

Menu Documentation Organizational Tool (MDOT)

This tool helps organize documents for the **Meal Components and Quantities** section of the Administrative Review (AR) of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. It also assists menu planners in completing the [USDA's Menu Planning Worksheets](#), by having all needed documents in order for the selected review week.

Directions: Place the appropriate documents behind the following sheets.

Schools/sites:

Dates of menu week:

Check one for each:

Meal: Breakfast Lunch

Days per week: 4 days 5 days 6 days 7 days

Age/grade grouping: K-5 6-8 9-12 K-8 K-12 (*SBP only*)

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Menu for Selected Review Week

Attach a copy of the menu issued to students and families.

Provide a complete listing of all menu items offered to students including alternative menu choices. For example, grab-and-go salads, premade sandwiches, deli bar, yogurt parfaits, etc. Use a separate attachment, if necessary, as the menu sent home might not specify the full variety of items offered daily.

SAMPLE

MONDAY

Completed Production Record

Production records must be complete. Record all food items offered to students including the milk variety, all fruit and vegetable choices, and any condiments offered. For detailed guidance, refer to the CSDE's [Requirements for Production Records in School Nutrition Programs](#) and visit the CSDE's [Production Records for School Nutrition Programs](#) webpage.

SAMPLE

MONDAY

Standardized Recipes and Product Labels

Standardized recipes must be used to document that the serving listed provides the appropriate portion size of each meal pattern component.

Product labels (CN labels, product formulation statements, Nutrition Facts labels, ingredient labels) must be available from the manufacturer documenting the amount of each meal pattern component per serving based on either: 1) an original CN label from the product carton (or a photocopy or photograph of the CN label shown attached to the original product carton); or 2) a product formulation statement (PFS) prepared on company letterhead with the signature of a company official and the date of issue. For more information on CN labels and PFS forms, refer to the CSDE's resources, [Using Child Nutrition \(CN\) Labels in the School Nutrition Programs](#) and [Using Product Formulation Statements in the School Nutrition Programs](#). Documentation must also include the product's Nutrition Facts label and ingredients statement.

Include:

- labels for processed ingredients, as needed; and
- labels for **all** menu choices (unless supplied under daily sheets).

Place **standardized recipes** in the same order as the food listed on the **production record**. Place all **product labels** in the same order as the food listed on the standardized recipe.

TUESDAY

Completed Production Record

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WEDNESDAY

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SAMPLE

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THURSDAY

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FRIDAY

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SAMPLE

FRIDAY

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For more information, visit the Connecticut State Department of Education's (CSDE) [Administrative Review](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at <https://portal.ct.gov/-/media/sde/nutrition/nslp/adminrev/mdot.pdf>.

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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