



Production Records

*School Nutrition Programs
October 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



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



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 165° F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70° F and 2 hours or less into the cooling process; and
 - Above 41° F and 6 hours or less into the cooling process.
 3. Discard cooked, hot food immediately when the food is:
 - Above 70° F and more than 2 hours into the cooling process; or
 - Above 41° 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 41° F and less than 4 hours into the cooling process.
 5. Discard prepared ready-to-eat foods when the food is above 41° F and more than 4 hours into the cooling process.



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

- Record the serving size of each item on the production record.



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.



Record Keeping

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



Fruit and Vegetable Bar Production Record

Fruit and Vegetable Bar Production Record					
School / Site Name:			Date:		
Grade group:					
Planned # Students Actual # Students Served		Planned # Adults Actual # Adult Served			
Component / Item	Vegetables		Amount Used	Notes	
	Amount Portion Size	Amount Prepared			
Dark Green:					
Kale, chopped					Credits as half the volume
Broccoli, chopped					Credits as half the volume
Spinach					Credits as half the volume
Brussels sprouts					Credits as half the volume
Red / Orange:					
Tomatoes, chopped					Credits as half the volume
Peppers, chopped					Credits as half the volume
Carrots, sliced					Credits as half the volume
Onions, sliced					Credits as half the volume
Red bell peppers, sliced					Credits as half the volume
Legumes:					
Edamame (shelled)					Credits as half the volume

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Breakfast Production Record

- Available on our website
- www.michigan.gov/schoolnutrition
 - Guidance
 - Food Production

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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



Production Record Quiz

- What is wrong with this production record?

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