CASHIER’S TRAINING: REIMBURSABLE MEALS

Instructor’s Manual
Cashier’s Training: Reimbursable Meals

Instructor’s Manual

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Institute of Child Nutrition
The University of Mississippi, School of Applied Sciences
www.theicn.org

Key Area: Operations
USDA Professional Standards: 2300

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MISSION
The mission of the Institute of Child Nutrition is to provide information and services that promote the continuous improvement of child nutrition programs.

VISION
The vision of the Institute of Child Nutrition is to be the leader in providing education, research, and resources to promote excellence in child nutrition programs.

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July 2017
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# Lessons-at-a-Glance

## 120 minutes, 2 hours

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<tr>
<td>5 minutes</td>
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<tr>
<td>10 minutes</td>
<td>Pre-Assessment</td>
<td>Distribute pre-assessment</td>
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<td>Participant’s Workbook</td>
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<td>Index Cards</td>
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<td>Flip Chart Paper</td>
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<td>Markers</td>
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<tr>
<td></td>
<td>Introduction</td>
<td>Facilitate <strong>Icebreaker</strong> activity</td>
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<tr>
<td>5 minutes</td>
<td>USDA Professional Standards</td>
<td>Review</td>
<td>Slide Presentation</td>
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<td>USDA Professional Standards</td>
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<tr>
<td><strong>Objective:</strong> Identify the lunch and breakfast reimbursable meal components.</td>
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<td>Review lunch and breakfast food</td>
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<td>Review the grade groups, daily</td>
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<td>Review the grade groups, daily</td>
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<td>weekly breakfast requirements</td>
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<td>Facilitate <strong>Reimbursable Lunch</strong></td>
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<td></td>
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<td><strong>Lesson 2: Reimbursable OVS Lunch Meals</strong></td>
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<tr>
<td></td>
<td><strong>Objective:</strong> Recognize an OVS reimbursable lunch meal.</td>
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| 20 minutes | Reimbursable Offer Versus Serve Lunch Meal | ■ Review the menu and menu choices  
■ Review lunch and breakfast food components  
■ Review the grade groups, daily minimum requirements, and the weekly requirements  
■ Facilitate **Speed Round** activity | ■ Slide Presentation  
■ Participant’s Workbook |
|        | **Lesson 3: Reimbursable OVS Breakfast Meals**|                                                                      |                                                    |
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 o OVS breakfast  
 o OVS breakfast choices  
 o Fruit component  
 o Combination foods  
 ■ Facilitate **OVS Breakfast Menu Items** activity  
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 o Menu Option: Five Food Items Breakfast Menu Worksheet  
 o Menu Option: Combination Food Breakfast Menu Worksheet  
 o Menu Option: Meat/Meat Alternate in Place of Grains Worksheet  
 o Menu Option: “Extra” Food Breakfast Menu Worksheet | ■ Slide Presentation  
■ Participant’s Workbook  
■ Calculator |
### Lessons-at-a-Glance, continued

<table>
<thead>
<tr>
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<th>Topic</th>
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<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Objective: Discuss unit prices for a reimbursable meal.</td>
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</tr>
<tr>
<td>40 minutes</td>
<td>Unit Price</td>
<td>Discuss unit price</td>
<td>Participant’s Workbook</td>
</tr>
<tr>
<td></td>
<td>Wrap Up</td>
<td>o Reimbursable meals</td>
<td>Flip Chart</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o OVS and a la carte sales</td>
<td>Markers</td>
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<tr>
<td></td>
<td></td>
<td>Facilitate <a href="#">K–8 Breakfast Menu Example Worksheet</a> activity</td>
<td>Post-assessment</td>
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<tr>
<td></td>
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<td>Facilitate <a href="#">Take-Home Message</a></td>
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<td></td>
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<td>Wrap up</td>
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<td>Distribute and collect the post-assessment</td>
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<tr>
<td></td>
<td></td>
<td>Distribute and collect the ICN evaluation</td>
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</tbody>
</table>

[1] This is a placeholder link to the K-8 breakfast menu example worksheet. [2] This is a placeholder link to the take-home message.
# Preparation Checklist

**Instructions:** Use the checklist to prepare for the training session.

<table>
<thead>
<tr>
<th>Task</th>
<th>Person Responsible</th>
<th>Completion Date</th>
<th>Completed Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve equipment and gather supplies as needed for use on the day of the class (6 weeks prior).</td>
<td></td>
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<tr>
<td>- Instructor’s Manual</td>
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<tr>
<td>- Roster of participants attending for instructor</td>
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<tr>
<td>- Participants’ sign-in sheet</td>
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<tr>
<td>- Name tags and table tents (one for each participant)</td>
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<tr>
<td>- Sticky notes, index cards</td>
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<tr>
<td>- Ground Rules</td>
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<tr>
<td>- Agenda</td>
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<tr>
<td>- Pre-/Post-Assessment</td>
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<td>- Participants’ Workbooks</td>
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<td>- Training Evaluations</td>
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<tr>
<td>- Certificates of Completion</td>
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<tr>
<td>List of equipment and supplies needed</td>
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<td>- Microphone, preferably wireless</td>
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<tr>
<td>- Computer to present slides</td>
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<tr>
<td>- Projector, wireless presenter device, and slide advancer</td>
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<tr>
<td>- Screen</td>
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<tr>
<td>- Flip chart paper (with self-adhesive strips) or white board, if available</td>
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<tr>
<td>- Painter’s tape (Do not use masking tape.)</td>
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<tr>
<td>- Assorted color markers (flip chart or white board)</td>
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</tbody>
</table>
Instructor’s Note: Prior to beginning the session, place the class materials on the tables, post the Ground Rules mini posters, and create a flip chart paper labeled “Bike Rack.” Greet the arriving participants and direct them to a table that includes the participants’ materials. Determine the makeup of the audience by asking for a show of hands of various positions represented at the training (e.g. school nutrition directors, cafeteria managers, other cafeteria staff, State agency, school administrators). Confirm participants have all the necessary materials for the lesson. Circulate the sign-in sheet, and request each participant sign the sheet.

SHOW SLIDE: Cashier’s Training: Reimbursable Meals

SAY:
As a cashier, you are an important part of the success of your school nutrition program. To be successful, you should be able to correctly identify reimbursable lunch and breakfast meals.

