

**SAMPLE SUMMER
FOOD PRODUCTION RECORD**

Date:

Special Conditions:

Cycle Menu _____

Menu Item	Recipe #	Serving Size	# of Planned Servings	# of Servings per Unit	# of Servings Prepared	# of Servings to Children & Program Adults	# Servings Leftover
Frankfurter		2 oz.		48/6# box			
Dinner Roll		1 oz.		12 pkg.			
French Fries		1/2 cup		25/5# bag			
Baked Beans		1/2 cup		25#10 can			
Cantaloupe		Wedge = 1/2 cup		10 PER MELON			
Milk		8 oz.		72/case			

Prepared by _____

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Cycle Menu _____

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Milk Served		8 oz				<u>Children</u>	<u>Adults</u>
Milk Served		6 oz				<u>Children</u>	<u>Adults</u>
Amount of Milk Used for Cooking (ounces)							

- Attach copies of milk receipts to production records on the day of milk delivery
- You must have a system in place to account for all milk purchased and served for reimbursement

Prepared by _____

Daily Menu Production Worksheet Instructions

(This prototype worksheet is not a federal SFSP requirement. However, the State administering agency may require its use by sponsors preparing meals on-site or at a central kitchen.)

Item Number

1. Enter the calendar date showing month, day, and year, name of sponsor, and site.
2. Enter all menu items served on this date for the appropriate meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the grain/bread requirement.
4. Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, (e.g., stew beef, 10 lbs; potatoes, 3 lbs; etc.)
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie; ½ cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).