

MENU PLANNING STANDARDS FOR MEAL PROVIDERS

Chicago Department of Family & Support Services
Senior Services Area Agency on Aging

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INTRODUCTION

This document determines the criteria needed to plan menus that meet the requirements of the Congregate Dining and Home Delivered Meals programs administered by the Chicago Department of Family and Support Services. These standards must be used in conjunction with the Food Specifications for Cycle Menus (FSCM), a companion manual. The Congregate Dining Program provides complete, nutritious meals in settings that encourage companionship and social interaction between older adults. The Home Delivered Meals Program provides nutritious meals to older persons (60 years and older) who are frail and/or homebound because of illness or incapacitating disability or are otherwise isolated.

QUARTERLY CYCLE MENUS

Seasonal four week cycle menus must be used for four months each. A total of four different seasonal menus are required for each year. Each provider must submit a proposed seasonal cycle menu for approval every four months. Proposed menus must be submitted to the Chicago Department of Family and Support Services by the following dates:

Proposed Menu Due Date	For Serving Months
November 15	January 1-March 31
February 15	April 1-June 30
May 15	July 1-September 30
August 15	October 1-December 31

The cycle menu must be submitted for approval six weeks before the cycle begins. The Project Dietitian determines if the menus are in compliance with these standards and whether modifications are necessary. The approved menu, with revisions and rationale, will be sent to the provider at least two weeks before the new cycle starts.

The Food Specifications for Cycle Menus (FSCM) provide a wide range of menu options. Because each cycle will be repeated for four months, there should be seasonal differences in the four cycle menus submitted that reflect participants varied preferences.

No specific entrée item (ie. Barbequed Chicken) may be repeated in the same cycle, however, other forms of the food (ie. Baked Chicken) are acceptable and should be served according to the menu requirements.

FOOD SPECIFICATIONS FOR CYCLE MENUS (FSCM)

All foods on the cycle menus should be from the FSCM and have minimum specifications including food grades and servings sizes. All serving sizes listed for cooked edible portions at serving time. Providers may exceed minimum grades or portion sizes stated in the FSCM. If the grade portion size or package size (in individual containers) is not available, a larger portion or a higher grade must be provided.

Since there are potentially many new products and recipes available, providers are encouraged to request approval of new menu items not currently listed in the FCSM. The requested menu item should have a full specification written for it by the provider and be pre-approved by the Project Dietitian for inclusion into the master specification file.

GENERAL MENU AND MEAL REQUIREMENTS

Daily menus include: 3 oz. meat or meat equivalent, 3 servings of fruit and/or vegetables, 2 servings of grains/starches, 1 serving of milk or milk equivalent. Each week should include: at least 2 servings of legumes and 2 servings of whole grains. Every meal should include choices of 2% fat free, or 1% milk, margarine (wherever a roll is served), and decaffeinated coffee or tea. Dessert is optional.

Menus are evaluated by the Project Dietitian to assure that the day's menu meets at least 1/3 of the Recommended Dietary Allowances of nutrients for older adults (where one meal a day is served). This minimum standard is the legal requirement upon which the Federal funding for the Nutrition Program is based.

Meals provided through the nutrition program must comply with the most recent Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture; and provide each participant:

1. A minimum of 33 ⅓ percent of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Science, if the participant is offered one meal per day;
2. A minimum of 66 ⅔ percent of the allowances if the participant is offered two meals per day; and
3. 100 percent of the allowances if the participant is offered three meals per day.

Menus must be developed to meet the demands of the general older adult population served, with nutritional concerns and cost considerations also addressed. Menu items not well accepted will be required to be changed at any time by the Chicago Department of Family and Support Services. A good menu with well prepared foods is essential to attract older adults and expand the number of meals served.

When planning breakfast for congregate meal participants, the meal must meet ⅓ of the DRI in and of itself, unless it is assured that the breakfast participant will also receive lunch (or dinner) that day at the meal site. In the case of home delivered meal participants; however, where the same participant is being provided with two or three meals on a given day, menus can be planned so that the combined nutritional content meets ⅔ or 1 full DRI respectively.

Menu Planning and Standards

Menus must be:

1. Planned in advance using a cycle menu format with four cycles per year, unless otherwise instructed by DFSS. The repetition of entrees and other menu items must be kept to a minimum;
2. Posted with serving dates indicated in a location conspicuous to participants at each congregate meal site as well as in each preparation area;
3. Legible and easy to read (It is recommended that menus be printed in the language(s) of the participant group.);
4. Adhered to, subject to seasonal availability of food items;
5. Follow the meal pattern described in this document; however, a nutritional analysis of the service provider's menu is recommended in order to ensure nutritional adequacy;
6. Approved by the provider's licensed dietitian and kept on file with the signed menu approval sheet, with any changes noted in writing, for at least three years.

Requirements for One or Two Meal(s) Daily

Each meal must provide*:

- **ONE** serving lean meat or meat alternate: 3 ounces of edible cooked meat, fish, fowl, eggs or meat alternate
- **TWO** servings vegetables: ½ cup equivalent- may serve an additional vegetable instead of fruit
- **ONE** serving fruit: ½ cup equivalent- may serve an additional fruit instead of a vegetable
- **TWO** servings grain, bread or bread alternate, preferably whole grain: for example, 2 slices of whole grain or enriched bread, 1 ounce each or 1 cup cooked pasta or rice
- **ONE** serving fat free or low fat milk or milk alternative: 1 cup equivalent

* Dessert is optional and must be counted in the calories, fat and sodium totals, if served in addition to above components.

