

United States Department of Agriculture

Food and Nutrition Service



User Manual for Food Buying Guide (FBG)

Version 1.6

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Contents

GLOSSARY	5
1 INTRODUCTION	6
1.1 ACCESSIBILITY	6
1.1.1 <i>Keyboard Navigation</i>	6
1.2 OVERVIEW	8
1.2.1 <i>Key Information</i>	8
1.2.2 <i>User Groups</i>	8
2 GUEST USER.....	10
2.1 LOGGING IN	10
2.2 FBG HOME SCREEN.....	11
2.3 HOME SCREEN BUTTONS	12
2.3.1 <i>Food Items Search</i>	12
2.3.1.1 Search by Keyword.....	13
2.3.1.2 Search by Meal Component.....	13
2.3.1.3 Search by Category	13
2.3.1.4 Using the Search Results.....	14
2.3.1.5 Search Results – View Food Item Details	15
2.3.1.6 Search Results – Add Food Item to Favorites.....	16
2.3.1.7 Search Results – Add Food Item to Compare Items.....	16
2.3.2 <i>Food Item Favorites</i>	18
2.3.3 <i>Download Food Buying Guide</i>	19
2.3.4 <i>Exhibit A Grains Tool</i>	19
2.3.5 <i>FBG Calculator</i>	19
2.3.6 <i>Product Formulation Statement (PFS)</i>	20
2.3.7 <i>Recipe Analysis Workbook (RAW)</i>	20
2.3.8 <i>View Meal Component Information</i>	20
2.4 TOP NAVIGATION MENUS.....	21
2.4.1 <i>Home</i>	21
2.4.1.1 Home Page.....	22
2.4.1.2 What’s New.....	22
2.4.1.3 About the Food Buying Guide	22
2.4.1.4 Download Food Buying Guide.....	22
2.4.1.5 Resource Center.....	22
2.4.2 <i>Meal Components</i>	23
2.4.3 <i>Food Items</i>	23
2.4.3.1 Search	23
2.4.3.2 Favorites	23
2.4.4 <i>Tools</i>	24
2.4.5 <i>Appendixes</i>	24
2.4.6 <i>Help</i>	25
2.4.6.1 User Guide	25
2.4.6.2 Training Video	25
2.4.6.3 Contact Us.....	26
2.4.6.4 Frequently Asked Questions	27
2.4.7 <i>Log Out</i>	27
2.5 TOOLS.....	27
2.5.1 <i>Exhibit A Grains Tool</i>	27
2.5.1.1 Grains Contribution.....	31
2.5.1.1.1 Groups A – G.....	31
2.5.1.1.2 Groups H and I – Ounce Equivalent Grains	32

2.5.1.1.3.	Groups H and I – Grains/Breads Serving(s).....	33
2.5.1.2	Amount to Serve	34
2.5.1.2.1.	Groups A – G.....	34
2.5.1.2.2.	Groups H and I.....	35
2.5.1.3	Amount to Serve by Age Group/Grade Group.....	35
2.5.1.3.1.	Groups A – G.....	35
2.5.1.3.2.	Groups H and I.....	37
2.5.1.3.3.	CACFP Infant Meal Pattern	38
2.5.1.4	My Products.....	38
2.5.2	<i>FBG Calculator</i>	39
2.5.2.1	Adding Ingredients to a Shopping List.....	40
2.5.2.2	Shopping List.....	43
2.5.3	<i>Determining Creditable Grains/Breads</i>	44
2.5.4	<i>Does My Product Meet the Whole Grain-Rich Criteria</i>	45
2.6	EXPORTING DATA TO MICROSOFT EXCEL.....	45
2.6.1	<i>For a Microsoft Windows Computer</i>	45
2.6.2	<i>For an Apple Mac Computer</i>	48
3	REGISTERED USER.....	49
3.1	LOGGING IN	49
3.1.1	<i>Requirement – Level 1 USDA eAuthentication Account</i>	50
3.1.2	<i>Logging In with eAuth</i>	50
3.1.3	<i>New FBG Users – Create a User Profile</i>	51
3.2	TOOLS.....	51
3.2.1	<i>Recipe Analysis Workbook (RAW)</i>	51
3.2.1.1	Managing RAW Folders.....	54
3.2.1.2	Food Items in Vegetables, Fruits, Meats/MA, and Grains – Method B.....	55
3.2.1.3	Grains – Method A.....	58
3.2.1.4	Grains – Method C.....	59
3.2.1.5	Meal Pattern Contribution Statement	60
3.2.1.6	Recipe Notes	60
3.2.2	<i>Product Formulation Statement (PFS)</i>	61
3.2.2.1	Adding Ingredients to a PFS.....	63
3.2.2.2	Meal Pattern Contribution Statement	64
3.3	TOP NAVIGATION MENUS.....	65
3.3.1	<i>User Greeting</i>	65
3.3.2	<i>My Profile</i>	65
3.3.2.1	Manage User Profile	66
3.3.2.2	Manage Company Profile.....	66
3.3.3	<i>Log Out</i>	67

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
- **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 his 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 1: 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 manufacturers, ability to create and save Product Formulation Statements.

Table 2: 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 3: 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:



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

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:

- The 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: An USDA eAuthentication account is needed to access the tool. New and existing users who have an USDA eAuthentication account can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

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

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

Login or Create a Profile

OR

Continue as a Guest User

Select Organization Type

Enter

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

FNS | CNPP | 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 dropdown 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

Select Organization Type

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.

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

HOME • MEAL COMPONENTS • FOOD ITEMS • TOOLS • APPENDICES • HELP • ADMINISTRATOR • WELCOME TEST USER •

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.”

Search Food Items

Keywords:

Meal Component:

Category:

Food Items Selected for Comparison

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

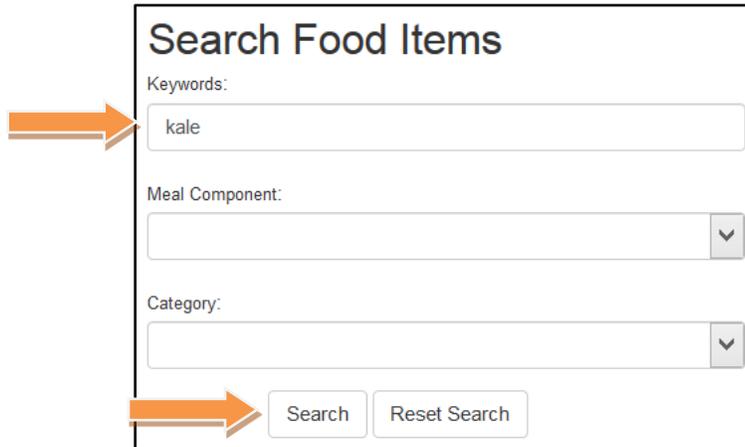
Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Serving Size per Meal Contribution	Action
No item for comparison.				

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
No records found.							

2.3.1.1 Search by Keyword

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

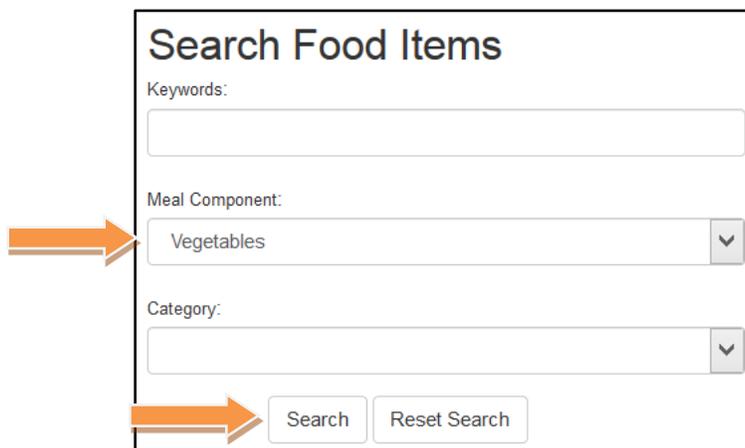


The screenshot shows a form titled "Search Food Items". It has three input fields: "Keywords:" with the text "kale", "Meal Component:" which is empty, and "Category:" which is empty. Below the fields are two buttons: "Search" and "Reset Search". An orange arrow points to the "Keywords:" text box, and another orange arrow points to the "Search" button.

2.3.1.2 Search by Meal Component

Users can also search for food items using the “Meal Component” dropdown 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” dropdown menu, select a meal component and click the “Search” button.



The screenshot shows the same "Search Food Items" form. The "Keywords:" field is empty. The "Meal Component:" dropdown menu is selected with "Vegetables". The "Category:" field is empty. The "Search" and "Reset Search" buttons are at the bottom. An orange arrow points to the "Meal Component:" dropdown menu, and another orange arrow points to the "Search" button.

2.3.1.3 Search by Category

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

Search Food Items

Keywords:

Meal Component:

Category:

2.3.1.4 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* <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Fresh* <i>Mung</i> <i>Footnote</i>	Pound	14.60	1/4 cup parboiled, drained vegetable	Add	Add
Vegetables	Other Vegetables* <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Fresh* <i>Soybean</i> <i>Footnote</i>	Pound	17.20	1/4 cup parboiled, drained vegetable	Add	Add
Vegetables	Other Vegetables* <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable	Add	Add
Vegetables	Other Vegetables* <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	42.20	1/4 cup drained vegetable	Add	Add
Vegetables	Other Vegetables* <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Canned	No. 300 Can (14 oz)	3.99	1/4 cup heated, drained vegetable	Add	Add
Vegetables	Other Vegetables* <i>Footnote</i> 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
- Meal Category and Subcategory
- Food As Purchased, AP
- 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, Food 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).

