

Entry Guidance Check-Off Sheet AND Timeline

REQUIREMENTS	CHECK-OFF	NOTES
Criteria: Team completed all steps. Application, Parental Form and Recipe	Yes/No	
School Nutrition: Dish falls within the NSLP guidelines in critical areas i.e., sodium, meat/meat alternative, fats, grains	Yes/No	
Kentucky Proud Products: Recipe includes at least five (5) KY Proud ingredients listed in red. NOTE: Local items used as garnish do not count towards recipe requirements.	Yes/No	
USDA Foods: Recipe incorporates at least one (1) USDA Food item.	Yes/No	
Recipe Preparation Time: Recipe is replicable by School Nutrition Professionals. Competition preparation time in no more than 2.0 hours. Preparation time (1.5 hours) includes all steps: <u>prepare, cook, and plate and 30 minutes clean up.</u>	Yes/No	
Equipment: All required equipment needs are listed.	Yes/No	

Ingredients: All required ingredients are listed (in order of usage). Correct units of measure are identified.	Yes/No	
Innovative Use of Ingredients: Ingredients are utilized in creative and innovative ways.	Yes/No	
Work Plan: All required steps are listed. Instructions make sense and flow. Instructions are easy to understand and follow. Instructions include descriptions to accurately perform the culinary technique. Work plan template provided	Yes/No	
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Food Safety: Food safety principals are noted in the recipe instructions. For example: fresh fruits and vegetables must be washed; cooked foods must be cooked to the appropriate internal temperatures; correct temps must be annotated in the recipe.	Yes/No	

Student Acceptability: Recipe incorporates elements that align with student acceptability.	Yes/No	
Nutrient Analysis: Nutrient analysis of recipe must be provided from KDE SCN. Should any modifications to the recipe be made the recipe will be sent back through KDE SCN for final analysis.	Yes/No	
Recipe Photograph: Recipe photograph of one serving of the recipe dish.	Yes/No	
Recipe: Recipe name is creative and is reflective of dish. Recipe template provided	Yes/No	

TIMELINE		
TASK	ACTION TAKEN	TARGET DATE
RECEIVE ENTRY PACKET	Recruit Teams and Coaches	February 1 st program year
FORM TEAMS	Schedule team meetings/practices	February 15 th program year
SELECT RECIPE	Create recipe on template	March 1 st – 15 th program year
TEST RECIPE AND TASTE-TEST	Practice recipe and alter according to results of taste test. Schedule an official taste-test and document results	March 31 st program year
OBTAIN NUTRIENT ANALYSIS	Submit recipe, in official recipe card format, to the KDE email: sandra.wagner@education.ky.gov When you get the Nutrient Analysis modify the recipe to make it compliant, if necessary. Resend to KDE for another analysis, repeat this step until recipe is compliant.	Submit as soon as possible to KDE, allowing time to re-adjust. Final day to submit to KDE is April 8 th program year
SUBMIT ENTRIES	Double check all paperwork is completed correctly and signed. Double check all documentation (pictures of the dish, taste-test results, Nutrient Analysis, team application, recipe, work-plan, parent forms) to be electronically submitted	Must be completed before midnight on April 15 th program year. All entries will be electronically sent to rebecca.shepherd-smith@ky.gov and tina.garland@ky.gov NO LATE ENTRIES WILL BE ACCEPTED
ENTRY FEE	\$150.00 Checks made to KY STATE TREASURER This is an allowable Food Service Director expense with SAE funds.	Mail checks to: KDA Junior Chef 107 Corporate Drive Frankfort KY 40601 Attn: Tina Garland