

# Food Buying Guide

## **USDA FOOD BUYING GUIDE (FBG):**

Go to:

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

[www.squaremeals.org](http://www.squaremeals.org) → F&N Resources → Tools & Links → click link for FBG.

1. **Create an account for yourself first (eAuthentication).** If you use it as a guest, you will not be able to access everything.
  - a. CLICK “Login or Create a Profile”
  - b. CLICK “Create Account” – **BLUE** button
  - c. Follow the directions and complete the profile
  
2. **FOOD ITEM SEARCH:**
  - a. Under KEYWORDS, type in an item of interest...our example is ROMAINE
  - b. Look under SEARCH RESULTS and select which item you are interested in. CLICK ADD under the “add to favorites” column.
  
3. **LOOK FOR FOOD ITEM:**
  - a. Under FOOD ITEMS (in the **GREEN** dropdown), CLICK and select FAVORITES.
  
4. **CREATE SHOPPING LIST (FBG CALCULATOR)**
  - a. SHOPPING LIST NAME:
    - i. Possible name of recipe. Example: SIDE SALAD
    - ii. CLICK on food component. Example: VEGETABLE
    - iii. Under ITEM KEYWORDS, type name of food. Example: ROMAINE
    - iv. Find the item within the list and click ADD
    - v. CLICK “add serving size”. Example: For ½ cup Romaine to count as ½ cup dark green vegetable, you must double the size to 1 cup. Select 1 cup serving size.
    - vi. TYPE in your number of servings. Example: 100
    - vii. Notice the “Buy Purchase Units”. It automatically converts the total amount to buy and for preparation.
    - viii. Add the next item if there is one for the recipe/list. Example: TOMATOES
    - ix. When complete, CLICK SAVE. Then CLICK TOOLS and SELECT FBG shopping list.
      1. Find your list and then you can either print, email, download, or edit.

## 5. GRAINS TOOL:

- a. Under TOOLS, select EXHIBIT A GRAINS TOOL - ENTER PRODUCT
  - i. PRODUCT NAME, DATE, ITEM KEYWORDS (same as name unless a brand name)  
Example: *Snyder Pretzels*
  - ii. Be sure the Ounce Equivalent is clicked
  - iii. SEARCH: select an item, Example: Pretzels, hard
  - iv. SERVING SIZE: enter grams per serving, Example: 42.5
  - v. MEASUREMENT UNIT: grams or oz
  - vi. GRAINS CONTRIBUTION: the tool will auto populate the equivalent grain contribution
  - vii. CLICK SAVE at the bottom
  
- b. Under TOOLS, select EXHIBIT A GRANS TOOL - MY PRODUCTS
  - i. FIND your item on the list
  - ii. You can edit, delete, PDF, text or email the statement. It will be saved here but you can choose to print it at that time and also save the document into your files on your computer for later use.



## How To Choose the Right Food Product from the Food Buying Guide

The *Food Buying Guide for Child Nutrition Programs* includes over 2,100 foods. Follow these steps to confidently select the right Food As Purchased form and Serving Size per Meal Contribution column description. Then use the information displayed in that row to make your food purchasing decisions.

### Step 1 Find the form of the food that matches the Food As Purchased, AP

- Fresh
- Frozen
- Canned
- Dried

### Step 2 Find the menu preparation description in the Serving Size per Meal Contribution column that closely matches your food item.

The choices below represent general categories showing most, but not all of the options available.

#### Fresh, whole fruit, or vegetable served

- raw
- cooked, wilted, baked, or roasted

#### Fresh fruit, or vegetables that are sliced, diced, cubed, mashed, or shredded served

- raw
- cooked, baked, or roasted

#### Canned fruit served

- with the juice, or light syrup
- drained

#### Canned vegetables served

- drained, unheated
- drained, heated
- pureed

#### Canned vegetable sauce, puree, or paste

#### Fresh or frozen lean beef, pork, poultry, or fish

- raw served cooked, baked, or roasted
- fully cooked

#### Canned meat, poultry, or fish, drained

#### Eggs

- fresh whole served cooked
- fresh or frozen liquid products served cooked
- hard cooked, served whole, quartered, or diced

#### Cheese that is sliced, diced, or shredded

### Step 3 Use the information to now determine the correct amount of the food item to purchase.

The Additional Information column may help determine the amount to purchase when the form served is different from the Food As Purchased, AP form. For example, fresh carrots, without tops prepared as carrot sticks.

