



Production Records

*School Nutrition Programs
March 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



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 $\frac{1}{4}$ 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
- K-8
- 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.



Contact Information

Contact MDE School Nutrition Programs at:

Phone: 517-373-3347

or

E-mail:

MDE-SchoolNutrition@michigan.gov



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


