

Guide to Making Menu Substitutions

Please be aware that making changes on your menu, whether just a one-time substitution or a permanent menu change, requires approval from your Registered Dietitian (RD). It is highly suggested that the Dining Services Manager discuss with the RD the policy and procedure for how meal substitutes and menu changes are to be handled and documented.

When making a substitution or permanent menu change, the replacement food item(s) must be a food item(s) of the same nutritional equivalency as the item being substituted. Here are a few examples:

| <i>Guideline:</i> | Original Menu Item | Incorrect Menu Change | Corrected Menu Change |
|--|-----------------------|-----------------------|-----------------------|
| High Vitamin A vegetables, must be replaced with another high Vitamin A source | Roasted Carrots | Buttered Corn | Steamed Broccoli |
| Fruit must be substituted with another fruit equivalent | Fruit Cobbler | Frosted Vanilla Cake | Strawberry Shortcake |
| Protein must be substituted with equivalent serving sizes | Grilled Chicken (3oz) | Half Deli Sandwich | Roast Beef (3oz) |

Basic nutritional components for menu requirements:

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|--|---|
| Protein 6oz per day | Poultry, Beef, Fish, Pork, Eggs, Soy, Beans, Peanut Butter, Cheese |
| Fruit/Vegetable 5 servings per day | Fresh, frozen, canned, or fruit juice (where permitted). Some fruited desserts may contain enough fruit to constitute a serving. Vitamin A Sources (3 servings/week): Broccoli, Pumpkin, Cantaloupe, Greens, Spinach, Carrots, Winter Squash, Sweet Potatoes |
| Grain/Starch 6 servings per day | Bread, crackers, cereal, cookies, muffin, bun, pasta, rice |

Remember:

If you are unsure what constitutes a nutritionally equivalent substitute for an item, please contact your Registered Dietitian or DiningRD.

A log of substitutions must be kept on file, including what food item(s) was/were substituted, the date, reason for the substitution(s) and what new food item(s) was/were served. This log must be reviewed and signed off by the Consultant Dietitian regularly.

Ensure the appropriate diet spreadsheets and corresponding recipes for new menu item(s) are available including Dental Soft (Mechanical Soft) and Pureed recipes (if applicable).

Menu Substitution Record

| Date | Scheduled Food Item | Substituted With | Reason for Substitution | Employee | RD Signature |
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