## Example: Carrot sticks for a raw vegetable toss

The carrot sticks example shows how different forms of a similar food provide different amounts of edible portions of that food.

The kitchen staff prepares the carrot sticks from fresh carrots, without tops. Fresh carrots need to be peeled and trimmed, so not all of the purchased amount is edible.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
Carrots, fresh <i>Without tops</i>	Pound	10.30	1/4 cup raw vegetable strips (about 3 strips, 4 inch by 1/2 inch)	9.80	1 lb AP = 0.70 lb ready-to-cook, or serve raw carrot sticks

### Serving per Purchase Unit, EP

column shows the number of edible portion (EP) servings from a purchase unit (pound or can).

1 lb of fresh carrots yields 10 ¼-cup servings, and a small amount (0.30 ¼-cup) leftover.

### Purchase Units for 100 Servings

column lists the number of purchase units that provide 100 ¼-cup servings.

9.80 lbs of fresh carrots yield 100 ¼-cup servings, which rounds to 10 lbs of fresh carrots without tops. For 100 ¼-cup servings of carrot sticks, purchase 10 lbs of fresh carrots without tops

### Additional Information

column shows 1 lb AP carrots without tops yields 0.70 pounds of carrot sticks, a yield factor of 0.70.

10 lbs of carrots AP yields 7 lbs of carrot sticks  
 $10 \times 0.70 = 7$  (lbs AP  $\times$  0.70)  
 7 lbs EP of carrot sticks requires 10 lbs AP  
 $7 \div 0.70 = 10$  lbs (lbs EP  $\div$  0.70)

If the kitchen staff serves packaged, fresh carrot sticks, a different carrot item is selected.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
Carrots, fresh <i>Sticks, Ready-to-use (1/2-inch by 4-inch)</i>	Pound	15.40	1/4 cup raw vegetable (about 3 sticks)	6.50	1 lb AP = 1 lb (about 3-3/4 cups) carrot sticks

### Serving per Purchase Unit, EP

column shows the number of edible portion (EP) servings from a purchase unit (pound or can).

1 pound of fresh packaged carrot sticks yields 15 ¼-cup servings, and a small amount (0.40 quarter cup) leftover.

### Purchase Units for 100 Servings

column lists the number of purchase units that provide 100 ¼-cup servings.

6.50 lbs of packaged fresh carrot sticks yield 100 ¼-cup servings. The staff can weigh the exact amount from packages.

### Additional Information

column shows 1 lb AP carrot sticks yields 1 lb or 3¾ cups of carrot sticks (or 15 ¼-cup servings). The yield factor is 1 because 100% of the packaged carrot sticks are edible portion (EP).

Produce is often sold in multiple pound packages, so the amount to order or have on hand for 100 ¼-cup servings may be:

- Two 5-lb bags or a 10-lb bag of fresh carrots, without tops or,
- Two 5-lb bags or a 10-lb bag of carrot sticks, with 3.5 lbs left for another use.



## Quick Math for Servings per Purchase Unit, EP

The information in Servings per Purchase Unit, EP (edible portion), is based on the Purchase Unit and the Serving Size per Meal Contribution columns. For most Fruits and Vegetables, the serving size listed is ¼-cup. Schools or child or adult care centers may need serving sizes other than ¼ cup. Here's a quick math method to figure out how many ⅛-cup, ½-cup, ¾-cup or 1-cup servings are in a purchase unit. Use the templates on the following pages to create custom charts for your program.

### Example: Frozen, cut green beans or Canned, cut green beans

One pound of frozen, cut green bean, cooked, and drained provides 11.60 ¼-cup servings: one No. 10 can of green beans, heated, drained provides 45.30 ¼-cup servings.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings per Purchase Unit, EP	4. Serving Size per Meal Contribution
Beans, Green, frozen <i>Cut, Includes USDA Foods</i>	Pound	11.60	1/4 cup cooked, drained vegetable
Beans, Green, canned <i>Cut, Includes USDA Foods</i>	No. 10 Can (101 oz)	45.30	1/4 cup heated, drained vegetable

The table below shows how to convert the ¼-cup Serving Size per Meal Contribution to other serving sizes, using the values found in the Servings per Purchase Unit (PU), EP column. To assure creditable serving sizes, **round down** the new number of servings per purchase units as needed.

Serving per PU (FBG)	Action	Conversion Factor	Number of Servings per PU Converted to:
Number of ¼-cup Servings	x	2	⅛-cup
	÷	2	½-cup
	÷	3	¾-cup
	÷	4	1-cup

In the chart below, Servings per Purchase Unit, EP is abbreviated S/PU.

