

# 2025 ISBE School Nutrition Training

## Menu Recordkeeping

Presented by:

Kari Perkins

Kim Nesler



**CHILD NUTRITION  
PROGRAMS**

 **ILLINOIS**  
STATE BOARD OF  
**EDUCATION**

# IMPORTANT

## You will need the following :

- Menu (Dated daily, weekly or monthly)
- Child Nutrition (CN) Labels **OR** Product Formulation Statements (PFS) for all processed foods
- USDA Foods Product Information Sheets (Commodities)
- Standardized Recipes
- Nutrition Fact Labels including ingredient list

# Child Nutrition (CN) Labels

- Tells us how a food item contributes to the meal pattern (main entrée, combination food items)
  - Not needed for fruit, vegetables, milk
- Voluntary by the manufacturer
- USDA analyzes product/food item & creates the CN Label
- Generally, not found at retail outlets
- Most of the big distributors carry CN labeled products
  - Speak to your distributor about these products

## CN Label:

- 1 patty (2.5 oz)  
= 2 M/MA



**ADVANCE**  
FOOD COMPANY

DISTRIBUTED BY  
ADVANCE FOOD COMPANY  
201 S. RALEIGH ROAD • ENID, OK 73701

MEI-1490

## Flamebroiled Beef Patties

Made With Applesauce-Caramel Color Added

INGREDIENTS: Ground Beef (Not More Than 20% Fat), Water, Vegetable Protein Product [Soy Protein Concentrate, Zinc Oxide, Niacinamide, Ferrous Sulfate, Copper Gluconate, Vitamin A Palmitate, Calcium Pantothenate, Thiamine Mononitrate (B1), Pyridoxine Hydrochloride (B6), Riboflavin (B2), Cyanocobalamin (B12), (May Contain Caramel Color), (May Contain Soy Lecithin)], Unsweetened Applesauce [Apples, Water, Erythorbic Acid], Salt, Sodium Phosphate, Caramel Color.

CONTAINS: Soy

CN ————— CN  
One 2 50 oz Fully Cooked Flamebroiled Beef Pattie Provides 2 00 oz Equivalent Meat/Meat  
Alternate For Child Nutrition Meal Pattern Requirements. (Use Of This Logo and Statement  
Authorized By The Food and Nutrition Service, USDA 07-07).  
CN ————— CN

**Fully Cooked**  
**Keep Frozen**

**200 Portions**

**CN 155-425-20**



00880760041662

0707

# Product Formulation Statements (PFS)

- Product formulation statements are like a CN label because they analyze the product
- Provided by manufacturer NOT USDA
- Gives you a breakdown for how much M/MA and/or Grain is in the food item
- For grain items, indicates if an item meets the WGR

# PFS:

- 4 pieces/strips
- G/B equiv.
  - 0.75 eq
- Notice not WGR
- On letterhead signed



Brakebush Brothers, Inc.  
N4993 6th Drive, Westfield, WI 53964-9511  
Corporate Office 800-933-2121  
www.brakebush.com

## Product Formulation Statement (Product Analysis) for Documenting Grains in School Meals Required Beginning SY 2013-2014 (Crediting Standards Based on Grams of Creditable Grains)

Product Code 5635  
Product Name Gold'N'Spice® Chik'N Fry Stix™ Fully Cooked Branded Chicken Breast Strips  
Portion Size 4 pieces  
Portion Weight 3.440 oz

I. Does the product meet the Whole Grain-Rich Criteria:        Yes   x   No  
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

II. Does the product contain non- creditable grains:   x   Yes        No 0.14 grams  
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)

III. According to Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A, the above-listed product belongs to Group A

Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient per Portion <sup>1</sup> A	Gram Standard of Creditable Grain per oz equivalent (16g or 28g) <sup>2</sup> B	Creditable Amount A ÷ B
Enriched Bleached Wheat and Enriched Durum Flours	15.0568	16	0.9410
		16	0
		16	0
			0.9410
Total Creditable Amount <sup>3</sup>			0.75

\*Creditable grains are whole-grain meal/flour and enriched meal/flour.

<sup>1</sup> (Serving size) X (% of creditable grain in formula). Please be aware that serving sizes other than grams must be converted to grams.

<sup>2</sup> Standard grams of creditable grains from the corresponding Group in Exhibit A.

<sup>3</sup> Total Creditable Amount must be rounded down to the nearest quarter (0.25) oz eq. Do not round up.

Total weight (per portion) of product as purchased 3.440 oz <----- Serving  
Total contribution of product (per portion) 0.75 oz <----- oz eq

I certify that the above information is true and correct and that a serving of the above product (ready for serving) contains the above-listed equivalent grains.

I further certify that non-creditable grains are not above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

\_\_\_\_\_  
Signature

Jon Brakebush, Vice President - Research & Development  
800-296-2121  
\_\_\_\_\_  
Printed Name, Title, and Phone Number

11/2/2022  
\_\_\_\_\_  
Date



Brakebush Brothers, Inc.  
N4993 6th Drive, Westfield, WI 53964-9511  
Corporate Office 800-933-2121  
www.brakebush.com

### Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Code 5635  
Product Name Gold'N'Spice® Chik'N'Fry Stix™ Fully Cooked Breaded Chicken Breast Strips  
Portion Size 4 pieces  
Portion Weight 3.440 oz

#### I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
Chicken, Boneless, fresh or frozen	2.0675	X	0.70	1.447
		X		0.000
A. Total Creditable M/MA Amount <sup>1</sup>				1.447

\*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

#### II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
Isolated Soy Protein Solae Supro™516	0.1399	X	86.00%	÷ by 18	0.669
		X		÷ by 18	0.000
B. Total Creditable APP Amount <sup>1</sup>					0.669
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz)					2.000

\*Percent of Protein As-Is is provided on the attached APP documentation.

\*\*18 is the percent of protein when fully hydrated.


\*\*\*Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

<sup>1</sup>Total Creditable Amount must be rounded down to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do not round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased 3.440 oz <----- Serving  
Total creditable amount of product (per portion) 2.000 oz <----- M/MA  
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a serving of the above product (ready for serving) contains the above-listed equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

  
Signature

Jon Brakebush, Vice President - Research & Development  
800-296-2121  
Printed Name, Title, and Phone Number

10/27/2022  
Date

## PFS:

- 4 pieces/strips
- M/MA equiv.
  - 2oz eq
- On letterhead signed



# USDA Fact Sheet

UNITED STATES DEPARTMENT OF AGRICULTURE

## USDA Foods Product Information Sheet

For Child Nutrition Programs



**110554—Turkey, Deli Breast, Sliced**

**Category:** Meat/Meat Alternate



### PRODUCT DESCRIPTION

This item is fully cooked deli-style turkey produced from formed turkey breast meat. This product contains thinly sliced deli meat in a shingle layered package. This item is shipped frozen in cases containing eight 5-pound packages.

