

Attachment N.6. Dietary Specifications Assessment Tool

This information is being collected from State agencies, school food authorities, schools. This is a revision of a currently approved information collection. The Richard B. Russell National School Lunch Act (NSLA) 42 U.S.C. § 1758, as amended, authorizes the National School Lunch Program (NSLP). This information is required to administer and operate this program in accordance with the NSLA. Under the Privacy Act of 1974, any personally identifying information obtained will be kept private to the extent of the law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0006. The time required to complete this information collection is estimated to average 47.5 hours of reporting burden per response. The burden consists of the time it takes for the State agency to conduct the off-site portion of the review which includes scheduling of the review and the completion of the Off-site Assessment, Resource Management Risk Indicator, and Site Selection Tools. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0006). Do not return the completed form to this address.

Dietary Specification Assessment Tool Instructions

REVIEWER INSTRUCTIONS:

When utilizing the Dietary Specifications Assessment Tool, the SA will assess lunch and breakfast food service practices to determine the risk for violations related to calories, saturated fat, sodium, and *trans* fat. The risk-based assessment tool requires both off-site and on-site review elements for lunch and breakfast. When completing the tool, users should exercise their best judgment and select the most appropriate response based on the menu documentation provided, interview of the SFA/site contact and on-site observation.

The reference time period is a typical week during the current school year.

Use the following scoring system:

- 1 - *Always (every day or 5 days/week)*
- 2 - *Most items or most of the time (3-4 days/week)*
- 3 - *Some items or some of the time (1-2 days/week)*
- 4 - *Never (0 days/week)*

Once all responses are selected, the assessment tool will automatically determine if the site is at risk for dietary specification violations and places the targeted menu review site in one of two categories: high risk or low risk. If the site is high risk, a nutrient analysis is required. If determined low risk, a nutrient analysis may not be required. In all instances, a subsequent on-site visit is required to validate the level of risk and provide the necessary technical assistance.

Dietary Specifications Assessment Tool

For each question below, select the number that corresponds to the best description:

- 1 - Always (every day or 5 days/week)
- 2 - Most items or most of the time (3-4 days/week)
- 3 - Some items or some of the time (1-2 days/week)
- 4 - Never (0 days/week)

School Name: [ENTER SCHOOL NAME HERE]	Off-site Review of Documentation/SFA Interview to Determine Risk		On-site Observation to Validate Risk	
	Lunch	Breakfast	Lunch	Breakfast
1. Are specifications considered when purchasing menu items and condiments to limit the following?				
a. Saturated fat	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
b. Sodium	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
c. Trans fat	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
2. Only low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored) milk is used for student consumption and in menu recipes.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
3. Low-fat, fat-free milk products are used. This includes yogurt and cottage cheese.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
4. Cheese (all varieties including reduced fat) is controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal. This includes cheese offered on salad bars.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
5. Are non-creditable cheese products offered as part of a reimbursable meal? (Non-creditable cheese includes: cheese sauce without a CN label or product formulation statement, cheese product, imitation cheese and powdered cheese).	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
6. Reduced-fat, low fat, fat-free mayonnaise, sour cream, and/or salad dressings are offered instead of full-fat varieties.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
7. Broths and/or soups with low or reduced sodium are used, rather than regular broths and soups.	-- SELECT VALUE --	N/A	-- SELECT VALUE --	N/A
8. Fresh, frozen, and/or low sodium or no sodium canned vegetables are offered, rather than reduced sodium or regular canned vegetables.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
9. How often are bacon, bacon bits, pepperoni, chow mein noodles, pickles, olives, packaged crackers and/or croutons available to students?	-- SELECT VALUE --	N/A	-- SELECT VALUE --	N/A
10. How often are meats such as hot dogs, luncheon meats (e.g. ham, turkey) and/or sausage offered on the service line and/or salad bar? (All varieties - including reduced and/or low sodium).	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
11. Canned fruits are packed in water, fruit juice, or light syrup. If only fresh fruit is offered, then select the "N/A" dropdown response.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
12. Grain-based desserts such as doughnuts, pastries, cakes, and cookies are limited to 2 oz. eq. per week or less for LUNCH. If grain-based desserts are not offered, then select the "N/A" dropdown response.	-- SELECT VALUE --	N/A	-- SELECT VALUE --	N/A
13. How often are "grain-based dessert" type items such as doughnuts, toaster pastries, cake, muffins, and cookies offered at BREAKFAST?	N/A	-- SELECT VALUE --	N/A	-- SELECT VALUE --
14. Other seasonings, such as herbs and spices, are substituted for salt.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
15. Oil is used in recipes, rather than shortening, margarine, or butter.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
16. Fat is drained from browned meats and poultry and/or fat is skimmed from broths, soups, stews, or gravies and/or skin is removed from poultry or skinless poultry is used. If browned meats and poultry are not offered, then select the "N/A" dropdown response.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
17. Is a deep fat fryer used on-site to prepare school meal items?	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
18. Is butter or margarine added to breads and/or vegetables prior to serving?	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
19. Standardized recipes are followed: all ingredients are weighed or measured with standardized weight or measuring utensils.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
20. Meal pattern for appropriate age/grade groups are used for menu planning, including the meal patterns and serving sizes.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
21. How often are extra, non-reimbursable food items (e.g. potato chips, ice cream, pudding and/or gelatin) offered on the menu? Items sold a la carte are exempt.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
22. Portion sizes for condiments (e.g. hot sauce, ketchup, mustard, salad dressing) are controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
23. Students are offered butter or margarine:				
a. In the serving line.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
b. At a condiment station.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
c. If they ask for it.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
24. Students are offered salt:				
a. In the serving line.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
b. At a condiment station.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
c. On meal tables.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
d. If they ask for it.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --
25. Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entrées sold a la carte are exempt.	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --	-- SELECT VALUE --

Indicate the Meals Evaluated:

Lunch Only

▼ Risk Level:

Low Risk	Low Risk
Perform On-site Review to Validate Information	No Nutrient Analysis Required