OTTAWA NETWORK FOR EDUCATION
RÉSEAU D'OTTAWA POUR L'ÉDUCATION

SCHOOL BREAKFAST PROGRAM
PROGRAMME DES PETITS DÉJEUNERS DANS LES ÉCOLES

FOOD PURCHASING GUIDE

INTRODUCTION

Food purchasing for programs of all sizes can seem overwhelming. Planning ahead will ensure that you can provide nutritious, well balanced and varied menus that meet nutrition guidelines while remaining within your budget.

This resource is designed to help plan, prepare and provide, great-tasting and nutritious meals and snacks that meet the nutrition guidelines by guiding you through procurement and inventory management as they relate to menu planning.

Menu Planning & Food Purchasing Tips

Be sure to familiarize yourself with your Nutrition budget and plan your menus and shopping accordingly.

- Plan menus in advance and offer a variety of foods by using a *Weekly Menu Plan* (see example menus on pgs 15-16)
- Make a shopping list based on your menu plan
- Take inventory of the items you already have on hand
- Buy whole foods rather than pre-packaged whenever possible - not only is it more cost effective, but also more nutritious!
- To help reduce food cost, check online and store flyers for sales, coupons and specials
- Choose fresh fruits and vegetables in season
- Select food that is fresh (not wilted or over-ripe) and check all best before dates
- Prolong the life of your groceries by storing them properly
- Ensure all food and beverages meet the MCCSS Student Nutrition Guidelines and do not purchase items from the DO NOT SERVE list

Approved Shopping Methods

There are a number of options to choose from when deciding the best option for food procurement for your school breakfast and snack program, including:

- On-line grocery orders through Jack Larabie Distribution Inc. (*JLDI Online Ordering Guide*)
- In-store shopping at your local grocery stores to take advantage of weekly specials, to redeem vouchers and/or to complement foods not available on the JLDI site.
- Curb- side pick-up or delivery orders with your local grocery stores (*Note: handling fees for pick-up services, delivery fees and gratuities **cannot** to be paid for with your nutrition funds)*
- On-line grocery orders through food wholesalers or distributors (Note: delivery fees and gratuities **cannot** be paid for with your nutrition funds)

TIPS

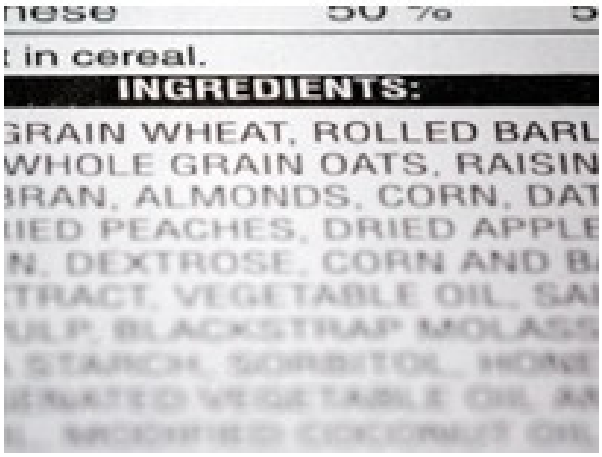
Build a relationship with the managers of your local grocery stores. They are often more than willing to support their neighbourhood school programs by organizing weekly order routines, waiving delivery or pick- up fees, or providing discounts on certain healthy breakfast items

Making Food and Beverage Choices

Reading & Understanding Food Labels

Packaged food labels provide valuable information needed to determine whether a food can be served in your school breakfast or snack program, and compare it to other products to make healthy food choices.
Some of the key elements of product labelling are the **Ingredients List**, **Nutrition Facts Table** and **Best Before Date**

Ingredient List



Ingredient Lists detail all the ingredients in a packaged food products with more than one ingredient. Reviewing ingredients is important when purchasing food for students with allergies or with special dietary considerations.

Ingredients are listed in order of weight, with the main ingredient first. It is important to note that two products with identical ingredients may not provide the same nutritional value. For example, two granola bars may contain the same ingredients, but not in the same quantities. To compare two products, refer to the Nutrition Facts table.