Requirements for Three Meals Daily

The three meals combined must provide:

- **TWO** servings lean meat or meat alternate: 6 ounces of edible cooked meat, fish, fowl, eggs or meat alternate
- **THREE to FOUR** servings vegetables
- **TWO to THREE** servings fruit
- **SIX to NINE** servings whole grain/enriched grain, bread or bread alternate
- **THREE** servings fat free or low fat milk or milk alternative

Meat or Meat Alternate

- Three ounces (providing at least 19 g protein) of lean meat, poultry, fish or meat alternate (ie, for sites that do not serve meat/poultry for cultural or religious preferences) should generally be provided for the lunch or supper meal. Meat serving weight is the edible portion, not including skin, bone, or coating. A portion of chicken including bones is generally at least 6 ounces at serving time. See Food Specifications for Cycle Menus (FSCM) for specific items.
- Meat (1 ounce) alternates include:
 - 1 medium egg

- 1-ounce cheese (nutritionally equivalent measure of pasteurized process cheese, cheese food, cheese spread, or other cheese product)
- ½ cup cooked dried beans, peas or lentils
- 2 tablespoons peanut butter or ⅓ cup nuts
- ¼ cup cottage cheese
- ½ cup tofu
- 1 ounce of soy type burger
- ½ cup yogurt
- A one ounce serving or equivalent portion of meat, poultry, fish may be served in combination with other high protein foods.
- Protein/lean meat/meat alternate items containing textured vegetables protein and providing at least 19 g protein in a (3 oz) serving may be served.
- Expected to meet cultural and religious preferences and for emergency meals, serving dried beans, peas or lentils, peanut butter or peanuts, and tofu for consecutive meals or on consecutive days should be avoided.
- Imitation cheese (which the Food and Drug Administration defines as one not meeting nutritional equivalency requirements for the natural, non-imitation product) cannot be served as meat alternates.
- To limit the sodium content of the meals, cured and processed meats (e.g., ham, smoked or Polish sausage, corned beef, wieners, luncheon meats, dried beef) are to be served no more than once a week.
- To limit the amount of fat, especially saturated fat, and cholesterol in meals regular ground meat should be served no more than twice weekly when one meal is provided, four times weekly if two meals are provided, and no more than 6 times a week if three meals are provided. Ground meat includes sausages, which should be limited to no more than 2 servings per menu cycle as well.
- At least one sliced beef or one beef cube item should be menued per cycle, such as Roast Beef or Beef Stew.
- At least one sliced pork or pork chop item should be menued per cycle.
- Fish should be menued at least twice per cycle. If fish is served more than twice per cycle, breaded fish should be limited to two servings per cycle.
- Poultry items are preferred and should be menued at least once per week with variation in preparation (i.e., bone-in quarter, chicken breast, etc.)
- Cold sandwiches are to be served no more than twice per cycle

Vegetables

- A serving of vegetable (including cooked dried beans, peas and lentils):
 - ½ cup cooked or raw vegetable (included mixed vegetable dishes)
 - ¾ cup 100% vegetable juice
 - 1-cup raw leafy vegetable.
 - For pre-packed 100% vegetable juices, a ½ cup juice pack may be counted as a serving if a ¾ cup pre-packed serving is not available.
- Fresh, frozen or unsalted canned vegetables are preferred instead of canned vegetables containing salt.

- Vegetables as a primary ingredient in soups, stews, casseroles or other combination dishes should total ½ cup per serving.
- At least one serving from each of the five vegetable subgroups must be included in a weekly menu. The five vegetable subgroups include dark green vegetables, orange vegetables, cooked dry beans and peas, starchy vegetables, and “other” vegetables.
- A serving of cooked legumes (dried beans, peas and lentils) must be included twice each week, if one meal is provided; 4 servings per week must be included, if two or three meals are provided.
- The majority of vegetables served should be cooked and seasoned without added salt (see FSCM). The same cooked vegetable must not be menued more than twice per week.
- Combined fruit/vegetable items such as Fresh Fruit Cup, Peas and Pearl Onions, count as one portion. To count as a fruit/vegetable serving, there must be at least 1 cup cooked cooked/raw. The FSCM indicate the size of individual fruit/vegetable portions that meet the standard.
- **Salads-** Fresh green salads with dressing must be served twice each week. Minimum portion size for green salads is 2 ounces by weight (approx. one cup). The minimum portion size for prepared salads is one-half cup, such as Cole Slaw, Beet Salad, Fruit Cup (see FSCM).
 - Salad dressing, if not already on the salad (as in Pickled Beets) must be provided. Individual packets or bulk salad dressings may be used by on-site providers. Each serving size must equal at least ¾ ounce.
- **Soup -** One serving of soup is a minimum of six fluid ounces. Crackers may accompany soup; however will not count as a grain equivalent unless four crackers are served. Soup is a preferred items and should be menued minimally once per week in Fall/Winter Cycle.
 - Hearty pea or bean soup and vegetable soup with at least ½ cup of vegetable chunks may count as one serving of vegetable. Otherwise, the soup will be considered as an additional food item.
 - Vegetable soups that contain at least ½ cup of vegetable chunks, count toward the fruit/vegetable requirement.
 - Clear soups, broth containing vegetable bits for flavor, fruited gelatin, tomato wedges or lettuce liners used as garnishes and similar items may not be counted toward this requirement because each portion contains only a small amount of vegetable or fruit.

