

Instructions: Food-Based Production Record

Use this form to document that reimbursable meals have been planned and served. Minimize recordkeeping for cycle menus by making copies with completed information for each menu in the cycle. Note the actual service date for the meal and make any changes on the daily record for that day.

Site Name, Date, Meal Service, Offer vs. Serve, and Grade Group	At the top of the form, indicate the site the meal is being served at; the date the meal is being served; what meal is being served (i.e., breakfast, lunch, or supper); whether Offer vs. Serve is implemented; and the grade groups being served.
Meals Served	After meal service is complete, record the number of reimbursable meals served to eligible students, the number of meals served to adults or a la carte (i.e., second meals), and the total of the two. The number of total meals served won't always match the number of servings recorded due to items that may have been dropped and replaced during meal service or items sold a la carte as a single item.
Menu Item (Recipe Name/# or Product Name/Product Description and Number)	Record the names of all items being served (including those that are not creditable). For items with one ingredient or premade products, list the name of the item (include the brand when applicable). For items with multiple ingredients, list the corresponding recipe name or number.
Planned Portion Size	Record the planned portion size in weight, volume, or units for each menu item. For example, "1 cup" (volume) would be an appropriate serving size for spaghetti whereas "5 each" (units) would be an appropriate serving size for chicken nuggets. Include adult portions if they differ from the student portions.
Planned Number of Servings	Record the number of servings you plan to prepare for this meal service.
Component Contribution (optional)	Record how a serving of each listed item credits toward the meal pattern. For example, if a Child Nutrition (CN) label states that 5 chicken nuggets provide 2.00 oz eq meat/meat alternate and 0.75 oz eq grains, then record "2.0" in the Meat/Meat Alternate column and "0.75" in the Grains column. Crediting recorded on the production record must be supported by a standardized recipe, CN label, and/or Product Formulation Statement.
Actual Number of Servings Prepared	Record the actual number of servings that were prepared and made available for meal service. This may be more or less than the amount originally planned.
Leftovers	Measure, weight, or count all the items left after meal service is complete and record the amount of servings left over. For example, if 100 fat-free, chocolate milk cartons were put out at the beginning of meal service and 10 remained after meal service ended, you would record 10 left over.
Used Servings	Record the number of servings that were taken during meal service. This number should be the difference between Servings Prepared and Leftovers.
Milk Type 1, 2, and 3	Record the type(s) of milk being served, including flavor and fat content. For example, Type 1: Unflavored, Fat-Free (Skim) Milk. Please note that two varieties of milk are required to be offered at breakfast and lunch.
Production Notes	Use this section to record pertinent information for daily production such as any substitutions made, meals dropped, or forecasting notes to refer to in the future.