**WHAT:**
School Lunch professionals, participating in the USDA Child Nutrition meal programs, need to explain to students the requirements of the meal programs and Offer Versus Serve (OVS) guidelines. To simplify this process, a series of training tools have been developed to facilitate training of school lunch professionals. This activity compliments the manual entitled, “Menu Planning for the School Nutrition Programs”. This activity will help staff learn how to recognize a reimbursable meal and explain to students the required food groups, as well as appropriate food quantities that must be placed on a tray.

**MATERIALS:**
- Menu Planning For the School Nutrition Programs Manual
- 5 compartment tray
- Sample pictures of foods

**HOW:**
Review Activities 3 through 7 in the Manual. You can implement this activity using the Activities 3 through 7 in the manual as a guide. For example, if you reference Activity 5, number 1, it says:

**THE FOLLOWING MENU WAS OFFERED:**
- 2 oz. Baked Chicken
- ½ cup Sweet potatoes
- ½ cup Green beans
- ½ cup diced pineapple
- ½ cup juice
- Dinner roll
- Milk

With the white tray positioned in front of the trainee, the trainee would identify the specific cut-outs of foods that correspond with this activity and places each on the tray. The activity then specifies that the student selected only the chicken, roll and milk. So the employee removes all the other food items except for the ones selected by the student and determines if the meal is reimbursable. In this case the meal is NOT reimbursable. The trainee would then need to add back one fruit or vegetable in order for the meal to be compliant. By adding back in the fruit or vegetable, the meal is now reimbursable and the trainee accomplishes "seeing" a reimbursable meal where Offer versus Serve was properly implemented.

**ADDITIONAL RESOURCES**
Please visit sodexonet and search “HHFKA”. Under this link you will find additional resources to help you implement the nutrition standards for school meals, as well as training tools for implementing food based menu planning. Resources include paper handouts, talking points, powerpoint presentations, links to videos, the manual referenced in this activity, student classroom activities and more.

**QUESTIONS/COMMENTS:**
Please contact Roxanne Moore MS, RD, National Director of Wellness at roxanne.moore@sodexo.com