Fruits

- One serving of fruit must be menued at each meal (an additional serving of fruit may be used to replace one of the two vegetable servings).
- A serving of fruit is generally:
 - 1 medium apple, banana, orange, or pear
 - ½ cup chopped, cooked, or canned fruit (includes mixed fruit dishes)
 - ¾ cup 100% fruit juice.
 - For pre-packed 100% fruit juices, a ½ cup juice may be counted as a serving if a ¾ cup pre-packed serving is not available.
- Fresh, frozen, or canned fruit will preferably be packed in juice, without sugar or light syrup.

- Gelatin, as salad or dessert, may be used a maximum of once per week in any menu cycle. Fruit in gelatin does not count toward the fruit/vegetable requirement unless a portion will not provide ½ cup of separable fruit.
- Fresh fruit should be menued twice per week.

Grain, Bread or Bread Alternate

- A serving of grain or bread is generally:
 - 1 slice (1 ounce), whole grain or enriched
 - ½ cup cooked whole grain or enriched pasta or grain product
 - 1 ounce of ready-to-eat cereal.
 - Priority should be given to serving whole grains.
- Grain, bread and bread alternates include:
 - 1 small 2-ounce muffin, 2” diameter
 - 2 mini muffins
 - 2” cube cornbread
 - 1 biscuit, 2” diameter
 - 1 waffle, 4” diameter
 - 1 slice French toast
 - ½ slice French toast from “Texas toast”
 - ½ English muffin
 - 1 tortilla, 4-6” diameter
 - 1 pancake, 4” diameter
 - ½ bagel
 - 1 small sandwich bun (<3” diameter)
 - ½ cup cooked cereal
 - 4-6 crackers (soda cracker size)
 - ½ large sandwich bun
 - ¾ cup ready to eat cereal
 - 2 graham cracker squares
 - ½ cup bread dressing/stuffing
 - ½ cup cooked pasta, noodles or rice
 - prepared pie crust, ⅛ of a 8” or 9” two-crust pie
 - ½ cup cooked grain product in serving of fruit “crisp” or cobbler
- A variety of enriched and/or whole grain products, particularly those high in fiber, are recommended.
- Two servings of whole grain products must be served at least twice a week when one meal is provided; 4 servings whole grain products must be served per week when 2 meals are provided; 6 whole grain products must be served per week when 3 meals are provided.
- Grain/bread alternates do not include starch vegetables such as potatoes, sweet potatoes, corn, yams or plantains. These foods are included in the vegetable food group.
- A minimum of four crackers must be served in order to be counted as a grain serving.

- Salads such as Macaroni Salad or other entrees such as casseroles with noodles/ rice may meet this requirement provided they contain ½ cup of noodles, rice, or other grain per serving in addition to other ingredients.

Milk or Milk Alternates

One cup skim, low fat, whole, buttermilk, low-fat chocolate milk, or lactose-free milk fortified with Vitamins A and D is required to be served with each meal. Low fat or skim milk is recommended for the general population. Powdered dry milk (½ cup) or evaporated milk (½ cup) may be served as part of a home-delivered meal.

- Milk alternatives for the equivalent of one cup of milk includes:
 - 1 cup fat free or low fat milk
 - 1 cup fat free or low fat yogurt
 - 1 cup fortified soymilk
 - 1½ cups low fat cottage cheese
 - 8 ounces tofu (processed with calcium salt)
 - 1 ½ ounces natural cheese
 - 2 ounces processed cheese

Dessert (Optional)

The minimum portion size for dessert is ½ cup, or an equivalent amount as indicated in the FSCM. Nutritious desserts such as fresh fruit, canned fruit, custard, pudding and fruited yogurt are preferred. Desserts are menued as follows:

- Fruit based desserts can be counted towards a fruit if they contain at least ½ cup of fruit. If the dessert is to be counted towards a fruit and a grain, it would need to contain at least ½ cup of fruit and 2 oz of grain for a 6 oz serving of dessert.
- Baked desserts, such as cake, cupcakes, pie or cookies, must be menued for the special holiday meals and as designated by DFSS as follows:
 - cookies must not be menued more than two times per cycle;
 - a frosted cake or cupcake must be menued on Week 2 Thursday of each cycle for the birthday celebration.

Beverages

Decaffeinated coffee with, creamer, sugar or non-nutritive sweetener must be provided daily with all meals. Tea will be provided as requested by the site.

Box Lunches or Breakfast Box

Box lunches may be required to be prepared in place of the hot meal for the day. This would allow for special programming at the nutrition sits, such as trips. All food items must be individually wrapped or packaged to prevent any leakage and to maintain freshness. All items must be placed into a paperboard box which can be securely closed or a heavy paper sack. Each lunch includes a wrapped napkin, fork and straw. Coffee is included. A box lunch menu listing options to be provided is attached.

Special Holiday Meals

Seven special meals, usually centered around holidays, must be served per year with themes, menus and dates set by the Chicago Department of Family and Support Services. These special meals are only required by catered sites.

