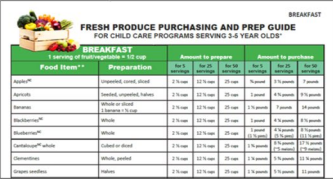



Fresh Produce Purchasing & Prep Guide Instructions

Goal: Help children increase their consumption of fresh vegetables and fruits and highlight seasonal, locally grown produce



PDF



Excel

The goal of this tool is to help children increase their consumption of fresh vegetables and fruits and highlight seasonal, locally grown produce. There are two versions: PDF and Excel.

- **PDF:** Intended to be used by the person preparing meals and snacks, or for anyone who has limited access to a computer. You can print out the guide and use it for quick reference.
- **Excel:** Allows users to plug in any numbers, which are not included in the PDF version.

For each file format, there are 3 different age categories of the guide: 1 to 2 year olds, 3 to 5 year olds, and 6 to 18 year olds. These age categories follow the age groups in the USDA Meal Patterns. It is important that you choose the appropriate guide for the children you serve because the serving sizes of vegetables and fruits are different depending on the age group you are serving. Also, be sure to choose the correct type of meal or snack served. Both the PDF and Excel formats have the same list of vegetables and fruits.

PDF Format

BREAKFAST

FRESH PRODUCE PURCHASING AND PREP GUIDE
FOR CHILD CARE PROGRAMS SERVING 3-5 YEAR OLDS*

1 serving of fruit/vegetable = 1/2 cup

| Food Item** | Preparation | Amount to prepare | | | Amount to purchase | | |
|----------------------|-------------------------------------|-------------------|-----------------|-----------------|--------------------|-----------------|-----------------|
| | | for 5 servings | for 25 servings | for 50 servings | for 5 servings | for 25 servings | for 50 servings |
| Apples ^{NC} | Unpeeled, cored, sliced | 2 ½ cups | 12 ½ cups | 25 cups | ¾ pound | 3 ¾ pounds | 7 pounds |
| Apricots | Seeded, unpeeled, halves | 2 ½ cups | 12 ½ cups | 25 cups | 1 pound | 4 ¾ pounds | 9 ¾ pounds |
| Bananas | Whole or sliced 1 banana = ½ cup | 2 ½ cups | 12 ½ cups | 25 cups | 1 ½ pounds | 7 pounds | 14 pounds |

For both the PDF and Excel file formats, you will find **“FOOD ITEM”** (fresh produce you want to serve), **“PREPARATION”** (how the food is prepared), **“AMOUNT TO PREPARE”** (the amount you need to prepare in cups to serve 5, 25, or 50 servings), and **“AMOUNT TO PURCHASE”** (the amount you need to purchase in pounds to serve 5, 25, or 50 servings). Please note that the serving size is listed at the top. In this example, ½ cup is listed as the serving size for Breakfast. As mentioned above, please choose the correct meal settings and snacks to get an accurate amount to purchase.

PDF Format



FRESH PRODUCE
FOR CHILD CARE PROGRAMS

1 serving of fruit/vegetable = 3/4 cup

REP GUIDE
YEAR OLDS*

SNACK

| SNACK 1 serving of fruit/vegetable = 3/4 cup | | Amount to prepare | | | Amount to purchase | | |
|---|---------------------------------------|-------------------|-----------------|-----------------|---------------------------|-------------------------------|-------------------------------|
| Food Item | Preparation | for 5 servings | for 25 servings | for 50 servings | for 5 servings | for 25 servings | for 50 servings |
| Apples ^{NC} | Unpeeled, cored, sliced | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 1 3/4 pounds | 5 3/4 pounds | 10 3/4 pounds |
| Avocados | Peeled, sliced | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 2 3/4 pounds | 13 3/4 pounds | 27 3/4 pounds |
| Bananas | Whole or sliced 1 banana = 1/2 cup | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 2 3/4 pounds | 10 3/4 pounds | 21 pounds |
| Blackberries ^{NC} | Whole | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 1 1/2 pounds | 6 1/2 pounds | 12 3/4 pounds |
| Blueberries ^{NC} | Whole | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 1 1/2 pounds (2 pints) | 6 1/2 pounds (8 3/4 pints) | 12 3/4 pounds (17 pints) |
| Broccoli trimmed, ready-to-use | Raw florets | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 3/4 pound | 2 3/4 pounds | 5 3/4 pounds |
| Cantaloupe ^{NC} whole | Cubed or diced | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 2 3/4 pounds | 13 3/4 pounds (*7 melons) | 26 3/4 pounds (*13 melons) |
| Carrots baby, ready-to-use | Raw | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 1 3/4 pounds | 6 pounds | 11 3/4 pounds |
| Carrots ^{NC} without tops | Raw, sticks | 3 3/4 cups | 18 3/4 cups | 37 1/2 cups | 1 1/2 pounds | 7 1/2 pounds | 14 3/4 pounds |

