

## Food Production Record Key and Instructions

Menu Planning Section - FSD/Menu Planner to complete in advance. Foods planned to offer.	
<i>Production Record Element</i>	<i>Description of Element</i>
<b>Menu Items</b>	Enter all items offered for the day's reimbursable menu.
<b>Meal Component Contribution</b>	Record the meal component(s) crediting information for the menu item including details from each of the 5 components listed below.
<b>M/ MA</b>	Meal Component: Meat/Meat Alternate is credited in ounce equivalencies (oz eq). List the amount in oz eq the menu item credits for.
<b>Gr</b>	Meal Component: Grains are credited in ounce equivalencies (oz eq). List the amount in oz eq the menu item credits for.
<b>V (DG, RO, L, S, O)</b>	Meal Component: Vegetables are credited in cups. The minimum creditable amount of vegetable is 1/8 cup. Vegetable also have subgroups including Dark Green (DG), Red Orange (RO), Legumes/Beans/Peas (L), Starchy (S), Other (O). List the amount in cups the menu item credits for under the appropriate subgroup.
<b>F</b>	Meal Component: Fruits are credited in cups. The minimum creditable amount of fruit is 1/8 cup. List the amount in cups the menu item credits for.
<b>M</b>	Meal Component: Milk is credited in cups. List the amount in cups the menu item credits for.
<b>Grade Group</b>	Record the age/grade group being served.
<b>Recipe # or Code</b>	Record the recipe number of the menu item being prepared.
<b>HACCP</b>	Identify the HACCP (Hazard Analysis and Critical Control Point) process approach code: 1=no cook 2=same day 3=complex
<b>Amount to use (LB. OR QTY)</b>	Record the total amount of food, in purchase units, to be prepared.
<b>Serving Portion Size</b>	Record the portion size to be served. The portion size may not be the component contribution.
<b>Planned # Servings</b>	Enter the total number of servings <b>being planned</b> for all meals, including reimbursable meals, adult meals, and a la carte sales
Service Section Site staff to complete. <u>Foods available today.</u>	
<i>Production Record Element</i>	<i>Description of Element</i>
<b>Offered # Servings</b>	Enter the total number of servings <b>put on the line</b> for all meals, including reimbursable meals, adult meals, and a la carte sales
<b>Cooking Time/ Temp</b>	Record the final, end-cook or preparation temperature of the menu item prior to placing in holding or on the serving line. Record time the temperature was taken.
<b>Delivery Time /Temp</b>	For Satellite/Vended Record: Record the food temperature when the food items are received on site. Record time the temperature was taken.
<b>Serving Time/ Temp</b>	Record the food temperature when it is removed from hot/cold holding before it is placed on the serving line. Record time temperature of food item(s) is taken.
<b>Actual # Student Servings</b>	Enter the number of servings <b>selected</b> as part of a reimbursable meal.
<b>Actual # Ala Carte Servings</b>	Enter the number of servings <b>selected</b> as ala carte sales.
<b>Actual # Adult Servings</b>	Enter the number of servings <b>selected</b> as part of a an adult meal.
<b>Leftover &amp; Code</b>	Enter the number of servings left after service and how they were utilized. Note - code optional F=Freezer, C=Cooler, W=Waste

# DAILY FOOD PRODUCTION RECORD

Site Name:  
Site Manager:  
Date:  OVS  Water Available

**Menu Planning Section - FSD/Menu Planner to complete in advance. Foods planned to offer.**

**Service Section Site staff to complete. Foods available today.**

Breakfast Menu Items & Meal Component Contribution	Grade Group	Recipe # or Code	HACCP 1=no cook 2=same day 3=complex	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/ Temp	Serving Time/ Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F Freezer C=Cooler W=Waste
Grains *1 oz eq (K-12)													
Fruits *1 C (K-12)**													
Fluid Milk *1 C													
Low Fat (≤1%)Unflavored													
Fat Free-Flavored													
Fat Free-Unflavored													
Condiments / Other Foods													

\*Minimum Daily Amount (to meet minimum weekly K-12 grain, must serve average of 1.75 oz eq daily)  
\*\* Vegetables may be substituted for fruit; first 2 cups per week must non-starchy. Juice credits as amount served & no more than 50% of fruit offerings can be juice.  
° May substitute 1 oz eq meat/meat alternate for 1 oz eq grains after minimum daily grains requirement is met.