Sample Special Meal Menus are attached. Other combinations of the Special Meal Menu Selections may be designated. Refer to the FSCM for menu item requirements.

The designated Special Meal menus, dates, or themes can be requested to be changed by the on-site providers to better reflect the preferences of the site's participants. Requests for changes must be submitted to the Nutrition Unit of the Chicago Department of Family and Support Services at least two weeks prior to the designated Special Meal date.

Special Event Meals shall be provided by the congregate meal services provider as requested by DFSS for special events held at congregate site locations. The meals may include specialty lunch or breakfast meals (ethnic or general cuisines) appropriate for the event or celebration theme. A sample menu is attached.

ETHNIC AND CULTURAL CONSIDERATIONS

Some on-site providers will be serving a very specific ethnic/cultural group, such as Chinese, Southeast Asian, Korean, Puerto Rican, Mexican or others. These cultural meal patterns can be significantly different from the menu requirements established in these Menu Planning Standards.

Changes in the Menu Planning Standards for a specific site will be evaluated by the Program Dietitian. Variances will be approved on a site by site basis, depending on the specific ethnic/cultural group to be served. The cultural meal pattern and food preferences will be allowed to the greatest extent possible if the goals of a healthy well-balanced menu that provides one-third of the recommended dietary allowances are met.

Some cultures are not accustomed to drinking milk every day. However, an adequate daily calcium intake throughout the life cycle continues to be an important health priority. It is doubtful that the standard of one-third recommended dietary allowances could be met without dairy products in the menu. Some milk or milk products, such as yogurt or cheese, in addition to calcium rich vegetables or tofu products are required to provide the needed nutrients. Variances of less than two servings of milk per week will usually not be approved.

Variances may also be approved for a site that would allow the use of incomplete, but complementary, protein sources for meatless entrees.

Special Meal menus, dates and themes can also be requested to be changed to address cultural holidays and traditional meals.

MENU WRITING FORMAT

Each proposed cycle menu must be submitted in proper menu format that clearly shows each menu category. The basic format requires meals to be planned for a four week cycle. Menus

must be presented in a four week, five to seven day, menu grid format. This grid has Weeks 1-4 on the vertical columns, and Monday through Friday to Sunday on the horizontal columns.

All proposed menu items must be listed in the order shown in the menu writing format below. Specific names of food items listed in the FCSM must be used. Examples: “fruit juice,” “bread” and “potatoes” are not specific menu items. Use “grape juice,” “Rye bread,” and “whipped potatoes.” Appropriate condiments must also be listed.

Every meal must also include margarine (when a roll is served), 1% or 2% milk, and a choice of decaffeinated coffee and/or tea. These items must be served daily. These requirements must be listed on each cycle menu, but should not be listed on each day’s menu.

Menu Category and order of listing	Example
ENTREE (with sauce or gravy)	Baked Chicken Breast Qtr/Gravy
GRAINS/STARCH (hot or cold)	Brown Rice Pilaf
HOT VEGETABLE OR FRUIT	Peas and Carrots
COLD VEGETABLE OR FRUIT	Tossed Salad/French Dressing
GRAIN/STARCH	Pumpernickel Bread
FRUIT	Apricots
DESSERT (OPTIONAL)	Cupcake, Frosted Cake

NUTRIENT VALUES FOR MENU PLANNING AND EVALUATION

The table below presents the most current DRIs and other nutrient values to use when planning and evaluating meals. Values are provided for serving one or a combination of 2 or 3 meals for 1-day consumption for the average older adult population served by nutrition programs.

Menus that are documented as meeting the nutritional requirements** through menu analysis must have written documentation, which supports the following nutrients, are provided:

Nutrient	Amount Required	Notes
Calories (cal)	Average of 685 per meal averaged over one week	No one meal may be less than 600 calories
Protein (gm)	19	
Carbohydrate (gm)	43	
Fat (gm)	15-23 ≤ 30% calories averaged over one week	No one meal may be more than 35% fat

Fiber (gm)	10	
Vitamin A (ug)	300	
Vitamin C (mg)	30	
Vitamin E (ug)	5	
Vitamin B6 (mg)	0.6	
Folate (ug)	133	
Vitamin B12 (ug)	0.8	
Calcium (mg)	400	
Magnesium (mg)	140	
Zinc (mg)	3.7	
Potassium (mg)	1567	
Sodium (mg)	<800, averaged over one week	No one meal may have more than 1000 mg

** A menu approval sheet is provided to Nutrition Services providers for the licensed dietitian nutritionist to use in documenting that nutritional requirements are met by the menu through meeting the meal pattern requirements or through carrying out a nutritional analysis of menus.