NC = Grown in North Carolina

Here is another example of the guide in the PDF format. This guide shows you some of the vegetables and fruits that could be offered as part of the Snack for 6 to 18 year olds. We see that 1 serving of vegetable or fruit is 3/4 cup.

Let's imagine we want to prepare **25 servings of baby carrots** for snack. You will need to prepare 18 3/4 cups of baby carrots, and you will need to purchase 6 pounds of baby carrots to serve 25 servings. As a side note, you will see "NC" throughout the guide, meaning the item is grown in North Carolina.

Excel Format

| FRESH PRODUCE FOR CHILD CARE PROGRAMS | | BREAKFAST (1 serving of vegetable or fruit = 1/2 cup) | | | | | | | |
|---|---|--|-----------------|-----------------|--------------------|-----------------|-----------------|----------------|--------------------|
| FOOD ITEM | PREPARATION | AMOUNT TO PREPARE | | | AMOUNT TO PURCHASE | | | | |
| | | For 5 servings | For 25 servings | For 50 servings | For 5 servings | For 25 servings | For 50 servings | ENTER SERVINGS | AMOUNT TO PURCHASE |
| APPLES ^{NC} | UNPEELED, CORED, SLICED | 2 1/2 cups | 12 1/2 cups | 25 cups | 0.75 pounds | 3.5 pounds | 7 pounds | | 0 pound |
| APRICOTS (MEDIUM, APPROX. 1-3/8" DIAMETER, WHOLE) | SEEDED, UNPEELED, HALVES | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 pound | 4.75 pounds | 9.5 pounds | | 0 pound |
| BANANAS (7" to 7-7/8" LENGTH) | WHOLE OR SLICED (1 banana = 1/2 cup) | 2 1/2 cups | 12 1/2 cups | 25 cups | 1.5 pounds | 7 pounds | 14 pounds | | 0 pound |
| BLACKBERRIES ^{NC} | WHOLE | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 pound | 4.25 pounds | 8.5 pounds | | 0 pound |
| BLUEBERRIES ^{NC} | WHOLE | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 pound | 4.25 pounds | 8.5 pounds | | 0 pound |
| CANTALOUPE ^{NC} (WHOLE, 5" DIAMETER) | CUBED OR DICED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1.75 pounds | 8.75 pounds | 17.5 pounds | | 0 pound |
| CLEMENTINES | WHOLE, PEELED CLEMENTINE (ABOUT 3/8 cup) | 2 1/2 cups | 12 1/2 cups | 25 cups | 1.25 pounds | 5.75 pounds | 11.25 pounds | | 0 pound |

Next, let's take a look at the guide in Excel. This is the guide for 3 to 5 year olds. As mentioned earlier, the Excel version allows users to plug in any numbers. When you open the file, you will see a "Breakfast," "Lunch/Supper," and "Snack" tab. In this Breakfast example, 1 serving of vegetable or fruit is 1/2 cup. Once you select a meal course, find a food item you are looking for and enter servings in the column, "ENTER SERVINGS." Then, you will get the amount to purchase in pounds for the number of servings entered.