SHOW SLIDE: Training

SAY:
This training provides general concepts to help cashiers understand the general requirements for a reimbursable lunch and breakfast meal under the National School Lunch Program (NSLP) and National School Breakfast Program (SBP). It contains activities that reinforce key messages to help you identify a reimbursable meal using the Offer Versus Serve (OVS) option.

To help guide you through this training, the Institute of Child Nutrition has provided each of you with a Participant’s Workbook. The workbook contains important information and activities developed specifically for this training. On the upper right corner of the slides, you will see a reference to the corresponding lesson in the Participant’s Workbook.
SHOW SLIDE: *Training Overview*

**SAY:**

This training will discuss the following topics:

- Components of a reimbursable meal
- Reimbursable OVS lunch meals
- Reimbursable OVS breakfast meals
- Unit price

Each topic will include a number of sub-topics, many of which will include activities to reinforce the concept.

This training will cover a variety of topics, and questions are highly encouraged. Because all your questions are important, please write them on self-adhesive notes, and post them to the Bike Rack. Sometimes questions may require research or a longer answer than time allows at that point.

*Instructor’s Note:* Confirm participants have the necessary materials for the training. Make sure to point out the location of the restrooms and water fountain/beverages to the group.

SHOW SLIDE: *Comfort Level*

**SAY:**

During this training, we encourage you to determine your level of participation based on your individual needs.
**(Activity): Pre-Assessment**

**DO:**
Distribute the pre-assessment. Ask participants to place an identifier on the top right corner of the handout. State that the same identifier will be used at the conclusion of the training on the post-assessment. Remind participants it is not necessary for them to write their names on the pre-/post-assessments. Collect the assessments when the activity is completed.

**SHOW SLIDE: Pre-Assessment**

**SAY:**
A pre-assessment is a training tool that provides the participants’ baseline knowledge of the training topic. Please select a unique identifier, and place it on the top right corner of the page. You will need to remember your identifier for the post-assessment.

**SHOW SLIDE: Icebreaker**

**SAY:**
We are going to do a quick icebreaker activity. This activity will help you meet new people and identify your greatest passion associated with your job.
(Activity): Icebreaker

**SAY:**

Navigate around the room, locate someone you do not know and introduce yourself to that individual. Describe in no more than five words your greatest passion associated with your job. At the end of the activity, you will introduce each other to the rest of the group and state the individual’s passion associated with their job.

**DO:**

Write the participants’ responses on flip chart paper. List all the *passions*. Once all participants have had a chance to respond, say, “This is quite an impressive list”.

*Instructor’s Note:* Time is critical, so keep the pace fast for this activity. At the conclusion of the activity, if you have not already been introduced, provide a brief overview of your background, school nutrition interests, and your experiences.

**SHOW SLIDE: USDA Professional Standards and ICN Learning Objectives**

**SAY:**

A key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) is that school nutrition staff and State agency personnel will obtain training based on the United States Department of Agriculture (USDA) professional standards guidelines. The rule requires a minimum amount of annual training hours for all state directors of school nutrition programs, state directors of distributing agencies, school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements. There are also minimum hiring standards for new state directors of school nutrition programs, state directors of distributing agencies that oversee USDA Foods, and school nutrition program directors.
The USDA Professional Standards and the ICN Learning Objectives serve as a foundation for this training. Let’s take a few minutes to review the USDA Professional Standards and ICN Learning Objectives handout in the Participant’s Workbook for this training.

(Workbook Handout): USDA Professional Standards and ICN Learning Objectives
USDA Professional Standards and ICN Learning Objectives

USDA Professional Standards

Key Area
Operations – 2000

USDA Professional Standard – Operations
2300 – Cashier and Point of Service (POS)

ICN Learning Objectives
Using the information provided in this training, participants will
- identify the lunch and breakfast reimbursable meal components.
- recognize an OVS reimbursable lunch meal.
- recognize an OVS reimbursable breakfast meal.
- discuss unit prices for a reimbursable meal.
Terms and definitions are included in the discussion of this training. Some of the terms and definitions listed may not be included in the training but may serve as a reference at another time. Let’s take a few minutes to review the *Terms and Definitions* handout located in the Participant’s Workbook.
Terms and Definitions

**Food Bars**
Schools are encouraged to use food bars and salad bars as a way to offer a wider variety of vegetables and fruits and to lower plate waste. Food and salad bars are permitted with OVS because they offer a lot of variety, which may facilitate students selecting foods they will consume.

**Food Component—Breakfast**
A food component is one of the three food groups that comprise a reimbursable breakfast. The three food components to be offered to all students at breakfast are fruits (or vegetables as substitute), grains (with optional meat/meat alternate items allowed), and fluid milk. For the purposes of OVS, a school must offer at least four food items from the three required food components (grains, fruits, fluid milk) in at least the daily minimum amounts. Under OVS, the student must select three food items, including at least ½ cup of fruits, to have a reimbursable breakfast.

**Food Component—Lunch**
A food component is one of the five food groups that comprise a reimbursable lunch. For OVS, a reimbursable lunch includes the selection of three or more of the components (meat/meat alternate, grains, vegetables, fruits, and fluid milk) and one of the components must be a minimum ½ cup of fruits and/or vegetables. For other components to be credited for OVS, the student must have the minimum required daily serving for each component.
Terms and Definitions, continued

Food Item—Breakfast
A food item is a specific food offered in a reimbursable breakfast from the three food components. For the purposes of OVS, a school must offer at least four food items from the three required food components (fruits, grains, milk). Under OVS, the student must select three food items, including at least ½ cup of fruits or vegetables, to have a reimbursable breakfast. The food items selected may be from any of the required components and must be in the required minimum amounts. Depending on the planned menu, the student may need to select more than one food item to have the minimum quantity needed for a component to be credited.

Food Item—Lunch
A food item is a specific food offered in a reimbursable lunch from the five food components. For example, a hamburger patty on a bun is one food item with two of the five food components (meat/meat alternate and grains). Separate ½ cup servings of peaches, applesauce, and pears are three food items that, when selected, comprise one component (fruit).