Making Food and Beverage Choices

Nutrition Facts Table

Nutrition Facts Tables provide information on serving sizes, calories and core nutrients such as sodium and sugar. It also provides % Daily Value, which can be useful when comparing products side by side.

Best Before Dates

Best Before Dates reflect the anticipated date that an unopened product - when properly handled and stored - will retain its freshness, taste, and nutritional value.

When shopping, select the item with the latest best before date.

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Visual Shopping Guide

The following products are a sample of items commonly available in retail stores, which currently meet MCCSS Student Nutrition Program: Nutrition Guidelines (2020 version). This is not intended to be an endorsement of specific brands, nor is it an exhaustive list. Food product compositions are always changing, and over time, the listed products may or may not meet the criteria. It is recommended to always read food labels

Fruits and Vegetables

Provide a full serving of fruit or vegetables at every meal & snack.

- Fresh fruit and vegetables should be served raw or cooked without added fat or sugar.
- Choose unsweetened frozen fruit or fruit packed in its own juice or water, and fruit sauces without added sugar.
- Whole fruits & vegetables require less food preparation, and often have a longer shelf life.

Protein Foods

Serve at least 1 protein food at every meal.

Milk & Dairy Products

Milk & dairy products are a great source of protein.

- Serve plain skim, 1% or 2% milk
- Choose yogurt with 11g of sugar (or less) per 100g serving AND less than or equal to 2% milk fat

Other Protein Foods

- Choose protein foods with a sodium content of less than or equal to 10% DV (daily value) per serving.
- You can serve a variety of protein foods including:
  - Eggs (e.g., hardboiled, scrambled etc.)
  - Milk Alternatives (e.g., unsweetened unflavoured, fortified soy beverage)
  - Tofu
  - Beans & lentils (e.g., hummus or bean dips)
  - Fish, and meat (e.g., canned tuna)
  - Seed, legume & nut butters (e.g., Wowbutter)

***Always comply with your school's Allergy and Anaphylaxis Policy*

Whole Grain Foods

Serve at least 1 whole grain food at every meal.

ALL whole grain foods must meet the following criteria:

1. **Whole grain, whole wheat, or bran MUST be the first listed ingredient AND;**
2. **Sodium is less than or equal to 10% DV (daily value) per serving AND;**
3. **Sugar is less than or equal to 8 grams per 30 gram serving.**

Granola Bars

In addition to the criteria listed above, granola bars cannot contain chocolate, chocolate chips, candy, marshmallows, be yogurt-covered, etc.

Cereals

Serve hot or cold cereals that meet the selection criteria for whole grain foods.

Some programs will prepare “cereal bags” to hand out with fruit. Mixing 2-3 different cereals in zip lock bags as a “trail mix”.

Bread Products

You can serve a variety of whole grain bread products including bread, buns, bagels, English muffins, pita, tortilla, flatbreads, pancakes, waffles, pizza crust etc.

Crackers & Grain-Based Snacks

Serve a variety of whole grain crackers, or breadsticks, brown rice cakes (unflavoured & unsweetened), or popcorn (air popped, unsalted, no butter).

Pair crackers with veggies, fruit, cheese, or hummus etc.

***Always comply with your school's Allergy and Anaphylaxis Policy*

Revised August 2022

"Do Not Serve" Common Mistakes

FRUIT

	Serve	Do not serve
Fruits	✔ Fresh fruits ✔ Frozen fruits with no added sugar ✔ Unsweetened applesauce or fruit purées ✔ Canned fruit in water or 100% juice, drained ✔ Dried fruit with no added sugar	✘ Fruit juice, including 100% juice ✘ Fruit flavoured drinks such as fruit beverages, punches, cocktails ✘ Unpasteurized juice or cider ✘ Fruit leathers ✘ Sweetened applesauce or fruit purées ✘ Canned fruit in syrup ✘ Dried fruit with sugar added ✘ Battered or deep-fried fruits ✘ Jellied desserts that contain fruit ✘ Fruit flavoured candies (e.g. gummies, fruit rolls) including those made with juice ✘ Fruit chips (e.g. banana, plantain)