# DAILY FOOD PRODUCTION RECORD

Site Name: \_\_\_\_\_  
 Site Manager: \_\_\_\_\_  
 Date: \_\_\_\_\_  OVS  Water Available

<b>Menu Planning Section - FSD/Menu Planner to complete in advance. <u>Foods planned to offer.</u></b>	<b>Service Section Site staff to complete. <u>Foods available today.</u></b>
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Lunch Menu Items & Meal Component Contribution	Grade Group	Recipe # or Code	HACCP 1=no cook 2=same day 3=complex	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/Temp	Serving Time/Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F Freezer C=Cooler W=Waste
Meat/Alternate *1 oz eq (K-8) *2 oz eq (9-12)													
Grains *1 oz eq (K-8) 2 oz eq (9-12)													
**Vegetables *3/4 C (K-8) 1 C (9-12)													
Fruits *1/2 C (K-8) 1 C (9-12)													
Fluid Milk *1 C													
Low Fat (≤1%)Unflavored													
Fat Free-Flavored													
Fat Free-Unflavored													
Condiments / Other Foods													

\*Minimum Daily Amount

# DAILY FOOD PRODUCTION RECORD

Breakfast  Lunch  Snack

OVS  Water Available

Site Name:  
Site Manager:  
Date:

Grade Group:

**Menu Planning Section - FSD/Menu Planner to complete in advance. Foods planned to offer.**

**Service Section - Site staff to complete. Foods available today.**

Menu Item	Recipe # or Code	HACCP 1=no cook 2=same day 3=complex	M/ MA oz eq	Gr oz eq	V cups DG, RO, L, S, O	F cups	M cups	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/ Temp	Serving Time/ Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F Freezer C=Cooler W=Waste

**DAILY FOOD PRODUCTION RECORD**    Date: \_\_\_\_\_    Site Name: \_\_\_\_\_    Site Manager: \_\_\_\_\_  
 OVS     Water Available

**Menu Planning Section - FSD/Menu Planner to complete in advance. Foods planned to offer.**      **Service Section    Site staff to complete. Foods available today.**

Breakfast Menu Items & Meal Component Contribution	Grade Group	Recipe # or Code	HACCP 1=no cook 2=same day 3=complex	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/Temp	Serving Time/Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F Freezer C=Cooler W=Waste
Grains													
Fruits													
Fluid Milk													
Condiments/Other													

Lunch Menu Items & Meal Component Contribution	Grade Group	Recipe # or Code	HACCP 1=no cook 2=same day 3=complex	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/Temp	Serving Time/Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F Freezer C=Cooler W=Waste
Meat/Alternate													
Grains													
Vegetables													
Fruits													
Fluid Milk													
Condiments/Other													

Snack Menu Items & Meal Component Contribution (choose 2 components)	Grade Group	Recipe # or Code	HACCP 1=no cook 2=same day 3=complex	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/Temp	Serving Time/Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F Freezer C=Cooler W=Waste
Meat/Alternate													
Grains													
Vegetable/Fruit													
Fluid Milk													

# DAILY FOOD PRODUCTION RECORD

Site Name:

Originating site supervisor signature:

Breakfast  Lunch  Snack

Driver signature:

OVS  Water Available

Receiving site supervisor signature:

Grade Group:

**Menu Planning Section** - FSD/Menu Planner to complete in advance. Foods planned to offer.

**Service Section** Site staff to complete. Foods available today.

Menu Item	Recipe # or Code	HACCP	M/ MA oz eq	Gr oz eq	V cups DG, RO, L, S, O	F cups	M cups	Amount to use (LB. OR QTY)	Serving Portion Size/ Utensil	Ordered # Servings	Delivered # Servings	Cooking Time/ Temp	Delivery Time/ Temp	Serving Time/ Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F Freezer C=Cooler W=Waste

# DAILY FOOD PRODUCTION RECORD

OVS     Water Available

Site Name:

Site Manager:

Date:

Grade Group:

## Menu Planning Section - Foods planned to offer.

FSD/Menu Planner complete in advance.

