

Instructions for Completing the IDOE SCNP Food Based Production Record

A	Menu Item/Recipe # or Product Name	Indicate the specific recipes and food products to be used to prepare the item. List all food items including condiments and milk. Be sure to include product name such as Red Baron Pizza or D-35 for USDA Recipes, or numbers given to your own recipe.
B	Grade Grouping	Identify the grade grouping being served. This information should follow the grade groupings of your selected menu planning option - HHFKA for lunch would be K-5, 6-8, and 9-12 and the Traditional for breakfast would be K-12 and Enhanced for breakfast would be K-12 with an optional 7-12.
C	Portion Size and Amount	Indicate the actual portion size for each food listed in column A for each grade group listed in column B. This should be the actual portion size that must be served to meet the meal component requirements, e.g., a chicken patty may actually be 3.6 oz. but meet the 2 oz requirement for meat/meat alternate.
D	Total # Portions Planned	Record the number of portions planned for each menu item in each grouping. This should include portions prepared for adults and a la carte meals.
E	Portions/Purchase Unit	Use the Food Buying Guide to determine the number of portions you get per purchase unit (box, bag, lb., case, etc). This should correspond to the portion size listed in Column C (e.g., green beans, 24-1/2C servings/#10 can or Tater Tots, 30-1/2 C/5# bag).
F	Pack Medium	Indicate the package medium if appropriate, e.g., light syrup, heavy syrup, own juices, oil, water, dry, etc.
G	Total Units Used	The number of units (box, bag, lb., case) used to make the amount in Column E, e.g., 2 cases, 10 lbs., 6-#10 cans.
H	Total # Portions Prepared	List the total number of portions prepared for each food item based on the portion size in Column C. This should include portions prepared for staff, adults and a la cart meals.
I	Total Portions Leftover	Count the number of leftover portions for each food item and based on the portion size in Column C, e.g., 3 burgers, 6 milks, 10 oranges, 4 servings of rice). If any amount remains in pans, convert to number of servings.