Welcome to a short training for sponsors of the National School Lunch Program who provide meals (vend) to other NSLP sponsors. We have received questions on what are the responsibilities of both the vendor and the vendee and we hope that this training will clarify Vended Meals. This part is specifically for the vendors with information that you need to know to provide meals. There is another PowerPoint presentation to provide training to the sponsors who are receiving the meals (the vendees). We hope this makes your job easier! So, let’s get started -

It is very important that you have a Vended Meal Agreement with the school or organization that you are providing meals. This agreement must be completed every year and should cover the current school year – July 1-June 30th. The ODE Vended Meal Agreement has recently been revised so be sure you are using the most current version. You can find the agreement on our website. The agreement spells out the terms of providing meals that meet the meal pattern that the sponsor is participating. Be careful to check the correct meal pattern for which you will be providing meals. The agreement should describe the meal components that will be provided to meet the meal pattern. Meals can either be sold to sponsors with milk or designated that the sponsor will provide the fluid milk. You will need to have an agreement with the sponsor about the time and place that you will deliver the meals.
This information should also be included in the Food Safety Plan that you develop for the sponsor. The agreement must include a description of the process between the Purchaser and Vendor for ordering number of daily meals and define the days when meals will be needed.

2 very important things that the agreement covers are:

• A description of how Purchaser will be provided with menu records, recipes and food product labels, *before* meals are delivered to Purchaser, for the Purchaser to ensure meals meet the selected meal pattern requirement

And

• A description of the process for non-payment of meals that: 1) do not meet the meal pattern requirements as specified in the agreement; 2) do not meet portion size requirements as specified in the agreement; and/or, 3) are spoiled or unwholesome at time of receipt.

This is a legal agreement that protects both the vendor and the receiving sponsor.
You will need to use a separate Menu Planner for the vended meals. If you serve more than one site and the menu varies, they will each need a separate planner. The ODE Menu Planner is your guarantee that the meals you are providing to the other sponsor meet the meal pattern. This planner will need to be available to the vended sponsor for audits.

Many of the programs that have vended meals do so because they are not able to prepare their own meals. This could mean that there will be unique settings that you will need to be aware of in order to provide quality meals in a food safe environment. It is critical that you go out to the site and look at;

• Where and how the food will be stored until service
• How the food will be reheated if that is something the sponsor will be doing.
• How will the food be served to the students. Do they need paper trays? Or, do they need food to be pre-plated or boxed. You will want to be sure the food is served attractively as well as safely.
• Determine what you can do to provide the best meals possible for the customer.

Food quality is very important as it reflects on you as the provider as well as the integrity of the program. Plan well balanced meals that meet the meal pattern and are ‘kid-friendly’. Meals that look appealing and taste even better. You should be proud of the foods that you are providing to the sponsor.
You are providing a very important service to small school and programs. They may not have the facilities or skills available to produce meals and without your services they would not be able to provide meals to their students. They rely on you for your expertise and knowledge of food production and service. While they are still responsible for assuring that the meals served meet the meal pattern and they count and claim only reimbursable meals, you to have an important role in providing them with food that not only are you proud of but that you know they will be able to claim the meals as meeting the meal pattern. Be proud of the service that you are providing.

Customer service is an important part of being a vendor. You will need to work with the group receiving the meals so that you have a good understanding of their needs. It starts with Great Menus! What are the needs of the sponsor that you are working with? Do you know their student population and preferences? What are the goals of the sponsors in providing meals for the students? These are questions to answer as you
plan your menu so you know that the meals will meet the sponsor’s needs.
Your menus need to meet the meal pattern but they also need to meet the needs of the sponsor.
Now that you have Great Menus you need to think about food quality. You have a special service here because you are often providing food that has to be transported after it has been prepared. They need your help to provide them with great menus, great food and wonderful customer service.

The documentation that you need for vended meals is the same that you are required to have for the meals that you provide for the students in your district. For all of the food items that you provide to the vendee be sure you have the complete and correct documentation to show how that food item contributes to the meal pattern. You should have documentation from one of these sources:

- Use the Food Buying Guide to show that the correct amount of food items have been prepared to serve the portion size in the creditable amount.
- Any recipes you make from scratch must be accompanied by Appendix A from the Food Buying Guide. Appendix A shows the meal contribution from recipe ingredients. If you are using USDA recipes you do not need Appendix A as the required information is already on the recipe.
- Show how purchased grain items credit using Exhibit A (that’s different from Appendix A) in the Food Buying Guide. If you are baking items you will need to use the worksheet on
pages 3-12 & 3-13 to calculate the grain contribution from grain ingredients.

- Use CN labels to document eligible products. Be sure to check the portion size to see that it matches the CN label.
- If a product does not have a CN label you will need to obtain a Manufacturer’s Product Formulation Statement to document how that food item contributes to the meal pattern. ODE-CNP has recently developed forms for meat/meat alternate and grains to send to manufacturer’s to ensure you are receiving the correct information to document meals. You can also use these forms to check products.