## Service Section - Foods available today.

Site staff to complete.

## FOOD SAFETY FORM

Menu Item & Meal Component Contribution	Recipe # or Code	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/ Temp	Serving Time/ Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover Servings

Menu Item	HACCP 1=no cook 2=same day 3=complex	Cooking Time/ Temp	Serving Time/ Temp	Serving Time/ Temp	Serving Time/ Temp	Total Holding Time	Leftover & Code F Freezer C=Cooler W=Waste

## Fruit and Vegetable Bar Production Record

<b>School / Site Name:</b>	<b>Date:</b>	<b>Notes:</b>
	<b>Planned # Students:</b>	
	<b>Actual # Students Served:</b>	
	<b>Planned # Adults:</b>	
<b>Age/Grade Group:</b>	<b>Actual # Adult Served:</b>	

### Vegetables

Component / Item	Planned Portion Size	Amount Prepared	Amount Leftover	Amount Used	Notes
<b>Dark Green</b>					
Romaine Lettuce, chopped					Credits as half the volume 1 lb = 31.3 (¼ cup) servings
Spinach					Credits as half the volume 1 lb = 25.6 (¼ cup) servings
Broccoli, florets					1 lb = 28.8 (¼ cup) servings
<b>Red / Orange</b>					
Tomatoes, diced					1 lb = 8.74 (¼ cup) servings
Tomatoes, cherry					1 lb = 12.1 (¼ cup) servings
Carrots, baby					1 lb = 12.9 (¼ cup) servings
Carrots, shredded					1 lb = 19.9 (¼ cup) servings
Red bell peppers, strips					1 lb = 14.7 (¼ cup) servings
<b>Legumes</b>					
Edamame, fresh, shelled					1 lb = 10.7 (¼ cup) servings
Garbanzo Beans (drained)					#10 can = 42 (¼ cup) servings
Black Beans (drained)					#10 can = 27.8 (¼ cup) servings
Kidney Beans(drained)					#10 can = 43.4 (¼ cup) servings
<b>Starchy</b>					
Jicama, strips					1 lb = 11.9 (¼ cup) servings
Green Peas(fzn, cooked, drained)					1 lb = 9.59 (¼ cup) servings
<b>Other</b>					
Celery, sticks					3 sticks (½" x 4") = ¼ cup 1 lb = 14 (¼ cup) servings
Cauliflower, florets					1 lb = 18.3 (¼ cup) servings
Cucumber, slices					1 lb = 11.1 (¼ cup) servings
Mushroom, slices					1 lb = 18.5 (¼ cup) servings

### Fruit

Component / Item	Planned Portion Size	Amount Prepared	Amount Leftover	Amount Used	Notes
<b>Fresh</b>					



Apples					125-138 count: 1 lb = 14.8 (¼ cup) servings
Oranges					113 count: 1 orange = ⅝ cup 1 lb = 5 (¼ cup) servings
Petite Bananas					150 count: 1 banana = ½ cup
Grapes					1 lb = 10.2 (¼ cup) servings
<b>Canned</b>					
Applesauce					#10 can: 47.6 (¼ cup) servings
Mandarin Oranges					1 lb = 7.3 (¼ cup) servings
Mixed Fruit, fruit cocktail (w/liquid)					#10 can: 46.9 (¼ cup) servings
Peaches, diced (w/ liquid)					#10 can 48.6 (¼ cup) servings
Pears, diced (w/ liquid)					#10 can 47.6 (¼ cup) servings
Pineapple, tidbits (w/ liquid)					#10 can 50.1 (¼ cup) servings

**Other / Condiments**

Component / Item	Planned Portion Size	Amount Prepared	Amount Leftover	Amount Used	Notes