

## Instructions for Completing the IDOE Food Production Record

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 (example: 5-#10 cans).
# 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.

