

MEAL PATTERN AND CAFETERIA

Quick Tips



FOR SCHOOL FOOD
SERVICE PERSONNEL
NSLP/SBP

School Lunch
FOR THE WIN

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1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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FRUITS

- Fruits can be fresh, frozen or canned and packed in water, juice or light syrup.
- Dried fruits: 1/4 cup counts as 1/2 cup of fruit.
- All juice must be 100% juice.
- The menu must be planned so that no more than 50% of the fruit selected by the student over the week can be in the form of juice.
- For breakfast, vegetables may be substitute for fruits. Schools that offer vegetables in place of fruits on two or more days per school week must offer at least two different vegetable subgroups.

Grade Group	Breakfast Daily Minimum	Lunch Daily Minimum
K-5	1 cup	1/2 cup
6-8	1 cup	1/2 cup
9-12	1 cup	1 cup

The NSLP regulation at 7CFR210.10(b)(1)(ii) requires that schools identify, near or at the beginning of serving lines, what foods constitute a reimbursable meal. Offer vs. Serve (OVS): Students, servers, and cashiers must be able to identify what constitutes a reimbursable meal.



VEGETABLES

- Vegetables can be fresh, frozen or canned, or prepared from dry/dehydrated.
- 1 cup of raw leafy greens credits as 1/2 cup of vegetables.
- All juice must be 100% juice.
- The menu must be planned so that no more than 50% of the vegetables selected by the student over the week can be in the form of juice.

Must meet Weekly Vegetable Subgroups at Lunch for each Grade Group served:

- Dark Green (DG)
- Red/Orange (R/O)
- Beans, Peas, and Lentils (B/P/L)
- Starchy (S)
- Other (O)

Remember: Offer a variety of daily choices from hot and cold foods. Why not offer Florida produce? Local produce is fresher, tastier and seasonally diverse. Look for the “Fresh From Florida” label.



VEGETABLES

Grade Group	Daily Minimum	Weekly Minimum
K-5	Lunch: $\frac{3}{4}$ cup	Lunch: $3 \frac{3}{4}$ cups
6-8	Lunch: $\frac{3}{4}$ cup	Lunch: $3 \frac{3}{4}$ cups
9-12	Lunch: 1 cup	Lunch: 5 cups

Students must select a minimum of $\frac{1}{2}$ cup of fruit or vegetable for all reimbursable school meals under Offer vs. Serve.

Idea: Talk to the teachers in your school about integrating the fresh Florida produce you're featuring into their lessons and activities.



Weekly Subgroup Portions:

Grades K-5 & 6-8

DG	$\frac{1}{2}$ cup
R/O	$\frac{3}{4}$ cup
B/P/L	$\frac{1}{2}$ cup
S	$\frac{1}{2}$ cup
O	$\frac{1}{2}$ cup

Grades 9-12

DG	$\frac{1}{2}$ cup
R/O	$1 \frac{1}{4}$ cups
B/P/L	$\frac{1}{2}$ cup
S	$\frac{1}{2}$ cup
O	$\frac{3}{4}$ cup

To reach the weekly total vegetable requirement, an additional 1 cup of vegetables from any subgroup must be offered each week for grades K-8. Grades 9-12 must be offered an additional $1 \frac{1}{2}$ cups of vegetables each week.

VEGETABLES

DARK GREEN SUBGROUP

Look for Fresh From Florida products! (Bolded)

Bok Choy (Chinese Cabbage)

Broccoli

Collard Greens

Dark Green Leafy Lettuce

Escarole Lettuce

Kale

Mesclun

Mustard Greens

Romaine Lettuce

Spinach

Turnip Greens

Watercress



Your job is very important! You are making a difference in students' lives.

VEGETABLES

RED/ORANGE SUBGROUP

Look for Fresh From Florida products! (Bolded)

Carrots

Pumpkin

Red & Orange Peppers

Sweet Potatoes
(Includes mashed & fries)

Tomatoes
(Includes tomato juice, tomato sauce & salsa)

Winter Squash (Acorn, Butternut, Hubbard)



Remember: Wash fruits and vegetables with cold water in dedicated produce sink. Warm water facilitates easy bacterial growth and wilts leafy vegetables.

