



Nutrition 101 Part 2

Shelly Zylstra, ACL Region X

Jean Lloyd, Consultant





Shelly

We are glad you came back!!!



Jean

Agenda Part 2

- Food Safety & Sanitation – Shelly & Jean
- Food Costing & Ordering – Shelly & Jean
- Break
- Menu Planning – Shelly & Jean



FOOD SAFETY & SANITATION



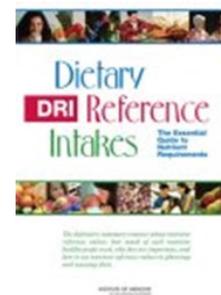
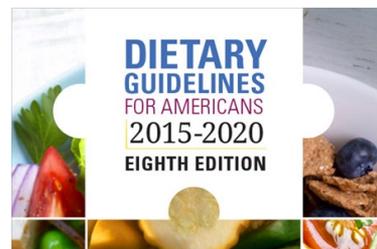
Overview

- Sanitation and Safety
- Recipes
- Purchasing Food and Supplies
- Tricks of the Trade

Older Americans Act Nutrition Requirements

Sections 339, 601, 602, 614

- Meals are to meet:
 - 2015-2020 Dietary Guidelines for Americans
 - Dietary Reference Intakes
 - **Food Safety Code**
 - Appeal to program participants
 - If practical, meet special dietary needs



Food Code

U.S. Public Health Service

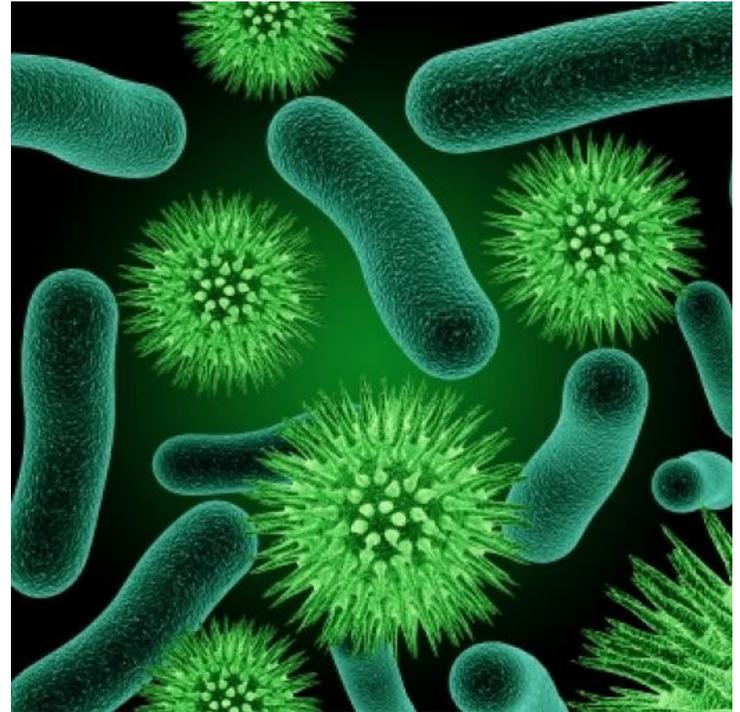
 U.S. FOOD & DRUG ADMINISTRATION

2017

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service • Food and Drug Administration
College Park, MD 20740

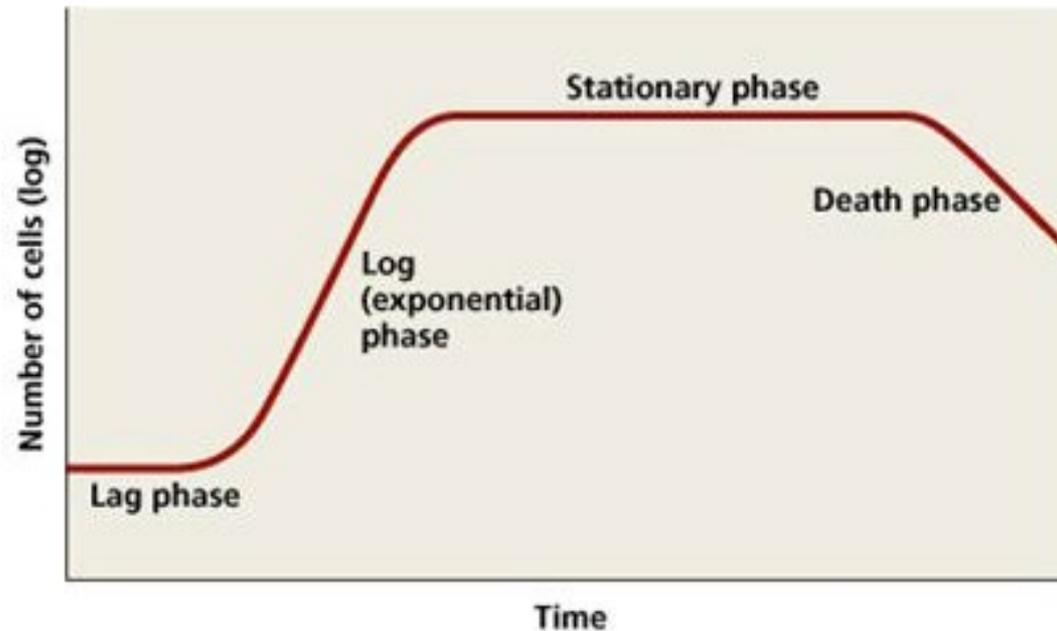
Sanitation and Safety

- We are working with a very frail and susceptible group of people.
- This has to be the highest priority for any Title VI Program
- Not about “clean floors” — much more about:
 - Time
 - Temperature
 - Organization
 - Sanitizing solution!



Bacteria

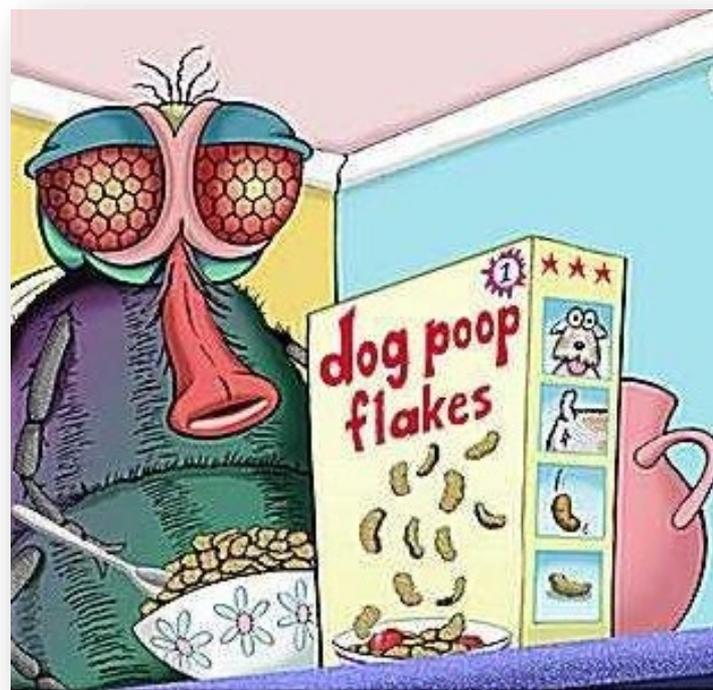
- Cause the most Foodborne Illness
 - One of six Americans
 - 48 M cases every year
 - 3-5,000 deaths annually
- Single cell living creatures which live on food, skin, kitchen surfaces, and in the air
- Grow by splitting in half and each half becomes a new organism



Any food can be potential hazardous if it has a source of food for the bacteria, sufficient water, the correct amount of acid, the proper temperature, and time to allow bacteria to grow.

