

Menu Planning Checklist



MISSISSIPPI
STATE DEPARTMENT OF HEALTH

Please use the following checklist to review your menus before you submit them. This will help speed the approval process. Please send in your menus before the rest of your renewal packet to allow enough time for corrections if needed and a follow-up review. For further information, refer to Appendix "C" in the *Regulations Governing Licensure of Child Care Facilities*.

* Use Menu Planning Worksheets (Form #444), found online at www.healthmys.com. Proceed through the following links: Licensure ➡ Child Care and Youth camp ➡ Nutrition and Menu Planning ➡ Menu Planning Worksheet

* Submit a minimum of two (2) cycles (weeks) of menus. We encourage submitting a minimum of (4) cycles (weeks).

*Complete the top of the menu Planning Worksheet ensuring all blanks are filled in. **Week of dates, facility name, last 4 digits of the license number, hours of operation, county, contact person/telephone number, and the licensing official's name.**

*List serving times. (A minimum of 2 ½ hours is required between a snack and a meal. The maximum time between these shall not exceed 4 hours. Example, if a snack is served at 9 am, then lunch should not be served earlier than 11:30 am or later than 1:00 pm)

*Include all **required** components in meals and snacks. (Ham, yogurt, peanut butter, cheese, or eggs served at breakfast do **not** take the place of the required cereal or bread, fruit, and milk.) **Serving sizes do not have to be included on the menu worksheet.**

*Fat Free (Skim) milk or 1% milk shall be served to children ages 2 and older. Fluid milk is **required** at every meal – breakfast, lunch, and dinner/supper. Milk is an option for snacks but is not required. Whole milk is served to infants/toddlers less than 2 years of age.

*Always list the type of juice served. If the juice is used as one of the two components for snacks, it must be 100% juice, not a fruit punch or juice punch. **Fresh or canned fruit is required at breakfast and snack.**

*Make sure two different food groups are represented in the snack. Apple juice and carrot sticks are not acceptable as a snack combination since both foods come from the fruit and vegetable group.

*A vitamin C food is required daily. If juices are used to meet this requirement, they must be from foods naturally rich in this vitamin C such as orange juice. (Refer to page 20 of Appendix C)

*A vitamin A food is required every other day (at least three days in each week, preferably Monday-Wednesday-Friday). (Refer to page 21 of Appendix C).

*Serve water with snacks and meals. (This is in addition to the required milk served at meals)

*Avoid "junk food." If cookies are used for snacks, they should be low fat such as peanut butter or oatmeal. Vanilla wafers, ginger snaps, animal crackers, and graham crackers are also acceptable to be served but may be served no more than 2 to 3 times per week.

*Avoid foods high in fat, salt, and sugar. Fried food and processed foods (hot dogs, bologna, pepperoni, sausage, etc.) are not allowed.

*Limit foods that can cause choking/asphyxiation and serve only to older children under close supervision. (Refer to page 6 of Appendix C. Raw vegetables shall not be served to children under the age of two (2) years.)

*Jell-O fruit cups may not count as a serving of fruit.

*For the days that you serve an afterschool snack only the following must be met: the week must include: three (3) approved Vitamin C sources on Monday, Wednesday, and Friday and one (1) approved Vitamin A source on Friday of each week. **MAKE SURE TO FOLLOW THE VITAMIN A AND VITAMIN C GUIDE IN APPENDIX C.**

*For the days (Holiday and Summer) that you will serve the full menu you must meet all the Vitamin A and C requirements in Appendix C. To receive an approved menu, you must submit: A 2-6-week snack plan on Form 444 for approval **ALONG WITH** a 2-6-week full day menu plan on Form 444 for approval. Both menus must be approved at the same time.

***The current menu should be posted on the parents' bulletin board and in the kitchen. Indicate any substitutions on the menu and keep the dated menus on file for a minimum of one year. A file of recipes used shall be kept in the facility.**