

Production Records



Gloria Zunker, Presenter
August 2010



Introduction

- Lunches claimed meet the requirements for a reimbursable lunch
- Observed lunches claimed contain the required number of food items



During the CRE





Day of Review

Reviewer will observe serving lines to determine if all required items are *offered* and *served*.





Review Period

Reviewer will examine menus and production records to determine if all required items are *offered*.

DAILY FOOD PRODUCTION RECORD										STUDENTS	175
DATE: August 28, 2008		NAME OF MONITOR: Gloria Zunker								ADULTS	25
SPONSOR/BUILDING/SCHOOL NAME: Hamlin Elementary						Offer vs. Serve Implemented? <input type="checkbox"/> YES <input type="checkbox"/> NO				EMPLOYEES	0
										TOTAL	200
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
Breakfast Lunch	Recipe # OR CODE	Portion Size	# Portions Planned	LBS, CANS, OR CASES USED	Cooking Time / Temp	Corrective Action Code	Serving Time / Temp	Correc- tive Action Code	# of Portions Prepared	# of Portions Served	Leftover & Code (F- Freezer C-Cooler W- Waste)
(A) MENU											
Meat / Meat Alternate											
	Hamburger Pattle- Harkers Pre-Cooked #1234	2 oz	225	4.5 ct	11:00 am/145	N/A	12:00pm/138	G	225	223	2-W
Vegetables / Fruits (2 or more servings)											
	French Fries	1/2 C	200	25 lb					200	200	
	Apple	1/2 ea	120	60-125 ct	N/A				120	115	5 halves-W
Grains / Breads											
	Hamburger Bun 1-2 oz bun		225	18.75 dz	N/A				225	223	2-W
Milk (8oz)											
	Chocolate Skim	8oz	180		11:00 am/40		12:00 am/40		180	175	5-W
	White 1%	8oz	35		11:00 am/40		12:00 am/40		35	32	3-W
Condiments / Other Foods											
	Ketchup	2 Tbsp	200	2-#10cans							0
	Mustard	1 tsp	105	2-1/2 C							(-) 1/4 C
	Mayonnaise	1 tsp	65	1-1/2 C							(-) 1/4 C

Production Records





Required Information

■ What's needed on a production record for Food-Based Menu Planning?

A production record for Traditional or Enhanced Food-Based Menu Planning should indicate the site and meal date, the menu type (breakfast or lunch), and...

- Food components (Meat/Meat Alternate, etc.) and other items, including condiments.
- Recipe or food product used (note if a USDA recipe).
- Planned/projected number of portions and serving sizes for each menu item for each age/grade group.
- Planned/projected number of portions and serving sizes for each menu item for adults and à la carte.
- Total amount of each food item prepared (for example, number of servings, pounds, cans).
- Actual number of reimbursable meals served (indicate this information for each age/grade group).
- Actual number of nonreimbursable meals served (such as to adults or as à la carte sales).
- Substitutions and leftovers .



Production Records

- Vary in format
- Provides the following:
 - Tell what foods and recipes to use
 - Tell what portion sizes to serve
 - Allow staff to record actual quantities prepared and numbers served



Sample

Completed Sample Format #1

Food-Based Production Record

(Traditional or Enhanced) Breakfast Lunch

Site Summitville Elementary Meal Date May 14, 2008

- * Portion size: Must be same as planned. Use separate line if adjusted for age.
- ** Amount of food used: Based on USDA Food Buying Guide or USDA recipe.

MENU

- Salisbury Steak & WW Roll 2 oz M/MA
- -or- Chicken Nuggets, BBQ Sauce 1 serv G/B
- Baked Potato -or- Fresh Veggies 3/8 c VEG
- Low-fat Ranch Dressing
- Cherry Cobbler 1/2 c FRUIT
- 1/2 serv G/B
- Milk, Variety 8 fl oz Milk

