



United States Department of Agriculture

FNS Checklist for Software (Tools) Developed for Certification of Compliance

USDA National School Lunch Program (NSLP) Meal Pattern Requirements

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Software Name: _____ Version number: _____

Company: _____

Contact name: _____ Phone number: _____

Email address: _____

Signature: _____ Date: _____

This checklist is intended to provide assistance to software developers who are developing certification of compliance software tools for school food authorities (SFAs). The certification software will be used by SFAs to demonstrate compliance with updated meal pattern requirements.

This document supplements the specifications document, ***United States Department of Agriculture (USDA) Meal Pattern Requirement Certification Specifications***, released with Food and Nutrition (FNS) Policy Memo SP 34-2012. This checklist does not include all aspects of the specifications document but does provide a means of checking the tool (software) for the major requirements described in the specification document. The submitted tool (software) will only be approved for certification of compliance.

Developers may choose to develop a tool or software to assess the meal pattern food components (an alternate to the USDA Menu Worksheet prototype) and a tool (software) to assess the dietary specifications (an alternate to the USDA Simplified Nutrient Assessment) or only one of these.

The developer must complete this preliminary checklist before submitting the certification of compliance software to USDA FNS for approval.

To meet the checklist “yes” criteria, the tool (software) must address the requirements for each of the three required grade groups: K-5, 6-8, and 9-12.

The developer must:

1. Complete this form to document that the preliminary checklist evaluation was completed.
2. Please add the test menus to your software. The test menus are found in the CNP Approved Nutrition Software PartnerWeb community. Contact FNS at cnptab@fns.usda.gov to be added to this site. Enter the test menus provided by the USDA-FNS into the tool (software) to assess functionality.

Note: Test menus were designed to evaluate the functions and limits of the tool (software) and may not reflect actual data used in school food service.

3. Explain or map how each requirement was met in the tool (software) by adding the location of the required function or a brief description. Please attach this as additional documentation with the checklist.

For further information, refer to the specifications document, guidance documents, and other resources posted on the CNP Approved Nutrition Software PartnerWeb site.

Please note:

Certification of compliance approval must be received before a tool (software) can be marketed as an approved tool (software).

If you have questions about the requirements for USDA approval of your certification tool (software) contact us at cnptab@usda.gov.

Menu Worksheet Specifications Meets Requirement?

(Indicate for each grade level)

The tool (software) assesses compliance by reimbursable meal: each reimbursable meal consists of all required food components in the required amounts. This includes all grain and meat/meat alternates in a main dish and side dish, total amount of fruit offered with each meal, total amount of vegetables in a main dish and/or side dish, and amount of milk.

K-5	6-8	9-12
_____	_____	_____

I. Daily Requirements

1. Based on the quantity information entered for each reimbursable meal, the tool (software) checks for the daily requirement for:

K-5	6-8	9-12
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- a. fruit
- b. vegetables
- c. grains
- d. meat/meat alternate
- e. milk

2. The milk type is checked on a daily basis to ensure

- a. a variety of milk types are served
- b. at least one milk type is unflavored
- c. reduced fat (2%) or whole milk are **not** offered.

_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Is there a way for the user to account for multiple offerings in one day?

_____	_____	_____
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4. Is there a way for the user to account for alternate vegetable subgroups served daily?

_____	_____	_____
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5. Is there a way for the user to account for alternate meals/entrees served daily?

_____	_____	_____
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II. Weekly Requirements

K-5 6-8 9-12

6. The minimum quantity of fruit, vegetables, grains, meat/meat alternate, and milk in reimbursable meals offered each day is used to sum across the week to ensure the weekly minimums for the above components are met.	_____	_____	_____
7. For grains and meat/meat alternates, the maximum quantity offered in any reimbursable meal each day is summed to ensure the weekly maximums for these two components are met.	_____	_____	_____
8. Vegetable subgroup information is entered each day to assess the weekly requirements. The largest amount of each vegetable subgroup available (in cups) to a single child is assessed to indicate the greatest combination of vegetables available for a student to select.	_____	_____	_____
9. The sum of all offerings of fruit juice (in cups) is summed for all meals offered during the week to assess if the fruit juice limit is not exceeded.	_____	_____	_____
10. The sum of all offerings of vegetable juice (in cups) is summed for all meals offered during the week to assess if the vegetable juice limit is not exceeded.	_____	_____	_____
11. The total amount of grain offerings for the week is documented.	_____	_____	_____
12. The percent of whole grain-rich offerings is documented and assessed for meeting the whole grain-rich requirement.	_____	_____	_____
13. The number of grain-based desserts is tracked to be sure no more than 2-ounce equivalents are offered.	_____	_____	_____
14. The vegetable subgroups must be totaled to determine if the weekly minimums are met:			
a. Dark Green	_____	_____	_____
b. Red/Orange	_____	_____	_____
c. Starchy	_____	_____	_____
d. Beans/Peas (Legumes)	_____	_____	_____
e. Other	_____	_____	_____
15. Weekly and daily totals are displayed to the user.	_____	_____	_____