2.3.1.5 Search Results – View 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.

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

- Meal Component
- Meal Category
- Meal Subcategory
- Food As Purchased, AP
- Purchase Unit
- Servings per Purchase Unit, EP
- Serving Size per Meal Contribution
- Purchase Units for 100 Servings
- Footnotes

Food Item Details

Meal Component	Vegetables
Meal Category	Other Vegetables ¹
Meal Subcategory	BEAN SPROUTS
Food As Purchased, AP	Bean Sprouts, Fresh² <i>Mung</i>
Purchase Unit	Pound
Servings per Purchase Unit, EP	14.60
Serving Size per Meal Contribution	1/4 cup parboiled, drained vegetable
Purchase Units for 100 Servings	6.90
Additional Information	1 lb AP = 0.89 lb parboiled bean sprouts
Footnote	<p>¹ For the purposes of the NSLP, the “Other Vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in § 210.10(c)(2)(iii). Additional documentation from the vendor would be necessary to determine crediting.</p> <p>² Due to the increasing number of illnesses associated with consumption of raw sprouts, the Food and Drug Administration has advised all consumers – especially children, pregnant women, the elderly, and persons with weakened immune systems – to not eat raw sprouts as a way to reduce the risk of foodborne illness. Therefore, raw sprout data served in the raw state has been intentionally omitted.</p>

View PDF
Export
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 “Export” button opens a text file that contains all information on Food Item Details screen except Footnotes. The text file is delimited by “|” character and can be imported

into Microsoft Excel. The file can also be opened in Excel. See section 2.6 for more information.

- 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.

2.3.1.6 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 <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	29.10	1/4 cup heated, drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Canned	No. 10 Can (102 oz)	42.20	1/4 cup drained vegetable	Add	Add
Vegetables	Other Vegetables ¹ <i>Footnote</i> 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 2.3.2.

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.

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 ¹ <i>Mung</i> <i>Footnote</i>	Pound	14.60	1/4 cup parboiled, drained vegetable		Remove
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Fresh ¹ <i>Soybean</i> <i>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		Remove

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.

Search Food Items

Keywords:

Meal Component:

Category:

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

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</i> <i>Footnote</i>	Pound	14.60	1/4 cup parboiled, drained vegetable	<input type="checkbox"/>	Remove
Vegetables	Other Vegetables ¹ <i>Footnote</i> BEAN SPROUTS	Bean Sprouts, Fresh ² <i>Soybean</i> <i>Footnote</i>	Pound	17.20	1/4 cup parboiled, drained vegetable	<input type="checkbox"/>	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	<input type="checkbox"/>	Remove

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 text file that contains all information on Compare Items screen except Footnotes. The text file is delimited by “|” character and can be imported into Microsoft Excel. See section 2.6 for more information.
- The “Return to Search” button takes the user back to the Search Food Items screen.

2.3.2 Food Item Favorites

Click the “Food Item Favorites” button:



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	Remove
Meats/Meat Alternates* <i>Footnote</i>	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	Remove
Meats/Meat Alternates* <i>Footnote</i>	Beef and Beef Products BEEF LIVER, fresh or frozen	Beef Liver, fresh or frozen Trimmed	Pound	7.46	1-1/2 oz cooked lean meat	1 lb AP = 0.70 lb cooked liver	Remove

1

View PDF Export

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 text file that contains all information on Favorites List screen except Footnotes. The text file is delimited by “|” character and can be imported into Microsoft Excel. See section 2.6 for more information.

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

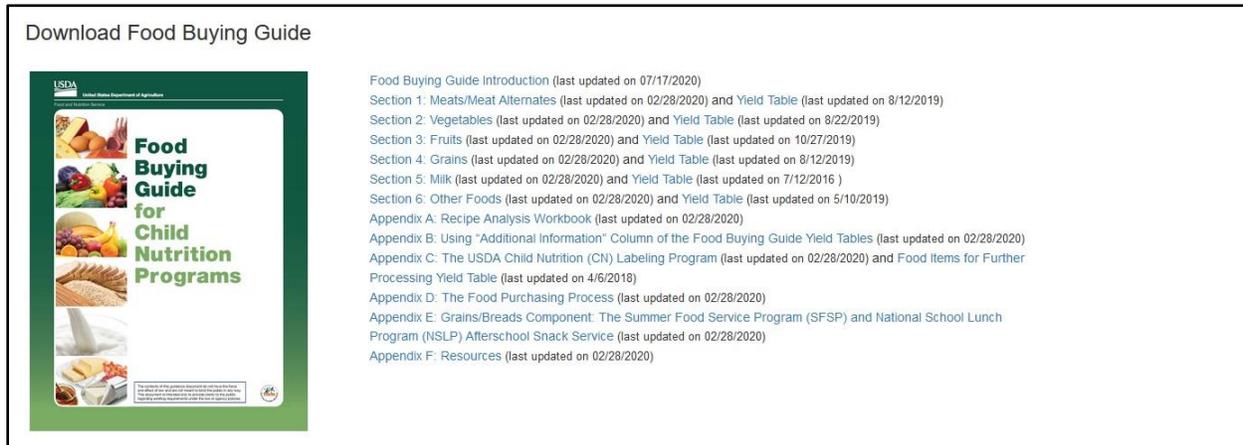
NOTE: For Guest Users, the Favorites list is not retained once they navigate away from the FBG Web site.

2.3.3 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.



2.3.4 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.



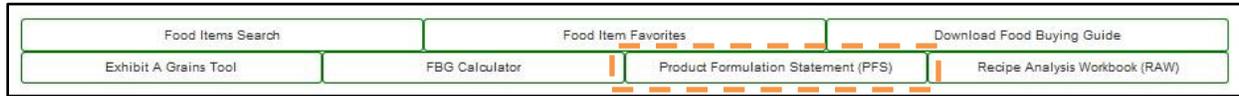
2.3.5 FBG Calculator

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



2.3.6 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”.

2.3.7 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.



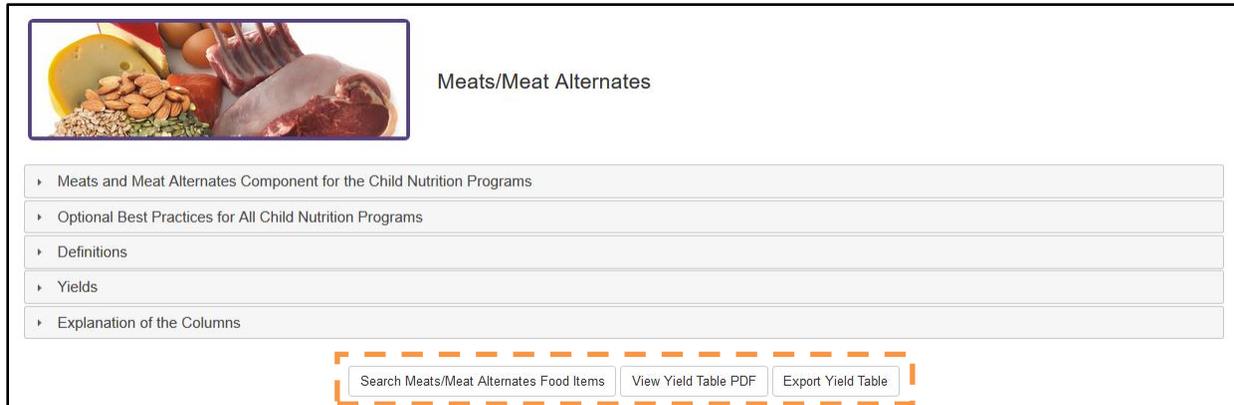
NOTE: This functionality is not available to Guest Users, please create an account to access it. This functionality is available to Authenticated Users with selected Organization other than Vendor.

2.3.8 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 text file that contains all information for meal component’s yield table except Footnotes. The text file is delimited by “|” character and can be imported into Microsoft Excel. See section 2.6 for more information.

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

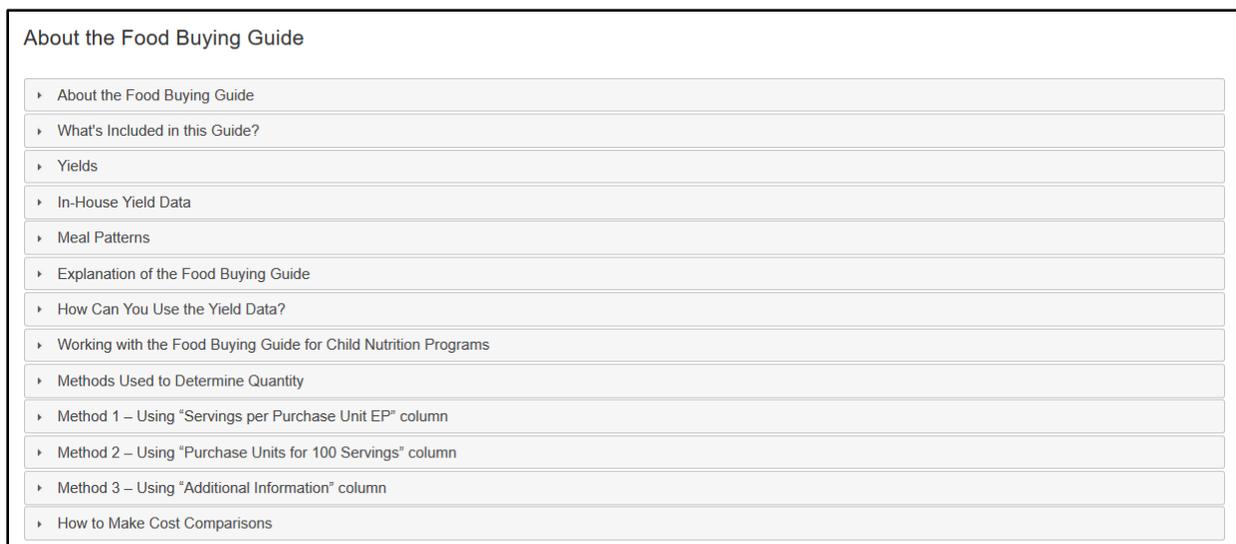
2.4.1.2 What’s New

From the “Home” dropdown 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.