This list is not exhaustive. Please refer to the complete "Do Not Serve" list in the MCCSS Nutrition Guidelines

"Do Not Serve" Common Mistakes

VEGETABLES

	Serve	Do not serve
Vegetables	✔ Fresh vegetables ✔ Frozen vegetables with no added salt or sauce ✔ Potatoes, boiled, baked or mashed with no added salt ✔ Canned vegetables with sodium less than or equal to 10% DV (daily value) per **serving**, drained and rinsed to lower the sodium content further ✔ Canned tomatoes and tomato-based pasta/pizza sauces with less than or equal to 10% DV (daily value) sodium per **serving**	✘ Vegetable juice, including 100% juice ✘ Packaged potato products (e.g. french fries, hash browns, instant potatoes) ✘ Battered or deep-fried vegetables ✘ Vegetable chips (e.g. potato, carrot) ✘ Canned vegetable soup, canned tomatoes and tomato-based pasta/pizza sauces with more than 10% DV (daily value) sodium per **serving** ✘ Cream-based vegetable soups ✘ Raw sprouts (e.g. alfalfa sprouts, bean sprouts, clover, radish and mung beans), due to food safety concerns

This list is not exhaustive. Please refer to the complete "Do Not Serve" list in the MCCSS Nutrition Guidelines

"Do Not Serve" Common Mistakes

WHOLE GRAIN FOODS

	Serve	Do not serve
Whole Grain Foods	✔ Whole grain, whole wheat or bran is first on the **ingredient list** AND ✔ Sodium is less than or equal to 10% DV (daily value) per **serving** AND ✔ Sugar is less than or equal to 8 grams per 30 gram **serving**	✖ Whole grain, whole wheat or bran is not first on the **ingredient list** OR ✖ Sodium is more than 10% DV (daily value) per **serving** OR ✖ Sugar is more than 8 grams per 30 gram **serving**

This list is not exhaustive. Please refer to the complete "Do Not Serve" list in the MCCSS Nutrition Guidelines

"Do Not Serve" Common Mistakes

PROTEIN FOODS

	Serve	Do not serve
Protein Foods	✓ Plain skim, 1% or 2% cow's milk ✓ Plain or flavoured yogurt with less than or equal to 11 grams of sugar per 100 gram serving and less than or equal to 2% milk fat ✓ Hard and soft cheese made from pasteurized milk (cheddar, mozzarella, gouda, swiss, cottage cheese, etc) ✓ String cheese, cheese curds with less than or equal to 10%DV sodium per serving ✓ Eggs purchased from an approved source (or "graded" eggs) ✓ Plain pasteurized liquid whole eggs ✓ Pre-boiled hard cooked eggs	✗ Chocolate milk ✗ Yogurt with added sugar/candy/chocolate ✗ Processed cheese slices ✗ Soft cheeses made from unpasteurized milk (brie, gorgonzola, etc) ✗ Cheese curds with more than 10%DV sodium ✗ Ungraded or unpasteurized eggs ✗ Seasoned/flavoured liquid eggs ✗ Raw/undercooked eggs, egg dishes or sauces

This list is not exhaustive. Please refer to the complete "Do Not Serve" list in the MCCSS Nutrition Guidelines

Stocking the Essentials

A well-stocked breakfast program is necessary to ensure that your program can continue to run despite the unexpected. Delays in shopping or deliveries can occur, or you may have more students attend on any given week than you anticipated.