Grade Groups
Schools must plan lunch and breakfast menus using the grade groups K–5, 6–8, and 9–12. These groups reflect predominant school grade configurations and are consistent with the National Academy of Medicine’s Dietary Reference Intake (DRI) groupings. Specific amounts of foods and average calories levels are required for a meal to be considered a healthy school meal depending on the grade groups.
Terms and Definitions, continued

Meal Service Systems
There are a number of different systems used by schools to offer their students reimbursable meals. For example, a school may have cafeteria-style service, kiosks, meals in the classroom, or vending machines. At the senior high school level, OVS is required at lunch unless the school or School Food Authority (SFA) demonstrates to the State agency that their system does not accommodate OVS.

National School Lunch Program (NSLP)
The National School Lunch Program is a federally assisted meal program operating in over 100,000 public and non-profit private schools and residential child care institutions. In 1998, Congress expanded the NSLP to include reimbursement for snacks served to children through 18 years of age in afterschool educational and enrichment programs to include children. The Food and Nutrition Service (FNS) administers the program at the Federal level. At the State level, the NSLP is usually administered by State education agencies, which operate the program through agreements with school food authorities.

Offer Versus Serve (OVS)
Offer versus serve (OVS) is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. At the senior high school level, OVS is required at lunch unless the school or School Food Authority (SFA) demonstrates to the State agency that their system does not accommodate OVS. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.
Terms and Definitions, continued

OVS is optional for SFAs providing meals through the at-risk afterschool meals component of the Child and Adult Care Food Program. OVS is also optional for summer meals offered by SFAs through the Summer Food Service Program. When used for these programs, SFAs must follow the applicable requirements outlined in this guidance. OVS cannot be used for snacks in any program, since the meal patterns for snack service do not include enough food for a child to decline food and have a reimbursable snack.

School Breakfast Program (SBP)
The School Breakfast Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It began as a pilot project in 1966 and was made permanent in 1975. The SBP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities in more than 89,000 schools and institutions.

Unit Pricing
School meals must be priced (for the paid and reduced price categories) as a unit. One price is established for a complete reimbursable meal in the paid meal category, and one price is established for a complete reimbursable meal in the reduced price meal category. The SFA may set different unit prices for various combinations of foods offered. For example, if students are offered reimbursable meals centered around a variety of entrées, such as a hamburger, chef’s salad, lasagna, or a turkey sandwich, the SFA may set four unit prices depending on which entrée is selected. Students who are eligible for reduced price meals must have access to all reimbursable meal combinations. If different unit prices are charged for menu options, students who are eligible for reduced price meals must pay only the reduced rate regardless of the unit prices for paid lunches.
SHOW SLIDE: Recognizing a Reimbursable Meal

SAY:

For reimbursement, SFAs must plan and offer lunches and breakfasts that meet all applicable meal pattern requirements, including providing all students access to the required meal components and amounts. Students and their parents/guardians need to be aware of what is included in school meals. Students, so they know how to select a reimbursable meal, and parents/guardians, so they can reinforce nutrition education messages at home.

Many factors contribute to successfully recognizing a lunch or breakfast reimbursable meal.

(Activity): Recognize a Reimbursable Meal

ASK:

What are some factors that contribute to successfully recognizing a reimbursable meal?

FEEDBACK:

- Reviewing the menu
- Reviewing the production record
- Training

Instructor’s Note: Prior to the activity, place the header “Recognizing a Reimbursable Meal” on flip chart paper. List the feedback bullets on the paper. Review the bullets quickly. Post the paper on the wall.
Lesson 1: Reimbursable Meal Components

Objective: Identify the lunch and breakfast reimbursable meal components.

SHOW SLIDE: Menu

SAY:
The menu planner is responsible for developing healthy meals that meet Federal regulations for the school meal programs and are accepted by the students. For reimbursement, SFAs must plan and offer lunches and breakfasts that meet all applicable meal pattern requirements, including providing all students access to the required meal components and amounts. The cashier is responsible for following the intent of the menu planner and ensuring students select a reimbursable meal.

SHOW SLIDE: Menu Choices

SAY:
Menus should reflect student preferences and, as much as possible, offer choices within the components. For example, the menu planner may choose to offer choices within the same component such as allowing students to select a bagel or toast or allowing students to select two out of three vegetables. Choices provide students many opportunities to build a healthy meal. Choices can also increase the likelihood that students will select the foods and beverages they prefer, which increases consumption and reduces waste.
SHOW SLIDE: Food Components

SAY:

Food component means one of the food groups that comprises a reimbursable lunch or breakfast. There are five required food components at lunch and three required food components at breakfast. Food components must be offered in at least the daily minimum required amounts and weekly minimum amounts, if applicable.

SHOW SLIDE: Food Components for Lunch

SAY:

The food components that must be offered in a reimbursable lunch are

- fruits,
- vegetables,
- grains,
- meat/meat alternate (M/MA), and
- fluid milk.

Instructor’s note: Please note that in the descriptions on the individual components (fruit, vegetables, meat/meat alternate, and grains), information that applies to each of these components may be intentionally repeated.
SHOW SLIDE: *Food Components for Breakfast*

**SAY:**

Now that we have reviewed the lunch food components, we will begin our discussion on breakfast. The food components that must be offered in a reimbursable breakfast are:

- fruits (or vegetables as a substitute),
- grains (or optional meat/meat alternate), and
- fluid milk.

SHOW SLIDE: *Food Items*

**SAY:**

A food item is a specific food offered in a reimbursable lunch from the five food components. Food items may include multiple choices from any of the required components and must be offered in the minimum quantity for the component to be credited. For example, separate ½ cup servings of peaches, applesauce, and pears are three food items choices that, when selected, comprise one component (fruit).
Students in all grades must be offered daily and weekly minimum amounts for the fruit component. The minimum quantity that may be credited toward the fruit component is ⅛ of a cup. Menu planners may allow students to select more than the daily minimum serving (except for juice) for fruit if the calorie restrictions for lunches offered averaged over the school week are met. Let’s review the grade groups, the daily minimum fruit requirements, and the weekly minimum fruit requirements for lunch.
SHOW SLIDE: *Fruit Component Requirements for a Reimbursable Breakfast*

SAY:
Let’s review the grade groups, the daily minimum fruit requirements, and the weekly minimum fruit requirements for breakfast.

