



## Completing the Sample Production Record

1. Site: 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.
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.
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, cherry cobbler 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 #1245. A product information sheet should be on file containing the nutrition information of the product. Generic items such as milk, peaches, and pickles do not require a product number because these types of items are available in the USDA-approved software database.
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.
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.
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.
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. Estimate the quantity/portions or number of servings left over from the recipes. This will assist with any revisions when the menu is served in the future.

# Sample Format Production Record

Site: Abraham Lincoln Elementary School

Meal Date: January 27, 20016

Total Projected Reimbursable Lunches 175

## MENU

Salisbury Steak and Whole Wheat Roll 2 oz M/MA  
 OR Chicken Nuggets, BBQ Sauce 1 G/B  
 Baked Potato OR Fresh Carrot Sticks 3/4 c V  
 Broccoli and Cherry Tomatoes  
 Low-Fat Ranch Dressing  
 Cherry Cobbler 1/2 c F and 1/2 G  
 Milk, Variety 8 oz fl M

Food Item and Form Used	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			
<b>Meat/Meat Alternate</b> Salisbury Steak Chicken Nuggets	D-33 PC (List ICS Bulletin number if available)	K-5	1 ea/2 oz 5 ea/2oz	50 115	75 130	220 serv 76¼ lb	42 108		22 15	11 serv 1¾ lb
<b>Vegetable/Fruit</b> Baked Potato, 5 oz, 1/25 Carrot Sticks, pre-cut Broccoli Flowers, pre-cut Tomatoes, cherry, fresh		K-5	1 ea/3/4 c ¼ c ¼ c ¼ c	150 135 135 135	165 150 150 150	165 ea 6 lb 3 lb 7 lb	145 125 105 115		10 5 5 5	10 ea ¾ lb ¾ lb 1 lb
Cherry Cobbler	C-6		1 square/ 0.5 oz grain 25 serv/pan	175	200	8 pans	152		15	---
<b>Grains/Breads</b> Whole-Wheat Roll	Brand X	K-5	1 ea/1.25oz eq	150	175	175 rolls	138		10	27 ea
<b>Other</b> BBQ Sauce	Brand Z	K-5	Portion pack/ 2 ea	300	310	310 ea	290		5	10 ea
Low-Fat Ranch Dressing	Brand Q		Portion pack/ 1 ea	150	175	175 ea	148		10	17 ea
<b>Milk: Variety</b>		K-5	½ pt	145	200	200 (½ pt)	140	40	5	15 (½ pt)

**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.