2.4.1.3 About the Food Buying Guide

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



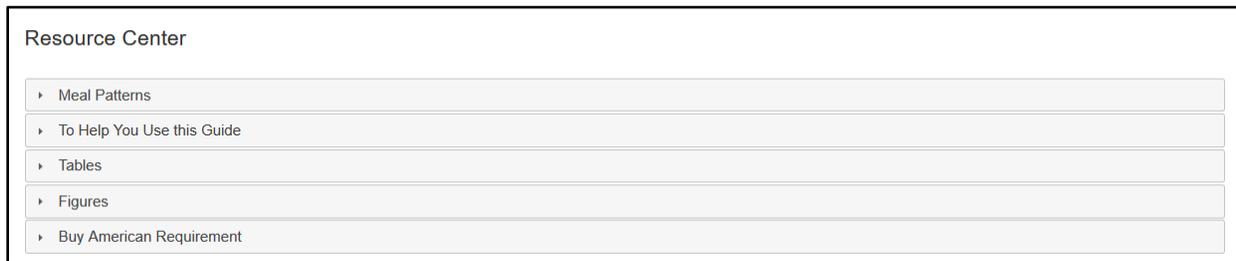
2.4.1.4 Download Food Buying Guide

From the “Home” dropdown 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” dropdown menu, users can view the About the Food Buying Guide screen by selecting the “Resource Center” menu item. 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” dropdown 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 2.4.1.

2.4.3 Food Items



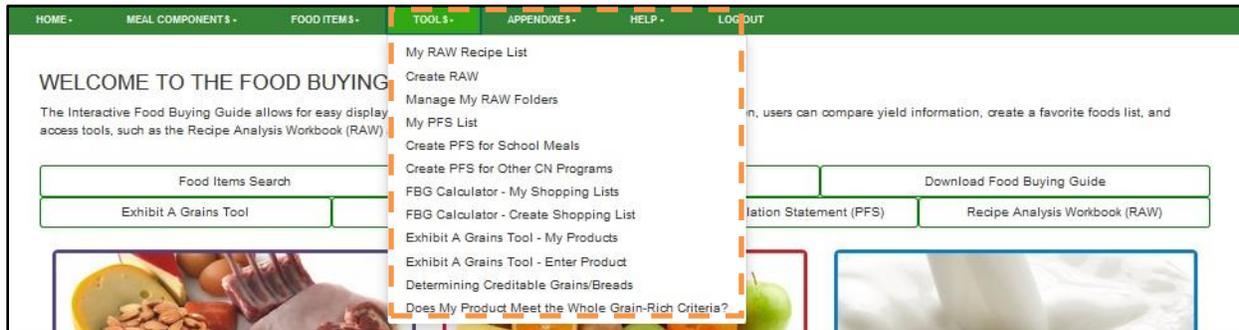
2.4.3.1 Search

From the “Food Items” dropdown 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” dropdown menu, users can select “Favorites” menu item to reach the Favorites List screen. See Section 2.3.2 for more information.

2.4.4 Tools



From the “Tools” dropdown menu, users can access the following:

The Tools top 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*)
- Create RAW – create RAW (*functionality is not available to guest users*)
- My PFS List – list of user’s PFS (*functionality is not available to guest users*)
- Create PFS for School Meals (*functionality is not available to guest users*)
- Create PFS for Other CN Programs (*functionality is not available to guest users*)
- 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 (*Shopping Lists are persistent only while user is active in the FBG application*)
- Exhibit A Grains Tool - My Products – list of user’s Products (*Products are persistent only while user is active in the FBG application*)
- Exhibit A Grains Tool - Enter Product – enter a Product (*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

2.4.5 Appendixes



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

2.4.6 Help



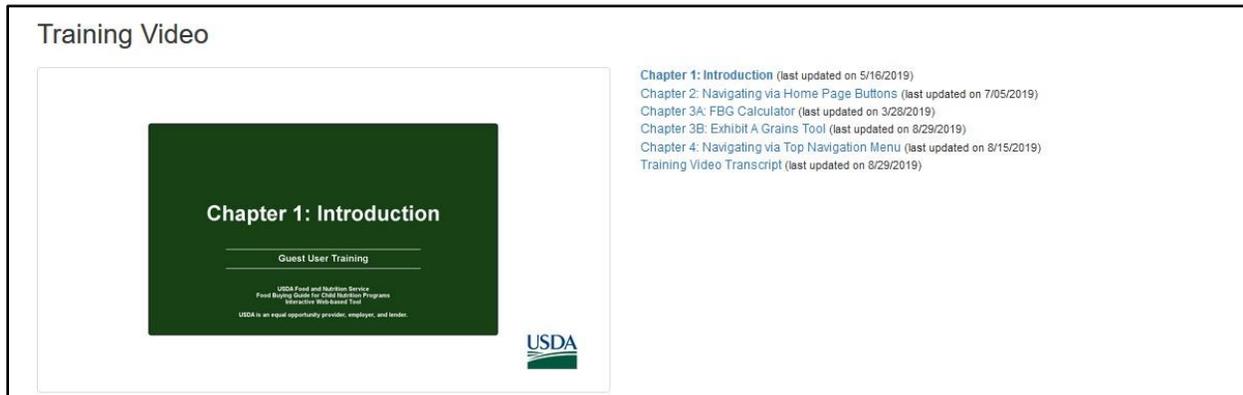
2.4.6.1 User Guide

From the “Help” dropdown 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 request the user guide in another format.

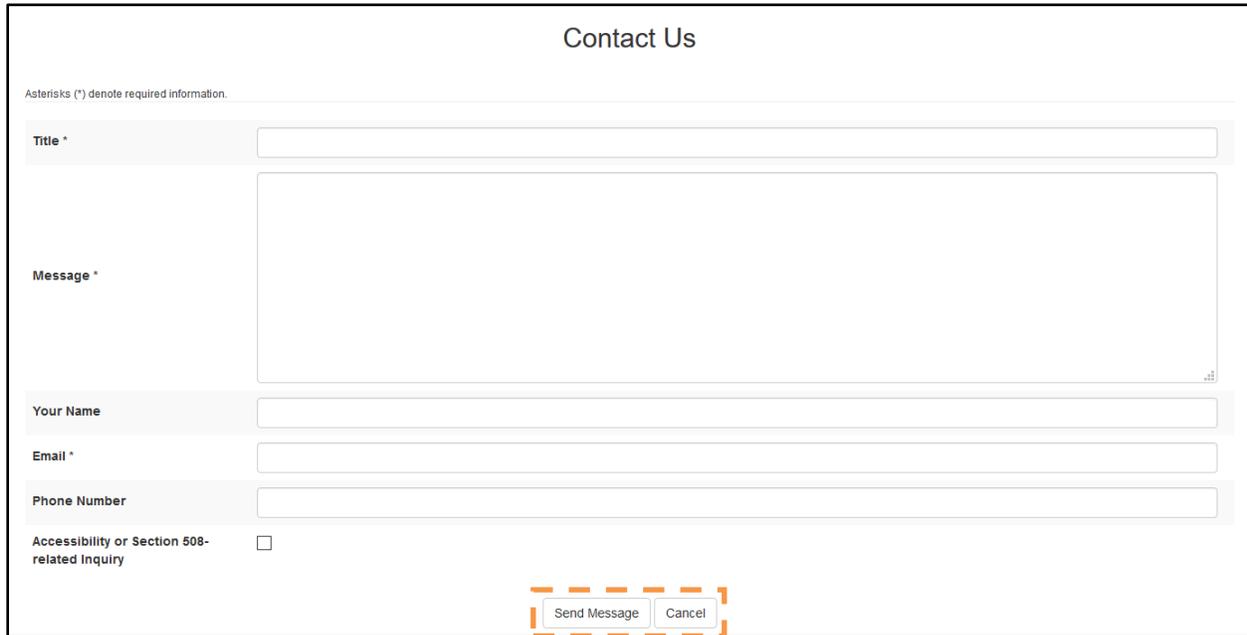
2.4.6.2 Training Video

The Training Video screen contains a video player that displays the FBG training video. The first chapter of the 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” dropdown 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 4: 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” dropdown 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

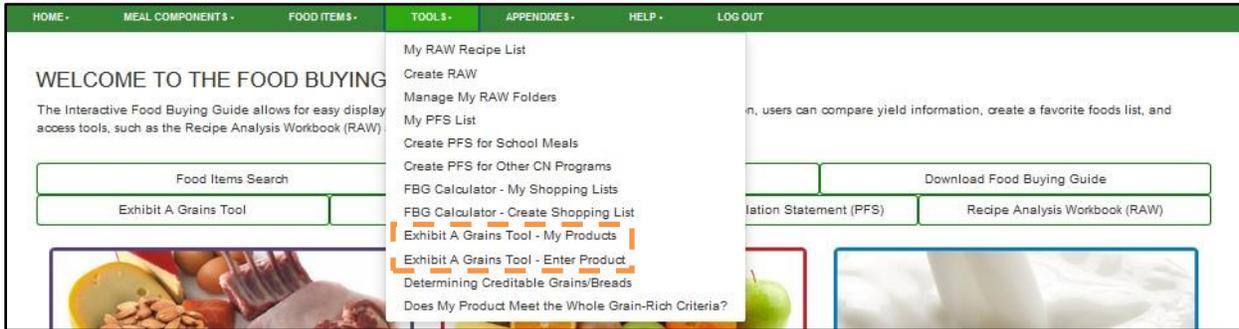
The Exhibit A Grains Tool determines:

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.

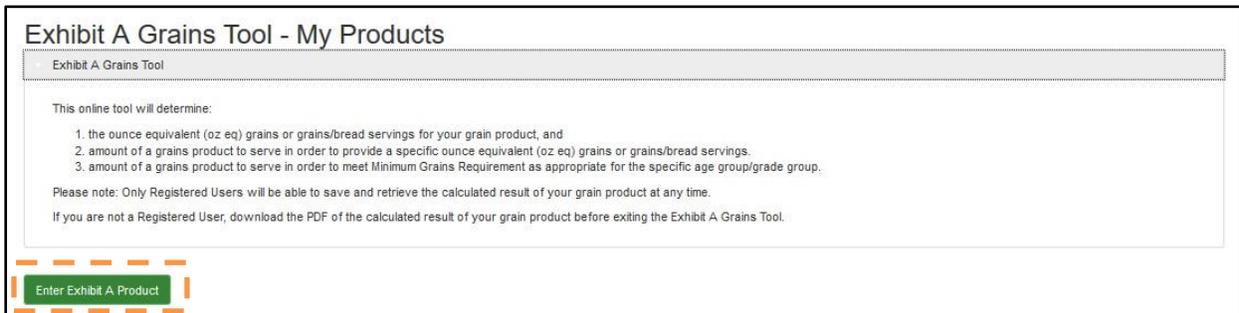


Users can also access the functionality by selecting the “Exhibit A Grains Tool – My Products” and “Exhibit A Grains Tool – Enter Product” menu items under Tools from the top navigation bar.

