

United States Department of Agriculture

Food and Nutrition Service



User Manual For Food Buying Guide (FBG)

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Glossary

Table 1: Glossary

Acronym	Description
CACFP	Child and Adult Care Food Program
FBG	Food Buying Guide
FNS	Food and Nutrition Service
PFS	Product Formulation Statement
RAW	Recipe Analysis Workbook
SFP	Supplemental Food Program
USDA	U.S. Department of Agriculture

1 Introduction

The Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA), has a responsibility to ensure that school nutrition professionals have the necessary knowledge to plan, purchase, prepare, and serve nourishing meals that meet Federal meal pattern requirements and meet the operational needs of school districts. The Web-based Food Buying Guide (FBG) allows for easier searching, navigating, and displaying of key information for food items.

The USDA FBG is an essential tool used to assist in:

1. purchasing the right amount of food and purchasing it most economically, and
2. determining the specific contribution each food makes toward the meal pattern requirements to ensure that meals provide necessary nourishment and meet program requirements for reimbursement.

In addition, with yield data for more than 2,200 food items, this guide can provide ideas for adding new foods or new forms of familiar foods to the menus. The FBG is widely used by school food service professionals participating in the National School Lunch Program and School Breakfast Program. It is also appropriate for use in the Child and Adult Care Food Program as well as the Summer Food Service Program.

1.1 Accessibility

All reports (e.g., Yield Data, Compare Food Items, Food Item Detail, Product Formulation Statement, and Recipe Analysis Workbook) on the FBG tool can be printed (as PDF) or exported and saved in the | -delimited formats that can then be imported into Microsoft Excel. If you have trouble accessing, printing, and saving any of these reports, and would like to request them in alternative formats, please send your assistance request to CNPNTAB@usda.gov and you will receive a response within 48-business hours.

Please send any questions or report website accessibility problems to CNPNTAB@usda.gov via email or using the Contact Us feature of the application (as described in Section 2.4.6.3). In your message, include the page address or URL and the specific problems you have encountered.

1.1.1 Keyboard Navigation

The FBG application can be navigated without a mouse using the keyboard only. Use the following shortcuts to navigate FBG screens:

- **Menus:**
 - **Tab** to move between items in the main menu
 - **Enter** to open a menu
 - **Up and Down Arrows** to move between sub-menus
 - **Enter** to open a sub-menu
- **Accordions:**
 - **Up and Down Arrows** to move between accordions
 - **Enter** to open an accordion

- **Enter** to collapse an accordion
 - **Tab** to move down within accordion body
 - **Shift + Tab** to move up within accordion body
 - **Shift + Tab** to move up from accordion body to the accordion header
- **Text Fields:**
 - **Tab** into a text field, type in a value, then **Tab** to the next control
- **Drop-downs:**
 - **Tab** into a drop-down and use **Up and Down Arrows** to select a value, then **Tab** to the next control
- **Radio Buttons:**
 - **Tab** into a radio button group and use **Left and Right Arrows** to select a value, then **Tab** to the next control
- **Buttons:**
 - **Tab** onto a button, then press **Enter** to activate it
- **Links:**
 - **Tab** onto a link, then press **Enter** to activate it
- **Tooltips:**
 - **Tab** onto a tooltip anchor (“i” in a circle) to bring up the tooltip bubble with text
 - **Tab off** a tooltip anchor to close the tooltip bubble with text
- **Pagination Controls:**
 - **Tab** between page number buttons
 - **Enter** on page number button to display the corresponding page
 - **Enter** on First, Last, Next, and Previous buttons to display the corresponding page
- **Tools – PFS and RAW, Meal Component Tabs:**
 - **Left and Right Arrows** to move between tabs
 - **Tab** to go into meal component tab body
 - **Tab** to move between controls in the meal component tab body
 - **Shift + Tab** to move backwards between controls in the meal component tab body
 - **Shift + Tab** to move up from meal component tab body onto the meal component tab header
- **Interactive Charts:**
 - **Tab** to move between controls
 - **Shift + Tab** to move backwards between controls
 - **Enter** to select a value
- **Video Player:**
 - **Tab** onto the video player, then
 - **Tab** onto the main Play button that overlays the video, then
 - **Tab** to video player controls
 - **Tab** to move between video player controls
 - **Shift + Tab** to move backwards between video player controls
 - **Enter** to press the Play buttons
 - **Tab** onto the Progress Bar and use **Left and Right Arrows** to scroll, **Tab** off
 - **Tab** onto the Caption Control and use **Up and Down Arrows** to choose None or a Language, **Tab** off
 - **Tab** onto the Full Screen Control and use **Enter** to activate full screen mode, **Escape** to exit

1.2 Overview

1.2.1 Key Information

Site URL: <https://foodbuyingguide.fns.usda.gov>

1.2.2 User Groups

FBG has three main user groups: Guest User, Registered User, and Administrator User. Each user can belong to one Organization Type: FNS National Office, FNS Regional Office, Vendor, State Agency, School, Child Care, and Other. Functionality available to each user depends on their user group and Organization Type.

- Guest Users:** Public users can access key components of the FBG through the Internet without providing login credentials or creating a user account. Guest users can search and view Food Items, create a Favorites list, and use FBG Calculator. However, the Favorites list and FBG Calculator Shopping Lists will only remain active while the user is actively using the FBG site. If the user closes the FBG site and returns to it, the Favorites list and Shopping Lists will not be saved.

Table 2: Guest User Permissions per Organization Type

Organization	Text-only screens	Search	Favorites	FBG Calculator	Exhibit A Grains Tool	RAW	PFS	Admin Features
FNS National Office, FNS Regional Office	X	x	x*	x*	x*			
Vendor	X	x	x*	x*	x*			
State Agency, School, Child Care, Other	X	x	x*	x*	x*			

* Functionality is available but will only be persistent during user's browser session.

- Registered Users:** Registered users are logged in to the FBG site using their eAuthentication credentials. Using the FBG site as a registered user gives the user extra capabilities, such as:
 - save the generated Favorites list and FBG Calculator Shopping Lists;
 - analyze recipes (Recipe Analysis Workbook functionality) and save them;
 - for food vendors, ability to create and save Product Formulation Statements.

Table 3: Registered User Permissions per Organization Type

Organization	Text-only screens	Search	Favorites	FBG Calculator	Exhibit A Grains Tool	RAW	PFS	Admin Features
FNS National Office, FNS Regional Office	X	x	x	x	x	x	x	
Vendor	X	x	x	x	x		x	
State Agency, School, Child Care, Other	X	x	x	x	x	x		

- Administrator:** Site Administrators have elevated privileges within the application, and in addition to all functionality available to registered users, can add food items to the database and perform minor user administration activities.

Table 4: Administrator User Permissions per Organization Type

Organization	Text-only screens	Search	Favorites	FBG Calculator	Exhibit A Grains Tool	RAW	PFS	Admin Features
FNS National Office	x	x	x	x	x	x	x	x

2 Guest User

2.1 Logging In

When navigating to the FBG URL, a User will first see the following Login Screen:

U.S. An official website of the United States government [Here's how you know](#)
flag

USDA Food Buying Guide for Child Nutrition Programs
U.S. DEPARTMENT OF AGRICULTURE

Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool

The Interactive Food Buying Guide allows for easy searching, navigating, and displaying of content. In addition, users can compare yield information, create a favorite foods list, and access tools, such as:

- FBG Calculator
- Exempt A Grains Tool
- Download Food Buying Guide
- Recipe Analysis Workbook (RAW), and
- Product Formulation Statement (PFS) Workbook.

Create a profile in order to save the following: food items in your Favorites list, shopping lists created by the FBG Calculator, analyzed recipes using the RAW, and Product Formulation Statements.

PLEASE NOTE: A USDA eAuthentication or Login.gov account is needed to access the tool. New and existing users who have either of the accounts can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

If you do not have a USDA eAuthentication account or a Login.gov account, go to [Create Account](#) and you will be directed to create a Login.gov account. You will immediately receive an email with a link to activate your account with one simple click.

Contact cnptab@usda.gov for assistance in accessing the site.

Login or Create Profile

OR

Continue as a Guest User

Select Organization Type

Enter

Privacy Act Notice

Authority: This information is being collected under the authority of Healthy Hunger Free Kids Act 2010, a reauthorization of the Child Nutrition Act.

Purpose: The Food Buying Guide (FBG) provides guidance on how foods may contribute toward the meal pattern requirements in Child Nutrition Programs. Users can easily search and navigate through the tool, compare food items, create a favorite foods list, make a shopping list to assist in ordering and purchasing food, and determine the meal pattern contribution for food items, which can all be accessed at any time by registered users who are signed on with their user profiles.

Routine Uses: The Food Buying Guide (FBG) is an essential tool used by Child Nutrition Program operators and food manufacturers to assist in: 1) purchasing the right amount of food and purchasing it most economically, and 2) determining the specific contribution each food makes toward the meal pattern requirements to ensure that meals provide necessary nourishment and meet program requirements for reimbursement.

Disclosure: Disclosing the information is voluntary. Failure to create a registered user profile will prevent a user from accessing the full capabilities of the FBG.

FNS | CNFP | USDA | FOIA | USDA Policies and Links | Accessibility Statement | Privacy Policy | Information Quality | No Fear Act | Nondiscrimination Statement | USA.gov | Whitehouse.gov

To continue as a Guest User, select an “Organization Type” from the drop-down menu and click “Enter.” Different subsets of functionality will be available depending in the “Organization Type” selected.

Continue as a Guest User

Select Organization Type

- Select Organization Type
- FNS National Office
- FNS Regional Office
- State Agency
- Vendor
- School
- Child Care
- Other

Authority: This is Nutrition Act.

Purpose: The Food Buying Guide (FBG) is an essential tool used by Child Nutrition Program operators and food manufacturers to assist in: 1) purchasing the right amount of food and purchase it most economically, and 2) determining the specific contribution each food item may contribute toward the meal pattern requirements in Child Nutrition Programs. Users can easily search and navigate through the tool, compare food items, create a favorite foods list, make a shopping list to assist in ordering and purchasing food, and determine the meal pattern contribution for food items, which can all be accessed at any time by registered users who are signed on with their user profiles.


Routine Uses: The Food Buying Guide (FBG) is an essential tool used by Child Nutrition Program operators and food manufacturers to assist in: 1) purchasing the right amount of food and purchase it most economically, and 2) determining the specific contribution each food item may contribute toward the meal pattern requirements in Child Nutrition Programs. Users can easily search and navigate through the tool, compare food items, create a favorite foods list, make a shopping list to assist in ordering and purchasing food, and determine the meal pattern contribution for food items, which can all be accessed at any time by registered users who are signed on with their user profiles.

Act Notice
[Healthy Hunger Free Kids Act 2010](#), a reauthorization of the Child Nutrition Programs, allows foods that are sold in schools to contribute toward the meal pattern requirements in Child Nutrition Programs.

2.2 FBG Home Screen

From the main FBG Home Screen, the Guest Users can use the top navigation links and main screen buttons to access information.

U.S. An official website of the United States government [Here's how you know](#)



Food Buying Guide for Child Nutrition Programs
 U.S. DEPARTMENT OF AGRICULTURE

HOME • MEAL COMPONENTS • FOOD ITEMS • TOOLS • APPENDICES • HELP • LOG OUT


WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and navigation of food yield information. In addition, users can compare yield information, create a favorite foods list, and access tools, such as the Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook.


Food Items Search	Food Item Favorites	Download Food Buying Guide
Exhibit A Grains Tool	FBG Calculator	Product Formulation Statement (PFS)
		Recipe Analysis Workbook (RAW)




MEATS/MEAT ALTERNATES




FRUITS




MILK



VEGETABLES



GRAINS



OTHER FOODS

[FNS](#) | [CNPP](#) | [USDA](#) | [FOIA](#) | [USDA Policies and Links](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Information Quality](#) | [No Fear Act](#) | [Nondiscrimination Statement](#) | [USA.gov](#) | [Whitehouse.gov](#)

The links found in the top navigation of the Home Screen stay consistent throughout the application. Different subsets of functionality will be available depending in the Organization Type selected. The functions associated with each top navigation option are further described in section 2.4.

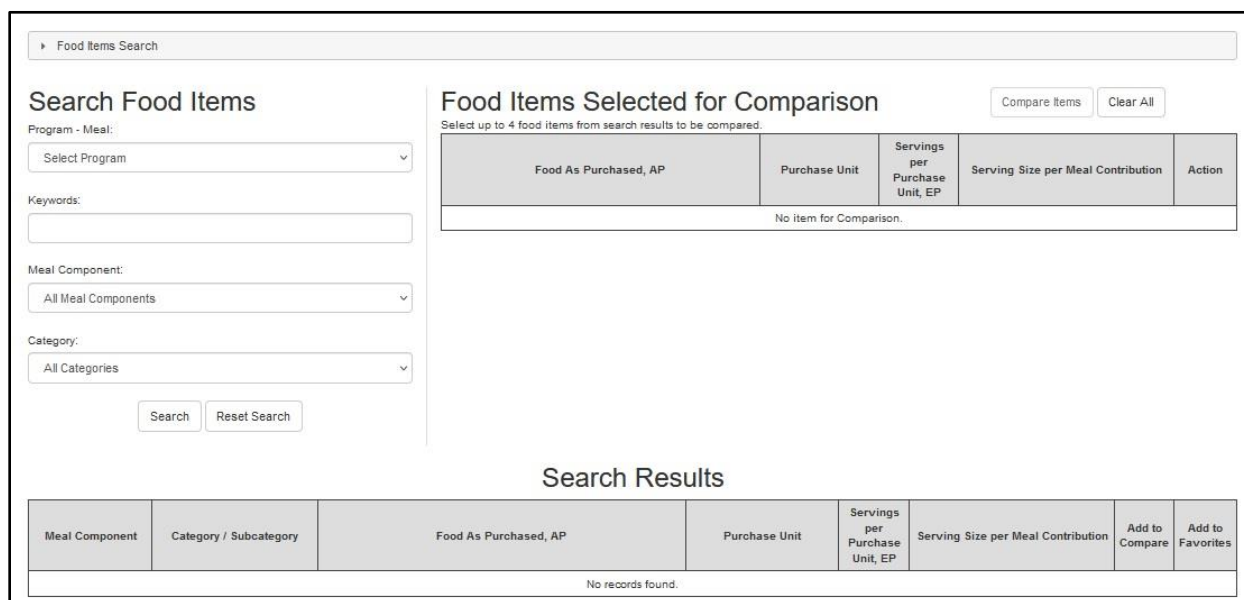
2.3 Home Screen Buttons

2.3.1 Food Items Search

Click the “Food Items Search” button:



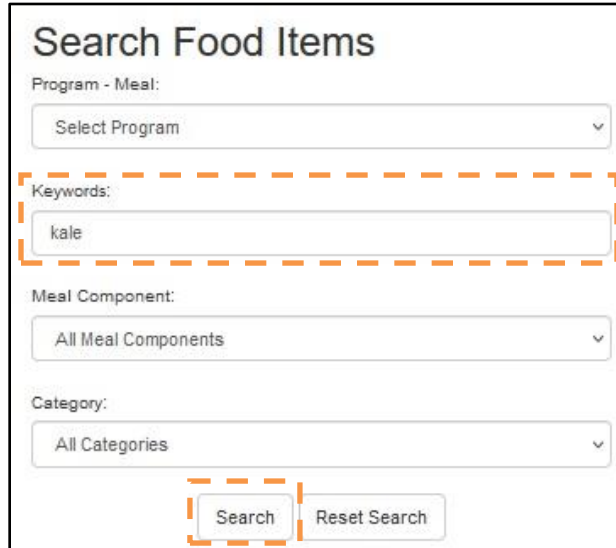
On the Search Food Items Screen, the users can search food items by using several search criteria. To clear selected criteria, the users can click “Reset Search.”



The screenshot displays the 'Search Food Items' interface. On the left, there are search filters: 'Program - Meal:' with a dropdown menu, 'Keywords:' with a text input field, 'Meal Component:' with a dropdown menu, and 'Category:' with a dropdown menu. Below these are 'Search' and 'Reset Search' buttons. On the right, the 'Food Items Selected for Comparison' section shows a table with columns: 'Food As Purchased, AP', 'Purchase Unit', 'Servings per Purchase Unit, EP', 'Serving Size per Meal Contribution', and 'Action'. Below this table is a message: 'No item for Comparison.' At the bottom, the 'Search Results' section shows a table with columns: 'Meal Component', 'Category / Subcategory', 'Food As Purchased, AP', 'Purchase Unit', 'Servings per Purchase Unit, EP', 'Serving Size per Meal Contribution', 'Add to Compare', and 'Add to Favorites'. Below this table is a message: 'No records found.'

2.3.1.1 Search by Keyword

In the “Keyword” text box, type in a keyword and click the “Search” button.

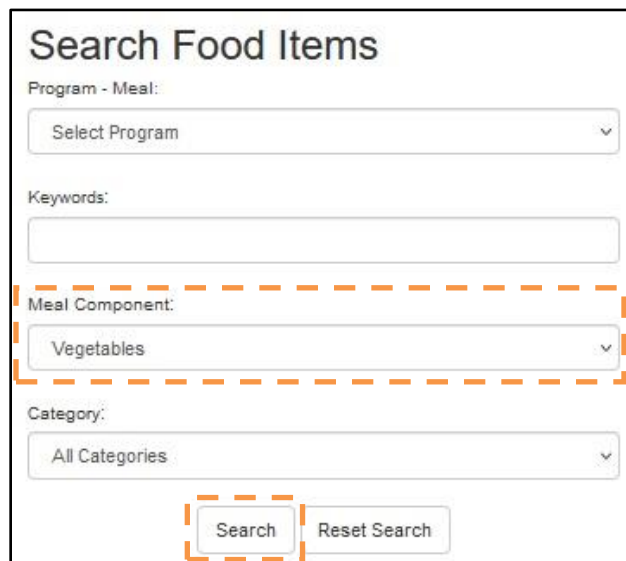


The screenshot shows the 'Search Food Items' form. The 'Program - Meal' dropdown is set to 'Select Program'. The 'Keywords' text box contains the word 'kale'. The 'Meal Component' dropdown is set to 'All Meal Components'. The 'Category' dropdown is set to 'All Categories'. The 'Search' button is highlighted with an orange dashed box, and the 'Reset Search' button is also visible.

2.3.1.2 Search by Meal Component

Users can also search for food items using the “Meal Component” drop-down options. To initiate a search using these search characteristics, the user fills in different fields on the same screen previously described for the keyword search.

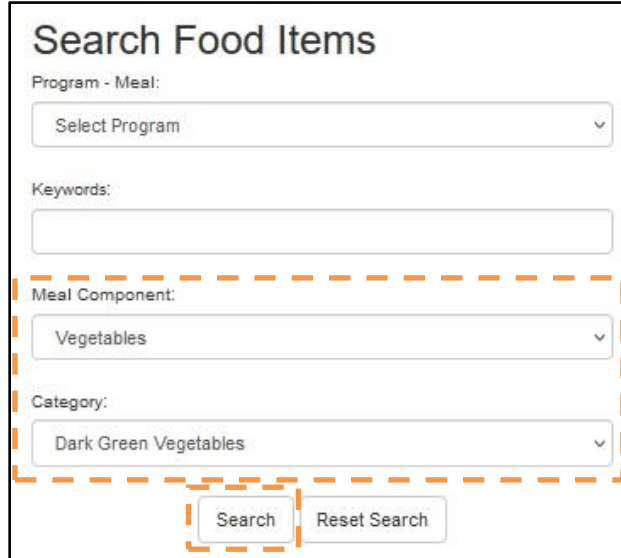
In the “Meal Component” drop-down menu, select a meal component and click the “Search” button.



The screenshot shows the 'Search Food Items' form. The 'Program - Meal' dropdown is set to 'Select Program'. The 'Keywords' text box is empty. The 'Meal Component' dropdown is set to 'Vegetables'. The 'Category' dropdown is set to 'All Categories'. The 'Search' button is highlighted with an orange dashed box, and the 'Reset Search' button is also visible.

2.3.1.3 Search by Category

Users can use the “Category” drop-down menu to further filter the component selected in the “Meal Component” drop-down. To search by category, select a meal component from the drop-down list, select a category from the drop-down list, and click the “Search” button.



Search Food Items

Program - Meal:
 Select Program ▼

Keywords:

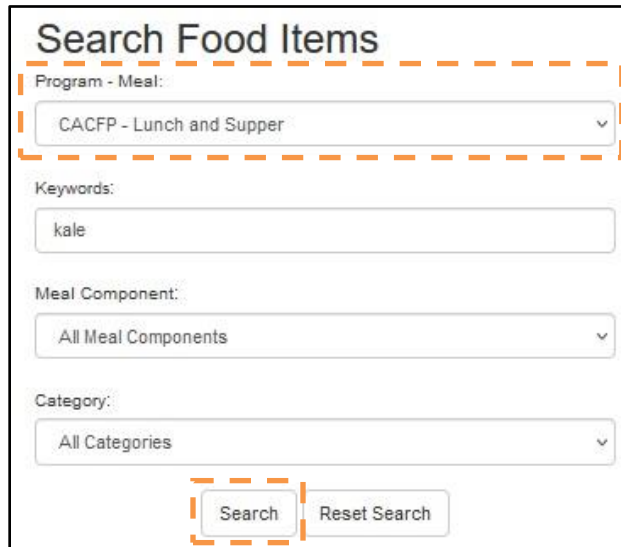
Meal Component:
 Vegetables ▼

Category:
 Dark Green Vegetables ▼

Search Reset Search

2.3.1.4 Search for a Program – Meal

Users can also use the “Program – Meal” drop-down menu to select a specific “Program – Meal” combination to filter the search results based on the selected Program.