As a vendor, you will need to complete a ODE-CNP Menu Planner every week for each menu that you vend. If menus are the same for more than one Vendee you do not need to do separate Planners. The Menu Planner is what determines that meals are meeting the meal pattern for both daily and weekly requirements. Attached to the Menu Planner are the Meal Production Records that are required for all NSLP meals.
The Production Record shows that the amount of food by volume or measure that is produced is correct for the number of meals that are planned. If you do not use the production record that goes with the Menu Planner then you will need to be sure that your production record meets all of the standards for information that is required. This is part of the meal documentation that you need to retain.

Food Safety is an important area with vended meals. As a reminder: a vended sponsor is like a site – and the vendor is like a base kitchen – each must have 2 food safety inspections each school year. As the vendor you need to post the results of your food safety inspection. You will also need to develop a food safety program based on Hazard Analysis Critical Control Points. You need a separate food safety plan that deals with vended meals. You are responsible for the cost of the production kitchen inspection and the vendee is responsible for their inspection costs unless you have set up something different in your Vended Meal Agreement.
Here are a few reminders about your Food Safety Plan. As the vendor you need to have a specific food safety plan for vended meals by site. The food safety plan should be based on Hazard Analysis Critical Control Points. Be sure to include all of the additional Critical Control Points that will be incurred for these meals.

All potentially hazardous foods and recipes must be designated in one of the 3 processes – (no-cook, same-day, or complex) depending how many times the food item will go through the danger zone.

It is very important to have specific standard operating procedures for vended meals. These will include not only the production of the meal but transportation, safe reheat or heating of the food as well as the disposal or care of saved foods.

Another important part of all food safety plans and in particular the vended meal food safety plan is to have good processes in place for monitoring each SOP and then to have a corrective action plan if something goes wrong.

Time and temperature logs must be kept for all potentially hazardous foods – both hot and cold – from production to service. You will record the delivery temperature on the daily vended meal receipt.

Another very important thing for vendors to provide to the vendee is information that they will need to assure the food is safe to serve to children. This might include caring for the food once it has been delivered, safe heating or re-heating instructions, food safety service standards and any procedures for the care and or disposal of any food that is left over.
Food Safety is your responsibility – take it serious!

Things to remember when you are delivering food. It needs to be done with great care and concern. Think ahead and make plans so the food is delivered at peak quality. Would you be proud to serve this food to the students at your school? How about your family? Sometimes it takes some extra steps at the planning stage to be sure that you have foods that will transport well.

The next consideration is that you have sent a sufficient amount of food for all students. Check and double check. An “I’m Sorry” isn’t good enough.

Again, food safety – does your delivery person understand how to monitor the food so you are sure that it is being delivered at the correct temperature. How about the vehicle that you are using to deliver the food? Is it clean? Is it used to deliver things other than food? Can hot food be kept hot and cold food cold?

And once you have determined that the food is great, there is the right amount of food and it is being delivered in a safe manner, then you will want to be sure your delivery person gets an A+ in customer service. Is this just a chore
to have to deliver the food to this site or do they realize what an important service they are providing. Do they bring back care and concerns? Likes and dislikes? Service with a SMILE in capital letters is important!

Now let’s take a look at the new Daily Vendor Lunch Receipt. This is your record of what you are providing to the vendee. It will show that all of the food components have been met in the correct amount as well as the number of meals that are being provided matches what was ordered. The first step is to record the number of meals that are being provided by age grade group. Remember, starting this year it is very important that each age/grade group is planned and recorded separately. If you have more than one age grade group that cannot be planned together you need to be sure to give separate serving information for each grade group. K-5 and 6-8 can be combined if planned carefully. K-5 and 9-12 cannot. For our example this vendor is providing 35 K-5 meals for the Happy Days Charter School. The date is the date of service for these meals.

Remember, when planning the amount of food to send to the vendee you need to send enough of all of the components so every student could choose all of the items if they desired.
You cannot take in account offer vs. serve. You are providing a complete meal.

The next section shows the fruit that is being provided. First – (click) the food item that is sent is recorded. Enough information should be provided so you know what you are getting – a 138 count apple credits differently than a 198 count apple due to the size of the fruit.

In the portion size column (click) you should see how much of each food item to serve each student. Cup equivalents should always be used for fruits – not ounces or pounds. Here we show that one 138 count apple equals 1 cup of fruit. In the Amount sent column (click) you can see how many or how much or the of this individual item has been sent.

Now, what about canned fruit (click) – be sure in the Food Item column it is indicated if the fruit is canned. Then you need to know if you vendor planned the portion size based on the juice being included. If you did not know this and drained the juice you would not have enough product to serve every (click) student ½ cup. In the Amount Sent column (click) they
have determined how much of this food item to send you in order for 35 students to have ½ cup of fruit and juice.