Ensure that you have a reserve of healthy, non-perishable food on hand to last at least one week at all times, such as:

Whole Grain Cereals
Unsweetened Fruit Sauces
Granola Bars
Whole Grain Crackers
Whole Grain Pancake or Muffin Mixes

TIPS

Whole apples can keep up to 6-8 weeks when stored in the fridge

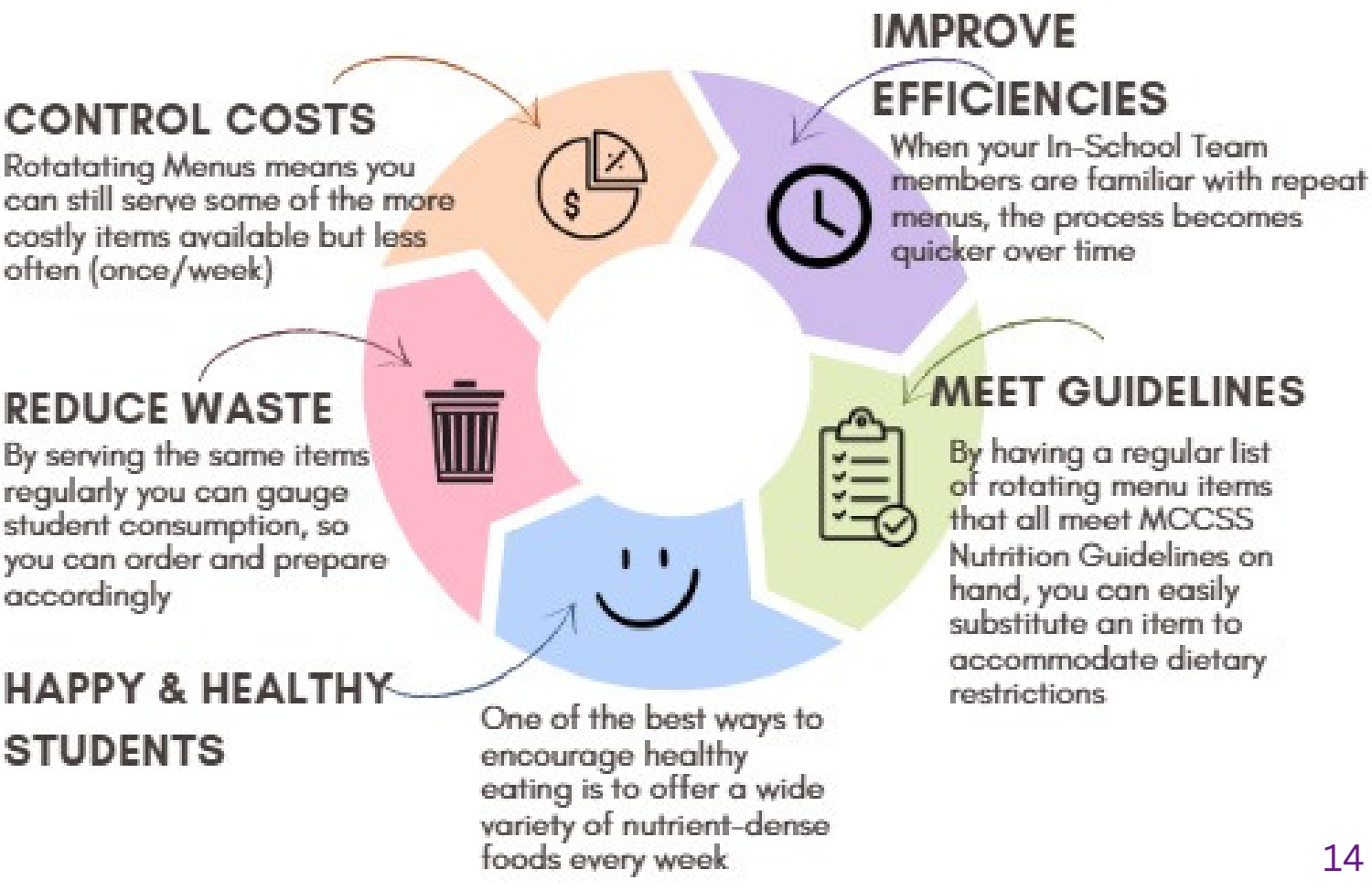
Menu Cycling

One of the best ways to simplify your program (and keep to your budget) is to cycle your menus. Cycle menus are planned for a specific time period (for example 5 menus in a school week makes a cycle that is repeated every week).

