



Austintown Local Schools
Alexis Weber, RDN
Food Service Director
(330) 797-3900 ext 2031
aweber@austintownschoools.org
AFFoodServices.com

Invitation For Bid
2019-2020 School Year

Dear Company,

We thank you for your interest in bidding your products and services for the Austintown Local School District (ALSD) Food Service Department for the 2019-2020 school year.

The bidding process will open on March 4th and close at 3 P.M. on March 29th, 2019. We encourage our bidders to fill out the bidding packet electronically and print out the completed forms to physically sign when finished. Electronic bid packets are available on our department website AFFoodServices.com.

Bids must be mailed or delivered to the Treasurer's office in a sealed and labeled envelope by 3 P.M. on Friday March 29th. All bids will be opened publically at 10 A.M. on Monday April 1st, which you are welcome to attend . The public is also welcomed to attend the bid opening. The Austintown Local School District will make a final decision on the accepted bid by the April or May 2019 Board of Education Meeting (date to be determined). Award letters will be sent to the appropriate parties once approved by the Board of Education.

When sending the completed bid packet, please address it as follows:

Austintown Local School District
Attention: _____(item) Bid for 2019-2020
Ryan Ghizzoni, Treasurer
700 South Raccoon Road
Austintown, OH 44515

Please fill out all the areas of the bid completely to ensure the best evaluation of the bid.

If you have any questions regarding the bid packet, please contact the ALSD Food Service Director at 330-797-3900 ext. 2031.

Thank you,

Alexis Weber
Food Service Director
Austintown Local Schools



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General Specifications for Bids

General Scope

Austintown Local School District (ALSD) encourages fair and open competition amongst its vendors. As such, we invite companies to submit their bids in a professional and honest fashion. Per Title 2 CFR 200.318-320 and ALSD Board Policy, this Invitation for Bid (IFB) is created with a goal of obtaining an adequate number of vendor bids and the ALSD will award the contract to the lowest responsible bidder who meets the stated needs and objectives of this bid. Award of a bid category does not guarantee the Company as the sole vendor for such products.

School Locations

Austintown Fitch High School	4560 Falcon Drive	Austintown, OH 44515
Austintown Middle School	800 S. Raccoon Road	Austintown, OH 44515
Austintown Intermediate School	225 Idaho Road - Lloyd Loop	Austintown, OH 44515
Austintown Elementary School	245 Idaho Road - Lynn Kirk Loop	Austintown, OH 44515
Austintown Early Learning Center	4211 Evelyn Road	Youngstown, OH 44511

Product Lists and Item Quantities

ALSD strives to award one contract to the most responsible bidder. However, if we feel it necessary to award individual line items, based on the needs of our food service operation, we may do so. Complete the attached Proposal Form. If there are additional items or conditions that your company wishes to propose, you may attach them to the completed packet.

The estimated quantities listed in the Proposal Form are based on the 2018-2019 school year. We cannot guarantee these quantities for the 2019-2020 school year or guarantee a minimum quantity for your company.

Quality

The quality of all items supplied to the ALSD must meet or exceed the quality of the items listed in the bid. If for any reason the integrity of these items is compromised, ALSD reserves the right to discontinue the relationship and seek appropriate items from a qualifying vendor. ALSD Food Service Department will review items upon delivery and will refuse any items that do not meet the expected standards.

Dairy items shall be delivered with ample usage dates. For fluid milk, a Best If Used By date that is 7 days or longer from the delivery date is expected. ALSD may refuse fluid milk products that have a compromised Best If Used By date or a date that is not feasible to sell in an appropriate time period. Other dairy products shall follow the same accord, displaying a Best If Used By date that offers an appropriate length of time for use.

Bakery items shall be delivered with a Best If Used By date that is at least 10 days or longer from the delivery date.

By submitting a bid, your Company acknowledges their adherence to all local, state, and federal laws and regulations. Specifically, all laws and regulations (where applicable) set forth by the following: your Company's local county Board of Health, the Mahoning County Board of Health, Ohio Department of Health and Ohio Department of Agriculture, United States Department of Agriculture, Food and Drug Administration, the Federal Food, Drug and Cosmetic Act, and the Food And Drug Administration Pasteurized Milk Ordinance (PMO).



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Geographical Preference

The ALSD believes in working with our community to support and provide for our students and families. Although it is not a disqualifying attribute if your company is not based in Austintown, we may give preference to businesses that are located within our township. Geographic location will be considered among the other aspects of the bid, such as price, service, responsiveness, etc.