Specific Nutrient Sources

1. Vitamin A - each day each meal must provide at least 300mg of Vitamin A through foods served

To ensure this amount of Vitamin A is provided when the meal pattern is followed:

- Vitamin A rich foods must be served 2 to 3 times per week when one meal per day is served
- Vitamin A rich foods must be served 4-6 times per week when two meals per day are served
- One rich sources or 2 fair source servings may be used to meet the requirements
 - Examples of RICH sources of Vitamin A are below:

Rich Vitamin A Sources (20 and greater %DV)*		
Food	Amount (cup, 1/2)	% DV
Papaya	½ cup	22%
Black Eyed Peas	1 cup	23%
Spinach	1/2 cup	28%
Bok Choy	1/2 cup	31%
Apricots	1/2 cup	32%
Mixed Greens	1/2 cup	33%

Cantaloupe	1/2 cup	53%
Turnip Greens	½ cup	64%
Pumpkin	½ cup	66%
Kale	1/2 cup	67%
Vegetable Juice	8 fluid ounces	102%
Sweet Potatoes	1/2 cup	189%
Carrots	1/2 cup	214%

*According to the USDA Nutrient Database

- Examples of FAIR sources of Vitamin A are below:

Fair Vitamin A Food Sources (19%-10% %DV)*		
Food	Amount (cup, 1/2)	% DV
Mixed Vegetables	1/2 cup	Between 19-10%
Asparagus	1/2 cup	10%
Tangerine	1 medium	11%
Green Peas	1/2 cup	11%
Tomato Sauce	½ cup	11%
Winter Squash	½ cup	16%
Mango	1/2cup	18%
Collard Greens	1/2 cup	18%

*According to the USDA Nutrient Database

2. Vitamin C - Each day each meal must provide at least 30 mg of vitamin C through foods served

To ensure this amount of Vitamin C is provided when the meal pattern is followed, vitamin C may be provided as 1 serving of a rich source, 2 half servings of rich sources or 2 servings of fair sources.

- When serving 1 meal per day, 1 rich or 2 fair sources must be served
- When serving 2 meals per day, 2 rich or 4 fair sources must be served
- When serving 3 meals per day, 3 rich or 6 fair sources must be served
- Fortified, full-strength juices, defined as fruit juices that are 100% natural juice with vitamin C added, are vitamin C rich foods
- Partial strength or simulated fruit juices or drinks, even when fortified, may **not** count as fulfilling this requirement, except cranberry juice.

- Examples of RICH sources of Vitamin C are below:

High Vitamin C Sources (20 and greater %DV)*		
Food	Amount (cup, 1/2)	% DV
Tomato	1/2 cup	21%
Turnip	1/2 cup	22%
Potato	1/2 cup	24%
Honeydew	1/2 cup	26%

Persimmon	1 fruit	27%
Turnip Greens	½ cup	28%
Tangerine	1 medium	39%
Cabbage	1/2 cup	42%
cauliflower	1/2 cup	43%
Cantaloupe	1/2 cup	48%
Green Peas	1/2 cup	48%
Grapefruit	1/2 whole	51%
Brussel Sprouts	1/2 cup	62%
Broccoli	1/2 cup	65%
Pineapple	1/2 cup	66%
Kale	1/2 cup	67%
Strawberry	1/2 cup	75%
Orange	1 small	85%
Bittermelon	1/2 cup	~100%
Bell pepper	1/2 cup	100%
Kiwi	1 whole	106%
Papaya	1/2 cup	117%
Vegetable Juice	8 fluid ounces	133%

*According to the USDA Nutrient Database

- Examples of FAIR sources of Vitamin C are below:

Fair Vitamin C Food Sources (19%-10% %DV)*		
Food	Amount (cup, 1/2)	% DV
Watermelon	1/2 cup	10%
Collard Greens	1/2 cup	11%
Pear	1 medium	12%
Winter Squash	½ cup	12%
Plums	1/2 cup	13%
Green Beans	1/2 cup	14%
Apple	1 medium	14%
Spinach	1/2 cup	14%
Apricot	1/2 cup	14%
Tomato Sauce	½ cup	14%
Yellow Squash	1/2 cup	16%
Zucchini	1/2 cup	16%
Banana	1 medium	17%
Okra	1/2 cup	19%

*According to the USDA Nutrient Database

These are a few examples of Vitamin A and C sources. By ensuring that a minimum of 300 mcg of Vitamin A and 30 mg of Vitamin C are included through vegetables and fruits in meals on a daily basis, providers will meet these vitamin requirements.

MENU SUBSTITUTIONS

If menu substitutions are necessary during the cycle, prior approval must be obtained from the Department of Family and Support Services (DFSS).

FOOD PREPARATION AND MENU PLANNING PRINCIPLES

1. All foods served in the Nutrition Programs must be ordered in accordance with the Food Specification for Cycle Menu (FSCM), and must be received, stored and prepared to maximize food quality and nutrient value. Consistent with the FSCM, providers may develop their own recipes, providing all specifications are met
2. Many older adults are attempting to modify their sodium, fat or sugar intake. Without restricting favorite foods, menus should be planned and foods prepared with the goal of limiting salt, fat and sugar where possible, yet meeting the demands of most participants.
3. When cooking, use salt sparingly or eliminate entirely by using spices, herbs, salt-free seasonings, vinegar lemon juice, or lime juice or other seasonings. High salted foods such as ham, corned beef or sauerkraut, should be limited. Meals that contain one high sodium entrees should contain a variety of other foods that have lower sodium levels. Reduced sodium sauces and gravy bases must be used routinely in food preparation. A limited amount of salt may be used to make the food palatable. Soups have maximum sodium levels in the specifications.
4. Minimize the use of fat in food preparation.
 - Fats should be primarily vegetable sources and in a liquid or soft (spreadable) form that is low in hydrogenated fat, saturated fat, and cholesterol.
 - Bake, broil, steam or stew foods in place of frying food in fat. Limit fat to no more than 20-35% of the calories average for the week.
 - Use low fat salad dressing, spreads, cheese and gravies (made without drippings or fats).
5. Each meal should contain at least 10 grams of dietary fiber. Use whole grains, meat alternatives, and fruits and vegetables to increase the fiber content of the menus. A listing of fiber content of grains, vegetables and fruits is available to service providers as requested. By consulting this listing and ensuring that a minimum of 10 g fiber is included through foods served on a daily basis, providers will meet the fiber requirements.
6. Reflect seasonal availability of food.
7. Plan so that food items within the meat and meat alternatives, vegetable, fruit and grain/bread groups are varied within the week and menu cycle.
8. Include a variety of foods and preparation methods with consideration for color, combination, texture, size, shape, taste and appearance. Variety helps satisfy the diverse food preferences of the participants. Entrees may appear only once in each cycle prepared