Search Food Items

Program - Meal:
 CACFP - Lunch and Supper ▼

Keywords:
 kale

Meal Component:
 All Meal Components ▼

Category:
 All Categories ▼

Search Reset Search

2.3.1.5 Using the Search Results

Once the user clicks “Search,” the screen will display the search results according to the criteria selected.

Search Results							
Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Add to Compare	Add to Favorites
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Fresh² Mung Footnote	Pound	14.60	1/4 cup parboiled, drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Fresh² Soybean Footnote	Pound	17.20	1/4 cup parboiled, drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	42.20	1/4 cup drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Canned	No. 300 Can (14 oz)	3.99	1/4 cup heated, drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Canned	No. 300 Can (14 oz)	5.34	1/4 cup drained vegetable	Add	Add

Information displayed for each food item is:

- Meal Component
- Category and Subcategory
- Food As Purchased, AP – click to view Food Item Details
- Purchase Unit
- Servings per Purchase Unit, EP
- Serving Size per Meal Contribution
- Add to Compare link – allows to add up to four items to be compared
- Add to Favorites link – adds the food item to Favorites

NOTE: Footnotes for Meal Component, Category, Subcategory and Food As Purchased, AP will be shown in Search Results when available. Click on the corresponding Footnote link to view footnote(s).

2.3.1.6 Search Results – Add Food Item to Favorites

To add food items to Favorites, click on the “Add” link of the “Add to Favorites” column of the Search Results table.

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Add to Compare	Add to Favorites
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	42.20	1/4 cup drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ Footnote BEAN SPROUTS	Bean Sprouts, Canned	No. 300 Can (14 oz)	3.99	1/4 cup heated, drained vegetable	Add	Add

You can remove a food item from Favorites from the Favorites screen, or you can click on the “Remove” link of the “Add to Favorites” column of the Search Results table. For more information see section 2.3.3.

2.3.1.7 Search Results – Add Food Item to Compare Items

To compare food items, click on the “Add” link of the “Add to Compare” column of the Search Results table.

The food item will then appear in the “Food Items Selected for Comparison” section of the Search screen. The corresponding rows in the Search Results table will no longer have the “Add” link in the “Add to Compare” column.

Food Items Search

Search Food Items

Program - Meal:

Select Program

Keywords:

bean sprouts

Meal Component:

All Meal Components

Category:

All Categories

Search Reset Search

Food Items Selected for Comparison

Select up to 4 food items from search results to be compared.

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Action
Bean Sprouts, Fresh Mung	Pound	14.60	1/4 cup parboiled, drained vegetable	Remove
Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable	Remove

Compare Items Clear All

Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Add to Compare	Add to Favorites
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Fresh ² <i>Mung Footnote</i>	Pound	14.60	1/4 cup parboiled, drained vegetable		Add
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Fresh ² <i>Soybean Footnote</i>	Pound	17.20	1/4 cup parboiled, drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable		Add

You can add up to 4 food items to compare while navigating multiple pages of search results, or after performing a different search. Food items can be removed from the “Compare” list using the corresponding “Remove” links in the “Food Items Selected for Comparison” table. You can also clear all Compare items using the “Clear All” button.

Food Items Selected for Comparison				
Select up to 4 food items from search results to be compared.				
Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Action
Bean Sprouts, Fresh <i>Mung</i>	Pound	14.60	1/4 cup parboiled, drained vegetable	Remove
Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable	Remove

Press “Compare Items” button to view full detail for the food items being compared on “Compare Items” screen.

Compare Items								
Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Additional Information	Remove from Compare	Add to Favorites
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Fresh ² <i>Mung</i> <i>Footnote</i>	Pound	14.60	1/4 cup parboiled, drained vegetable	1 lb AP = 0.89 lb parboiled bean sprouts	Remove	Add
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable	1 No. 10 can = about 48.4 oz (7-1/4 cups) heated, drained bean sprouts; 1 No. 10 can = about 59.0 oz (10-1/2 cups) drained, unheated bean sprouts	Remove	Add

From this screen, the user has the following options:

- The “View PDF” button opens a PDF that contains all information on Compare Items screen. The PDF can then be saved or printed.
- The “Export” button opens a Microsoft Excel file that contains all information on Compare Items screen except Footnotes.
- The “Return to Search” button takes the user back to the Search Food Items screen.

2.3.2 Food Item Details

To view information about a specific food item, click the blue link of the food item name in the “Food As Purchased, AP” column on Search Results page as described in section 2.3.1.5.

The following food item information will be displayed on Food Item Details screen:

- Meal Component
- Category
- Subcategory
- Food As Purchased, AP
- Purchase Unit
- Servings per Purchase Unit, EP
- Serving Size per Meal Contribution

- Purchase Units for 100 Servings
- Additional Information
- Footnotes

Food Item Details

Meal Component	Meats/Meat Alternates
Category	Beef and Beef Products
Subcategory	BEEF BRISKET, fresh or frozen
Food As Purchased, AP	Beef Brisket, fresh or frozen <i>Without bone, 1/4-inch trim</i>
Purchase Unit	Pound
Servings per Purchase Unit, EP	7.36
Serving Size per Meal Contribution	1 oz cooked lean meat
Purchase Units for 100 Servings	13.60
Additional Information	1 lb AP = 0.46 lb cooked, lean meat
Footnote	

View PDF
Add To Favorites
Close

From this screen, the user has the following options:

- The “View PDF” button opens a PDF that contains all information on Food Item Details screen. The PDF can then be saved or printed.
- The “Add to Favorites” / “Remove from Favorites” button adds (or removes) the selected food item to the user’s Favorites list.
 - **NOTE:** For Guest Users, this Favorites list will only be generated and remain active while the user is actively using the FBG site. If the user closes the FBG site and returns to it, the Favorites list will not be saved.
- The “Close” button takes the user back to the Search Food Items Screen.



2.3.2.1 Serving Size per Meal Contribution Drop-down Menu


A drop-down menu of different serving sizes (in fractions) is available for the Serving Size per Meal Contribution for some food items from the Food Item Details page.



Food Item Details

Meal Component	Fruits
Meal Category	Fruit and Fruit Juice
Subcategory	APPLES
Food As Purchased, AP	Apples, fresh 125-138 count Whole, Includes USDA Foods
Purchase Unit	Pound
Servings per Purchase Unit, EP	14.80
Serving Size per Meal Contribution ⓘ	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> 1/4 </div> <div style="margin-left: 5px;"> ▼ cup raw, unpeeled fruit </div>
Purchase Units for 100 Servings	6.80
Additional Information	1 lb AP = 0.91 lb (3-2/3 cups) ready-to-serve or -cook raw, cored, unpeeled apples, 1/4 cup raw, unpeeled fruit = about 1/4 apple
Footnote	

As the value of the fraction in the Serving Size per Meal Contribution changes, the values of Servings per Purchase Unit, EP and Purchase Units for 100 Servings are updated accordingly. Also, the Description of the Serving Size per Meal Contribution is updated when applicable:

Servings per Purchase Unit, EP	7.00
Serving Size per Meal Contribution 	1/4  cup fruit (about 1/2 peach)
Purchase Units for 100 Servings	14.70



Servings per Purchase Unit, EP	3.50
Serving Size per Meal Contribution 	1/2  cup fruit (about 1 peach)
Purchase Units for 100 Servings	29.40

The PDF and CSV Export generated from the screen will match the Serving Size per Meal Contribution value selected.

2.3.3 Food Item Favorites

Click the “Food Item Favorites” button:

Food Items Search	Food Item Favorites	Download Food Buying Guide
Exhibit A Grains Tool	FBG Calculator	Product Formulation Statement (PFS)
		Recipe Analysis Workbook (RAW)

On the Favorites List Screen, the users can view food items they marked as Favorites:

Favorites List							
Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Additional Information	Remove From Favorites
Fruits	Fruit and Fruit Juice APPLES	Apples, fresh 125-138 count Whole, Includes USDA Foods	Pound	11.40	1/4 cup raw, cored, peeled fruit	1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-serve or -cook raw, cored, peeled apples	
Meats/Meat Alternates ¹ Footnote	Legumes, Dry Beans and Peas BEANS, BLACK (TURTLE BEANS)	Beans, Black, (Turtle), dry, canned Whole, Includes USDA Foods	No. 10 Can (110 oz)	18.50	3/8 cup heated, drained beans	1 No. 10 can = about 62.0 oz (6-7/8 cups) heated, drained beans; 1 No. 10 can = about 71 oz (11-1/4 cups) drained, unheated beans	
Meats/Meat Alternates ¹ Footnote	Beef and Beef Products BEEF LIVER, fresh or frozen	Beef Liver, fresh or frozen Trimmed	Pound	7.48	1-1/2 oz cooked lean meat	1 lb AP = 0.70 lb cooked liver	






From this screen, the user has the following options:

- The “View PDF” button opens a PDF that contains all information on Favorites List screen. The PDF can then be saved or printed.
- The “Export” button opens a Microsoft Excel file that contains all information on Favorites List screen except Footnotes.

To remove an item from the Favorites list, click “Remove” link in the “Remove from Favorites” column of the Favorites list table.

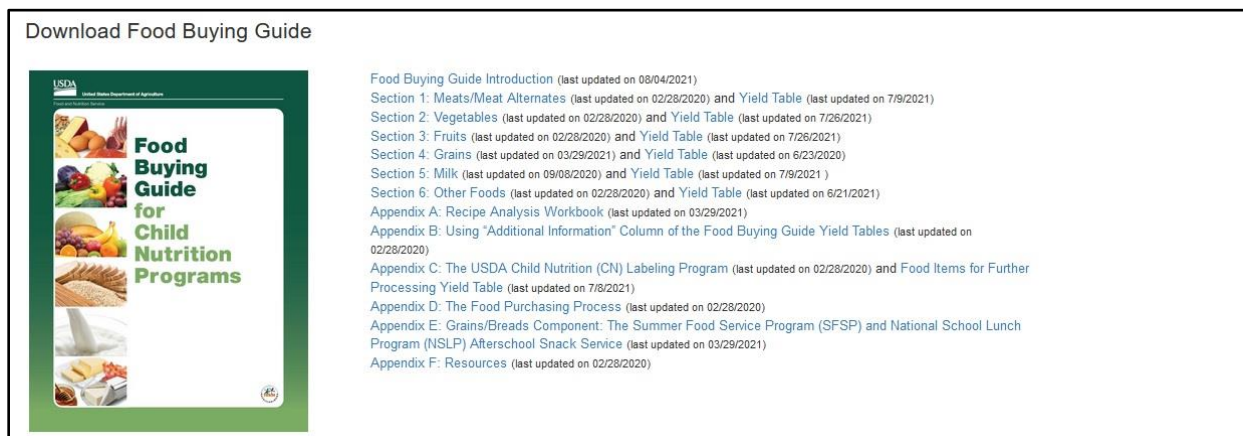
NOTE: For Guest Users, the Favorites list is not retained once they navigate away from the FBG Web site.

2.3.4 Download Food Buying Guide

Click on the “Download Food Buying Guide” button to open the Download Food Buying Guide screen:



Download Food Buying Guide screen contains links to the Food Buying Guide Introduction, six Meal Component sections with the corresponding Yield Tables, and Appendixes in PDF format. Last updated date is listed for each Yield Table. Click on each link to open the corresponding document.



2.3.5 Exhibit A Grains Tool

Exhibit A Grains Tool functionality is activated by the “Exhibit A Grains Tool” button. Please see section 2.5.1, *Exhibit A Grains Tool* for more information.



2.3.6 FBG Calculator

FBG Calculator functionality is activated by the “FBG Calculator” button. Please see section 2.5.2, *FBG Calculator* for more information.



2.3.7 Product Formulation Statement (PFS)

PFS functionality is activated by the “Product Formulation Statement (PFS)” button. Please see section 3.2.2, *Product Formulation Statement (PFS)* for more information.



NOTE: This functionality is not available to Guest Users, please create an account to access it. This functionality is available to Authenticated Users with selected Organization of “Vendor,” “FNS National Office,” or “FNS Regional Office”.

2.3.8 Recipe Analysis Workbook (RAW)

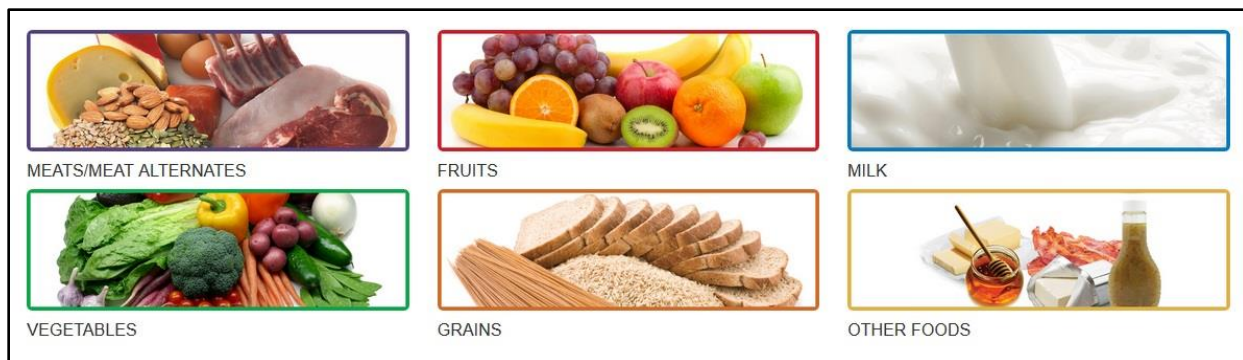
RAW functionality is activated by the “Recipe Analysis Workbook (RAW)” button. Please see section 3.2.1, *Recipe Analysis Workbook (RAW)* for more information.



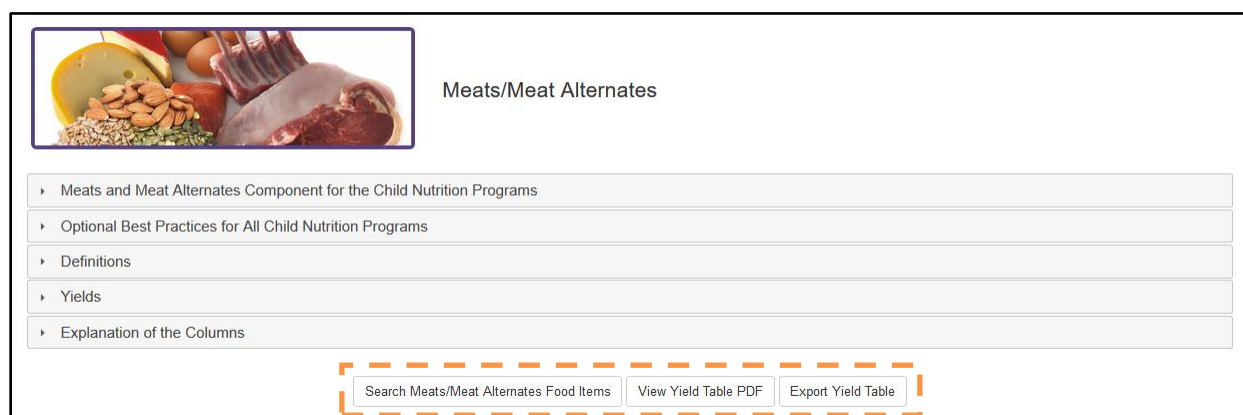
NOTE: This functionality is not available to Guest Users, please create an account to access it. This functionality is available to Authenticated Users with selected Organization other than Vendor.

2.3.9 View Meal Component Information

To view information about Meal Components, click on the corresponding meal component image on the Home screen:



The image button directs the user to an informational screen about that Meal Component.



To view information under the sub-headings on the screen, click on the grey heading bar (i.e., “Optional Best Practices for All Child Nutrition Programs” or “Definitions”) to expand the section.

From this screen, the user has the following options:

- Search meal component food items – the “Search” button takes the user to the Search Items screen with the “Meal Component” control pre-populated with the meal component being viewed.
- The “View Yield Table PDF” button opens a PDF view of the selected meal component’s yield tables. The PDF can then be saved or printed.
- The “Export Yield Table” button opens a Microsoft Excel file that contains all information for meal component’s yield table except Footnotes.

Users can use the steps outlined above to access information about each of the Meal Components.

2.4 Top Navigation Menus

In addition to navigating through FBG from the main screen, users can use the Top Navigation menus to access functionality within the site.

2.4.1 Home



2.4.1.1 Home Page

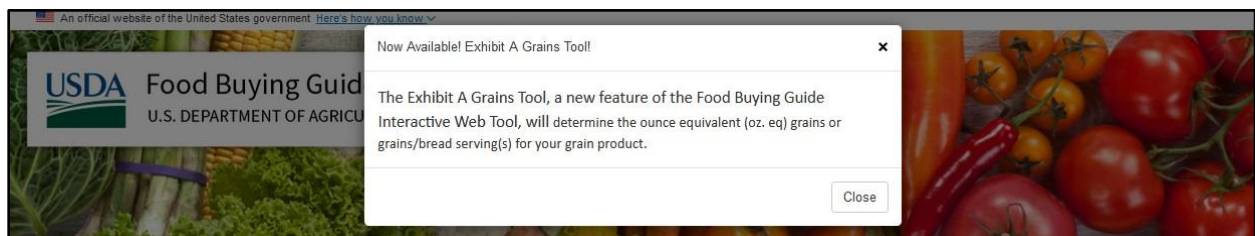
From the “Home” drop-down menu, users can view FBG Home Page screen (described in section 2.2 above) by selecting the “Home Page” menu item.

2.4.1.2 What’s New

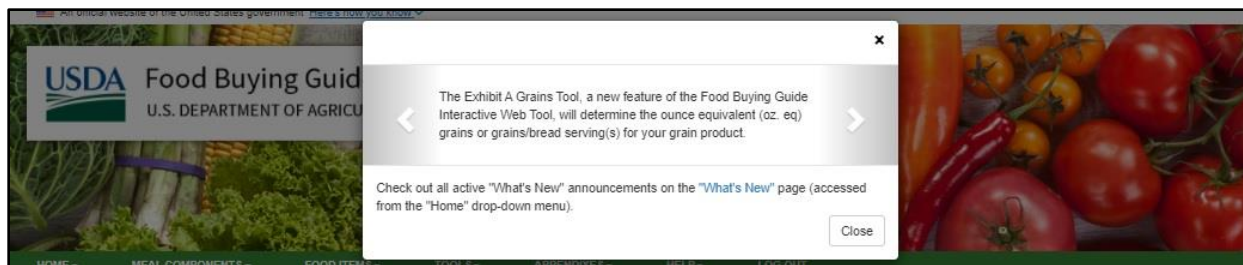
From the “Home” drop-down menu, users can view the list of announcements by the FNS staff by selecting the “What’s New” menu item. This menu item opens What’s New screen that lists announcements that are currently active, if any.



Click on each announcement to view its text, press the “Close” button or the “X” in the top right corner to close the dialog.



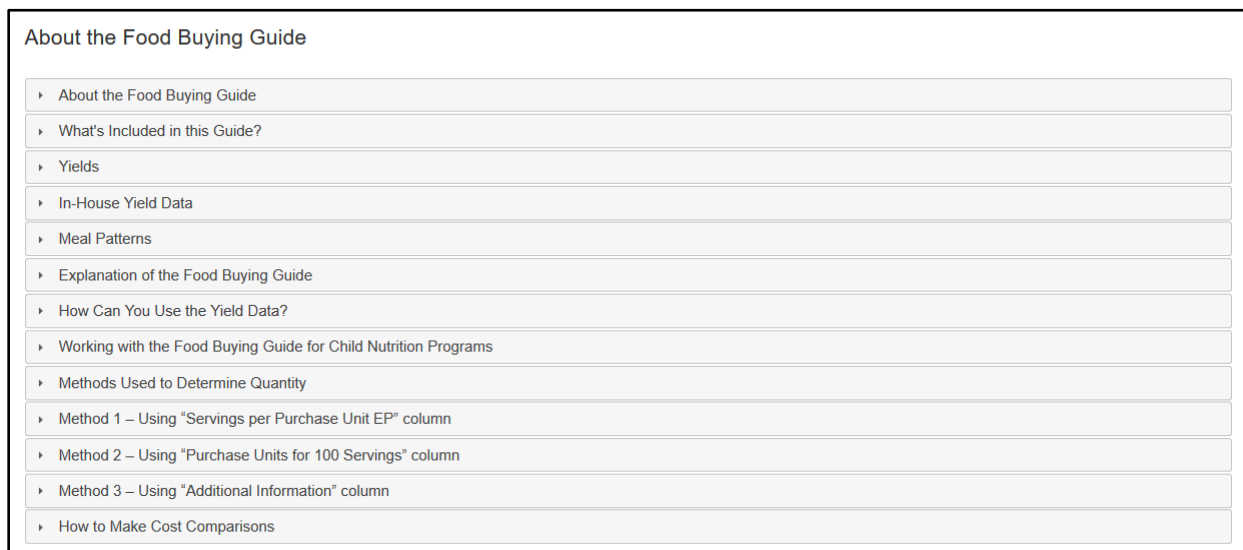
If any of the What’s New announcements were added since you have last logged in, they will be displayed to you in a carousel after your login is completed:



Click on the carousel controls to view each announcement, then press the “Close” button or the “X” in the top right corner to close the dialog. You can also click on the “To view all active What's New items please visit the What's New page” link on the bottom of the dialog to go to the “What’s New” page.

