Packaged items that can be resealed (ex. open bag of carrots).
 - Perishable foods with no temperature control mechanism.
 - Foods brought in from outside of the cafeteria.
 - Contact local health department for guidance before implementing a share table.

Refer to <https://www.fns.usda.gov/use-share-tables-child-nutrition-programs> for all applicable local and State health and food safety codes to ensure no code violations for share tables.

FOOD ALLERGIES

Food allergies are a growing concern in children. There is no cure and allergic reactions can be frightening, even life threatening.

MOST COMMON FOOD ALLERGIES:

- Milk
- Eggs
- Peanuts
- Tree nuts
- Soy
- Wheat
- Fish
- Shellfish

THINK F.A.S.T

A CHILD WITH THESE SYMPTOMS MAY BE EXPERIENCING AN ALLERGIC REACTION.

- **F**ace: Itchiness, redness, face/tongue swelling
- **A**irway: trouble breathing, swallowing, or speaking
- **S**tomach: stomach pain, diarrhea, vomiting, nausea
- **T**otal Body: rash, itchiness, tired, paleness, rapid heartbeat, loss of consciousness

THEN, ACT

- Contact the school nurse immediately. (Do NOT send the student to the nurse's office alone.)
- If you are designated to give epinephrine (i.e. Epipen), do so at the first sign of reaction. Repeat in 10 minutes ONLY if reaction gets worse.
- Call 911.

NONDISCRIMINATION STATEMENT

- USDA Nondiscrimination Statement For all other FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternate means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
 - (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - (2) fax: (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.

The Smarter Lunchroom Tips were adapted from the Smarter Lunchrooms Movement Scorecard and were approved for use by the Smarter Lunchrooms Team.

