

Summer Food Service Program (SFSP) Food Production Record

Site: _____

Week of: _____

M/MA = Meat/Meat Alternate, F/V = Fruit/Vegetable, G/B = Grain/Bread

Menu and Meal Counts <small>Column 1</small>	Temps of Time/Temp Control for Safety Foods <small>Column 2</small>	Foods Used to Meet Requirements <small>Column 3</small>		Component Amounts to Meet Requirements		Purchase Units Needed <i>Meals Planned in Col. 1 (x) Col. 4-A</i> <small>Column 5</small>	Amount Prepared <small>Column 6</small>	Amount Leftover <small>Column 7</small>
				Portion Size <small>Column 4-A</small>	Component Contribution <small>Column 4-B</small>			
MON – Date: Menu: Meals Planned: _____ Meals Served: Children: _____ Seconds: _____ Adults: _____ Total: _____		M/MA			Total:			
		F/V			Total:			
		G/B			Total:			
		Milk						
TUE – Date: Menu: Meals Planned: _____ Meals Served: Children: _____ Seconds: _____ Adults: _____ Total: _____		M/MA			Total:			
		F/V			Total:			
		G/B			Total:			
		Milk						

Menu and Meal Counts Column 1	Temps of Time/Temp Control for Safety Foods Column 2	Foods Used to Meet Requirements Column 3		Component Amounts to Meet Requirements		Purchase Units Needed <i>Meals Planned in Col. 1 (x) Col. 4-A</i> Column 5	Amount Prepared Column 6	Amount Leftover Column 7
				Portion Size Column 4-A	Component Contribution Column 4-B			
WED – Date: Menu: Meals Planned: _____ Meals Served: Children: _____ Seconds: _____ Adults: _____ Total: _____		M/MA						
		F/V			Total:			
		G/B				Total:		
		Milk						
THU – Date: Menu: Meals Planned: _____ Meals Served: Children: _____ Seconds: _____ Adults: _____ Total: _____		M/MA						
		F/V			Total:			
		G/B				Total:		
		Milk						
FRI – Date: Menu: Meals Planned: _____ Meals Served: Children: _____ Seconds: _____ Adults: _____ Total: _____		M/MA						
		F/V			Total:			
		G/B				Total:		
		Milk						

Instructions for Completing SFSP Food Production Record

Record the site name and week. Use a separate form for breakfast, lunch, and snacks.

Column 1 **Menu and Meal Counts:** Record the date, menu, number of meals planned, number of meals served to children, number of complete second meals served to children only, and number of meals served to adults.

Column 2 **Temps of Time/Temp Control for Safety (TCS) Foods:** Record the temperatures of potentially hazardous foods at the end of cooking and at the end of holding (as applicable). Potentially hazardous foods include meat, fish, dairy products, eggs, heat treated vegetables, pasta, rice, cut melon and tomatoes.

Column 3 **Foods Used to Meet Requirements:** Record the menu ingredients which contribute to the meal pattern requirements in the appropriate component category.

Component Amounts to Meet Requirements—

Column 4-a **Portion Size as Served:**

- If the menu item has a CN label, record the portion size and “CN”. For example “.25 cup, CN”
- If the menu item has a manufacturer’s product analysis, record the portion size and “PA”. For example, “.25 cup, PA”
- Otherwise, refer to SFSP Yield Charts 1, 2 and 3 to determine the quantity of the food needed to meet each component requirement. For example, 2.8 ounces of raw ground beef is needed to provide 2 ounces of cooked meat/meat alternate (M/MA); 1.7 ounces of frozen green peas are needed to provide .25 cup of vegetable (F/V); .9 ounces of dry pasta is needed to provide 1 unit grain/bread (G/B). Record the amount of product needed to meet all or part of the meal component requirement.

Column 4-b **Component Contribution:** Record the component yield for each ingredient listed in column 4-a. As in the examples above, the ground beef yields 2 ounces of meat/meat alternate, the peas yield .25 cup of fruit/vegetable and the pasta yields 1 unit of grain/bread. The total of each component in this column must equal the component requirement for the meal being served. If the meal component requirement is not met, additional foods must be added to the menu

Column 5 **Purchase Units Needed to Meet Requirements:** To determine the total amount of product needed for all meals served, multiply the number of meals planned times the component portion listed in Column 4-a. The result is the amount of food needed to meet the meal component requirements. For example, it requires 2.8 ounces of raw ground beef per serving to provide 2 ounces of cooked meat/meat alternate. If 20 meals are planned: 20 meals (x) 2.8 oz. raw ground beef = 56 oz. raw ground beef. 56 oz. ÷ 16 oz. = 3.5 lbs. raw ground beef.

Column 6 **Amount Prepared:** Record the amount of the food actually prepared, which may vary from the amount recorded in column 5. Additional food may be prepared in order to serve seconds, larger portions or when more meals are served than were originally planned.

Column 7 **Amount Leftover:** Record the approximate amount leftover. Very small amounts can be recorded as “none”.