DO:
Review the grade groups, the daily minimum fruit requirements, and the weekly minimum fruit requirements for breakfast.

<table>
<thead>
<tr>
<th>Reimbursable Breakfast Fruit Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>K–5</td>
</tr>
<tr>
<td>6–8</td>
</tr>
<tr>
<td>9–12</td>
</tr>
</tbody>
</table>

SHOW SLIDE: *Vegetable Component Requirements for a Reimbursable Lunch*

SAY:
Students in all grades must be offered daily and weekly minimum amounts for the vegetable component. The minimum quantity that may be credited toward the vegetable component is \( \frac{1}{8} \) of a cup. Menu planners may allow students to select more than the daily minimum serving (except for juice) for the vegetable component if the calorie restrictions for lunches offered averaged over the school week are met. Let’s review the grade groups, the daily minimum vegetable requirements, and the weekly minimum vegetable requirements for lunch.
DO:
Review the grade groups, the daily minimum vegetable requirements, and the weekly minimum vegetable requirements for lunch.

<table>
<thead>
<tr>
<th>Reimbursable Lunch Vegetable Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>K–5</td>
</tr>
<tr>
<td>6–8</td>
</tr>
<tr>
<td>9–12</td>
</tr>
</tbody>
</table>

SHOW SLIDE: Grains Requirements Lunch

SAY:
The grains component is a required component for a reimbursable lunch meal. Let’s review the grade groups, the daily minimum grains requirements, and the weekly minimum grains requirements for lunch.

<table>
<thead>
<tr>
<th>Reimbursable Lunch Grains Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>K–5</td>
</tr>
<tr>
<td>6–8</td>
</tr>
<tr>
<td>9–12</td>
</tr>
</tbody>
</table>

Schools are only required to meet the daily and weekly minimum requirements for this food component. This policy is found at 7 CFR 210.7(d)(1) for eligibility to receive additional reimbursement and at 7 CFR 210.18(g)(2)(vi) for the purposes of administrative reviews. State agencies would consider SFAs compliant with the weekly ranges for this component if the FNS-developed or FNS-approved Certification Tool and required supporting documentation indicate the menu is compliant with the daily and weekly minimums, as well as the weekly dietary specifications. Check with your State agency to verify what is applicable in your state.
DO:

Review the grade group, the daily minimum grains requirement, and the weekly minimum grains requirements for lunch.

SHOW SLIDE: Grains Requirements Breakfast

SAY:

The grains component is a required component for a reimbursable breakfast meal. Let’s review the grade groups, the daily minimum grains requirements, and the weekly minimum grains requirements for breakfast.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Daily Minimum Requirements Offered</th>
<th>Weekly Minimum Requirements Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>K–5</td>
<td>1 ounce equivalent</td>
<td>7–10 ounce equivalents</td>
</tr>
<tr>
<td>6–8</td>
<td>1 ounce equivalent</td>
<td>8–10 ounce equivalents</td>
</tr>
<tr>
<td>9–12</td>
<td>1 ounce equivalent</td>
<td>9–10 ounce equivalents</td>
</tr>
</tbody>
</table>

Schools are only required to meet the daily and weekly minimum requirements for this food component. This policy is found at 7 CFR 210.7(d)(1) for eligibility to receive additional reimbursement and at 7 CFR 210.18(g)(2)(vi) for the purposes of administrative reviews. State agencies would consider SFAs compliant with the weekly ranges for this component if the FNS-developed or FNS-approved Certification Tool and required supporting documentation indicate the menu is compliant with the daily and weekly minimums as well as the weekly dietary specifications. Check with your State agency to verify what is applicable in your state.
DO:
Review the grade groups, the daily minimum grains requirements, and the weekly minimum grains requirements for breakfast.

**Instructor’s Note:** For additional information regarding whole grain-rich foods and an illustration of the whole grain kernel diagram, please refer participants to the ICN Whole Grain-Rich Foods training: [http://www.theicn.org/documentlibraryfiles/PDF/20160531100030.pdf](http://www.theicn.org/documentlibraryfiles/PDF/20160531100030.pdf)

**SHOW SLIDE:** Meat/Meat Alternate (M/MA) Requirements

**SAY:**
Meat/meat alternate is a required lunch component but is not a required component at breakfast. Let’s review the grade groups the daily minimum meat/meat alternate requirements, and the weekly minimum meat/meat alternate requirements for lunch.

<table>
<thead>
<tr>
<th>Reimbursable Lunch Meat/Meat Alternate Component</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grades</strong></td>
</tr>
<tr>
<td>K–5</td>
</tr>
<tr>
<td>6–8</td>
</tr>
<tr>
<td>9–12</td>
</tr>
</tbody>
</table>

Schools are only required to meet the daily and weekly minimum requirements for this food component. This policy is found at 7 CFR 210.7(d)(1) for eligibility to receive additional reimbursement and at 7 CFR 210.18(g)(2)(vi) for the purposes of administrative reviews. State agencies would consider SFAs compliant with the weekly ranges for this component if the FNS-developed or FNS-approved Certification Tool and required supporting documentation indicate the menu is compliant with the daily and weekly *minimums* as well as the weekly dietary specifications.
DO:
Review the grade groups, the daily minimum meat/meat alternate requirements, and the weekly minimum grains requirements for lunch.

SHOW SLIDE: *Fluid Milk*

SAY:
The fluid milk requirement is the same for both lunch and breakfast. The weekly minimum amount of 5 cups of milk may be met by offering the daily minimum of one cup. Only fat-free (unflavored and flavored) and low-fat (1%) milk (unflavored) may be offered as part of the reimbursable meal for children in grades K to 12. Check with your State agency to verify what is applicable in your state.

SHOW SLIDE: *Reimbursable Lunch Meal*

SAY:
Now, we are going to create a reimbursable OVS lunch meal. We are going to count off from one to five. Each group will be assigned a meal component. Write on a self-adhesive note or index card one menu item for a reimbursable OVS lunch meal (e.g., sweet potatoes fries, fluid milk, brown rice, grilled tilapia, red apple). Navigate around the room until you have created a reimbursable OVS lunch meal. Remember a reimbursable OVS lunch meal must include a minimum of ½ cup serving from the fruit or vegetable component. You will quickly share your
reimbursable meal with the group. Remember, to introduce yourself to any new individuals in your group.