Example 1:

- **Food Item:** Unpeeled, cored, sliced apples
- **Serving Size:** 35 (children ages 3 to 5 years)
- **Meal Type:** Breakfast

Let's take a look at two examples. In this example, let's say we want to serve unpeeled, cored, sliced apples to 35 children ages 3 to 5 years for breakfast in a childcare program.

Example 1:

| FOOD ITEM | PREPARATION | AMOUNT TO PREPARE | |
|---|---|-------------------|-----------------|
| | | For 5 servings | For 25 servings |
| APPLES ^{NC} |  UNPEELED, CORED, SLICED | 2 ½ cups | 12 ½ cups |
| APRICOTS (MEDIUM, APPROX. 1-3/8" DIAMETER, WHOLE) |  SEEDED, UNPEELED, HALVES | 2 ½ cups | 12 ½ cups |
| BANANAS (7" to 7-7/8" LENGTH) |  WHOLE OR SLICED (1 banana = 1/2 cup) | 2 ½ cups | 12 ½ cups |
| BLACKBERRIES ^{NC} |  WHOLE | 2 ½ cups | 12 ½ cups |

| FOOD ITEM | PREPARATION | AMOUNT TO PREPARE | | | AMOUNT TO PURCHASE | | | | |
|----------------------|---|-------------------|-----------------|-----------------|--------------------|-----------------|-----------------|----------------|--------------------|
| | | For 5 servings | For 25 servings | For 50 servings | For 5 servings | For 25 servings | For 50 servings | ENTER SERVINGS | AMOUNT TO PURCHASE |
| APPLES ^{NC} |  UNPEELED, CORED, SLICED | 2 ½ cups | 12 ½ cups | 25 cups | 0.75 pound | 3.5 pounds | 7 pounds | 35 | 5 pounds |

Choose the guide for 3 to 5 year olds, and then select the **"Breakfast"** tab. Find listed Apples, unpeeled, cored, and sliced, then plug in 35 under the **"ENTER SERVINGS"** column. You will need to purchase 5 pounds of apples to serve unpeeled, cored, and sliced apples to 35 children ages 3 to 5 years old.

Example 2:

- **Food Item 1:** Cooked butternut squash
- **Food Item 2:** Blueberries
- **Serving Size:** 78
- **Program Type:** At-Risk After School Meals Program
- **Meal Type:** Supper

In the next example, we have 78 students at an At-Risk After School Meals Program and want to serve cooked Butternut Squash as a vegetable component and Blueberries as a Fruit component for Supper. Open the guide for 6 to 18 year olds, then select the **Lunch-Supper** tab.

Notes









- ½ cup serving of vegetable
- ¼ cup serving of fruit or 2nd vegetable

FRESH PRODUCE PURCHASING & PREP GUIDE
FOR MEASUREMENTS APPROXIMATE - 18 YEAR OLDS
LUNCH
(1/2 cup serving of vegetable) + (1/4 cup serving of fruit or 2nd vegetable)