the same way. The Project Dietitian will evaluate proposed menus on the following criteria as well as the other menu requirements:

- **Variety of Foods** - Avoid repeating the same or similar foods on the same day of the week or consecutive days. Example: Do not serve Spaghetti Sauce on Monday and Tomato Juice on Tuesday. Do not serve applesauce on Monday and again the next Monday.
- **Variety of Color** - Plan for several colors within the meal. Example: Do not serve Cranberry Sauce, Beets, and Cherry Pie at the same meal.
- **Variety of Shape** - Foods with similar shapes should not be served at the same meal. Example: A meal with Parslied Boiled Potatoes and Whole Baby Beets has too many round items. Substitute Diced Beets to make a more attractive plate.
- **Variety of Texture** - Avoid planning meals that contain all soft or all crunchy foods. Texture variation adds pleasure to eating.
- **Variety of Temperature** - A meal with both hot and cold foods adds to meal time enjoyment. Serve more hot soups and hearty stews in cold weather and more cold foods in hot weather. Example: Serve a cold mixed Green Salad with a hot entree.
- **Variety of Flavor** - Balance sweet and sour, light and heavy, mild and spicy foods to allow for individual flavor preferences. Participants may not eat a food that is poorly tolerated or that they do not like, but will still get enough to eat if the meal offers a variety of nutritious foods. Examples: Do not serve more than one spicy or acidic food at a meal. Older adults may be sensitive to these food items. Do not serve more than one vegetable from the cabbage, broccoli or dried bean family at one meal.

9. A minimum of three different fruit and/or vegetables must be served at each meal.

10. **Special Menu Planning** - Birthday: Once per menu cycle must include a birthday menu. This menu must include a frosted cake or cupcake for dessert. Refer to AL. Special Meal Service for additional special menus

11. Desserts may be provided as an option to satisfy the caloric requirements or for additional nutrients.

- Desserts such as fruit, whole grains, low fat or low sugar products are encouraged.
- Fresh, frozen, or canned fruits packed in their own juice are encouraged often as a dessert item, in addition to the serving of fruit provided as part of the meal.
 - i. If a dessert contains at least ½ cup fruit it may be counted as a serving of fruit.
 - ii. If a dessert contains at least ½ cup serving of enriched whole grain product it may be counted as a serving of grain.
 - iii. Example: a serving of two crust fruit pie (1/8 slice of 8-9 inch pie) that contains at least ½ cup fruit may be counted as one serving of fruit and one serving of grains.

12. Ethnic or religious menus must approximate as closely as possible (given religious requirements or ethnic background) to the regular meal pattern and nutrient content of meals as previously stated.

13. Meals served in accordance with the meal standards are appropriate for persons with chronic disease, such as diabetes, heart disease and hypertension.

OFFER VERSUS SERVE

1. Each nutrition provider shall assure that congregate meal participants are offered all the food items needed to meet the menu requirements.
2. Consistent refusal of menu items should be investigated to determine why a participant is declining menu items.

FOODBORNE ILLNESS COMPLAINT REPORTING REQUIREMENTS

1. In the event that a nutrition service provider receives a complaint or report of symptoms of foodborne illness, the nutrition provider shall:
 - a. Notify the local health department immediately to initiate an investigation.
 - b. Notify DFSS Senior Services immediately of the investigative procedures in progress.

FOOD SERVICE REQUIREMENTS

Foods for the Nutrition Program should be freshly prepared or pre-plated and frozen. If hot food must be cooked in the day prior to service, the food must be cooked to an internal temperature of at least 165 F. for a minimum of 15 minutes; then it must be immediately refrigerated, in shallow pans, to below 45 f. It should be reheated quickly to at least 165 F. before serving. Foods may be cooked, chilled or frozen and reheated only once. If pre-plated frozen entrees are used, they must be delivered frozen and heated to 165 F. Chilled foods should be held consistently at a temperature of 45 F. or lower.

Nutrition service providers must comply with applicable provisions of state or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual.

1. Training

- a. Training in fire and safety regulations must be provided during the orientation of staff new to the program and, at a minimum, once a year thereafter. The training will include but not be limited to: rules for safe work, and fire and safety regulations. Where feasible or possible, state and local officials should be involved in the development of training materials and programs. In situations where regulations do not exist, or their applicability is questioned, the provider shall contact the appropriate State agency that establishes fire or safety standards (e.g., State Fire Marshall, etc.).
- b. Food Service Sanitation Manager Certification: The meal site supervisor or designee must successfully complete the Illinois Department of Public Health's Food Service Sanitation Manager Certification training, and have a current registration.