**Meal Components Groups**

- 1—Fruits
- 2—Vegetables
- 3—Grains
- 4—Meat/Meat Alternate
- 5—Fluid Milk

**(Activity): Reimbursable Lunch Components**

**DO:**

Explain and facilitate the activity.

** Instructor’s Note:** The purpose of this activity is allow participants to recognize the components of reimbursable OVS lunch meal. Remember groups may consist of a minimum of three participants. For the group to have a reimbursable meal, one menu item must be a fruit or vegetable. This activity should not take longer than five minutes. Some groups may have multiple fruit and vegetable menu items.
Lesson 2: Reimbursable OVS Lunch Meals

Objective: Recognize an OVS reimbursable lunch meal.

SHOW SLIDE: OVS Concept

SAY:
Offer Versus Serve (OVS) is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. Since students may choose fewer selections under OVS, guidance is provided on what constitutes a reimbursable lunch and breakfast. In order to be successful at the point of service, schools are encouraged to conduct training for cashiers and serving line staff so they can help students select reimbursable lunches and breakfasts.

SHOW SLIDE: OVS

SAY:
At the senior high school level, OVS is required at lunch unless the school or SFA demonstrates to the State agency that their system does not accommodate OVS.

- OVS is optional for SFAs providing meals through the at-risk afterschool meals component of the Child and Adult Care Food Program (CACFP).
- OVS is also optional for summer meals offered by SFAs through the Summer Food Service Program or the Seamless Summer Option under the NSLP.
- When used for these programs, SFAs must follow the applicable requirements outlined in this guidance. OVS cannot be used for snacks in any program. OVS only applies to the student’s daily selections of a reimbursable lunch or breakfast.
SHOW SLIDE: **OVS Lunch**

**SAY:**

For lunch under OVS, all students, at any grade level, must select

- a minimum of three food components to have a credited reimbursable lunch.
- one of the choices selected must be at least a ½ cup serving of fruit or vegetable or a ½ cup total serving of both fruit and vegetable. If ½ cup of fruit is selected, the student must select the minimum required daily serving of the vegetable component to have both credited as components for a reimbursable lunch. For example, if a K–8 grade student selects ½ cup of the fruit component and ¾ cup of vegetable component, the student would need to select a minimum of one additional component for a reimbursable OVS lunch meal.
- “extra” foods may be offered but does not credit toward the minimum number of food components/food items for reimbursable meals or for students’ selections under OVS.

SHOW SLIDE: **Selecting Additional Fruits and Vegetables**

**SAY:**

For OVS purposes, if the menu planner allows students to select more than the minimum required daily serving of fruits or vegetables (such as from a salad bar), the component is credited only once. Menu planners may allow students to select more than the minimum required daily serving as long as the weekly dietary specifications for calories, saturated fat, and sodium are not exceeded with the additional food offered.
SHOW SLIDE: *Fruit and Vegetable Components for Lunch*

**SAY:**

To be credited as part of a reimbursable lunch for OVS, the minimum quantity a student must select is

- ½ cup of vegetables, or
- ½ cup of fruits, or
- ½ cup of an item with both fruits and vegetables (e.g., a carrot/raisin salad), or
- two ¼ cup servings of either the same or a different fruit or vegetable.

SHOW SLIDE: *Fruits and Vegetables*

**SAY:**

If a student **does not select at least a ½ cup serving total** of fruits and/or vegetables, the lunch is not reimbursable, even if he/she has three other components (e.g., meat/meat alternate, grains, and/or milk).

Lunch Not Reimbursable

Cashiers should allow these students to select fruits or vegetables from the serving line or have these items available at the point of service. If the student still does not select at least a ½ cup serving of fruits and/or vegetables, the meal is not reimbursable. The school may charge the student a la carte prices for the foods selected.
SHOW SLIDE: *Fruit and Vegetable Lunch Scenarios*

**SAY:**

For example, if a 5th grade student selects only 2 cups of fruit...

Lunch  
Not Reimbursable

or if a 10th grade student makes a salad with only three cups of vegetables...

Lunch  
Not Reimbursable

Both students have exceeded the minimum required daily serving for lunch. In each of these scenarios, the students must still select at least two other components. Remember under OVS, all students at any grade level, **must select at least 3 of the 5 food components** for lunch.

SHOW SLIDE: *Selecting Three Components*

**SAY:**

For OVS, if a 10th grade student selects only three components and two of these are a fruit and a vegetable, the student must select the minimum required daily serving for either the fruit or vegetable to have both credited as two separate components. In other words, a 10th grader who selects ½ cup of fruit and ½ cup of vegetables and milk **does not have a reimbursable meal.**

Lunch  
Not Reimbursable
Either the fruit or vegetable selection must be at least one cup to credit it as a component. Alternately, the student could select a grain or meat/meat alternate choice as the third component, instead of more fruits or vegetables.

**SHOW SLIDE: K–8 Lunch Speed Round**

**SAY:**

For the next few minutes, we are going to practice being a cashier. The previous activities have prepared you for the speed round. You will have three seconds (about the same amount of time you have at school) to recognize whether or not a selected OVS meal is reimbursable. Use the **K–8 OVS Lunch Speed Round** handout located in the Participant’s Workbook to record your answers. At the end of the activity, we will discuss the answers. Be prepared to justify your answers.