Select approved food items and create a weekly menu. Students will love the variety and the opportunity to try new things throughout the cycle. It helps manage food-buying costs, improves staff efficiency and allows flexibility for appropriate meals students will enjoy.

And remember – nothing is set in stone!! Swap out items from your menu cycle for seasonal produce as it becomes more available and affordable!! Include some easy prep/prepackaged items (no more than) once a week to save time!

Benefits of Menu Cycling



Simplified Breakfast Menu

	FRUITS/VEG	PROTEIN	GRAIN	MISC
MONDAY	Baby Carrots	Hummus	Whole Wheat Pita	
TUESDAY	Banana	Yogurt	Granola / Trail Mix	
WEDNESDAY	Apple (small)	Cheesestring	Whole Grain Crackers	
THURSDAY	Grapes 	Yogurt Tubes	14 Grain Bagel	Cream Cheese
FRIDAY	English Cucumber	Hummus	Whole Grain Crackers	

Simplified Snack Menu

	FRUITS/VEG	PROTEIN	GRAIN	MISC
MONDAY	Baby Carrots	Hummus		
TUESDAY	Banana	Cheesestring		
WEDNESDAY	Apple (small)		14 Grain Bagel	Cream Cheese
THURSDAY	Grapes	Yogurt		
FRIDAY	English Cucumber	Hummus		

Shopping for your Grab & Go Snack Program

A Grab N Go model is a way for schools with larger programs to serve breakfast or snack quickly, efficiently and conveniently to students. It is also a way to streamline your shopping while still offering a variety of choice to students.

Food offerings remain the same, but the students have the autonomy to choose from mixed bins from each food group to create their own menus

It is as easy as 1, 2....3!

Sample Snack Grab & Go for 100 Students





100 portions of
fruits/vegetables

25 bananas
25 apples
25 clementines
25 mixed bags/cups of vegetables
(carrots, cucumber, celery)

1

50 portions of
protein foods

25 yogurts

25 hard-boiled eggs 

1

OR OR

1

50 portions of
whole-grain foods

25 portions of whole-grain crackers 

25 portions of mixed whole grain cereals

Instruct students to take one fruit/vegetable plus one item from the protein OR whole-grain section

Shopping for your Grab & Go Breakfast Program

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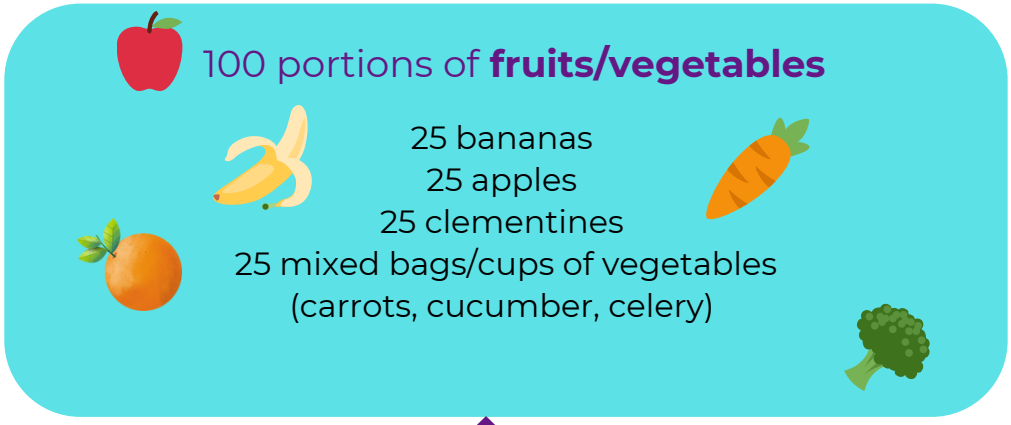
Sample Breakfast Grab & Go for 100 Students