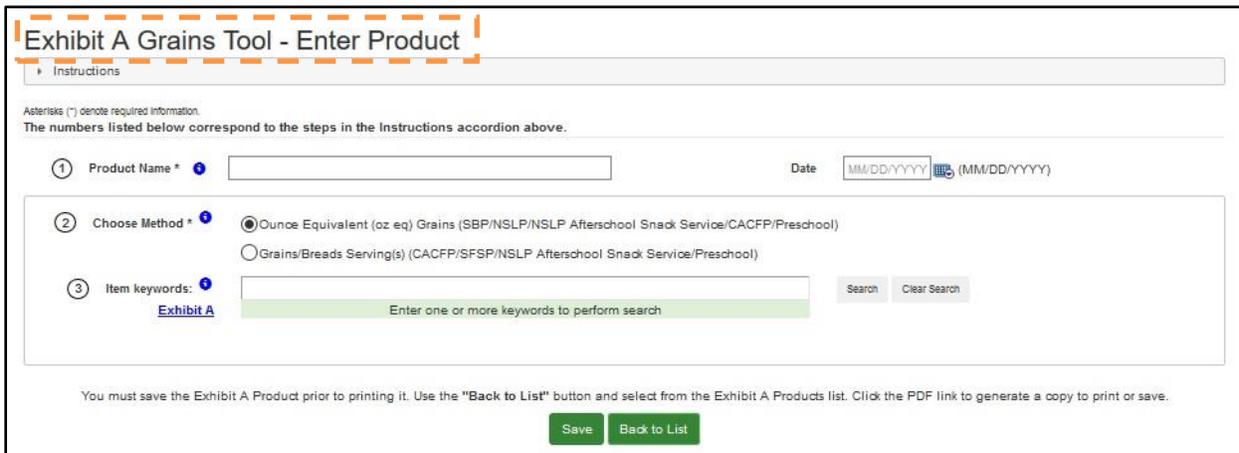


NOTE: This functionality is available to Guest Users, but the Products will not be saved and accessible once user’s session expires.

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 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 (MM/DD/YYYY)

2 Choose Method * Ounce Equivalent (oz eq) Grains (SBP/NSLP/NSLP Afterschool Snack Service/CACFP/Preschool)
 Grains/Breads Serving(s) (CACFP/SFSP/NSLP Afterschool Snack Service/Preschool)

3 Item keywords:

Enter one or more keywords to perform search

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 in ounce equivalent (oz eq) for SBP/NSLP/NSLP Afterschool Snack Service/CACFP/Preschool, or in grains/breads servings for CACFP/SFSP/NSLP Afterschool Snack Service/Preschool. User should select the applicable method:

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 (MM/DD/YYYY)

2 Choose Method * Ounce Equivalent (oz eq) Grains (SBP/NSLP/NSLP Afterschool Snack Service/CACFP/Preschool)
 Grains/Breads Serving(s) (CACFP/SFSP/NSLP Afterschool Snack Service/Preschool)

3 Item keywords:

Enter one or more keywords to perform search

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. There is a search control that allows the user to locate food items as listed in Exhibit A. Please refer to Exhibit A: Grain Requirements For Child Nutrition Programs.

2 Choose Method * 1 Ounce Equivalent (oz eq) Grains (SBP/NSLP/NSLP Afterschool Snack Service/CACFP/Preschool)
 Grains/Breads Serving(s) (CACFP/SFSP/NSLP Afterschool Snack Service/Preschool)

3 Item keywords: 1 bread Search Clear Search

Exhibit A

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	Breads - all (for example sliced, French, Italian)	Group B	28 g	1 oz	25 g	0.9 oz

Users can search for food items (as listed in Exhibit A) by entering one or more keywords and then pressing the Search button or hitting the Enter key. Once the food item has been located, click 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.

2 Choose Method * 1 Ounce Equivalent (oz eq) Grains (SBP/NSLP/NSLP Afterschool Snack Service/CACFP/Preschool)
 Grains/Breads Serving(s) (CACFP/SFSP/NSLP Afterschool Snack Service/Preschool)

3 Item keywords: 1 bread Search Clear Search

Exhibit A

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	Breads - all (for example sliced, French, Italian)	Group B	28 g	1 oz	25 g	0.9 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) 1 Decimal Equivalents of Commonly Used Fractions	Measurement Unit	8 Grains Contribution
X Bread sticks (hard)	5 []	6 Select v	0.00 oz eq grains

Grains Contribution: of Bread sticks (hard) provide 0.00 oz eq grains

NOTE:

- Refer to Exhibit A for specific guidance on creditable grain products in Child Nutrition Programs.
- Creditable grain items are made from whole or enriched grains.
- Grain-based desserts are not creditable in CACFP or NSLP/SBP infant and preschool meals.
- Make sure the food you are entering is creditable for infants. For more information, see "Feeding Infants in the CACFP's Appendix F: Infant Foods List"
- For combination foods that credit toward more than one meal component, enter the weight of the grain portion only (e.g., for pizza, only enter the weight of the crust).

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	Grains Contribution
 Bread sticks (hard)	<input type="text" value=""/>	<input type="text" value="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 Minimum Grains Requirement as appropriate for the specific age group/grade groups you are serving.

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	Grains Contribution
 Bread sticks (hard)	<input type="text" value="30"/>	<input type="text" value="grams"/>	1.25 oz eq grains
Grains Contribution: 30 grams of Bread sticks (hard) provide 1.25 oz eq grains			

2.5.1.1 Grains Contribution

The Grains Contribution tab calculates the ounce equivalent (oz eq) grains or grains/breads servings for your 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 (SBP/NSLP/CACFP) Method is selected, and in grains/breads servings when Grains/Breads Servings (CACFP/SFSP/NSLP Afterschool Snack Service) Method is selected. You can change Method selection and 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) Decimal Equivalents of Commonly Used Fractions	Measurement Unit	Grains Contribution	
X Bread sticks (hard)	30	grams	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) 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 Cereal Grains (barley, quinoa, etc)	1	cup(s)	1/2 cup cooked	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) 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)	Select	0.00 oz eq grains
Grains Contribution: 1 cup(s) of Ready to eat breakfast cereal (cold, dry) provide 0.00 oz eq grains				

- Select
- 1 cup flakes and rounds
- 1.25 cups puffed cereal
- 1/4 cup granola

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)	1 cup flakes and roux	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.

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) 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 Cereal Grains (barley, quinoa, etc)	1	cup(s)	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) 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)

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)	⑤ 1	⑥ cup(s)	⑦ 3/4 cup	⑧ 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	Weight(s)	Amount to Serve	
X Bread sticks (hard)	⑥ 1.40 oz eq grains	⑦ Serving Size 5	⑧ 60 grams	⑨ 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	⑧ 60 grams
⑨ Bread sticks (hard), serve	⑩ 2.75 piece(s)/slice(s)

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

Table 5: 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 Group 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
Ready to eat breakfast cereal (cold, dry)	flakes and rounds	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.

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 (see more details below) and select the Program – Meal combination from the drop-down menu.

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

Description of Food Item per Exhibit A: Bread sticks (hard)

Serving Size (as provided on Product Label): 5 piece(s)/slice(s)

Program - Meal: Select

Amount to Serve by Age Group/Grade Group to Meet Minimum Grains Requirement for SBP - Breakfast

Age Group/Grade Group	Amount to Serve to Meet Minimum Grains Requirement	Minimum Grains Requirement
Grades K-5	2.00 piece(s)/slice(s)	1.0 oz eq grains
Grades 6-8	2.00 piece(s)/slice(s)	1.0 oz eq grains
Grades 9-12	2.00 piece(s)/slice(s)	1.0 oz eq grains

NOTE: Refer to Exhibit A for specific guidance on creditable grain products in Child Nutrition Programs.

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 Method selection, 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.

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

Description of Food Item per Exhibit A: Bread sticks (hard)

Serving Size (as provided on Product Label): 5 piece(s)/slice(s)

Program - Meal: SBP - Breakfast

Amount to Serve by Age Group/Grade Group to Meet Minimum Grains Requirement for SBP - Breakfast

Age Group/Grade Group	Amount to Serve to Meet Minimum Grains Requirement	Minimum Grains Requirement
Grades K-5	2.00 piece(s)/slice(s)	1.0 oz eq grains
Grades 6-8	2.00 piece(s)/slice(s)	1.0 oz eq grains
Grades 9-12	2.00 piece(s)/slice(s)	1.0 oz eq grains

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): 5 piece(s)/slice(s)

Weigh(s): 60 grams

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)

2.5.1.3.2. Groups H and I

For food items in Group 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 select the Program – Meal combination. The Amount to Serve is calculated automatically in cups. You can change the Method selection, 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)	0.5 oz eq grains
Ages 3-5	0.50 cup(s)	0.5 oz eq grains

2.5.1.3.3. CACFP Infant Meal Pattern

Some Exhibit A food items are not creditable in the CACFP Infant meal pattern. For these non-creditable food items, when “CACFP – Infant” is selected in the Program – Meal drop-down, the following statement will be displayed instead of the calculation results: “This food is NOT creditable for CACFP Infant meal pattern.”

The screenshot shows a form with three tabs: "Grains Contribution", "Amount to Serve", and "Amount to Serve by Age Group/Grade Group". The "Amount to Serve by Age Group/Grade Group" tab is active. It contains a table with the following data:

Description of Food Item per Exhibit A	Serving Size (as provided on Product Label) Decimal Equivalents of Commonly Used Fractions	Program - Meal
X Egg roll skins	6 Serving Size 5.00 [pieces(s)/slice(s)] weigh(s) 23.0 [grams]	7 CACFP - Infant

Below the table, a message is displayed: "8 Amount to Serve by Age Group/Grade Group to Meet Minimum Grains Requirement for CACFP - Infant. Decimal Equivalents of Commonly Used Fractions. This food is NOT creditable for CACFP Infant meal pattern." The message is enclosed in a dashed orange box.