### CREDITING/YIELD

- One case of turkey deli breast provides approximately 448 1.43-ounce portions.
- CN Crediting: Approximately 1.43 ounces of turkey deli breast credit as 1 ounce equivalent meat/meat alternate. Confirm individual item crediting by using the CN Label or the product formulation statement.

### CULINARY TIPS AND RECIPES

- Turkey deli breast can be used in sandwiches made with whole grain-rich bread and topped with a variety of healthy ingredients such as lettuce, tomato, avocado, and onions.
- Pre-sliced turkey deli breast is a great addition to a school deli bar.
- For more culinary techniques and recipe ideas, visit the [Institute of Child Nutrition](#) or USDA's [Team Nutrition](#).

### FOOD SAFETY INFORMATION

- For more information on safe storage and cooking temperatures, and safe handling practices please refer to: [Developing a School Food Safety Program Based on the Process Approach to HACCP Principles](#).

### NUTRITION FACTS

Serving size: 1.43 ounces (40 g)/1 MMA turkey breast

#### Amount Per Serving

Calories 43

Total Fat 1g

Saturated Fat 0g

Trans Fat 0g

Cholesterol 18mg

Sodium 214mg

Total Carbohydrate 1g

Dietary Fiber 0g

Sugars 0g

Protein 8g

Source: USDA Foods Vendor Labels

**Allergen Information:** The specification for this product requires that no gluten-containing ingredients or soy is used in the formulation. Please be sure to verify this information using the allergen statement on the product packaging upon receipt. For more information, please contact the product manufacturer directly.

Nutrient values in this section are from the USDA National Nutrient Database for Standard Reference or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.



# Let's Talk Turkey...

## And Other Deli

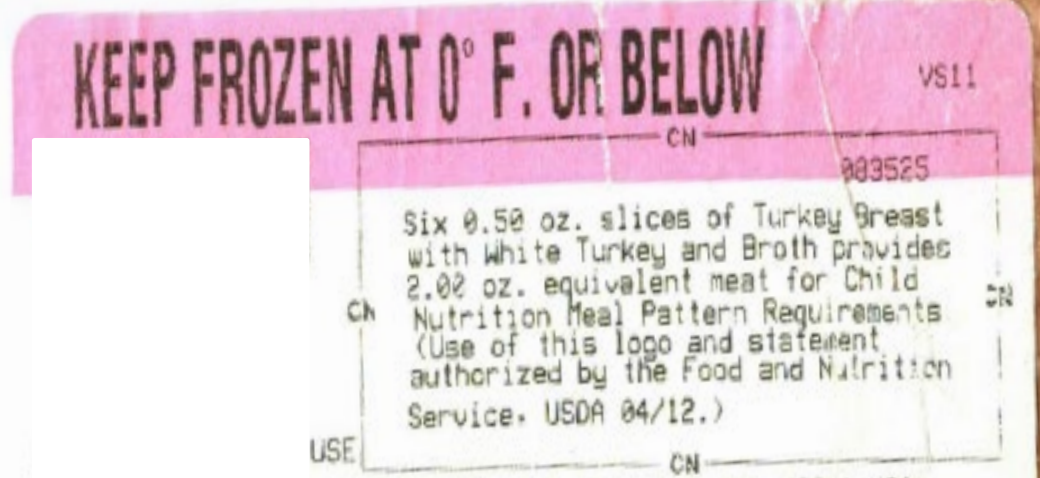
## Meats!

### CN Label

3 oz (6 slices) = 2 m/ma

If commodity, it **MAY** be on the box.

- cut from the product package
- photocopy the CN label from the box



1004222209905

OVEN ROASTED

**SLICED TURKEY BREAST**

WITH WHITE TURKEY AND BROTH

INGREDIENTS: TURKEY BREAST, WHITE TURKEY,  
TURKEY BROTH, CONTAINS 2% OR LESS MODIFIED  
FOOD STARCH, POTASSIUM CHLORIDE, SODIUM  
PHOSPHATE, SALT.

**NET WT 12 LBS (12 – 16 OZ)**



P-403




# Documentation from your Distributor

- Cannot be used for crediting
- Must come from the MFR
- Can only be used for the ingredients listing to determine WGR

Product Information (Close this Window to continue...)		Print This Page
477080 - 720/.67 TY5 CHICK CHUNK WG CN		
UPC: 000-23700-07534-7		
<b>Sales/Marketing</b>	<b>Packaging</b>	<b>Preparation</b>
Fully cooked chicken chunks with whole grain breading. Heat in the oven. USDA CN label.	Keep frozen. Approximate frozen shelf life 270 days.	Heat from frozen. Heat to an internal temperature of 165F, do not over heat. Place on lined/lightly sprayed sheet pans. Convection oven; preheat to 375F, heat approximately 6-8 minutes. Conventional oven; preheat to 400F, heat approximately 8-10 minutes.

