

Inservice: Menu Changes and Substitutions

Objective:

Participants will be able to:

- State when it is appropriate to make menu substitutions.
- State why menu substitutions should be avoided.
- State how to make menu substitutions.

Method:

- Lecture, discussion, activity, posttest, and handout.

Inservice:

Introduction:

Residents expect to receive the food listed on the menu. Some residents get angry, upset, and will not eat if substitutions are made. Because of this, menu changes and substitutions are not good practice and should only be done when absolutely necessary. The FNS Director or the Head Cook (in the FNS Director's absence) are responsible for deciding menu substitutions, making the necessary changes, and alerting staff and residents of the changes.

- When to make substitutions:
 - o When the item on the menu does not arrive with the food delivery.
 - o When the item on the menu arrives in poor condition (i.e., spoiled lettuce or rotten bananas) or does not come in the amount ordered.
 - o When the item on the menu does not turn out to be an acceptable product to serve (i.e., burned meat).
 - o During staff shortage, power outage, or other disaster.
 - o For special meals, plan a meal, or holiday meals.
- Why substitutions are discouraged:
 - o May affect the residents' nutrition or prescribed diet, if the product is not nutritionally equivalent.
 - o May cause a menu item to appear more frequently (i.e., chicken 5 times a week instead of 3).

- o May cause menu costs to increase.
 - o May cause a problem with purchasing.
 - o May cause another menu to change because food bought for the other meal is no longer available.
- How to make menu changes:
 - o Contact the FNS Director. If they are not available, the head cook should make the change.
 - o Consult Binder # 1 for proper substitutions, and see the handout included in this in-service.
 - o Place the change on the spreadsheet by crossing out the item to be served and writing a substitution next to it. Write the reason for the substitution on the back of the spreadsheet.
 - Alternatively, a menu substitution log may be used (see handout), where these changes and reasons can be itemized and signed off.
 - o Write the change on all posted menus.
 - o Have the RD approve any changes on their next visit by initialing and dating the spreadsheet.
 - o Keep at least 4 weeks' worth of spreadsheets on file at all times.
 - Important Considerations:
 - Protein
 - When substituting meals for a different one, be sure that the protein content is at least the same level as the meal that is being replaced.
 - Vegetables
 - When making substitutions to the vegetable being served on the menu, be sure the vegetables are similar in terms of nutrient content offered.
 - In order to ensure your vegetable substitution is appropriate for your special diets, be sure to reference the *Cooked Vegetable Preparation for Special Diets* guideline included in Menu Binder 1. This handout will indicate if a diet can receive a vegetable and how it should be offered, so that you can fill in this information in on your revised spreadsheets.

- Where can alternate recipes and spreadsheets be found:
 - o Various recipes and spreadsheets can be found on the Healthcare Menus Direct, LLC's website (healthcaremenusdirect.com)
 - o To access these resources, click on the current menu cycle and type in the current password, which may be found on the inside cover of the current cycle recipe book.

- How to make changes to the Meal Service Alternatives:
 - o We provide an alternate menu, which should be posted along with the weekly menu.
 - o If your facility wishes to offer alternates other than the ones listed, you will need to make a new Alternate menu to post and make sure you have the recipes and spreadsheets for all the items you are offering.
 - o The Alternate menu, recipes, and spreadsheets can be obtained from the Healthcare Menus Direct, LLC's website. These items do change and get updated each cycle.
 - Note that soup is offered as an extra item; you may serve any soup you desire. The spreadsheet for soup may be found under Alternates for special diets on the website.

Conclusion:

At times, menu changes cannot be avoided, but all efforts need to be made to serve the menu as posted. If a substitution must occur, use the menu substitutions found in the recipe book or our website.

Activity:

- Review appropriate menu substitutions in the recipe book.
- Give participants 2 days' spreadsheets and have them make substitutions for the entrée and vegetable for both lunch and dinner and write the substitutions on the spreadsheet.

Post test: Menu Changes and Substitutions

1. True/False (circle one): Menu changes can be made when you no longer feel like preparing a food item.
2. True/False (circle one): Delivery of a menu item in poor condition is a good reason for a substitution.
3. True/False (circle one): Making menu substitutions does not affect residents' nutrition.
4. True/False (circle one): Anyone can make a menu substitution.
5. True/False (circle one): Menu substitutions need to be made on both spreadsheets (or log) and posted menus.
6. True/False (circle one): The Healthcare Menus Direct, LLC website does not have alternate recipes and spreadsheets for your use.
7. True/False (circle one): Any vegetable substitutions made would be prepared exactly the same for all diets offered.

Answers to Post Test: Menu Changes and Substitutions

1. F
2. T
3. F
4. F
5. T
6. F
7. F

Handout: Appropriate Menu Substitutions

The following is a list of suggested menu substitutions:

Entrées:

The protein serving of entrées is dependent on the meal.

- Breakfast: 1 oz protein
- Lunch: 3 oz protein
- Dinner: 2 oz protein

Each food item is listed according to the equivalent of 1 oz protein:

- Beef, pork: 1 oz
- Chicken, turkey: 1 oz
- Pork, sausage: 1 oz, may be 1 or 2 links (weigh)
- Bacon: 3 slices
- Fish: 1 oz
- Cold cuts: thin slice 1 oz
- Eggs: 1 each
- Tuna: ¼ cup
- Cottage cheese: ¼ cup (#16 scoop)
- Cheese: 1 oz , may be 1-2 slices (weigh)
- Peanut butter: 2 tablespoons
- Yogurt: 1 cup

Starches:

Serving size: ½ cup.

- Cereal (cooked), cereal (dry, flaked, puffed): ¾ cup.
- Bread: 1 slice
- Biscuit: 2" diameter (approx)
- Muffin: small
- Cornbread: 2" diameter (approx)
- Saltines: 3 packages (6 crackers)
- Breadsticks: 1 oz.

Vegetables:

Serving size: ½ cup. Substitute vegetables in the same groups as listed here:

- Broccoli, carrots, winter squash, spinach, tomatoes, brussels sprouts. (All high in Vitamin A).
- Green beans, beets, zucchini.
- Corn, hominy, peas, mixed vegetables, lima beans, onions, black-eyed peas. (Higher in calories).
- Tossed salad, cabbage, cucumbers. (Lower in calories).

Fruits:

Serving size: ½ cup.

May substitute any fresh fruit for any fresh fruit and any canned fruit for any canned fruit.

Desserts:

Any dessert may be substituted for any other dessert.