



Illinois State Board of Education

How to complete Production Records

July 2022

Equity • Quality • Collaboration • Community

Production Records

- Objective of this webinar
 - Discover where to find blank production records and their instructions
 - Understand the process and requirements for completing a production record
 - Understand the required elements of a production record and why that information is useful

Production Records

- Why are production records important?
 - An excellent planning and forecasting tool
 - Provides a written history that can be used to evaluate customer preference and improve menu planning
 - Helps you minimize overproduction and food waste
 - Identifies trends and tracks participation
 - Provides documentation that meals planned were actually served
 - Back up your claims for reimbursement
 - Used for future forecasting
 - Required by USDA



Production Records

- Who completes the production records?
 - Menu Planners
 - Production Staff in the Kitchens
 - Meal Servers
- When are production records completed?
 - When forecasting the days menu
 - Prior to, during and after the meal service




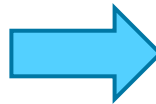
Production Records

- For sample production record documents, that can be formatted to your district, please use the below link:
- <https://www.isbe.net/Pages/Nutrition-Standards.aspx>

USDA Meal Pattern and Nutrition Standards

ISBE RESOURCES

- Administrative Handbook Menu Planning Section
- Daily and Weekly Requirement Planning Tool 
 - Excel Format 
- Transitional Standards for Milk, Whole Grains and Sodium - Final Rule
- Grain Requirement for Child Nutrition Programs 
- Meal Pattern Waiver Chart for School Year 2021-22 
- Offer vs. Serve Training Material
 - Grades K-8 
 - Grades 9-12 
 - Breakfast Menu Board Insert 
 - Lunch Menu Board Insert 
- Promotional Pamphlet - New Nutrition Standards for School Meals 
- Sample Production Records
 - Standard 
 - Updated with Vegetable Sub-Groups 



Production Records

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

Standard format with subgroups including vegetables

	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 Alternative											
Grain											
Fruit											
Vegetable			G	RO	BP	S	O				
			G	RO	BP	S	O				
			G	RO	BP	S	O				
			G	RO	BP	S	O				
			G	RO	BP	S	O				
Milk											
Condiments											

Production Records

- You may create your own version; you do not have to use the standard USDA/ISBE models.
- If you create your own, ensure you include all required information.
 - Omitting even one column of required information can lead to a citation on your School Meals Review.



Production Records

- The following items are required items:
 - **#1 Site Name**- Name of the site (school) where the menu is served and/or prepared.
 - **#2 Meal Date**-Record the date the menu is served and/or prepared.

Production Record

Site: _____

Meal Date: _____

Total # of Projected Reimbursable Meals: _____

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:											



Production Records

- **#3 Menu**-List the food items that make the meal reimbursable.
- **#4 Food Item and Form Used**-The same food items listed on the menu in number three should be described in more detail. For example, peaches would be listed as *sliced in light syrup*; chicken nuggets would be listed as *breaded and baked*. Listing food item and form information is the first step in effectively communicating the menu to the staff. Listing all food items offered, including condiments, is important for future monitoring by the state agency.

Production Record

Site: _____

Meal Date: _____

Total # of Projected Reimbursable Meals: _____

Menu:

	Food Item	Recipe	Grade group	Portion size	Student projected servings	Total projected servings	Amt food used (wt or quantity)	Actual student servings	Actual student servings
Fat/Meat alternate:									



Production Records

- **#5 Recipe or Product (name or number):** This accurately identifies a specific recipe or food item to be used. It is critical to specify exact recipes and products. If the preparer or server uses a different recipe or product than indicated by the menu planner, the food provided to students may not necessarily meet the nutrient standard or meal requirements as planned.
 - Recipe refers to USDA recipes or locally-developed recipes. For example, chili with beef could be recorded as USDA C-6. Locally developed recipes can be referred to with a number code or by recipe name. The product name and number refers to processed foods. This number would be obtained from the manufacturer such as Prairie Product #215. A product information sheet should be on file containing the nutrition information of the product.

Food Item Used and Form	Recipe or Product (Name and Number)
Chili	USDA-C-6

Food Item Used and Form	Recipe or Product (Name and Number)
White Milk-Skim	PF 215
Chocolate Milk-Skim	PF 216
Strawberry Milk-Skim	PF 217



Production Records

- **#6 Grade Group:** List the grade group(s) of the students for which the menu is planned. Schools may serve multiple grade groups. The Food Based Menu Planning approach includes the following grade groupings: K-5, 6-8 and 9-12. If the serving sizes and/or meal is different for each of the three grade groups each grade group served must be listed separately. For grades K-5 and 6-8 they could use the same menu and meet both meal pattern requirements and could therefore be labeled K-8.
- **#7 Portion Size (number, weight, quantity):** This information is important to ensure the correct portion size is served as well as planned and prepared. Without this guide on the production sheet, the server may have no way of knowing the correct portion size for the grade group.



Production Records

- All the information we have covered so far can be completed when you are forecasting the day. It does not have to be done the day of service.
- Let's look at what we have so far....