How Bacteria Causes FBI

- Improper holding temperature
- Inadequate cooking, such as undercooking raw shell eggs
- Contaminated equipment
- Food from unsafe sources
- Poor personal hygiene



Jean Asks



Can I serve eggs,
over-easy?
Is that
undercooked?

Personal Hygiene

- Bare hand contact/poor personal hygiene
 - 1 gram fecal material = 1 trillion virus or 100 million bacteria
- Use a hand sink
 - Don't use a production sink
- Clean hands and finger nails
- No fingernail polish or fake nails
- Watch jewelry—gold band okay.
Others not.
- Hair neat/pulled back in net or hat
- Clean clothing daily
- Don't work when ill

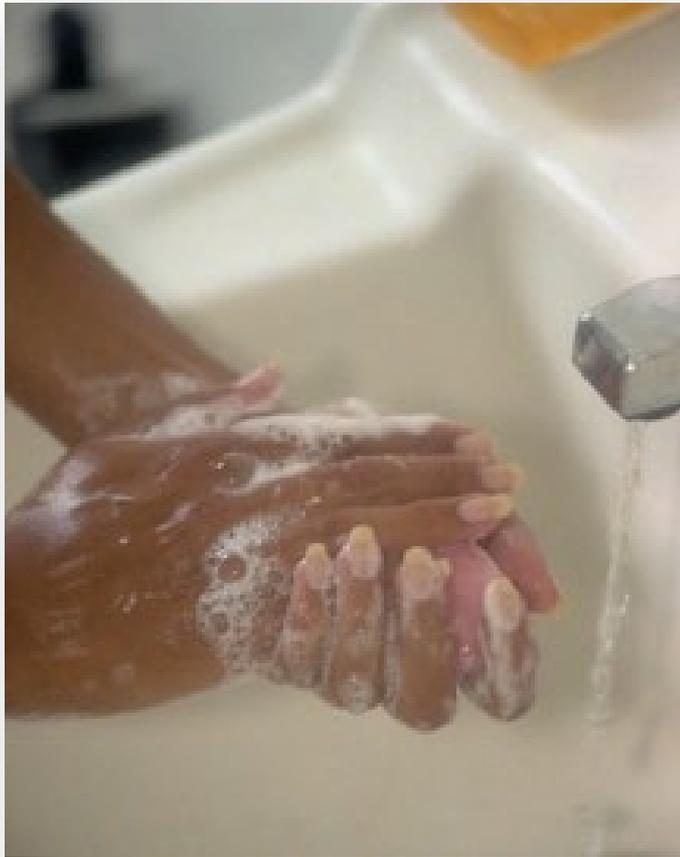


Hand Washing

- Arrive at work
- After breaks
 - Smoking
- After using restroom
- Personal hygiene, coughing, sneezing
- Contact with hazardous foods
- Between tasks
 - Emptying trash
 - Handling money



Hand Washing



- Apply warm water and soap
- Vigorously rub hands and forearms for at least 20 seconds
 - Happy Birthday
- Clean under fingernails
- Rinse off
- Use paper towel
- Do not use cloth towels, aprons, etc.

Gloves

- Worn when hand contact with foods is unavoidable
- Change gloves frequently
 - Meat vs. vegetables
 - Raw vs. cooked foods
- Wash hands between glove changes



Potentially Hazardous Foods (PHF)



- Foods of animal origin
 - Meat and poultry
 - Dairy products
 - Eggs (pooled)
- Cooked legumes (refried beans)
- Sprouts
- Cooked rice, potatoes and pasta
- Cut melons (especially cantaloupe)

Jean Asks



Why are refried beans hazardous, its not like beans are meat?

Jean Asks



What do you mean
wash my melons,
what about
watermelons, they
don't fit in the sink?
What's so special
about cantaloupe?

Cooking Temperatures

Food	Internal Temperature/Rest Time
Beef, Pork, Lamb, Veal	145 ^o F/3 minutes
Hamburger	160 ^o F
Wild Game (non-commercial)	160 ^o F
Fully Cooked Ham; USDA Inspected	140 ^o F
All Poultry	165 ^o F
Rabbit	160 ^o F
Eggs	160 ^o F
Fish and Shellfish	145 ^o F
Leftovers	165 ^o F
Casseroles	165 ^o F

Time and Temperature Controls

- Minimize the amount of time that food is at temperatures that allow for bacterial growth (40°-140° F).
- Move quickly through the temperature “danger zone”.
- Accurate thermometers
 - Calibrate frequently
- Check at center of foods



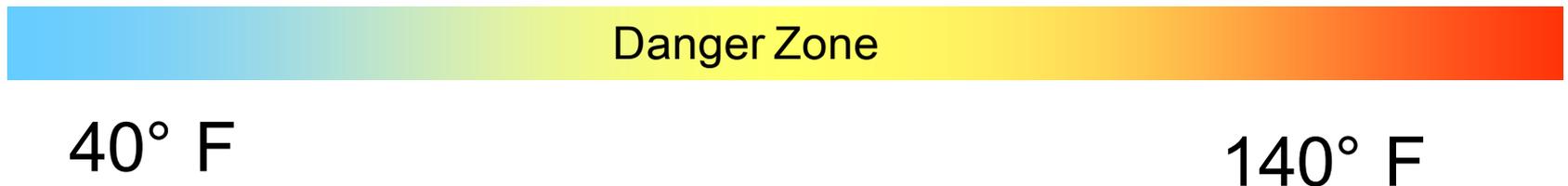
Jean Asks



How do you take
the temperature of
a thin piece of fish?

Danger Zone

- Keep hot foods hot and cold foods cold
- Time and temperature
 - Keep food out of the danger zone as much as possible
- Temperatures that allow for bacterial growth



Hot Holding

- Cook to required temperature first to kill pathogens (bacteria, viruses, parasites)
- Hold at 140° F or greater
- Some foods don't taste right unless hotter than this (soup) but never hold food at lower temperatures
- Recheck frequently
- Batch Cook so you can hold as little as possible



Jean Asks



How do I keep that
thin piece of fish
hot?

Jean Asks



How do I keep foods hot on a home-delivered route?

Jean Asks



Can I reheat
vegetables on the
steam table?