Food Item Used and Form	Recipe or Product (name or #)	Person Responsible	Grade Group	Portion Size* (#/wt./qty.)	Projected # of Servings			Amount of Food Used** (lb. or qty.)	Actual # of Servings				
					Student Servings	Adult A la carte	Total Servings		Student Servings	A la carte Servings	Adult Servings	Amount Leftover	
Meat/Meat Alternate Salisbury Steak Chicken Nuggets	D-23 Brand X	Sue Yolanda	K-6	1 each	200		200	220 serv	198		10	18 serv	
				8 ea/4 oz	300	20	308	78-1/4 lb	290	8	2.8 lb		
Vegetable/Fruit Baked potato, 8 oz, 1/2B Carrot sticks, pre-cut Broccoli flowers, pre-cut Tomatoes, cherry, fresh Cherry Cobbler	C-6	Akiko Akiko Akiko Akiko Akiko	K-6	1 each	290	10	300	300 each	250		10	40 each	
				1/8 c	240	10	250	12.8 lb	238	8	1/2 lb		
				1/8 c	248	8	256	13 lb	238	8	1/2 lb		
				1/8 c	240	10	250	11 lb	238	8	1 lb		
				25 serv/pan 1 square	490	10	500	20 pans	488	18	—		
Grains/Breads Whole-Wheat Roll	Brand X	Yolanda	K-6	1 each	200	20	220	12 lb 6 oz	198		10	18 each	
Other: BBQ Sauce	Brand Z	Akiko	K-6	portion pack/lea	300	8	308	308 each	290		8	10 each	
Low-fat Ranch Dressing	Brand Q	Akiko		portion pack/lea	340	10	350	350 each	300		10	40 each	
Milk: 2% 1% Fat-free Chocolate (1/2%)		Sue	K-6	1/2 pint	190	10	200	200 1/2 pts	190				8 (1/2 pt)
					100		100	100	100				
					40	10	80	80	48	8	8		
					150		150	150	150				



Sample MDE Template

DAILY FOOD PRODUCTION RECORD											STUDENTS		
DATE:		NAME OF MONITOR:									ADULTS		
SPONSOR/BUILDING/SCHOOL NAME:							Offer vs. Serve Implemented?				EMPLOYEES		
							<input type="checkbox"/> YES <input type="checkbox"/> NO				TOTAL		
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch (A) MENU		<input type="checkbox"/> Dinner <input type="checkbox"/> Snack	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(G)	(I)	(J)	(K)
			RECIPE # OR CODE	PORTION SIZE	# PORTIONS PLANNED	LBS, CANS, OR CASES USED	COOKING TIME / TEMP	CORRECTIVE ACTION CODE	SERVING TIME / TEMP	CORREC- TIVE ACTION CODE	# OF PORTIONS PREPARED	# OF PORTIONS SERVED	LEFTOVER & CODE (F- Freezer C-Cooler W Waste)
Meat / Meat Alternate													
Vegetables / Fruits (2 or more servings)													
Grains / Breads													
Milk (8oz)													
Condiments / Other Foods													

DAILY FOOD PRODUCTION RECORD

DAILY FOOD PRODUCTION RECORD										STUDENTS	175	
DATE: August 28, 2008 NAME OF MONITOR: Gloria Zunker										ADULTS	25	
SPONSOR/BUILDING/SCHOOL NAME: Hamlin Elementary										EMPLOYEES	0	
										TOTAL	200	
(A) MENU		(B) RECIPE # OR CODE	(C) PORTION SIZE	(D) # PORTIONS PLANNED	(E) LBS, CANS, OR CASES USED	(F) COOKING TIME / TEMP	(G) CORRECTIVE ACTION CODE	(H) SERVING TIME / TEMP	(I) CORREC- TIVE ACTION CODE	(J) # OF PORTIONS PREPARED	(K) # OF PORTIONS SERVED	(L) LEFTOVER & CODE (F- Freezer C-Cooler W Waste)
Meat / Meat Alternate												
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner <input type="checkbox"/> Snack		2 oz	225	4.5 cs	11:00 am/165	N/A	12:00am/138	G	225	223	2- W
Vegetables / Fruits (2 or more servings)												
			1/2 C	200	25 lb					200	200	
			1/2 ea	120	60-125 ct	N/A				120	115	5 halves- W
Grains / Breads												
				225	18.75 dz	N/A				225	223	2- W
Milk (8oz)												
			8oz	180		11:00 am/40		12:00 am/40		180	175	5- W
			8oz	35		11:00 am/40		12:00 am/40		35	32	3-W
Condiments / Other Foods												
			2 Tbspn	200	2-#10cns							0
			1 tsp	105	2-1/2 C							(-) 1/4 C
			1 tsp	65	1-1/2 C							(-) 1/4 C