This is a Department on Aging requirement, and is also required by the Illinois Department of Public Health.

Congregate meal sites are classified as “Category I Facilities” due to the type of population served by the congregate meal site (e.g., immune-compromised individuals such as the elderly comprise the majority of the consuming population).

Based on the guidance from the Illinois Department of Public Health, the only exception for a meal site supervisor to not be required to have successfully completed the above certification training is when food is prepared in a different location within the facility and served in that same facility. An example would be a congregate meal site located in a long term care facility. Under these circumstances, the site supervisor would be supervised by a certified food service sanitation manager in the preparation area of the facility. Note: Local public health departments do not have the authority to waive this requirement.

- c. Food Handlers: Due to the requirements of the Food Handling Regulation Enforcement Act (410 ILCS 625), all food handlers employed by the nutrition provider (where the nutrition site is not located in a restaurant), other than someone holding a food service sanitation manager certificate, must receive or obtain training in basic food handling principles by July 1, 2016. New employees shall receive training within 30 days after employment. All food handlers must renew their training every three years.

Proof that a food handler has been trained shall be available upon reasonable request by the Illinois Department of Public Health or a local health department inspector and may be in electronic format.

Nutrition site volunteers performing food handling duties are not required by the Illinois Department of Public Health to receive the required training as outlined in the Food Handling Regulation Enforcement Act; however, the Illinois Department on Aging strongly encourages that nutrition programs require their volunteers to obtain such training. If the volunteers do not obtain the training based on the Food Handling Regulation Enforcement Act, the nutrition program must provide training to volunteers that will include but not be limited to: safe food handling, food borne illnesses, hygiene practices of personnel, equipment sanitation, dishwashing procedures, and facility sanitation.

The food handling training must comply with the requirements of the Illinois Department of Public Health’s administrative rules. Note: Restaurants must comply by July 1, 2014.

The Department on Aging will provide nutrition service providers with additional information about this specific requirement when the Illinois Department of Public Health finalizes its administrative rules for the Food Handling Regulation Enforcement Act.

- d. All staff working in the food preparation and food serving area shall be under the supervision of a person who will ensure the application of hygienic techniques in food handling, preparation, service, and delivery.

2. Food Temperatures

- a. Food temperatures at the time of service and at the time of delivery must be no less than 140° F for hot foods and no more than 41° F for cold foods.
- b. For congregate meals, the temperature of the food should be checked and documented daily at the time of service and in the case of catered food, at the time of food arrival and at the time of service.
- c. For home delivered meals, the temperature of the food should be checked and documented daily both at the end of the production and at the time of packaging; and on a regular basis, not less than one time per month, at the end of the delivery route requiring the longest delivery time.

For delivery routes less than two hours, the temperature of the food should be checked and documented at the end of the delivery route requiring the longest delivery time on a regular basis, not less than one time per month.

If a nutrition service provider has meal delivery routes that are longer than two hours, the nutrition service provider must check temperatures on a weekly basis at the end of these delivery routes. This specific requirement does not apply if the nutrition service provider uses a temperature controlled oven, freezer and refrigerator equipped vehicles that have digital temperature displays or provides frozen meals.

3. Other Requirements

- a. Nutrition service providers must advise home delivered meal participants when enrolled in the nutrition program that hot meals should be consumed immediately after delivery and/or must ensure that instructions for proper heating, storage, and handling of meals are provided.
- b. A nutrition program utilizing frozen meals in any capacity must provide instructions for participants regarding safe meal storage and preparation. Information must be provided at the time of assessment and reassessment. Information specific to frozen meals, such as contents and expiration dates, must be included in writing with the meals at the time of delivery. Frozen meals that have been thawed or have broken packaging should not be provided to participants.

BOX LUNCH MENU OPTIONS

<p><u>Box Lunch “A”</u> Apple Juice Ham & Cheese Sandwich on Rye Bread Mayonnaise & Mustard (1 packet each) Confetti Coleslaw Oatmeal Raisin Cookie Seasonal Fresh Fruit Milk</p>	<p><u>Box Lunch “B”</u> Pineapple Juice Turkey Sandwich on Whole Grain Roll Mayonnaise (2 packets) Creamy Potato Salad Oatmeal Raisin Cookie Seasonal Fresh Fruit Milk</p>
<p><u>Box Lunch “C”</u> Orange Juice Submarine Sandwich on Kaiser Roll Mayonnaise & Mustard (1 packet each) Cucumber Salad Chocolate Chip Cookie Seasonal Fresh Fruit Milk</p>	<p><u>Box Lunch “D”</u> Orange-Pineapple Juice Tuna Salad on Whole Wheat Roll Confetti Cole Slaw Oatmeal Raisin Cookie Seasonal Fresh Fruit Milk</p>
<p><u>Box Lunch “E”</u> Pineapple Juice Egg Salad on Whole Wheat Roll Confetti Cole Slaw Seasonal Fresh Fruit Chocolate Chip Cookie Milk</p>	<p><u>Box Lunch “F”</u> Cranberry Juice Chicken Salad on Whole wheat roll Fresh Carrot Slices Seasonal Fresh Fruit Chocolate Chip Cookie Milk</p>
<p><u>Box Lunch “G”</u> Apple Juice Chef salad with shredded Carrots, Grape Tomatoes, & Hard-Boiled Egg Salad dressing Chopped Chicken (2oz) & Shredded Cheese (1oz) Whole Grain Roll Seasonal Fresh Fruit Milk</p>	<p><u>Box Lunch “H”</u> Orange Juice Chef Salad with Shredded Carrots, Grape Tomatoes, & Hard-boiled Egg Salad dressing Chopped Ham (2oz) & Shredded Cheese (1oz) Pasta Salad Seasonal Fresh Fruit Milk</p>