VEGETABLES

BEANS, PEAS, AND LENTILS SUBGROUP

Black, Red & White Beans

Black-Eyed Peas
(Mature, from dry, higher protein)

Garbanzo Beans (Chickpeas)

Kidney Beans

Lentils

Navy Beans

Pinto Beans

Refried Beans

Soy Beans (Edamame)

Split Peas

Remember: Mature beans, peas, and lentils are excellent sources of plant protein and can be considered part of the Meat/Meat Alternate meal component.



VEGETABLES

STARCHY SUBGROUP

Look for Fresh From Florida products! (Bolded)

Cassava/Taro/Yucca

Corn (canned, fresh, frozen)

Corn Hominy (canned)

Cowpeas, Field Peas, or Black-Eyed Peas
(Immature, higher sugar, lower protein)

Green Bananas

Lima Beans (Frozen)
(Immature, higher sugar, lower protein)

Peas (Green, sweet, early)

Plantains

Potatoes (Includes mashed & fries)

Water Chestnuts



Remember: Rice is "starchy", but it is not a starchy vegetable. Rice is part of the Grains meal component.

VEGETABLES

OTHER SUBGROUP

Look for Fresh From Florida products! (Bolded)

Artichokes

Green Beans

Asparagus

Green Peppers

Avocado

Iceberg (Head) Lettuce

Baby Corn

Mushrooms

Bean Sprouts

Okra

Beets

Onions

Brussels Sprouts

Parsnips

Cabbage

Radish

Cauliflower

Turnips

Celery

Wax Beans

Cucumbers

Yellow Squash

Eggplant

Zucchini



Remember: Green beans are dark green in color, but they belong to the Other Subgroup. Additionally, Sweet peas are dark green in color but belong in the Starchy Subgroup.

GRAINS/BREADS

- At least 80% of the grains offered in NSLP/SBP must be whole grain rich (WGR). All remaining grains served must be enriched.
- Review food labels to check for "whole" listed before the first grain (whole wheat flour, whole ground corn, whole grain grits, etc.). Any other grains not whole grain must be listed as enriched.
- Offer other whole grains: oatmeal, brown rice, brown rice flour, wild rice, dried hominy corn grits, corn masa, corn flour, cornmeal, and related products made from nixtamalized corn (whole field corn treated with lime).
- Offer ready-to-eat (cold) cereals: cereals must be 100% whole grain; or have a primary grain that is whole grain + the cereal is fortified.

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

oz eq = ounce equivalent

MEAT/MEAT ALTERNATES

- Includes cooked meats, fish, and poultry.
- Cheese, eggs, seeds/nuts and seed/nut butters, regular and soy yogurts and mature/dried beans served as meat alternates.
- In the SBP, schools may offer grains, meats/meat alternates, or a combination of both, to meet the minimum ounce equivalent requirements in this combined meal component.



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

Tip: Plan and offer additional menu variety from meat alternate items – a 1 ounce portion of natural cheese or 1/4 cup shredded cheese, 1 oz sunflower kernels or peanut butter, and 4 ounces of yogurt count as 1 oz eq of meat alternate. Offer low fat, reduced sodium cheeses when possible.



MILK

- Fluid milk may be unflavored or flavored, whole, reduced-fat, low-fat or fat-free milk
- Unflavored milk must be offered at each meal service
- A minimum of two choices must be offered at breakfast and lunch
- Flavored milk must contain no more than 10 grams of added sugars per 8 fluid ounces
- Minimum portion for all grades: 1 cup per day/5 cups per week at breakfast and lunch
- Includes ultra-high temperature (UHT) shelf-stable and lactose free milks



SMART SNACKS

Smart Snacks in School / Competitive Food Rules (Reference: 7 CFR 210.11, 5P-2.002 (2)(c))

The rules only apply to foods SOLD to students on the school campus* during the school day**. This includes foods sold by school foodservice, school stores, vending machines, student groups and clubs.



General Nutrition Standards:

- Be a grain product that contains 50% or more whole grains by weight, or have a whole grain as the first ingredient; or
- Have as the first ingredient one of the non-grain major food groups: fruits, vegetables, dairy or protein foods; or
- Be a combination food that contains 1/4 cup or more of fruit and/or vegetable.
- If water is the first ingredient, the second ingredient must be one of the above.