III. Meal Pattern Assessment

K-5 6-8 9-12

16. Weekly and daily totals are compared to the requirements and displayed to the user. _____ _____ _____

17. Does the tool/software provide feedback for the food groups that do not meet the meal pattern:

a. Per day _____ _____ _____

b. Per week _____ _____ _____

18. The correct meal pattern requirements are used for each meal and grade group. _____ _____ _____

19. The user can enter meal or main dish names for each reimbursable meal served _____ _____ _____

20. The user can use the tool (or different versions of it) to certify menus for each grade group; grades K-5, 6-8, 9-12. _____ _____ _____

Optional Considerations

21. Accommodates combined or varied grade groups, e.g. K-8 _____ _____ _____

22. Accommodates alternate schedules (short/long weeks)
Questions & Answers on the Final Rule, ["Nutrition Standards in the National School Lunch and School Breakfast Programs"](#)

a. 4 day week _____ _____ _____

b. 6 day week _____ _____ _____

c. 7 day week _____ _____ _____

Continued on next page

IV. . School Breakfast Program

Commercially available certification tools (software) will not be evaluated or approved for the breakfast meal pattern. State agencies may authorize the use of the breakfast functionality of software currently approved for certification of compliance with the National School Lunch Program meal pattern requirements.

V. Technical Support and Help

- | | | |
|---|-----|----|
| 1. Are instructions provided to the user? | YES | NO |
| 2. Are basic technical support and help available to the user?
(help screens, manuals, tutorials, and so forth) | YES | NO |
| 3. Does the information provided to the user reflect accurate information
about the approved software, other requirements from the Final Rule, the
Software Evaluation Project, and approved software programs? | YES | NO |

VI. . Simplified Nutrient Assessment (SNA) Tool Specifications (optional)

If your software provides nutrient analysis functionality and is not yet approved, you will need to submit for evaluation and approval for nutrient analysis. The software may be submitted for certification of compliance and nutrient analysis at the same time. Please note, that software does not need to include additional SNA functionality if it is approved for nutrient analysis.

The Simplified Nutrient Assessment is meant to be a proxy for a full nutrient analysis. It will provide estimated sodium, calories and saturated fat (% of calories) for milk, fruit, and vegetables. **Please note: SFAs must not be required to enter nutrient information for every food item offered.** However, SFAs may be required to enter nutrient data for calories, sodium, and saturated fat for entrees and sides.

Similar to the Menu Worksheet, SFAs must submit a Simplified Nutrient Assessment for each menu type.

- | | | | |
|--|-------|-------|-------|
| 1. The following weighted weekly averages are calculated and feedback is provided to the user if they have or have not met the requirements. | K-5 | 6-8 | 9-12 |
| a. Calories | _____ | _____ | _____ |
| i. The estimated average daily calories for fruit, milk, and vegetable subgroups, plus actual calories for all main dishes, all sides, desserts, and condiments is summed to determine the average daily calories for the weekly menu. | | | |

K-5 6-8 9-12

b. Saturated Fat

The estimated average daily percent of total calories from saturated fat for fruit, milk, and vegetable subgroups, plus actual calories for all main dishes, all sides, desserts, and condiments is summed to determine the average daily calories for the weekly menu.

c. Sodium

i. The estimated average daily sodium for fruit, milk and vegetable subgroups, plus actual sodium for all main dishes, all sides, desserts, and condiments is summed to determine the average daily sodium for the weekly menu.

2. The tool (software) should take into account how frequently the menu planner adds fat and sugar to fruit offerings.

a. Calorie, sodium, and saturated fat values for common additives are based on food items in the USDA National Nutrient Database for Standard Reference.

3. The software should assess the types of milk offered.

a. Calorie, sodium, and saturated fat values for each type of milk are based on food items in the USDA National Nutrient Database for Standard Reference and commercially available products.

4. The tool (software) should take into account how frequently the menu planner adds fat and sugar to vegetable offerings.

a. Calorie, sodium, and saturated fat values for common additives are based on food items in the USDA National Nutrient Database for Standard Reference and commercially available products.

5. The tool (software) will display total calorie, sodium and saturated fat (% of total calories) from the main dishes and side items (containing grains and meat/meat alternates).

a. It may be necessary for the SFA to enter sodium, calorie, and saturated fat information for main dish items.

b. Information can be collected from nutrition labels, product specifications, or other sources.

- | | |
|---|--|
| <p>6. The tool (software) will display total calorie and saturated fat (% of total calories) for sides (containing grains and meat/meat alternates), desserts, and condiments.</p> <p style="margin-left: 40px;">a. In some cases, it may be necessary for the SFA to enter sodium, calorie, and saturated fat information for sides (containing grains and meat/meat alternates, desserts, and condiments).</p> <p style="margin-left: 40px;">b. Information can be collected from nutrition labels, product specifications, or other sources.</p> | <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>7. The tool (software) may not show the trans fat total or a comparison to the standard. Trans fat will be evaluated using food labels and product specification documents.</p> | <p>_____</p> <p>_____</p> <p>_____</p> |

Provide additional information to explain why a requirement was not met using an additional document.

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