

DAILY REMINDER LIST

Before the Target Week:

- Read the *Instructions for Menu Survey* booklet carefully and be sure to review all of the sample completed forms.
- A member of the technical assistance staff will contact you to ensure you have received your Menu Survey Folder, to review the survey process and the forms to be completed, and to answer any questions you may have.
- Call the toll-free technical assistance line (1-800-XXX-XXXX) if you have any questions or need additional help.

Each Day of the Target Week:

- **Daily Meal Counts Form**

Record the number of free, reduced-price, and full-price meals served for lunch and for breakfast (if you serve breakfast), and record total daily a la carte sales (if you sell foods or beverages a la carte).

- **Reimbursable Foods Forms**

For every food and beverage offered in reimbursable meals, write in:

- ✓ food name, if not included in pre-listed foods
- ✓ portion size
- ✓ number of reimbursable portions served

OR

- ✓ total portions served and an estimate of the number of portions sold a la carte or to adults
- ✓ manufacturer/brand name and product code, where requested
- ✓ descriptive information needed for nutrient analysis
- ✓ a check, if item is a USDA commodity
- ✓ a check, as needed, to indicate that a recipe has been provided.

- **Recipe Forms**

Fill out a Recipe Form for every food that is prepared from scratch or made by combining two or more foods or ingredients.

- **Self-Serve/Made to Order Bar Forms**

Fill out a Self-Serve/Made to Order Bar Form for each type of self-serve bar or made-to-order bar offered. Be sure to record the total number of servings taken from each bar for each day of the week on the Reimbursable Foods Form.

- **Afterschool Snack Form**

Fill out the Afterschool Snack Form if your school offers reimbursable snacks through the NSLP Afterschool Snack Program.

On One Day During the Target Week:

- **A La Carte Foods Checklist**

Complete the A La Carte Foods Checklist on the **one** day of the target week specified on the front of the Menu Survey Folder.

- **Food Service Manager Survey**

Complete this survey before the end of the week.

At the End of the Target Week:

- Look over the contents of each of the envelopes for the five days of the *Menu Survey* to be sure all forms are complete.
- Check to be sure all of the necessary Recipe Forms and Self-Serve/Made-to-Order Bar Forms have been provided, and Daily Meal Counts Form is complete.
- Place the all envelopes with completed forms in the plastic folder and return to Mathematica Policy Research, Inc. in the Federal Express enveloped provided.