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| Production Record: Food Based Menu Planning | | | | | | | | | | | | | | | | | | | | |
| **Date:** | |  | | | | **Breakfast** | |  | **Lunch** | | | | X | | **Offer vs Serve** | | | | | X |
|  | | | | | | | | | | | | | | | | | | | | |
| **Menu** | | | | | | | | | | **Meal Counts** | | | | | | | | | | |
| Entrée #1: | | | | | | | | | |  | | Student Meals | | | | | | | Adult Meals | Total Meals |
|  | | | | | | | | | |  | | K-6 | | 7-8 | | | 9-12 | |
| Each serving: \_\_\_M/MA, \_\_\_Grain, \_\_\_Vegetable | | | | | | | | | | Planned | |  | |  | | |  | |  |  |
| Entrée #2: | | | | | | | | | | Served | |  | |  | | |  | |  |  |
| Each serving: \_\_\_M/MA, \_\_\_Grain, \_\_\_Vegetable | | | | | | | | | | Meal Start/End Time: | | | | | | | | | | |
| Planned Serving Size | | | |  | | | | | |  |  | | | | |  | |  | | |
| K-6 | 7-8 | | 9-12 | **Components** | | | | | | **Food  Temp** | **Total Food Used and/or Recipe #** | | | | | **Amount Over/Short** | | **Vendor/Notes** | | |
|  |  | |  | **Meat/Protein** | | | | | |  |  | | | | |  | |  | | |
|  |  | |  |  | | | | | |  |  | | | | |  | |  | | |
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|  |  | |  | **Grains** | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | 🗹WG |  | |  | | |  |  | | | | |  | |  | | |
|  |  | |  |  | |  | | |  |  | | | | |  | |
|  |  | |  |  | |  | | |  |  | | | | |  | |
| 1/2c | per | | day | **Fruit – Circle items on the salad bar** | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | Apples, Apple slices, Applesauce | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | Pears, Peaches, fruit cocktail | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | Oranges, Mandarin, pineapple | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | Fresh fruit: | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | Raisins, Craisins | | | | | |  |  | | | | |  | |  | | |
| 1/2c  1/2c | per | | day | **Vegetable – Circle salad bar items** | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | Red/ Orange | | Carrots, red pepper | | | |  |  | | | | |  | | **Soup of the Day** | | |
|  |  | |  | Sweet potato, | | | |  |  | | | | |  | |  | | |
|  |  | |  | Tomato, tomato sauce/paste | | | |  |  | | | | |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  | |  | Dark Green | | Broccoli | | | |  |  | | | | |  | | Recipe# | | |
|  |  | |  | spinach | | | |  |  | | | | |  | |  | | |
|  |  | |  | Kale, dark green lettuce | | | |  |  | | | | |  | |  | | |
|  |  | |  | Beans/ Legumes | | Beans: | | | |  |  | | | | |  | | Each serving provide | | |
|  |  | |  | Garbanzo beans | | | |  |  | | | | |  | | \_\_\_\_\_\_M/MA | | |
|  |  | |  |  | | | |  |  | | | | |  | | \_\_\_\_\_\_Grain | | |
|  |  | |  | Starchy | | Corn, peas | | | |  |  | | | | |  | | \_\_\_\_\_\_Vegetable | | |
|  |  | |  | Potato: | | | |  |  | | | | |  | |  | | |
|  |  | |  | Water chestnuts | | | |  |  | | | | |  | |  | | |
|  |  | |  | Other | | **Beets, cauliflower, celery** | | | |  |  | | | | |  | |  | | |
|  |  | |  | Cucumber, Green peppers | | | |  |  | | | | |  | |  | | |
|  |  | |  | Lettuce, radish, zucchini | | | |  |  | | | | |  | |  | | |
|  |  | |  | **Milk: circle milk offered** | | | | | |  |  | | | | |  | |  | | |
| 8oz | 8oz | | 8oz | **Unflavored fat-free** | | | | | |  |  | | | | |  | |  | | |
| 8oz | 8oz | | 8oz | **Unflavored 1%** | | | | | |  |  | | | | |  | |  | | |
| 8oz | 8oz | | 8oz | **Flavored fat-free** | | | | | |  |  | | | | |  | |  | | |
|  |  | |  | **Other** | | | | | |  |  | | | | |  | |  | | |
|  |  | |  |  | | | | | |  |  | | | | |  | |  | | |
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Instructions for Production Record: Food Based Menu Planning

**Why must you complete a daily Production Record?**

Daily records for each meal claimed for reimbursement is required to ensure meals meet USDA requirements.Meals that lack documentation, will not be reimbursed. As the School Food Authority (SFA), you must maintain meal documentation for three years plus the current school year.

**What is Food Based Menu Planning?**

Planning meals that provide:

* Age-appropriate component portion sizes
* Age-appropriate calorie ranges
* Vegetables from a variety of categories (ie: red/orange, dark green, legumes, starchy)
* Fat-free or 1% milk (flavored milk must be fat-free)
* Whole grain-rich items

This ensures that kids receive balanced meals that meet USDA’s calorie, saturated fat, and sodium requirements.

**Required Documentation on the Production Record:**

* Date
* Menu
* Check appropriate boxes: Meal (Breakfast, Lunch); Offer vs. Serve, if applicable
* Number of Meals Served: Per Grade category; Per Adult/Other; Total Meals Served.
* Planned Serving Size
* All menu items (or food items) planned, offered, and served including milk type(s) and condiments/accompaniments (note: specify if grains are whole grain-rich).
* Food Temperature: take temperature and record it prior to meal service.
* Total Food Used and/or Recipe # as applicable.
* Amount Over/Short: helps you adjust food production for future meals.
* Vendor/Food Source: specify if they are USDA Commodity Foods or list product brand and vendor name.

Optional documentation:

* Price: documentation of menu costs is useful for cost control.
* Comments regarding any problem or special event that affected the meal.

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This institution is an equal opportunity provider.