2.4.1.3 About the Food Buying Guide

From the “Home” drop-down menu, users can view the About the Food Buying Guide screen by selecting the “About the Food Buying Guide” menu item.



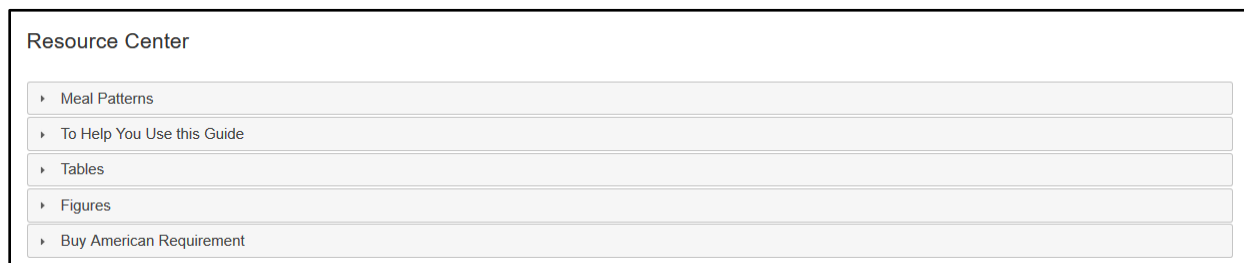
2.4.1.4 Download Food Buying Guide

From the “Home” drop-down menu, users can view the Download Food Buying Guide screen by selecting the “Download Food Buying Guide” menu item.

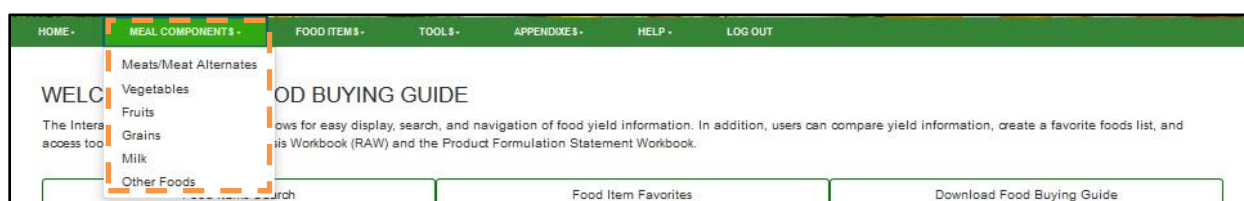
2.4.1.5 Resource Center

From the “Home” drop-down menu, users can select “Resource Center”. The “Resource Center” screen provides the user with the Child Nutrition Programs Meal Pattern charts and reference tables and figures (i.e. Decimal Weight Equivalent table) to support information found in the

Food Buying Guide. By clicking on the blue links, the users can access a PDF document of the information.



2.4.2 Meal Components



From the “Meal Components” drop-down menu, users can select an individual meal component to view more information specific to that meal component.

The users can navigate through the information following the same process outlined in section 2.3.9.

2.4.3 Food Items



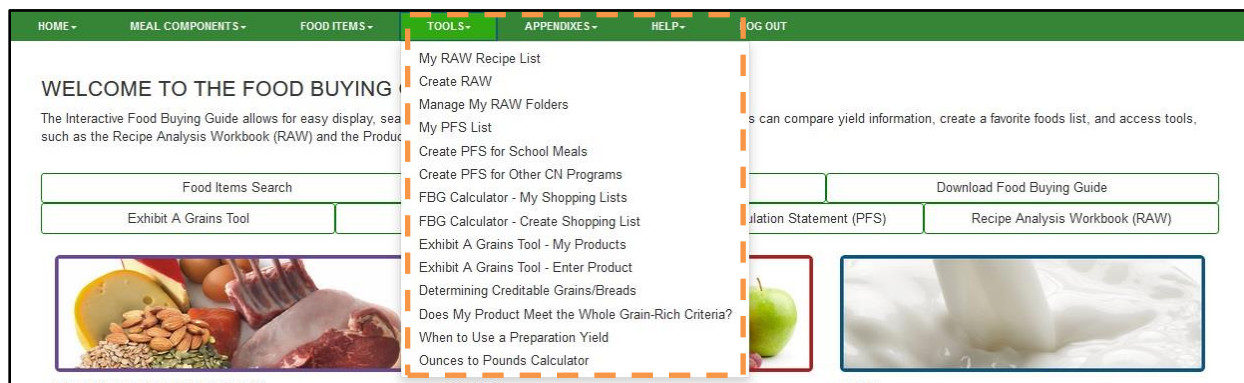
2.4.3.1 Search

From the “Food Items” drop-down menu, users can select “Search” menu item to reach the Search Food Items screen and search through food items following the same process outlined in section 2.3.1.

2.4.3.2 Favorites

From the “Food Items” drop-down menu, users can select “Favorites” menu item to reach the Favorites List screen. See Section 2.3.3 for more information.

2.4.4 Tools

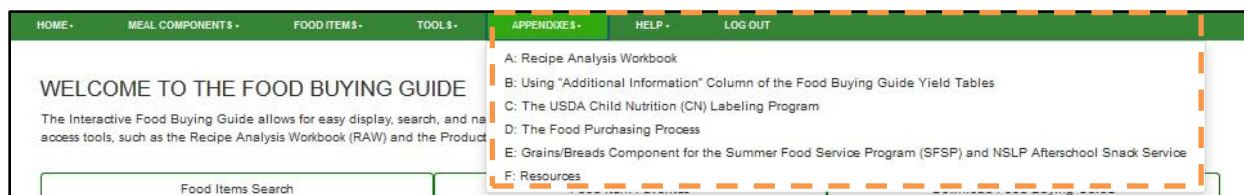


From the “Tools” drop-down menu, users can access the following:

The Tools navigation menu provides the user with the following options:

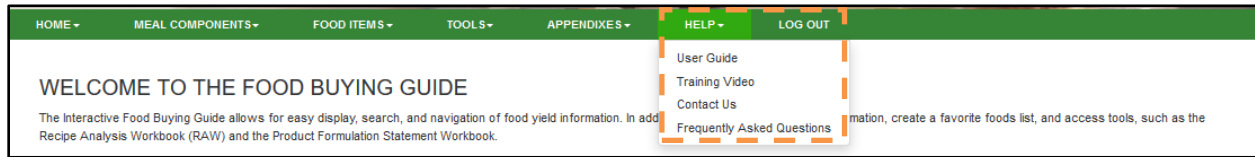
- My RAW Recipe List – list of user’s RAW (*functionality is not available to guest users or vendors*)
- Create RAW – create RAW (*functionality is not available to guest users or vendors*)
- My PFS List – list of user’s PFS (*functionality is only available to FNS or vendors*)
- Create PFS for School Meals (*functionality is only available to FNS or vendors*)
- Create PFS for Other CN Programs (*functionality is only available to FNS or vendors*)
- FBG Calculator - My Shopping Lists – list of user’s Shopping Lists (*Shopping Lists are persistent only while user is active in the FBG application*)
- FBG Calculator - Create Shopping List – create a Shopping Lists (*If Guest User, Shopping Lists are persistent only while user is active in the FBG application*)
- Exhibit A Grains Tool - My Products – list of user’s Products (*If Guest User, Products are persistent only while user is active in the FBG application*)
- Exhibit A Grains Tool - Enter Product – enter a Product (*If Guest user, Products are persistent only while user is active in the FBG application*)
- Determining Creditable Grains/Breads – an interactive chart
- Does My Product Meet the Grain-Rich Criteria? – an interactive chart
- When to Use a Preparation Yield – an interactive chart
- Ounces to Pounds Calculator – convert ounces to pounds or pounds to ounces.

2.4.5 Appendixes



From the “Appendixes” drop-down menu, users can access more information about specific items related to the Food Buying Guide for Child Nutrition Programs.

2.4.6 Help



2.4.6.1 User Guide

From the “Help” drop-down menu, users can view access-level-appropriate User Guide in PDF format by selecting the “User Guide” menu item.

Please contact FNS through the Contact Us menu item (described below) or by emailing to CNPNTAB@usda.gov to request the user guide in another format.

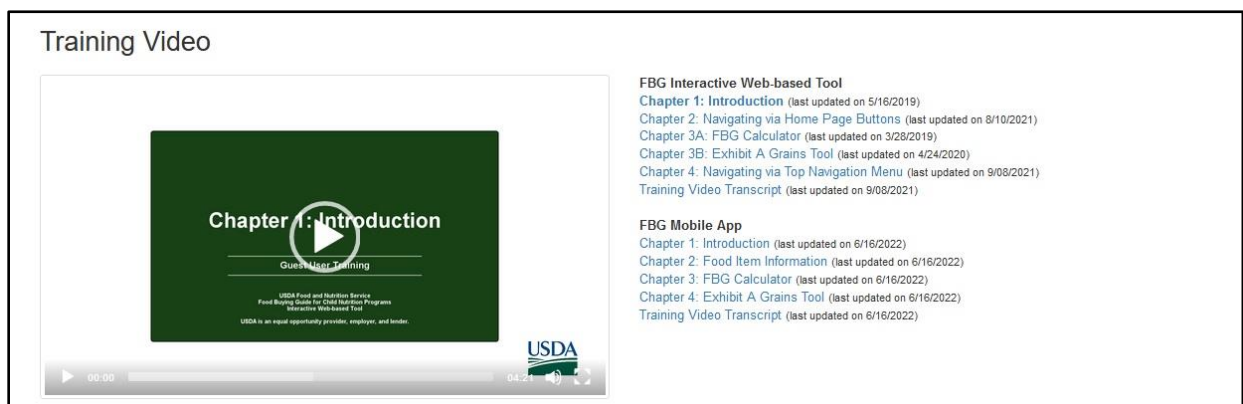
2.4.6.2 Training Video

The Training Video screen contains a video player that displays the FBG training videos for the FBG Interactive Web-based Tool and the FBG Mobile App.

The first chapter of the FBG Interactive Web-based Tool training video is displayed in the video player automatically.

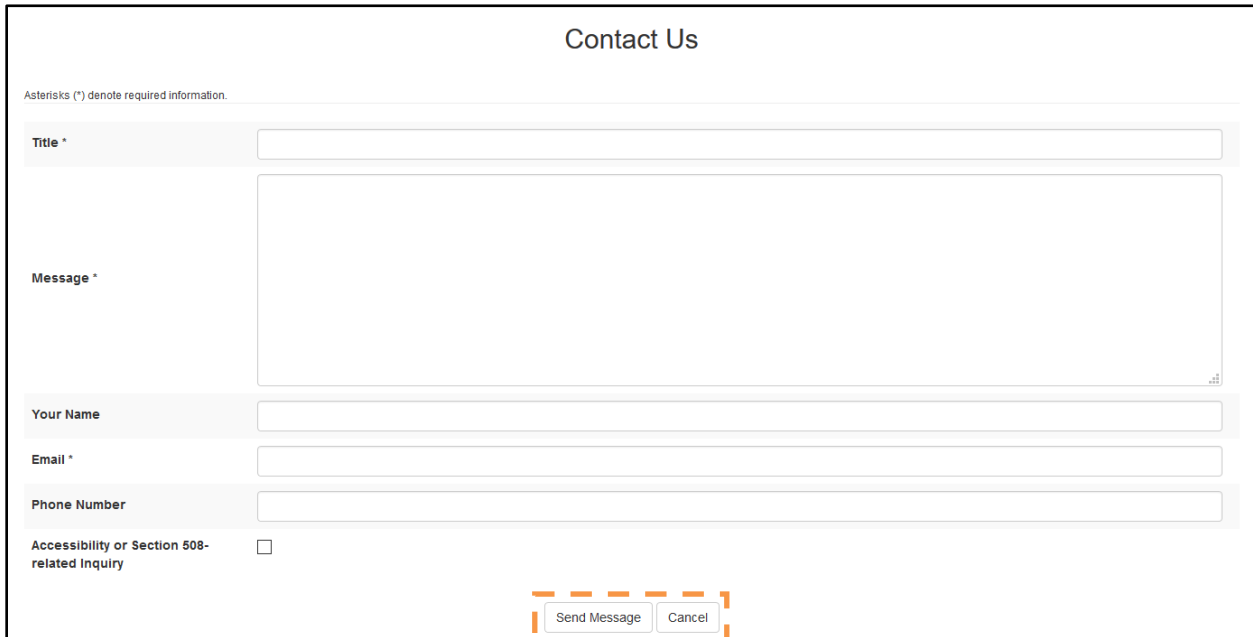
Click on a link for each chapter for it to appear in the video player.

Click on the link for Training Video Transcript to view the transcript of the video in PDF format.



2.4.6.3 Contact Us

From the “Help” drop-down menu, users can contact FNS team via email by selecting the “Contact Us” menu item. This menu item opens the Contact Us screen with a form:



On the Contact Us screen, fill in the following fields:

Table 5: Contact Us form fields

Field Name	Description
Title (required)	Title for your email
Message (required)	Body of your email
Your Name	Enter your name, so FNS staff can contact you if needed
Email (required)	Enter your email, so FNS staff can contact you if needed
Phone Number	Enter your phone number, so FNS staff can contact you if needed
Accessibility or Section 508-related Inquiry	Check this checkbox if you are contacting FNS regarding the application accessibility or a Section 508-related issue or inquiry. Checking this checkbox will alert FNS staff of nature of your request for faster processing.

From this screen, the user has the following options:

- Send the email message to CNPNTAB@usda.gov using “Send Message” button. If this option is selected, the email is sent, and the user is shown a conformation message.
- Cancel the action using the “Cancel” button.

2.4.6.4 Frequently Asked Questions

From the “Help” drop-down menu, users can view the application Frequently Asked Questions screen by selecting the “Frequently Asked Questions” menu item.

2.4.7 Log Out



By clicking “Log Out,” the Guest User’s session ends and any temporarily saved information (Recipes, Favorites) is cleared.

2.5 Tools

2.5.1 Exhibit A Grains Tool

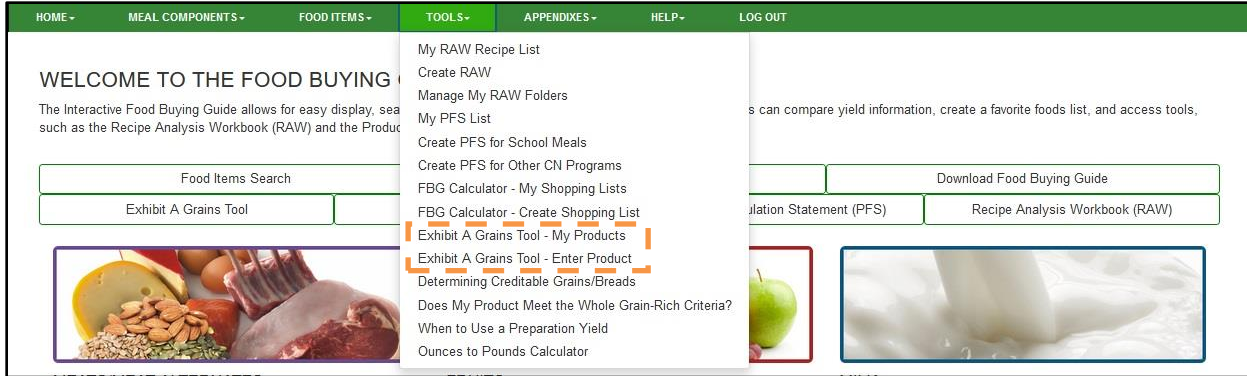
The Exhibit A Grains Tool determines:

1. the ounce equivalent (oz eq) grains or grains/breads serving(s) for your grain product,
2. amount of a grain product to serve in order to provide a specific ounce equivalent (oz eq) grains or grains/breads serving(s), and
3. amount of a grain product to serve in order to meet Minimum Grains Requirement as appropriate for the specific age group/grade group.

Click the “Exhibit A Grains Tool” button on FBG main screen to access Exhibit A Grains Tool functionality.

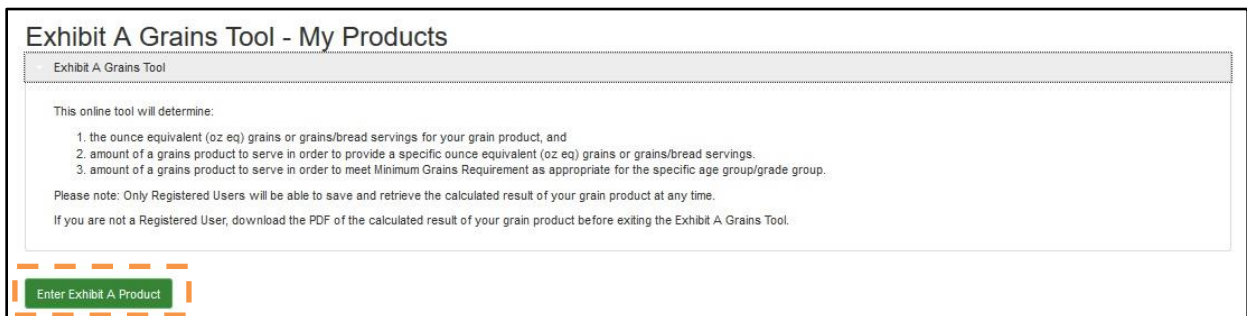


Users can also access the functionality by selecting the “Exhibit A Grains Tool – My Products” and “Exhibit A Grains Tool – Enter Product” menu items under Tools from the top navigation bar.

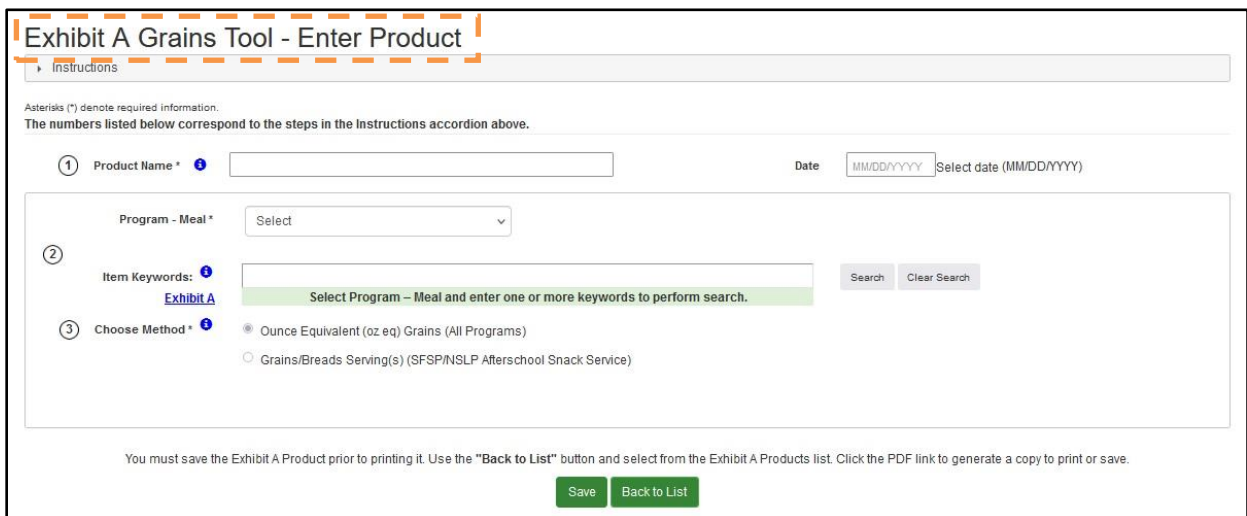


NOTE: This functionality is available to Guest Users, but the Products will not be saved and accessible once user's session expires.

Selecting "Exhibit A Grains Tool - My Products" takes you to the "Exhibit A Grains Tool – My Products" screen. Information about the tool can be accessed at the top of the screen by clicking the gray heading bar to expand or collapse the text.



Click "Enter Exhibit A Product" button and the "Exhibit A Grains Tool - Enter Product" screen will be displayed:



Instructions about the tool can be accessed at the top of the screen by clicking the gray heading bar to expand or collapse the text.