| FOOD ITEM | PREPARATION | AMOUNT TO PREPARE | | | | | | AMOUNT TO PURCHASE | | | | AMOUNT TO PURCHASE | |
|---|---|--------------------------------------|-------------------|---|-------------------|--------------------------------------|-------------------|---|-------------------|----------------|------------------------|--------------------|---------|
| | | Vegetable (1/2 serving = 1/2 cup) | | Fruit or 2nd Vegetable (1/4 serving = 1/4 cup) | | Vegetable (1/2 serving = 1/2 cup) | | Fruit or 2nd Vegetable (1/4 serving = 1/4 cup) | | Vegetable | Fruit or 2nd Vegetable | | |
| | | For 1 Serving | For 25 Serving | For 10 Serving | For 25 Serving | For 1 Serving | For 25 Serving | For 1 Serving | For 25 Serving | | | | |
| APPLES** | UNPEELED, CORED, SLICED | 1 1/2 cups | 6 1/2 cups | 12 1/2 cups | 6 1/2 cups | 12 1/2 cups | 0.5 pounds | 1.75 pounds | 0.5 pounds | | | 0 pound | |
| AVOCADOS APPROX. 2.5" WIDTH BY 3.5" LENGTH, WHOLE | PEELED, SLICED (1/2" BY 3/4" SLICES) | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups | 2 pounds | 9.25 pounds | 18.25 pounds | 1 pound | 4.75 pounds | 9.25 pounds | 0 pound |
| BANANAS (7" to 7.5" LENGTH) | WHOLE OR SLICED (1 Banana = 1/2 Cup) | 1 1/2 cups | 6 1/2 cups | 12 1/2 cups | 1 1/2 cups | 6 1/2 cups | 0.75 pounds | 3.5 pounds | 7 pounds | | | | 0 pound |
| BETTS** (WITHOUT TOPS) | SLICED, COOKED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups | 1.5 pounds | 6.5 pounds | 13 pounds | 0.75 pounds | 3.25 pounds | 6.5 pounds | 0 pound |
| BLUEBERRIES** | WHOLE | 1 1/2 cups | 6 1/2 cups | 12 1/2 cups | 1 1/2 cups | 6 1/2 cups | 0.5 pounds | 2.25 pounds | 4.5 pounds | | | | 0 pound |
| BROCCOLI** (FLORETS) | COOKED, TRIMMED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups | 1 pound | 4.5 pounds | 8.75 pounds | 0.5 pounds | 2.25 pounds | 4.5 pounds | 0 pound |
| BROCCOLI (FLORETS, TRIMMED, READY-TO-USE) | RAW | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups | 0.8 pounds | 3.5 pounds | 7 pounds | 0.25 pounds | 1 pound | 1.75 pounds | 0 pound |
| BUTTERNUT, SQUASH, WINTER** (WHOLE) | COOKED, DRAINED, PEELED, CUBED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups | 1.5 pounds | 6.75 pounds | 13.5 pounds | 0.75 pounds | 3.5 pounds | 6.75 pounds | 0 pound |

Please note that the guide for 6 to 18 year olds for Lunch-Supper looks a little different compared to the guide for all other age categories. This is because a serving size of the 1st vegetable and that of the 2nd vegetable or fruit is not the same for 6 to 18 year olds. Please make sure that you enter the servings in the appropriate cell area.






Cooked Butternut Squash

| FOOD ITEM | PREPARATION | AMOUNT TO PREPARE | | | | |
|---|--|------------------------------------|-----------------|-----------------|---|-----------------|
| | | Vegetable (1 serving = 1/2 cup) | | | Fruit or 2nd Vegetable (1 serving = 1/4 cup) | |
| | | For 5 Servings | For 25 servings | For 50 servings | For 5 Servings | For 25 servings |
| APPLES ^{NC} |  UNPEELED, CORED, SLICED | | | | 1 1/4 cups | 6 1/4 cups |
| AVOCADOS (APPROX. 2.5" WIDTH by 3.5" LENGTH, WHOLE) |  PEELED, SLICED (3/8" by 3 1/2" SLICES) | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BANANAS (7" to 7-7/8" LENGTH) |  WHOLE OR SLICED (1 banana = 1/2 cup) | | | | 1 1/4 cups | 6 1/4 cups |
| BEETS ^{NC} (WITHOUT TOPS) |  SLICED, COOKED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BLUEBERRIES ^{NC} |  WHOLE | | | | 1 1/4 cups | 6 1/4 cups |
| BROCCOLI ^{NC} (FLORETS) |  COOKED, TRIMMED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BROCCOLI (FLORETS, TRIMMED, READY-TO-USE) |  RAW | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BUTTERNUT, SQUASH, WINTER ^{NC} (WHOLE) |  COOKED, DRAINED, PARED, CUBED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |

| AMOUNT TO PURCHASE | | | | |
|--------------------|-----------------|----------------|------------------------|--------------------|
| For 25 servings | For 50 servings | ENTER SERVINGS | | AMOUNT TO PURCHASE |
| | | Vegetables | Fruit or 2nd Vegetable | |
| 1.75 pounds | 3.5 pounds | | | 0 pound |
| 4.75 pounds | 9.25 pounds | | | 0 pound |
| 3.5 pounds | 7 pounds | | | 0 pound |
| 3.25 pounds | 6.5 pounds | | | 0 pound |
| 2.25 pounds | 4.25 pounds | | | 0 pound |
| 2.25 pounds | 4.5 pounds | | | 0 pound |
| 1 pound | 1.75 pounds | | | 0 pound |
| 3.5 pounds | 6.75 pounds | 78 | | 21 pounds |