BREAKFAST BOX MENU OPTIONS

<p><u>Breakfast Box “BA”</u> Ham / Cheese Tropical Fruit Whole Grain Bagel Orange Juice Fresh Fruit Milk</p>	<p><u>Breakfast Box “BC”</u> Cold Cereal Bowl Hard Boiled Egg Cottage Cheese / Peach Blueberry Muffin Apple Juice Fresh Fruit Milk</p>	<p><u>Breakfast Box “BE”</u> Hardboiled Egg Fruit Yogurt Fresh Fruit Apple Juice Wheat Bread Fruit cup Milk</p>
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SPECIAL CITYWIDE BOX LUNCH MEAL MENU

<p>Smoked Turkey Breast & Cheese Sandwich on Croissant (Mustard/Mayo Packets) Fresh Fruit (two) Potato Chips Chocolate Chip Cookies Fruit Juice 8 ounce can of diet soda 8 ounce bottle of water (partially frozen)</p>

Special Holiday Meal Sample Menu

<p>Thursday, <u>February 9, 2017</u> Valentine=s Day</p> <p>Chicken Kiev w/Broccoli & Cheese Herb Flavored Potatoes Green Peas Tossed Salad w/Dressing Wheat Roll Red Velvet Cupcake with Frosting</p>	<p>Thursday, <u>October 26, 2017</u> Halloween</p> <p>Fried Chicken Scalloped Potatoes Mixed Greens Macaroni and Cheese Corn Bread Pumpkin Pie</p>
<p>Friday, <u>May 12, 2017</u> Older Americans Month</p> <p>Seasoned Chicken Breast Filet Baked Potatoes Broccoli Spears Salad w/dressing Wheat Roll Pound Cake w/ Strawberry Sauce</p>	<p>Thursday, <u>November 16, 2017</u> Thanksgiving Holiday</p> <p>Roasted Turkey Breast Corn Bread Dressing Peas and Pearl Onions Mashed Sweet Potatoes Wheat Roll Apple Pie</p>
<p>Thursday, <u>June 29, 2017</u> Independence Day</p> <p>Mini BBQ Ribs Au Gratin Potatoes Cole Slaw Tomatoes and Onions Roll Chocolate Cake</p>	<p>Thursday, <u>December 14, 2017</u> Christmas Holiday</p> <p>Chicken Cordon Bleu Wild Rice Pilaf Green Beans Almondine Chef=s Salad/assorted dressings Roll Carrot Cake</p>

*Please note special holiday meals are only required for catered sites.

Special Event Meal Menu Options

- **SPECIAL EVENT BREAKFAST MEAL SAMPLE MENU**

Cereal (hot or cold) w/ milk Scrambled eggs Chicken, turkey or pork sausage patties Fried Chicken or Ham Breakfast potatoes w/ peppers & onions Fresh Fruit Tray Waffles Wheat bagels w/ jelly, margarine and low fat cream cheese Tortillas Shredded cheese Assorted Yogurt Assorted juices Assorted muffins/pastries Coffee & Tea Condiments
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- **SPECIAL EVENT HOT or BOX MEALS SAMPLE MENU**

<p>SPECIAL EVENT HOT Lemon Pepper Chicken or Roasted Potatoes Soup w/ crackers Tossed Salad w/ dressing Dinner roll w/ margarine Assorted Cookies or other dessert Coffee & Tea Condiments</p> <p>The above is a sample of the type of meal to be provided, but other options may be requested.</p>	<p>SPECIAL EVENT HOT Baked Fish Rice Pilaf Asparagus Salad with dressing Dinner roll with margarine Assorted Cookies or other dessert Coffee & Tea Condiments</p> <p>The above is a sample of the type of meal to be provided, but other options may be requested.</p>
<p>SPECIAL EVENT BOX #1 Sandwiches (including Club Options) or Wraps served with lettuce, tomato, mayo, & choice of: sliced turkey, ham, roasted vegetables, corned beef, salami, chicken salad, tuna salad or egg salad) Cheese (mozzarella, provolone or cheddar) Bacon (option to be combined with one meat for Club Option) Pickle Coleslaw, macaroni salad, or pasta salad Fresh fruit Potato chips Cookies 8 ounce can of soda 8 ounce bottled water Condiments (Bread: white, wheat, rye, croissant, or bun) (Wrap: wheat or flour)</p>	<p>SPECIAL EVENT BOX #2 Salad Box choices of Caesar, Chef, Cobb, Chopped or Sante Fe Macaroni salad or Pasta salad Roll w/ margarine Fresh fruit Potato chips Salad dressing (variety) Cookies 8 ounce bottled water 8 ounce can of soda Condiments</p>

Note: Special Event Box #3 would be a combination of components between Special Event Box #1 and Box #2 (1/2 sandwich & 1/2 salad)