#### Appendix F9. Site Menu Follow-Up Report

### Instructions

Your list of foods and beverages served and their recipes provided most of the information we need. In the tables below, we list items for which we need additional details organized by the type of meal component the item provides.

The meal components include: Grains/Bread, Fruits/Vegetables, Meats/Meat Alternates, and Milk. If the menu item was a combined food (like a sandwich) or a mixed dish (like pizza), the table lists the ingredient followed by the menu item containing the ingredient. For example, if the menu item was a peanut butter and jelly sandwich, we may have questions about the bread in the sandwich. The table will list “Bread (peanut butter & jelly sandwich)” in the section on Grains/Bread, and “Peanut butter (peanut butter & jelly sandwich)” in the section on Meats/Meat Alternates (see Figure 1.)

Figure 1. Followup report questions for components of PB&J sandwich



The details needed vary for the type of food, and include:

* Brand name and product name
* Grains/Bread: The details needed vary by the Meal Pattern you use:
	+ If using the SFSP meal pattern: Was the item whole grain, enriched, or (for cereals only) fortified?
	+ If using the CACFP or NSLP meal pattern: Was the item whole grain-rich, enriched, or (for cereals only) fortified?
* Fruits & Vegetables: Were they:
	+ Peeled?
	+ Whole, sliced, diced, shredded?
	+ Raw, canned/jarred, cooked or dried?
		- For **canned/jarred** **fruit**, was it packed in heavy syrup, light syrup, extra light syrup, juice, or water?
		- For **cooked** fruit or vegetable, was it made from
			* Fresh
			* Frozen
			* Canned/jarred
			* Dried
		- For **cooked** fruit or vegetable, how was it prepared?
			* Baked/roasted
			* Microwaved
			* Broiled/grilled
			* Pan-fried/sautéed
			* Deep fried
			* Boiled
			* Steamed
			* Other (specify
	+ Fruit or vegetable juice: Was it 100% juice?
* Meats/meat alternatives:
	+ For meats: Was the item regular or lean?
	+ For cheese: Was the item regular, reduced-fat or fat-free?
* Milk: Was it
	+ Plain or flavored?
	+ Regular (whole), reduced-fat (2%), low-fat (1%), fat-free (skim)

The table on the following pages shows an example of the form. The type of information that will be pre-filled is shown in black. The responses that a sponsor provided are shown in blue. The table with your menu items and the details needed begins on page \_\_\_.

 If you have any questions about this form, please contact the study team at XXX-XXX-XXXX or xxxx@westat.com.

## SAMPLE 1 – For sites using SFSP Meal Pattern

Sponsor Name: \_\_\_\_Sponsor ABC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meal pattern: \_\_\_\_SFSP\_\_\_\_

Site: \_\_\_\_\_\_Site XYZ\_\_\_\_\_\_\_

Menu week: \_\_\_2\_\_\_ Week start date: \_\_\_6/26/2018

|  |  |  |
| --- | --- | --- |
| **GRAINS/BREAD** |  |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | B | Mini pancakes | What kind was it? Blueberry whole wheatWhat was the brand name? Aunt Jemima Was it: ☒ Whole grain  □ Enriched |
| W | L | Bread (Chicken sandwich) | What kind was it? White SandwichWhat was the brand name? Nickel’s Was it: □ Whole grain  ☒ Enriched |
| **FRUIT/VEGETABLE** |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | L | Vegetable | What kind was it? Baby carrotsWas it peeled? ☒ Yes □ NoWhat was the form? ☒ Whole □ Sliced □ Diced □ ShreddedHow was it prepared? ☒ Raw □ CookedIf cooked, was it from □ Fresh □ Frozen □ Canned/jarred □ DriedWhat was the brand name? What was the amount served?½ cup |
| F | L | Fruit | What kind was it? ApplesauceWhat was the form? □ Whole □ Sliced □ Diced □ ShreddedHow was it prepared?□ Fresh □ Frozen ☒ Canned/jarred □ DriedIf canned/jarred, was it ☒ Packed in water or unsweetened□ Packed in juice □ Packed in syrup or sweetenedWas the syrup:□ Heavy □ Light □ Extra lightWhat was the brand name?Motts |
| **MEAT/MEAT ALTERNATE** |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | B | Cheese stix | What kind was it? Mozzarella cheese stick What was the brand name? Poly-O Was it: □ Regular ☒ Reduced fat □ Fat free |
|  | D | Peanut butter (PBJ Uncrustable) | Was it: ☒ Regular □ Reduced fat  |
| **MILK** |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | B | Menu was missing milk | Was milk served? ☒ Yes □ NoPlain or flavored? ☒ Plain □ FlavoredWas it: □ Regular (Whole or vitamin D) ☒ Reduced-fat (2%) □ Low-fat (1%) □ Fat-free (skim) |
| **ADDITIONAL INGREDIENTS:** Did the following foods include ingredients not mentioned in the name of the food? |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | L | Pizza | What kind was it? Cheese pizza What was the brand name?No brand nameDid it include meat? □ Yes ☒ NoIf yes, what kind of meat was it? Was the meat: □ Regular □ Lean |
|  |  |  | Did it include any vegetables? □ Yes ☒ NoIf yes, what kind of vegetable was it? Was the vegetable peeled? □ Yes □ NoWhat was the form of the vegetable? □ Whole □ Sliced □ Diced □ ShreddedHow was the vegetable prepared? □ Raw □ CookedIf cooked, was it from □ Fresh □ Frozen □ Canned/jarred □ Dried |
| T | B | Ham/Egg Scrambler | Did it include any vegetables? □ Yes ☒ NoIf yes, what kind of vegetable was it? Was the vegetable peeled? □ Yes □ NoWhat was the form of the vegetable? □ Whole □ Sliced □ Diced □ ShreddedHow was the vegetable prepared? □ Raw □ CookedIf cooked, was it from □ Fresh □ Frozen □ Canned/jarred □ Dried |