Ingredients	Nutrition Facts	
CHICKEN, WATER, TEXTURED SOY PROTEIN CONCENTRATE, ISOLATED SOY PROTEIN WITH LESS THAN 2% SOY LECITHIN, SEASONING [CORN SYRUP SOLIDS, BROWN SUGAR, DEXTROSE, SALT, VINEGAR POWDER (MALTODEXTRIN, MODIFIED CORN STARCH, DRIED VINEGAR), GARLIC POWDER, ONION POWDER, CHICKEN TYPE FLAVOR (HYDROLYZED CORN GLUTEN, AUTOLYZED YEAST EXTRACT, SUNFLOWER OIL, DISODIUM INOSINATE, DISODIUM GUANYLATE)], SODIUM ACID PYROPHOSPHATE. BREADED WITH: WHOLE WHEAT FLOUR, ENRICHED BLEACHED WHEAT FLOUR (ENRICHED WITH NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), WATER, MODIFIED WHEAT STARCH, SALT, SOYBEAN OIL, SPICE, YELLOW CORN FLOUR, PAPRIKA, LEAVENING (SODIUM ACID PYROPHOSPHATE, SODIUM BICARBONATE, MONOCALCIUM PHOSPHATE), GARLIC POWDER, NATURAL FLAVOR, EXTRACTIVES OF TURMERIC, FUMARIC ACID. BREADING SET IN VEGETABLE OIL.	<b>Serving Size</b> 5ea(84g,3oz) <b>Servings Per Case</b> 144.00 <b>Amount Per Serving</b> <b>Calories</b> 180.0 Fat Calories 72.0 <b>Total Fat</b> 8.0g 12% Saturated Fat 1.5g 8% Polyunsaturated Fat 3.5g Monounsaturated Fat 2.5g <b>Cholesterol</b> 20.0mg 7% <b>Sodium</b> 450.0mg 19% <b>Total Carbohydrates</b> 14.0g 5% Dietary Fiber 2.0g 8% Sugars 1.0g 0% <b>Protein</b> 13.0g 26% <b>Calcium</b> 40.0mg 4% <b>Iron</b> 1.8mg 10% <small>* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.</small>	
		<b>School Equivalents</b> <b>Serving Size</b> 5ea(84g,3oz) <b>Meat/Meat Alternatives</b> 2 <b>Fruit/Vegetables</b> <b>Grain/Bread</b> 1 <b>Milk</b> <b>Child Nutrition*</b> USDA <small>*Key: USDA=Item has USDA CN label                      BG=Item is in the USDA Buyers Guide for Child Nutrition Program                      PFS=Manufacturer has provided a Product Formulation Statement</small>

# Standardized Recipes

- Are required for anything made in-house with 2 or more ingredients combined
  - Examples:
    - Casseroles
    - Pizza
    - Sandwiches/Wraps (Deli, PBJ, Grilled Cheese)
    - Packaged Salads
- Provides consistent quality & yield every time when the exact procedures, equipment & ingredients are used



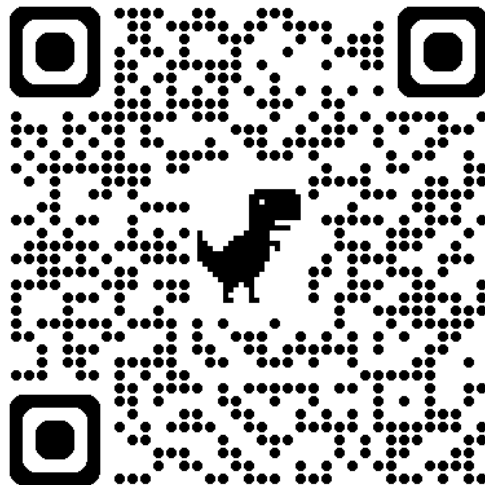
# Components of a Standardized Recipe

Recipe Name	{	The name on the recipe & on the menu
Yield	{	The number of servings/portions the recipe makes
Portion Size	{	The amount or size of an individual serving
Ingredients & Quantity	{	List each ingredient & the measured weight/ volume
Preparation Procedures	{	The step-by-step directions to make the recipe
Cooking Temps & Time	{	List time/temp for prep/holding/cooking (critical control points)
Crediting Info	{	List how much the recipe contributes to the meal pattern

# Standardized Recipe Resource


## Child Nutrition Recipe Box

Your resource for **USDA Standardized Recipes** for Child Nutrition Programs





# Sample Standardized Recipe



## Bean Burrito Bowl USDA Recipe Schools

Our Bean Burrito Bowl combines pinto beans, green onion, cilantro, and spices, served with rice and cheese.

**NSLP/SBP CREDITING INFORMATION**  
1 burrito bowl provides

Legume as Meat Alternate: 1.5 oz equivalent meat alternate, 2/3 cup red/orange vegetable, 1/4 cup other vegetable, 1/4 cup additional vegetable, and 1 oz equivalent grains.

OR

Legume as Vegetable: 0.5 oz equivalent meat alternate, 1/4 cup

INGREDIENTS	50 SERVINGS		100 SERVINGS		DIRECTIONS
	Weight	Measure	Weight	Measure	
Pinto beans, canned, low-sodium, drained, rinsed OR Pinto beans, dry, cooked	11 lb	1 gal 2 qt (2 1/2 No. 10 cans)	22 lb	3 gal (5 No. 10 cans)	<p><b>1</b> Combine beans, onions, garlic powder, cumin, paprika, and tomato paste in a medium saucepan. Heat over medium heat uncovered, stirring occasionally.</p> <p><b>2</b> Critical Control Point: Heat to 135 °F or higher for 15 seconds.</p> <p><b>3</b> Critical Control Point: Hold for hot service.</p> <p><b>4</b> Set aside for step 13.</p>
*Onions, fresh, chopped	6 oz	1 cup 3 Tbsp 1 tsp	12 oz	2 1/4 cups 2 Tbsp 2 tsp	
Garlic powder		1 Tbsp		1 Tbsp 1 tsp	
Black pepper, ground		2 tsp 3 Tbsp		1 Tbsp 1 tsp 1/4 cup	
Chili powder				2 Tbsp	

### CREDITING INFORMATION

**NSLP/SBP CREDITING INFORMATION**  
1 burrito bowl provides

Legume as Meat Alternate: 1.5 oz equivalent meat alternate, 2/3 cup red/orange vegetable, 1/4 cup other vegetable, 1/4 cup additional vegetable, and 1 oz equivalent grains.

OR

Legume as Vegetable: 0.5 oz equivalent meat alternate, 1/4 cup

### CRITICAL CONTROL POINTS

**2** Critical Control Point:  
Heat to 135 °F or higher for 15 seconds.

**3** Critical Control Point:  
Hold for hot service at 135 °F.

# STANDARDIZED RECIPE FORM

Recipe Title: Spaghetti and Meat Sauce  
 Serving Size: 1 CUP  
 Total Yield: 50 Servings

Recipe Number: E-018 Source: Lincoln School District  
 Portion Utensil: 8 fl. oz Spoodle OR #4 Disher

Contribution per serving: M/MA 2 (oz); G/B 1 (oz eq); R/O Veg 3/8 (cup); DG Veg        (cup);  
 Beans/Peas/Lentils        (cup); Starchy Veg        (cup); Other Veg        (cup)

