

INSTRUCTIONS: PRODUCTION RECORDS FOR BREAKFAST AND LUNCH

Use production records to document that reimbursable meals have been planned and served. Minimize recordkeeping for cycle menus by making a 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, Grade Group, Meals Planned and Meals Served (for Students, Bag/Field Trip Meals, and Adults)	Complete the information on top of the form to specify the serving site, date meal is served, grade group(s), and Offer versus Serve policy. "Meals Planned" is the anticipated number of meals you will serve. Record actual point of service meal counts for the "Meals Served" column. Be sure to record planned and served meal counts for students and adults separately. Record the planned and served counts for any reimbursable bagged lunches (for field trips or otherwise) you may serve.
Menu Item (recipe name/# or product name/product description and number)	<ul style="list-style-type: none"> • Record the specific name of recipes and the brand name/description of purchased products including USDA Foods that count towards meeting the meal pattern requirements. • List recipe number for USDA Quantity Recipes and school recipes (if school has recipe numbering system). • List product codes for purchased items, including USDA Foods, to document what products were actually used. For example, record "Spaghetti and Meat Sauce D-25" if using USDA Quantity Recipe; record "Turkey Meatballs JTM Food Group C308" if using WI Processed USDA Foods item. • Record any extra menu items that will not be counted or are not creditable. • When accommodating students with special dietary needs, make sure to record which products were substituted. You may also record this on a separate production record if you choose. This recordkeeping, along with signed medical, completed by a licensed medical practitioner, should be kept on file to document that reimbursable meals were served.
Planned Serving Size (weight or measure; student/adult)	Designate planned serving size in weight or measure for each menu item. For example, 1 cup serving of spaghetti and meat sauce or 5 each for chicken nuggets. Make note if adults are served different serving sizes. If no notations are made, the same serving size is planned and served.
Planned/Actual Number of Servings	Record planned number of servings. If the actual number of servings prepared is different from what is planned, record both numbers. For example, if 200 servings of pizza were planned but more students ate than expected and you actually made 225 servings, record this as "200/225" in this box. An option to minimize daily recordkeeping for milk by type is to develop a milk recipe. This should be based on actual milk usage and should be reviewed and updated twice per school year or when there is a shift in student preference.
Planned/Actual Quantity Prepared (in purchase units)	Record the planned/actual quantity prepared in purchase units (e.g., 2-96 count cases for chicken patties, 6-#10 cans for canned fruit, 100 for single count items such as fresh fruit). If the actual number of purchase units prepared is different from what is planned, record both numbers. It is not necessary to record ingredients in recipes. Record number of pans, servings per pan, volume, or other measurements pertaining to the recipe.
Component Contribution	<ul style="list-style-type: none"> • Record how a serving of the recipe/product contributes to the meal pattern. For example, if a Child Nutrition (CN) label states that 5 whole grain chicken nuggets provide 2 oz. eq. meat/meat alternate and 1 oz. eq. grain for the meal pattern requirements, record "2" in the meat/meat alternate column and "1" in the grain (whole grain-rich) column. Keep current standardized recipes, CN labels and/or signed Product Formulation Statements (PFS) as documentation. • Grain oz. eq. is different for ready-to-eat cereal types, per Exhibit A, School Lunch and Breakfast - Whole Grain-Rich Ounce Equivalency (oz. eq.) Requirements for School Lunch Program (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf).
Service Temperature	Record the internal temperature of foods/beverages at the time of service. If not recorded on production records, this must be recorded elsewhere.
Leftovers	Record the leftovers by measuring, weighing, or counting.
Condiment Usage	Record planned serving size, planned # of servings, planned usage, 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.