Food As Purchased, AP	Purchase Unit	Servings per Purchase Units, EP (S/PU)				
		S/PU ¼-cup Serving	⅛-cup Serving S/PU x 2	½-cup Serving S/PU ÷ 2	¾-cup Serving S/PU ÷ 3	1-cup Serving S/PU ÷ 4
Green beans, frozen, cut	Pound (16 oz)	11.60 ¼-cups	23.20 ⅛-cups	5.80 ½-cups	3.86 rounds to 3.80 ¾-cups	2.90 1-cup
Green beans, canned, cut	No. 10 can, (101 oz)	45.30 ¼-cups	90.60 ⅛-cups	22.65 rounds to 22.60 ½-cups	15.10 ¾-cups	11.325 rounds to 11.30 1-cup

### Servings per 10-lb Purchase Unit

To find the number of servings in 10 lbs of purchased product, multiply the Servings per Purchase Unit, EP for a pound by 10. Many products are available in 10-lb packs, or pack sizes that can add to 10 lbs, such as 2-lb, 2½-lb or 5-lb packs.

#### Frozen Cut Green Beans per 10 lbs

$23.20 \times 10 = 232$  ⅛-cup servings  
 $11.60 \times 10 = 116$  ¼-cup servings  
 $5.80 \times 10 = 58$  ½-cup servings  
 $3.80 \times 10 = 38$  ¾-cup servings  
 $2.90 \times 10 = 29$  1-cup servings



### Servings per Case of Purchase Unit

To find the number of servings in a case (6 cans) of No. 10 cans, multiply the Servings per Purchase Unit, EP per No. 10 can by 6 and round down to a whole number. The same approach works with different can sizes; be sure to use the correct cans per case number.

#### Canned Cut Green Beans per Case of No. 10 cans

$90.60 \times 6 = 543.60$  rounds to 543 ⅛-cup servings  
 $45.30 \times 6 = 271.80$  rounds to 271 ¼-cup servings  
 $22.50 \times 6 = 135$  ½-cup servings  
 $15 \times 6 = 90$  ¾-cup servings  
 $11.20 \times 6 = 67.20$  rounds to 67 1-cup servings



# Servings per Purchase Unit, EP for Various Serving Sizes Fruits and Vegetables Template

The table below shows how to convert the ¼-cup Serving Size per Meal Contribution to other serving sizes, using the values found in the Servings per Purchase Unit (PU), EP column. To assure creditable serving sizes, **round down** the new number of servings per purchase units as needed.

Serving per PU (FBG)	Action	Conversion Factor	Number of Serving per PU Converted to:
Number of ¼-cup Servings	X	2	½-cup
	÷	2	½-cup
	÷	3	¾-cup
	÷	4	1-cup

In the chart below, Servings per Purchase Unit, EP is abbreviated S/PU.

Food As Purchased, AP	Purchase Unit	Servings per Purchase Units, EP (S/PU)				
		S/PU ¼-cup Serving	½-cup Serving S/PU x 2	¾-cup Serving S/PU ÷ 2	1-cup Serving S/PU ÷ 3	1-cup Serving S/PU ÷ 4
Green beans, frozen, cut	Pound (16 oz)	11.60 ¼-cups	23.20 ½-cups	5.80 ¾-cups	3.86 rounds to 3.80 ¾-cups	2.90 1-cup

# Servings per Purchase Unit, EP for Various Serving Sizes Meats/Meat Alternates Template

The table below shows how to convert the 1.00 oz eq Serving Size per Meal Contribution to other serving sizes, using the values found in the Servings per Purchase Unit (PU), EP column. To assure creditable serving sizes, **round down** the new number of servings per purchase unit as needed.

PU for 100 Servings (FBG)	Action	Conversion Factor	PU for 100 Servings Converted to:
Number of Purchase Units	÷	2	0.50 oz eq
	x	2	2.00 oz eq

In the chart below, Servings per Purchase Unit, EP is abbreviated S/PU.

Food As Purchased, AP	Purchase Unit	Servings per Purchase Units (S/PU)		
		S/PU 1.00 oz eq Serving	0.50 oz eq Serving S/PU x 2	2.00 oz eq Serving S/PU ÷ 2
Beef, Ground Fresh or Frozen, no more than 15% fat	Pound (16 oz)	12.00	24.00	6.00