Appendix B
Menu Survey and Meal Observation Record

Included in this appendix are:

- The instructions for completing the Menu Survey and completed samples of the menu recording forms for one day (Monday) of the survey week. A separate Menu form was provided for each meal (breakfast, lunch, supper). Morning, afternoon, and evening snacks were recorded on a single form.

- The instructions for the Food You Prepared form and a sample completed form. Providers were asked to complete this form for each food item made from scratch or assembled from two or more ingredients.

- A sample of the meal observer’s data recording forms. The Serving Size Measurement Form was used to determine the average weight or volume of a reference serving (portion) of each menu item offered by the provider. One menu item measurement form is shown. The observers actually had forms that could record four menu item measurements on a page, and the observers could use as many pages as were necessary to measure all items served at the specified meal or snack. The Meal Observation Form was then used during the meal service to tally the number of reference servings of each item served to or taken by each child. The observer entered a ‘1’ in the “served” column for each full portion the child was served or took and entered a fraction, such as ‘½’, for each partial serving of a full portion the child was served or took. After the meal service, the observer summed the entries in the ‘served’ column and entered the sum in the ‘total’ column.

Note: The sample completed forms were handwritten when given to the providers along with the blank forms because they would be filling their forms out by hand. The samples are typewritten in this report for ease of printing. Some of the forms have been reformatted to fit this report’s format.
Family Child Care Homes
Legislative Changes Study

MENU SURVEY

For Meals and Snacks Served:

Monday / / 
month day year

through

Friday / / 
month day year

Abt toll-free number: 1-800-244-4135

[Attach ID Label]
MENU SURVEY

Use this booklet to describe all the foods and drinks you serve to children in your care during the week noted on the front cover.

Please do not be alarmed by the size of the booklet. You will use the booklet for five days, filling in a few pages each day as you prepare and serve meals and snacks. You will probably not need to use all of the pages in the booklet, but there are extra pages for people who might need them.

This booklet has been divided into six sections. The first five sections are for menus for each day of the week. Each daily section includes menu pages for breakfast, lunch, supper, and snacks. The last section of the booklet contains pages for foods you prepare from a recipe. General guidelines for completing this survey are given below. There are more detailed instructions and examples of completed pages at the beginning of each section. The yellow pamphlet, called the FOOD DESCRIPTION GUIDE, will also help you with the survey.

If you have any questions or need assistance in completing the survey, now or at any time, you may call our toll-free number: 1-800-244-4135. We would be happy to answer your questions and to help you in any way we can.

Someone from Abt Associates will be calling you soon to make sure you received the survey and to answer any questions you may have before you begin filling it out.

Thank you very much for your help with this important study.

How to Complete this Survey

1. Before you begin, read all of the instructions and look over the sample menu pages in the MONDAY section of the booklet.

2. Each day, fill out the Menu pages in the section of the booklet marked with the name of that day: Monday, Tuesday, Wednesday, Thursday, or Friday. Use these pages to write down all the foods and drinks you serve to children for each meal and snack.

3. Use the Food You Prepared pages to tell us more about foods you prepare from a recipe when the recipe is readily available.

4. Remember to follow the instructions at the beginning of each section and on each page of the booklet.

5. When the week is over and you have completed the survey, please check your very important work. Then mail the completed Menu Survey to Abt Associates Inc. in the postage-paid envelope provided.
MENUS FOR MONDAY

Use the pages in this section to write down all the foods and drinks you served to children in your care on Monday. A sample of a completed Menu page can be found on the back of these instructions.

How to Fill in the Menu Pages

1. Each page asks about one meal or snacks. If you do not serve that meal or snack, check (√) the “Do not serve...” box in the upper right corner. Leave that page or part of the page blank.

2. For every meal and snack that you do serve, please fill in the chart to tell us what you served on Monday. Follow the instructions at the top of each column:

What Did You Serve?

- Write the names of all the foods and drinks you served for that meal or snack.
- Use a separate line for each food, and skip a line or two between each food.
- If you served a hot or cold sandwich, write the name of the sandwich on one line, then list each part of the sandwich on the lines below.

Please Describe Each Food

- Describe each food and drink in detail. Include the brand name whenever possible. The FOOD DESCRIPTION GUIDE shows the kinds of information we need you to write in this column.
- Be sure to note the cooking method, salt, and the types of fat used in preparation or added before serving the food.
- Use as many lines as you need to describe each food.

