Production Records

1 hour Professional Standards Training
• Provides a daily written history of the food planned, prepared and served
• Documents compliance with meal pattern requirements
• Completed daily for all buildings
• Reflect distinct age/grade groups, even if they are in one building
• Example
  • High School is grades 6-12, production records must separate information for grades 6-8 and 9-12 to show different menu plans
• Required by Regulation for Breakfast, Lunch & Snack

Your Production Records
Advantages of Production Records

- An excellent *planning & forecasting* tool that will help the food service manager to have a successful food service operation.

- Provides a written history that can be used to *evaluate customer preference & improve* menu planning.
  - Minimizes overproduction and food waste.
  - Improves participation.

- Provides a daily written history of the food planned, prepared & served.

- Can add comments to document changes.
### Production Record

<table>
<thead>
<tr>
<th>M</th>
<th>Recipe Number</th>
<th>Portion Size</th>
<th>Total Portions Offered</th>
<th>Reimbursable Portions Served</th>
<th>Non-Reimbursable Portions (adult, A la Carte, second meals)</th>
<th>Leftovers</th>
<th>TIME &amp; TE</th>
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</tbody>
</table>
Required Elements: Food Items

• All food items on the reimbursable menu

  • Includes ALL offered components
    ◦ Meat/Meat alternate, Grain, Fruit, Vegetables, Milk

*Missing a component may result in fiscal sanctions*

• Includes ALL daily menu options
  ◦ Ex. Salad meal, deli meal, PBJ sandwich

• Includes condiments & toppings
Required Elements: Quantity Prepared

• Quantity Prepared for each food item
  • Instead of “1#10 can” prepared, use “20 - ½ c” portions

—Important for proper entrée forecasting
  o avoids over/under production
  o Distinguish between student likes/dislikes
Required Elements: Portion Size

• **Portion Size**
  • Amount of the item that is available to each student
  • Must be listed for ALL menu items
    • Be sure to use volume measurements
      • ½ cup carrots vs. 4 oz. carrots

• **Total Portions Offered**
  • Amount of each item expected to be served
• Best practice to follow the Food Based menu plan
  • Cups for fruit and vegetables, ounces for grains and M/MA
• French Fries or Potato Puffs
  • Weight: 4 oz. = 252 calories
  • Volume: ½ cup = 142 calories
• Peaches, canned
  • Weight: 6 oz. = 92 calories
  • Volume: ¾ cup = 102 calories
• Cheese, grated:
  • Weight: 2 oz. = 212 calories
  • Volume: ¼ cup = 84 calories

Production records must accurately reflect your meal service.
Required Elements: Reimbursable Portions Served

- Reimbursable Portions Served
  - Number of portions of each food item that is actually served in a reimbursable meal
- A la carte/non reimbursable portions served
  - Adult meals, second meals, snacks
- Leftovers
  - Helps with forecasting
  - Prevents overproduction
Elements:

Date (required)
  • Important to distinguish when foods are actually served.

Recipe Number (optional)
  • Reference between production record and standardized recipe
Required Elements: Comments and Notes Section

This is a mechanism to communicate any changes in meal service.

• Factors affecting meal counts
  • Class trips, weather, illness

• Helpful for forecasting

• Communication tool
Condiments & Toppings

Condiments & Toppings **must** be included as they contribute to nutrient specifications.

- **P.C. Packets/Pre-portioning**
  - Track the number served as part of the reimbursable meal

- **Self-Serve**
  - Track the total amount of the item used & determine how many students consume based on the average portion size
When to complete Production Records

Complete before meal service:
- School / Site Name
- Date/ Day
- Age / Grade Group
- Service (Breakfast / Lunch / Snack)
- Menu Item
- Recipe Name
- Portion Size
- Total Portions Offered (#)

After Meal Service:
- Reimbursable Portions
- Non-Reimbursable Portions
- Leftovers
- Time / Temperature (Optional)
- Comments / Notes
Substitutions

• Vegetable sub-groups
  • Ensures appropriate substitutions
  • Substitute within the same vegetable subgroup
    Example: Romaine Salad replaced with broccoli

<table>
<thead>
<tr>
<th>MENU ITEM</th>
<th>Recipe/Product Number</th>
<th>Portion Size</th>
<th>Total Portions Offered</th>
<th>Reimbursable Portions Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrot Sticks (R/O)</td>
<td></td>
<td>½ c</td>
<td>75</td>
<td>62</td>
</tr>
<tr>
<td>Leafy Green Salad (Df. Grn)</td>
<td>4620</td>
<td>1½ c</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Broccoli (Dk. Grn.) *Substitute</td>
<td>4726</td>
<td>½ c</td>
<td>75</td>
<td>26</td>
</tr>
</tbody>
</table>