Ingredients	50 Servings		<u>      </u> Servings		Preparation Instructions
	Weight	Measure	Weight	Measure	
Raw ground beef (no more than 15% fat)	8 lb 8 oz	1 gal 1 cup			<ol style="list-style-type: none"> <li>1. Brown ground beef and ground pork uncovered over medium high heat in a large stock pot. Stir often.</li> <li>2. 2 Critical Control Point: Heat to 165 °F or higher for at least 15 seconds.</li> <li>3. 3 Drain meat. Return to stock pot.</li> <li>4. Add Spaghetti Sauce to the pot and warm to 165 °F or higher for at least 15 seconds.</li> <li>5. Set aside beef/sauce mixture.</li> <li>6. Heat water to a rolling boil.</li> <li>7. Slowly add pasta. Stir constantly until water boils again. Cook about 8 minutes or until al dente. Stir occasionally. DO NOT OVERCOOK. Drain well.</li> <li>8. Combine pasta and beef/sauce mixture in stock pot. Stir.</li> <li>9. Transfer to a steam table pan (12" x 20" x 4") lightly coated with pan-release spray.</li> <li>10. For 50 servings, use 2 pans.</li> <li>11. Critical Control Point: Hold for hot service at 135 °F or higher.</li> <li>12. Portion with 8 fl oz spoodle (1 cup).</li> </ol>
Spaghetti sauce, low sodium	13 lb 4 oz	2 #10 cans			
Whole-wheat spaghetti noodles, dry, broken into thirds	3 lb 2 oz	2 qt 2 cups			



# Nutrition Fact Label

Nutrition Facts	Per serving		Per 1 slice	
	% DV*		% DV*	
10 Servings Per Container				
Serving Size 2 slices (57g)				
Calories <b>140</b> per serving			<b>70</b> per 1 slice	
<b>Total Fat</b>	1.5g	2%	1g	1%
Saturated Fat	0g	0%	0g	0%
Trans Fat	0g		0g	
Polyunsaturated Fat	0.5g		0g	
Monounsaturated Fat	0g		0g	
<b>Cholesterol</b>	0mg	0%	0mg	0%
Vitamin D	1.2mcg	6%	0.6mcg	2%
Calcium	300mg	25%	150mg	10%
Iron	1.4mg	8%	0.7mg	4%
Potassium	80mg	0%	35mg	0%
<b>Sodium</b>	290mg	13%	140mg	6%
<b>Total Carbohydrate</b>	26g	9%	13g	5%
Dietary Fiber	3g	11%	2g	7%
Total Sugars	3g		1g	
Incl. Added Sugars	2g	4%	1g	2%
<b>Protein</b>	5g		3g	
Thiamin	0.17mg	15%	0.08mg	8%
Riboflavin	0.11mg	8%	0.05mg	4%
Niacin	1.6mg	10%	0.8mg	4%
Folate DFE (folic acid)	70mcg (30mcg)	15%	35mcg (15mcg)	8%

\*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.



## Ingredients:

Enriched Bleach Flour [Wheat Flour, Malted Barley Flour, Niacin, Iron, Thiamin Mononitrate (Vitamin B1), Riboflavin (Vitamin B2), Folic Acid], Water, Whole Grain [Whole Wheat Flour, Brown Rice Flour (Rice Flour, Rice Bran Including Germ)], Sugar, Wheat Gluten, Yeast, Cellulose, Contains 2% or Less of Each of Following: Calcium Sulfate, Soybean Oil, Salt, Dough Conditioners (May Contain One or More of the Following: Mono- and Diglycerides, Ethoxylated Mono- and Diglycerides, Sodium Stearoyl Lactylate, Calcium Peroxide, DATEM, Ascorbic Acid, Azodicarbonamide, Enzymes), Guar Gum, Calcium Propionate (Preservative), Distilled Vinegar, Butter (Cream, Salt), Yeast Nutrients (Monocalcium Phosphate, Calcium Sulfate, Ammonium Sulfate and/or Calcium Carbonate), Corn Starch, Natural Flavor, Vitamin D3, Soy Lecithin, Soy Flour.

**Question:** Is this Whole Grain-Rich?

**Answer:** No

# Production Records



# Production Records Overview

- **WHAT**-USDA **required** document that records **ALL** reimbursable meals prepared and served daily
  - Breakfast, Lunch, Snack (if applicable)
- **WHO**-any school that participates in NSLP, SBP and After School Snack Programs.
- **WHY**-to support meals claimed for reimbursement
  - Ensures meal pattern component requirements are met
- **WHEN**-prior to production, at time of meal preparation and immediately after meal service

# Benefits of a Production Record

- Serves as a communication tool and daily “to do” list for staff
- A valuable planning and forecasting tool
  - Evaluates what works best with your customers
  - Helps decide what changes need to be made



# Benefits of a Production Record

- Provides a daily written history of the foods planned, prepared and served
- Documents crediting and provides data needed for nutrient analysis

**These are required!!**

**Production Record**

Site: \_\_\_\_\_

Meal Date: 1-9-24

Total # of Projected Reimbursable Meals: 137

Menu: Hot ham & cheese  
Salad  
Chips  
Fruit  
Milk

Vegetable Sub-groups:  
G-Green  
RO-Red/Orange  
B-Brown/Peas  
S-Starchy  
O-Other

\*It is recommended that a separate production record be completed for each meal service line, as it is a requirement that EACH service line must meet the meal pattern requirements.

Food Item	Recipe	Grade group	Portion size	Student projected servings	Total projected amount	Actual food used (per or quantity)	Actual student servings	Actual # to case servings	Actual adult servings	Leftovers
Ham	Hot ham	7/12	4"	154	1160	1160	137	60	60	15
Cheese	Hot ham	7/12	2"	154	1160	1160	137	60	60	15
Bread (1/2)	Hot ham	7/12	2"	154	1160	1160	137	60	60	15
Chips	Hot ham	7/12	1"	154	1160	1160	137	60	60	15
Apple sauce	Hot ham	7/12	1/2 cup	154	1160	1160	137	60	60	15
Salad	Hot ham	7/12	1/2 cup	154	1160	1160	137	60	60	15
Pickles	Hot ham	7/12	1/2 cup	154	1160	1160	137	60	60	15
Cher	Hot ham	7/12	1/2 cup	154	1160	1160	137	60	60	15
White	Hot ham	7/12	1/2 cup	154	1160	1160	137	60	60	15
French	Hot ham	7/12	1/2 cup	154	1160	1160	137	60	60	15
Italian	Hot ham	7/12	1/2 cup	154	1160	1160	137	60	60	15

2 full in floor

# They are important!!!

- ISBE looks at these during your Administrative Review
- Lack of complete and current PRs can result in withholding and/or reclaiming federal funds



# Production Records: Basics

- Where should records be kept?
  - On site where staff can refer to and complete as necessary
- How long must records be kept on file?
  - 3 years plus the current year





# Production Records: Basics



Production Records (PR) drive your program!