Did You Prepare the Food or Was it Ready-to-Eat (or Drink)?

- Check (√) one box for each food and drink you list to tell us whether you prepared the food yourself or whether the food was ready-to-eat (or drink).

  PREPARED MYSELF: Foods you make from scratch by combining two or more foods or ingredients. For example: cookies you made, rice you cooked, or a sandwich you made.

  If you have a recipe, or can easily tell us what ingredients you used in foods you prepared yourself, please fill out a page in the Food You Prepared section located at the back of the booklet behind Friday's menus.

  READY-TO-EAT: Foods and drinks that need little or no preparation on your part or can be eaten as is. For example: hot dogs, frozen dinners, apple juice made from frozen concentrate, or packaged cookies.

To Which Age Groups Did You Serve this Food?

- Check the boxes to tell us the ages of the children served each food or drink.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>1-2 Years</th>
<th>3-5 Years</th>
<th>6-12 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast cereal</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar (white)</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Milk (2%, white, Hood)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Juice (orange, Minute-Maid, made from frozen concentrate)</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Banana (fresh, sliced)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

**Please Describe Each Food**

- Include brand name, cooking method, salt, and type of fat used, if applicable.
- Check the FOOD DESCRIPTION GUIDE pamphlet for additional instructions.

**To Which Age Groups Did You Serve the Food or Drink?**

- Check the box(es) for each age group served this food.

**Did you Prepare the Food or was it Ready-To-Eat?**

- Check one box for each food you prepared.
- Follow instructions in the Food You Prepared section.

**What Did You Serve?**

List all foods and drinks.

- cereals: Cherrios, General Mills
- sweetener: white
- milk: 2%, white, Hood
- fruit: banana, fresh, sliced
- juice: orange, Minute-Maid, made from frozen concentrate

**To Which Age Groups Did You Serve Breakfast?**

- Check one box for each age group served breakfast.

- 1-2 Years: ✓
- 3-5 Years: ✓
- 6-12 Years: ✓

**Check this box if you do not serve Breakfast.**

- Do not serve breakfast: □
**SAMPLE**

**MENU FOR LUNCH**

Check this box if you do not serve Lunch.

<table>
<thead>
<tr>
<th>What Did You Serve?</th>
<th>Please Describe Each Food</th>
<th>Did you Prepare the Food or was it Ready-To-Eat?</th>
<th>To Which Age Groups Did You Serve the Food or Drink?</th>
</tr>
</thead>
<tbody>
<tr>
<td>List all foods and drinks.</td>
<td>Include brand name, cooking method, salt, and type of fat used, if applicable.</td>
<td>Check one box for each food. Follow instructions in the Food You Prepared section.</td>
<td>Check the box(es) for each age group served this food.</td>
</tr>
</tbody>
</table>

**LUNCH**

<table>
<thead>
<tr>
<th>Food</th>
<th>Brand and Description</th>
<th>Prepared Myself</th>
<th>Ready-to-Eat</th>
<th>1-2 Years</th>
<th>3-5 Years</th>
<th>6-12 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandwich</td>
<td>Peanut butter &amp; jelly</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Peanut butter</td>
<td>Skippy, smooth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jelly</td>
<td>Welch’s grape</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread</td>
<td>Wonder, white</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrot sticks</td>
<td>Raw, plain</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pears</td>
<td>Del Monte, diced, canned in light syrup</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td>2%, white, Hood</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peas and carrots</td>
<td>Del Monte, canned, heated</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SAMPLE**

**MENU FOR SUPPER**

**Today's date:** 6 / 1 / 68

- Check this box if you do not serve Supper.