* *School campus is defined as all areas of the property under the school's jurisdiction accessible to students during the school day.*

** *School day is defined as from midnight before until 30 minutes after the end of the school day.*

SMART SNACKS

Smart Snacks in School / Competitive Food Rules
(Reference: 7 CFR 210.11, 5P-2.002 (2)(c))

NUTRIENT REQUIREMENTS:

Calorie Limits:

- Snack items: ≤ 200 calories
- Entrée* items: ≤ 350 calories

Sodium limits:

- Snack items: ≤ 200 mg
- Entrée* items: ≤ 480 mg

Fat limits:

- Total fat: $\leq 35\%$ of calories
- Saturated fat: $< 10\%$ of calories
- Trans fat: zero grams

Sugar limit:

- $\leq 35\%$ of weight from total sugar in foods



**Entrée items are comprised of either a combination food of meat or meat alternate and whole grain-rich food; a combination food of vegetable or fruit and meat or meat alternate; or some meat or meat alternate items alone.*

Meat/grain entrée items are restricted unless sold by the food service program or granted an exemption in accordance with the state rule. (5P-2.002 (2)(c))

Entrée items served in school breakfast and/or lunch meals and sold as a la carte foods are exempt from all competitive food standards on the day they are served and the day after. (7 CFR 210.11)

SMART SNACKS

*Smart Snacks in School/Competitive Food Rules
(Reference: 7 CFR 210.11, 5P-2.002 (2)(c))*

Beverage Options:

Beverages	Elementary	Middle	High
Plain water	Unlimited	Unlimited	Unlimited
Fluid milk, flavored or unflavored	8 fl. oz.	12 fl.oz.	12 fl. oz.
100% fruit or vegetable juice	8 fl. oz.	12 fl.oz.	12 fl. oz.
100% fruit or vegetable juice diluted with water but no added sweeteners	8 fl. oz.	12 fl.oz.	12 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 5 calories or less per 8 fl. oz., or 10 calories or less per 20 fl. oz.	Not allowed	Not allowed	20 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 40 calories or less per 8 fl. oz. or 60 calories or less per 12 fl. oz.	Not allowed	Not allowed	12 fl. oz.

Idea: Add information to your school's website, school newsletter or other communications to let parents know about the healthy school environment.

FUNDRAISERS

School-Sponsored Fundraisers (5P-2.002 (2)(c))



The school board and school have the discretion to allow exemptions from the Smart Snacks standards and meat/grain entrée restriction for conducting infrequent, food-based fundraisers.

State-defined exempted fundraiser limits per school year:

- Elementary schools – 5 days
- Middle/junior high schools – 10 days
- Senior high schools – 15 days
- Combination schools – 10 days
- Approved food-based fundraisers may not occur until 30 minutes after the end of the last lunch period.

As a Best Practice, all schools are encouraged to establish Healthy Schools Teams to monitor compliance to the local school wellness policy and competitive food rules to help ensure a healthy school environment.

Contact the state agency for additional fundraising ideas.

Remember: On-campus vending machines are not considered a fundraiser, but vended foods and beverages are subject to Smart Snacks in Schools Nutrition Standards.

SCOOPS (DISHERS)

Standard Portion		
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	3 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 of the scoop indicates how many level scoopfuls make one quart. For example, eight No. 8 scoops = 1 quart.

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

LADLES/PORTION SERVERS

Ladle fl oz	Approximate 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 cups	---

Ladles and portion servers (measuring/serving spoons that are volume-standardized) are labeled as ounces. However, fluid ounces would be more accurate since they measure volume and not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables.



STEAMTABLE PANS

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2.5" 	2 gallons	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 gallons	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 gallons	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 TIPS

1. Require hand washing when starting new food preparation activity, after restroom use, sneezing, coughing or after performing any cleaning activity.
2. Keep hot foods hot (above 135 °F) and cold foods cold (below 41 °F).
3. Store chemicals away from food and food-related supplies.
4. Do not keep food in the "danger zone" (between 41 °F and 135 °F) for more than 4 hours.
5. Handle food with utensils; clean, gloved hands; or clean hands. (Bare hand contact with food during preparation should be limited and ready-to-eat foods is prohibited.)
6. Keep cleaning cloths in sanitizing solution when not in use. Use clean water, free of grease and food particles for ware washing.
7. Cool rapidly by storing food in small batches.
8. Don't rely on food's appearance for "doneness". Use only a calibrated and sanitized stemmed thermometer when taking internal temperatures of foods.
9. Reheat leftover foods to 165 °F. Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.



