Production Records

School Nutrition Programs
June 2014

Purpose of Production Records

Production records provide documentation that meals were served according to the meal pattern requirements

Required Information

- What's needed on a production record for record keeping and meal planning?

A production record should indicate the site and meal date, the menu type (breakfast or lunch), and.....

- Food components and other items, including condiments
- Recipe or food product used (note if a USDA recipe)
- Planned number of portions and serving sizes for each menu item for each age/grade group
- Planned number of portions and serving sizes for each menu item for adults and a' la carte
- Total amount of each food item prepared
- Actual number of reimbursable meals served
- Actual number of non-reimbursable meals served
- Substitutions and leftovers

Production Record Format

- Can vary in format
- Need to provide the following:
  - foods and recipes to use
  - portion sizes to serve
  - allows staff to record actual quantities prepared and numbers served

Sample

Sample Format #1

Food-Based Production Record

(Traditional or Enhanced) Breakfast ____ Lunch ____

Site _____ Meal Date _____

Planned number of student meals: _____ Actual number _____

Planned number of adult meals: _____ Actual number _____

* Portion size: Must be same as planned. Use separate line if calculated for age.

** Amount of food used: Based on USDA Food Buying Guide or USDA recipe.

Menu

Food Item Used and Form	Recipe or Product Name or #:	Person Responsible	Grade Group	Portion Size* (#/wt./qty)	Student Servings	Adult/A la carte	Total Servings	Amount of Food Used** (lb. or qty)	Student Servings	A la carte Servings	Adult Servings	Amount Leftover
					Projected # of Servings				Actual # of Servings			

Sample MDE Template

DAILY FOOD PRODUCTION RECORD | Site Name: | Date:

Offer vs. Serve	Yes	B	C	D	E	F	G	H	I	J	K - ACTUAL # SERVINGS			L
A LUNCH MENU		MACP PROCESS APPROACH	RECIPE OR CODE	SERVING PORTION SIZE	COOKING TIME/ TEMP	SERVING TIME/ TEMP	GRADE GROUP	PLANNED # SERVINGS	OFFERED # SERVINGS	AMOUNT USED (LB OR QTY)	STUDENT	A LA CARTE	ADULT	LEFTOVER AND CODE
Meat/Alternate *1 oz (K-8) 2 oz (9-12)														
****Vegetables *3/4 C (K-8) 1 C (9-12)**														
Fruits *1/2 C (K-8) 1 C (9-12)														
Grains (oz eq) *1 ea (K-8) 2 ea (9-12)														
Whole Grain:														
Whole Grain:														
Other:														
Other:														
Fluid Milk *1 C														
Low Fat (<1%)/Unflavored														
Fat Free-Flavored														
Fat Free-Unflavored														
Condiments / Other Foods														
Ketchup:														
Mustard:														
Mayonnaise:														
Ranch Dressing:														

***Minimum Daily Amount**

****Vegetable Key: DG** = Dark Green, **B** = Beans/Legumes, **S** = Starchy, **R** = Red/Orange, **O** = Other

Menu

Menu Item/Food Item

- List all food items, including condiments
- New meal pattern requirements are more specific

HACCP Process Approach

- Process 1 - Food Preparation with No Cook Step
- Process 2 - Preparation for Same Day Service
- Process 3 - Complex Food Preparation

Recipe # or Code

Recipe # or Code

- Specify exact recipe and product
  - USDA recipes have a number Example: Spaghetti, #D-35
- GFS or Sysco
- Commodity items

Serving Size

MDE Admin. Policy #8

SY 2004-05

- Fruit/vegetable minimum portion size as part of a reimbursable meal is ¼ cup

Cooking Time/Temperature

- Record of internal temperature of food items prior to serving

Serving Time/Temperature

- Record internal temperature of food item(s) prior to serving

Grade Group

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

Planned # of Servings

- Forecast or predict the approximate number of portions needed of each menu item

Offered # of Servings

- An offered menu is actually what is prepared and set out on the serving lines

Planned, Offered & Served What's the difference?

- **Planned-**a planned menu is what the menu planner intends to offer the students
- **Offered-**an offered menu is actually what is prepared and set out on the serving lines
- **Selected/Served-**refers to which food items were actually taken by students

Amount of Food Used

- Actual amount of food used in preparation given in units, such as pounds, #10 cans, dozens, etc.

Actual # of Servings

- Record the actual number of portions served for student, a'la carte, and adult portions of each menu item

Leftover Code

- Counted after students have been served, but before food is thrown away

Other Information

- Substitutions
- Serving leftover foods
- Comments for special conditions like field trips, weather, etc.

HACCP Corrective Action

- Corrective action can be determined from reviewing production records
- Food safety HACCP codes readily available

NFSMI SOPs

D. Cooling Critical Control Point	1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reheat cooked, hot food to 165º F for 15 seconds and start the cooling process again using a different cooling method when the food is: • Above 70º F and 2 hours or less into the cooling process; and • Above 41º F and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when the food is: • Above 70º F and more than 2 hours into the cooling process; or • Above 41º F and more than 6 hours into the cooling process. 4. Use a different cooling method for prepared ready-to-eat foods when the food is above 41º F and less than 4 hours into the cooling process. 5. Discard prepared ready-to-eat foods when the food is above 41º F and more than 4 hours into the cooling process.

Record Keeping

- Production records must be retained for 3 years ***plus*** the current year

Summary

- Production records are required for program reviews
- Production records are an excellent communication tool & information resource
- Menus and Production Records are considered Critical Areas of Review

Contact Information

Contact MDE School Nutrition Programs at:

Phone: 517-373-3347

or

E-mail:

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Resources

MDE School Nutrition website:

www.michigan.gov/schoolnutrition

Menu Planner for Healthy School Meals

http://www.fns.usda.gov/cnd/menu/menu.planning.NSLP.htm

MDE Admin Policy #8 (SY 2004/2005)

http://www.michigan.gov/mde/0,1607,7-140-6530_6569-19613--,00.html