

Food-Based Production Record Script

1. Thank you for joining this training session on Food Production Records. This is a prerecorded webinar and can be stopped or paused at any point. To get started make sure your speakers are on and turned up. You will use the pause button located at the bottom left-side of the screen to pause the webinar and the stop button to start the webinar over. You can adjust the volume using the speaker key located next to the stop button.
2. This webinar will explain why production records are required and useful. Then we will complete a sample using the State Agency's production record form.
3. Featured on this slide is the State Agency's Food Production Record Form.
4. Food production records provide a record that the meal requirements were met for reimbursable meals. These records are your documentation to the State agency that all the menu items are served in the correct serving size and that enough food was prepared. The State Agency uses the information on a food production record during a State review. Daily food production records are required by USDA for the National School Lunch Program, School Breakfast Program, and After School Snack Program. You are not required to use the State Agency form.
5. Food production records are a planning tool for the daily preparation of food. The records provide documentation of the number of portions planned, prepared, and served of each menu item. Production records also aid in forecasting quantities of food for future menus. Adjusting menu choices, removing unpopular menu items, or increasing or decreasing the quantity of a menu item to be produced are all valid uses for historical menu information recorded on the food production record.
 - Federal reimbursement can be affected if information is missing or inaccurate from the meals served and claimed.
 - Federal guidelines require that the daily food production records be kept on file for 3 years plus the current year.
 - Substitutions and/or leftovers must be documented.
6. While there is no standard format, there are certain items that need to be included on the food production record. At a minimum, these items need to be included: Building/Site Name, Date, Menu/Food Items, Grade Group (s), Serving Size (s), Servings per Purchase

Unit, Number of Servings Prepared and Leftover, Units/Amount of Food Prepared (lbs, cans, etc), and # of reimbursable meals served & adult meals served.

7. The following production record exercise will show how to complete the State Agency production record with column by column instructions.
8. For this training exercise, we will use the New Meal Pattern for lunch.
9. The production record will be completed for Leadership Academy, an Elementary School with students in grades K through 5. They follow the Grades K-5 column on the meal pattern chart. This school utilizes Offer vs. Serve.
10. Leadership Academy will fill in their name and date of the meal at the top of the production record. Then they will check the meal pattern followed, the grade group used for menu planning, and Offer vs. Serve.
11. With that information completed, the production record will look like this example.
12. This is the menu we will be using in this training exercise to complete the production record. You may find it helpful to print this slide as a reference, but it is not required.
13. Menu items are listed under the appropriate component heading in column A. Some items will meet more than one component and should be listed under each component heading. For instance, a hamburger on a bun will be listed under Meat/Meat Alternate and under Grains/Breads. Be sure to list all items including milk, freebies such as potato chips, desserts, and condiments. Note the recipe number if you are using a recipe or note if the product has a CN Label.
14. After completing column A, the production record should look similar to this example.
15. Fill in column B on the production record with the grade group followed on the meal pattern. This is important. It helps determine the serving size in column C. In our example, we are using the New Meal Pattern for lunch grades K-5. If more than one grade group is followed on the meal pattern, list those grade groups in column B.
16. After completing column B, the production record should look like this example.

17. Next, list the serving size of each menu or food item in column C. This ensures that the correct serving sizes are being planned, prepared, and served to meet the appropriate grade grouping.
18. These are the serving sizes that Leadership Academy is providing for each food item.
19. When applicable, fill in column D with the Form, Pack Size, and Pack Medium. This information will assist the State Agency in completing the nutrient analysis. Examples of Form include: fresh, canned, frozen, raw, or cooked. Examples of Pack Size include the size of a can or weight of a bag. Examples of Pack Medium include “canned in water” or “canned in juice.”
20. After completing column D, the production record should look similar to this example.
21. Column E is used to fill in the Servings per Purchase Unit. This information can be used as a quick reference to assist in planning the amount of food to prepare. This information can be determined from: the Food Buying Guide, product packaging, or from the manufacturer’s information included on the product specification or nutrition information sheet. An example would be a case of frozen hamburger patties containing 90 patties per case.
22. With column E completed, the production record should look similar to this example.
23. Do you know how to calculate Column F? The Food Buying Guide and product specifications can help. Complete column F by writing down the total number of servings planned. This column is completed before the meal is prepared.
24. Leadership Academy has completed column F with the total number of servings planned.
25. Next, complete column G with the total number of servings actually prepared.
26. This slide shows column G completed. Column F and column G will usually be the same. If you burned a pan of potato wedges or find you have a dented can of apple sauce, then you might end up preparing less servings than you initially planned. This is a way to keep track of any food loss.

27. Now, fill in column H with the number of servings leftover. Leftovers should be tracked in the event that leftovers are utilized in future meals. This information is a good indicator of how well menu items were received by the students.
28. Leadership Academy completed column H after the lunch was served.
29. For column I, subtract the number of servings leftover from the number of servings prepared for each menu item.
30. This slide shows column I completed.
31. Next, fill in column J with the number of purchase units (pounds, cans, bags, boxes, cases, etc.) used to prepare the amount of food in column G. This demonstrates to the State Agency that enough food was prepared for the number of meals served. This information is also helpful in forecasting quantities of food to order for future menus.
32. After completing column J, the production record should look similar to this example.
33. Now the number of meals served should be completed at the top of the form. Leadership Academy served 230 reimbursable student meals and 10 adult meals. You do want to make sure and list adult meals from student meals because you do not receive reimbursement for adult meals served.
34. Now the production record is complete. Thank you for joining us in this WebEx on completing Food Production Records for your school nutrition programs. We hope you found this training informative and helpful.