COOKING TEMPS

HOLD ALL HOT FOOD AT 135°F OR ABOVE

165 °F for 15 seconds

- Poultry (chicken, turkey, duck, goose) whole, parts or ground
- Soups, stews, stuffings, casseroles, mixed dishes
- Stuffed meat, poultry, fish and pasta
- Food, covered, cooked in microwave oven (hold covered 2 minutes after removal)
- Leftovers (to reheat)

155 °F for 15 seconds

- Hamburger, meatloaf and other ground meats, injected meats, ground fish*
- Fresh shell eggs (cooked and held for service, such as scrambled eggs)*

145 °F for 15 seconds

- Beef, corned beef, pork, ham roasts (hold 4 minutes)*
- Beef, intact steaks (surfaces)
- Lamb, veal, pork steaks or chops
- Fish, shellfish
- Fresh shell eggs (broken, cooked and served immediately)

140 °F for 15 seconds

- Ready to eat, commercially processed ham, other roasts

**For alternative times and temperatures,
refer to the FDA Food Code 2013 at fda.gov.*

STORAGE TEMPS

MONITOR AND DOCUMENT TEMPERATURES IN ALL STORAGE AREAS DAILY

Dry

Recommended ambient temperature of 80°F or less
(canned fruits, vegetables, juices and meats)

Special Dry

50°F to 70°F

(pasta, rice, beans, nuts, oil and
powdered milk/eggs)

Refrigerator/Cooler

35°F to 41°F

(chilled dairy/cheese, fresh fruits
and vegetables)

Freezer

-10°F to 0°F

(frozen meats, fruits, vegetables
and egg products)



*Remember: Report equipment concerns to
management. Request work orders as needed.*

MEAL ACCOMMODATIONS

MEAL MODIFICATIONS FOR CHILDREN WITH DISABILITIES

Requirements for Meal Modifications

Regulations require meals served to children comply with the meal pattern(s) for each age/grade group served and meals meet weekly nutrition standards.

However, food substitutions and other reasonable meal modifications may be necessary to meet the dietary and disability needs of children who:

- qualify as having a disability under any of the federal nondiscrimination laws;
- are eligible for special education services under the Individuals with Disabilities Education Act (IDEA); or
- do not qualify as having a disability under any of the federal nondiscrimination laws but have other special dietary needs.

Many meal modifications can be met within the meal patterns. Other meal modifications to meet students with disabilities needs may not fall within the meal pattern requirements but are eligible for reimbursement when the modified meals are served in recognition of a **Medical Statement for Meal Modifications** being on file.

MEAL ACCOMMODATIONS

Possible Meal Modification Examples:

- Food restrictions/items to avoid (e.g. allergies, “sugary foods”, pork, aversions for autism)
- Substitutions (i.e. non-dairy beverages for milk)
- Texture changes (e.g. pureed, ground, chopped or thickened)
- Increased or decreased portions for diabetes, weight gain/loss.
- Tube feedings and liquid diets

Children with disabilities must be able to participate in and receive benefits from the programs available to children without disabilities.

Disability Accommodations May Require:

- Wheelchair accessible tables and other equipment
- Adaptive self-feeding utensils, suction plates, etc.
- Additional food prep or meal service equipment
- Separate or designated storage and/or preparation areas, surfaces and/or utensils
- Additional/specific training and capability



MEAL ACCOMMODATIONS

RECEIVING REQUESTS

Recognized Disability Requests:

Obtain a completed and signed **Medical Statement for Meal Modifications** from parent/guardian that contains:

- › An explanation of how the physical or mental disability restricts the child's diet
- › An explanation of how the child's disability must be accommodated
- › The food or foods to be omitted from the child's diet, and the recommended alternatives for a modified meal
- › A signature from a licensed physician (M.D., D.O.), physician's assistant (PA), nurse practitioner (APRN). or registered dietitian (RD)