Cooling

- Must be done in 2 hours or less
- Shallow pans (metal best)
 - Thick foods
 - Soups
- Do not cover until cold
- Do not double stack pans
- Meat cut into 4 lb. chunks or smaller
- Ice baths and buckets
- Stir foods frequently



Cold Holding Temperature

- 40° F or less
- Ready-to-eat foods should be stored on top shelf
- Level of food below ice on salad bars
- Rotate or stir food to even temperature on salad bars
- Chill raw ingredients before you make the food



Jean Asks



How do I keep foods cold on a home-delivered route?

Cold Food Storage

- 40° F or less
- Covered
- Dated containers
- Watch the order in which you store the foods.



Thawing Meats & PHFs

- Refrigerator
 - Bottom shelf
 - Pan to catch fluids
- Totally submerged in cold running water
- Microwave
 - Not really practical for large quantities
 - **COOK IMMEDIATELY**



Jean Asks



How do you thaw several turkeys? They are big, but they are cheaper and better than some of those “processed” turkey products.

Jean Asks



Can we use wooden cutting boards? I thought we weren't supposed to use them?

Cross Contamination



- Chemical storage
 - Hazardous chemicals stored or used near food
- Thawing
 - Dripping on foods stored below
- Utensils, equipment, cutting boards
 - Wash and sanitize between uses
 - Clean food contact surfaces continuously during the day

Jean Asks



We have a really small kitchen and not much room, we put a shelf over the stove, can I store detergents there, or can I only store dry spices?

Storing Food

- Food must be stored in a safe way
 - Temperature
 - Moisture; Floods/plumbing leaks
 - Rodents and Insects
 - Pilferage or theft
 - Some items need more protection than others
- **Make sure that food arrives at a safe temperature and store it quickly**
- Follow the chart about food storage times
 - Be certain that you date foods when they come into your kitchen

Jean Asks



What do you recommend that we do about field mice? They always come in during the fall.

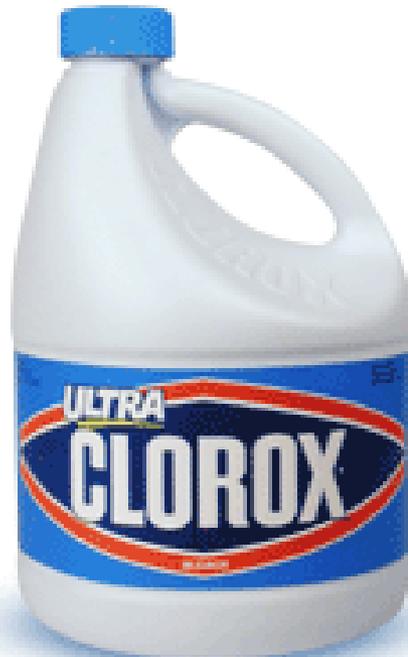
Jean Asks



Do you mean that we should be checking the temperature of the milk or the meat when the food supplier drops it off?

Cleaning

- Surfaces which will touch foods must be cleaned of visible food
- Washed with hot, soapy water
- Rinsed
- Sanitized



- Chlorine Bleach
 - 1 tsp. bleach to 1 gallon cool water
 - Make new solution ~1 - 2 hours
- Store cloth in solution
- Don't Mix Chemicals
 - Detergent destroys bleach sanitizing power
 - Can Be Dangerous

Jean Asks



Are we supposed to clean and sanitize the containers that we use on home-delivered routes?

Preparing Foods Safely

- We talked about the menu but thinking about safety is critical when we menu as well
- Oven space?
- Refrigeration space and recovery time
- Lots of hand work
- Utensils
- Production order
 - Not begin with the main course—Why?
 - Begin in the sanitized kitchen with the foods which would not be heated again—fruit, salad, Jell-O
 - Prep the veggies
 - Do the main course!

Jean Asks



We buy most of our utensils at Wal-Mart or the local store, is that a problem?
Why are home-style utensils a problem?

Recipes Can Affect Safety

- Sometimes things we do at home, don't work in the big kitchen
 - Pooling eggs
 - Meringues and sauces
 - Cooking turkeys in a paper bag all night
 - Using vinegar to sanitize
 - Using glass utensils
 - Mixing with our hands
- Look at recipes carefully for practice that won't work in a commercial kitchen
- Where you see a potential problem, add a note to the recipe
 - Chill ingredients overnight for salad dressings, cold dishes, sandwich spreads
 - Cut large pieces of meat into smaller portions if you will be slicing them

Jean Asks



Do you mean that I have to put cans of tuna into the refrigerator before I make tuna salad?

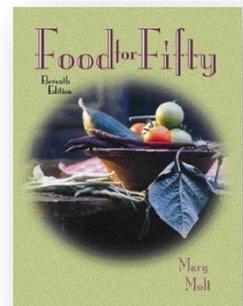
Jean Asks



How do we safely use turkeys for holiday meals, we always buy whole turkeys on sale at the local store and then roast and cut them for holiday meals.

Recipes Help Control Costs, Assure Consistency, Keep Food Safe

- Cooks need to have recipes to prepare the meals
 - Makes foods the same every time, consistency
 - Standardizes the amount and servings available, control serving sizes
 - Helps you to know what to order from your purchasing company
 - Helps control costs
 - If the usual cook is ill, the substitute will know what to do
- Make sure you have a recipe for each menu item—look on-line for examples
- Use an existing book like Food for Fifty
- Download for free!
 - <http://www.survivorlibrary.com/library/food-for-fifty.pdf> 11th edition
 - <http://www.pdfdocuments.com/food-for-fifty-13th-edition.pdf>



Purchasing Food

- Once the menu is written and the recipes decided upon, it is time to buy the food
- Use a commercial food provider if you are feeding twenty or more elders
 - May find it is just as easy to purchase from grocery store with less than that
 - Combine purchasing with other tribal programs
 - Prices are based on the total amount purchased so get better prices if you combine purchasing with other programs
 - Casino, Head Start, Childcare, Schools



Purchasing

- Remember that everything that the company sells is not in their weekly catalogue
 - They include the things you usually order
 - Ask for alternatives
 - Be sure you are purchasing the best product for the purpose
 - Olives—sliced, chopped, whole with pits, whole without pits
 - Ham—4x4; bone in, spiral sliced, chopped,
- Remember that the person who is selling you the food works on COMMISSION
- Purchase only from known, approved sources
- NEVER break a case!
 - You pay double or triple the cost
 - Most things will keep long enough to use it up
- Don't use home canned products
- Watch out for home processed meats and fish
 - Air tight could mean trouble

Keep Track of Purchases

- Each month you will buy food and should have some way to keep track of bills
- Use a spread sheet which can help you keep records
- It is important to track your food costs so that you don't run out of money



Controlling Costs

- Many ways to control costs in foodservice
 - Purchasing proper products; watching for waste
 - Watching for over production—extra food can go to waste
- Traditional foods are cheap or free if gathered or donated
- Use locally produced foods—check with gleaners, food banks for extra, commercial stores or bakeries for products
- Also ask for damaged bags of pet food!!!

Jean Asks



Can we make
fiddlehead ferns in
the spring?

Jean Asks



Can we pick berries
and use them in the
recipes?

Jean Asks



What about the deer brought to the senior center by the hunter?