**(Workbook Activity): K–8 Lunch Speed Round**

**DO:**

Review the instructions located on the slide for the K–8 Lunch Speed Round activity. Show the K–8 Lunch Speed Round activity slides and have the participants record their answers. Discuss the participants’ answers to the speed round. Refer participants to the **K–8 Lunch Speed Round Answer Key** handout located in the Appendix.
K–8 Lunch Speed Round Answer Key

CASHIER’S TRAINING: REIMBURSABLE MEALS

Grilled Chicken Wrap
2 oz eq Meat/Meat Alternate
WW Tortilla
2 oz Grains
Vegetables
¼ cup Red/Orange Vegetable
¼ cup Legumes Vegetable

Not Reimbursable Meal
¼ cup Red/Orange Vegetable
¼ cup Legumes Vegetable

K–8 Lunch Speed Round 2 Answer

Tossed Salad
¼ cup Dark Green Vegetable
½ cup Red/Orange Vegetable

Broccoli
¾ cup Dark Green Vegetable

Fresh Orange
¾ cup Fruit

Not Reimbursable Meal
Only two meal components selected
K–8 Lunch Speed Round Answer Key, continued

**Not Reimbursable Meal**

¾ cup Red/Orange Vegetable

**Reimbursable Meal**

Hamburger on a WW Bun
2 oz Meat/Meat Alternate
1.5 oz eq Grains

Carrots
½ cup Red/Orange Vegetable

Black Bean Salad
½ cup Legumes
¼ cup Other Vegetable

Milk
1 cup Milk
K–8 Lunch Speed Round 5
Answer

Hummus
2 oz Meat/Meat Alternate
WW Pita
1 oz eq Grain

Bean Salad
½ cup legumes
¼ cup Other Vegetable

Reimbursable Meal

K–8 Lunch Speed Round 6

Fish Taco
2 oz Meat/Meat Alternate
WW Tortilla
1 oz eq Grain
Cole Slaw
¼ cup Other Vegetable

Milk
1 cup Milk

Not Reimbursable Meal
¼ cup Other Vegetable
K–8 Lunch Speed Round Answer Key, continued

**CASHIER’S TRAINING: REIMBURSABLE MEALS**

**K-8 Lunch Speed Round 7**

<table>
<thead>
<tr>
<th>Meal Item</th>
<th>Serving Size</th>
<th>Serving Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>WW Spaghetti and Marinara</td>
<td>1 oz eq Grain</td>
<td>¾ cup Red/Orange Vegetable</td>
</tr>
<tr>
<td>Broccoli</td>
<td>¼ cup Dark Green Vegetable</td>
<td></td>
</tr>
<tr>
<td>Fresh Orange</td>
<td>½ cup Fruit</td>
<td></td>
</tr>
</tbody>
</table>

**Reimbursable Meal**

**CASHIER’S TRAINING: REIMBURSABLE MEALS**

**K-8 Lunch Speed Round 8**

<table>
<thead>
<tr>
<th>Meal Item</th>
<th>Serving Size</th>
<th>Serving Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>1 cup Milk</td>
<td></td>
</tr>
<tr>
<td>WW Spaghetti and Meat Balls</td>
<td>2 oz Meat/Meat Alternate</td>
<td>1 oz eq Grains</td>
</tr>
<tr>
<td>Whole Grain-Rich Roll</td>
<td>1 oz eq Grain</td>
<td></td>
</tr>
</tbody>
</table>

**Not Reimbursable Meal**

*Only ¾ cup Red/Orange Vegetable*
Lesson 3: Reimbursable OVS Breakfast Meals

Objective: Recognize an OVS reimbursable breakfast meal.

SHOW SLIDE: Food Components for OVS Breakfast

SAY:
As we discussed earlier, the food components that must be offered in a reimbursable breakfast include

- fruits (or vegetables as a substitute)
- grains (or optional meat/meat alternate (m/ma)
- fluid milk

SHOW SLIDE: OVS Breakfast

SAY:
Under OVS, at least three food items must be offered. Remember food items are choices within a component. For example, food items for the fruit component might include grapes, peaches, or pears. All students, at any grade level, must select

- at least three food items,
- the minimum required daily serving for grains (or meat/meat alternate offered for this component) and milk, and
- at least ½ cup of fruit or vegetables or fruit/vegetable combined.

SHOW SLIDE: OVS Breakfast Choices
SAY:
Except for selecting a ½ cup of fruit, it is the student’s choice to select or decline food items. The menu planner determines how to offer food items, which may affect the selections a student can make to build a reimbursable breakfast. Remember, the cashier is responsible for following the intent of the menu and ensuring students select a reimbursable meal.

Just like in lunch meal planning, if choices of food items within the components are offered, the menu planner must indicate what choices or combination of choices the student may select including any minimum or maximum number that may be taken.

SHOW SLIDE: Example Breakfast Choices for the Fruit Component

SAY:
For example, if four ½ cup servings (e.g., grapes, peaches, pears, and fruit salad) are offered for the fruit component, the menu planner and cashier must allow the student to select at least a full cup but must also indicate that only one ½ cup of fruit is required for a reimbursable breakfast under OVS. If the menu planner chooses, under this example, the student could be allowed to take up to all four choices offered. This example reminds us of the important role the menu planner has to identify the clear messages, and the important role the cashier has to serve the meal as intended by the menu planner.

SHOW SLIDE: Combination Foods

SAY:
The menu may offer a combination food that contains more than one food item that cannot be separated, such as a pre-plated waffle with fresh fruit topping. In this example, if the student only wanted the waffle, the student would not be able to decline the fruit, even if the student has no intent to consume it.
SAY:

Menu planners have two options for including meat/meat alternate options in breakfast:

1. A school may offer meat/meat alternate options in place of grains after the minimum daily grains requirement (1 oz eq for all grade groups) is offered. The student does not have to select the grains item in order for the meat/meat alternate to credit as a food item on the student’s tray.

2. A school may offer a meat/meat alternate as an “extra” food and not credit it toward the grains component.

SHOW SLIDE: Breakfast Scenarios

SAY:

We have covered several different factors to consider when implementing OVS in the School Breakfast Program. In the next activity, we are going to review different breakfast menu options and determine how food items should be credited in these specific examples.
**Workbook Activity**: Breakfast Scenarios Worksheet

**DO:**
Refer participants to the following scenarios on the Breakfast Scenarios Option Worksheet located in the Participant’s Workbook.

- Scenario: Four Food Items Breakfast Menu Example
- Scenario: Five Food Items Breakfast Menu Example
- Scenario: Combination Food Breakfast Menu Example
- Scenario: Meat/Meat Alternate in Place of Grains Breakfast Menu Example
- Scenario: “Extra” Food Breakfast Menu Example

Divide the participants into small groups. Allow time for the participants to complete the activity and discuss possible responses. At the end of the discussion, include responses noted on the answer keys that were not included in the discussion. Refer participants to the Breakfast Scenarios Worksheet Answer Key handout located in the Appendix.