NOTE: The instruction steps correspond to the numbers listed next to the data entry fields within the tool.

To save an Exhibit A Product, user must enter information in the Product Name header field and select a Program – Meal. The Date field is optional. Press the Save button to save.

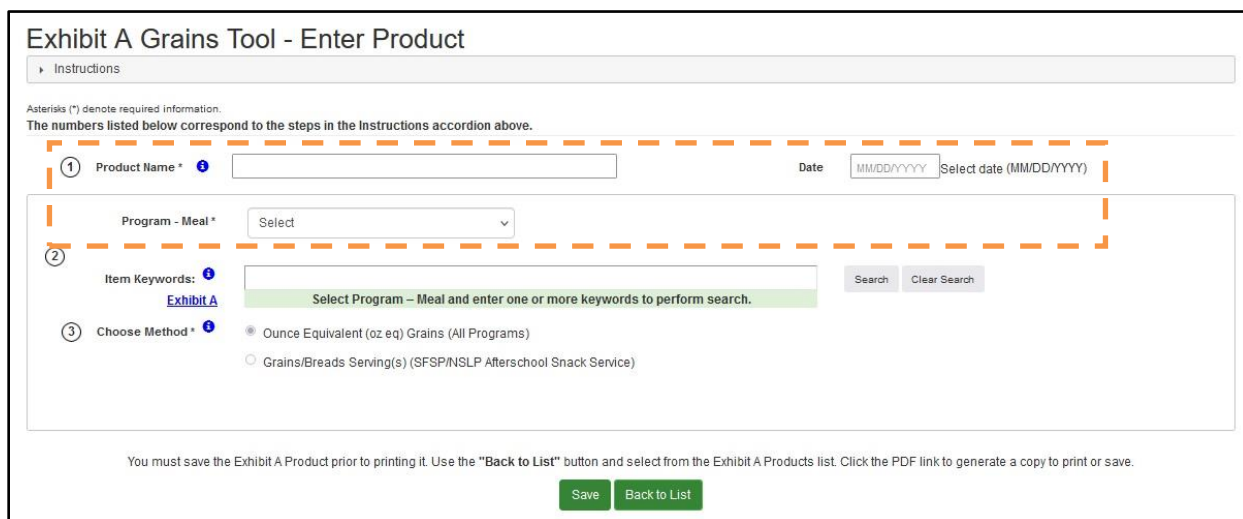


Exhibit A Grains Tool - Enter Product

Instructions

Asterisks (*) denote required information.
The numbers listed below correspond to the steps in the Instructions accordion above.

1 Product Name * Date Select date (MM/DD/YYYY)

Program - Meal *

2 Item Keywords: [Exhibit A](#)

Select Program – Meal and enter one or more keywords to perform search.

3 Choose Method * ☒ Ounce Equivalent (oz eq) Grains (All Programs)
☐ Grains/Breads Serving(s) (SFSP/NSLP Afterschool Snack Service)

You must save the Exhibit A Product prior to printing it. Use the "Back to List" button and select from the Exhibit A Products list. Click the PDF link to generate a copy to print or save.

Exhibit A Grains Tool can perform calculations to determine the grains contribution based on the Program – Meal combination selected by the user. A “Program – Meal” selection is required to perform a search for a food item and to save the Exhibit A Product.

Selection of Program – Meal will determine the grains calculation Method(s) available: ounce equivalent (oz eq) for all Programs and grains/breads servings as an additional option for SFSP/NSLP Afterschool Snack Service. If more than one Method option is available, user must select the applicable option:

Exhibit A Grains Tool - Enter Product

Instructions

Asterisks (*) denote required information.
The numbers listed below correspond to the steps in the Instructions accordion above.

1 Product Name * Date Select date (MM/DD/YYYY)

2 Program - Meal *

Item Keywords:

3 Choose Method * ☒ Ounce Equivalent (oz eq) Grains (All Programs)
☐ Grains/Breads Serving(s) (SFSP/NSLP Afterschool Snack Service)

You must save the Exhibit A Product prior to printing it. Use the "Back to List" button and select from the Exhibit A Products list. Click the PDF link to generate a copy to print or save.

Only one food item from Exhibit A can be selected at a time. Please refer to Exhibit A: Grain Requirements For Child Nutrition Programs.

Once "Program – Meal" value is selected, the user can search for food items (as listed in Exhibit A) by entering one or more keywords and then clicking on the "Search" button or the Enter key. Food items matching the keywords entered and creditable under the Program – Meal selected will be listed.

Program - Meal *

2 Item Keywords:

3 Choose Method * ☒ Ounce Equivalent (oz eq) Grains (All Programs)
☐ Grains/Breads Serving(s) (SFSP/NSLP Afterschool Snack Service)

Action	Item Name	Group	Grams per 1 oz eq	Ounces per 1 oz eq	Grams per 1 Bread Serving	Ounces per 1 Bread Serving
<input type="button" value="Add"/>	Bread sticks (hard)	Group A	22 g	0.8 oz	20 g	0.7 oz
<input type="button" value="Add"/>	Bread type coating	Group A	22 g	0.8 oz	20 g	0.7 oz
<input type="button" value="Add"/>	Stuffing (dry) Note: weights apply to bread in stuffing.	Group A	22 g	0.8 oz	20 g	0.7 oz

Once the food item has been located, click on the corresponding "Add" button to populate that food item into the Exhibit A Product.

The selected food item will appear in a table under the search results.

Item Keywords: Search Clear Search

[Exhibit A](#)

③ Choose Method *

☒ Ounce Equivalent (oz eq) Grains (All Programs)
☐ Grains/Breads Serving(s) (SFSP/NSLP Afterschool Snack Service)

Action	Item Name	Group	Grams per 1 oz eq	Ounces per 1 oz eq	Grams per 1 Bread Serving	Ounces per 1 Bread Serving
④ Add	Bread sticks (hard)	Group A	22 g	0.8 oz	20 g	0.7 oz
Add	Bread type coating	Group A	22 g	0.8 oz	20 g	0.7 oz
Add	Stuffing (dry) Note: weights apply to bread in stuffing.	Group A	22 g	0.8 oz	20 g	0.7 oz

Grains Contribution | Amount to Serve | Amount to Serve by Age Group/Grade Group

Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	Measurement Unit	⑧ Grains Contribution
X Bread sticks (hard)	⑤ <input type="text"/>	⑥ Select	0.00 oz eq grains

To remove a food item from Exhibit A Product, use the corresponding “X” button.

Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	Measurement Unit	⑧ Grains Contribution
X Bread sticks (hard)	⑤ <input type="text"/>	⑥ Select	0.00 oz eq grains

For each food item added, the user can perform one or more of the following calculations:

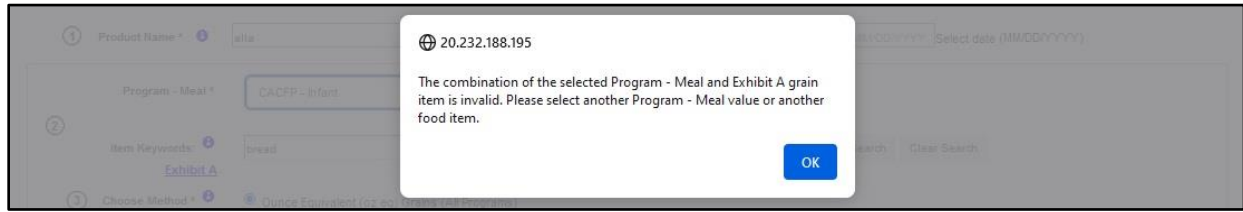
1. Grains Contribution – calculate the ounce equivalent (oz eq) grains or grains/breads servings for your grain product, and/or
2. Amount to Serve – calculate amount of a grain product to serve in order to provide a specific ounce equivalent (oz eq) grains or specific grains/breads servings, and/or
3. Amount to Serve by Age Group/Grade Group – calculate amount of a grain product to serve in order to meet the Minimum Grains Requirement for the specific age group/grade groups of the selected Program – Meal.

Grains Contribution | Amount to Serve | Amount to Serve by Age Group/Grade Group

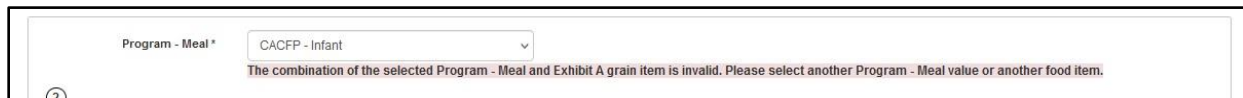
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	Measurement Unit	⑧ Grains Contribution
X Bread sticks (hard)	⑤ <input type="text" value="30"/>	⑥ grams	1.25 oz eq grains

Grains Contribution: 30 grams of Bread sticks (hard) provide 1.25 oz eq grains

If the user adds a food item from the search results and then changes the Program – Meal selection in which the food item is not creditable under the new Program – Meal selected, an error dialog will be displayed.



Users will not be able to save a product in which the food item is not creditable for the Program – Meal selected and an error message will be displayed.



At this point, you can either select a different Program – Meal or delete the food item and perform a new search.

2.5.1.1 Grains Contribution

The Grains Contribution tab calculates the ounce equivalent (oz eq) grains or grains/breads servings for the grain product.

2.5.1.1.1 Groups A – G

For food items in Groups A-G, the user needs to enter a Serving Size (a positive number, for example: 2, or 1.5) and select a Measurement Unit (grams or ounces), and then the Grains Contribution is calculated. The Grains Contribution will be in ounce equivalent when Ounce Equivalent (oz eq) Grains (All Programs) Method is selected, and in grains/breads servings when Grains/Breads Servings (SFSP/NSLP Afterschool Snack Service) Method is selected.

If both options are available, the user can change the Method selection at any time. The user can also change Serving Size and Measurement Unit values at any time, and the Grains Contribution will be recalculated accordingly.

The Grains Contribution will also be listed in the crediting statement below the table.

Grains Contribution		Amount to Serve	Amount to Serve by Age Group/Grade Group	
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) ^① Decimal Equivalents of Commonly Used Fractions	Measurement Unit	⑧ Grains Contribution	
<input checked="" type="checkbox"/> Bread sticks (hard)	⑤ 30	⑥ grams	⑧ 1.25 oz eq grains	
Grains Contribution: 30 grams of Bread sticks (hard) provide 1.25 oz eq grains				

2.5.1.1.2. Groups H and I – Ounce Equivalent Grains

For Ounce Equivalent Grains Method, when a food item in Group H or I is selected, the Measurement Unit can be in cups in addition to grams and ounces. When “cup(s)” is selected, the Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A needs to be selected as well.

For food items in Group H, there is only one option currently available – “1/2 cup cooked”, so it is pre-selected for the user.

Grains Contribution		Amount to Serve	Amount to Serve by Age Group/Grade Group	
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) ^① Decimal Equivalents of Commonly Used Fractions	Measurement Unit	Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A	⑧ Grains Contribution
<input checked="" type="checkbox"/> Cereal Grains (barley, quinoa, etc)	⑤ 1	⑥ cup(s)	⑦ 1/2 cup cooked	⑧ 2.00 oz eq grains
Grains Contribution: 1 cup(s) of Cereal Grains (barley, quinoa, etc) provide 2.00 oz eq grains				

For food items in Group I, three options are available for Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A, so the user needs to make a selection.

Grains Contribution		Amount to Serve	Amount to Serve by Age Group/Grade Group	
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) ^① Decimal Equivalents of Commonly Used Fractions	Measurement Unit	Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A	⑧ Grains Contribution
<input checked="" type="checkbox"/> Ready to eat breakfast cereal (cold, dry)	⑤ 1	⑥ cup(s)	⑦ <div> <div>Select</div> <div> <div>1 cup flakes and rounds</div> <div>1.25 cups puffed cereal</div> <div>1/4 cup granola</div> </div> </div>	⑧ 0.00 oz eq grains
Grains Contribution: 1 cup(s) of Ready to eat breakfast cereal (cold, dry) provide 0.00 oz eq grains				

The Grains Contribution will be listed in the crediting statement below the table.

Grains Contribution				
Amount to Serve		Amount to Serve by Age Group/Grade Group		
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) ^⑤ Decimal Equivalents of Commonly Used Fractions	Measurement Unit ^⑥	Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A ^⑦	⑧ Grains Contribution
<input checked="" type="checkbox"/> Ready to eat breakfast cereal (cold, dry)	⑤ 1	⑥ cup(s)	⑦ 1 cup flakes and round	1.00 oz eq grains
Grains Contribution: 1 cup(s) of Ready to eat breakfast cereal (cold, dry) provide 1.00 oz eq grains				

2.5.1.1.3. Groups H and I – Grains/Breads Serving(s)

For Grains/Breads Serving(s) Method, when a food item in Group H or I is selected, the Measurement Unit can be in cups in addition to grams and ounces. When “cup(s)” is selected, the Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A needs to be selected as well (1 cup flakes and round; 1.25 cups puffed cereal; or ¼ cup granola).

For food items in Group H, there is only one option currently available – “1/2 cup cooked”, so it is pre-selected for the user.

Grains Contribution				
Amount to Serve		Amount to Serve by Age Group/Grade Group		
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) ^⑤ Decimal Equivalents of Commonly Used Fractions	Measurement Unit ^⑥	Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A ^⑦	⑧ Grains Contribution
<input checked="" type="checkbox"/> Cereal Grains (barley, quinoa, etc)	⑤ 1	⑥ cup(s)	⑦ 1/2 cup cooked	2.00 grains/breads serving(s)
Grains Contribution: 1 cup(s) of Cereal Grains (barley, quinoa, etc) provide 2.00 grains/breads serving(s)				

For food items in Group I, there is only one option currently available – “3/4 cup”, so it is pre-selected for the user.

Grains Contribution				
Amount to Serve		Amount to Serve by Age Group/Grade Group		
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) ^⑤ Decimal Equivalents of Commonly Used Fractions	Measurement Unit ^⑥	Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A ^⑦	⑧ Grains Contribution
<input checked="" type="checkbox"/> Ready to eat breakfast cereal (cold, dry)	⑤ 1	⑥ cup(s)	⑦ 3/4 cup	1.25 grains/breads serving(s)
Grains Contribution: 1 cup(s) of Ready to eat breakfast cereal (cold, dry) provide 1.25 grains/breads serving(s)				

The Grains Contribution will be listed in the crediting statement below the table.

Grains Contribution		Amount to Serve	Amount to Serve by Age Group/Grade Group	
Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	Measurement Unit	Weight or Cups of One Ounce Equivalent/Minimum Serving Size as Listed in Exhibit A	Grains Contribution
X Ready to eat breakfast cereal (cold, dry)	1	cup(s)	3/4 cup	1.25 grains/breads serving(s)

Grains Contribution: 1 cup(s) of Ready to eat breakfast cereal (cold, dry) provide 1.25 grains/breads serving(s)

2.5.1.2 Amount to Serve

Amount to Serve tab calculates amount of a grains product to serve in order to provide a specific ounce equivalent (oz eq) grains or specific grains/breads servings.

2.5.1.2.1 Groups A – G

For food items in Groups A-G, the user first needs to enter the Desired Grains Contribution (a positive number, for example: 2, or 1.5). The Measurement Unit (ounce equivalent or grains/breads servings) will be filled in automatically based in the Method selected. Then the user needs to enter the Serving Size, as provided on Product Label (see more details below), and the Amount to Serve is calculated. You can change the Method selection, the Desired Grains Contribution and Serving Size values at any time, and the Amount to Serve will be recalculated accordingly.

The Amount to Serve will also be listed in the Amount to Serve statement below the table.

Grains Contribution		Amount to Serve	Amount to Serve by Age Group/Grade Group	
Description of Food Item per Exhibit A	Desired Grains Contribution	Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	Amount to Serve	
X Bread sticks (hard)	1.40 oz eq grains	Serving Size 5 piece(s)/slice(s) weigh(s) 60 grams	2.75 piece(s)/slice(s)	

Amount to Serve: To provide 1.4 oz eq grains of Bread sticks (hard) , serve 2.75 piece(s)/slice(s)

The Serving Size (as provided on Product Label) column consist of two groups:

1. Serving Size: enter the amount (as provided on Product Label), and then select the measurement unit.
2. Weigh(s): enter the weight (positive number, for example, 2 or 1.5), and then select the measurement unit.

Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	
7 Serving Size 5	piece(s)/slice(s) weigh(s) 60
<div> <div> Select piece(s)/slice(s) serving(s) single serve package(s) </div> <div> Select grams oz </div> </div>	

Bread sticks (hard) , serve

The selection the user makes in the Serving Size Measurement Unit drop-down will determine how the Amount to Serve will be displayed:

Table 6: Serving Size and Amount to Serve Measurement Unit

Serving Size Measurement Unit	Amount to Serve Measurement Unit Example
piece(s)/slice(s)	2.75 piece(s)/slice(s)
serving(s)	2.75 serving(s) (1.25 oz or 31.00 g)
single serve package(s)	2.75 single serve package(s)

2.5.1.2.2. Groups H and I

For food items in Groups H and I, the user first needs to select a Food Item Type from the drop-down. In some cases, Food Item Type selection is fixed based on Exhibit A, and then the drop-down is not shown.

Then the user needs to enter the Desired Grains Contribution (a positive number, for example: 2, or 1.5). The Measurement Unit (ounce equivalent or grains/breads servings) will be filled in automatically based on the Method selected. The Amount to Serve is calculated automatically in cups. You can change the Method selection and the Food Item Type and the Desired Grains Contribution values at any time, and the Amount to Serve will be recalculated accordingly.

The Amount to Serve will also be listed in the Amount to Serve statement below the table.

Grains Contribution Amount to Serve Amount to Serve by Age Group/Grade Group			
Description of Food Item per Exhibit A	Food Item Type	Desired Grains Contribution	Amount to Serve Decimal Equivalents of Commonly Used Fractions
<input checked="" type="checkbox"/> Ready to eat breakfast cereal (cold, dry)	⑤ flakes and rounds ▾	⑤ 1.8 oz eq grains	1.875 cup(s)

Amount to Serve: To provide 1.8 oz eq grains of Ready to eat breakfast cereal (cold, dry) , serve 1.875 cup(s)

2.5.1.3 Amount to Serve by Age Group/Grade Group

The Amount to Serve by Age Group/Grade Group tab calculates the amount of a grain product to serve to meet the Minimum Grains Requirement for the specific age group/grade group you are serving. The set of appropriate Age Groups/Grade Groups is determined by the Program – Meal value selected. The selected value is displayed in the Program – Meal field.

2.5.1.3.1. Groups A – G

For food items in Groups A-G, the user first needs to enter the Serving Size, as provided on Product Label.

The Amount to Serve to Meet Minimum Grains Requirement is calculated for each age group/grade group corresponding to the Program – Meal combination selected. You can change the Serving Size values and Program – Meal combination at any time, and the Amount to Serve will be recalculated accordingly.

The Amount to Serve to Meet Minimum Grains Requirement will be listed in the Amount to Serve table.

The Serving Size (as provided on Product Label) column consist of two groups:

1. Serving Size: enter the amount (as provided on Product Label), and then select the measurement unit.
2. Weigh(s): enter the weight (positive number, for example, 2 or 1.5), and then select the measurement unit.

The selection the user makes in the Serving Size Measurement Unit drop-down will determine how the Amount to Serve will be displayed:

Table 7: Serving Size and Amount to Serve Measurement Unit

piece(s)/slice(s)	2.75 piece(s)/slice(s)
serving(s)	2.75 serving(s) (1.25 oz or 31.00 g)
single serve package(s)	2.75 single serve package(s)

2.5.1.3.2. Groups H and I

For food items in Group H and I, the user needs to select a Food Item Type from the drop-down. In some cases, Food Item Type selection is fixed based on Exhibit A, and then the drop-down is not shown. The Amount to Serve is calculated automatically in cups. You can change the Food Item Type and the Program – Meal combination values at any time, and the Amount to Serve will be recalculated accordingly.

The Amount to Serve will be listed in the Amount to Serve table.

Age Group/Grade Group	Amount to Serve to Meet Minimum Grains Requirement	Minimum Grains Requirement
Ages 1-2	0.50 cup(s)	0.50 oz eq grains
Ages 3-5	0.50 cup(s)	0.50 oz eq grains
Ages 6-12	1.00 cup(s)	1.00 oz eq grains

2.5.1.4 My Products

The “Back to List” button on the bottom of the screen takes user to the “Exhibit A Grains Tool – My Products” screen.

NOTE: “Back to List” button does not save any information, so please be sure to save any changes before pressing it.

Click on table headers to sort by that column’s value. Enter a search string into the “Product Name” column’s search field to narrow selection of Exhibit A products displayed.