- List everything you are preparing/serving
- The PR documents everything you serve on all lines for each of the meal services
- Separate record for breakfast, lunch & snack
- Formats vary
  - Can be multiple pages (for example: stations, fruit/veggies bars, separate lines)

## Production Record

**NOTE:** All foods, including condiments and milk, must be included daily.  
**\*\*Portion size:** must be same as planned. Use separate line if adjusted for age.  
**\*\*Amount of food used based on USDA Food Buying Guide or USDA recipe.**

# SAMPLE 2 – on ISBE website

## Production Record

Site: \_\_\_\_\_

Meal Date: \_\_\_\_\_

Total # of Projected Reimbursable Meals: \_\_\_\_\_

\*It is recommended that a separate production record be completed for each meal service line, as it is a requirement that EACH service line must meet the meal pattern requirements.

Menu:

Vegetable Sub-groups:

G=Green

RO=Red/orange

BP=Beans/Peas

S= Starchy

O= Other

	Food Item	Recipe	Grade group	Portion size	Student projected servings	Total projected servings	Amt food used (wt or quantity)	Actual student servings	Actual a la carte servings	Actual adult servings	leftovers
Meat/Meat Alternate:											
Grain:											
Fruit:											
Vegetable:											
Milk:											
Condiments:											

# Production records must contain the following:

- Site name
- Meal date
- Food items
- Recipe *OR* Product used
- Grade group(s) – K-5, 6-8, K-8, 9-12
- Portion size
- Planned/Projected servings (students/adults)

## REQUIRED PRIOR TO SERVICE Production Record

Site: Apple Elementary School  
Meal Date: August 28<sup>th</sup>, 20xx

MENU: WG Chicken Nuggets (2M, 1WG)  
Broccoli (½ c DG Veg)  
Fresh Baby Carrots (1/2 c RO Veg)  
Mixed Fruit (1/2 c F)  
1% White/1% Chocolate Milk

Total Projected Reimbursable Lunches 175

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Chicken Nuggets	Tyson	K-8	5 each	175	180					
Broccoli	R-175	K-8	½ Cup	75	80					
Baby Carrots, Fresh	DOD	K-8	½ Cup	150	155					
Mixed Fruit, Light Syrup	US Foods	K-8	½ Cup	140	145					
1% White Milk	PF	K-8	1 each	36	50					
1% Chocolate Milk	PF	K-8	1 each	112	150					
BBQ Sauce Packets	Heinz	K-8	1-2 pkt	100	100					
Ketchup Packets	Heinz	K-8	1-2 pkt	100	100					
Ranch Packets	Hidden Valley	K-8	1-2 pkt	100	100					

NOTE: All foods, including condiments and milk, must be included daily.

\*Portion size: must be same as planned. Use separate line if adjusted for age.

\*\*Amount of food used based on USDA Food Buying Guide or USDA recipe.

*(Continued...)*

## **Production records must contain the following:**

- Total amount of food prepared
- Actual meals served (students/adults/a la carte)
- Leftovers

# REQUIRED AFTER MEAL SERVICE

## Production Record

Site: Apple Elementary School  
Meal Date: August 28<sup>th</sup>, 20xx

MENU: WG Chicken Nuggets (2M, 1WG)  
Broccoli (½ c DG Veg)  
Fresh Baby Carrots (1/2 c RO Veg)  
Mixed Fruit (1/2 c F)  
1% White/1% Chocolate Milk

Total Projected Reimbursable Lunches 175

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/ Weight/ Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Chicken Nuggets	Tyson	K-8	5 each	175	180	7.5 bags	168	2	5	5
Broccoli	R-175	K-8	½ Cup	75	80	12# (4 bags)	70	0	3	7
Baby Carrots, Fresh	DOD	K-8	½ Cup	150	155	25# (5 bags)	135	0	5	15
Mixed Fruit, Light Syrup	US Foods	K-8	½ Cup	140	145	8-#10 Cans	131	1	4	9
1% White Milk	PF	K-8	1 each	36	50	1 crate	32	10	2	6
1% Chocolate Milk	PF	K-8	1 each	112	150	3 crates	112	25	1	12
BBQ Sauce Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts	65	0	0	35
Ketchup Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts	60	0	0	40
Ranch Packets	Hidden Valley	K-8	1-2 pkt	100	100	100 pkts	90	0	0	10



**LET'S  
BREAK  
IT  
DOWN!**



# Food Items Column

- List all items served on the line
  - Including condiments
- Be specific → types of fruit, juice, milk
- Best practice → indicate WG
- If you have substitutions → mark out item and record the item served in its place and what happened
  - Product supply issues

Food Item Used and Form
WG Chicken Nuggets
Broccoli
Baby Carrots, Fresh
Mixed Fruit, Light Syrup
1% White Milk
1% Chocolate Milk
BBQ Sauce Packets
Ketchup Packets
Ranch Packets

# Recipe or Product Column


- Recipes are required for menu items when 2 or more ingredients are combined
  - You may breakdown sandwiches by listing out the food items separately (bread, deli meat, cheese OR bun, hamburger, cheese)
- Product – list either brand, fresh, frozen, USDA, etc.
  - Processed food = CN Label or PFS



Food Item Used and Form	Recipe or Product (Name and Number)
WG Chicken Nuggets	Tyson
Broccoli	R-175
Baby Carrots, Fresh	DOD
Mixed Fruit, Light Syrup	US Foods
1% White Milk	PF
1% Chocolate Milk	PF
BBQ Sauce Packets	Heinz
Ketchup Packets	Heinz
Ranch Packets	Hidden Valley

# Grade Groups Column


- List the grade group(s) for which the menu is planned
  - Breakfast → K-5, 6-8, K-8, 9-12, K-12
  - Lunch → K-5, 6-8, K-8, 9-12



Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group
WG Chicken Nuggets	Tyson	K-8
Broccoli	R-175	K-8
Baby Carrots, Fresh	DOD	K-8
Mixed Fruit, Light Syrup	US Foods	K-8
1% White Milk	PF	K-8
1% Chocolate Milk	PF	K-8
BBQ Sauce Packets	Heinz	K-8
Ketchup Packets	Heinz	K-8
Ranch Packets	Hidden Valley	K-8