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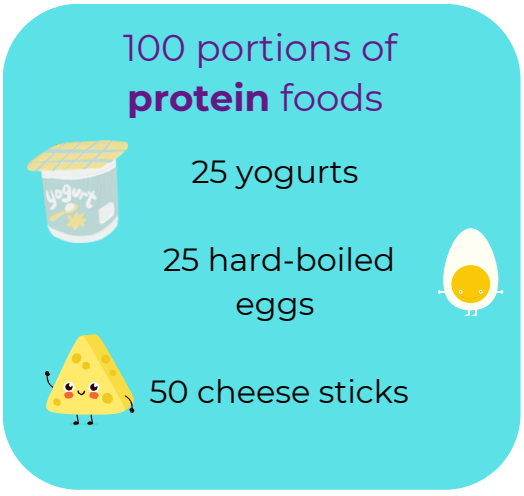

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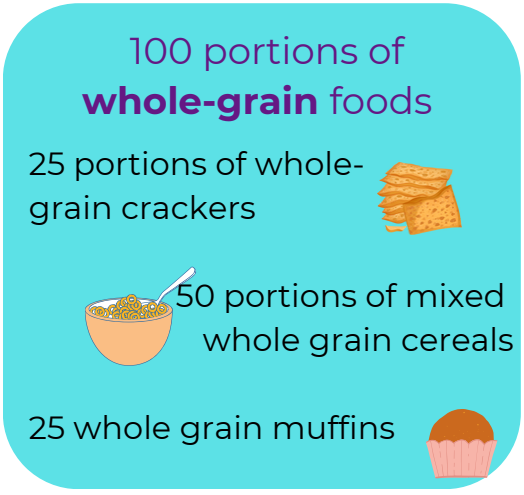


Instruct students to take one fruit/vegetable plus one item from the protein AND whole-grain section

Food Purchasing Quantity Guide

The amount of food required for each program will vary, based on the number of students, their ages, time of year and other unique factors associated with your school or community. However, the following tips will help in estimating quantities:

TIPS

The charts on the following 3 pages provides a snapshot of purchasing amounts for common food items purchased for School Breakfast and Snack programs

TIPS

Use Serving Size listed on food labels as a rough estimate of the amount to buy per student, meal or snack and multiple by the number of students, meals or snacks you will offer for the week

TIPS

Keep records of your food purchases and take an inventory of what was left over each week to understand if you should increase or decrease your purchase

Food Purchasing Quantity Guide

The following chart can be used as a reference guide to estimate quantities of food to purchase based on the number of students served in your breakfast or snack program

Grains

Item	Serving Size	Quantity/ Pack (numbers are approx.)	Servings/ pack	25 portions	50 portions	100 portions	250 portions
Whole Wheat bread	1 slice	19 slices/loaf	19 servings/loaf	2 loaves	3 loaves	6 loaves	14 loaves
Whole Wheat pita/ museli pita	1/2 pita	5 pitas/bag	10 servings/bag	3 bags	5 bags	10 bags	25 bags
Whole wheat bagel	1/2 bagel	6 bagels /bag	12 servings/bag	3 bags	5 bags	9 bags	21 bags
Triscuit style cracker	6 crackers	50 crackers/ 225g box	8 servings / 225g box	4 boxes	7 boxes	13 boxes	32 boxes
Whole wheat crackers	10 crackers	40 crackers/ sleeve 4sleeves/box	4 servings/ sleeve	7 sleeves = 2 boxes	13 sleeves = 4 boxes	25 sleeves = 7 boxes	63 sleeves = 16 boxes
Rice cakes	2 rice cakes	14 rice cakes /bag	7 servings/bag	4 bags	8 bags	15 bags	36 bags
Whole wheat English muffin	1/2 English muffin	6 English muffins/bag	12 servings/bag	3 bags	5 bags	9 bags	21 bags
Wraps/Tortillas	1/2 tortilla (10" tortilla)	10 wraps/bag	20 servings/bag	2 bags	3 bags	5 bags	13 bags

Food Purchasing Quantity Guide

The following chart can be used as a reference guide to estimate quantities of food to purchase based on the number of students served in your breakfast or snack program

