

Instructions for Completing the IDOE Food Production Record

Building/Site	Fill in the building/site name.
Date	Fill in the date.
Meal Type	Indicate which meal is being prepared, Breakfast or Lunch.
Offer vs. Serve	Indicate if the meal is Offer vs. Serve, Yes or No.
Grade Group	Select the meal pattern grade group.
Total Student Reimbursable Meals	After service, enter the total number of student reimbursable meals that were served.
Total Adult Meals	After service, enter the total number of adult meals that were served.
Menu Item, Recipe #, or Product Name	List all menu items and recipes for reimbursable meals. Identify recipe numbers and/or products with CN Labels or Product Formulations Statements (PFS).
Final Cooking Temperature	Optional: List the final cooking temperature of the menu/food item.
Serving Size	List the actual serving size of each menu/food item provided to the students (i.e., 1/2 cup, 3 oz., 1 each).
Component Contributions	Optional: Enter the menu contributions of each serving size of the menu/food item. (M/MA - Meat/Meat Alternative; Grains, Fruit, Dark Green, Red/Orange, Legumes (Bean/Peas), Starchy, and Other Veg - Vegetable Subgroups) For example: 1 cup of leafy lettuce (romaine) would contribute 1/2 cup of dark green vegetable. Five chicken nuggets could contribute 2 oz eq of meat/meat alternate (M/MA) and 1 oz eq of grain.
Total # of Servings Planned	List the total number of servings planned for each menu/food item. Planned servings are typically based off of the total number of servings taken by students and sold to adults or a la carte the previous time that particular menu was served.
Total # of Servings Prepared	List the total number of servings prepared for each menu/food item.
Total Purchase Units (lbs, cans, etc.) of Food Prepared	List the # of units (pounds, cans, bags, cases, etc.) used to prepare # of servings prepared.
# Served/Taken	List the number of servings served/taken for each item for students, a la carte, and adults separately. Be sure to document any food loss (i.e., dropped trays) as they would not count towards servings taken.
Total # of Servings Leftover	Count the number of leftover servings for each item. (example - 3 sandwiches, 6 milks, 10 oranges, 4 servings of rice) If any amount remains in pans, convert to number of servings.