INSTRUCTIONS FOR SMI MENU ANALYSIS LOG

A <u>separate</u> <u>SMI</u> <u>Menu</u> <u>Analysis</u> <u>Log</u> <u>MUST</u> be completed for <u>EACH</u> <u>DAY</u> of the school week being analyzed.   **[A separate log must be completed for breakfast and lunch.]** **PRODUCTION RECORD INFORMATION WILL BE <u>TRANSFERRED</u> TO THIS FORM.**

1. <u>SFA</u> – Indicate the name of the school food authority.

2. <u>School</u> – Indicate the name of the school whose menu is being analyzed.

3. <u>Day of Week</u> – Indicate the day of the week (Monday, Tuesday, etc.)

4. <u>Date</u> – Indicate the date.

5. <u>Breakfast or Lunch</u> – Circle the meal for which this form is being completed.

6. <u>Total Number of Reimbursable Meals Served</u> – Indicate the <u>TOTAL</u> number of reimbursable breakfast or lunch meals served on the above day. **<u>Do</u> <u>not</u>** include seconds, a la carte purchases or adults.

7. <u>Menu Items</u> – List <u>EACH</u> and <u>EVERY</u> menu item that is served as part of the reimbursable meal. **Include condiments. <u>BE SPECIFIC</u>** i.e. – entrée Brand names; frozen or canned; light or heavy syrup; reduced calorie.

8. <u>Portion Size</u> Indicate the portion size actually served for every menu item (i.e. 5 chicken nuggets, 1 sandwich, ½ cup peaches, 1 ½ cups spaghetti and meatballs, 1 apple, ½ cup orange juice, 1 oz. corn flakes).

9. <u>Number of Reimbursable Portions Served</u> – Indicate the number of portions served for <u>reimbursable</u> <u>meals</u> <u>only</u>. Obtain this information from the required state agency SMI Week Production Record.

DO NOT COMPLETE THE SECTION LABELED FOR STATE AGENCY USE ONLY