

Production Record



Date: _____

Site Name: _____

Offer vs. Serve: Yes No

	Age/Grade Group	Meals Planned	Meals Served
Student Meals			
Adult Meals/ a la carte			
Total Meals			

Menu Item Include name of Recipe/recipe # or product brand name description	Planned Serving Size (weight or measure)	Planned Number of Servings	Total Planned Quantity (in purchase units) case, #10 can, lb's	Component Contribution										Actual Number of Servings Prepared/Available	Actual Quantity Prepared in Purchase Units	Left Overs										
				oz eq		cups(s)																				
				Meat Meat Alternate	Grains (whole Grain Rich)	Fruit	Dark Green Vegetable	Red/Orange Vegetable	Beans/Peas (Legumes)	Starchy Vegetable	Other Vegetable	Additional Vegetable	Total Vegetable													
Condiments	Production Notes																									
1% Low fat Milk	1/2 pint (1 cup)																									
Skim (fat-free) Unflavored Milk	1/2 pint (1 cup)																									
Skim (fat-free) Chocolate Milk	1/2 pint (1 cup)																									

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 copy with completed information for each menu in the cycle. Note actual service date for the meal and make any changes on the daily record for that day.

Date, Site, Offer vs. Serve, Age. Group, Meals Planned, and Meals Served	Complete the information on top of the form to specify the serving site, date meal is served, grade group, and offer versus serve policy. Record anticipated number of meals served to students and number of adult meals/a la carte, if applicable. Record actual point of service meal counts for the "Meals Served" column.
Menu Item (Recipe Name/# or Product Name/Product Description and Number)	Record the specific name of recipes/recipe number for USDA Quantity Recipes or school recipes and the brand name/description of purchased products including USDA Foods that count towards meeting the meal pattern requirements. Examples: (1) Record: Recipe Number (#395/ 50Yield) (2) Record: Beans Pinto#1000365). Include extra menu items that are not creditable.
Planned Portion Size	Designate planned portion size in weight or measure for each menu item. Example: 1 cup serving of spaghetti and meat sauce, 5 for chicken nuggets. Make notation on the form if adults are served different portion size. If no notations are made, the same portion size is served.
Planned Number of Servings	Record planned number of servings. An option to minimize daily recordkeeping for milk by type is developing a recipe each semester based on actual milk usage.
Total Planned Quantity	Record the total number of purchase units used based on the portion size and total number of planned portions.
Component Contribution	Record what a serving of the recipe or product contributes to the meal pattern. For example, if Child Nutrition (CN) label states that 5 whole grain chicken nuggets provide 2.00 oz. equivalent meat/meat alternate and 0.75 oz eq. grains for the Child Nutrition Meal Pattern Requirements, then record "2" in the meat/meat alternate column and "0.75" in the grains-whole grains rich column. Keep current standardized recipes, Child Nutrition (CN) labels and/or signed Manufacturer's Formulation Statements as documentation.
Actual # of Servings Prepared/Available	Record actual number of servings prepared/available for meal service.
Actual Quantity Used	Record actual quantity prepared in purchase units (case with case weight, number of #10 cans, number of single count items such as fresh fruit, etc.). For example: 2-96 count cases for chicken patties, 6 #10 cans of vegetables or fruit). It is not necessary to record ingredients in school's standardized recipes.
Leftovers	Measure, weigh or count leftovers and record this information in designated column.
Condiment Usage	Record condiment available and quantities used in volume (cups, quarts, gallons) or individual count for packets. Schools may choose to use a separate condiment form for recording what was available and used.
Production Notes	Use this column to record pertinent information for daily production such as preparation instructions for specific items or reminders about necessary tasks to perform.