Controlling Costs

- Pay attention to elder's preferences
 - Usually like simple foods
- Make versus Buy
- Have a Special Dinner
 - Movie Day
 - Hot Cobbler Day
- Try “serve yourself bars” for potatoes, salads, soups
 - Put the cheapest foods first
- Measure! Watch portion sizes.
- Buy in amounts that make sense

Jean Asks



If we have a salad bar,
how do we control
portion size?

Jean Asks



What about the elder who insists on putting 2 or 3 times more meat on his salad than we planned for? How do you control costs with a salad bar?

Record Keeping

- Need to keep financial records
 - Keep track of what you spend; keep copies of all invoices
- Keep track of services
 - Congregate, home-delivered, Supportive Services, Caregiver Services
- Keep track of personnel costs
 - Largest portion of our budget is personnel
 - Don't have people working if they don't WORK!



MEAL COSTING

Overview

- Food Costs
- Labor Costs
- Other Costs



April Invoices			
Invoice Name	Date	Invoice Total	
(Example) Name of Store or Company	04/03/08	\$123.33	
1. Fred Meyer's Grocery	04/06/16	\$77.93	
2. Cityhallen	04/07/16	\$223.00	
3. Cityhallen	04/12/16	\$324.88	
4. Cityhallen	04/16/16	\$65.50	
5. Charlie's Produce	04/03/16	\$188.63	
6. Smith Supply	04/16/16	\$2,800.15	
7. Papa's Pies	04/28/16	\$665.00	
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36.			
37.	Total of Invoices	\$4,345.09	
38.	Total Personnel Costs (Salaries)	\$6,543.00	
39.	Total Meals Served in April		
40.	Cost per Meal April	#DIV/0!	
41.			
42.			
43.			

Why do we need to determine costs?

- To determine whether we are spending our revenues appropriately.
- To be accountable to our funders...Older Americans Act Title VI, Tribal Leaders, State Funders, others???
- To determine if we can make/serve more meals for the same or less money.
- To determine if we can afford expand our meals?
- To determine what to charge staff/guests for meals.

Who Cares?????

What Items Do I Include in the Full Cost of a Meal?

- *Raw Food Cost*
 - How much it costs to buy the food
 - Generally, food cost should be around 30-35%
 - Generally calculated per meal
- *Labor Cost*
 - You are paying someone to prepare the food, serve the food, and clean up after the food
 - Staff benefits, to include sick leave, vacation, meals served to staff, etc.
 - Generally, labor cost should be around 25-35%
 - Generally calculated per meal

What Items Do I Include in the Full Cost of a Meal?

- *Other Costs*
 - The cost of plates, cups, napkins, utensils, detergent, hair nets, etc.
 - The cost of the electricity, water, maintenance necessary to for the building
 - Indirect costs
 - Generally calculated per meal
- *Full or Total Cost Per Meal*
 - Refers to the total cost of a served meal. The total cost includes all of the above into the calculation
 - It may seem like your total cost per meal is a lot more than necessary, but keep in mind that the total meal cost is more than just the food itself

Several Ways to Figure This Out.. *keep it simple*

- Simple:
 - Get the total cost of providing your meals from your finance office and divide by the total number of meals served
 - Every dollar (cooks wages, your wages, food, electricity, rent, supplies, equipment, van & gas costs for home-delivered meals)
 - **Every** meal (eligible, ineligible, staff meals, guest meals)
- Pros
 - It's easy. No records to keep. Get the numbers at the end of the grant period and divide by the number of meals on your PPR
- Cons
 - It's close, but there will be some costs missed, and there will be some other services included if your people do more than one thing...
 - Congregate Cook and Driver
 - Information and Assistance and Home-delivered Driver

Exceedingly Difficult



- Determine your cost of goods each month with a beginning inventory
- Add all of your purchases
- Take an ending inventory
- Subtract your ending inventory from the sum of your beginning inventory plus your purchases
- Add total personnel costs
- Divide by the number of meals

- Pros
 - It is accurate. If you are running a restaurant or large establishment, this is the way it is done.
- Cons
 - If you miss one inventory, it messes everything up and it is tremendously time consuming