Product Name	Date	Program - Meal	Created On	Updated On	Actions
Chicken Pot Pie	02/17/2023	NSLP - Lunch	04/07/2022 09:49	02/17/2023 11:42	Edit Copy Delete PDF Export Email
Bread Sticks Calculation		SBP - Breakfast	08/22/2022 09:56	02/17/2023 11:39	Edit Copy Delete PDF Export Email

Use the links in the “Actions” column for an existing Exhibit A Product:

- Edit – to change or update information previously entered in an Exhibit A Product
- Copy – to create a copy of an existing Exhibit A Product
- Delete – to permanently remove an Exhibit A Product
- PDF – to generate, view, and save a PDF of the Exhibit A Product
- Export – to generate, view, and save Exhibit A Product as a text or Excel file
- Email – to generate Exhibit A Product PDF and email it to one or more recipients.

2.5.1.5 Display of Inactive Food Items

Inactive food items are no longer visible when using the Exhibit A Grains Tool search function. However, if an inactive food item was previously included in an Exhibit A product, it is still visible both on the FBG application screens and in the generated PDFs. Inactive food items are displayed with a red warning message encouraging the user to remove them.

Grains Contribution	Amount to Serve	Amount to Serve by Age Group/Grade Group	Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	Measurement Unit	Grains Contribution
	Description of Food Item per Exhibit A				
X	Pie crust (dessert pies, cobblers, fruit turnovers and meats/meat alternate pies) <small>Food Item is not Active! Please remove this food item.</small>		5 21.00	6 grams	8 0.50 oz eq grains

2.5.1.6 Products Created before March 2023

Products created before the March 2023 release of version 2.19 of the FBG Web-Based Tool did not have a Program – Meal selection in the product header. The Program – Meal that may have been selected in the Amount to Serve by Age Group/Grade Group tab of old products will be ignored.

Such products should be edited to add the Program – Meal selection, and users will be notified by an error message when editing the product. The user will need to select a Program – Meal before they can save it.

Program - Meal *	Select
Please select a Program - Meal or create a new Exhibit A Product. Please note that your Program - Meal selection might affect the Calculation Method(s) available and be incompatible with the food item selected.	

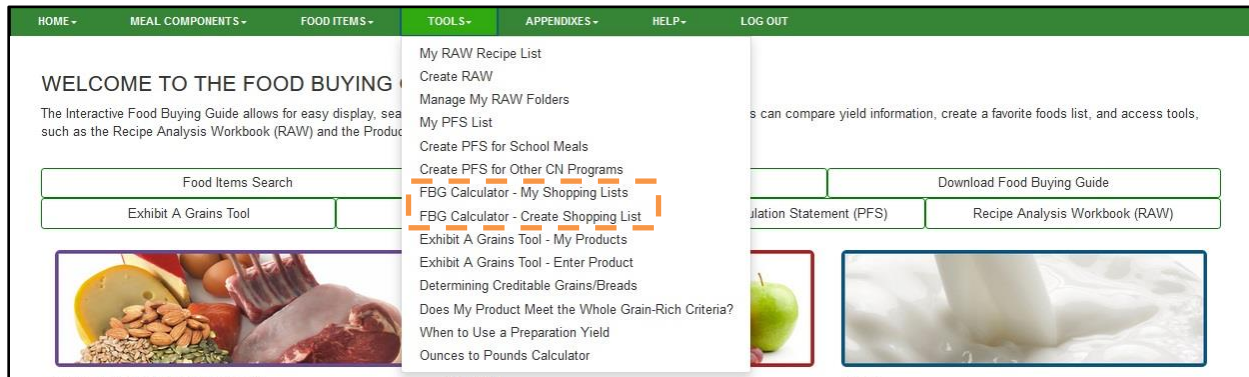
2.5.2 FBG Calculator

The FBG Calculator is a tool that will create a shopping list to assist users in ordering food for their programs based on food items needed and your current inventory. This tool contains series of tabs with formulas for each food group.

Click the “FBG Calculator” button on FBG main screen to access FBG Calculator functionality.

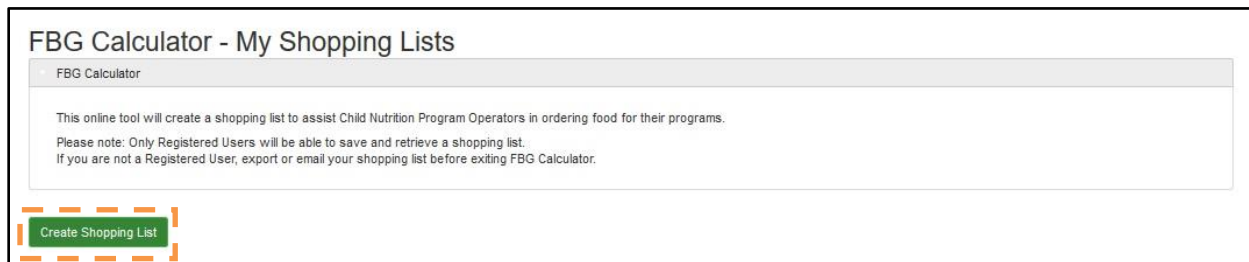


Users can also access the functionality by selecting the “FBG Calculator – My Shopping Lists” and “FBG Calculator – Create Shopping List” menu items under the Tools.

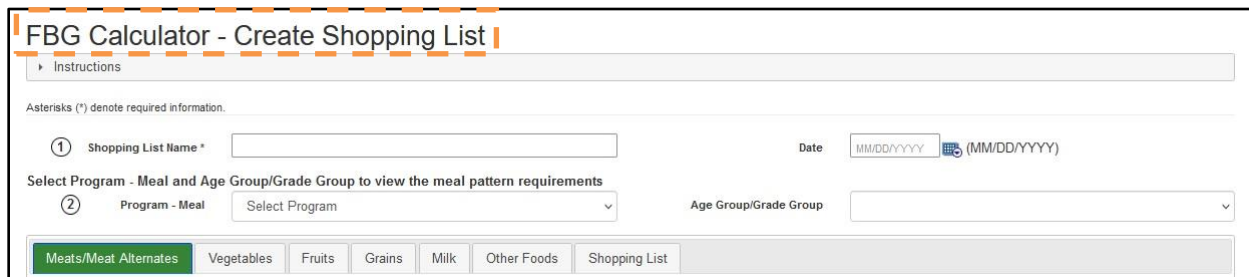


NOTE: This functionality is available to Guest Users, but the Shopping Lists will disappear once user’s session expires.

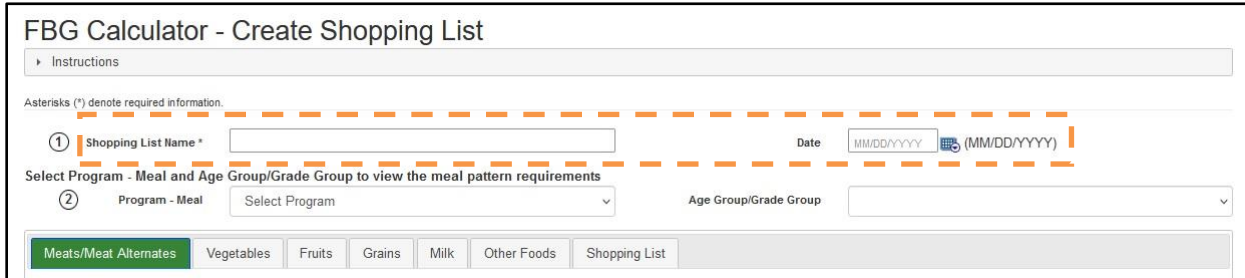
This takes you to the FBG Calculator – My Shopping Lists screen. Information about the tool can be accessed at the top of the screen by clicking the gray FBG Calculator heading bar to expand or collapse the text.



Click “Create Shopping List” button and the FBG Calculator - Create Shopping List screen will be displayed:



User must enter information in the Shopping List Name header field, and the Date field is optional.



A Shopping List can include ingredient(s) for one or more meal components, and each meal component has a separate tab in the Shopping List. Please note the Grains tab only reflects search results for items listed in the Food Buying Guide yield table for Grains.

2.5.2.1 View the Meal Pattern Requirements for Meal Components

All Child Nutrition Program meal patterns follow a food-based menu planning approach. This approach requires specific quantities of food components to be served daily in accordance with the meal pattern. The specific amounts of foods included in the meal pattern ensure that program participants receive access to a variety of foods each day which contribute to a healthy diet. The meal pattern requirements for each Child Nutrition Program are provided in Charts 1A-5C of the downloadable Food Buying Guide. For ease of use, the FBG Calculator provides users with the ability to look up the meal pattern requirement for each meal component.

When applicable, information is displayed in each of the Meal Component tabs of the Shopping List once a selection is made in the “Program – Meal” drop-down. If an additional selection is made in the “Age Group/Grade Group” drop-down, information specific to the Age Group/Grade Group selected is displayed; information for all Age Groups/Grade Groups is displayed otherwise.

FBG Calculator - Create Shopping List

Instructions

Asterisks (*) denote required information.

① Shopping List Name * Apples and Oranges Salad Date 04/24/2020 (MM/DD/YYYY)

Select Program - Meal and Age Group/Grade Group to view the meal pattern requirements

② Program - Meal NSLP - Lunch Age Group/Grade Group All

Meats/Meat Alternates Vegetables Fruits Grains Milk Other Foods Shopping List

② Minimum Vegetables Requirements for NSLP - Lunch

	Grades K - 5	Grades 6 - 8	Grades 9 - 12
Vegetables (cups)	3-3/4 per week (3/4 per day)	3-3/4 per week (3/4 per day)	5 per week (1 per day)
Dark Green	1/2	1/2	1/2
Red/Orange	3/4	3/4	1-1/4
Beans and Peas (Legumes)	1/2	1/2	1/2
Starchy	1/2	1/2	1/2
Other	1/2	1/2	3/4
Additional Vegetable to Reach Total	1	1	1-1/2

③ Item keywords: Enter one or more keywords to perform search Search Clear Search Display Favorites

2.5.2.2 Adding Food Items to a Shopping List

A Shopping List can include food item(s) for one or more meal components, and each meal component has a separate tab in the Shopping List. Each tab has a search control that allows the user to locate food items within that given meal component (ex. the Fruits tab's search control will locate only fruit items).

Select Program - Meal and Age Group/Grade Group to view the meal pattern requirements

② Program - Meal Select Program Age Group/Grade Group

Meats/Meat Alternates Vegetables Fruits Grains Milk Other Foods Shopping List

③ Item keywords: apples Search Clear Search Display Favorites

④

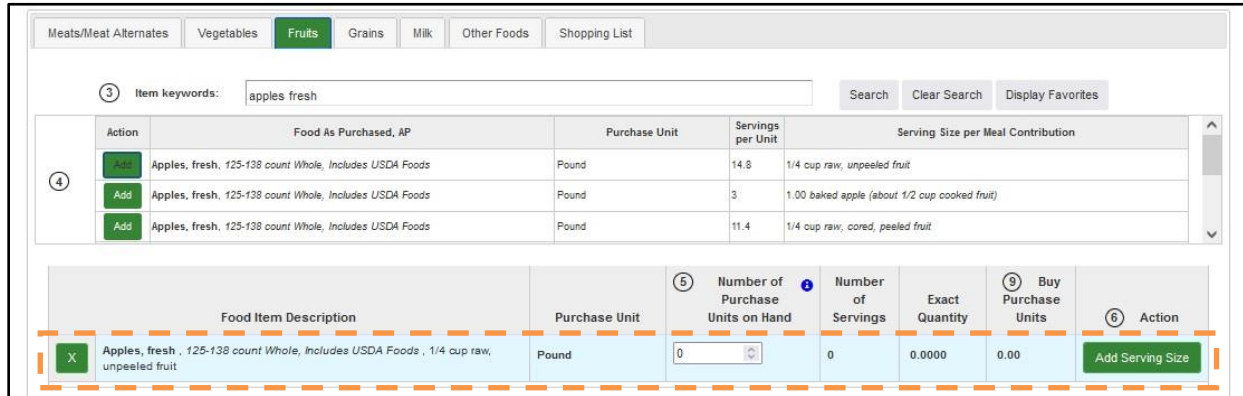
Action	Food As Purchased, AP	Purchase Unit	Servings per Unit	Serving Size per Meal Contribution
Add	Apples, fresh, 125-138 count Whole, Includes USDA Foods	Pound	14.8	1/4 cup raw, unpeeled fruit
Add	Apples, fresh, 125-138 count Whole, Includes USDA Foods	Pound	3	1.00 baked apple (about 1/2 cup cooked fruit)
Add	Apples, fresh, 125-138 count Whole, Includes USDA Foods	Pound	11.4	1/4 cup raw, cored, peeled fruit

Users can search for food item by entering one or more keywords. Selecting a “Program – Meal” combination provides crediting information for food items based on the selected Program. Once the food item has been located, click the corresponding “Add” button to populate that food item into the Shopping List.

Users can also add ingredients to the Shopping List from their Favorites using the Display Favorites button. Once Display Favorites button is pressed, the Search Results table is populated

with this user's Favorite food items that are allowed to be used in a Shopping List for the Meal Component selected.

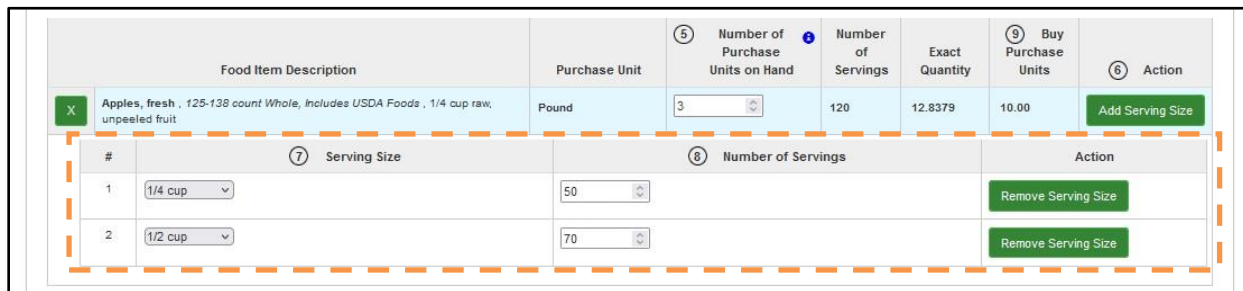
Once a food item is selected, use the Add Serving Size button to add a row for one or more serving sizes you need.



The screenshot shows the FBG interface with the 'Fruits' category selected. A search for 'apples fresh' has been performed, resulting in three items listed. The first item, 'Apples, fresh, 125-138 count Whole, Includes USDA Foods', is selected. Below the list, the food item row is displayed with the following details:

Food Item Description	Purchase Unit	Number of Purchase Units on Hand	Number of Servings	Exact Quantity	Buy Purchase Units	Action
Apples, fresh, 125-138 count Whole, Includes USDA Foods, 1/4 cup raw, unpeeled fruit	Pound	0	0	0.0000	0.00	Add Serving Size

The serving size rows will appear under the food item row.



The screenshot shows the FBG interface with the 'Fruits' category selected. A search for 'apples fresh' has been performed, resulting in three items listed. The first item, 'Apples, fresh, 125-138 count Whole, Includes USDA Foods', is selected. Below the list, the food item row is displayed with the following details:

Food Item Description	Purchase Unit	Number of Purchase Units on Hand	Number of Servings	Exact Quantity	Buy Purchase Units	Action												
Apples, fresh, 125-138 count Whole, Includes USDA Foods, 1/4 cup raw, unpeeled fruit	Pound	3	120	12.8379	10.00	Add Serving Size												
<table border="1"> <thead> <tr> <th>#</th> <th>Serving Size</th> <th>Number of Servings</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1/4 cup</td> <td>50</td> <td>Remove Serving Size</td> </tr> <tr> <td>2</td> <td>1/2 cup</td> <td>70</td> <td>Remove Serving Size</td> </tr> </tbody> </table>							#	Serving Size	Number of Servings	Action	1	1/4 cup	50	Remove Serving Size	2	1/2 cup	70	Remove Serving Size
#	Serving Size	Number of Servings	Action															
1	1/4 cup	50	Remove Serving Size															
2	1/2 cup	70	Remove Serving Size															

Some of the food item information will be pre-populated from the Food Buying Guide. The user needs to select one or more Serving Sizes and enter the Number of Servings for each serving size. Exact Quantity and Need Purchase Units will calculate automatically. The total Servings Count, Exact Quantity, and Buy Purchase Units for the food item will calculate automatically and will be displayed in the food item row. The user can also enter Number of Purchase Units on Hand in the food item row, it will be taken into account when the total Buy Purchase Units for a food item is calculated.

Food Item Description	Purchase Unit	⑤ Number of Purchase Units on Hand	④ Number of Servings	Exact Quantity	⑨ Buy Purchase Units	⑥ Action
X Apples, fresh , 125-138 count Whole, Includes USDA Foods , 1/4 cup raw, unpeeled fruit	Pound	3	120	12.8379	10.00	Add Serving Size

#	⑦ Serving Size	⑧ Number of Servings	Action
1	1/4 cup	50	Remove Serving Size
2	1/2 cup	70	Remove Serving Size

If a serving size is not needed the users can use the corresponding “Remove Serving Size” button to remove the serving size from the food item’s list of serving sizes. If a food item is not needed the users can use the corresponding “X” button to remove the food item from the Shopping List.

Food Item Description	Purchase Unit	⑤ Number of Purchase Units on Hand	④ Number of Servings	Exact Quantity	⑨ Buy Purchase Units	⑥ Action
X Apples, fresh , 125-138 count Whole, Includes USDA Foods , 1/4 cup raw, unpeeled fruit	Pound	3	120	12.8379	10.00	Add Serving Size

#	⑦ Serving Size	⑧ Number of Servings	Action
1	1/4 cup	50	Remove Serving Size
2	1/2 cup	70	Remove Serving Size

2.5.2.3 Shopping List

The Shopping List tab contains a summary shopping list for the users’ food items based on the information entered by the user.

FBG Calculator - Edit Shopping List

Instructions

Asterisks (*) denote required information:

① Shopping List Name * Apples and Grapes Saled
Date 04/24/2020 Select date (MM/DD/YYYY)

Select Program - Meal and Age Group/Grade Group to view the meal pattern requirements
② Program - Meal Select Program
Age Group/Grade Group

Meats/Meat Alternates Vegetables Fruits Grains Milk Other Foods **Shopping List**

Shopping List

Buy Purchase Units	Purchase Unit	Food Item Description	Number of Servings	Serving Size
	Pound	Apples, fresh , 125-138 count Whole, Includes USDA Foods , 1/4 cup raw, unpeeled fruit	50	1/4 cup
	Pound	Apples, fresh , 125-138 count Whole, Includes USDA Foods , 1/4 cup raw, unpeeled fruit	70	1/2 cup
13.00	Pound	Total	120	
	Pound	Grapes, fresh , Seedless, Whole, With stem , 1/4 cup whole fruit	120	1/4 cup
11.50	Pound	Total	120	

You must save the Shopping List prior to printing it. Use the "Back to List" button and select from the Shopping Lists list. Click the PDF link to generate a copy to print or save.

Save Back to List

Use “Save” button to save your Shopping List at any point. Use “Back to List” button to return to the FBG Calculator – My Shopping Lists screen.

NOTE: “Back to List” button does not save any information, so please be sure to save any changes before pressing it.

2.5.2.4 My Shopping Lists

The “Back to List” button on the bottom of the screen takes user to the “FBG Calculator – My Shopping Lists” screen.

Click on table headers to sort by that column’s value. Enter a search string into the “Shopping List Name” column’s search field to narrow selection of shopping lists displayed.

FBG Calculator - My Shopping Lists

FBG Calculator

Create Shopping List

The following are the Shopping Lists you created. You can narrow the set of lists displayed by entering one or more keywords for Shopping List name. You can re-sort the table entries by Shopping List Name or Date/Time Created by clicking on the corresponding table header.

Click the PDF link to generate a copy of the Shopping List to print or save.

Shopping List Name	Date	Created On	Updated On	Actions
Apples and Grapes Salad	10/11/2022	10/19/2022 13:37	11/07/2022 07:36	Edit Copy Delete PDF Export Email

Use the links in the Actions column for an existing Shopping List:

- Edit – to change or update information previously entered in a Shopping List
- Copy – to create a copy of an existing Shopping List
- Delete – to permanently remove a Shopping List
- PDF – to generate, view, and save a PDF of the Shopping List
- Export – to generate, view, and save Shopping List as a text or Excel file
- Email – to generate Shopping List PDF and email it to one or more recipients.

2.5.2.5 Display of Inactive Food Items

Inactive food items are no longer visible when using the FBG Calculator search function. However, if an inactive food item was previously included in a Shopping List, it is still visible both on the FBG application screens and in the generated PDFs. Inactive food items are displayed with a red warning message encouraging the user to remove them.

The screenshot shows the FNS User Manual - FBG interface. At the top, there are tabs for Meats/Meat Alternates, Vegetables (selected), Fruits, Grains, Milk, Other Foods, and Shopping List. Below the tabs is a search bar with the label "Item keywords:" and a placeholder "Enter one or more keywords to perform search". To the right of the search bar are buttons for "Search", "Clear Search", and "Display Favorites".