Using MDE Sample Production Record





Menu

(A) Menu Item/Food Item

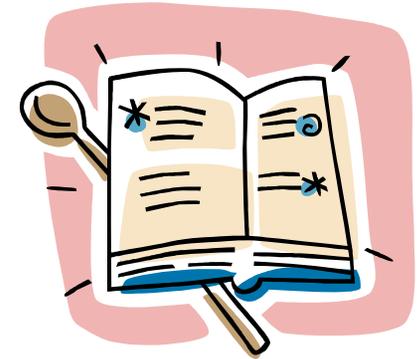
- List all food items, including condiments



Recipe # or Code

(B) Recipe # or Code

- Specify exact recipe and product
- USDA quantity recipe has a “number”
Example: Spaghetti, #D-35
- General Mills or Post Cereal





Portion Size

(C) Portion Size

- Identify the age or grade group being served
- If different age/grade groups are served, adjusted portion sizes must be shown





Portion Size

MDE Admin. Policy #8 SY 2004-05

- Fruit/vegetable minimum portion size as part of a reimbursable meal is $\frac{1}{4}$ cup





Portions Planned

(D) # Portions Planned

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





Quantity of Food Used

(E) Quantity of Food Used

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





Cooking Time/Temperature

(F) Cooking Time/Temperature

- Record of internal temperature of food items prior to serving

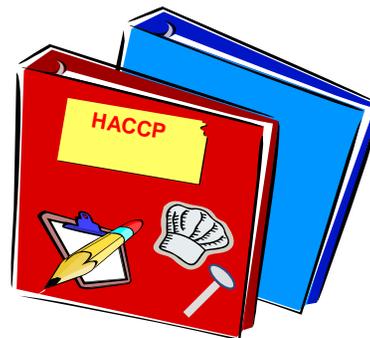




Corrective Action Code

(G) Corrective Action Code

- If corrective action is needed, list SOP based on NFSMI HACCP SOPs





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.



Serving Time/Temperature

(H) Serving Time/Temperature

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





Actual Number of Portions Prepared and Served

- (I) Actual Number of Portions Prepared
- (J) Actual Number of Portions Served





Leftover Code

(K) Leftovers & Code

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





Other Information

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



Record Keeping



- Production records must be retained for 3 years *plus* the current year
- Possible period for an audit



Summary

- Production records are required documents of a Coordinated Review Effort (CRE) and School Meals Initiative (SMI) or Nutrition Review



Summary

- Menus and Production Records are Critical Areas of Review of a CRE review and are considered part of Performance Standard 2

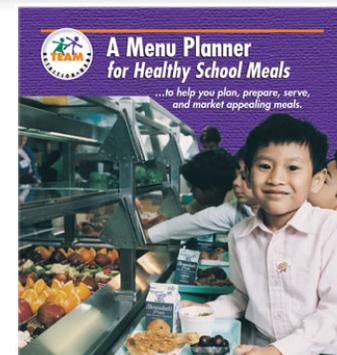
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Breakfast	Dinner	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
<input type="checkbox"/>	<input type="checkbox"/>	RECIPE # OR CODE	PORTION SIZE	# PORTIONS PLANNED	LBS, CANS, OR CASES USED	COOKING TIME / TEMP	CORRECTIVE ACTION CODE	SERVING TIME / TEMP	CORRECTIVE ACTION CODE	# OF PORTIONS PREPARED	# OF PORTIONS SERVED	LEFTOVER & CODE (F-Frozen, C-Canter, W-Waste)
(A) MENU												
Meat / Meat Alternate												
		Hamburger Pattie- Harkers Pre-Cooked #1234	2 oz	225	4.5 ct	11:00 am 185	N/A	12:00 am 185	G	225	223	2-W
Vegetables / Fruits (2 or more servings)												
		French Fries	1/2 C	200	25 lb					200	200	
		Apple	1/2 ea	120	60-125 ct	N/A				120	115	5 kabac- W
Grains / Breads												
		Hamburger Bun 1-2 oz bun		225	18.75 dz	N/A				225	223	2-W
Milk (8oz)												
		Chocolate Skim	1ea	180		11:00 am 40		12:00 am 40		180	175	5-W
		White 1%	1ea	35		11:00 am 40		12:00 am 40		35	32	3-W
Condiments / Other Foods												
		Ketchup	2 Tbsp	200	2-#10ms							0
		Mustard	1 tsp	105	2-1/2 C							(c) 1/4 C
		Mayonaisse	1 tsp	65	1-1/2 C							(c) 1/4 C



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