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.

The screenshot shows a message box with the text: "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." Below the message are two buttons: "Save" and "Back to List".

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.

The screenshot shows the "Exhibit A Grains Tool - My Products" screen. It includes a search bar with the text "Enter Exhibit A Product" and a message: "The following are the Products you created. You can narrow the set of products displayed by entering one or more keywords for Product Name. You can re-sort the table entries by Product Name or Date/Time Created by clicking on the corresponding table header." Below the message is a table with the following data:

Product Name	Date	Created On	Updated On	Actions
Bread Sticks Calculation		12/15/2019 22:30	02/25/2020 17:09	Edit Copy Delete PDF Text 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
- Text – 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.

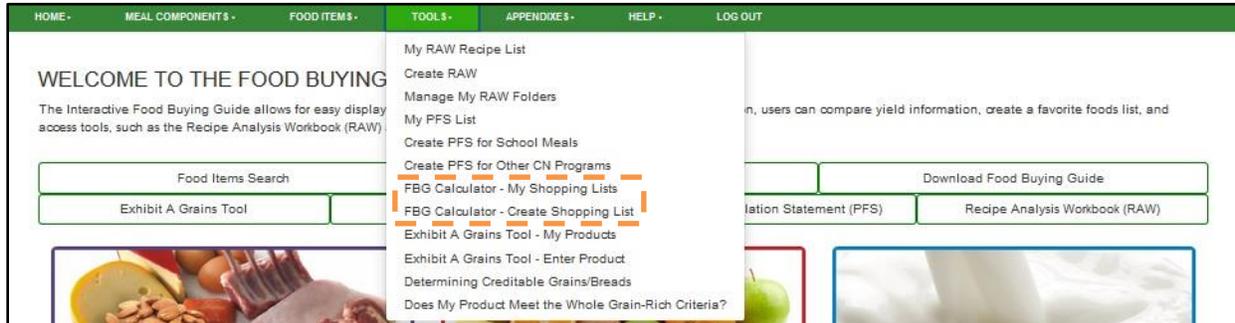
2.5.2 FBG Calculator

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.

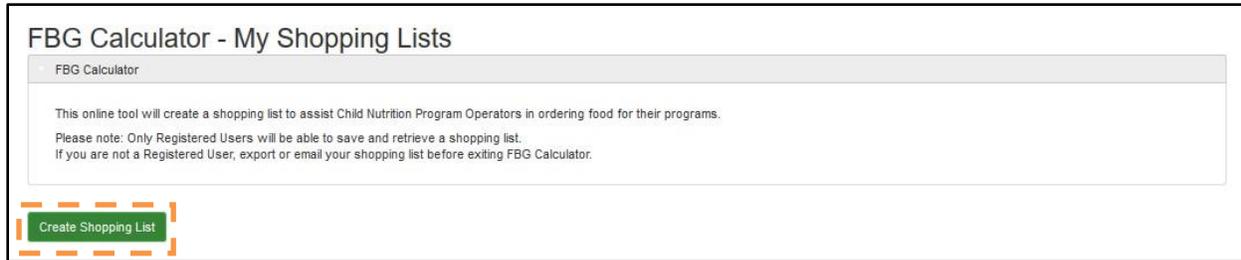


Users can also access the functionality by selecting the “FBG Calculator – My Shopping Lists” and “FBG Calculator – Create Shopping List” menu items under the Tools.

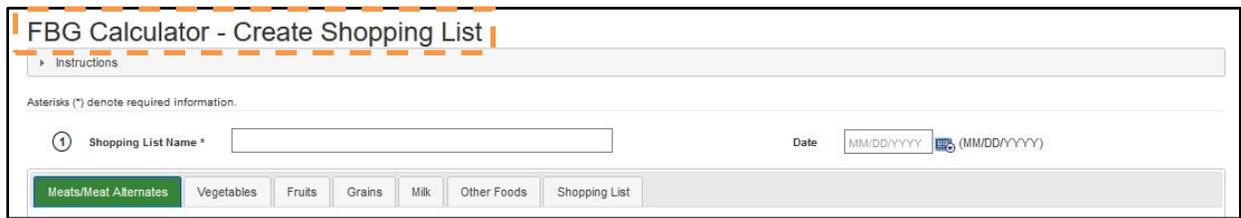


NOTE: This functionality is available to Guest Users, but the Shopping Lists will disappear once user’s session expires.

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:



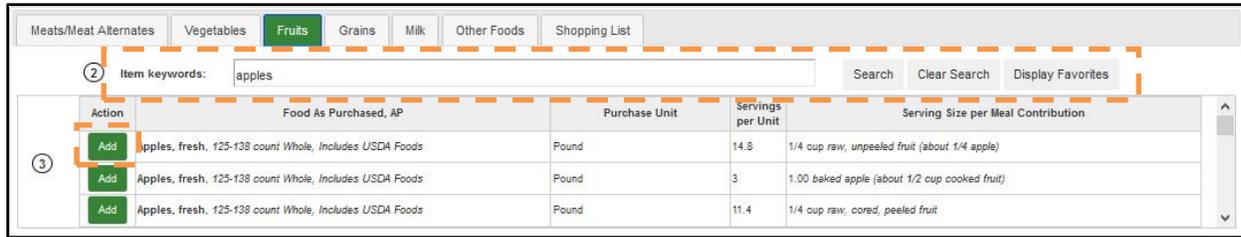
User must enter information in the Shopping List Name header field, and the Date field is optional.



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 Adding Ingredients to a Shopping List

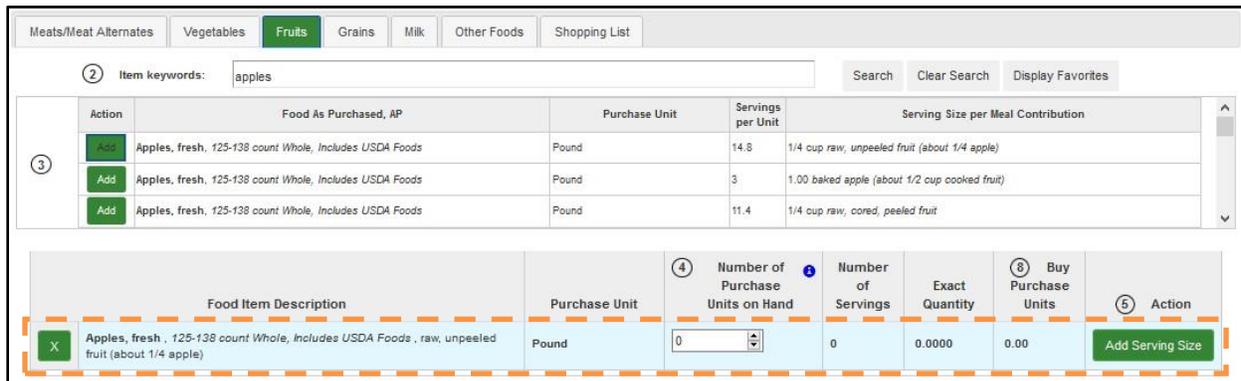
A Shopping List can include ingredient(s) for one or more meal components, and each meal component has a separate tab in the Shopping List. Each tab has a search control that allows the user to locate food items within that given meal component (ex. the Fruits tab’s search control will locate only fruit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



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 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 serving size rows will appear under the food item row.

The screenshot shows the 'Fruits' category selected. A search for 'apples' yields three results. The first result is expanded to show a detailed view with the following data:

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, raw, unpeeled fruit (about 1/4 apple)	Pound	3	120	12.8379	10.00	Add Serving Size

Below the food item row is a table for serving sizes:

#	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.

This screenshot is identical to the previous one, but the 'Buy Purchase Units' field (10.00) in the food item row is highlighted with an orange dashed box.

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.

This screenshot is identical to the previous one, but the 'Remove Serving Size' buttons for both serving sizes (1 and 2) in the serving size table are highlighted with orange dashed boxes.

2.5.2.2 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 - Create Shopping List

Instructions

Asterisks (*) denote required information.

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

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	Exact Quantity
3.50	Pound	Apples, fresh , 125-138 count Whole, Includes USDA Foods , raw, unpeeled fruit (about 1/4 apple)	50	1/4 cup	3.3784
9.50	Pound	Apples, fresh , 125-138 count Whole, Includes USDA Foods , raw, unpeeled fruit (about 1/4 apple)	70	1/2 cup	9.4595
10.00	Pound	Total	120		12.8379
10.50	Pound	Grapes, fresh , Seedless, Whole, Without stem , whole fruit	120	1/4 cup	10.2916
10.50	Pound	Total	120		10.2916

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.

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	07/14/2020	01/30/2020 09:37	07/14/2020 08:42	Edit Copy Delete PDF Text 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
- Text – 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.

2.5.3 Determining Creditable Grains/Breads

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

The 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 to 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.

Interactive Flow Chart for Determining Creditable Grains/Breads

A. Is the food product labeled as whole grain? No ❌

B. Is the food product labeled as enriched? Yes ✅

The food product is CREDITABLE as a grains/breads component.

Back Start Over

Close

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.

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 to 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.