Below the search bar is a table with the following columns: Food Item Description, Purchase Unit, Number of Purchase Units on Hand, Number of Servings, Exact Quantity, Buy Purchase Units, and Action. The table contains one row for "Eggplant, frozen, whole, peeled, cooked vegetable". The "Food Item Description" column has a green 'x' icon and a message "Food Item is not Active! Please remove this food item." The "Purchase Unit" is "Pound", "Number of Purchase Units on Hand" is "0", "Number of Servings" is "90", "Exact Quantity" is "17.1643", and "Buy Purchase Units" is "17.25". The "Action" column has a button "Add Serving Size".

Below the table is a section for "Serving Size" and "Number of Servings". It has a table with the following columns: #, Serving Size, Number of Servings, and Action. The table contains two rows: Row 1 has "# 1", "1/4 cup", "40", and "Remove Serving Size"; Row 2 has "# 2", "3/8 cup", "50", and "Remove Serving Size".

2.5.3 Determining Creditable Grains/Breads

The Interactive Flow Chart for Determining Creditable Grains/Breads is a questionnaire that opens in a pop-up window.

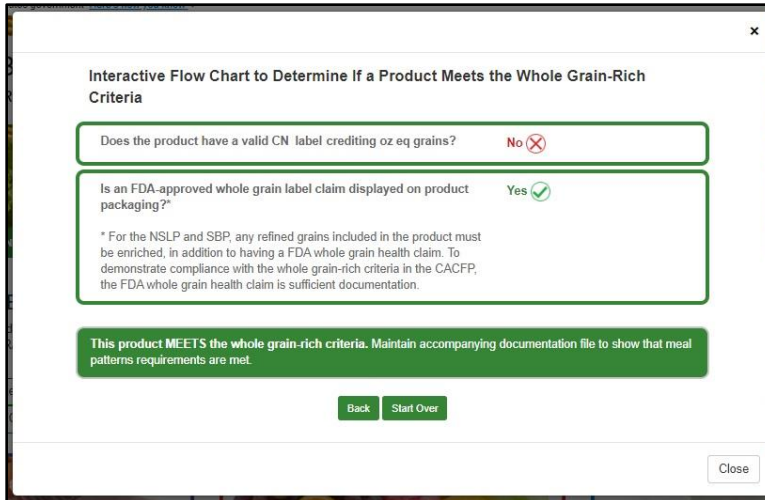
The screenshot shows the "Interactive Flow Chart for Determining Creditable Grains/Breads" pop-up window. It contains two questions: "A. Is the food product labeled as whole grain?" with a "No" response and a red 'X' icon, and "B. Is the food product labeled as enriched?" with a "Yes" response and a green checkmark icon. Below the questions is a green box with the text "The food product is CREDITABLE as a grains/breads component." At the bottom of the window are buttons for "Back", "Start Over", and "Close".

The user is asked to provide Yes or No responses to a series of questions. After each answer is provided, the interactive chart either displays the next question, or arrives at the final answer.

Use Back button to go back one question. Use the Start Over button to start over. Use the Close button to close the pop-up window.

2.5.4 Does My Product Meet the Whole Grain-Rich Criteria

The Interactive Flow Chart to Determine If a Product Meets the Whole Grain-Rich Criteria is a questionnaire that opens in a pop-up window.



Interactive Flow Chart to Determine if a Product Meets the Whole Grain-Rich Criteria

Does the product have a valid CN label crediting oz eq grains? **No** ❌

Is an FDA-approved whole grain label claim displayed on product packaging? **Yes** ✅

* For the NSLP and SBP, any refined grains included in the product must be enriched, in addition to having a FDA whole grain health claim. To demonstrate compliance with the whole grain-rich criteria in the CACFP, the FDA whole grain health claim is sufficient documentation.

This product MEETS the whole grain-rich criteria. Maintain accompanying documentation file to show that meal patterns requirements are met.

Back Start Over

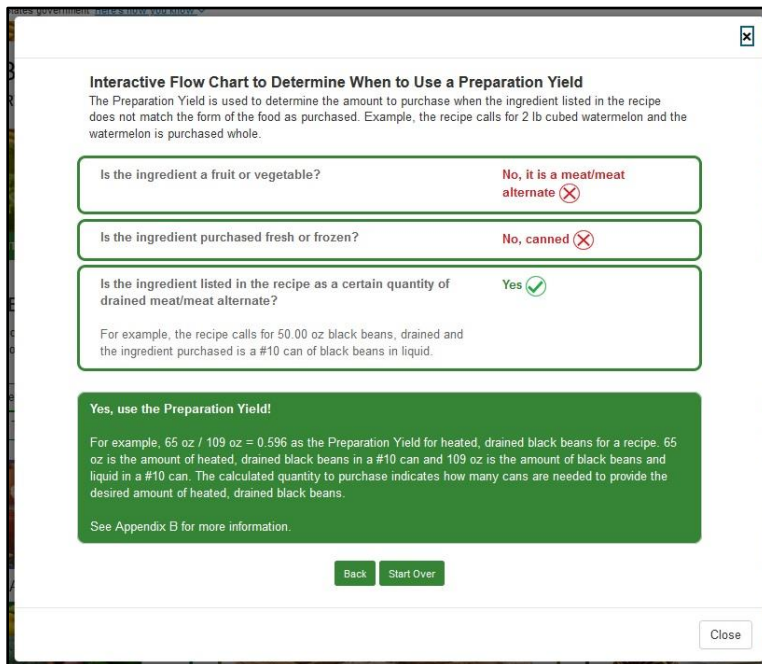
Close

The user is asked to provide Yes or No responses to a series of questions. After each answer is provided, the interactive chart either displays the next question, or arrives at the final answer.

Use Back button to go back one question. Use the Start Over button to start over. Use the Close button to close the pop-up window.

2.5.5 When to Use a Preparation Yield

The Interactive Flow Chart to Determine When to Use Preparation Yield is a questionnaire that opens in a pop-up window.



Interactive Flow Chart to Determine When to Use a Preparation Yield

The Preparation Yield is used to determine the amount to purchase when the ingredient listed in the recipe does not match the form of the food as purchased. Example, the recipe calls for 2 lb cubed watermelon and the watermelon is purchased whole.

Is the ingredient a fruit or vegetable? **No, it is a meat/meat alternate** ❌

Is the ingredient purchased fresh or frozen? **No, canned** ❌

Is the ingredient listed in the recipe as a certain quantity of drained meat/meat alternate? **Yes** ✅

For example, the recipe calls for 50.00 oz black beans, drained and the ingredient purchased is a #10 can of black beans in liquid.

Yes, use the Preparation Yield!

For example, $65 \text{ oz} / 109 \text{ oz} = 0.596$ as the Preparation Yield for heated, drained black beans for a recipe. 65 oz is the amount of heated, drained black beans in a #10 can and 109 oz is the amount of black beans and liquid in a #10 can. The calculated quantity to purchase indicates how many cans are needed to provide the desired amount of heated, drained black beans.

See Appendix B for more information.

Back Start Over

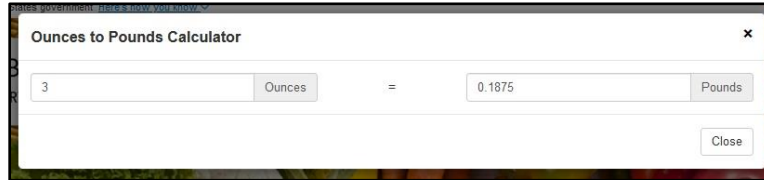
Close

The user is asked to provide Yes or No responses to a series of questions. After each answer is provided, the interactive chart either displays the next question, or arrives at the final answer.

Use Back button to go back one question. Use the Start Over button to start over. Use the Close button to close the pop-up window.

2.5.6 Ounces to Pounds Calculator

The Ounces to Pounds Calculator is an interactive tool that opens in a pop-up window.

A screenshot of a web-based pop-up window titled "Ounces to Pounds Calculator". The window has a close button (X) in the top right corner. Inside, there is a text input field containing the number "3", followed by a button labeled "Ounces". To the right of this is an equals sign "=" and another text input field containing the number "0.1875", followed by a button labeled "Pounds". At the bottom right of the window is a "Close" button. The background of the pop-up shows a blurred image of various fruits and vegetables.

The user can enter a number of ounces to be converted to pounds, or a number of pounds to be converted to ounces.

Use the Close button to close the pop-up window.

3 Registered User

Registered Users can use all site functionality in the same manner as outlined for Guest Users in section 2. Additional features for registered users include:

1. Items saved to Favorites will be retained for the Registered User.
2. FBG Calculator Shopping Lists will be retained for the Registered User.
3. Exhibit A Products will be retained for the Registered User.
4. Recipe Analysis Workbook is available to Registered Users with Organizations other than Vendor.
5. Product Formulation Statement is available to Registered Users with Organization set to FNS National Office, FNS Regional Office, and Vendor.

3.1 Logging In

When navigating to the FBG URL, a User will first see the following Login Screen:

U.S. An official website of the United States government <https://tools.usda.gov/fbg>

USDA Food Buying Guide for Child Nutrition Programs
U.S. DEPARTMENT OF AGRICULTURE

Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool

The Interactive Food Buying Guide allows for easy searching, navigating, and displaying of content. In addition, users can compare yield information, create a favorite foods list, and access tools, such as:

- FBG Calculator
- Exhibit A Grains Tool
- Download Food Buying Guide
- Recipe Analysis Workbook (RAW), and
- Product Formulation Statement (PFS) Workbook.

Create a profile in order to save the following: food items in your Favorites list, shopping lists created by the FBG Calculator, analyzed recipes using the RAW, and Product Formulation Statements.

PLEASE NOTE: A USDA eAuthentication or Login.gov account is needed to access the tool. New and existing users who have either of the accounts can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

If you do not have a USDA eAuthentication account or a Login.gov account, go to [Create Account](#) and you will be directed to create a Login.gov account. You will immediately receive an email with a link to activate your account with one simple click.

Contact cnprtab@usda.gov for assistance in accessing the site.

OR

Continue as a Guest User

Select Organization Type

Privacy Act Notice

Authority: This information is being collected under the authority of Healthy Hunger Free Kids Act 2010, a reauthorization of the Child Nutrition Act.

Purpose: The Food Buying Guide (FBG) provides guidance on how foods may contribute toward the meal pattern requirements in Child Nutrition Programs. Users can easily search and navigate through the tool, compare food items, create a favorite foods list, make a shopping list to assist in ordering and purchasing food, and determine the meal pattern contribution for food items, which can all be accessed at any time by registered users who are signed on with their user profiles.

Routine Uses: The Food Buying Guide (FBG) is an essential tool used by Child Nutrition Program operators and food manufacturers to assist in: 1) purchasing the right amount of food and purchasing it most economically, and 2) determining the specific contribution each food makes toward the meal pattern requirements to ensure that meals provide necessary nourishment and meet program requirements for reimbursement.

Disclosure: Disclosing the information is voluntary. Failure to create a registered user profile will prevent a user from accessing the full capabilities of the FBG.

FNS | CNRP | USDA | FOIA | USDA Policies and Links | Accessibility Statement | Privacy Policy | Information Quality | No Fear Act | Nondiscrimination Statement | USA.gov | Whitehouse.gov

3.1.1 Requirement – USDA eAuthentication Account or a Login.gov Account

A USDA eAuthentication or Login.gov account is needed to access the tool as a registered user.

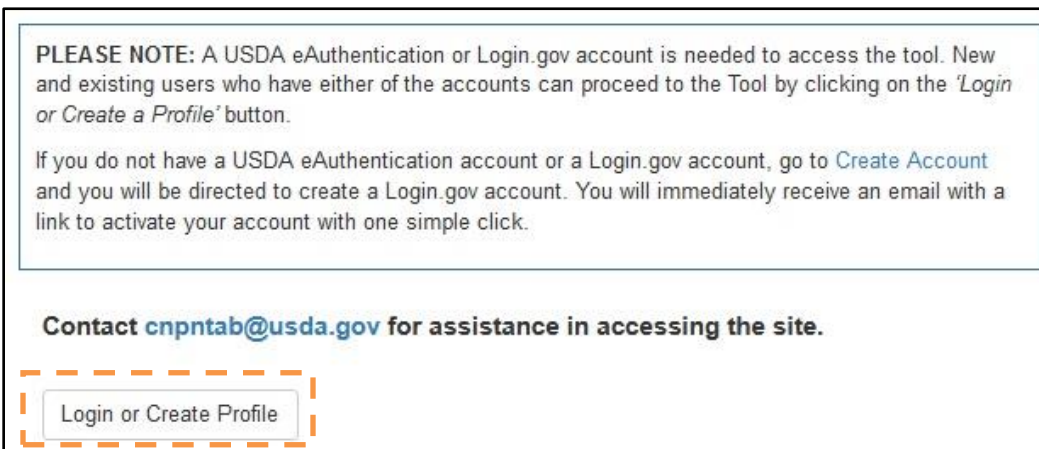
Users who already have a Login.gov account can use it and go through a one-time process to link it with their eAuthentication account.

For those users who do not have either type of account, a new Login.gov account can be created by following the instructions available inside the box as shown on the screenshot below. The link provided on screen will take you directly to register for a new Login.gov account.

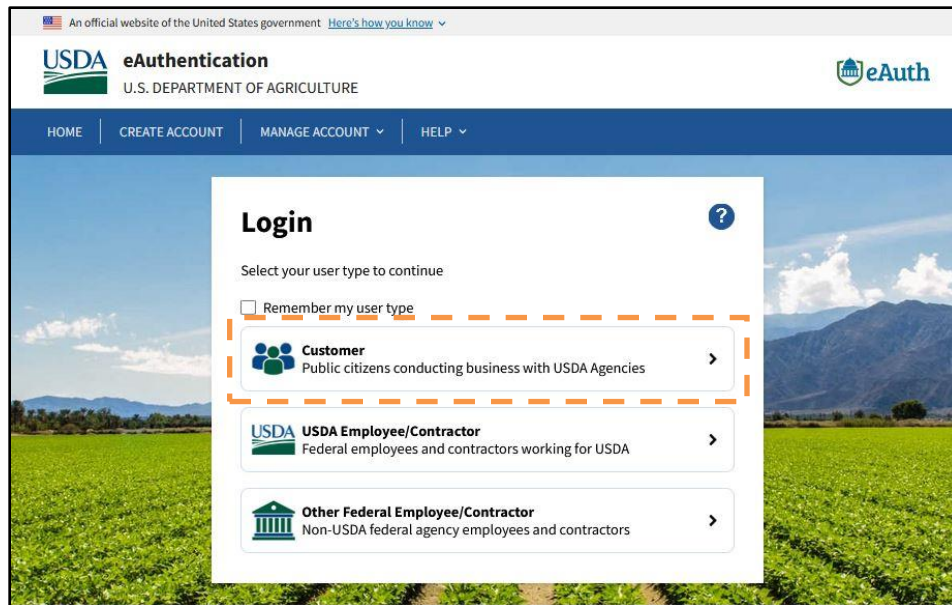


3.1.2 Logging In

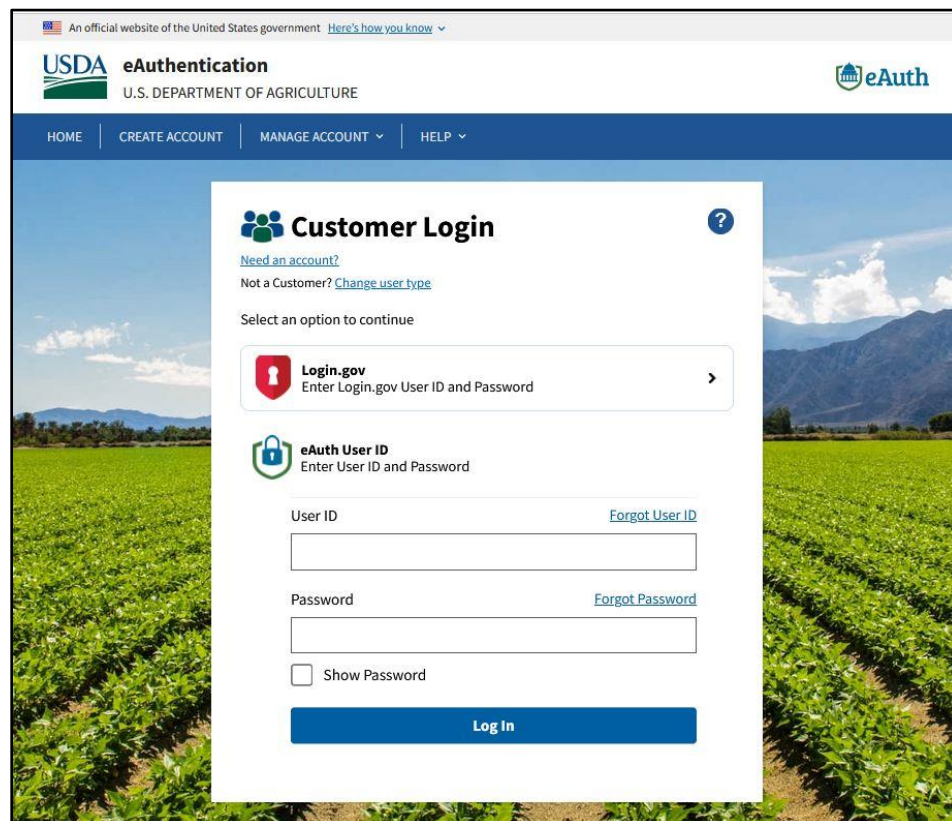
When navigating to the FBG URL, a User will first see the login screen. Users who have an USDA eAuthentication account or a Login.gov account can proceed to the site by clicking on the “Login or Create Profile” button.



The “Login or Create a Profile” button will direct the user to the login screen:



Select the “Customer” option to access the “Customer Login” screen that allows you to enter your credentials:



From here, you can use either your Login.gov or your eAuthentication account to log in.

If the user has not used the Food Buying Guide application before, they will be prompted to create a user profile as described in section 3.1.3.

3.1.3 New FBG Users – Create a User Profile

The user will be prompted to create a user profile when first accessing the FBG tool as an authenticated user. Name and email fields will be automatically pre-populated with information tied to the user’s eAuthentication or Login.gov account, so these fields will be grayed out and will not be editable.

The other required field is the Organization Type and the user will need to select one of the following options: FNS National Office, FNS Regional Office, Vendor, State Agency, School, Child Care, or Other.

NOTE: FNS National Office and FNS Regional Office organization types are reserved for USDA users.

If Vendor or Other is selected, the user will be prompted to enter an Organization Name. Vendors will also have the capability to include a company profile and upload company letterhead to be used for the Product Formulation Statement.

Create User Profile

Asterisks (*) denote required information.

<p>First Name <input style="width: 100%;" type="text" value="First"/></p> <p>Organization Type * <input style="width: 100%;" type="text" value="Not Selected"/></p> <p>Title <input style="width: 100%;" type="text"/></p> <p>State / Territory <input style="width: 100%;" type="text" value="Not Selected"/></p>	<p>Last Name <input style="width: 100%;" type="text" value="Last"/></p> <p>Organization Name * <input style="width: 100%;" type="text"/></p> <p>Email Address * <input style="width: 100%;" type="text"/></p>
--	---

Press “Create” button to create your account, and a confirmation message will be displayed.

NOTE: If an account with the same email address but a different eAuth ID already exists in FBG, you will be notified on the “Create User Profile” confirmation dialog. You can contact Administrator at CNPNTAB@usda.gov to have the two accounts merged.

3.2 Tools

3.2.1 Recipe Analysis Workbook (RAW)

The Recipe Analysis Workbook, or RAW, is a tool available to Registered Users affiliated with an Organization Type other than Vendor.

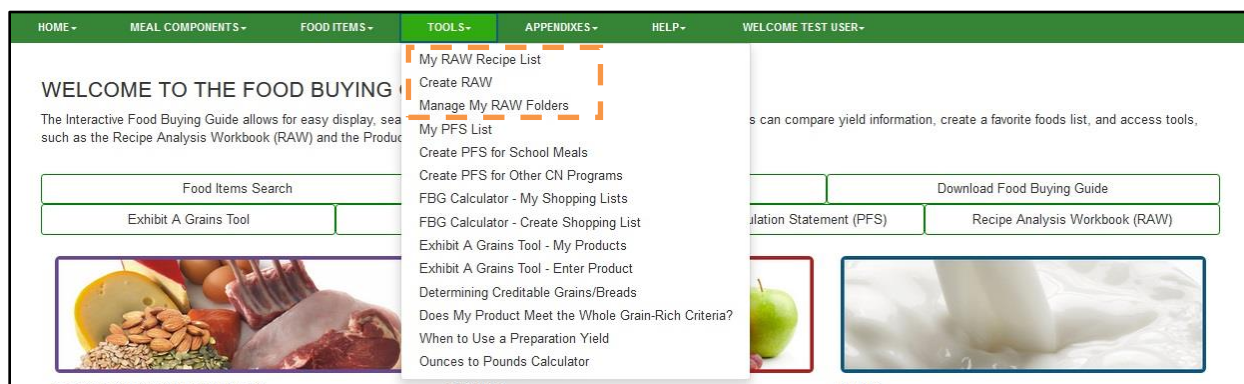
The Recipe Analysis Workbook (RAW) is a tool to help you determine your recipes' expected meal pattern contributions. This tool contains series of tabs with formulas for each food group. The RAW is not a tool to evaluate dietary specifications for calories, sodium, and saturated fat. It also cannot determine whether the serving size information entered is correct for crediting.