Production Records

Sample Format Production Record

Site: Lincoln Elementary School
Meal Date: July 5th, 2022

Chili or Chicken Nuggets
Roll
Steamed Carrots
Applesauce
Milk Choice

Total Projected Reimbursable Lunches 275

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			
Chili w/ Beef	USDA-C-6	K-5	6oz							
Chicken Nuggets, breaded and baked	Tyson 2175	K-5	5 each							
Dinner Roll, Frozen	BB 5326	K-5	1 each; 2 oz.							
Steamed Carrots	Local-10	K-5	¾ c							
Applesauce	Gfs 5143	K-5	½ c							
White Milk-Skim	PF 215	K-5	8 oz.							
Chocolate Milk-Skim	PF 216	K-5	8 oz.							
Strawberry Milk-Skim	PF 217	K-5	8 oz.							
Ketchup	GFS 5757	K-5	1 oz							
BBQ	GFS 7604	K-5	.9 oz							
Ranch	HV 9080	K-5	.75 oz							

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.

Production Records

- **#8 Student Projected Servings:** Projects the number of servings to prepare for student reimbursable meals.
- **#9 Total Projected Servings:** This figure includes projected reimbursable student meals, adult meals, and a la carte sales of the food item. The menu planner must also forecast or predict the approximate number of servings needed of each menu item. Projecting the number of servings is the first step in determining how much food to order, how much time to allot for preparation, and which equipment to use.
 - In menus that offer several different selections with Offer versus Serve (OVS), it will not be necessary to plan and prepare portions of each menu item for each person. Past production records (that must be kept on file) can help accurately forecast future production and menu planning figures for all menu planning approaches.



Production Records

- **#10 Amount of Food Used (weight or quantity):**
Site staff must keep records to verify the planned menu was actually prepared and served. Staff should record this information in a way that is appropriate for the food item. For example, the amount of food used might be listed as 300 slices of cheese pizza, six #10 cans of peaches, ten pounds of carrots, and 50 cartons of milk.



Production Records

- Student Projected Servings, Total Projected Servings and Amount of Food used are all columns that should be completed before the meal service begins.
- Let's look at what we have now that lunch is about to start.....

Production Records

Sample Format Production Record

Site: Lincoln Elementary School
Meal Date: July 5th, 2022

Total Projected Reimbursable Lunches 275

Chili or Chicken Nuggets
Roll
Steamed Carrots
Applesauce
Milk Choice

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			
Chili w/ Beef	USDA-C-6	K-5	6oz	100	105	45#				
Chicken Nuggets, breaded and baked	Tyson 2175	K-5	5 each	175	190	40# (2 cases)				
Dinner Roll, Frozen	BB 5326	K-5	1 each; 2 oz.	275	295	2 cases				
Steamed Carrots	Local-10	K-5	¾ c	275	295	19 #10 cans				
Applesauce	Gfs 5143	K-5	½ c	275	295	13 #10 cans				
White Milk-Skim	PF 215	K-5	8 oz.	25	30	1 crate				
Chocolate Milk-Skim	PF 216	K-5	8 oz.	125	135	3 crates				
Strawberry Milk-Skim	PF 217	K-5	8 oz.	125	130	3 crates				
Ketchup	GFS 5757	K-5	1 oz	50	55	½ case				
BBQ Ranch	GFS 7604	K-5	.9 oz	50	55	½ case				
	HV 9080	K-5	.75 oz	75	85	1 case				

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.



Production Records

Lunch is OVER, now we complete what happened:

- **#11 Student Servings:** Record the actual number of students served.
- **#12 A la Carte Servings:** Record the actual amount of the food item that was sold a la carte.
- **#13 Adult Servings:** Record the number of adult meals actually served.
- **#14 Leftovers:** Once the meal is served, site staff should record leftovers on the production records. Be sure to include any food that will be wasted or kept for tomorrow.



Production Records

Sample Format Production Record

Site: Lincoln Elementary School
Meal Date: July 5th, 2022

Total Projected Reimbursable Lunches 275

Chili or Chicken Nuggets
Roll
Steamed Carrots
Applesauce
Milk Choice

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			
Chili w/ Beef	USDA-C-6	K-5	6oz	100	105	45#	97	0	5	3
Chicken Nuggets, breaded and baked	Tyson 2175	K-5	5 each	175	190	40# (2 cases)	177		10	3
Dinner Roll, Frozen	BB 5326	K-5	1 each; 2 oz.	275	295	2 cases	274	0	15	6
Steamed Carrots	Local-10	K-5	¾ c	275	295	19 #10 cans	274	0	13	8
Applesauce	Gfs 5143	K-5	½ c	275	295	13 #10 cans	274		15	6
White Milk-Skim	PF 215	K-5	8 oz.	25	30	1 crate	22	0	4	4
Chocolate Milk-Skim	PF 216	K-5	8 oz.	125	150	3 crates	128	12	8	2
Strawberry Milk-Skim	PF 217	K-5	8 oz.	125	150	3 crates	125	11	3	11
Ketchup	GFS 5757	K-5	1 oz	50	55	½ case	50	0	0	5
BBQ	GFS 7604	K-5	.9 oz	50	55	½ case	49	0	1	5
Ranch	HV 9080	K-5	.75 oz	75	85	1 case	72	0	4	9

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.



Production Records

- **Wrap-Up**
 - Now, you should know where to find blank production records and their instructions
 - You should understand the process and requirements for completing a production record
 - You should understand the required elements of a production record and why that information is useful



Thank you

Any questions, please email:

CNP@ISBE.NET



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