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

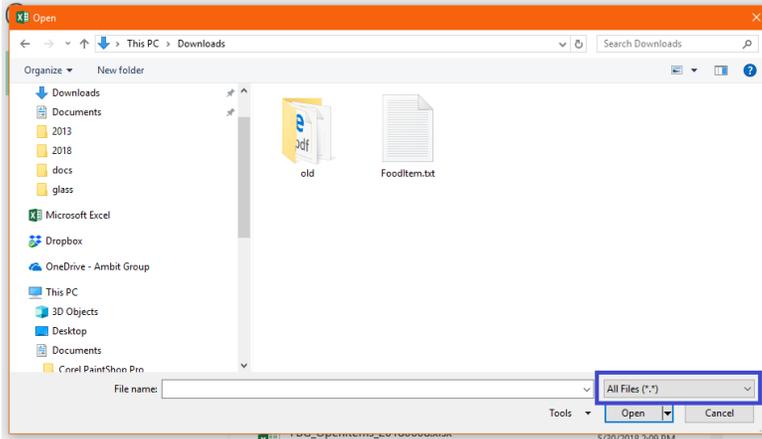
Close

2.6 Exporting Data to Microsoft Excel

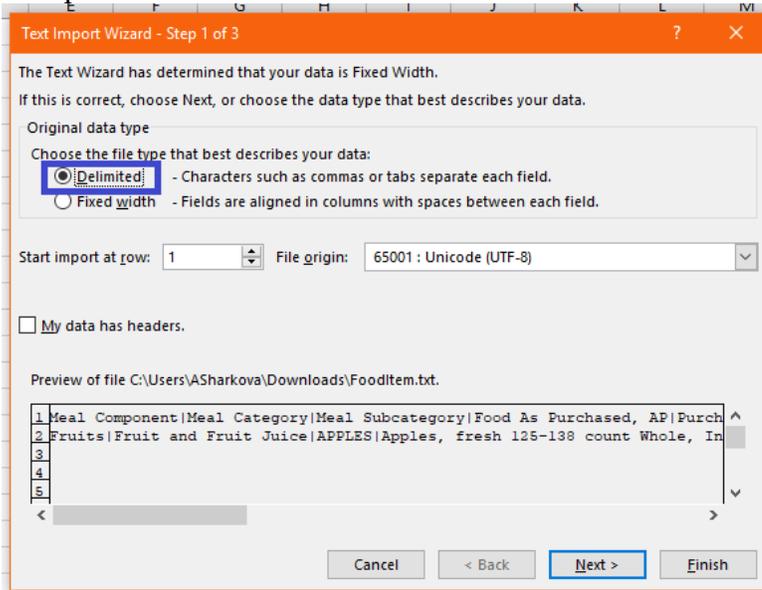
Throughout the FBG application, there are “Export” buttons that allow to export data displayed on the screen as a text file delimited by “|” character, that can be imported into Microsoft Excel. Follow the steps below to open the text file in Microsoft Excel.

2.6.1 For a Microsoft Windows Computer

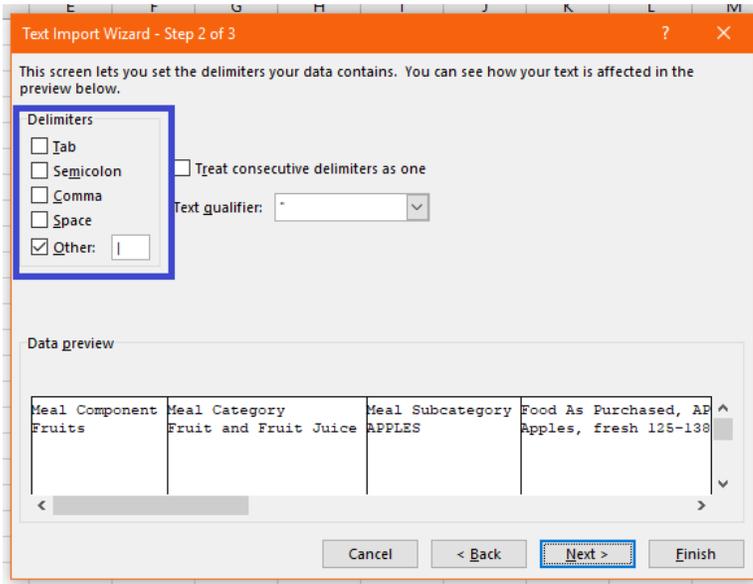
1. Click on Export button and save the file to your computer, noting the file name and directory (for example, FoodItem.txt in your Downloads directory)
2. Open Microsoft Excel
3. Go to “File” menu and click on the “Open” option
4. In the “Open” dialog, navigate to the directory where you downloaded the file and select “All Files” in the drop-down – so the .txt file is displayed:



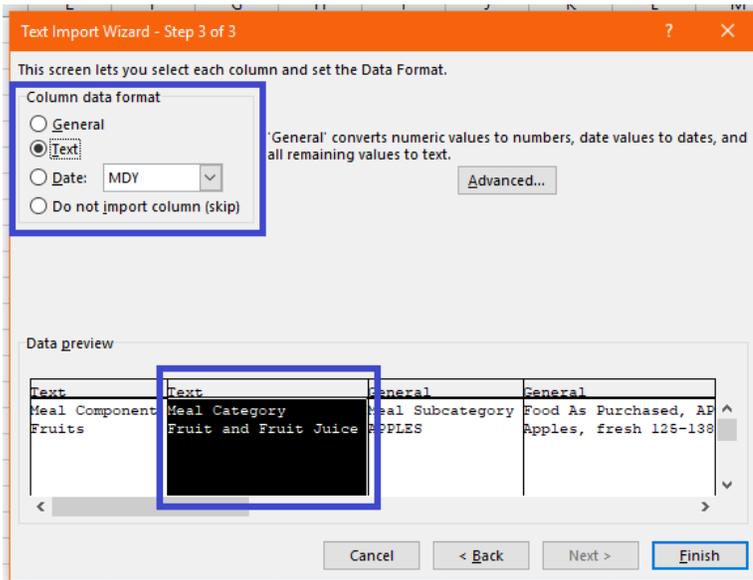
5. Click on the file and press the “Open” button
6. In the “Text Import Wizard – Step 1 of 3” dialog, select the “Delimited” radio button, then press the “Next” button:



- In the “Text Import Wizard – Step 2 of 3” dialog, in the “Delimiters” section, uncheck the “Tab” option, check the “Other” option and enter the “|” character into the text field next to it, then press the “Next” button:



- Optional: in the “Text Import Wizard – Step 3 of 3” dialog, click on each column in the “Data preview” section and then select the “Text” option in the “Column data format” section, changing the columns’ type to Text one by one.
- In the “Text Import Wizard – Step 3 of 3” dialog, press the “Finish” button:



- The file will open in Microsoft Excel

2.6.2 For an Apple Mac Computer

1. Click on Export button and save the file to your computer, noting the file name and directory (for example, FoodItem.txt in your Downloads directory)
2. Open Microsoft Excel
3. Go to “File” menu and click on the “Open” option
4. In the “Open” dialog, select the “Open” icon in the left sidebar, then select “On my Mac”. An Open panel will now display. Navigate to the directory where you downloaded the file so the .txt file is displayed
5. Click on the file and press the “Open” button
6. In the “Text Import Wizard – Step 1 of 3” dialog, select the “Delimited” radio button, then press the “Next” button
7. In the “Text Import Wizard – Step 2 of 3” dialog, in the “Delimiters” section, uncheck the “Tab” option, check the “Other” option and enter the “|” character into the text field next to it, then press the “Next” button
8. Optional: in the “Text Import Wizard – Step 3 of 3” dialog, click on each column in the “Data preview” section and then select the “Text” option in the “Column data format” section, changing the columns’ type to Text one by one.
9. In the “Text Import Wizard – Step 3 of 3” dialog, press the “Finish” button
10. The file will open in Microsoft Excel

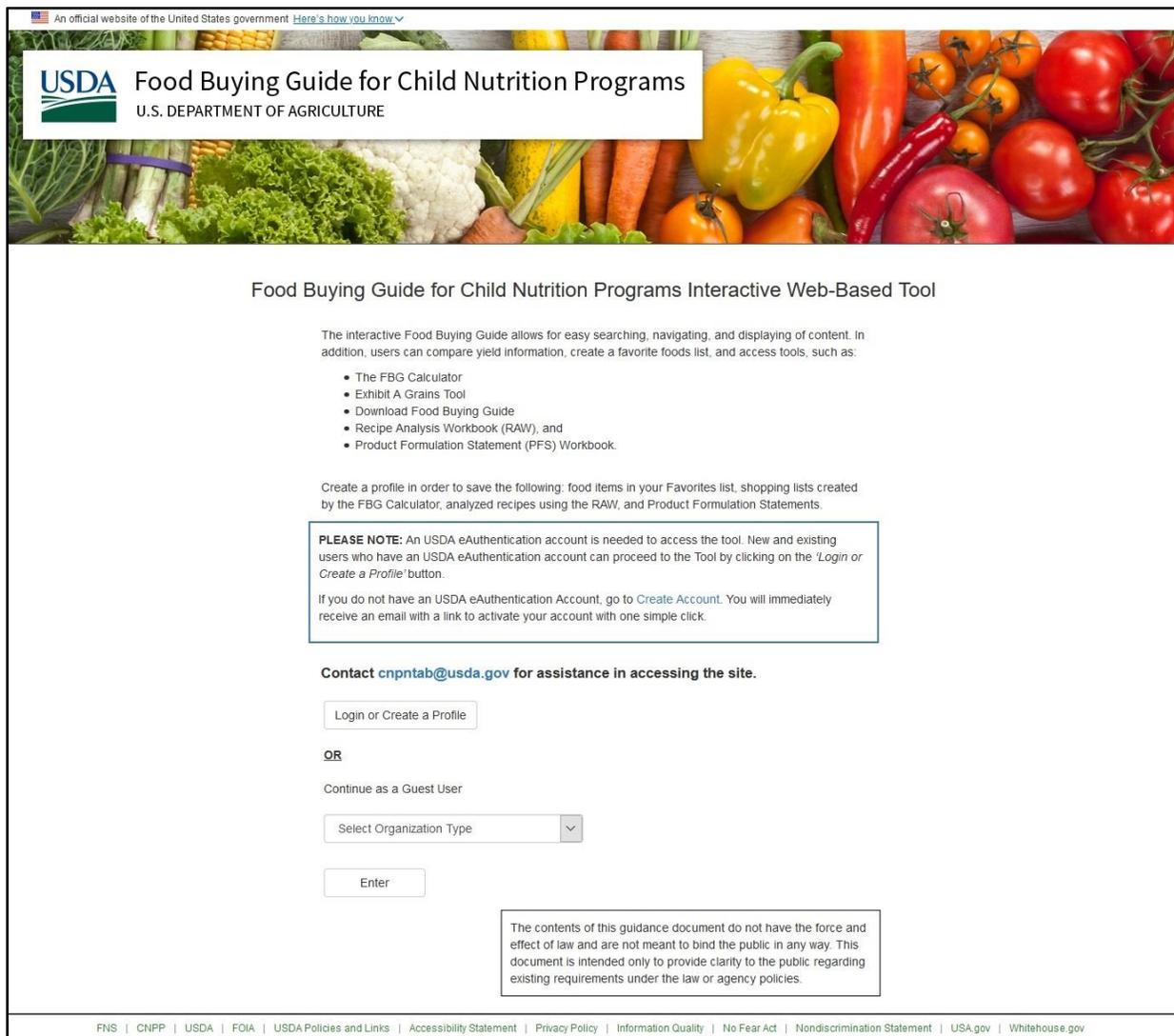
3 Registered User

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. Recipe Analysis Workbook is available to Registered Users with Organizations other than Vendor.
4. 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:



3.1.1 Requirement – Level 1 USDA eAuthentication Account

A Level 1 USDA eAuthentication account is needed to access the tool as a registered user.