For this example, we look for cooked Butternut Squash, and plug in the number, 78 in the column labeled “**Vegetables.**” You need to purchase 21 pounds of uncooked Butternut Squash to serve 78 students.

Blueberries

| FOOD ITEM | PREPARATION | AMOUNT TO PREPARE | | | | |
|---|--|------------------------------------|-----------------|-----------------|---|-----------------|
| | | Vegetable (1 serving = 1/2 cup) | | | Fruit or 2nd Vegetable (1 serving = 1/4 cup) | |
| | | For 5 Servings | For 25 servings | For 50 servings | For 5 Servings | For 25 servings |
| APPLES ^{NC} |  UNPEELED, CORED, SLICED | | | | 1 1/4 cups | 6 1/4 cups |
| AVOCADOS (APPROX. 2.5" WIDTH by 3.5" LENGTH, WHOLE) |  PEELED, SLICED (3/8" by 3 1/2" SLICES) | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BANANAS (7" to 7-7/8" LENGTH) |  WHOLE OR SLICED (1 banana = 1/2 cup) | | | | 1 1/4 cups | 6 1/4 cups |
| BEETS ^{NC} (WITHOUT TOPS) |  SLICED, COOKED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BLUEBERRIES ^{NC} |  WHOLE | | | | 1 1/4 cups | 6 1/4 cups |
| BROCCOLI ^{NC} (FLORETS) |  COOKED, TRIMMED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BROCCOLI (FLORETS, TRIMMED, READY-TO-USE) |  RAW | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |
| BUTTERNUT, SQUASH, WINTER ^{NC} (WHOLE) |  COOKED, DRAINED, PARED, CUBED | 2 1/2 cups | 12 1/2 cups | 25 cups | 1 1/4 cups | 6 1/4 cups |

| AMOUNT TO PURCHASE | | | | |
|--------------------|-----------------|----------------|------------------------|--------------------|
| For 25 servings | For 50 servings | ENTER SERVINGS | | AMOUNT TO PURCHASE |
| | | Vegetables | Fruit or 2nd Vegetable | |
| 3.5 pounds | 7 pounds | | | 0 pound |
| 1.25 pounds | 2.5 pounds | | | 0 pound |
| 7 pounds | 14 pounds | | | 0 pound |
| 6.5 pounds | 13 pounds | | | 0 pound |
| 1.25 pounds | 2.5 pounds | | 78 | 6.75 pounds |
| 4.5 pounds | 9 pounds | | | 0 pound |
| 1.75 pounds | 3.5 pounds | | | 0 pound |
| 1.75 pounds | 3.5 pounds | | | 0 pound |

Next, look for blueberries and enter 78 in the column labeled, “**Fruit or 2nd Vegetable.**” You will need to purchase 6.75 pounds of Blueberries to serve 78 students at supper.

General Notes

- Limited number of food items listed
- Amounts:
 - Minimum serving sizes required to meet the meal pattern
 - Rounded up to the nearest 0.25 pound

As a general note, we limited the number of food items by listing commonly served food items at facilities such as child care centers and At-Risk Afterschool Meals programs. Amounts are calculated for the specific age group and represent minimum serving sizes required to meet USDA Meal Patterns. Amounts are rounded up to the nearest 0.25 pound.

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

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

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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.

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FBG Calculator Recipe Analysis Workbook (RAW)

MEATS/MEAT ALTERNATES

FRUITS

MILK

VEGETABLES

GRAINS

OTHER FOODS

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

If you don't see food items you want to serve to your participants, please visit the USDA Food Buying Guide to find more details.