Nutrition Requirements and Formulation Statements

All food items that contribute to the meat/meat alternate and grain components of a reimbursable meal in the National School Lunch Program (NSLP) MUST be accompanied by a formulation specification sheet. The sample Formulation Statements in this packet may be used or you may submit your own documentation with all the necessary information, including Nutrition Facts Labels. Please use 1 (one) set of formulation statements for each food item that you bid (i.e. cheese pizza should have a grain statement and a meat/meat alternate statement, pepperoni pizza should have its own statements). It is also helpful to have this documentation electronically for our program should your company be awarded the contract. All applicable food items, regardless of meal components, should meet the nutrition standards of the National School Lunch Program (NSLP). For reference to the required meal pattern and nutrition requirements in the NSLP please visit: [Title 2 CFR 210.10 Meal Requirements for lunches](#)

Whole Grain Requirements

In accordance with the Final Rule for Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements published on 12/12/2018 by the Food and Nutrition Service (83 FR 63775), ALSD will seek bid information for certain products that are *enriched versus whole grain*. We have specified which products we would like bid proposals on regarding their grain composition. If your company cannot provide a certain composition of grain for the specified product, please specify this difference on the Proposal Form. We will consider your offerings and how they fit into our desired menus.

Proposed Pricing

Prices shall remain firm for the entire 2019-2020 school year. Delivery costs, equipment, and any other costs should be incorporated into the price of each line item. Simply stated, the ALSD will not be charged and will not pay for any additional costs, fees or taxes. The price of each item listed on the Proposal Form by your Company must be the full and complete price. If a price change is inevitable, your Company agrees to notify the Food Service Director in writing and by phone call to discuss the changes at least 30 days before the price change. If the changes are unsuitable for the ALSD, we reserve the right to discontinue the relationship.

Payment

An itemized physical invoice must accompany each delivery to each school building. Each building cafeteria manager will sign the invoice upon successfully receiving their delivery. In order to submit a full payment, ALSD must have a physical (or electronic) copy of all invoices for every delivery, which match the monthly statement. Payments will be made by the ALSD Food Service Department on a monthly basis. Statements for all invoices are due by the 1st of the following month (for example, all February invoices should be on an itemized statement and delivered to ALSD Food Service Department by March 1st). The Food Service Department prefers to receive monthly statements electronically sent to our department email.

Proposal Form

Please fill out the proposal form completely. If there is an item that is not offered by your company please indicate by placing N/A (not applicable) in those fields. If your company needs to further explain a product or condition about a line item, those details may be attached to the final packet.



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Key Stop Access (Dairy and Bakery Only)

In the case of inclement weather, we ask that your Company have Key Stop access to our buildings to continue making appropriate deliveries as scheduled, so long as your delivery personnel are insured and bonded. Please include this critical documentation in the bid packet to confirm you Company's ability for Key Stop Access.

Buy American

Per [Title 7 CFR 210.21 Procurement](#) requirements, sponsors of the National School Lunch Program must adhere to proper procurement laws and regulations specific to Child Nutrition Programs. 7 CFR 210.21 (d) requires sponsors to ensure products are purchased according to the "Buy American" provision, where agricultural items are produced in the United States and processed products are substantially made with domestic commodities and products. Bidders must verify and state their compliance with this regulation.

7 CFR 210.21 (d):

(d) *Buy American*—(1) *Definition of domestic commodity or product.* In this paragraph (d), the term 'domestic commodity or product' means—

(i) An agricultural commodity that is produced in the United States; and

(ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

(2) *Requirement.* (i) *In general.* Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.

(ii) *Limitations.* Paragraph (d)(2)(i) of this section shall apply only to—

(A) A school food authority located in the contiguous United States; and

(B) A purchase of domestic commodity or product for the school lunch program under this part.

Additional Specifications

Pizza

Meal Component Requirements - Pizza should have the following minimum components: 2 oz meat/meat alternative and 2 oz grain equivalents per slice. Additionally, if applicable, a Product Formulation Statement for red-orange vegetables should be submitted for pizza with tomato sauce so long as the contribution is at least 1/8 cup vegetable.

Taste Testing - There will be a taste testing night for pizza. We will be inviting pizza companies to submit 2 (two) party cut, cheese pizzas for a tasting event on March 27th, 2019 before bids are opened. District administrators, staff, and students will have the chance to give input on the taste of these pizza products. More information to come. Please share your interest in participating with our office before submitting your bid packet.