Click the “Recipe Analysis Workbook (RAW)” button.



NOTE: This functionality is only available to Authenticated Users who have selected Organization other than “Vendor.”

Users can also access the functionality by selecting the “My RAW Recipe List” and “Create RAW” menu items under the Tools menu. The “Manage My RAW Folders” menu allows the users to manage a set of folders the RAW are assigned to – see section 3.2.1.1 for more information.



This takes you to the Recipe Analysis Workbook (RAW) screen. Information about the tool can be accessed at the top of the screen by clicking the gray “Recipe Analysis Workbook (RAW)” heading bar to expand or collapse the text.

Click on table headers to sort by that column’s value. Enter a search string into the Folder, Recipe Name, and Recipe Number column’s search fields to narrow selection of RAW displayed.

Use the links in the Actions column for an existing RAW:

- Edit – to change or update information previously entered in RAW document
- Copy – to create a copy of an existing RAW document
- Delete – to permanently remove RAW document
- PDF – to generate, view, and save a PDF of the RAW
- Export – to generate, view, and save Meal Pattern Contribution of the RAW as a .CSV (text) or Excel file
- Email – to generate RAW PDF and email it to one or more recipients.

Recipe Analysis Workbook (RAW)

Recipe Analysis Workbook (RAW)

Create Recipe Analysis Workbook

The following is a list of Recipe Analysis Workbooks you have created. You can narrow the set of entries displayed by entering one or more keywords for Recipe name or Recipe number. You can re-sort the table entries by Recipe name, Recipe number or Date/Time Created by clicking on the corresponding table header.

Folder	Recipe Name	Recipe Number	Created On	Updated On	Actions
Lunch Menu	Harvest Delight	123	08/17/2022 19:07	11/07/2022 07:40	Edit Copy Delete PDF Export Email

Click the “Create Recipe Analysis Workbook” button and the “Create Recipe Analysis Workbook (RAW)” screen will be displayed:

Create Recipe Analysis Workbook (RAW)

Instructions

Asterisks (*) denote required information.

1 Recipe Name * Servings per Recipe *

Recipe Number Serving Size *

Folder Add Folder

Select Creditable Ingredient Recipe Notes Vegetables Fruits Meats/MA Grains - Method A Grains - Method B Grains - Method C Meal Pattern Contribution

Information about the tool can be accessed at the top of the screen by clicking the gray “Instructions” heading bar to expand or collapse the text.

User must enter information in all the required RAW header fields (“Recipe Name”, “Servings per Recipe”, and “Serving Size”).

User can also select a Folder to place the RAW into and create a new Folder using the “Add Folder” button – see section 3.2.1.1 for more information.

Create Recipe Analysis Workbook (RAW)

Instructions

Asterisks (*) denote required information.

1 Recipe Name * Servings per Recipe *

Recipe Number Serving Size *

Folder Add Folder

Select Creditable Ingredient Recipe Notes Vegetables Fruits Meats/MA Grains - Method A Grains - Method B Grains - Method C Meal Pattern Contribution

A RAW can include ingredient(s) for one or more meal components, and each meal component has a separate tab in the RAW.

Please note there are three methods to calculate meal pattern contribution for grains:

- Method A – based on Exhibit A – Go to this tab to search and select ingredients from Exhibit A
- Method B – based on Food Buying Guide – This tab will automatically populate if food ingredients are selected from the search below.
- Method C – based on Grams of Creditable Grains – Go to this tab to manually enter grain ingredients. Use Method C for grain ingredients used in finished products that are listed in Groups A-I in Exhibit A.

3.2.1.1 Managing RAW Folders

To view existing RAW Folders on “Manage Folders” screen and edit information for a folder, use the “Manage my RAW Folders” menu item under the “Tools” menu. To add a new food item, press the “Create New Folder” button.

Manage Folders									
<div> <div>Create New Folder</div> <table> <tr> <th>Folder</th><th>Actions</th></tr> <tr> <td>Snack</td><td>Edit Delete</td></tr> <tr> <td>Lunch Menu</td><td>Edit Delete</td></tr> <tr> <td>Breakfast Menu</td><td>Edit Delete</td></tr> </table> </div>		Folder	Actions	Snack	Edit Delete	Lunch Menu	Edit Delete	Breakfast Menu	Edit Delete
Folder	Actions								
Snack	Edit Delete								
Lunch Menu	Edit Delete								
Breakfast Menu	Edit Delete								

On the “Create Folder” screen, fill in the folder name in the “Folder” field and press the “Create Folder” button to save. Press the “Cancel” button to cancel and return to the “Manage Folders” screen.

Create Folder	
Folder *	<input type="text"/>
<div> <div>Create Folder</div> <div>Cancel</div> </div>	

To edit the name of an existing folder, click on the “Edit” link in the Actions column. To delete folder, click on the corresponding “Delete” link.

NOTE: Folders can be deleted only if there are no RAWs assigned to them.

Manage Folders	
<input type="button" value="Create New Folder"/>	
Folder	Actions
Snack	Edit Delete
Lunch Menu	Edit Delete
Breakfast Menu	Edit Delete

All user's existing folders will be displayed in the "Folder" drop-down on "Create RAW" and "Edit RAW" pages. RAW Folders can also be created using the "Add Folder" button on "Create RAW" and "Edit RAW" pages.

Create Recipe Analysis Workbook (RAW)

Instructions

Asterisks (*) denote required information.

1

Recipe Name *

Servings per Recipe *

Recipe Number

Serving Size *

Folder

Not Selected

▼

Add Folder

Select Creditable Ingredient

Recipe Notes

Vegetables

Fruits

Meats/MA

Grains - Method A

Grains - Method B

Grains - Method C

Meal Pattern Contribution

The "Add Folder" button brings up the "Create New Folder" pop-up dialog.

Create New Folder

✕

Folder *

Create Folder

Cancel

Enter a unique folder name and press "Create Folder" button to save. Press "Cancel" button to cancel.

3.2.1.2 Food Items in Vegetables, Fruits, Meats/MA, and Grains – Method B

The "Select Creditable Ingredient" tab has search controls that allow the user to locate food items within Vegetables, Fruits, Meats/Meat Alternates, and Grains used for Method B crediting.

Search and select only the recipe food ingredients that contribute to the meal pattern. It is important to select the correct form of the ingredient (fresh, frozen, etc.) from the Food Buying

Guide (FBG). If an exact match is not available, choose a food item in the FBG that closely matches your recipe ingredient.

Select Creditable Ingredient

Recipe Notes

Vegetables

Fruits

Meats/MA

Grains - Method A

Grains - Method B

Grains - Method C

Meal Pattern Contribution

Use this tab to select ingredients from the FBG. Use Grains - Method A tab to select ingredients from Exhibit A and use Grains - Method C tab to input ingredients for Grains Based on Grams of Creditable Grains. (For further guidance see 'Instructions' section above).

② Search Food Ingredients

Program - Meal

Select Program

Keywords:

Meal Component:

All Meal Components

Category:

All Categories

Search

Reset

Display Favorites

Food Ingredients Selected for Recipe

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Action
-----------------------	---------------	--------------------------------	------------------------------------	--------

Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Additional Information	③ Add to RAW
No records found.							

Users can search for food item by entering one or more keywords, and/or selecting a Meal Component and/or Category. Selecting a “Program – Meal” combination provides crediting information for food items based on the selected Program. Search results are displayed in a table, paginated. Once the food item has been located, click the corresponding “Add” button to populate that food item into the RAW.

Select Creditable Ingredient

Recipe Notes

Vegetables

Fruits

Meats/MA

Grains - Method A

Grains - Method B

Grains - Method C

Meal Pattern Contribution

Use this tab to select ingredients from the FBG. Use Grains - Method A tab to select ingredients from Exhibit A and use Grains - Method C tab to input ingredients for Grains Based on Grams of Creditable Grains. (For further guidance see 'Instructions' section above).

② Search Food Ingredients

Program - Meal

Select Program

Keywords:

onions fresh

Meal Component:

All Meal Components

Category:

All Categories

Search

Reset

Display Favorites

Food Ingredients Selected for Recipe

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Action
Vegetables Carrots, fresh Without tops	Pound	8.10	1/4 cup raw, shredded vegetable with dressing	Remove
Vegetables Sweet Potatoes, fresh Whole, Includes USDA Foods	Pound	9.10	1/4 cup cooked, sliced vegetable	Remove
Vegetables Squash, Winter, fresh Butternut, Whole	Pound	7.50	1/4 cup cooked, drained, pared, cubed vegetable	Remove

Search Results

Meal Component	Category / Subcategory	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Additional Information	③ Add to RAW
Vegetables	Other Vegetables ¹ <i>Footnote</i> ONIONS, GREEN	Onions, green, fresh Whole	Pound	15.00	1/4 cup raw vegetable, with tops	1 lb AP = 0.83 lb ready-to-serve, raw onions with tops	Add
Vegetables	Other Vegetables ¹ <i>Footnote</i> ONIONS, GREEN	Onions, green, fresh Whole	Pound	13.80	1/4 cup cooked with tops	1 lb AP = 0.83 lb ready-to-serve, raw onions with tops	Add

Users can also add ingredients to the RAW from their Favorites using the “Display Favorites” button. Once the “Display Favorites” button is pressed, the “Search Results” table is populated with this user’s Favorite food items that can be used in a RAW.

Once a food item has been added, if it is no longer needed, the users can use the corresponding “Remove” button to remove the food item from the list of ingredients.

Once the ingredients have been added, they can be viewed on the corresponding tabs of the RAW. Some of the food item information will be pre-populated from the Food Buying Guide (such as the Purchase Unit); some of the pre-populated information will be editable. The user may edit certain fields if s necessary. The “Calculated Quantity to Purchase” will calculate automatically for each food item once “Quantity of Ingredient” (required) and “Preparation Yield” (optional) have been entered.

Enter quantity of ingredient in the same unit as the Purchase Unit. If the recipe lists the ingredients in a different unit, you will need to convert the quantity to match the FBG. For example, convert ingredients measured in ounces to their decimal equivalent of a pound. See Table 5, “Decimal Weight Equivalents”.

Record the yield factor in “Preparation Yield” column. The yield factor is found in the “Additional Information” column for any ingredients that need to be converted to match the form of the item as listed under “Food as Purchased, AP” column.

Select Creditable Ingredient	Recipe Notes	Vegetables	Fruits	Meats/MA	Grains - Method A	Grains - Method B	Grains - Method C	Meal Pattern Contribution
Red/Orange Vegetables								
Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Additional Information	④ Quantity of Ingredient ①	⑤ Preparation Yield (If applicable) ①	⑥ Calculated Quantity to Purchase	
Carrots, fresh <i>Without tops</i>	Pound	8.10	1/4 cup raw, shredded vegetable with dressing	1 lb AP = 0.83 lb (about 3-3/4 cups) trimmed, peeled, shredded carrot	3.0000	0.83	3.6144	
Sweet Potatoes, fresh <i>Whole, Includes USDA Foods</i>	Pound	9.10	1/4 cup cooked, sliced vegetable	1 lb AP = 0.80 lb peeled ready-to-cook sweet potatoes	3.0000	0.8	3.7500	
Squash, Winter, fresh <i>Butternut, Whole</i>	Pound	7.50	1/4 cup cooked, drained, pared, cubed vegetable	1 lb AP = 0.84 lb ready-to-cook pared squash	3.0000	0.84	3.5714	
Other Vegetables								
Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Additional Information	④ Quantity of Ingredient ①	⑤ Preparation Yield (If applicable) ①	⑥ Calculated Quantity to Purchase	
Onions, Mature, fresh <i>All sizes, Whole</i>	Pound	9.30	1/4 cup raw, chopped vegetable	1 lb AP = 0.88 lb ready-to-serve or -cook raw onion	1.0000	0.0000	1.0000	

“Total Vegetable Amount” will be calculated as the ingredients’ data is entered and automatically displayed on the bottom of “Vegetables” tab.

For Vegetables only, if there are "leftover" (under 1/8 cup) amounts in any of the vegetable categories, the leftover amount is carried over to (included into) the Additional Vegetables category total, then round down.

Display of information on the “Vegetables”, “Fruits”, “Meats/Meat Alternates”, and “Grains – Method B” tabs is very similar with minor differences. The “Vegetables” tab displays food items separated by vegetable sub-group while on other tabs food items are displayed together; the “Grains – Method B” tab does not have the Preparation Yield controls.

3.2.1.3 Grains – Method A

“Grains – Method A” tab is based on food items found in Exhibit A. It has a search control that allows the user to locate food items within Exhibit A.

Select Creditable Ingredient	Recipe Notes	Vegetables	Fruits	Meats/MA	Grains - Method A	Grains - Method B	Grains - Method C	Meal Pattern Contribution
Method A - Grains Based on Exhibit A Example								
④ Item keywords: bread					Search		Clear Search	
⑤	Action	Item Name	Group	Grams per 1 oz eq	Ounces per 1 oz eq			
	Add	Bread sticks (hard)	Group A	22 g	0.8 oz			
	Add	Bread type coating	Group A	22 g	0.8 oz			
	Add	Breads - all (for example sliced, French, Italian)	Group B	28 g	1 oz			
	Add	Corncrumb	Group C	34 g	1.2 oz			

[Grain Requirements for the National School Lunch Program and School Breakfast Program \(PDF\)](#)
[Grain Requirements in the Child and Adult Care Food Program \(PDF\)](#)

Users can search for food item by entering one or more keywords. Once the food item has been located, click the corresponding “Add” button to populate that food item into the RAW.

Only “Product Description” will be pre-populated from the Exhibit A, and the user will need to edit the other fields.

For food items in Groups A-G, enter “Quantity of Product” and “Weight of One Unit”, and proceed to select the appropriate “Measurement” Unit (ounces or grams) from the drop-down menu. The “Quantity of Product in Ounces” and the “Weight of One Ounce Equivalent as listed in Exhibit A” will auto calculate/populate.

Select Creditable Ingredient | Recipe Notes | Vegetables | Fruits | Meats/MA | **Grains - Method A** | Grains - Method B | Grains - Method C | Meal Pattern Contribution

Method A - Grains Based on Exhibit A [Example](#)

④ Item keywords:

Action	Item Name	Group	Grams per 1 oz eq	Ounces per 1 oz eq
<input type="button" value="Add"/>	Bread sticks (hard)	Group A	22 g	0.8 oz
<input type="button" value="Add"/>	Bread type coating	Group A	22 g	0.8 oz
<input type="button" value="Add"/>	Breads - all (for example sliced, French, Italian)	Group B	28 g	1 oz
<input type="button" value="Add"/>	Crumbcoat	Group C	34 g	1.2 oz

Groups A-G

	Product Description per Exhibit A	⑥ Quantity of Product	⑦ Weight of One Unit	⑧ Measurement Unit	⑨ Quantity of Product in Ounces	Weight of one ounce equivalent as listed in Exhibit A
<input checked="" type="checkbox"/>	Bread sticks (hard)	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	Select	0.0000 oz	0.80 oz

[Grain Requirements for the National School Lunch Program and School Breakfast Program \(PDF\)](#)
[Grain Requirements in the Child and Adult Care Food Program \(PDF\)](#)

For food items in Groups H-I, enter “Quantity of Product”, select the appropriate “Measurement Unit” (ounces, grams, or cup(s)), and proceed to select the “Weight or Cups of One Ounce Equivalent” as listed in Exhibit A from the drop-down menu.

Select Creditable Ingredient | Recipe Notes | Vegetables | Fruits | Meats/MA | **Grains - Method A** | Grains - Method B | Grains - Method C | Meal Pattern Contribution

Method A - Grains Based on Exhibit A [Example](#)

④ Item keywords:

Action	Item Name	Group	Grams per 1 oz eq	Ounces per 1 oz eq
<input type="button" value="Add"/>	Cereal bars, breakfast bars, granola bars (plain)	Group D	55 g	2 oz
<input type="button" value="Add"/>	Cereal bars, breakfast bars, granola bars (with nuts, dried fruit, and/or chocolate pieces)	Group E	69 g	2.4 oz
<input type="button" value="Add"/>	Cereal Grains (barley, quinoa, etc.)	Group H	28 g	1 oz
<input type="button" value="Add"/>	Ready to eat breakfast cereal (cold, dry)	Group I	28 g	1 oz

Groups H-I

	Product Description per Exhibit A	⑥ Quantity of Product	⑧ Measurement Unit	Weight or Cups of one ounce equivalent as listed in Exhibit A
<input checked="" type="checkbox"/>	Ready to eat breakfast cereal (cold, dry)	<input type="text" value="0.0000"/>	Select	

[Grain Requirements for the National School Lunch Program and School Breakfast Program \(PDF\)](#)
[Grain Requirements in the Child and Adult Care Food Program \(PDF\)](#)

Meal Pattern Contribution value will calculate automatically as all appropriate fields are filled in.

If a food item is not needed the users can use the corresponding “X” button to remove the food item from the list of ingredients.

3.2.1.4 Grains – Method C

“Grains – Method C” tab is used to manually enter grain ingredients used in finished products that are listed in Groups A through I in Exhibit A.

You can add grain ingredients using “Add New Ingredient” button.

The screenshot shows the 'Grains - Method C' tab selected. The form is titled 'Method C - Grains Based on Grams of Creditable Grains'. It contains four main input fields: (5) Description of Creditable Grain Ingredient, (6) Exhibit A Group (A - I) the End Product Belongs To, (7) Quantity of Ingredient in Grams, and (8) Gram Standard of Creditable Grain per Oz Equivalent. The 'Add New Ingredient' button is highlighted with a red dashed box.

Enter the description of creditable grain ingredient. From the drop-down menu, select the “Exhibit A Group (A - I) that the End Product Belongs To”, then enter “Quantity of Ingredient in Grams”. The “Gram Standard of Creditable Grain per Oz Equivalent” will automatically populate, you can edit it if needed. The Grains Meal Pattern Contribution will calculate and display on the “Meal Pattern Contribution” tab.





The screenshot shows the 'Grains - Method C' tab with the form filled out. The 'Description of Creditable Grain Ingredient' field contains 'whole wheat flour'. The 'Exhibit A Group (A - I) the End Product Belongs To' dropdown menu is set to 'Group A'. The 'Quantity of Ingredient in Grams' field contains '0.00 g'. The 'Gram Standard of Creditable Grain per Oz Equivalent' field contains '16.00 g'. The 'Add New Ingredient' button is highlighted with a red dashed box.

If a grain ingredient is not needed the users can use the corresponding “X” button to remove it from the list of ingredients.

3.2.1.5 Meal Pattern Contribution Statement

The “Meal Pattern Contribution” tab of the RAW contains a generated meal patterns contribution statement for the product based on the information entered by the user.

NOTE: You must enter “Serving Size per Recipe” and “Serving Size” for your RAW for the “Meal Pattern Contribution” tab to populate correctly.

Select Creditable Ingredient	Recipe Notes	Vegetables	Fruits	Meats/MA	Grains - Method A	Grains - Method B	Grains - Method C	Meal Pattern Contribution
	Vegetables ²						Dark Green Vegetables	1/8 cup
	Fruits ³							3/8 cup
	Meats/Meat Alternates							0.50 oz eq
	Grains (Method B , Method C)							2.50 oz eq

1/2 cup provides 1/8 cup total vegetable (1/8 cup dark green vegetable) , 3/8 cup fruit , 0.50 oz eq meat/meat alternate , 2.50 oz eq grains

Please note that:

² For School Meals and CACFP: If the recipe contains raw leafy green vegetables, those ingredients credit as half the volume served (For example: 1 cup raw spinach credits as 1/2 cup dark green vegetable).

³ For School Meals and CACFP: If the recipe contains dried fruits, those ingredients credit as double the volume (For example, 1/2 cup raisins credits as 1 cup fruit).

NOTE: Total creditable amount cannot exceed the serving size of the product.

3.2.1.6 Recipe Notes

Use the “Recipe Notes” tab of the RAW to enter notes.

Edit Recipe Analysis Workbook (RAW)

Instructions

Asterisks (*) denote required information.

1

Recipe Name *

Servings per Recipe *

Recipe Number

Serving Size *

Folder

Lunch Menus

▼

Add Folder

Select Creditable Ingredient	Recipe Notes	Vegetables	Fruits	Meats/MA	Grains - Method A	Grains - Method B	Grains - Method C	Meal Pattern Contribution
Optional: Enter notes regarding your recipe in this tab. Press Save button to save the RAW, including Notes.								

You must save the RAW prior to printing it. Use the "Back to RAW List" button and select from the RAW list. Click the PDF link to generate a copy to print or save.

