

inTEAM **MENU ENTRY** Cheat sheet

Create the menu:

- Make sure the date range, meal service and grade ranges are correct. These cannot be edited later.
- Enter a total feeding figure.
 - This is a small hyperlink under the daily tabs
 - The total feeding figure is the number of *reimbursable meals*.

Adding an Entrée:

- Add a “Recipe Entrée”
 - This does not count as a component in the menu item, it is just a header
 - Name the entrée in the “Recipe name or Combo Name “ column
 - Include ALL nutritional information on this header line
 - Add calories, saturated fat and sodium from all parts of the entrée together and enter it in the gold line
 - After making the Recipe Entrée header line, add the creditable components.
 - Link the components to the entrée by naming them identical to the “Recipe Name or Combo Name” in the recipe entrée header line.
 - When linked correctly, component lines will turn pink.
- The total number of all entrees should be \leq (less than or equal to) the total feeding figure

Adding a Side Item:

- First, determine if the side item has 1 creditable component eg. corn; or multiple creditable components eg. tossed salad.
- Is the side item selectable to **ALL** students?
 - If yes, be sure to leave the “Recipe name or Combo Name” column **blank**

Single component side item:

- Add a new item and choose the appropriate creditable component
- If the item is selectable to all students, leave the “Recipe name or Combo Name” column **blank**
- No side item should have a planned number $>$ (greater than) the total feeding figure

Multiple creditable component side item:

- Add a “Recipe”
 - This does not count as a component in the menu item, it is just a header
 - Name the side item the “Recipe name or Combo Name “ column
 - Include ALL nutritional information on this header line
 - Add calories, saturated fat and sodium from all parts of the side item together and enter it in the gold line
 - After making the Recipe Entrée header line, add the creditable components.
 - Link the components to the entrée by naming them identical to the “Recipe Name or Combo Name” in the recipe header line.
 - When linked correctly, component lines will turn green.

Condiments:

- The calories, saturated fat and sodium for all condiments must be reported.
 - This includes salt and pepper packets, salt shakers, etc.
- The creditable portion size is always 0.

Yellow Minimum and maximum boxes

The information in these boxes is what is used to determine the “Daily Minimum for Meal Component/Daily Nutrient Statistics” for fruits and vegetables.

- Vegetable Incl. Juice Minimum Offered:
 - This box is the minimum vegetables a student is *offered*.
 - If there is any entrée that does *not* offer vegetables, what side vegetables are selectable to the student who takes that entrée?
 - If all entrées contain a vegetable, look for the entrée that offers the smallest amount of vegetable. Then, add the vegetables that are available for selection to accompany that entrée.
- Vegetable juice Maximum offered: If no vegetable juice is offered, this can be left blank
- If vegetable juice is offered, how much is the student permitted to take? Enter that value in cups.
- Fruit Incl. Juice Minimum offered:
 - Determine the least amount of fruit and/or juice that a student is offered.
 - Ex. ½ c oranges and ½ c grapes are offered, but the student must choose 1 fruit. The minimum offered is .5c.
 - If fruit juice is also offered, be sure to include that in this total.
 - If ½ c oranges and 4oz apple juice are offered and the child can take both, the minimum would be 1c.
- Fruit Juice Maximum offered:
 - If fruit juice is offered, how much juice is the student permitted to take?
 - Ex. Apple juice, grape juice and orange juice are offered in 4oz portions. If the student may choose any 1 type of juice, then the maximum is .5c. If the student is permitted to take all 3 juices, the maximum offered is 1.5c
 - If no fruit juice is offered, this field may be left blank.