Manageable...but You Need to Manage

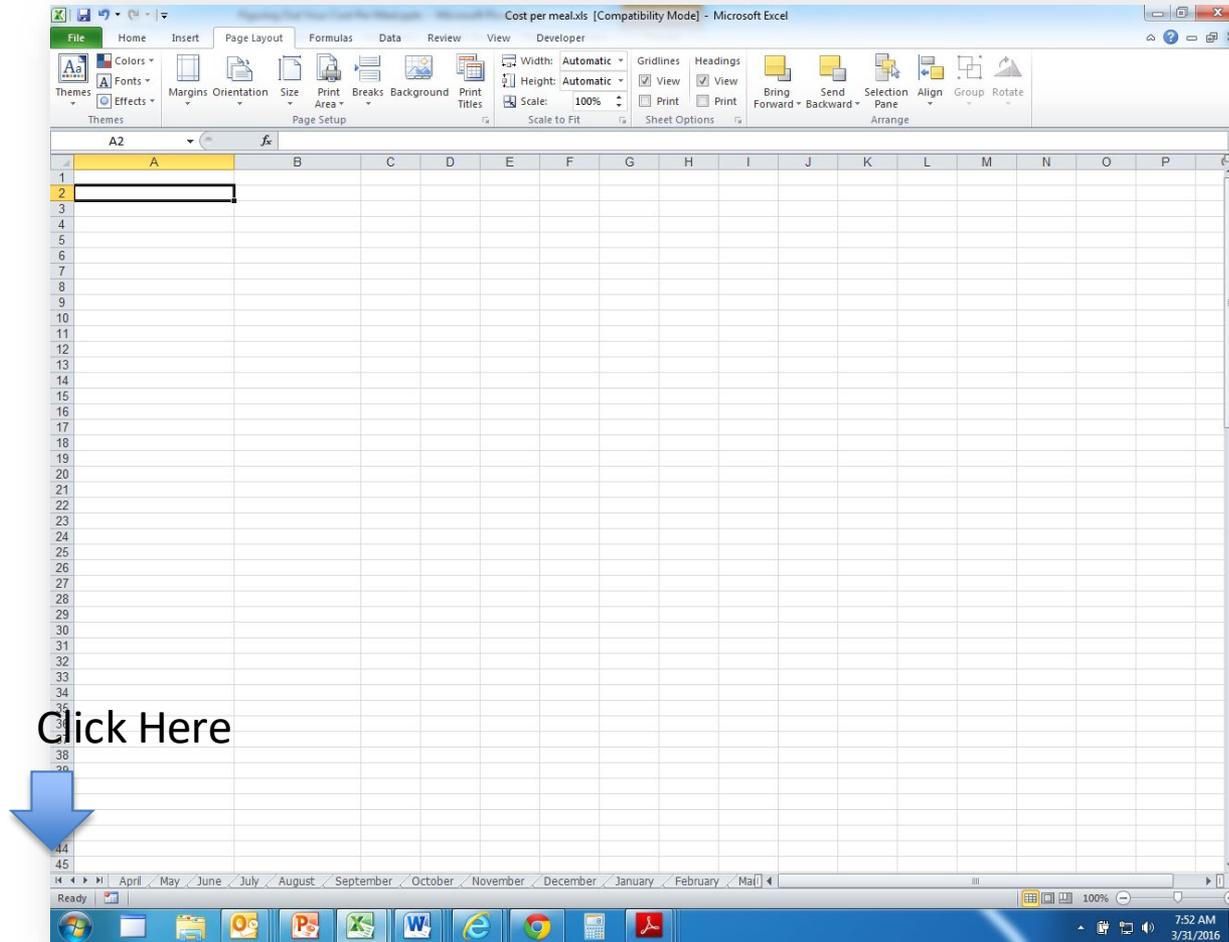


- Find out how much your payroll costs were in total last year
 - Spreadsheet will help with this
- Keep track of all of your purchases for each month.
 - Enter them into a spreadsheet each month
 - Spreadsheet auto calculates
- Pros
 - Spreadsheet does the work for you
 - Pretty simple if you remember to do it every month
- Cons
 - Not accurate until after about six months, but gets better at a year
 - Have to remember to do it!

What is Included in Total Cost per Meal?

- **ALL** of the activities, supplies, and expenses involved in making the meal
- These vary by location
- Take time to write these down
 - Do you really pay?
 - Built into your indirect?
 - Do you include indirect?
- Rent
- Utilities
- Staff wages and benefits
- Small tools and equipment
- Supplies and food
- Home-delivered meal transportation cost
- Repair and maintenance
- Insurance

Open the Spread Sheet



You Should be Looking at This:

The screenshot shows a Microsoft Excel spreadsheet titled "Cost per meal.xls" in Compatibility Mode. The spreadsheet is titled "April Invoices" and contains a table with the following data:

Invoice Name	Date	Invoice Total
(Example) Name of Store or Company	04/03/08	\$123.33
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31.		
Total of Invoices		\$0.00
Total Personnel Costs (Salaries)		
Total Meals Served In April		
Cost per Meal April		#DIV/0!

The spreadsheet also shows a summary section at the bottom with the following data:

Total of Invoices	\$0.00
Total Personnel Costs (Salaries)	
Total Meals Served In April	
Cost per Meal April	#DIV/0!

The spreadsheet is displayed in a window titled "Cost per meal.xls [Compatibility Mode] - Microsoft Excel". The ribbon shows the "Formulas" tab selected. The status bar at the bottom indicates the current date is 3/31/2016 and the time is 7:54 AM.

The Part We Will be Working on Is Here:

- You will see an example at the top
- You will see some colored boxes at the bottom
 - Total of Invoices
 - Total Personnel Cost
 - Total Meals Served (month)
 - Cost per Meal (month)

	A	B	C	D
1				
2		April Invoices		
3				
4		Invoice Name	Date	Invoice Total
5		(Example) Name of Store or Company	04/03/08	\$123.33
6	1.			
7	2.			
8	3.			
9	4.			
10	5.			
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35	30.			
36	31.			
37		Total of Invoices		\$0.00
38		Total Personnel Costs (Salaries)		
39		Total Meals Served In April		
40		Cost per Meal April		#DIV/0!
41				

Stash All of Your Invoices or a Copy in an Envelope



At the End of the Month—

- Pull your invoices out and enter into the spreadsheet



First Invoice

32/kg
G
2.39
2.39
Net @ \$2.18/kg
EL ORANGE 3.68
40 kg Net @ \$1.52/kg
ANANAS 1.73
4664
0.870 kg Net @ \$5.05/kg
TOMATO HH VINE 4.39
4066
0.140 kg Net @ \$5.05/kg
GREEN BEANS 0.71
8.74 G=GST 5% 0.44
3.49 P=PST 8% 0.28
TOTAL 77.93
CASH -80.03
CHANGE DUE 2.10

- Determine which store it is from.
- Enter the amount and the store into the spreadsheet.

You could have earned 770
PC points with President's Choice
Financial MasterCard. Apply Today
Visit pcfinancial.ca

GST # 12223-5922 RT0001

US HOW WE DID TODAY!

COULD WIN \$2000

ES AND MERCH

RECEIPT

RVF

Like This:



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Total of Invoices		\$77.93	
Total Personnel Costs (Salaries)		\$0.00	
Total Meals Served In April			
Cost per Meal April		#DIV/0!	

This is Your Total Costs for the Month

- Add each of your invoices in the same way
- The Cost of Meal Spreadsheet will add up the total of your invoices
- Now let's look at the next step

	A	B	C	D
1				
2		April Invoices		
3				
4		Invoice Name	Date	Invoice Total
5		(Example) Name of Store or Company	04/03/08	\$123.33
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36	31.			
37		Total of Invoices		\$4,345.09
38		Total Personnel Costs (Salaries)		\$0.00
39		Total Meals Served In April		
40		Cost per Meal April		#DIV/0!
41				
42				
43				
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46				
47				

Now Let's Do the Hard Part...



- Go to the Finance Office and talk to an accountant...
- Ask for the total amount of personnel cost that was charged to your nutrition program in the last year.
- Now lets put it in the spreadsheet.

Meanwhile...Back at the Spreadsheet

- Click on the ► |
- This will take you to the last “worksheet” in the “workbook”
- It is called “Cost per Meal”
- This is the page which automatically calculates your annual cost per meal

Cost per meal.xls [Compatibility Mode] - Microsoft Excel

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Ready

Now Look at the Cost Per Meal Tab

- Click on the Tab which says "Cost Per Meal"

The screenshot shows a Microsoft Excel spreadsheet titled "Cost per meal.xls [Compatibility Mode] - Microsoft Excel". The spreadsheet contains a table of invoices and a summary table. A red arrow points from the text "Click on the Tab which says 'Cost Per Meal'" to the "Cost per Meal" tab at the bottom of the window.

Invoice Name	Date	Invoice Total
(Example) Name of Store or Company	04/03/08	\$123.33
1. Fred Meyer's Grocery	04/06/16	\$77.93
2. Cityhallen	04/07/16	\$223.00
3. Cityhallen	04/12/16	\$324.88
4. Cityhallen	04/16/16	\$65.50
5. Charlie's Produce	04/03/16	\$188.63
6. Smith Supply	04/16/16	\$2,800.15
7. Papa's Pies	04/28/16	\$665.00
8.		
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31.		
Total of Invoices		\$4,345.09
Total Personnel Costs (Salaries)		
Total Meals Served in April		
Cost per Meal April		#DIV/0!

The Cost Per Meal Worksheet

- The last worksheet in the workbook looks like this.
- You will see that April's Invoice total is already added in.
- As other months are added, this total will grow automatically

Cost per meal.xls [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I
1									
2									
3	Calculations for Cost Per Meal								
4	Running Total of Invoices	\$ 4,345.09							
5	Running Total of Invoices	\$ -							
6	Running Total of Meals Served	0							
7	Running Total Cost Per Year	#DIV/0!							
8									
9									
10									
11									
12									
13									
14	Total Payroll Costs for last year (from Fiscal Office)								
15	Total Payroll Costs per month	\$ -							
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									

Important: Write your FULL YEAR personnel costs here.
Ask your fiscal office for all of the payroll costs for your nutrition program (wages, benefits, costs for insurance, etc) for one year and put it in this box.