Bakery Items

Meal Component Requirements - Bakery items should have the following minimum components: No less than 1 oz equivalent grains per serving (i.e. slice of bread, sandwich bun, dinner roll).



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Company Information

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Email : _____

Location Manager: _____

Location Phone Number: _____

Submitter Name: _____

Submitter Title: _____

I, the undersigned, acknowledge and confirm that the information filled out in this bid is complete and truthful to the best of my ability and I commit said Company to adhering to all requests and proposals made in this bid. I understand that if awarded the bid, this complete packet will be used as the contract between Austintown Local School District and the Company for the 2019-2020 school year.

Signature: _____

Date: _____

Printed Name: _____

*If completing bid electronically, please print bid and physically sign completed bid before submission.



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Bid Checklist

The following items should be included in order to complete your bid submission:

_____ Company Information Page

_____ Bid Item Request Form

_____ Item Proposal Form complete with pricing

_____ All Required Nutrition Information (Nutrition Facts Labels)

_____ Formulation Specification Sheets (grains, meats, red-orange vegetables)

_____ W-9

_____ Proof of insurance and bonded requirements for delivery drivers

Company Name: _____



Pizza Bid Requests

2019-2020 School Year

Austintown Schools Food Service Department

The following are requests from the Austintown Local School District Food Service Department. These requests are made with thoughtfulness in how our Food Service Department will be best served regarding products, services, deliveries, nutritional requirements, equipment, invoices & statements, etc. Your Company's ability to fulfill these requests will be considered in the final bidding decision. If you contract out your delivery services, you must acknowledge and take consideration for their ability to meet these requests. Please indicate your Company's ability to fulfill the below requests.

The Austintown Local School District requests the following:

1. Deliveries to each of the 5 Austintown Local School buildings (Fitch High, Middle, Intermediate, Elementary, and Early Learning Center). Each building has a different pizza day on the menu. This may include providing a delivery to two of our schools on the same day.
Yes No Comments: _____

2. Flexible delivery times. Each school operates on different bell schedules that effect the start of lunch time. Are you able to be flexible to the needs of each school's changing lunch time? (For example, 2 hour delay schedule, 2 hour early release schedule)
Yes No Comments: _____

3. Pizza for all schools on a weekly or bi-weekly basis depending on our lunch menu.
Yes No Comments: _____

4. Square, 12 slice pizzas (half sheet pan) on **your** Company's pans; delivered on speed racks to each school. We are requesting this to reduce waste from pizza boxes and to eliminate the possibilities that the pizza boxes will not fit in our warmers and ovens, as each school has different equipment. Call our office to discuss further if need be.
Yes No Comments: _____

5. Pick up of the pizza pans after lunch service or on the following school day.
Yes No Comments: _____

6. Nutritionally compliant pizza with at least 2 oz meat/meat alternate, 2 oz grain equivalents, and 1/8 cup red-orange vegetable component **per slice** (complete the attached Formulation Specification sheet). ALSD is seeking to purchase regular crust pizza versus whole grain, but adequate grain equivalent documentation is still required.
Yes No Comments: _____

7. Should ALSD desire to order whole grain pizza, is your company able to provide a whole grain-rich pizza crust?
Yes No Comments: _____

8. Electronic itemized statements, broken down by each school building, for all pizza deliveries by the 1st day of the following month. (For example: all February invoices on an itemized statement delivered to the Food Service Department via email by March 1st).
Yes No Comments: _____

Company Name: _____



Pizza Bid Requests

2019-2020 School Year

Austintown Schools Food Service Department

9. Physical itemized invoices provided for each delivery to each school. This must be given to the cafeteria manager to sign upon each delivery.

Yes No Comments: _____

10. Is your company able to produce an electronic copy of an invoice should we need another copy?

Yes No Comments: _____

11. Does your Company comply with the Buy American regulations in 7 CFR 210.21(d)?

Yes No Comments: _____

12. Austintown Schools has a shared services agreement with Lordstown Local Schools for food services. Is your Company willing to offer this bid for Lordstown Local schools as well, and support both districts? (Lordstown has two locations, elementary and high school on the same campus). Call our office for more information.