(click) Dried fruit needs to be identified because (click) dried fruit is served at ½ the crediting amount – so ¼ cup of served raisins equal ½ cup of creditable fruit. (click) The vendor should have calculated how much fruit will equal 35 – ¼ cup servings. What would have happened if you didn’t know to only serve ¼ cup?

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The next section on the Daily Vendor Lunch Receipt is for vegetables. Cup equivalents should always be used for the portion size for vegetables. Notice that the new form is now broken down by sub-groups. The vendor should check the sub-groups that are included for this meal so you can document that all of the sub-groups are being served during the week. And then list the food item next to the sub-group. Check the portion size for any raw leafy vegetable (such as lettuce or spinach) – you need to serve twice the amount of what is being credited – if it isn’t clear, call your vendor. In the next column you should see the total amount that has been sent to serve all students the correct portion size. (click) The temperature of the black beans was recorded at the production kitchen when cooked and when they were shipped. Then the delivery person should record the temperature of the food when it arrives at it’s destination. You will record the time and temperature at the time the food is actually served. This completes the food safety temperature circle.
The next section is for grains. The grain items should be listed and checked if the product meets the whole grain rich criteria (click). In the portion column (click), the serving size should be indicated (in this example – 1) and how the product credits to the meal pattern. In the new meal pattern it is very important that this information is provided so you will know you are meeting the daily requirement as well as have the information for the weekly minimum and maximum. Grains should always be shown in the creditable ounce equivalent. In the Amount Sent column you should see the amount of the grain product that is being sent to serve all of the students a grain product.
A complete description of the meat/meat alternate product should be provided. In the portion size column, it should be indicated the serving size and what it contributes in ounce equivalents to the meat/meat alternate component. Ounce equivalents should always be used for meat/meat alternate. You can see from this product the you will need to serve 2.7 oz to each student to equal 1 ½ oz of meat equivalent. When the vendor calculates the amount sent they can list the total weight – so 6# instead of 94.5 ounces. Be sure if it is a potentially hazardous food to have the delivery person record the delivery temperature and then you will record the temperature at the time of service.

The vendor should check the types of milk that are being provided. Remember you serve a variety of milk (at least 2) and the only types of milk that can be served are 1% unflavored, nonfat flavored (any flavor) and nonfat unflavored. The required portion for all age/grade group K-12 is 8 oz. of fluid milk. Milk is a potentially hazardous food and the temperature must be recorded at delivery and at the time of service.
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Just a reminder – if there have been any substitutions of food in any of the components – it must be recorded on the Daily Vendor Receipt. The next section is for any other food that you receive. This might include condiments or additional non-reimbursable food items such as pancake syrup. Under this section are 2 areas where you can communicate with the vendor about the food. The might use this are for preparation or serving instructions and you might record any problems you had with this menu.

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Don’t forget the signatures and dates!

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Where can I find the Daily Vendor Lunch Receipt, you ask? Well click right here! This link will take you to where the form is located on the CNP website. For this year we have a new daily lunch receipt that has been modified for the new meal pattern. Remember to only use the new form for lunch. Next year we will have a new breakfast form for you to use.
This year the sponsor that you are providing meals for will, hopefully, be applying for Certification for the additional 6 cents for meals meeting the meal pattern. The vendor will be a vital part of this process as you have the documentation they need to assure that the meals that you are providing are meeting the new meal pattern. You will need to provide the following to the sponsor that you vend:

- A copy of the week menu for Certification
- The Menu Planner for the week of Certification
- A completed USDA Tool with an assessment or nutrient analysis.

Validation Reviews or Administrative Reviews – the vendor needs to supply the following information to their sponsor vendees:

- A completed ODE Menu Planner for each age/grade group the meals are provided for.
- Documentation of how all the foods are meeting the new meal pattern. This will include CN labels, Manufacturer’s Product Formulation Statements for combination products that are not CN labeled. Appendix A for any recipes that are used. USDA recipes that show the meal component contributions. Or information from the Food Buying Guide that show how a food credits.
- Information for all foods that provides the calories, saturated fat and that the product does not contain trans fat – except for naturally occurring trans fats.
Vendors need to maintain good records and should always have documentation available for the sponsor. You need to be able to show how all meals meet the meal components and what the nutrient assessment is for calories, saturated fat and trans fat. Remember to keep all of your documentation for 3 years plus the current operating year.

Thank You!
We appreciate the great service that you provide to other NSLP sponsors. Without you they might not be able to provide meals for the students in their school. Thank you for the care and concern you have in working with these sponsors to have a great Child Nutrition Program.
If you have questions about vending meals, please contact your Child Nutrition Specialist.