

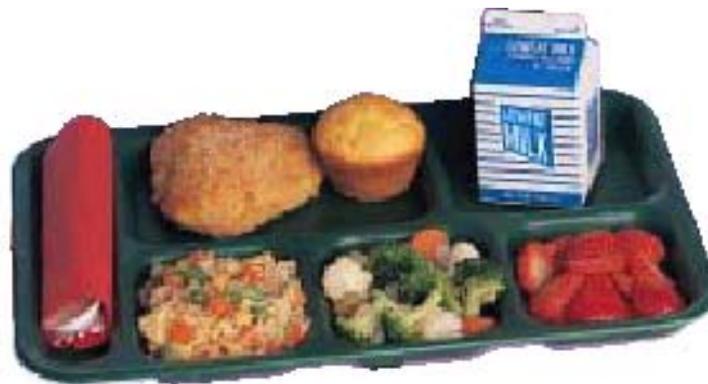


# Production Records

*Michigan Department of Education  
School Nutrition Programs*

# Purpose of Production Records

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



# 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

# 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

Offer vs. Serve	<input type="checkbox"/>	Yes
<b>A LUNCH MENU</b>		
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)		
WG		
Fluid Milk *1 C		
Low Fat ( $\leq 1\%$ ) 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		





















# Amount Used (lb, cans, etc)

## Use Buying Guide

### Shopping List

Item	Servings	Size	Food Item (AP)	Serving Description (EP)	Exact Qty	Purchase Qty	Purchase Unit	Select
1	100	2 oz	Beef, ground, fresh or frozen, no more than 20% fat, includes USDA Foods, (like IMPS 136)	cooked drained lean meat	16.89	17.00	lb	<a href="#">Remove</a> <a href="#">Edit</a>

<b>Peaches, canned</b> <i>Cling</i> <i>Diced</i> <i>Light syrup</i> <i>pack</i> <i>Includes</i> <i>USDA Foods</i>	No. 10 can (106 oz)	48.6	1/4 cup fruit and liquid	2.1	1 No. 10 can = about 12-1/8 cups fruit and liquid
	No. 10 can (106 oz)	35.4	1/4 cup drained fruit	2.9	1 No. 10 can = about 79.0 oz (8-3/4 cups) drained peaches



# 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



# Condiments

- There is room at the bottom of the production record to track use of various condiments.
- The condiments are used in the nutrient analysis and you must be taking them into consideration when completing menus

# Let's Do It!!

- Using Wednesday from the sample menu provided let's fill out a production record.
- We will start with filling in the menu.

# Complete One Day Production Record

- We will use the MDE template
- You have an information sheet to help fill out the form
- We are using the menu for the first Wednesday in the sample menu.
- Fill out as completely as you can given the information you have

1. Food As Purchased, AP	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
<b>BEANS, GREEN (continued)</b>					
<b>Beans, Green, canned</b>	No. 10 can (101 oz)	45.30	1/4 cup heated, drained vegetable	2.3	
<b>Potatoes, frozen Wedges USDA Foods</b>	Pound	11.90	1/4 cup baked vegetable	8.5	1 lb AP = 0.71 lb (about 2-7/8 cups) baked potato
	5 lb pkg	59.50	1/4 cup baked vegetable	1.7	5 lb bag = about 14-7/8 cups baked potato
<b>Potatoes, frozen</b>	Pound	10.10	1/4 cup cooked vegetable	10.0	
<b>Fruit, Mixed, canned Fruit Cocktail (peaches,</b>	No. 10 can (106 oz)	46.90	1/4 cup fruit and liquid	2.2	1 No. 10 can = about 69.0 oz (9-1/4 cups) drained fruit

Can this be simplified?

8/18/2015





# Sample #2 - Front

School Meals Production Record							Comments/Menu			
District _____										
School _____										
Date _____										
Menu Item	Recipe or Product #	Grade/Group	Portion Size	Total Food Used	Cooked Temp	Total Servings	Leftover	Total Servings	Student Servings	Other Servings
Meat/Alternate 1 oz K-8, 2 oz 9-12										
Vegetables 3/4c K-8, 1c 9-12										
Fruits 1/2c K-8, 1c 9-12										
Grains (oz eq) 1 ea K-8, 2 ea 9-12										
WG										
WG										
Fluid Milk										
Low fat Unflavored										
Fat Free Unflavored										
Fat Free Flavored										
Condiments / Other Foods										
Ketchup										
Mustard										
Mayonnaise										
Ranch Dressing										

Veg Key - DG=Dark Green, B=Beans/legumes, S=Starchy, R=Red Orange





# 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 or kept until an audit is completed.



# 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
- They should reflect the items on your menu

# Contact Information

Contact MDE School Nutrition Programs at:

Phone: 517-373-3347

or

E-mail:

[MDE-SchoolNutrition@michigan.gov](mailto:MDE-SchoolNutrition@michigan.gov)

# Resources

MDE School Nutrition website:

[www.michigan.gov/schoolnutrition](http://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](http://www.michigan.gov/mde/0,1607,7-140-6530_6569-19613--,00.html)