Yes No Comments: _____

Additional Comments:



Company Name: _____

Pizza Proposal Form

Estimated Quantities Based on the 2018-2019 School Year

All Pizza items MUST equal 2 OZ equivalent grains and 2 OZ equivalent meat/meat alternate per slice (represented on the Formulation Statement)

Pizza - Regular Crust

Unit	Item Type/Size	Description	Estimated Quantity (slices per year)	Proposed Unit Price (price per slice)	Total Price (per year)
1/2 Sheet	Square (12 slices)	Cheese	43,632		
1/2 Sheet	Square (12 slices)	Pepperoni	14,580		
1/2 Sheet	Square (12 slices)	White	4,536		
1/2 Sheet	Square (12 slices)	Parcooked Pizza Crust Shell	--		

If you are unable to provide **square** pizzas please indicate your product's information here:

Unit	Item Type/Size	Description	Estimated Quantity (per year)	Proposed Unit Price (price per slice)	Total Price (per year)

Pizza - 51% Whole Grain Crust

Unit	Item Type/Size	Description	Estimated Quantity (per year)	Proposed Unit Price (price per slice)	Total Price (per year)
1/2 Sheet	Square (12 slices)	Cheese	43,632		
1/2 Sheet	Square (12 slices)	Pepperoni	14,580		
1/2 Sheet	Square (12 slices)	White	4,536		

If you are unable to provide **square** pizzas please indicate your product's information here:

Unit	Item Type/Size	Description	Estimated Quantity (per year)	Proposed Unit Price (price per slice)	Total Price (per year)

Other Pizza Products - rolls, knots, etc.

Unit	Item Type/Size	Description	Estimated Quantity (per year)	Proposed Unit Price	Total Price (per year)

You are welcome to attach more product and pricing information to the packet if there are products that you offer in addition to what is listed here. Pricing and nutritional information must accompany additional product information.

Product Formulation Statement (PFS) for Documenting Vegetables and Fruits

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Specific vegetable subgroups must be offered weekly and fruit must be served daily for the National School Lunch Program. For more detailed information on meal pattern requirements see the Nutrition Standards for School Meals Website at <http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm>.

Product Name: _____ Code: _____

Manufacturer: _____ Serving Size: _____

I. Vegetable Component

Please fill out the chart below to determine the creditable amount of vegetables.

Description of Creditable Ingredient per Food Buying Guide (FBG)	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount ¹ (quarter cups)	
			X			
			X			
			X			
Total Creditable Vegetable Amount:						
<ul style="list-style-type: none"> ▪ ¹FBG calculations for vegetables are in quarter cups. See chart on following page for quarter cup to cup conversions. ▪ Vegetables and vegetable purees credit on volume served. Tomato paste and puree will continue to credit as a calculated volume based on the yields in the FBG. ▪ At least 1/8 cup of recognizable vegetable is required to contribute towards the vegetable component or a specific vegetable subgroup. ▪ The other vegetable subgroup may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups. ▪ School food authorities may offer any vegetable subgroup to meet the total weekly requirement for the additional vegetable subgroup. ▪ Please note that raw leafy green vegetables credit as half the volume served in school meals (For example: 1 cup raw spinach credits as 1/2 cup dark green vegetable. Legumes may credit towards the vegetable component or the meat alternate component, but not as both in the same meal. The school menu planner will decide how to incorporate legumes into the school meal. However, a manufacturer should provide documentation to show how legumes contribute towards the vegetable component and the meat alternate component. See chart on the following page for conversion factors ▪ The PFS for meat/meat alternate may be used to document how legumes contribute towards the meat alternate component. 					Total Cups Beans/Peas (Legumes)	
					Total Cups Dark Green	
					Total Cups Red/Orange	
					Total Cups Starchy	
					Total Cups Other	

I certify the above information is true and correct and that _____ ounce serving of the above product contains _____ cup(s) of _____ vegetables.
(vegetable subgroup)

II. Fruit Component

Please fill out the chart below to determine the creditable amount of fruits.

Description of Creditable Ingredient per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/Purchase Unit	Creditable Amount ¹ (quarter cups)
		X		
		X		
		X		
Total Creditable Fruit Amount:				
<ul style="list-style-type: none"> ▪ ¹FBG calculations for fruits are in quarter cups. See chart below for quarter cup to cup conversions. ▪ Fruits and fruit purees credit on volume served. ▪ At least 1/8 cup of recognizable fruit is required to contribute towards the fruit component. ▪ Please note that dried fruits credit as double the volume served in school meals (For example, 1/2 cup raisins credits as 1 cup fruit). 				