This number is your monthly payroll cost and should be entered in each month when you add your invoices.

Enter Your Personnel Costs



- Put the TOTAL amount of the Personnel Costs you got from in the Bright Yellow Box on the Spreadsheet:
 - This should include wages, insurance, benefits, all costs associated with your meal program
 - It automatically calculates the amount you should put in each month.

3	Calculations for Cost Per Meal		
4	Running Total of Invoices	\$	4,345.09
5	Running Total of Invoices	\$	-
6	Running Total of Meals Served		0
7	Running Total Cost Per Year		#DIV/0!
8			
9			
10			
11			
12			
13			
14	Total Payroll Costs for last year (from Fiscal Office)	\$	78,516.00
15	Total Payroll Costs per month	\$	6,543.00
16			
17			
18			
19			

Important: Write your FULL YEAR personnel costs here.
Ask your fiscal office for all of the payroll costs for your nutrition program (wages, benefits, costs for insurance, etc) for one year and put it in this box.

This number is your monthly payroll cost and should be entered in each month when you add your invoices.

Put Personnel Costs in the Monthly Spreadsheet

- Simply enter the monthly amount in the Yellow Box
- This is where we will put the \$ 6,543.00 from the Cost per Meal Page

	A	B	C	D	E
4		Invoice Name	Date	Invoice Total	
5		(Example) Name of Store or Company	04/03/08	\$123.33	
6	1.	Fred Meyer's Grocery	04/06/16	\$77.93	
7	2.	Cityhallen	04/07/16	\$223.00	
8	3.	Cityhallen	04/12/16	\$324.88	
9	4.	Cityhallen	04/16/16	\$65.50	
10	5.	Charlie's Produce	04/03/16	\$188.63	
11	6.	Smith Supply	04/16/16	\$2,800.15	
12	7.	Papa's Pies	04/28/16	\$665.00	
13	8.				
14	9.				
15	10.				
16	11.				
17	12.				
18	13.				
19	14.				
20	15.				
21	16.				
22	17.				
23	18.				
24	19.				
25	20.				
26	21.				
27	22.				
28	23.				
29	24.				
30	25.				
31	26.				
32	27.				
33	28.				
34	29.				
35	30.				
36	31.				
37			Total of Invoices	\$4,345.09	
38			Total Personnel Costs (Salaries)		
39			Total Meals Served In April		
40			Cost per Meal April	#DIV/0!	
41					
42					
43					
44					
45					

April May June July August September October November December

Now April Looks Like This

- We have added our Invoices, one by one
- We put our total personnel costs on the back page which gave us our monthly cost
- We entered our monthly cost on the April Worksheet
- What is left?

	A	B	C	D	E
2		April Invoices			
3					
4		Invoice Name	Date	Invoice Total	
5		(Example) Name of Store or Company	04/03/08	\$123.33	
6	1.	Fred Meyer's Grocery	04/06/16	\$77.93	
7	2.	Cityhallen	04/07/16	\$223.00	
8	3.	Cityhallen	04/12/16	\$324.88	
9	4.	Cityhallen	04/16/16	\$65.50	
10	5.	Charlie's Produce	04/03/16	\$188.63	
11	6.	Smith Supply	04/16/16	\$2,800.15	
12	7.	Papa's Pies	04/28/16	\$665.00	
13	8.				
14	9.				
15	10.				
16	11.				
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30	25.				
31	26.				
32	27.				
33	28.				
34	29.				
35	30.				
36	31.				
37		Total of Invoices		\$4,345.09	
38		Total Personnel Costs (Salaries)		\$6,543.00	
39		Total Meals Served In April			
40		Cost per Meal April		#DIV/0!	
41					
42					
43					

Now Add your Total Meals

- In the Blue Box, put in the total number of meals you served
- This is the TOTAL MEALS
 - Congregate
 - Home Delivered
 - Guest Meals
 - Staff Meals

April Invoices		
Invoice Name	Date	Invoice Total
(Example) Name of Store or Company	04/03/08	\$123.33
1. Fred Meyer's Grocery	04/06/16	\$77.93
2. Cityhallen	04/07/16	\$223.00
3. Cityhallen	04/12/16	\$324.88
4. Cityhallen	04/16/16	\$65.50
5. Charlie's Produce	04/03/16	\$188.63
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33.		
34.		
35.		
36.		
Total of Invoices		\$4,345.09
Total Personnel Costs (Salaries)		\$6,543.00
Total Meals Served In April		
Cost per Meal April		#DIV/0!

Navigation: April | May | June | July | August | September | October | November | De

Annual Cost per Meal

2			
3	Calculations for Cost Per Meal		
4	Running Total of Invoices	\$	28,259.00
5	Running Total of Invoices	\$	78,516.00
6	Running Total of Meals Served		8,500
7	Running Total Cost Per Year	\$	12.56
8			
9			
10			
11			
12			
13			
14	Total Payroll Costs for last year (from Fiscal Office)	\$	78,516.00
15	Total Payroll Costs per month	\$	6,543.00
16			

- After a full year, your Cost per Meal will be calculated well.
- This is what you should charge your guests who come to dinner or other ineligible folks.

What Should I Look At?

- Look at your food cost per meal. Divide your total food costs by the total meals served.
- Look at your labor costs per meal? How?
- Look at what may be missing from your program...
 - Fuel, Rent, Utilities, Supplies such as detergent, dishware, etc.
 - Many tribes include these costs in their indirect, others charge each program
 - You may have to go back to information



for additional

What are some of these other costs?

- Supplies, detergent, sanitizing solutions, etc.
- Rent
- Utilities
- Telephone
- Gas for vehicles for home-delivered
- Small equipment such as supplies for delivering meals
- Small repair costs
- Another spread sheet can be developed to keep track of these expenses & be included in the full or total cost of a meal

Jean Asks



When should I
calculate the full or
total cost of a meal?

Jean Asks



Where do we put
donated foods?
Where do we put
volunteers?



BREAK





MENU WRITING EXERCISE



What is Traditional?

- Each region, tribe, village, or family will have different traditions
- Relied upon the protein source which was in the area
- Relied upon vegetation for seeds, shoots, roots
- LOTS of TRADE



Traditional Foods Vary



- Northeast
- Southeast
- North Central Plains
- Southern Plains
- Southwest
- Southwest Coast
- Northwest Coast
- Alaska Natives
- Native Hawaiians
- BLENDING

Traditional Foods are Not Everyone's Tradition!