# Portion Size Column

- List the portion as it served on the tray.
  - Make it easy for your staff to understand exactly what should be served
- Without this guide on the PR, the server may have no way of knowing the correct portion size for the grade group



Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)
WG Chicken Nuggets	Tyson	K-8	5 each
Broccoli	R-175	K-8	½ Cup
Baby Carrots, Fresh	DOD	K-8	½ Cup
Mixed Fruit, Light Syrup	US Foods	K-8	½ Cup
1% White Milk	PF	K-8	1 each
1% Chocolate Milk	PF	K-8	1 each
BBQ Sauce Packets	Heinz	K-8	1-2 pkt
Ketchup Packets	Heinz	K-8	1-2 pkt
Ranch Packets	Hidden Valley	K-8	1-2 pkt

# Best Practices on Portion Sizes

- Cheese slice → 1 slice
- Cheese shrd → 1oz
- Turkey taco meat → 1.72oz (#16 scoop)
- Bun → 1 bun
- Peaches, Canned → ½ cup (4oz ladle)
- Pancakes → 2 each
- Cherry tomatoes → 4 ea (1/4 cup)
- Deli turkey → 6 slices (3oz)

# Basics at a Glance Poster

Scoops and Ladles or  
Portion Servers are only  
volume measuring  
utensils

They are not weight!

A #6 scoop = 2/3 cup

A 4 oz ladle = ½ cup

# Basics at a Glance

## Recipe Abbreviations

approx.	= approximate
tsp or t	= teaspoon
Tbsp or T	= tablespoon
c	= cup
pt	= pint
qt	= quart
gal	= gallon
wt	= weight
oz	= ounce
lb or #	= pound (e.g., 3#)
g	= gram
kg	= kilogram
vol	= volume
mL	= milliliter
L	= liter
fl oz	= fluid ounce
No. or #	= number (e.g., #3)
in. or "	= inches (e.g., 12")
°F	= degree Fahrenheit
°C	= degree Celsius or centigrade

## Volume Equivalents for Liquids

60 drops	= 1 tsp	
1 Tbsp	= 3 tsp	= 0.5 fl oz
1/8 cup	= 2 Tbsp	= 1 fl oz
1/4 cup	= 4 Tbsp	= 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp	= 2.65 fl oz
3/8 cup	= 6 Tbsp	= 3 fl oz
1/2 cup	= 8 Tbsp	= 4 fl oz
5/8 cup	= 10 Tbsp	= 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp	= 5.3 fl oz
3/4 cup	= 12 Tbsp	= 6 fl oz
7/8 cup	= 14 Tbsp	= 7 fl oz
1 cup	= 16 Tbsp	= 8 fl oz
1/2 pint	= 1 cup	= 8 fl oz
1 pint	= 2 cups	= 16 fl oz
1 quart	= 2 pt	= 32 fl oz
1 gallon	= 4 qt	= 128 fl oz

## Equivalent Weights

16 oz	= 1 lb	= 1.000 lb
12 oz	= 3/4 lb	= 0.750 lb
8 oz	= 1/2 lb	= 0.500 lb
4 oz	= 1/4 lb	= 0.250 lb
1 oz	= 1/16 lb	= 0.063 lb

## Scoops (Dishers)



Size/No. <sup>1</sup>	Level Measure	Color Code <sup>2</sup>
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

<sup>1</sup> Scoops are left or right hand or squeeze-type that can be used for both hands. Number on the scoop indicates how many level scoopsfuls make one quart. For example, eight No. 8 scoops = 1 quart.



<sup>2</sup> Use colored dots matching the brand-specific color coding of scoop sizes.

## Ladles Portion Servers



Ladle fl oz	Approx. Measure	Portion Server fl oz
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cups	—

Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz." "Fl oz" would be more accurate since they measure volume, not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

## Cooking or Serving Spoons

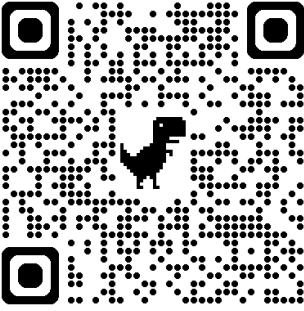


Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

## Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.





# REMEMBER

**Weight**  
G/B and M/MA  
ounce equivalents (oz eq)




**VS**

**Volume**  
Milk, Fruit & Vegetable  
cups



# Projected Servings Column

- **Student Projected** = morning count or what is being prepared for reimbursable meals only
- **Total Projected** = students + adults + a la carte



Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings
WG Chicken Nuggets	Tyson 5325	K-8	5 each	175	180
Broccoli	R-175	K-8	½ Cup	75	80
Baby Carrots, Fresh	DOD	K-8	½ Cup	150	155
Mixed Fruit, Light Syrup	US Foods	K-8	½ Cup	140	145
1% White Milk	PF	K-8	1 each	36	50
1% Chocolate Milk	PF	K-8	1 each	112	150
BBQ Sauce Packets	Heinz	K-8	1-2 ea	100	100
Ketchup Packets	Heinz	K-8	1-2 ea	100	100
Ranch Packets	Hidden Valley	K-8	1-2 ea	100	100

# Amount of Food Used Column

- Record the amount of food prepared
  - Projected quantity based on FBG
  - pounds, ounces, #10 cans, quarts, gallons, cases, etc.
- Amount of chicken nuggets (24 servings/bag)
  - 7.5 bags



Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)
WG Chicken Nuggets	Tyson	K-8	5 each	175	180	7.5 bags
Broccoli	R-175	K-8	½ Cup	75	80	12# (4 bags)
Baby Carrots, Fresh	DOD	K-8	½ Cup	150	155	25# (5 bags)
Mixed Fruit, Light Syrup	US Foods	K-8	½ Cup	140	145	8-#10 Cans
1% White Milk	PF	K-8	1 each	36	50	1 crate
1% Chocolate Milk	PF	K-8	1 each	112	150	3 crates
BBQ Sauce Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts
Ketchup Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts
Ranch Packets	Hidden Valley	K-8	1-2 pkt	100	100	100 pkts