I certify the above information is true and correct and that _____ ounce serving of the above product contains _____ cup(s) of fruit.

<u>Quarter Cup to Cup Conversions*</u>
0.5 Quarter Cups = 1/8 Cup vegetable/fruit or 0.5 ounces of equivalent meat alternate
1.0 Quarter Cups = 1/4 Cup vegetable/fruit or 1.0 ounce of equivalent meat alternate
1.5 Quarter Cups = 3/8 Cup vegetable/fruit or 1.5 ounces of equivalent meat alternate
2.0 Quarter Cups = 1/2 Cup vegetable/fruit or 2.0 ounces of equivalent meat alternate
2.5 Quarter Cups = 5/8 Cup vegetable/fruit or 2.5 ounces of equivalent meat alternate
3.0 Quarter Cups = 3/4 Cup vegetable/fruit or 3.0 ounces of equivalent meat alternate
3.5 Quarter Cups = 7/8 Cup vegetable/fruit or 3.5 ounces of equivalent meat alternate
4.0 Quarter Cups = 1 Cup vegetable/fruit or 4.0 ounces of equivalent meat alternate
*The result of 0.9999 equals 1/8 cup but a result of 1.0 equals 1/4 cup

Signature

Title

Printed Name

Date

Phone Number

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Crediting Standards Based on Grams of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: _____ Code No.: _____

Manufacturer: _____ Serving Size _____
 (raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria: Yes____ No____
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

II. Does the product contain non- creditable grains: Yes____ No____ **How many grams:**____
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditible grains may not credit towards the grain requirements for school meals.)

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16grams creditable grain per oz eq; Group H uses the standard of 28grams creditable grain per oz eq; and Group I is reported by volume or weight.)*

Indicate to which Exhibit A Group (A-I) the Product Belongs: _____

Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient per Portion ¹	Gram Standard of Creditable Grain per oz equivalent (16g or 28g) ²	Creditable Amount
	A	B	A ÷ B
Total Creditable Amount³			

*Creditable grains are whole-grain meal/flour and enriched meal/flour.

¹ (Serving size) X (% of creditable grain in formula). Please be aware that serving sizes other than grams must be converted to grams.

² Standard grams of creditable grains from the corresponding Group in Exhibit A.

³Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz eq. Do **not** round up.

Total weight (per portion) of product as purchased _____

Total contribution of product (per portion) _____ oz equivalent

I certify that the above information is true and correct and that a ____ ounce portion of this product (ready for serving) provides____ oz equivalent Grains. I further certify that non-creditible grains **are not** above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditible grains may not credit towards the grain requirements for school meals.

Signature

Title

Printed Name

Date

Phone Number

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Crediting Standards Based on Revised Exhibit A)
weights per oz equivalent

School Food Authorities (SFAs) should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: _____ Code No.: _____

Manufacturer: _____ Serving Size: _____

I. Does the product meet the Whole Grain-Rich Criteria: Yes ___ No ___
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

II. Does the product contain non-creditable grains: Yes ___ No ___ **How many grams:** ___
(Products with more than 0.24oz equivalent or 3.99 grams for Groups A-G and 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Please be aware that different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight.)*

Indicate which Exhibit A Group (A-I) the Product Belongs: _____

Description of Product per Food Buying Guide	Portion Size of Product as Purchased A	Weight of one ounce equivalent as listed in SP 30-2012 B	Creditable Amount A ÷ B
Total Creditable Amount¹			

¹ Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz eq. Do **not** round up.

Total weight (per portion) of product as purchased _____

Total contribution of product (per portion) _____ oz equivalent

I further certify that the above information is true and correct and that a ___ ounce portion of this product (ready for serving) provides ___ oz equivalent Grains. I further certify that non-creditable grains **are not** above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

Signature

Title

Printed Name

Date

Phone Number

Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: _____ Code No.: _____

Manufacturer: _____ Case/Pack/Count/Portion/Size: _____

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
		X		
		X		
		X		
A. Total Creditable M/MA Amount¹				

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		÷ by 18	
		X		÷ by 18	
		X		÷ by 18	
B. Total Creditable APP Amount¹					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)					

*Percent of Protein As-Is is provided on the attached APP documentation.

**18 is the percent of protein when fully hydrated.

***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

¹Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased _____

Total creditable amount of product (per portion) _____

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature

Title

Printed Name

Date

Phone Number