

# Production Planning

## For Meal Service in the Summer Food Service Program



### DOCUMENTING

Keeping good records of the meals you prepare and serve each day is part of any successful food service operation. Records are a valuable written history of your summer site operations and can be used for future reference when menu planning. They also help sponsors spot trends, track what menus work best with the children, and decide what changes should be made.

Good recordkeeping is essential because it is the sole basis for reporting the number of meals you serve, and in State reviews, records demonstrate that the meals served at your site comply with the SFSP requirements. Full and accurate records must be kept of allowable program costs as well as the number of program meals served to support each claim for reimbursement.

#### Production Records

Production Records, such as the Daily and Weekly Menu Production Records, were designed for sponsors to simply document production. These forms provide the production planner the basic elements required for the documentation process to substantiate that reimbursable meals were served.

#### Production Worksheets

Provide a method to determine the amount of menu items to purchase and prepare based on the estimated participation and portion sizes. Production Worksheets should be used in place of Production Records when the production planner has limited experience planning menus to meet the meal pattern requirements. The Production Worksheet guides the production planner, using the Food Buying Guide and other yield information to determine the amount of food to prepare.

**Prototype forms for both production records and production worksheets can be found on our website at:**  
<https://dpi.wi.gov/community-nutrition/sfsp/market>



#### Recipes - Standardize and Analyze

Having standardized recipes makes it easy to plan the menus and production. USDA offers many kid-tested, kid-approved recipes online.

<https://www.fns.usda.gov/usda-standardized-recipe>  
<https://whatscooking.fns.usda.gov/>

**What's Cooking? USDA Mixing Bowl** provides recipes and resources to support building healthy and budget-friendly meals. The website includes both household and quantity recipes, many of which were developed specifically for the Food and Nutrition Service Assistance Programs to build menus that align with the Dietary Guidelines for Americans. The features in *What's Cooking? USDA Mixing Bowl* are geared to encourage key behaviors emphasized in the Dietary Guidelines for Americans.

#### USDA Foods

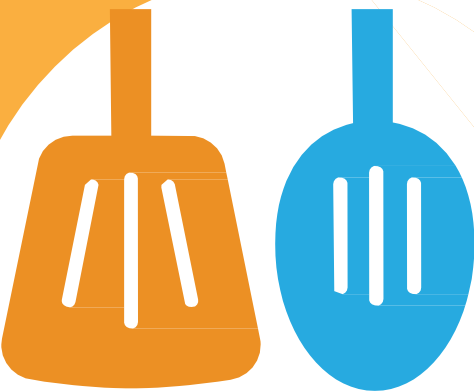
USDA Foods include a wide variety of high quality vegetables, fruits, dairy products, whole grains, lean meats and other protein options. USDA Foods support the Dietary Guidelines for Americans and the meal pattern requirements to make it easier for sponsors to prepare healthy meals.

Sponsors eligible to receive USDA Foods under the SFSP include:

- Sponsors preparing meals on site or at a central kitchen
- School sponsors whose SFSP meals are prepared by the same FSMC that provided meals during the most recent school year for the NSLP/SBP
- Sponsors purchasing meals from a school who participates in the NSLP/SBP

For more information about ordering USDA Foods, refer to the USDA Foods handout online at:

<https://dpi.wi.gov/community-nutrition/sfsp/market>



## CREDITING

One of the most important steps in ensuring all the meal pattern requirements are met is determining how a food credits toward each required meal component.

### Child Nutrition Labels

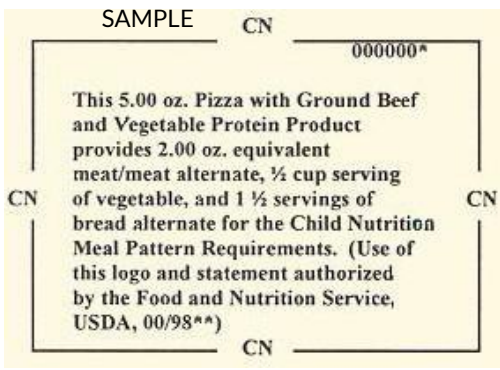
USDA's Child Nutrition (CN) Labeling Program gives food manufacturers the option to include a label on their product that clearly identifies how the product contributes toward the meal pattern requirements.

CN Labels are available for main dish products that contribute towards the meat/meat alternate and grains components of the meal pattern. Some examples include, but are not limited to, beef patties, cheese or meat pizzas, meat or cheese and bean burritos, breaded fish, and chicken portions. They may also be available for juice and juice drink products containing at least 50% full-strength juice by volume.

While a CN-labeled product is guaranteed to contain a certain quantity of food, it does not indicate that the quality of the food is any different from a non CN-labeled food, or that it is safer to eat or free of pathogens or allergens. Additionally, sponsors should be aware that products that do not have a CN Label may still be creditable. To learn more about the CN Labeling Program visit: <https://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>.

How to identify a CN label  
In addition to required labeling features, a CN label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6-digit product identification number
- USDA/FNS authorization statement
- The month and year of approval.



### Product Formulation Statements

When a sponsor purchases a product without a CN Label, a signed Product Formulation Statement on manufacturer letterhead may be requested to demonstrate how the processed product contributes to the meal pattern requirements. An appropriate Product Formulation Statement will provide specific information about the product. Ultimately, it is the program operator's responsibility to keep records to document that meals served fulfill the meal pattern requirements.

### Handbooks and Other Tools

#### Nutrition Guidance for Sponsors

This handbook made just for sponsors includes a summer menu checklist, recordkeeping worksheets, sample cycle menus and snack ideas. <https://www.fns.usda.gov/sfsp/handbooks>

#### Grains/Breads Chart

The grains/breads chart helps to determine the size of a grain product to serve to meet minimum portion size requirements without analyzing a recipe. It can be found in the Reference Section of the Nutrition Guidance manual.

#### The Food Buying Guide

The Food Buying Guide (FBG) is the principal tool for SFSP sponsors to determine the specific contribution each food makes toward the meal pattern requirements for foods produced on site or for foods purchased commercially. The guide contains a wealth of information that will help with crediting foods and can assist with planning meals and purchasing foods that meet the SFSP requirements. The **NEW Food Buying Guide Mobile App** provides quick access to food yield information to help you make quick purchasing decisions from your mobile device. Download it today! <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

#### Food Buying Guide Online Calculator

The online interactive Food Buying Guide Calculator for Child Nutrition Programs has individual calculators for each of the 6 food groups outlined in the FBG and a self-tutorial instructional video. Check it out at: <http://fbg.theicn.org/>