## SAMPLE 2 – For sites using CACFP or NSLP Meal Pattern

Sponsor Name: \_\_\_\_Sponsor ABC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meal pattern: \_\_\_\_CACFP\_\_\_\_

Site: \_\_\_\_\_\_Site XYZ\_\_\_\_\_\_\_

Menu week: \_\_\_2\_\_\_ Week start date: \_\_\_6/26/2018

|  |  |  |
| --- | --- | --- |
| **GRAINS** |  |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | B | Mini pancakes | What kind was it? Blueberry whole wheatWhat was the brand name? Aunt Jemima Was it: ☒ Whole grain-rich  □ Enriched |
| W | L | Bread (Chicken sandwich) | What kind was it? White SandwichWhat was the brand name? Nickel’s Was it: □ Whole grain-rich  ☒ Enriched |
|  **VEGETABLES** |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | L | Vegetable | What kind was it? Baby carrotsWas it peeled? ☒ Yes □ NoWhat was the form? ☒ Whole □ Sliced □ Diced □ ShreddedHow was it prepared? ☒ Raw □ CookedIf cooked, was it from □ Fresh □ Frozen □ Canned/jarred □ DriedWhat was the brand name?What was the amount served?½ cup |
|  **FRUITS** |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| F | L | Fruit | What kind was it? ApplesauceWhat was the form? □ Whole □ Sliced □ Diced □ ShreddedHow was it prepared?□ Fresh □ Frozen ☒ Canned/jarred □ DriedIf canned/jarred, was it ☒ Packed in water or unsweetened□ Packed in juice □ Packed in syrup or sweetenedWas the syrup:□ Heavy □ Light □ Extra lightWhat was the brand name? Motts |
| **MEAT/MEAT ALTERNATE** |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | B | Cheese stix | What kind was it? Mozzarella cheese stick What was the brand name? Poly-O Was it: □ Regular ☒ Reduced fat □ Fat free |
|  | D | Peanut butter (PBJ Uncrustable) | Was it: ☒ Regular □ Reduced fat  |
| **FLUID MILK** |  |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | B | Menu was missing milk | Was milk served? ☒ Yes □ NoPlain or flavored? ☒ Plain □ FlavoredWas it: □ Regular (Whole or vitamin D) ☒ Reduced fat (2%) □ Lowfat (1%) □ Fat free (skim) |
| **ADDITIONAL INGREDIENTS:** Did the following foods include ingredients not mentioned in the name of the food? |
| DAY | MEAL | MENU ITEM | ADDITIONAL DETAILS |
| M | L | Pizza | What kind was it? Cheese pizza What was the brand name?No brand nameDid it include meat? □ Yes ☒ NoIf yes, what kind of meat was it? Was the meat: □ Regular □ Lean |
|  |  |  | Did it include any vegetables? □ Yes ☒ NoIf yes, what kind of vegetable was it? Was the vegetable peeled? □ Yes □ NoWhat was the form of the vegetable? □ Whole □ Sliced □ Diced □ ShreddedHow was the vegetable prepared? □ Raw □ CookedIf cooked, was it from □ Fresh □ Frozen  □ Canned/jarred □ Dried |
| T | B | Ham/Egg Scrambler | Did it include any vegetables? □ Yes ☒ NoIf yes, what kind of vegetable was it? Was the vegetable peeled? □ Yes □ NoWhat was the form of the vegetable? □ Whole □ Sliced □ Diced □ ShreddedHow was the vegetable prepared? □ Raw □ CookedIf cooked, was it from □ Fresh □ Frozen □ Canned/jarred □ Dried |