To create a new Level 1 USDA eAuthentication account, follow 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 Level 1 eAuthentication account.

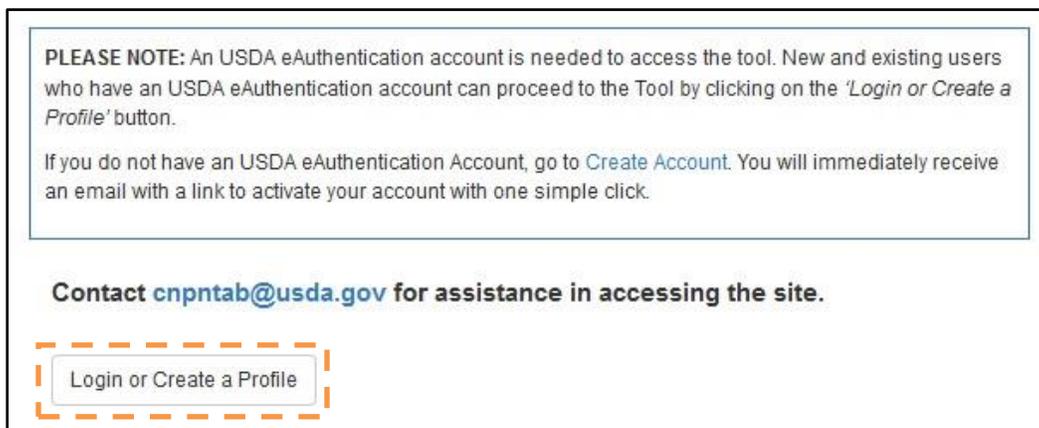


3.1.2 Logging In with eAuth

When navigating to the FBG URL, a User will first see the login screen. Users who have a Level 1 USDA eAuthentication 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 eAuthentication login screen to enter his/her eAuthentication credentials.

If the user has not used the Food Buying Guide application before, he 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 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. 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.

First Name	<input type="text" value="First"/>	Last Name	<input type="text" value="Last"/>
Organization Type *	<input type="text" value="Not Selected"/>	Organization Name *	<input type="text"/>
Title	<input type="text"/>	Email Address *	<input type="text"/>
State / Territory	<input type="text" value="Not Selected"/>		

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.

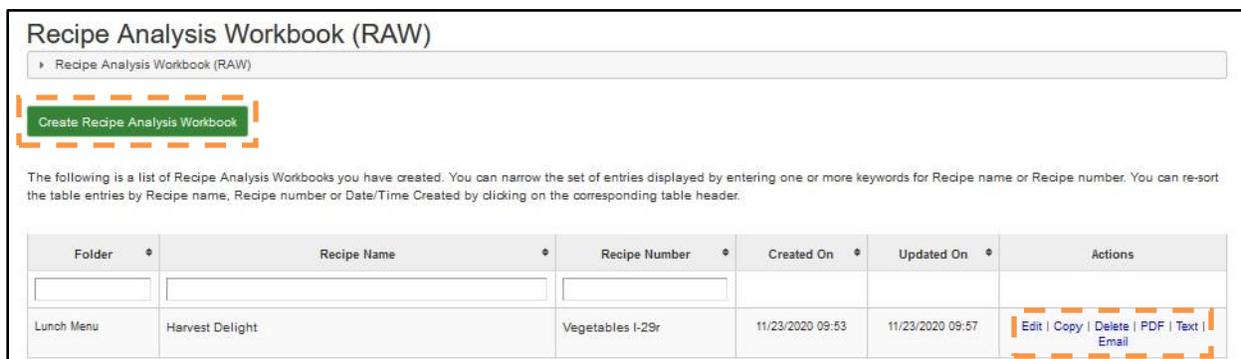


This takes you to the Recipe Analysis Workbook (RAW) screen. Information about the tool can be accessed at the top of the screen by clicking the gray Recipe Analysis Workbook (RAW) heading bar to expand or collapse the text.

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
- Text – to generate, view, and save Meal Pattern Contribution of the RAW as a text or Excel file
- Email – to generate RAW PDF and email it to one or more recipients.



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

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, Recipe Number, Servings per Recipe, and Serving Size for the RAW).

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.

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:

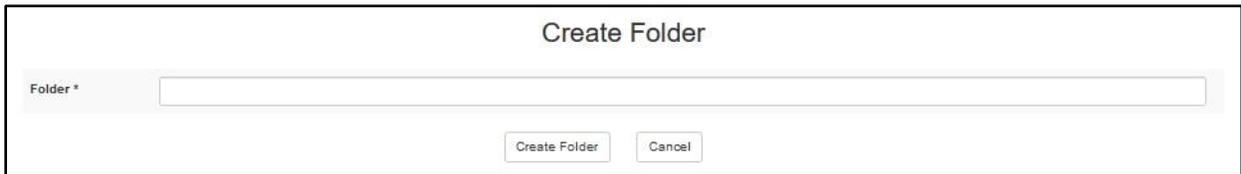
- Method A – based on Exhibit A – Go to this tab to search and select ingredients from Exhibit A
- Method B – based on Food Buying Guide – This tab will automatically populate if food ingredients are selected from the search below.
- Method C – based on Grams of Creditable Grains – Go to this tab to manually enter grain ingredients.

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.



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.



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.



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

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

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 Alternatives, 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

Keywords:

Meal Component:

Category:

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. 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

Keywords:

Meal Component:

Category:

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	<input type="button" value="Remove"/>
Vegetables Sweet Potatoes, fresh Whole, Includes USDA Foods	Pound	9.10	1/4 cup cooked, sliced vegetable	<input type="button" value="Remove"/>
Vegetables Squash, Winter, fresh Butternut, Whole	Pound	7.50	1/4 cup cooked, drained, pared, cubed vegetable	<input type="button" value="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* Footnote 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	<input type="button" value="Add"/>
Vegetables	Other Vegetables* Footnote ONIONS, MATURE	Onions, Mature, fresh All sizes, Whole	Pound	14.20	1/4 cup raw, sliced vegetable	1 lb AP = 0.88 lb ready-to-serve or -cook raw onion	<input type="button" value="Add"/>
Vegetables	Other Vegetables* Footnote ONIONS, MATURE	Onions, Mature, fresh All sizes, Whole	Pound	7.90	1/4 cup cooked vegetable pieces	1 lb AP = 0.78 lb cooked onion; 1 lb AP = 0.88 lb ready-to-serve or -cook raw onion	<input type="button" value="Add"/>

Users can also add ingredients to the RAW 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 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 factor 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) ②	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	<input type="text" value="3.0000"/>	<input type="text" value="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	<input type="text" value="3.0000"/>	<input type="text" value="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	<input type="text" value="3.0000"/>	<input type="text" value="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) ②	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	<input type="text" value="1.0000"/>	<input type="text" value="0.0000"/>	1.0000

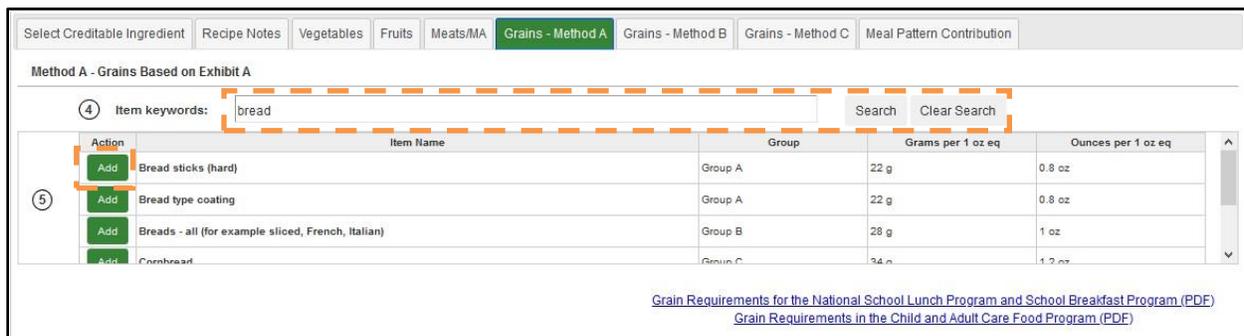
Total Vegetable Amount will be calculated as the ingredients’ data is entered and automatically displayed on the bottom of Vegetables tab.