Milk & Alternatives

Item	Serving Size	Quantity/Pack (numbers are approximate)	Servings/pack	25 portions	50 portions	100 portions	250 portions
Milk (single serve cartons)	250 ml	48 / case	48 servings/case	1 case	1 + cases	2 ½ cases	5 ½ cases
Milk (4L bags)	250 ml	4L bags	16 servings /bag	2 bags	4 bags	7 bags	16 bags
Yogurt	175 ml	12 / pack	12 servings / pack	3 packs	5 packs	9 packs	21 packs
Hard Cheese	50 gr	500 gr bar	10 servings / bar	3 bars	5 bars	10 bars	25 bars
Fresh Cheese	60 gr	6/pack	6 servings / pack	5 packs	9 packs	17 packs	42 packs
Cheese strings	2 cheese strings	16/pack	8 servings / pack	4 packs	7 packs	13 packs	32 packs
Yogurt tubes	2 tubes	8 tubes / box	4 servings / box	7 boxes	13 boxes	25 boxes	63 boxes
Fortified soy beverage	250 ml	3/pack	3 servings / pack	9 packs	17 packs	34 packs	84 packs

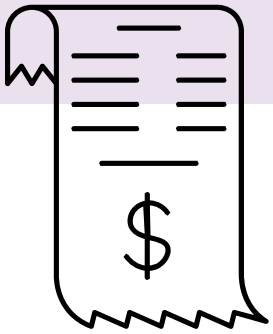
Food Purchasing Quantity Guide

The following chart can be used as a reference guide to estimate quantities of food to purchase based on the number of students served in your breakfast or snack program

Vegetables & Fruit

Item	Serving Size	Quantity/Pack (numbers are approximate)	Servings/pack	25 portions	50 portions	100 portions	250 portions
Carrots	8-10 pieces	95 pieces/lb	9 servings	3 lbs	6 lbs	12 lbs	28 lbs
Cucumbers	3 wedges	12 wedges / cucumber	4 servings / cucumber	7 cucumbers	13 cucumbers	25 cucumbers	63 cucumbers
Grape tomatoes	6 pieces	50 pieces/pint	8 serving/pint	3-4 pints	6-7 pints	13 pints	32 pints
Broccoli	½ cup	43 florets/head	6 servings/ head	5 broccoli heads	9 broccoli heads	17 broccoli heads	42 broccoli heads
Grapes	20 grapes	1 lb	10 servings/lb	2.5 lbs	5 lbs	10 lbs	25 lbs
Cantaloupe	½ cup	1 cantaloupe	8 servings/ cantaloupe	4 cantaloupes	7 cantaloupes	13 cantaloupes	32 cantaloupes
Honeydew melon	½ cup	1 melon	12 servings/ melon	3 melons	5 melons	9 melons	21 melons
Apples / Pears	1	1	1	25	50	100	250
Bananas	1	1	1	25	50	100	250
Oranges	1	1	1	25	50	100	250
Clementines	2	20/crate	10 servings/ crate	3 crates	5 crates	10 crates	25 crates
Strawberries	5 berries	20 berries/lb	4 servings/lb	6.5 lbs	12.5 lbs	25 lbs	63 lbs

Spending & Reporting



Your Annual Nutrition Funding is for the purchase of food and daily supplies required for your ONFE funded school breakfast and snack programs. Daily supplies include items such as soap, food storage bags, and food wrap.

All receipts and invoices must be submitted monthly with your school's expense and participation reports. Receipts should be provided to the member of your school team responsible for reporting monthly program data into Webtracker. All receipts and invoices must be reported in the month in which they were incurred.

Nutrition funding cannot be used to purchase equipment for your program. If you are purchasing equipment that has been pre-approved by your Community Development Coordinator in the same purchase as your food or daily supplies, please ask for separate receipts. Receipts from equipment purchases are not to be included in your monthly report. Ask your ONFE Community Development Coordinator (CDC) for more information regarding the process for requesting and purchasing equipment.