Way-North Indian Ice Cream



Not-so-North Indian Ice Cream



Commercial American
Hot Fudge Sundae

Include Traditional Foods or Modern Alternatives

- **Traditional**

- Venison
- Fiddlehead ferns
- Wild rice
- Wild greens
- Salmon berries



- **Modern alternate**

- Round steak
- Asparagus
- Brown rice
- Spinach, kale, collards
- Raspberries



Traditional Foods are Healthy Foods

American Indian/Alaska Native



Regardless of Tradition, Native American foods are

- Low in sodium
- Low in unhealthy saturated fat
- Low in simple carbohydrates
- Low in added sugars
- High in potassium
- Higher in good fat
- High in complex carbohydrates
- High in fiber



Pineapple



AND THEY TASTE GOOD!!!!

Program Menus

Include Traditional Foods

- Can be added, but must be used safely
- Prepare non-traditional foods in traditional ways
- Stay away from convenience, processed foods
- Increase use of vegetables, fruits, whole grains to make the content closer to what people ate in times past
- Consult with tribal environmental health authorities for safety
- Consult with state environmental health authorities for safety

Common Menu Pattern Form, Develop One or Ask for One

Food	Monday	Tuesday	Wednesday	Thursday	Friday
Protein food					
Grain #1					
Grain #2					
Vegetable #1					
Vegetable #2					
Fruit					
Milk/ Alternate					
Dessert Optional					
Beverage					

Make sure your form matches your program
Days per week
Type of Meal (breakfast, lunch, dinner)

Now comes the Fun Part

- Gather possible menu items from
 - Cookbooks and Magazines
 - Elders—Let them Help with the Menus
 - Satisfaction Survey—What do the Elders like?
 - Cooks
 - Other Senior Nutrition Programs—Titles III and VI
 - Old Menus
 - Who else or what other resource could help you?

When Planning Menus—Start with the Protein

- Sometimes called the Main Course—it is usually the answer to the question:
“What are we having for dinner?”
- It provides much of the protein elders need
- Often we think of meat or flesh foods
 - Traditional diets included many protein sources which were not flesh foods
 - Corn, beans, nuts, seeds
- Mix it up. Make sure you use a variety of meats and at least one meatless meal per week

Start with the Protein

Food	Monday	Wednesday	Thursday	Friday
Protein food	Grilled fish 3-4 oz	Roast duck 3-4 oz	Venison 3-4 oz	Lentil Soup 1.5 c
Grain #1				
Grain #2				
Vegetable #1 Starchy				
Vegetable #2 Non-Starchy				
Fruit				
Milk/ Alternate				
Dessert Optional				
Beverage				

Make sure you don't repeat any protein in a week (pork chop suey, pork chops, pulled pork sandwiches) AND try to keep one day meatless!

Next Do the Grains

Food	Monday	Wednesday	Thursday	Friday
Protein food	Grilled fish 3-4 oz	Roast duck 3-4 oz	Venison 3-4 oz	Lentil Soup 1.5 c
Grain #1	Oven-roasted Potatoes (= to 1 small potato)	Brown and Wild Rice (1 cup)	Baked Potato with Sour Cream (1 small)	Grilled Cheese Sandwich
Grain #2	White Dinner Roll	Not needed— gave a whole cup of rice!	Whole Grain Roll	Whole Grain bread from sandwich
Vegetable #1 Starchy				
Vegetable #2 Non-Starchy				
Fruit				
Milk/ Alternate				
Dessert Optional				
Beverage				

Then do the Vegetables (Keep them colorful)

Food	Monday	Wednesday	Thursday	Friday
Protein food	Grilled fish 3-4 oz	Roast duck 3-4 oz	Venison 3-4 oz	Lentil Soup 1.5 c
Grain #1	Oven-roasted Potatoes (= to 1 small potato)	Brown and Wild Rice (1 cup)	Baked Potato with Sour Cream (1 small)	Grilled Cheese Sandwich
Grain #2	White Dinner Roll	Not needed—gave a whole cup of rice!	Whole Grain Roll	Whole Grain bread from sandwich
Vegetable #1	Fiddlehead Ferns/Asparagus (½ cup)	Winter Squash (½ cup)	Spinach/ Wild Greens (½ cup)	Carrot Sticks (5 pieces)
Vegetable #2	Sliced Tomatoes (2 slices)	Tossed Salad (1 cup)	Cauliflower with Cheese (½ cup)	Coleslaw (½ cup)
Fruit				
Milk/ Alternate				
Dessert Optional				
Beverage				

Now do fruit & dessert

Food	Monday	Wednesday	Thursday	Friday
Protein food	Grilled fish 3-4 oz	Roast duck 3-4 oz	Venison 3-4 oz	Lentil Soup 1.5 c
Grain #1	Oven-roasted Potatoes (= to 1 small potato)	Brown and Wild Rice (1 cup)	Baked Potato with Sour Cream (1 small)	Grilled Cheese Sandwich
Grain #2	White Dinner Roll	Not needed—gave a whole cup of rice!	Whole Grain Roll	Whole Grain bread from sandwich
Vegetable #1	Fiddlehead Ferns/Asparagus (½ cup)	Winter Squash (½ cup)	Spinach/ Wild Greens (½ cup)	Carrot Sticks (5 pieces)
Vegetable #2	Sliced Tomatoes (2 slices)	Tossed Salad (1 cup)	Cauliflower with Cheese (½ cup)	Coleslaw (½ cup)
Fruit	Strawberries ½ c	Cranberry sauce ¼ cup	Orange slices (1/2 c)	Mixed berries (1/2 c)
Milk/ Alternate				
Dessert Optional	Pudding (1/3 c) Parfait w/strawberries			2 vanilla wafers
Beverage				

Don't Forget the Milk (or substitute) & Other Beverages

Food	Monday	Wednesday	Thursday	Friday
Protein food	Grilled fish 3-4 oz	Roast duck 3-4 oz	Venison 3-4 oz	Lentil Soup 1.5 c
Grain #1	Oven-roasted Potatoes (= to 1 small potato)	Brown and Wild Rice (1 cup)	Baked Potato with Sour Cream (1 small)	Grilled Cheese Sandwich
Grain #2	White Dinner Roll	Not needed—gave a whole cup of rice!	Whole Grain Roll	Whole Grain bread from sandwich
Vegetable #1	Fiddlehead Ferns/Asparagus (½ cup)	Winter Squash (½ cup)	Spinach/ Wild Greens (½ cup)	Carrot Sticks (5 pieces)
Vegetable #2	Sliced Tomatoes (2 slices)	Tossed Salad (1 cup)	Cauliflower with Cheese (½ cup)	Coleslaw (½ cup)
Fruit	Strawberries ½ c	Cranberry sauce ¼ cup	Orange slices (1/2 c)	Mixed berries (1/2 c)
Milk/ Alternate	Milk (1 cup) + ½ c milk in pudding	OJ w/ Calcium (½ cup)	Cheese (1oz) with cauliflower	Cheese from Sandwich (1½ oz)
Dessert Optional	Pudding (1/2 c) Parfait w/strawberries			2 vanilla wafers
Beverage	Coffee/tea	Coffee/tea	Nettle Tea	Coffee/tea