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

3.2.1.3 Grains – Method A

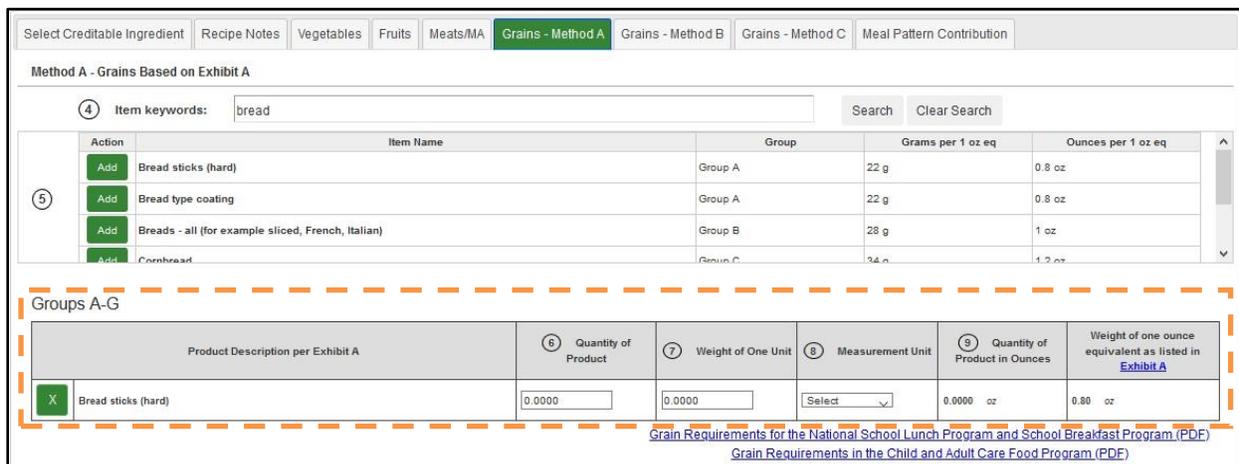
Grains – Method A tab is based on food items found in Exhibit A. It has a search control that allows the user to locate food items within Exhibit A.



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 (oz. or gm) 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.



For food items in Groups H-I, enter Quantity of Product, select the appropriate Measurement Unit (oz., gm., 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.

The screenshot shows the 'Grains - Method A' interface. At the top, there are tabs for 'Select Creditable Ingredient', 'Recipe Notes', 'Vegetables', 'Fruits', 'Meats/MA', 'Grains - Method A' (selected), 'Grains - Method B', 'Grains - Method C', and 'Meal Pattern Contribution'. Below the tabs, the title is 'Method A - Grains Based on Exhibit A'. There is a search bar with 'cereal' entered and 'Search' and 'Clear Search' buttons. A list of items is shown with columns for 'Add', 'Item keywords', 'Group', 'Quantity', and 'Measurement Unit'. The items are: 'Cereal bars, breakfast bars, granola bars (plain)' (Group D, 55 g, 2 oz), 'Cereal bars, breakfast bars, granola bars (with nuts, dried fruit, and/or chocolate pieces)' (Group E, 69 g, 2.4 oz), 'Cereal Grains (barley, quinoa, etc.)' (Group H, 28 g, 1 oz), and 'Ready to eat breakfast cereal (cold, dry)' (Group I, 28 g, 1 oz). Below this list is a section for 'Groups H-I' with a table for adding items. The table has columns for 'Product Description per Exhibit A', 'Quantity of Product', 'Measurement Unit', and 'Weight or Cups of one ounce equivalent as listed in Exhibit A'. An 'X' button is next to the 'Ready to eat breakfast cereal (cold, dry)' item. At the bottom, there are links for 'Grain Requirements for the National School Lunch Program and School Breakfast Program (PDF)' and '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 based on grains food items entered manually. You can add food items using “Add New Ingredient” button.

The screenshot shows the 'Grains - Method C' interface. At the top, there are tabs for 'Select Creditable Ingredient', 'Recipe Notes', 'Vegetables', 'Fruits', 'Meats/MA', 'Grains - Method A', 'Grains - Method B', 'Grains - Method C' (selected), and 'Meal Pattern Contribution'. Below the tabs, the title is 'Method C - Grains Based on Grams of Creditable Grains'. There is a table with columns for 'Description of Creditable Grain Ingredient', 'Quantity of Ingredient', and 'Measurement Unit'. The first row has 'whole wheat flour' in the description, '0.0000' in the quantity, and 'Select' in the measurement unit. There is an 'X' button next to the description. Below the table is an 'Add New Ingredient' button. At the bottom, there are links for 'Grain Requirements for the National School Lunch Program and School Breakfast Program (PDF)' and 'Grain Requirements in the Child and Adult Care Food Program (PDF)'.

Enter the description of creditable grain ingredient and quantity of ingredient, then select the measurement unit. The Meal Pattern Contribution value 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.

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 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						Red/Orange Vegetables	3/8 cup
		Vegetables						Other Vegetables	0 cup

1 cup provides 3/8 cup total vegetable (3/8 cup red/orange vegetable)

Please note that:

- For School Meals and CACFP: Raw leafy green vegetables credit as half the volume served (For example: 1 cup raw spinach credits as 1/2 cup dark green vegetable)
- For School Meals and CACFP: Dried fruits credit as double the volume (For example, 1/2 cup raisins credits as 1 cup fruit).
- For School Meals Only: Any quantity remaining after the credit has been determined for each vegetable subgroup is combined to ensure the maximum credit for the vegetables. If this combined quantity provides a minimum of 1/8 cup, it is credited towards the Additional Vegetables. If the RAW contains no Starchy vegetables, then the program operator may instead choose to manually credit the remaining Additional Vegetables towards the Other Vegetables subgroup.

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

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.

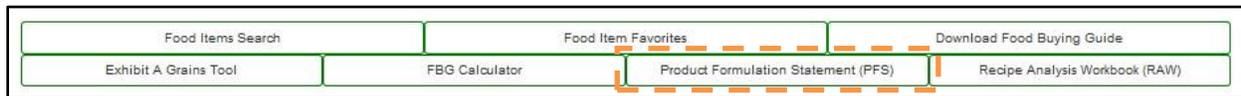
Use “Save” button at the bottom of the Create/Edit RAW screen to save your RAW at any point. Use “Back to RAW List” button to return to the RAW List screen.

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

3.2.2 Product Formulation Statement (PFS)

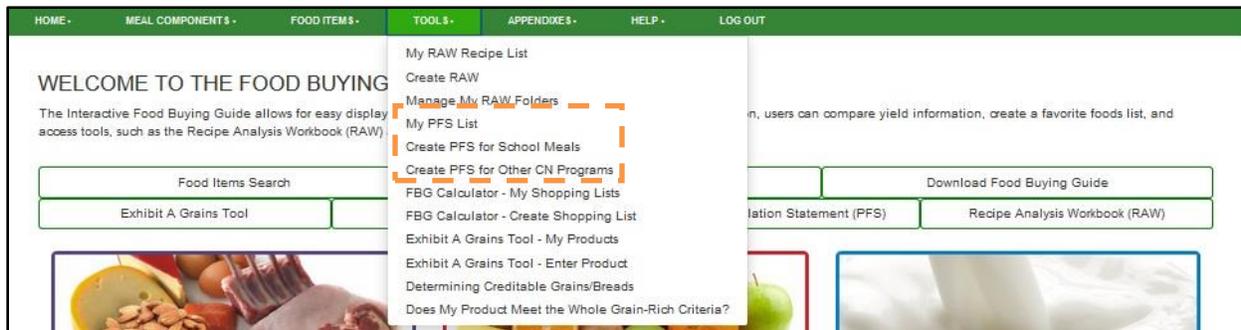
The Product Formulation Statement, or PFS, is a tool available to Registered Users affiliated with an Organization Type of Vendor, FNS National Office, and FNS Regional Office.

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



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” or “Create PFS for Other CN Programs (CACFP, SFP)” button to create the corresponding type of the PFS.

Product Formulation Statement (PFS)

▶ PFS Disclaimer

Create PFS for School Meals Create PFS for Other CN Programs (CACFP, SFP)

The following is a list of Product Formulation Statements you have created. You can narrow the set of entries displayed by entering one or more keywords for Product name, Product code or Select Specific CN Program from the dropdown. You can re-sort the table entries by Product Name, Code Number, CN Program or Date/Time Created by clicking on the corresponding table header.

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

Product Name	CN Program	Product Code	Created On	Updated On	Actions
<input type="text"/>	Any type	<input type="text"/>			
Blueberry Muffins	School Meals	7410	12/12/2019 19:32	07/15/2020 09:17	Edit Copy Delete Text PDF Email

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
- Text – to generate, view, and save Meal Pattern Contribution Statement of the PFS as a text or Excel file
- PDF – generate, view, and save a PDF of the PFS
- 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 or 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)

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.



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.



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 s 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 checked="" type="checkbox"/> Apples, canned, Slices, Solid pack, Includes USDA Foods, fruit and liquid	2.00 oz	50.40	100.00 oz	1.0080 1/4 cups
<input checked="" type="checkbox"/> Fruit, Mixed, canned, Fruit Cocktail (peaches, pears, pineapple, grapes, cherries), Includes USDA Foods, drained fruit	5.00 oz	37.00	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.

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

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 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.

Save | 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.

3.3 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 | APPENDIXES | HELP | ADMINISTRATOR | **WELCOME TEST USER**

WELCOME TO THE FOOD BUYING GUIDE

3.3.2 My Profile

HOME | MEAL COMPONENTS | FOOD ITEMS | TOOLS | APPENDIXES | HELP | ADMINISTRATOR | **WELCOME TEST USER**

- My Profile
- Log out

WELCOME TO THE FOOD BUYING GUIDE

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

3.3.2.1 Manage User Profile

View User Profile

Last Login: 11/20/2020 11:02:33 AM

First Name	Test	Last Name	User
Organization Type	FNS National Office	Organization Name	PSI
Title	1111	Email Address	isa@clo.com
State / Territory	Georgia	Admin	

Edit Close

On the View User Profile screen, you can view information that was previously entered or use “Edit” button to edit information found in the profile. The users can make any desired changes and then click on the “Save” button. The “Cancel” button returns the user to his/her 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="FNS National Office"/>	Organization Name	<input type="text" value="PSI"/>
Title	<input type="text" value="1111"/>	Email Address *	<input type="text" value="isa@clo.com"/>
State / Territory	<input type="text" value="Georgia"/>	Admin *	

Save Cancel

3.3.2.2 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.

Company Profile

Company Name	company name	Phone Number	111-222-3333
Address Line 1	addr 1	Address Line 2	
City	Bethesda	State	Maryland
Zip Code	20814		
Company Letterhead			

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.