<table>
<thead>
<tr>
<th>Abt Staff Use Only</th>
<th>What Did You Serve? List all foods and drinks.</th>
<th>Please Describe Each Food</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Only Please do not write in this column.</td>
<td></td>
<td>Include brand name, cooking method, salt, and type of fat used, if applicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check the FOOD DESCRIPTION GUIDE pamphlet for additional instructions.</td>
</tr>
</tbody>
</table>

**SUPPER**

<table>
<thead>
<tr>
<th>Food</th>
<th>Description</th>
<th>Did you Prepare the Food or was it Ready-To-Eat?</th>
<th>To Which Age Groups Did You Serve the Food or Drink?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meatloaf</td>
<td>Homemade, plain</td>
<td>✓</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>Mashed potatoes</td>
<td>Made with 2% milk, margarine, salt and pepper</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>Corn</td>
<td>Canned, Del Monte, boiled</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>Milk</td>
<td>2%, white, Hood</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>Pudding</td>
<td>Jello Pudding Cup, chocolate</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>Bread</td>
<td>Pepperidge Farm, 100% whole wheat</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>w/ margarine</td>
<td>Shedd's, whipped, soft</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
</tbody>
</table>
### SAMPLE

#### MENUS FOR SNACKS

**Today’s date:** 6/1/98

| Abt Staff Use Only | What Did You Serve? List all foods and drinks. | Please Describe Each Food  
Include brand name, cooking method, salt, and type of fats used, if applicable.  
Check the FOOD DESCRIPTION GUIDE pamphlet for additional instructions. | Did you Prepare the Food or was it Ready-To-Eat?  
Check one box for each food. Follow instructions in the Food You Prepared section. | To Which Age Groups Did You Serve the Food or Drink?  
Check the box(es) for each age group served this food. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What Did You Serve?</td>
<td></td>
<td>Did you Prepare the Food or was it Ready-To-Eat?</td>
<td>To Which Age Groups Did You Serve the Food or Drink?</td>
<td></td>
</tr>
<tr>
<td><strong>MORNING SNACK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banana Bread</td>
<td>Homemade</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>w/ butter</td>
<td>Land O’ Lakes, salted</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Juice</td>
<td>Apple, Veryfine, w/ added vitamin C</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>AFTERNOON SNACK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yogurt</td>
<td>Trix, lowfat, banana-strawberry flavored</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Juice</td>
<td>Orange, Minute-Maid, made from frozen concentrate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>EVENING SNACK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FOOD YOU PREPARED

Use a Food You Prepared page for any food you checked as "Prepared Myself" on the Menu pages and for which you can easily tell us the recipe. This includes food you made from scratch or by combining two or more foods or ingredients. (The exception is sandwiches which can be fully described on the Menu pages.) A sample of a completed Food You Prepared page is shown on the back of these instructions.

How to Fill in the Food You Prepared Pages

1. **Name of food.** Write the name of the food in the space provided at the top of the page. Please use the same name you used on the Menu page.

2. **Number of servings prepared.** Write the number of servings you made on this line.

3. **Size of each serving.** Write the size of one serving in this space. For example: 1/2 cup, 4 oz, or 1 brownie.

4. **When was food served?** Check the box (√) beside the meal or meals at which the food was served. Write in the dates the food was served during the survey week.

5. Fill in the chart following the instructions at the top of each column:

   **What Ingredients or Foods Did You Use?**
   - List all ingredients and foods by name on separate lines. Include everything you used—salt, pepper and other spices, added fats like butter, margarine, mayonnaise, and oil, pan drippings, water, and stock.

   **How Much Did You Use?**
   - Show the amount of each ingredient or food you used. Be sure to write both the number and the type of measurement.

   **Examples:**
   - 2 Tbsp (mayonnaise)
   - 2 pounds (lb) (ground beef)
   - 2 tsp (salt)
   - ¾ cup (cooked rice)
   - 4 oz (shredded cheese)
   - 1 quart (qt) (milk)
   - If you use an ingredient that is not measured, write down how much or how many you used. If possible, tell us whether the item was small, regular (medium), or large.

   **Examples:**
   - 1 large (carrot)
   - 3 small (bananas)
   - 1/2 large (green pepper)
   - 2 regular slices (bread)
   - 15 (crackers) (saltine size)
   - 8 squares (graham crackers)

   **Please Describe Each Ingredient or Food**
   - Use this column to describe each ingredient or food in detail. Look for the ingredient or food in the FOOD DESCRIPTION GUIDE to see the kinds of information to write. We also need to know whether it was: raw or cooked? shredded, chopped, sliced, grated, crushed, or whole?

   **Preparation and Cooking Method**
   - Answer questions 1 and 2 if they apply to the food you prepared.
**FOOD YOU PREPARED**

**SAMPLE**

Please fill in one of these pages for any food you made from scratch or by combining two or more foods or ingredients, for example, chili, tuna salad, mashed potatoes, salads, pancakes, and homemade cookies.

