

# **Production Record Slide Show Tutorial**

**Indiana Department of Education  
Office of School and Community Nutrition**



# Why Production Records Are Required

- ◆ USDA requirement for the National School Lunch Program, School Breakfast Program, and After School Snack Program
  - ◆ Required for all meals served and claimed- not just for Admin Review
- ◆ Provides a record that meal requirements were met for reimbursable meals
- ◆ Ensures that all menu items are served in the correct serving size and enough food was prepared
- ◆ Identifies information needed for the nutrient analysis during a State review
- ◆ The State Agency form is posted at <http://www.doe.in.gov/nutrition/food-production-records>

# Why Production Records are Useful

- ◆ A planning tool for the food prepared daily
  - ◆ Guide to staff preparation assignments
- ◆ A written history of the number of portions planned, prepared, and served of each menu item
- ◆ Aids in forecasting quantities of food for future menus using past records
  - ◆ Spot trends-improve customer satisfaction

# What's Needed on the Production Record

- ◆ There is no standard format for a food production record, but there are certain items that need to be included on the form:
  - \* Building/Site Name
  - \* Date
  - \* Menu/Food Items or Recipe Name
  - \* Serving Size (s)
  - \* Number of Servings Planned, Prepared, Leftover, and Taken/Served
  - \* Units/Amount of Food Prepared (lbs, cans, etc)
  - \* # of reimbursable meals served & adult/a la carte meals or items served

# Production Record Exercise

- ◆ The following production record exercise will show how to complete the State Agency production record with column by column instructions.

**Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs**

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
<b>Meal Pattern</b>	<b>Amount of Foods<sup>b</sup> Per Week (Minimum Per Day)</b>					
Fruits (cups) <sup>c,d</sup>	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>c,d</sup>	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green <sup>e</sup>	0	0	0	½	½	½
Red/Orange <sup>e</sup>	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) <sup>f</sup>	0	0	0	½	½	½
Starchy <sup>f</sup>	0	0	0	½	½	½
Other <sup>g,h</sup>	0	0	0	½	½	¾
Additional Veg to Reach Total <sup>b</sup>	0	0	0	1	1	1½
Grains (oz eq) <sup>i</sup>	7 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)
Meats/Meat Alternates (oz eq)	0 <sup>k</sup>	0 <sup>k</sup>	0 <sup>k</sup>	8 (1)	9 (1)	10 (2)
Fluid milk (cups) <sup>l</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>						
Min-max calories (kcal) <sup>m,n</sup>	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>o</sup>	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) <sup>r,p</sup>	Target 1 - ≤ 540 Target 2 - ≤ 485 Target 3 - ≤ 430	Target 1 - ≤ 600 Target 2 - ≤ 535 Target 3 - ≤ 470	Target 1 - ≤ 640 Target 2 - ≤ 570 Target 3 - ≤ 500	Target 1 - ≤ 1230 Target 2 - ≤ 935 Target 3 - ≤ 640	Target 1 - ≤ 1360 Target 2 - ≤ 1035 Target 3 - ≤ 710	Target 1 - ≤ 1420 Target 2 - ≤ 1080 Target 3 - ≤ 740
Trans fat <sup>q</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.					

# Production Record Exercise

- ◆ Below is background information on the school we will use for the completion of the production record:
  - ◆ Elementary School
  - ◆ Serving students in grades K-5
  - ◆ Utilizes Offer versus Serve

# Needed Information

- ◆ Fill in the site name – Leadership Academy
- ◆ Fill in the meal date
- ◆ Check the meal type (breakfast, lunch)
- ◆ Check Offer vs. Serve
- ◆ Select the appropriate grade group



# Production Record Exercise

## ◆ Menu

- ◆ Hamburger on Whole-Grain White Bun (CN label for hamburger)
- ◆ Chicken and Noodles (USDA Recipe D-17)  
with a Roll
- ◆ Corn (USDA Food)
- ◆ Potato Wedges (USDA Food)
- ◆ Applesauce (USDA Food)
- ◆ Fresh Oranges – Orange Sections
- ◆ Milk
- ◆ Ketchup

