Production Record Requirements

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 serving size for each grade group and adults
7. Planned/actual number of servings prepared
8. Planned/actual quantity prepared in purchase units (2-No 10 cans, 10 lb. case, 2-96 count case)
9. Amount leftover (this can be in number of servings or purchase units)
10. Milk types available and actual usage by type, or total milk usage if milk recipe is used
11. Planned serving size and usage for condiments and any extra menu items
12. Number of reimbursable and non-reimbursable (adult) meals planned and 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)*
   a. oz eq for meat/meat alternate & grains
   b. cup equivalents (example: ⅛, ⅜, ½) for vegetables and by subgroup
   c. cup equivalents for fruit (example: ½, 1)
3. Offer versus Serve policy
4. Planned/actual usage for a la carte items
5. Process 1, 2, 3 (per food safety plan chart) as job aid for staff
6. Service temperature*
7. Serving utensil & portion control instructions
8. Details about new menu items
9. Comments about menu/menu item acceptability
10. Changes to consider when/if repeated

*If not on production records, must be documented somewhere.

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