

# SFSP Production Records



Professional Development Credit Hours = .50

## Production Records

- It is a requirement that all sponsors keep accurate records demonstrating that the meals served to children meet meal pattern requirements.
- This power point is designed to help you understand the purpose of keeping accurate production records and assist you in menu planning.

### Topics

- The What, Who, Where, When & Why of a Production Record? ~ Slide 3
- SFSP Meal Pattern ~ Slide 4
- Sample Menu ~ Slide 5
- Sample Production Record before meal service ~ Slide 6
- Sample Production Record after meal service ~ Slide 7
- What should be filled in after meal service ~ Slide 8



## Production Records

**What?** A production record which demonstrates that you are serving at least the minimum required serving size of each required component for each meal type.

**Who?** Food Service Director and/or Cook

**Where?** This is a working document that should be in the kitchen where the food is being prepared.

**When?** Some information may be filled in prior to meal preparation, and the remainder after the meal service is complete.

**Why?** Production records are your supporting documentation that you are in compliance with the SFSP meal pattern requirements. Production records are also a useful planning tool and can help you manage your food costs and food waste.



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## SFSP Meal Pattern

Use this to plan your menu and ensure that you are offering all of the required components.

MEAL	FOOD COMPONENTS	AMOUNT
<b>Breakfast</b> (OVS: 4 items offered)	Fluid Milk	1 cup
	Juice or Fruit or Vegetable	1/2 cup
	Grain/Bread	1 serving
<b>Lunch/Supper</b>	Fluid Milk	1 cup
	Juice or Fruit or Vegetable (2 servings)	¾ cup total
	Meat/Meat Alternate	2 ounces
	Grain/Bread	1 serving
<b>Snack</b> (any two items)	Fluid Milk	1 cup
	Juice or Fruit or Vegetable	¾ cup
	Meat/Meat Alternate	1 ounce
	Grain/Bread	1 serving

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Here's a sample menu for a lunch or supper meal service. Notice there are five meal components being offered.



Salmon	 Meat/Meat alternate	2 ounces
Dinner Roll, Whole wheat	 Grain	1 each
Broccoli	 Fruit/Vegetable	1/2 cup
Milk, Skim	 Milk	8 ounces
Bell Pepper	 Fruit/Vegetable	1/4 cup

It's very important to use the correct measuring tools (cups, spoons, ladles, scales, etc.) to ensure you're offering at least the minimum required serving sizes.



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### Sample Production Record

Date: 7/28/14 Meal: Supper

This is what your production record for your supper meal service should look like **BEFORE** the meal service.

Complete before the meal service

Menu Item	Serving Size	# of Planned Servings	# of Servings per Unit	# of Servings Prepared	# of Servings to Children & Program Adults	# Servings Leftover
Salmon	2 oz	250	4/8oz Fish	300		
Dinner Roll, Whole wheat	1 ea	250	12/package	300		
Broccoli	1/2c	250	8/Broccoli	300		
Milk, Skim	8 oz	250	125/cs	300		
Bell Pepper	1/4c	250	7/Pepper	300		

Click [here](#) for Attachment 23-production record sample and prototype

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## Production Records

### AFTER THE MEAL SERVICE:

- Number of meals served to children and program adults
- Number of meals leftover
- Reflect any changes or differences from the planned menu (there were not enough broccoli florets available throughout the entire meal service so they were substituted with peaches to meet the fruit/vegetable requirement)



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### Sample Production Record

Date: 7/28/14 Meal: Supper

This is what your production record should look like **AFTER** the meal service.

Complete after the meal service

Menu Item	Serving Size	# of Planned Servings	# of Servings per Unit	# of Servings Prepared	# of Servings to Children & Program Adults	# Servings Leftover
Salmon	2 oz	250	4/8oz Fish	300	275	25
Dinner Roll, Whole wheat	1 ea	250	12/package	300	250	50
Broccoli	1/2c	250	8/Broccoli	0	0	0
*Peaches	1/2 c	-----	1 each	50	50	0
Milk, Skim	8 oz	250	125/cs	300	250	0
Bell Pepper	1/4c	250	6/Pepper	300	300	0

\*Peaches were substituted for broccoli

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**Summer Food Service Program  
(518) 486-1086**



Thank you for helping us feed kids!