# Using the Food Buying Guide Calculator to determine how much

④

Action	Food As Purchased, AP	Purchase Unit	Servings per Unit	Serving Size per Meal Contribution
Add	Carrots, fresh, Baby, Ready-to-use	Pound	12.9	1/4 cup raw vegetable
Add	Carrots, fresh, Baby, Ready-to-use	Pound	11.4	1/4 cup cooked, drained vegetable
Add	Carrots, frozen, Baby	Pound	10.9	1/4 cup cooked, drained vegetable

Food Item Description	Purchase Unit	⑤ Number of Purchase Units on Hand	Number of Servings	Exact Quantity	⑨ Buy Purchase Units
X Carrots, fresh , Baby, Ready-to-use , 1/4 cup raw vegetable	Pound	<input type="text" value="0"/>	155	24.0311	24.25

#	⑦ Serving Size	⑧ Number of Servings	
1	<input type="text" value="1/2 cup"/>	<input type="text" value="155"/>	<input type="button" value="Remove Serving"/>

- Baby Carrots, Fresh = For every 1 pound purchased, you get 12.9 servings at ¼ cup
- We are serving a ½ cup which now means 6.45 servings/pound
- We need 155 servings. Therefore  $155/6.45 = 24.03$  lbs (round up to 25 lbs)

# Actual Meals Served Column

- Student, a la carte, and adult numbers should come from your **ACTUAL** POS report.

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings
							Actual		
WG Chicken Nuggets	Tyson	K-8	5 each	175	180	7.5 bags	168	2	5
Broccoli	R-175	K-8	½ Cup	75	80	12# (4 bags)	70	0	3
Baby Carrots, Fresh	DOD	K-8	½ Cup	150	155	25# (5 bags)	135	0	5
Mixed Fruit, Light Syrup	US Foods	K-8	½ Cup	140	145	8-#10 Cans	131	1	4
1% White Milk	PF	K-8	1 each	36	50	1 crate	32	10	2
1% Chocolate Milk	PF	K-8	1 each	112	150	3 crates	112	25	1
BBQ Sauce Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts	65	0	0
Ketchup Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts	60	0	0
Ranch Packets	Hidden Valley	K-8	1-2 pkt	100	100	100 pkts	90	0	0

# Leftovers Column

- Once the meal service is over, staff should record leftovers in servings
- This will assist with any revisions when the menu is served in the future to reduce leftovers
- NOTE* – should only plan/prepare one meal per student



Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/ Weight/ Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Chicken Nuggets	Tyson	K-8	5 each	175	180	7.5 bags	168	2	5	5
Broccoli	R-175	K-8	½ Cup	75	80	12# (4 bags)	70	0	3	7
Baby Carrots, Fresh	DOD	K-8	½ Cup	150	155	25# (5 bags)	135	0	5	15
Mixed Fruit, Light Syrup	US Foods	K-8	½ Cup	140	145	8-#10 Cans	131	1	4	9
1% White Milk	PF	K-8	1 each	36	50	1 crate	32	10	2	6
1% Chocolate Milk	PF	K-8	1 each	112	150	3 crates	112	25	1	12
BBQ Sauce Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts	65	0	0	35
Ketchup Packets	Heinz	K-8	1-2 pkt	100	100	100 pkts	60	0	0	40
Ranch Packets	Hidden Valley	K-8	1-2 pkt	100	100	100 pkts	90	0	0	10



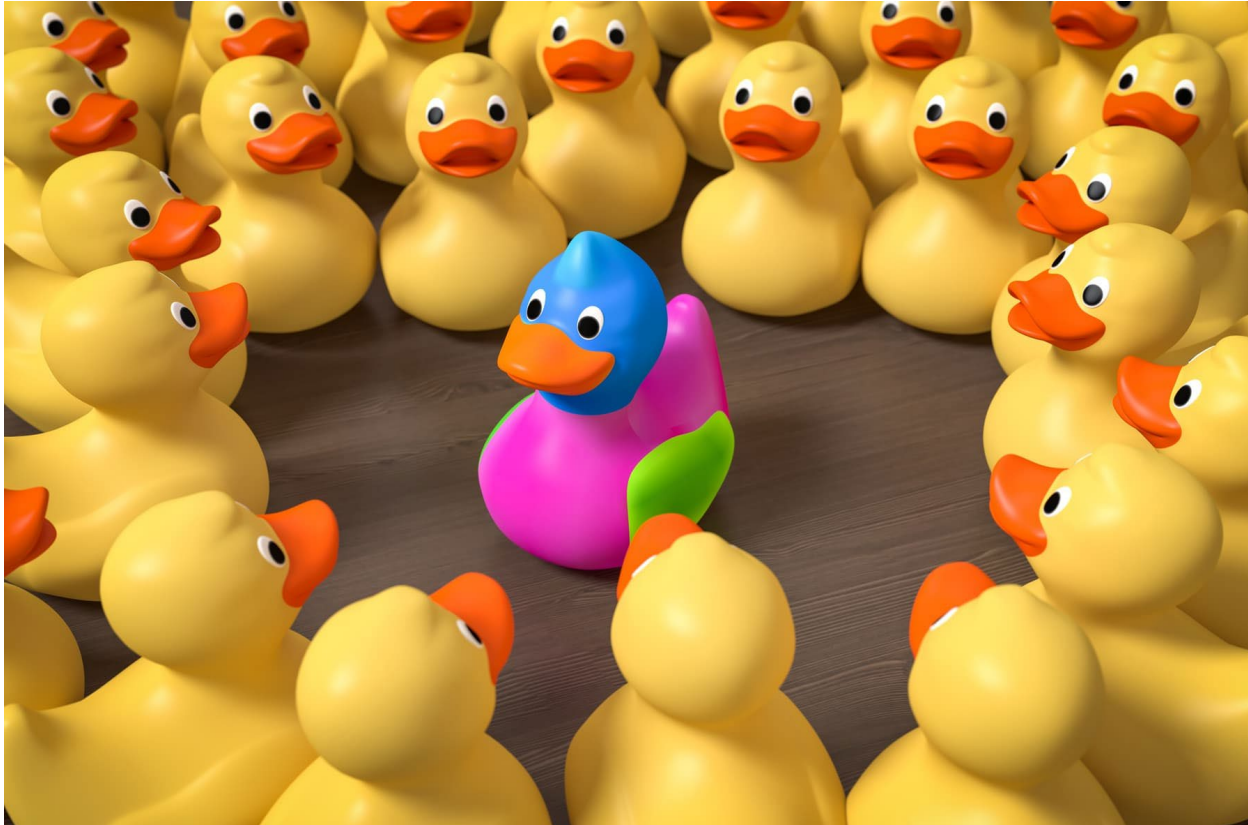
- It is very important that the entire production record is completed at the end of the day that the meal is served
- Accuracy fades as time extends
  - It is easiest to remember what was done on the day of service