**Name of food:** Banana Bread  
*Please use same name you used on the Menu page.*

**Number of servings prepared:** 12

**Size of each serving:** 1 slice  
*Examples: 1/2 cup, 4 oz, 1 cup, 3 Tbsp*

<table>
<thead>
<tr>
<th>What Ingredients or Foods Did You Use?</th>
<th>How Much Did You Use?</th>
<th>Please Describe Each Ingredient or Food</th>
</tr>
</thead>
<tbody>
<tr>
<td>List all ingredients and foods.</td>
<td></td>
<td>• Was it raw or cooked? shredded, chopped, sliced, crushed, or whole?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Check the FOOD DESCRIPTION GUIDE pamphlet for additional instructions.</td>
</tr>
<tr>
<td>Butter</td>
<td>½ cup</td>
<td>regular, salted</td>
</tr>
<tr>
<td>Sugar</td>
<td>1 cup</td>
<td>white</td>
</tr>
<tr>
<td>Eggs</td>
<td>2</td>
<td>large, whole, fresh</td>
</tr>
<tr>
<td>Bananas</td>
<td>3</td>
<td>mashed</td>
</tr>
<tr>
<td>Flour</td>
<td>2 cups</td>
<td>white, all purpose</td>
</tr>
<tr>
<td>Baking Soda</td>
<td>1 tsp.</td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td>1 tsp.</td>
<td>regular</td>
</tr>
<tr>
<td>Walnuts</td>
<td>1/4 cup</td>
<td>chopped</td>
</tr>
</tbody>
</table>

**PREPARATION AND COOKING METHOD**

1. If cooked, what cooking method did you use? *(Check one)*
   - Bake/roast
   - Stir fry
   - Pan fry/sauté
   - Broil/grill
   - Deep fry
   - Other (specify): ______________________

2. If you prepared meat (beef, pork, chicken, turkey, etc.), did you? *(Check all that apply)*
   - a. Trim the visible fat?  
   - b. Drain fat after cooking?  
   - c. Remove bone before serving?  
   - d. Remove skin before serving?  

Number of servings prepared: 12

Date(s) served: 6/1/98
MEAL OBSERVATION RECORD

For Meals and Snacks Served:

______/______/______
month      day        year

and

______/______/______
month      day        year

Collected by:______________________________________________________________

Provider ID:       -      -      -
SERVING SIZE MEASUREMENTS FORM

DAY: (circle one) MON TUE WED THU FRI

CHILD CARE NAME: ____________________________________________

DATE: ___/___/___

Month Day Year

MEAL: (circle one)

BREAKFAST MORNING SNACK
LUNCH AFTERNOON SNACK
SUPPER EVENING SNACK

---

**Menu item or component:**

__________________________________________________________

**Reference Serving:**

__________________________________________________________

---

Weights or volumes of samples:

#1 ________ grams/foz

#2 ________

#3 ________

#4 ________

#5 ________

Total weights/volumes ________ grams/foz

Divide by 5 =

Average weight/volume of full portion ________ grams/foz
**MEAL OBSERVATION FORM**

**CHILD CARE NAME:** __________________________________________

**ID:** __________________________________________

**MEAL:** (circle one)  
- Breakfast  
- Lunch  
- Dinner  
- Morning Snack  
- Afternoon Snack  
- Evening Snack

**DAY:** (circle one)  
- MON  
- TUE  
- WED  
- THU  
- FRI

**AGE RANGE:** ____________________

**DATE OF MEAL:** ___ ___/___ ___/___ ___

<table>
<thead>
<tr>
<th>Foods Served</th>
<th>grams/FOZ</th>
<th>Reference Serving</th>
<th>ID: Child 1</th>
<th>ID: Child 2</th>
<th>ID: Child 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Served</td>
<td>Total</td>
<td>Served</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Served</td>
<td>Total</td>
<td>Served</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Served</td>
<td>Total</td>
<td>Served</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foods Served</th>
<th>grams/FOZ</th>
<th>Reference Serving</th>
<th>ID: Child 4</th>
<th>ID: Child 5</th>
<th>ID: Child 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Served</td>
<td>Total</td>
<td>Served</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Served</td>
<td>Total</td>
<td>Served</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Served</td>
<td>Total</td>
<td>Served</td>
</tr>
</tbody>
</table>