

DAILY FOOD PRODUCTION RECORDS

Production records are documentation of the type and amount of food produced for reimbursable meals. They are also a planning tool. They provide a record that the meals served met federal Child Nutrition requirements.

Daily food production records should include the following:

- A) Menu Item – list food item(s) as it appears on the menu. One menu item may provide two meal components, for example, pizza.
- B) Recipe Number/Code – the number of the standardized recipe used to produce the final product. USDA recipes are assigned numbers. Code is vendor code number.
- C) Portion Size – the amount of each menu item to be served for a specific age/grade group. Example: 6 chicken nuggets, 2 oz. hamburger patty.
- D) Number of portions planned.
- E) Quantity of Food Used – the actual amount of food used in preparation given in units, such as pounds, #10 cans, dozens, pieces, etc.
- F) Cooking Time/Temp – record internal temperature of food item upon completion of reaching the required cooking temperature. Record time temperature of food item(s) is taken.
- G) Corrective Action Code – if corrective action is necessary, list SOP number based on NFSMI HACCP based SOPs. (Note corrective action taken on corrective action log, located in food safety plan manual at each prep or serving site)
- H) Serving Time/Temp – record internal temperature of food item(s) prior to serving. Record time temperature of food item(s) is taken.
- I) Actual number of portions prepared.
- J) Actual number of portions served.
- K) Leftovers – leftovers are counted after students have been served, but before food is thrown away. There should not be zero portions listed as left over for each item.

Other information that is often seen on production records that provides helpful information, but is not required:

Leftover Code – freezer, cooler, waste.

Substitutions – must indicate what foods were substituted for the planned food.

Comment space to note special conditions that may affect participation, ie: field trips, flu season, bad weather.

Note: Central or base kitchens should keep records of the amount of food shipped to each satellite or receiving kitchen as well as total production for that site.

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs – Jan. 2012

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 ^a	Grades 6-8 ^a	Grades 9-12 ^a	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food^b Per Week (Minimum Per Day)					
Fruits (cups) ^{c,d}	5 (1) ^e	5 (1) ^e	5 (1) ^e	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{c,d}	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^f	0	0	0	½	½	½
Red/Orange ^f	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^f	0	0	0	½	½	½
Starchy ^f	0	0	0	½	½	½
Other ^{f,g}	0	0	0	½	½	¾
Additional Veg to Reach Total ^h	0	0	0	1	1	1½
Grains (oz eq) ⁱ	7-10 (1) ^j	8-10 (1) ^j	9-10 (1) ^j	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 ^k	0 ^k	0 ^k	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{m,n,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^{n,o}	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{n,p}	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat ^{n,o}	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

^aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

^bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

^cOne quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups as defined in §210.10(c)(2)(iii).

^eThe fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).

^fLarger amounts of these vegetables may be served.

^gThis category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

^hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

ⁱAt least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

^jIn the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).

^kThere is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

^lFluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

^mThe average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

ⁿDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

^oIn the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).

^pFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast

DAILY FOOD PRODUCTION RECORD						Site Name: Best MS/High School						Date: 5/01/2013					
Offer vs. Serve		Yes		HACCP PROCESS APPROACH	RECIPE # OR CODE	SERVINGP ORTION SIZE	COOKING TIME/ TEMP	SERVING TIME/ TEMP	GRADE GROUP	PLANNED # SERVINGS			AMOUNT USED (LB. OR QTY)	ACTUAL # SERVINGS			LEFTOVER AND CODE
LUNCH MENU		STUDENT	A'LA CARTE							ADULT	STUDENT	A'LA CARTE		ADULT			
Meat/Alternate* 1 oz (K-8) 2 oz (9-12)																	
Spaghetti w/ Meat Sauce				2	D#35	8 oz	180	150	9 - 12	75	10	5	1-10lb case	145	4	2	14 W
				2	D-#35	6 oz	180	150	6-8	75							
**Vegetables *3/4 C (K-8) 1 C (9-12)																	
O	Green Beans			2	1213	3/4 cup	160	145	6-12	75	10	5	7 #10cans	80			5 W
DG	Romaine Salad			2	1291	1 cup		40	9 - 12	75	10	5		70			15 W
Fruits *1/2 C (K-8) 1 C (9-12)																	
Canned Apricot Halves/ Light Syrup				1	A360	1 Cup	40	40	6-12	75	10	5	7 #10cans	145	10	5	5 W
Grains (oz eq) *1 ea (K-8) 2 ea (9-12)																	
	Whole Grain: Breadstick			1	GFS	4oz		65	6-12	65	10	5	2 cs	150	10	5	10 W
	Whole Grain: Breadstick			1	GFS	2oz		65		65							
	Other:																
	Other:																
Fluid Milk *1 C																	
X	Low Fat (<1%)Unflavored			1		1 Cup	40	40	6-12	75	0	0	75 1/2 pints	75	0	0	0
X	Fat Free-Flavored			1		1 Cup	40	40	6-12	75	0	0	75 1/2 pints	75	0	0	0
	Fat Free-Unflavored																
Condiments / Other Foods																	
	Ketchup: packets			1		1 ea				1 case				1/2 cs			1/2cs
	Mustard:																
	Mayonnaise:																
	Ranch Dressing:																
	Italian Dressing			1	1164	2 Tbsp.	40	40	6-12	150	10	5	10 lbs	150	10	5	0
	Margarine			1	1301	1 Tbsp.	40	40	6-12	150	10	5	10 lbs	150	10	5	0

*Minimum Daily Amount

**Vegetable Key: DG = Dark Green, B = Beans/Legumes, S = Starchy, R = Red/Orange, O = Other