Save

Back to RAW List

Use “Save” button at the bottom of the “Create RAW” and “Edit RAW” screens to save your RAW at any point. Use “Back to RAW List” button to return to the RAW List screen.

NOTE: “Back to RAW List” button does not save any information, so please be sure to save any changes before pressing it.

3.2.1.7 Display of Inactive Food Items

Inactive food items are no longer visible when using the RAW search function. However, if an inactive food item was previously included in a RAW, it is still visible both on the FBG application screens and in the generated PDFs. Inactive food items are displayed with a red warning message encouraging the user to remove them.

Select Creditable Ingredient	Recipe Notes	Vegetables	Fruits	Meats/MA	Grains - Method A	Grains - Method B	Grains - Method C	Meal Pattern Contribution
Other Vegetables								
Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Additional Information	④ Quantity of Ingredient	⑤ Preparation Yield (If applicable)	⑥ Calculated Quantity to Purchase	
Eggplant, fresh Whole <div>Food item is not Active! Please remove this food item.</div>	Pound	6.70	1/4 cup pared, cubed, cooked vegetable	1 lb AP = 0.81 lb ready-to-cook eggplant	10.0000	0.0000	10.0000	
Onions, Mature, fresh All sizes, Whole	Pound	9.30	1/4 cup raw, chopped vegetable	1 lb AP = 0.88 lb ready-to-serve or -cook raw onion	1.0000	0.0000	1.0000	

3.2.2 Product Formulation Statement (PFS)

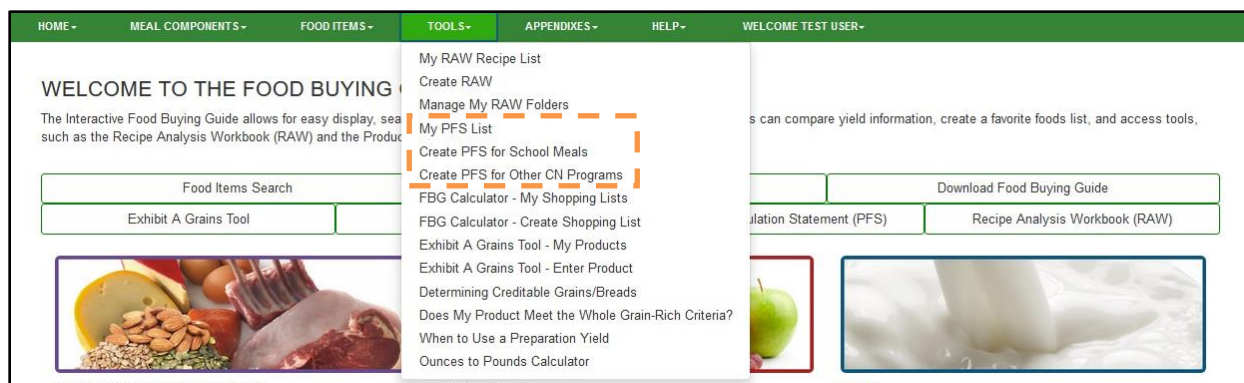
The Product Formulation Statement, or PFS, is a tool available to Registered Users affiliated with an Organization Type of Vendor, FNS National Office, and FNS Regional Office.

Click the “Product Formulation Statement (PFS)” button on FBG main screen to access Product Formulation Statement functionality.

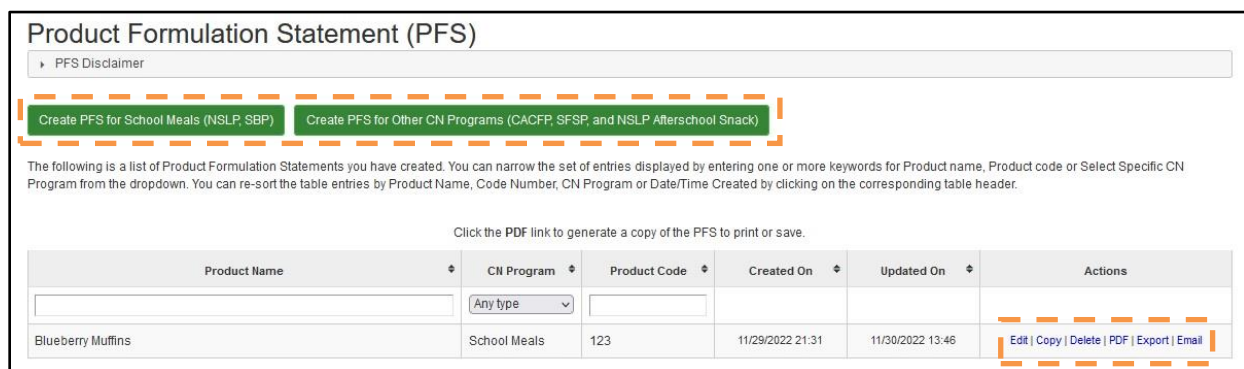
Food Items Search	Food Item Favorites	Download Food Buying Guide
Exhibit A Grains Tool	FBG Calculator	Product Formulation Statement (PFS)
		Recipe Analysis Workbook (RAW)

NOTE: This functionality is only available to Authenticated Users who have selected Organization of “Vendor,” “FNS National Office,” or “FNS Regional Office.”

Users can also access the functionality by selecting the “My PFS List”, “Create PFS for School Meals” and “Create PFS for Other CN Programs” menu items under the Tools.



Click “Create PFS for School Meals (NSLP, SBP)” or “Create PFS for Other CN Programs (CACFP, SFSP, and NSLP Afterschool Snack)” button to create the corresponding type of the PFS.



Click on table headers to sort by that column’s value. Enter a search string into the Product Name, CN Program, and Product Code column’s search fields to narrow selection of PFS displayed.

Use the links in the Actions column for an existing PFS:

- Edit – to change or update information previously entered in PFS document
- Copy – to create a copy of an existing PFS document
- Delete – permanently remove PFS document
- PDF – generate, view, and save a PDF of the PFS
- Export – to generate, view, and save Meal Pattern Contribution Statement of the PFS as a .CSV (text) or Excel file
- Email – email a PDF format of the PFS document to one or more email addresses

Click “Create PFS for School Meals” or “Create PFS for Other CN Programs (CACFP, SFP)” button and Create School Meals PFS of Create PFS for Other CN Programs (CACFP, SFP) screen will be displayed:

Create School Meals PFS

Instructions

Asterisks (*) denote required information.

① Product Name * Product Code *

Serving Size * Date * (MM/DD/YYYY) (MM/DD/YYYY)

Meats/Meat Alternates Vegetables Fruits Grains Based on Exhibit A Grains Based on Grams of Creditable Grains Meal Pattern Contribution Statement

User must enter information in all the required PFS header fields (Product Name, Product Code, Serving Size, and Date for the PFS).

3.2.2.1 Adding Ingredients to a PFS

A PFS can include ingredient(s) for one or more meal components, and each meal component has a separate tab in the PFS. Each tab has a search control that allows the user to locate food items within that given meal component (ex. the Fruit tab's search control will locate only fruit items).

NOTE: Food Items for Further Processing will appear in searches in Meats/Meat Alternates and Vegetables tabs.

Meats/Meat Alternates Vegetables **Fruits** Grains Based on Exhibit A Grains Based on Grams of Creditable Grains Meal Pattern Contribution Statement

② Item keywords: apples Search Clear Search Display Favorites

Action	Food As Purchased, AP	Purchase Unit	Servings per Unit	Serving Size per Meal Contribution	Additional Information
③ Add	Apples, fresh, 125-138 count Whole, Includes USDA Foods	Pound	14.8	1/4 cup raw, unpeeled fruit (about 1/4 apple)	1 lb AP = 0.91 lb (3-2/3 cups) ready-to-serve or -cook raw, cored, unpeeled apples
Add	Apples, fresh, 125-138 count Whole, Includes USDA Foods	Pound	3	1.00 baked apple (about 1/2 cup cooked fruit)	
Add	Apples, fresh, 125-138 count Whole, Includes USDA Foods	Pound	11.4	1/4 cup raw, cored, peeled fruit	1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-serve or -cook raw, cored, peeled apples

Users can search for food item by entering one or more keywords. Once the food item has been located, click the corresponding “Add” button to populate that food item into the PFS.

Users can also add ingredients to the PFS from their Favorites using the Display Favorites button. Once Display Favorites button is pressed, the Search Results table is populated with this user's Favorite food items that can be used in a PFS for the Meal Component selected.

Meats/Meat Alternates		Vegetables		Fruits		Grains Based on Exhibit A		Grains Based on Grams of Creditable Grains		Meal Pattern Contribution Statement	
② Item keywords: <input type="text" value="apples"/> <input type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Display Favorites"/>											
<input type="button" value="Add"/>	Apples, fresh, 100 count Whole	Pound	15.6	1/4 cup raw, unpeeled fruit (about 1/5 apple)		1 lb AP = 0.93 lb (about 3-7/8 cups) ready-to-serve or -cook raw, cored, unpeeled apples					
<input type="button" value="Add"/>	Apples, canned, Slices, Solid pack, Includes USDA Foods	No. 10 Can / (100 oz)	50.4	1/4 cup fruit and liquid							
<input type="button" value="Add"/>	Apples, canned, Slices, Solid pack, Includes USDA Foods	No. 10 Can / (100 oz)	47.5	1/4 cup drained fruit		1 No. 10 can = about 89.0 oz (11-7/8 cups) drained apples					
<input type="button" value="Add"/>	Apples, canned, Slices, Solid pack, Includes USDA Foods	Pound	8.06	1/4 cup fruit and liquid							

Description of Creditable Ingredients per FBG		④ Ounce per Raw Portion of Creditable Ingredient	FBG Yield	⑤ Purchase Unit	⑥ Creditable Amount
<input type="button" value="X"/>	Apples, canned, Slices, Solid pack, Includes USDA Foods, fruit and liquid	<input type="text" value="0.00"/> oz	50.40	<input type="text" value="100.00"/> oz	0.0000 1/4 cups

Some of the food item information will be pre-populated from the Food Buying Guide; some of the pre-populated information (such as the Purchase Unit) will be editable. The user may edit certain fields if necessary. The Creditable Amount will calculate automatically.

If a food item is not needed the users can use the corresponding “X” button to remove the food item from the list of ingredients.

Description of Creditable Ingredients per FBG		④ Ounce per Raw Portion of Creditable Ingredient	FBG Yield	⑤ Purchase Unit	⑥ Creditable Amount
<input type="button" value="X"/>	Apples, canned, Slices, Solid pack, Includes USDA Foods, fruit and liquid	<input type="text" value="2.00"/> oz	50.40	<input type="text" value="100.00"/> oz	1.0080 1/4 cups
<input type="button" value="X"/>	Fruit, Mixed, canned, Fruit Cocktail (peaches, pears, pineapple, grapes, cherries), Includes USDA Foods, drained fruit	<input type="text" value="5.00"/> oz	37.00	<input type="text" value="106.00"/> oz	1.7452 1/4 cups
⑦ TOTAL Creditable Amount:		5/8 cups			

[Quarter Cup to Cup Conversions](#)

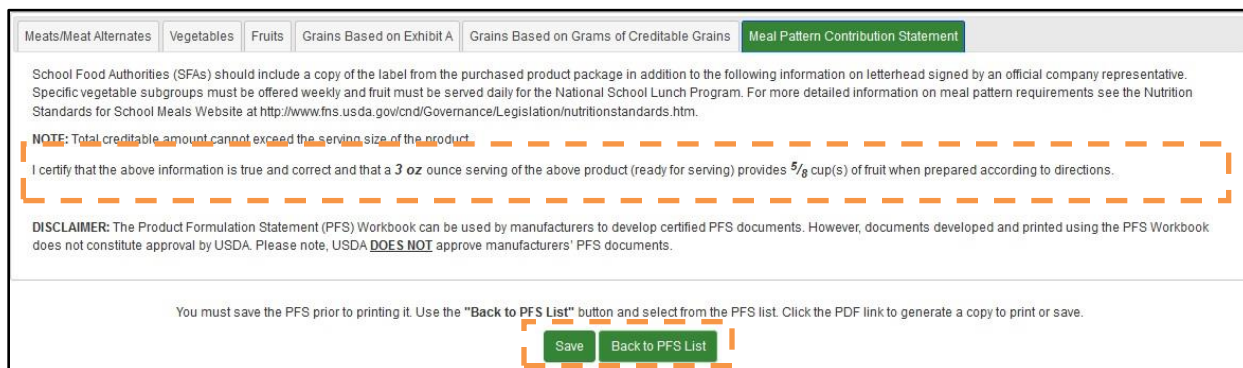
Display of “Creditable Amount” differs per meal component tab as follows:

- Meats/Meat Alternates tab contains three separate tables for Meats, Meat Alternates, and Alternate Protein Product. Meats and Meat Alternates food should be located using search, APP should be entered manually. Creditable Amount totals are displayed per food item, per table, and grand total.
- Vegetables tab – food items should be located using search. Creditable Amount totals are displayed per food item; for School PFS – per vegetable sub-group; for Other PFS – the grand total.
- Fruits tab – food items should be located using search. Creditable Amount totals are displayed per food item and grand total.
- Grains Based on Exhibit A tab – food items should be located using search. Creditable Amount totals are displayed per food item and grand total.
- Grains Based on Grams of Creditable Grains tab – food ingredient must be entered manually, and the user must select the appropriate group within Exhibit A that represents the end product. For example, if the user is making whole wheat bread and enters whole

wheat flour as the food ingredient, then Exhibit A group B should be selected, since whole wheat bread is the end product. A link to Exhibit A is available for reference to assist in guiding you to select the appropriate group. Creditable Amount totals are displayed per food item and grand total.

3.2.2.2 Meal Pattern Contribution Statement

The Meal Pattern Contribution Statement tab of the PFS contains a generated meal patterns contribution statement for the manufacturer's product based on the information entered by the user.



The screenshot shows the 'Meal Pattern Contribution Statement' tab selected in the top navigation bar. The main content area contains the following text:

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Specific vegetable subgroups must be offered weekly and fruit must be served daily for the National School Lunch Program. For more detailed information on meal pattern requirements see the Nutrition Standards for School Meals Website at <http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm>.

NOTE: Total creditable amount cannot exceed the serving size of the product.

I certify that the above information is true and correct and that a 3 oz ounce serving of the above product (ready for serving) provides $\frac{5}{8}$ cup(s) of fruit when prepared according to directions.

DISCLAIMER: The Product Formulation Statement (PFS) Workbook can be used by manufacturers to develop certified PFS documents. However, documents developed and printed using the PFS Workbook does not constitute approval by USDA. Please note, USDA **DOES NOT** approve manufacturers' PFS documents.

You must save the PFS prior to printing it. Use the "Back to PFS List" button and select from the PFS list. Click the PDF link to generate a copy to print or save.

At the bottom, there are two buttons: 'Save' and 'Back to PFS List'.

Use "Save" button to save your PFS at any point. Use "Back to PFS List" button to return to the PFS List screen.

NOTE: "Back to PFS List" button does not save any information, so please be sure to save any changes before pressing it.

3.2.2.3 Display of Inactive Food Items

Inactive food items are no longer visible when using the PFS search function. However, if an inactive food item was previously included in a PFS, it is still visible both on the FBG application screens and in the generated PDFs. Inactive food items are displayed with a red warning message encouraging the user to remove them.

Meats/Meat Alternates **Vegetables** Fruits Grains Based on Exhibit A Grains Based on Grams of Creditable Grains Meal Pattern Contribution Statement

Item keywords: Search Clear Search Display Favorites

Enter one or more keywords to perform search

Description of Creditable Ingredients per FBG	Vegetable Subgroup	④ Ounce per Raw Portion of Creditable Ingredient	FBG Yield	⑤ Purchase Unit	⑥ Creditable Amount
<input checked="" type="checkbox"/> Eggplant, fresh, whole, prepared, washed, soaked vegetable Food Item is not Active! Please remove this food item.	Other Vegetables	10.00 oz	6.70	16.00 oz	4.1875 1/4 cups
<input checked="" type="checkbox"/> Onions, Mature, fresh, All sizes, Whole, raw, chopped vegetable	Other Vegetables	1.00 oz	9.30	16.00 oz	0.5812 1/4 cups

⑦ TOTAL Vegetable Amount: 1 1/8 cups

[Quarter Cup to Cup Conversions](#)

3.3 Top Navigation Menus

In addition to navigating through FBG from the main screen, users can use the Top Navigation menus to access functionality within the site. Please refer to section 2.4 for more details on the Navigation menus available to the user. In addition to the menus already discussed in section 2.4, registered users will see the following:

3.3.1 User Greeting

User's name, as entered for the user profile, will be displayed in the "Welcome" FBG menu.

HOME MEAL COMPONENTS FOOD ITEMS TOOLS APPENDICES HELP WELCOME TEST USER

WELCOME TO THE FOOD BUYING GUIDE

3.3.2 My Profile

HOME MEAL COMPONENTS FOOD ITEMS TOOLS APPENDICES HELP WELCOME TEST USER

WELCOME TO THE FOOD BUYING GUIDE

My Profile
Log out

Use "My Profile" under "Welcome" menu to view and edit your profile information.

3.3.2.1 View User Profile

View User Profile

Last Login: 4/28/2022 8:03:38 AM

First Name	Test	Last Name	User
Organization Type	State Agency	Organization Name	
Title		Email Address	temp4069@email.temp
State / Territory	Alabama	Admin	No


Edit Delete Profile Close

On the “View User Profile” screen, you can view information that was previously entered for your user profile. From this screen, the user has the following options:

- The “Edit” button opens the “Edit User Profile” screen.
- The “Delete Profile” button initiates the process to completely remove your FBG Interactive Web Tool and Mobile App Profile.
- The “Close” button takes the user to the “Home” screen.

3.3.2.2 Edit User Profile

You can use the “Edit” button on “View User Profile” screen to edit your user profile information. The users can make any desired changes and then click on the “Save” button. The “Cancel” button returns the user to their profile.



Edit User Profile

Asterisks (*) denote required information.

First Name *	<input type="text" value="Test"/>	Last Name *	<input type="text" value="User"/>
Organization Type *	<input type="text" value="State Agency"/>	Organization Name	<input type="text"/>
Title	<input type="text"/>	Email Address *	<input type="text" value="temp4069@email.temp"/>
State / Territory	<input type="text" value="Alabama"/>		

3.3.2.3 Delete User Profile

The “Delete Profile” button on the “View User Profile” screen initiates the process to completely remove your FBG Interactive Web Tool and Mobile App Profile. Once this process is completed, your user profile along with all the saved information such as Favorite Food List, Shopping Lists, Exhibit A products, RAW and/or PFS will be deleted. After the account is deleted, you will only be able to log in to FBG after creating a new FBG profile. Since this action can’t be undone, two consecutive pop-up messages are displayed for you to confirm that you want to delete your profile.



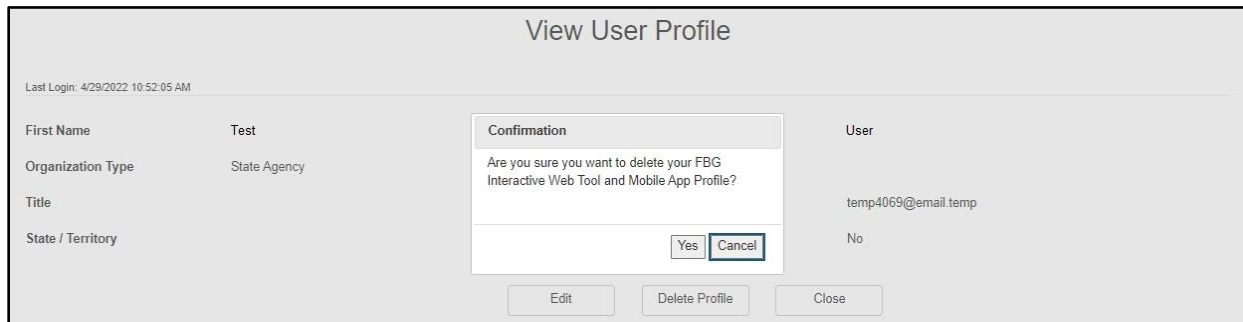
View User Profile

Last Login: 4/29/2022 10:52:05 AM

First Name	Test	User
Organization Type	State Agency	temp4069@email.temp
Title		No
State / Territory		

Confirmation

This action will delete your FBG Interactive Web Tool and Mobile App Profile. All of your data will be deleted immediately. This action cannot be undone. Would you like to proceed?



Press “Cancel” on either pop-up message to keep your user profile. Press “Yes” twice to completely remove your FBG Interactive Web Tool and Mobile App Profile including all the saved information, such as Favorite Food List, Shopping Lists, Exhibit A products, RAW and/or PFS.

3.3.2.4 Manage Company Profile

Users with *Vendor* selected as the Organization type will be prompted to enter their company information. Company Profile information will be displayed on “View User Profile” screen under user profile information section. It can be edited along with user’s profile information as described above.



3.3.3 Log Out

By clicking “Log Out,” the Authenticated User’s session ends. Any saved information (Recipes, Favorites, PFS) is stored for later availability.