LET'S PLAN USING THE FORMS





RESOURCES



Resources

- Department of Health and Human Services
 - Dietary Guidelines for Americans 2015-2020 <http://health.gov/dietaryguidelines/>
- United States Department of Agriculture - nutrition
 - Dietary Guidelines for Americans 2015-2020 www.cnpp.usda.gov/dietaryguidelines.htm
 - Dietary Reference Intakes <https://fnic.nal.usda.gov/dietary-guidance/dietary-reference-intakes>
 - Choose My Plate www.ChooseMyPlate.gov
 - Choose My Plate Information www.ChooseMYPlate.gov/guidelines/index.html
 - Choose My Plate printable tip sheets <http://www.choosemyplate.gov/10-tips-nutrition-education-series>
 - Choose My Plate food safety information <http://www.choosemyplate.gov/food-safety>
 - USDA Food Composition Database <https://ndb.nal.usda.gov/>

Resources-Food Ordering & Buying

- United States Department of Agriculture - nutrition
 - Food Buying Guide for Schools
<https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>
 - Food Buying Guide for Child Nutrition Programs
<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Resources

- Indian Health Services <https://www.ihs.gov/>
 - My Native Plate Icon
https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Resources/InstantDownloads/MyNativePlate1_508c.pdf
 - My Native Plate Suggestions for Professional Use
https://www.ihs.gov/diabetes/includes/themes/newihstheme/display_objects/documents/printmat/My_Native_Plate_Edu_Tips_508c.pdf
 - Meals for Gatherings-Suggestions from Community
https://www.ihs.gov/MedicalPrograms/Diabetes/HomeDocs/Resources/InstantDownloads/HNL_Nutr_Potlucks_508c.pdf
 - Health Topics <https://www.ihs.gov/forpatients/healthtopics/>
 - Diabetes Educator Tools <https://www.ihs.gov/diabetes/diabetes-educator-tools/>
 - Health Promotion <https://www.ihs.gov/hpdp/>

Resources

- Centers for Disease Control and Prevention
<https://www.cdc.gov/>
 - Chronic Disease Prevention and Health Promotion in Indian Country
<https://www.cdc.gov/chronicdisease/tribal/index.htm>
 - Traditional Foods Project – 4 Parts <https://www.cdc.gov/diabetes/ndwp/traditional-foods/index.html>
 - Native Diabetes Wellness Program <https://www.cdc.gov/diabetes/ndwp/index.html>
- National Institutes of Health <https://www.nih.gov/>
 - American Indian and Alaska Native Health Health: Information for People and Communities <https://americanindianhealth.nlm.nih.gov/subtopic/2/Health-Wellness/35/Eating-Healthy-and-Nutrition>
 - American Indian Health-Recipes <http://americanindianhealth.nlm.nih.gov/eating.html>

Resources

- Food and Drug Administration

- Food Code

<https://www.fda.gov/food/guidanceregulation/retailfoodprotection/foodcode/default.htm>

- Food Recalls, Outbreaks and Emergencies

<https://www.fda.gov/Food/RecallsOutbreaksEmergencies/default.htm>

- Foodborne Illness and Contaminants

<https://www.fda.gov/Food/FoodborneIllnessContaminants/default.htm>

Resources

- Administration for Community Living – Older Indians
<https://olderindians.acl.gov/>
 - Nutrition resource links <https://olderindians.acl.gov/links#nutrition>
 - Title VI manual <https://olderindians.acl.gov/manuals-and-toolkits>
- National Resource Center on Nutrition and Aging
<http://nutritionandaging.org/>
 - Resources for Native Americans <https://nutritionandaging.org/nutrition-food-health/native-foods/>

Health & Human Services Recipe Websites

- Healthy Recipes http://www.cdc.gov/healthyweight/healthy_eating/recipes.html
- Keep the Beat: Heart Healthy Recipes
<http://www.nhlbi.nih.gov/health/resources/heart/ktb-recipe-book>
- Recipe books from the National Heart Lung Blood Institute
http://www.nhlbi.nih.gov/health/educational/lose_wt/eat/recipes.htm
 - Recipe books from National Heart Lung Blood Institute
<https://healthyeating.nhlbi.nih.gov/>
 - American Indian Health-Recipes
<http://americanindianhealth.nlm.nih.gov/eating.html>
 - Listing of recipes from the Departments of Health and Human Services and Agriculture <http://www.nutrition.gov/shopping-cooking-meal-planning/recipes>

United States Department of Agriculture Recipe Websites

- Recipe Finder <http://healthymeals.nal.usda.gov/recipes>
- What's Cooking? USDA Mixing Bowl, recipes, cookbooks, menus <http://www.choosemyplate.gov/recipes-cookbooks-and-menus>
- Recipes for tribes using USDA commodity foods http://www.fns.usda.gov/fdd/recipes/hhp/fdpir-cookbk_river1.pdf
- Listing of recipes from the Departments of Healthy and Human Services and Agriculture <http://www.nutrition.gov/shopping-cooking-meal-planning/recipes>
- Quantity Standardized Recipes from USDA <https://www.fns.usda.gov/usda-standardized-recipe>

Food for Fifty Quantity Cookbook

- Food for Fifty is a basic United States quantity recipe book which may be downloaded
- Older editions are free of charge
- Food for Fifty <http://www.survivorlibrary.com/library/food-for-fifty.pdf>
11th edition
- Food for Fifty <http://www.pdfdocuments.com/food-for-fifty-13th-edition.pdf>

Health Organization Recipe Websites

- American Diabetes Association, food, fitness, recipes, healthy cooking, <http://www.diabetes.org>
- American Heart Association, recipes, healthy cooking, physical activity <http://www.heart.org/>

Traditional Foods Sites

- American Indian Health and Diet Project, including traditional recipes
<http://aihd.ku.edu/index.html>
- Seeds of Native Health <https://seedsofnativehealth.org/>
 - Resources: <https://seedsofnativehealth.org/resources/>
 - Conference: <https://seedsofnativehealth.org/conference/>
- North American Traditional Indigenous Food Systems
<http://www.natifs.org/>
- University of Minnesota Healthy Lives Healthy Lives Institute
<https://www.hfhl.umn.edu/node/516/portal51><https://www.hfhl.umn.edu/publications-and-presentations/2017-native-american-nutrition-conference-report>
- Healthy Traditions: Recipes from Our Ancestors
<https://ruralhealth.und.edu/projects/nrcnaa/pdf/cookbook.pdf>

Traditional Foods Sites

- American Indian Cancer Foundation Resources
<https://www.americanindiancancer.org/resources-2>
- Healthy Native Foods Toolkit https://www.americanindiancancer.org/wp-content/uploads/2014/01/Toolkit_NEW_03_2014-2.pdf
- Alaska Traditional Food Resources, including recipe books, research, etc.
<http://dhss.alaska.gov/sites/takeheart/documents/traditionalfoods.pdf>
- Sources of American Indian Food Products
 - American Indian Foods <http://www.americanindianfoods.com/>
 - Intertribal Bison Cooperative <http://itbcbuffalo.com/view/recipes>

Thanks



Jean



Shelly

Contact With Questions!

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