

Production Records

Production Record “Must Haves” for Lunch and Breakfast

1. Serving site
2. Menu type (lunch, breakfast, afterschool snack)
3. Grade grouping(s)
4. Meal service date
5. Menu item with recipe name/reference number or product name/description
6. Planned portion sizes for each grade group and adults
7. Planned number of portions
8. Total number of purchase units (2-No 10 cans, 10 lb case, 2-96 count case) prepared
9. Total number of portions prepared and number of portions left over (see codes on bottom of production records for leftovers)
10. Milk types available and actual usage by type (or milk recipe)
11. Planned portion size and actual usage for condiments and any extra menu items
12. Actual number of reimbursable and non-reimbursable (adult) meals served
13. Substitutions made to original plans
14. Substitutions made for students with special dietary needs (keep dietary request form on file as supporting documentation)

Production Record “Nice to Haves” for Lunch and Breakfast

1. Factors affecting meal counts such as class trips, weather, students out sick
2. Contribution to meal pattern for specified grade group(s) (if contribution to meal pattern is not included on the production record it must be documented and available for staff using some other system)
 - a. oz eq for meat/meat alternate & grains
 - b. cup equivalents (example: $\frac{1}{8}$, $\frac{3}{8}$, $\frac{1}{2}$) for vegetables and by subgroup for lunch only
 - c. cup equivalents for fruit (example: $\frac{1}{2}$, 1)
3. Offer versus Serve policy
4. Process 1, 2, 3 (per food safety plan chart) as job aid for staff
5. Heat temperatures and holding temperatures (if applicable)
6. Serving utensil & portion control instructions
7. Details about new menu items
8. Comments about menu/menu item acceptability
9. Changes to consider when/if repeated

Production Record “Must Haves” for Afterschool Snack Program

1. Menu items
2. Food used
3. Serving size
4. Amounts used
5. Number of children served
6. Number of adults served