# Common Errors

- Incomplete PR
  - No portion size listed
  - No leftovers recorded
  - All items offered are not listed (i.e. condiments)
- Information that is not accurate of what was served
  - Turkey taco meat → 2oz versus 3.44oz
  - French Fries → 4oz versus ½ cup

# Unique Situations and What to Do



# My school building serves K-12 in the same building or MS/HS together...

- You do not have to do separate PRs for each grade group in same building
  - However, you must separate the amount by grade groups and portions
- List the grade group(s) for which the menu is planned.
  - Breakfast → K-5, 6-8, K-8, 9-12, K-12
  - Lunch → K-5, 6-8, K-8, 9-12

# Production Record

Site: **Apple Elementary School**

Meal Date: **August 28<sup>th</sup>, 20xx**

Total Projected Reimbursable Lunches

K-8 → 175

9-12 → 50

**MENU:** WG Chicken Nuggets  
Broccoli  
Fresh Baby Carrots  
Mixed Fruit  
1% White/1% Chocolate Milk  
WG Roll (9-12 only)


List all food Items (including condiments)	Recipe or Product (Name and Number)	Grade Group	Portion Size*	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Chicken Nuggets	Tyson	K-8	5 each	175	180	10 bags	168	2	5	7
		9-12	5 each	50	55		51	2	0	
Broccoli	R-175	K-8	½ cup	75	80	7 lbs	70	0	3	17
		9-12	½ cup	25	30		20	0	0	
Fresh Baby Carrots	DOD	K-8	½ cup	150	155	31 lbs	135	0	5	25
		9-12	½ cup	40	45		35	0	0	
Mixed Fruit	US Foods	K-8	½ cup	140	145	16-#10 cans	131	1	4	14
		9-12	½ - 1 cup	40	45		40	0	0	
1% White Milk	PF	K-8	1 ea	36	50	2 crates	32	10	2	41
		9-12	1 ea	15	50		15	0	0	
1% Chocolate Milk	PF	K-8	1 ea	112	150	4 crates	112	25	1	27
		9-12	1 ea	32	50		30	5	0	
BBQ Sauce	Heinz	K-8	1-2 pkt	100	100	150 pkts	65	0	0	60
		9-12	1-2 pkt	50	50		25	0	0	
Ranch	Hidden Valley	K-8	1-2 pkt	100	100	150 pkts	60	0	0	59
		9-12	1-2 pkt	50	50		31	0	0	
Ketchup	Heinz	K-8	1-2 pkt	100	100	150 pkts	90	0	0	20
		9-12	1-2 pkt	50	50		40	0	0	
WG Dinner Roll	Bakecrafters	9-12	1 roll	50	55	55 rolls	50	0	0	5

# Sample After School Snack PR

## After School Snack Production Record

School Name Apple Elementary School

Week of September 9-13, 20xx

	Check (✓) Menu Components for each day (must ✓ at least 2 required components).	Snack Menu	Portion Size	Total Amount Prepared	# of Students Served	# of Adults Served
Monday	<input type="checkbox"/> M/MA (1oz) <input checked="" type="checkbox"/> G/B (1 oz) <input type="checkbox"/> F/V (3/4 cup) <input checked="" type="checkbox"/> Milk (1 cup)	WGR Cheez-its  1% White Milk OR 1% Chocolate Milk	1 pkg (1oz)  1 carton	50 pkgs  15 cartons  35 cartons	41	2
Tuesday	<input type="checkbox"/> M/MA (1oz) <input checked="" type="checkbox"/> G/B (1 oz) <input type="checkbox"/> F/V (3/4 cup) <input checked="" type="checkbox"/> Milk (1 cup)	WG Cinnamon Toast Crunch  1% White Milk OR 1% Chocolate Milk	1 bowl (1oz)  1 carton	50 pkgs  15 cartons  35 cartons	38	2
Wednesday	<input type="checkbox"/> M/MA (1oz) <input checked="" type="checkbox"/> G/B (1 oz) <input checked="" type="checkbox"/> F/V (3/4 cup) <input type="checkbox"/> Milk (1 cup)	WG <u>Sunchips</u>  100% Apple Juice	1 pkg (1oz)  6 fl. oz	50 pkgs  50 each	42	2
Thursday	<input checked="" type="checkbox"/> M/MA (1oz) <input checked="" type="checkbox"/> G/B (1 oz) <input type="checkbox"/> F/V (3/4 cup) <input type="checkbox"/> Milk (1 cup)	String Cheese  Saltine Crackers	1 oz pkg  4 pkgs (2 <u>ct</u> )	50 each  50 – 4 pkgs	45	2
Friday	<input type="checkbox"/> M/MA (1oz) <input checked="" type="checkbox"/> G/B (1 oz) <input type="checkbox"/> F/V (3/4 cup) <input checked="" type="checkbox"/> Milk (1 cup)  (Ctrl) ▾	WG Muffin  1% White Milk OR 1% Chocolate Milk	1 muffin (2oz)  1 carton	50 each  15 cartons  35 cartons	34	2

# Nutrition Department

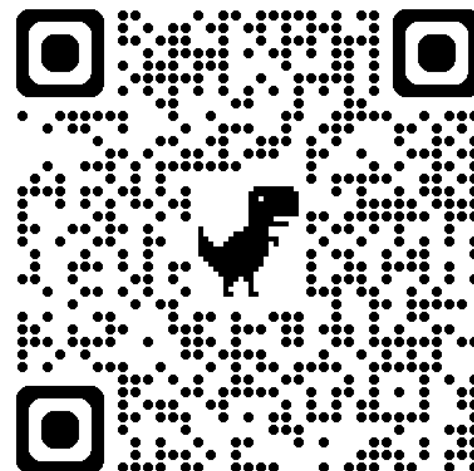
## Illinois State Board of Education

**Telephone:** 800/545-7892 in Illinois only  
217/782-2491

**Fax:** 217/524-6124

**Email:** [cnp@isbe.net](mailto:cnp@isbe.net)

**Website:** [www.isbe.net](http://www.isbe.net)



Thank you