Comments: Romaine lettuce delivery from Upstate Produce was of poor quality and refused.
Common Errors

- Missing/ Incomplete production records
- Not separating age/grade groups
- Portion sizes
- Listing “vegetable”
- Incorrect vegetable subgroup substitutions
- Weight vs volume
**Example of Properly Completed Production Record**

### Production Record

- **Date/Day:** Monday 11/7/16
- **Age/Grade Group:** 2-12
- **Breakfast:** ___  
- **Lunch:** X  
- **Snack:** __
- **School/Site Name:** Anywhere CSD, Anywhere HS
- **Total Reimbursable Meals:** 100

<table>
<thead>
<tr>
<th>MENU ITEM</th>
<th>Recipe Number</th>
<th>Portion Size</th>
<th>Total Portions Offered</th>
<th>Reimbursable Portions Served</th>
<th>Non-Reimbursable Portions (adult, A la Carte, second meals)</th>
<th>Leftovers</th>
<th>TIME &amp; TEMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>WW Cheese Pizza</td>
<td>10</td>
<td>1 slice</td>
<td>100</td>
<td>70</td>
<td>5</td>
<td>25</td>
<td>10:50</td>
</tr>
<tr>
<td>Carrot Sticks</td>
<td>25</td>
<td>½ cup</td>
<td>100</td>
<td>80</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Fruit Cup</td>
<td>5</td>
<td>1 cup</td>
<td>132</td>
<td>60</td>
<td>60</td>
<td>12</td>
<td>10:50</td>
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<tr>
<td>Tossed Salad</td>
<td>32</td>
<td>1 ½ cup</td>
<td>160</td>
<td>70</td>
<td>70</td>
<td>20</td>
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<tr>
<td>WW Peanut Butter and Jelly</td>
<td>19</td>
<td>1 each</td>
<td>10</td>
<td>5</td>
<td>5</td>
<td>0</td>
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<tr>
<td>Chef Salad Meal</td>
<td>12</td>
<td>1 ½ cup</td>
<td>23</td>
<td>10</td>
<td>10</td>
<td>3</td>
<td>10:50</td>
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<tr>
<td>Dressing Variety</td>
<td>7</td>
<td>1 PC</td>
<td>183</td>
<td>93</td>
<td>80</td>
<td>10</td>
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<tr>
<td>Turkey Sandwich WW</td>
<td>47</td>
<td>1 each</td>
<td>32</td>
<td>15</td>
<td>15</td>
<td>2</td>
<td>10:50</td>
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<tr>
<td>Mayonnaise</td>
<td>1 PC</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>2</td>
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<tr>
<td>Milk 1% Unflavored</td>
<td>8 fl. oz.</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10:45</td>
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<tr>
<td>Milk Chocolate Fat Free</td>
<td>8 fl. oz.</td>
<td>80</td>
<td>80</td>
<td>50</td>
<td>10</td>
<td>20</td>
<td>10:45</td>
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<tr>
<td>Milk Fat Free Unflavored</td>
<td>8 fl. oz.</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10:45</td>
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</table>

**Comments:**
Example of Poorly Completed Production Record

<table>
<thead>
<tr>
<th>MENU ITEM</th>
<th>Est Count</th>
<th>Recipe</th>
<th>QUANTITY PLANNED</th>
<th>TEMP</th>
<th>Portion Size</th>
<th>Portions</th>
<th>#Student Servings</th>
<th>Ala Carte</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taco - Meat</td>
<td>515</td>
<td>3.1 oz - 2 m &amp; 1/8 veg</td>
<td>1 lb</td>
<td>2.5 oz - 1.5 m</td>
<td>4.5 lbs</td>
<td>16</td>
<td>24</td>
<td>64</td>
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<tr>
<td>Crunchy</td>
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<td>Egg Salad/Roll</td>
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<td>Sour cream</td>
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<td>Refried Beans</td>
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<td>Fruit Sherbet</td>
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<td>PBJ</td>
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**CHEF SALAD** 12 CS 20
**PBJ** 33 3 50

Date: 5-13
Comments: ___________

MIDDLE: ___________
ELEM: ___________
TOTAL: ___________
Production Records must be retained for 3 years plus the current year.

Record Keeping
This concludes Production Records