Non-Disability Requests (e.g. ethnic, cultural or religious practices, personal beliefs):

- › Not a requirement to accommodate but is encouraged
- › Accommodations may help with program participation
- › Modifications must fall within meal pattern

MEAL ACCOMMODATIONS

General Meal Modification Reminders:

- Secure and maintain all documentation and notes of conversations with parent/guardian
- Do request additional information and clarification of vague or incomplete requests
- Don't delay acting on a modification request. Be proactive in requesting additional information and clarification
- Medical Statements do not have to be updated unless there is a change in dietary restriction and should be "cancelled" by the parent/guardian if no longer needed



FOOD ALLERGIES

A food allergy is a hypersensitivity from an abnormal response of the body's immune system to food (usually a protein) or food additives that the body would otherwise consider harmless.

A food allergy does not need to be life-threatening or cause anaphylaxis (closing of the airway) to be considered a disability.

- A non-life-threatening food allergy may be considered a disability and require a meal modification if it impacts a major bodily function or impacts a life activity (i.e. digestion, breathing) or has a bodily immune response and/or skin rash.
- Schools must provide children with a safe meal and a safe environment to consume meals. School personnel must ensure that modified meals for a student with an allergen meet prescribed guidelines and are free of ingredients suspected of causing an allergic reaction.



FOOD ALLERGIES

Food Allergy Reminders:

- Develop and implement processes to help ensure all food allergies have been recognized, children with known allergies are easily identified and staff has been trained accordingly.
- No food item offered to the child may contain any traces of the food(s) that may trigger an allergic reaction.
- Check all food labels and/or product specifications for allergens prior to meal preparation. Check with the manufacturer for current labels and allergen information. If there is any doubt, do not serve the item.
- Ensure there is no cross contact during storage or preparation and appropriate cleaning techniques have been used.
- Use separate food preparation area(s) with dedicated utensils.



FOOD ALLERGIES

Reading Ingredient Labels

- For packaged foods, look for the name of the allergen in the ingredients listing including each packaged food item used in recipes.
- Look for these **nine Common/Major Food Allergens**: Peanuts, milk, eggs, wheat, soy, tree nuts, fish, crustacean shellfish and sesame. Also look for any ingredient containing protein derived from one of these nine allergens.
- Look for statements such as “may contain (allergen)”, “contains (allergen)”, “produced on shared equipment with (allergen)” or “produced in a plant that uses (allergen) in other products”.

Example:

Ingredients: Enriched flour (**wheat** flour, niacin, iron), whey (**milk**), ovalbumin (**eggs**), vanilla, salt, leavening, lecithin (**soy**)

May Contain: **Peanuts**

FOOD ALLERGIES

Managing Allergy Tips:

- Use proper storage, preparation and cleaning techniques to prevent exposure to allergens through cross contact.
- Work with the 504/IEP Teams to develop any needed food allergy management plans for the daily allergy management for individual children.
- Work with the household to see what foods the student typically eats to create a menu that is more acceptable and pleasing for the school and student.
- Always exercise caution. If a food's ingredients are unclear or unknown, schools should not serve the food to children who are at risk for allergic reactions.

Additional Allergy Best Practices:

- Look to expand menu item variety from foods with lesser-known sources of allergens such as fresh, canned and frozen fruits and vegetables, rice and rice-based cereals and grains, non-dairy milk beverages that are nutritionally equivalent to milk, etc. The additional variety can help students identify and select items permitted by their diet/eating plan.
- As much as possible, create a week's worth of menus, such as a peanut-free menu, and rotate that menu each week.
- Prepare a separate meal from scratch using ingredients allowed on the special diet, rather than serving a meal using processed foods.

DIVISION OF FOOD, NUTRITION AND WELLNESS

600 S. Calhoun Street | Tallahassee, FL 32399

1 (800) 504-6609 | FDACS.gov

FNW looks to assist program sponsors with resources that are accurate and timely. Please note that this guide is intended for quick reference and all options and allowances may not be covered. Please use the USDA and/or FDACS websites for complete information.

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**Florida Department of Agriculture
and Consumer Services**

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