**Instructor’s Note:** The purpose of this activity is to allow participants to recognize a reimbursable OVS breakfast meal. You can ask each group to complete each worksheet or assign one worksheet to different groups.
Breakfast Scenarios Worksheet
Answer Key

Scenario: Four Food Items Breakfast Menu Example

Instructions: Review the Four Food Items Menu Example and answer the corresponding questions.

Four Food Items Breakfast Menu Example

Menu with 4 food items:

- Slice of toast (1 oz eq grain) [1 grain item]
- Whole grain-rich cereal (1 oz eq grain) [1 grain item]
- Orange slices (1 cup fruit) [1 fruit item]
- Variety of milk (1 cup) [1 milk item]

Reimbursable breakfast meal

- Students must select at least three food items;
- For grains (or meat/meat alternate if offered for this component) and milk, the student must select the minimum required daily serving; and
- For the fruit component, the student must select at least ½ cup of fruit (or vegetables if offered) or fruit/vegetable combined.

What food items can a student select for a reimbursable meal?

Possible responses: A reimbursable breakfast could consist of

- Toast, orange slices, and milk
- Two slices of toast and the orange slices

Is the student required to select both grain food items for the items to be credited as a reimbursable breakfast under OVS?

Answer: No, a student does not have to take both grain food items offered (cereal and toast) since each item is a 1 ounce equivalent and provides the minimum required daily serving.
Breakfast Scenarios Worksheet
Answer Key, continued

Scenario: Five Food Items Breakfast Menu Example

Instructions: Review the Five Food Items Menu Example and answer the corresponding questions.

Five Food Items Breakfast Menu Example

Menu with 5 food items:

- Whole grain-rich muffin (2 oz eq grain) [2 grain items]
- Whole grain-rich cereal (1 oz eq grain) [1 grain item]
- Orange slices (1 cup fruit) [1 fruit item]
- Variety of milk (1 cup) [1 milk item]

Reimbursable breakfast meal
Students must select at least three food items.

- For grains (or meat/meat alternate if offered for this component) and milk, the student must select the minimum required daily serving.
- For the fruit component, the student must select at least ½ cup of fruit (or vegetables if offered) or fruit/vegetable combined.

What food items can a student select for a reimbursable meal?
Possible responses: A reimbursable breakfast could consist of

- Whole grain-rich muffin, orange slices
- Whole grain-rich muffin, orange slices, milk
- Whole grain-rich cereal, orange slices, milk
Breakfast Scenarios Worksheet
Answer Key, continued

Scenario: Combination Food Breakfast Menu Example

Instructions: Review the Combination Food Menu Example and answer the corresponding questions.

How many breakfast food items are featured on this menu?
Answer: The menu features five breakfast food items. For this menu, it is the menu planner’s intent that a student may select either the waffle with fruit or 2 slices of toast.

What food items can a student select for a reimbursable meal?
Possible responses: A reimbursable breakfast could consist of

- The waffle with fruit—a combination food with the minimum required daily serving for the grains component 1 ounce equivalent and the minimum required daily serving for the fruit component for OVS (½ cup), and milk
- Two slices of toast, the orange slices, and milk
- Waffle with fruit and orange slices
- Two slices of toast and orange slices

Combination Food Breakfast Menu Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Serving</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waffle with fruit</td>
<td>1 oz eq grain</td>
<td>2 food</td>
</tr>
<tr>
<td>Orange slices</td>
<td>½ cup fruit</td>
<td>1 food</td>
</tr>
<tr>
<td>Apple juice</td>
<td>½ cup fruit</td>
<td>1 food</td>
</tr>
<tr>
<td>Variety of milk</td>
<td>1 cup</td>
<td>1 food</td>
</tr>
<tr>
<td>2 slices of toast</td>
<td>2 oz eq grains</td>
<td>2 food</td>
</tr>
</tbody>
</table>

Reimbursable breakfast meal

- Students must select at least three food items.
- For grains (or meat/meat alternate if offered for this component) and milk, the student must select the minimum required daily serving.
- For the fruit component, the student must select at least ½ cup of fruit (or vegetables if offered) or fruit/vegetable combined.
Breakfast Scenarios Worksheet
Answer Key, continued

Scenario: Meat/Meat Alternate in Place of Grains Breakfast Menu Example

Instructions: Review the Meat/Meat Alternate in Place of Grains Menu Example and answer the corresponding questions.

Menu with 4 food items:
- Whole grain-rich cereal  (1 oz eq grain)  [1 grain item]
- Hard-boiled egg  (1 oz eq credited as grain)  [1 grain item]
- Orange slices  (1 cup fruit)  [1 fruit item]
- Variety of milk  (1 cup)  [1 milk item]

Reimbursable breakfast meal
- Students must select at least three food items.
- For grains (or meat/meat alternate if offered for this component) and milk, the student must select the minimum required daily serving.
- For the fruit component, the student must select at least ½ cup of fruit (or vegetables if offered) or fruit/vegetable combined.

If a student selects only the hard-boiled egg, orange slices, and milk, is this a reimbursable meal?
Answer: Yes, this is a reimbursable breakfast for OVS. In this example, the meat/meat alternate is offered as one of the food items for the grains component. The student does not have to select both the cereal (grains) and the hard-boiled egg (meat/meat alternate) for the meat/meat alternate to be a credited breakfast item since each item is a 1 ounce equivalent and provides the minimum required daily serving.

If a student selects two servings of cereal and orange slices, is this a reimbursable meal?
Answer: Yes, under OVS the student could select two servings of cereal and orange slices for a reimbursable breakfast if allowed by the menu planner. The menu planner needs to instruct the students and cashiers that this is allowed and the signage must communicate this option.
Breakfast Scenarios Worksheet
Answer Key, continued

Scenario: “Extra” Food Breakfast Menu Example

Instructions: Review “Extra” Food Menu Example and provide feedback to the corresponding questions.

