

# Production Record Requirements

## Production Records: Required Information

- Serving site
- Menu type (lunch, breakfast, afterschool snack)
- Grade grouping(s)
- Meal service date
- Menu item with recipe name/reference number or product name/description
- Planned serving size for each grade group and adults
- Planned/actual number of servings prepared
- Planned/actual quantity prepared in bulk units (example: # of cans, bags, boxes, pounds)
- Amount leftover (this can be recorded as number of servings or bulk units)
- Milk types available and actual usage by type, or total milk usage if milk recipe is used
- Planned serving size and usage for condiments and any extra menu items
- Number of reimbursable and non-reimbursable (adult) meals planned and served
- Substitutions made to original plans
- Substitutions made for students with special dietary needs (keep dietary request form on file as supporting documentation)

## Production Records: Best Practices

- Factors affecting meal counts such as class trips, weather, students out sick
- Contribution to meal pattern for specified grade group(s)\*
  - oz eq for meat/meat alternate & grains
  - cup equivalents (example:  $\frac{1}{8}$ ,  $\frac{3}{8}$ ,  $\frac{1}{2}$ ) for vegetables and by subgroup
  - cup equivalents for fruit (example:  $\frac{1}{2}$ , 1)
- Offer versus Serve policy
- Planned/actual usage for a la carte items
- Process 1, 2, 3 (per food safety plan chart) as job aid for staff
- Service temperature\*
- Serving utensil & portion control instructions
- Details about new menu items
- Comments about menu/menu item acceptability
- Changes to consider when/if repeated

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

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## Production Record Required Information for Afterschool Snack Program

- Menu items
- Food used
- Serving size
- Amounts used
- Number of children served
- Number of adults served