# Menu Item, Recipe# or Product Name

- ◆ Benefits:
  - ◆ Organizes the items you will prepare for the day
  - ◆ Communicates the menu to the staff
  - ◆ Used by the field consultant during a State review
- ◆ List menu items under appropriate component heading
- ◆ List all items including condiments
- ◆ Use a notation next to the food product that is a USDA Food or has a recipe, CN label, or Product Formulation Statement (PFS)



# Final Cooking Temperature

- ◆ The final cooking temperature column is optional.
- ◆ Schools can use a separate temperature log
- ◆ Benefit:
  - ◆ Helps staff remember to record cooking temperatures of each individual product
  - ◆ Fewer forms to fill out and track
- ◆ List final cooking temperatures for each menu item

# Food Production Record

Building/Site: Leadership Academy
Date: 10/9/2015

Breakfast <input type="checkbox"/>	Lunch <input checked="" type="checkbox"/>
Offer vs. Serve	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Grade Group:	
K - 5	<input checked="" type="checkbox"/>
6 - 8	<input type="checkbox"/>
K - 8	<input type="checkbox"/>
9 - 12	<input type="checkbox"/>

Total Student Reimbursable Meals: 220
Total Adult Meals: 20

Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions							# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover
			M/MA (oz eq)	Grain (oz eq)	Fruit/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)				Other Veg (cup)	Student	A la Carte	
Entrée																
Hamburger (CN label)	167															
Chicken and Noodles USDA D-17	172															
Vegetable																
Corn - USDA Food 100348	142															
Potato Wedges - USDA Food 100355	153															
Fruit																
Apple Sauce - USDA Food 110541	36															
Orange Sections	37															
Grain																
Roll																
Milk																
1% White Milk	37															
Fat Free Chocolate Milk	37															
Condiments																
Ketchup																
Other																

# Serving Size

- ◆ Benefit:
  - ◆ Ensures that the correct serving sizes are being planned, prepared, and served
- ◆ Unit of measurement varies by item type
  - ◆ Meat/Grain processed items (pizza, chicken nuggets)
  - ◆ Stand alone meats or grains
  - ◆ Fruits
  - ◆ Vegetables
  - ◆ Milks
  - ◆ Condiments/extras

# Food Production Record

Building/Site: Leadership Academy

Date: 10/9/2015

Breakfast  Lunch

Offer vs. Serve

Yes  No

Grade Group:

K - 5

6 - 8

K - 8

9 - 12

Total Student Reimbursable Meals: 220

Total Adult Meals: 20

Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions							# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover
			M/M/A (oz eq)	Grain (oz eq)	Fruit/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)				Other Veg (cup)	Student	A la Carte	
Entrée																
Hamburger (CN label)	167	1 each														
Chicken and Noodles USDA D-17	172	1 cup														
Vegetable																
Corn - USDA Food 100348	142	3/4 cup														
Potato Wedges - USDA Food 100355	153	3/4 cup														
Fruit																
Apple Sauce - USDA Food 110541	36	1/2 cup														
Orange Sections	37	1/2 cup														
Grain																
Roll		1 each														
Milk																
1% White Milk	37	1 cup														
Fat Free Chocolate Milk	37	1 cup														
Condiments																
Ketchup		2 tbsp														
Other																

# Component Contributions

- ◆ Benefit:
  - ◆ Helps identify the correct component contributions for cashiers and others identifying a reimbursable meal
  - ◆ Enter the menu contributions of each serving size of the menu/food item (M/MA - Meat/Meat Alternative; Grain, 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

### Food Production Record

Building/Site: Leadership Academy
Date: 10/9/2015

Breakfast <input type="checkbox"/>	Lunch <input checked="" type="checkbox"/>
Offer vs. Serve	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Grade Group:	
K - 5	<input checked="" type="checkbox"/>
6 - 8	<input type="checkbox"/>
K - 8	<input type="checkbox"/>
9 - 12	<input type="checkbox"/>

Total Student Reimbursable Meals:
Total Adult Meals:

Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions								# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover	
			M/MA (oz eq)	Grain (oz eq)	Fruit/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)	Other Veg (cup)				Student	A la Carte	Adult		
Entrée																		
Hamburger (CN label)	167	1 each	2	2														
Chicken and Noodles USDA D-17	172	1 cup	2	1														
Vegetable																		
Corn - USDA Food 100348	142	3/4 cup									3/4							
Potato Wedges - USDA Food 100355	153	3/4 cup									3/4							
Fruit																		
Apple Sauce - USDA Food 110541	36	1/2 cup			1/2													
Orange Sections	37	1/2 cup			1/2													
Grain																		
Roll		1 each		1														
Milk																		
1% White Milk	37	1 cup																
Fat Free Chocolate Milk	37	1 cup																
Condiments																		
Ketchup		2 tbsp																
Other																		

# Total # of Servings Planned

- ◆ This column is completed before the meal is prepared

# Food Production Record

Building/Site: Leadership Academy
Date: 10/9/2015

Breakfast <input type="checkbox"/>	Lunch <input checked="" type="checkbox"/>
Offer vs. Serve	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Grade Group:	
K - 5	<input checked="" type="checkbox"/>
6 - 8	<input type="checkbox"/>
K - 8	<input type="checkbox"/>
9 - 12	<input type="checkbox"/>

Total Student Reimbursable Meals:
Total Adult Meals:

Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions							# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover		
			M/M/A (oz eq)	Grain (oz eq)	Fruit/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)				Other Veg (cup)	Student	A la Carte		Adult	
Entrée																		
Hamburger (CN label)	167	1 each	2	2							160							
Chicken and Noodles USDA D-17	172	1 cup	2	1							100							
Vegetable																		
Corn - USDA Food 100348	142	3/4 cup								3/4	121							
Potato Wedges - USDA Food 100355	153	3/4 cup								3/4	238							
Fruit																		
Apple Sauce - USDA Food 110541	36	1/2 cup			1/2						119							
Orange Sections	37	1/2 cup			1/2						30							
Grain																		
Roll		1 each		1							100							
Milk																		
1% White Milk	37	1 cup									70							
Fat Free Chocolate Milk	37	1 cup									170							
Condiments																		
Ketchup		2 tbsp									240							
Other																		

# Total # of Servings Prepared

- ◆ List the total number of servings actually prepared for each menu/food item or recipe

# Food Production Record

Building/Site: Leadership Academy
Date: 10/9/2015

Breakfast <input type="checkbox"/>	Lunch <input checked="" type="checkbox"/>
Offer vs. Serve	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Grade Group:	
K - 5	<input checked="" type="checkbox"/>
6 - 8	<input type="checkbox"/>
K - 8	<input type="checkbox"/>
9 - 12	<input type="checkbox"/>

Total Student Reimbursable Meals:
Total Adult Meals:

Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions								# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover
			M/MA (oz eq)	Grain (oz eq)	Fruity/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)	Other Veg (cup)				Student	A la Carte	Adult	
Entrée																	
Hamburger (CN label)	167	1 each	2	2							160	160					
Chicken and Noodles USDA D-17	172	1 cup	2	1							100	100					
Vegetable																	
Corn - USDA Food 100348	142	3/4 cup								3/4	121	121					
Potato Wedges - USDA Food 100355	153	3/4 cup								3/4	238	238					
Fruit																	
Apple Sauce - USDA Food 110541	36	1/2 cup			1/2						119	119					
Orange Sections	37	1/2 cup			1/2						30	30					
Grain																	
Roll		1 each		1							100	100					
Milk																	
1% White Milk	37	1 cup									70	70					
Fat Free Chocolate Milk	37	1 cup									170	170					
Condiments																	
Ketchup		2 tbsp									240	240					
Other																	

# Units/Amount of Food Prepared (lbs., cans, etc.)

- ◆ Benefits:
  - ◆ Documents that enough food was prepared for the number of meals served
  - ◆ Helps in forecasting quantities of food for future menus
  - ◆ Use information from: Food Buying Guide, product packaging, or manufacturer's information on product specification/nutrition information sheet
- ◆ List the # of units (pounds, cans, bags, cases, etc.) used to prepare # of servings prepared (example - 5 #10 cans)

# Food Production Record

Building/Site: Leadership Academy

Date: 10/9/2015

Breakfast  Lunch

Offer vs. Serve  
Yes  No

Grade Group:

K - 5	X
6 - 8	
K - 8	
9 - 12	

Total Student Reimbursable Meals:

Total Adult Meals:

Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions							# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover
			M/M/A (oz eq)	Grain (oz eq)	Fruit/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)				Other Veg (cup)	Student	A la Carte	
Entrée																
Hamburger (CN label)	167	1 each	2	2						160	160	1 case + 70				
Chicken and Noodles USDA D-17	172	1 cup	2	1						100	100	12 lb 12 oz chick/5 lbs noodles				
Vegetable																
Corn - USDA Food 100348	142	3/4 cup							3/4	121	121	33 lbs				
Potato Wedges - USDA Food 100355	153	3/4 cup							3/4	238	238	12 bags/60 lbs				
Fruit																
Apple Sauce - USDA Food 110541	36	1/2 cup			1/2					119	119	5 cans				
Orange Sections	37	1/2 cup			1/2					30	30	30 oranges				
Grain																
Roll		1 each		1						100	100	2 bags				
Milk																
1% White Milk	37	1 cup								70	70	70 (60 taken)				
Fat Free Chocolate Milk	37	1 cup								170	170	170 (140 taken)				
Condiments																
Ketchup		2 tbsp								240	240	2 1/2 cans				
Other																

# # of Servings Taken/Served

- ◆ Subtract the number of servings leftover from the number of servings prepared for each menu item
- ◆ Separate student from adult/a la carte
- ◆ Document food loss (i.e, tray dropped, food burnt, etc.)



# Total # of Servings Leftover

- ◆ Benefits:
  - ◆ Tracking the source of leftovers
  - ◆ The food production record is referenced when leftovers are utilized in future meals
  - ◆ Helps with future preparation and forecasting
- ◆ Count the number of leftover servings for each item (example - 3 sandwiches, 6 milks, 10 oranges, 4 servings of rice)



# Total Student and Adult Reimbursable Meals

- ◆ Enter the total number of student reimbursable meals served
- ◆ Enter the total number of adult meal served

### Food Production Record

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Date: 10/9/2015

Breakfast <input type="checkbox"/>	Lunch <input checked="" type="checkbox"/>
Offer vs. Serve	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Grade Group:	
K - 5	<input checked="" type="checkbox"/>
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Menu Item, Recipe #, or Product Name	Final Cooking Temp	Serving Size	Component Contributions								# of Servings Planned	# of Servings Prepared	Total Purchase Units (lbs, cans, etc.) of Food Prepared	# Served			# of Servings Leftover	
			M/MA (oz eq)	Grain (oz eq)	Fruit/Juice (cup)	Dark Green (cup)	Red/Orange (cup)	Legumes (cup)	Starchy (cup)	Other Veg (cup)				Student	A la Carte	Adult		
Entrée																		
Hamburger (CN label)	167	1 each	2	2								160	160	1 case + 70 12 lb 12 oz chick/5 lbs noodles	130	0	10	20
Chicken and Noodles USDA D-17	172	1 cup	2	1								100	100		90	0	10	0
Vegetable																		
Corn - USDA Food 100348	142	3/4 cup										121	121	33 lbs	85	0	10	26
Potato Wedges - USDA Food 100355	153	3/4 cup										238	238	12 bags/60 lbs	218	0	10	10
Fruit																		
Apple Sauce - USDA Food 110541	36	1/2 cup			1/2							119	119	5 cans	109	0	0	10
Orange Sections	37	1/2 cup			1/2							30	30	30 oranges	25	0	5	0
Grain																		
Roll		1 each		1								100	100	2 bags	90	0	10	0
Milk																		
1% White Milk	37	1 cup										70	70	70 (60 taken)	50	0	10	10
Fat Free Chocolate Milk	37	1 cup										170	170	170 (140 taken)	140	0	0	30
Condiments																		
Ketchup		2 tbsp										240	240	2 1/2 cans	220	0	20	0
Other																		



# Final Notes

- ◆ Production record is a working document
- ◆ Required all the time...for all meals claimed.
  - ◆ Not just for a month reviewed during an AR.
- ◆ Contact our office or your field consultant if you need assistance or have questions.
  
- ◆ Thank you!