“Extra” Food Breakfast Menu Example

Menu with 4 food items with meat/meat alternate offered as an “extra” food:

- Slice of toast (1 oz eq grain) [1 grain item]
- Hard-boiled egg “Extra” food
- Orange slices (½ cup fruit) [1 fruit item]
- Apple juice (½ cup fruit) [1 fruit item]
- Variety of milk (1 cup) [1 milk item]

Reimbursable breakfast meal

- Students must select at least three food items.
- For grains (or meat/meat alternate if offered for this component) and milk, the student must select the minimum required daily serving.
- For the fruit component, the student must select at least ½ cup of fruit (or vegetables if offered) or fruit/vegetable combined.

How many food items are offered on this menu? What are the food items?
Answer: This OVS menu example contains only four items: toast, orange slices, apple juice, and milk.

If a student selects the hard-boiled egg, could this food item be credited as one of the three food items required for a reimbursable meal?
Answer: No, the egg is an “extra” food and may not be counted as one of the three food items required for a reimbursable breakfast.

What must a student select to have a reimbursable breakfast?
Answer: A student must take at least one of the fruit items plus two additional items.
Lesson 4: Unit Price

Objective: Discuss unit prices for a reimbursable meal.

SHOW SLIDE: Unit Price

SAY:
School meals must be priced (for the paid and reduced price categories) as a unit. A unit price means that one price is established for a complete reimbursable meal in the paid meal category, and one price is established for a complete reimbursable meal in the reduced price meal category.

SHOW SLIDE: Unit Price Reimbursable Meals

SAY:
OVS does not affect the meal’s unit price established by the SFA. Students who take three, four, or five food components for lunch or three or more food items for breakfast pay the same price. The unit price is also not affected if the student selects the minimum required daily serving sizes for three food components for lunch (or three food items for breakfast) and also selects less than the required serving size of additional food components.
SHOW SLIDE: OVS and A La Carte Sales

SAY:
Foods offered in reimbursable meals may also be sold a la carte. Students and cashiers need to be able to distinguish between foods considered food components/food items in reimbursable meals and a la carte foods. If a student does not select the required food components/food items in the required amounts, the meal is not reimbursable. Therefore, the school may charge the student a la carte prices for each item selected. Let’s review a few examples and determine if the student should be charged the unit price or the a la carte price.

(Workbook Activity): K–8 Breakfast Menu Example Worksheet

DO:
Review the instructions for the K–8 Breakfast Menu Example Worksheet activity. Discuss the participants’ answers. Refer participants to the K–8 Breakfast Menu Example Worksheet Answer Key handout located in the Appendix.
### K–8 Breakfast Menu Example Worksheet

**Answer Key**

**Instructions:** Review the K–8 Breakfast Menu Example and provide feedback to the corresponding questions.

<table>
<thead>
<tr>
<th>K–8 Breakfast Menu Example</th>
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</thead>
<tbody>
<tr>
<td>Choose at least one (and up to two) of the same or different items:</td>
</tr>
<tr>
<td>- Slice of toast (1 oz eq grain) [1 grain item]</td>
</tr>
<tr>
<td>- Whole grain cereal (1 oz eq grain) [1 grain item]</td>
</tr>
</tbody>
</table>

| Choose at least one (and up to all four) of the same or different items: |
| - Orange juice (½ cup fruit) [1 fruit item] |
| - Apple slices (½ cup fruit) [1 fruit item] |
| - Pineapple chunks (½ cup fruit) [1 fruit item] |
| - Mixed berries (½ cup fruit) [1 fruit item] |

| Choose one of the following items: |
| - Variety of milk (1 cup) [1 milk item] |

**Reimbursable breakfast meal:**

- Students must select at least three food items.
- For grains (or meats/meat alternates offered for this component) and milk, the student must select the minimum required daily serving.
- For the fruit component, the student must select at least ½ cup of fruit or vegetables or fruit/vegetable combined.
If the student selects two milks, toast, and two fruit items, should the student be charged the unit price or the a la carte price for the selection of the extra milk?

**Answer:** The student’s selection constitutes a reimbursable meal, but the menu planner limited the milk component to one choice. The student should be charged the a la carte price for the extra milk.

If the student selects two grain items, four fruit items, and one milk item, should the student be charged the a la carte price or the unit price for the menu selection?

**Answer:** The student’s selection constitutes a reimbursable meal. The student should be charged the unit price for the selection of all items because the menu planner allowed multiple selections of grains and fruits.

If the student selects two slices of toast along with 1 cup of fluid milk, should the student be charged the unit price or the a la carte price for the meal?

**Answer:** The student’s selection does not constitute a reimbursable meal. The menu planner has identified a student may select up to two of the same or different grain items. However, the student must select at least ½ cup of fruit for a reimbursable meal. The student should be charged the a la carte price for the meal.
SHOW SLIDE: Conclusion

SAY:
Topics covered in this training included:

- Components of a reimbursable meal
- Reimbursable OVS lunch meals
- Reimbursable OVS breakfast meals
- Unit price

(Activity): Take-Home Messages

SAY:
We are now going to divide into groups and summarize the take-home messages from the training. As a group, you will have three minutes to write down key concepts from the training.

DO:
Review the instructions for the Take-Home Messages activity. Facilitate the activity and monitor the time.

SAY:
Now, rotate to the flip chart paper on your right, and take your marker with you. Read the key messages from the group’s list and add key messages to it. If your group cannot think of any additional key messages, put a star next to what you believe are the very important take-home messages.

DO:
At the conclusion of the activity, post the flip chart papers on the wall.
**Instructor’s Note:** Before the activity, place the header “Take-Home Messages” on four flip chart papers. The participants may rotate around to each group’s flip chart paper as time permits.

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**SAY:**

Look at all the take-home messages you can utilize to recognize a reimbursable breakfast and lunch meal. In addition, by completing the activities and networking with your peers, you have gained valuable information that will contribute to your effectiveness as a cashier. This concludes today’s training.

**Instructor’s Note:** If time permits, ask participants to share some of their take-home messages. Review questions submitted on the Bike Rack.

SHOW SLIDE: **Thank You**

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**SAY:**

Thank you for your active participation and attention in the training. If there are no more questions, we will proceed with the training post-assessment and evaluation. Remember to place your unique identifier on the top right corner of the post-assessment.

**(Activity): Post-Assessment and Evaluation** 

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**DO:**

Distribute the post-assessment and the evaluation form. Review the assessment answers. Distribute certificates. If this is an ICN training, distribute and collect the evaluations.
References


