

# Menu Planning and Production Record

## Instructions

**General Information:** The production record is required to document all breakfasts and lunches claimed for reimbursement in the National School Lunch and School Breakfast Programs. Complete a separate production record for each preparation site. If the preparation site serves meals to students from more than one age/grade group, a separate production record should be used for each age/grade group served. One production record may be completed for grades K-8 if menus are planned to meet the overlapping requirements. The production record component information should be completed prior to meal production to document that the menu meets all component requirements. Following meal service, the number of meals served and actual amounts prepared/leftover should be recorded.

Section	Instructions
<b>Date:</b>	Record the date the menu is to be served.
<b>Preparations Site:</b>	Record the name of the preparation site.
<b>Age/Grade Group:</b>	Record grade group or age range served.
<b>Offer:</b>	Record whether the school uses the offer method for meals. If yes, record which grades in which offer is implemented.
<b>Number of Meals Planned and Served:</b>	<ul style="list-style-type: none"><li>• Prior to meal service, record the number of breakfasts and lunches planned for students, adults and the total number. Include all anticipated adult meals that will be served to food service staff and other adults.</li><li>• After the meals are served, record the number of breakfasts and lunches actually served to students, adults and the total number. The adult meals served should include food service workers and other adults that were served the meal.</li></ul>
<b>Menu Items and Condiments:</b>	<p>Record the menu for breakfast and lunch, listing all items served and their recipe or product number if applicable. Note the following guidelines:</p> <ul style="list-style-type: none"><li>• Record each menu item that is served as part of the reimbursable student meal. A recipe and Component Contribution form or Single Ingredient Recipe should be on file for all menu items that contribute to the component requirements.</li><li>• List all condiments that are served with reimbursable student meals on a separate line (e.g. jelly, ranch dressing, margarine, catsup).</li><li>• Do NOT list menu items that are served only ala carte or menu items served only to adults.</li><li>• Record pre-plated salad plates and salad/theme bars as a menu item. Assure that a recipe is on file that indicates the ingredients and the component information.</li></ul>
<b>HACCP Process #</b>	Record the HACCP Process number for each menu item.
<b>Serving Size/Utensil:</b>	<p>Record the serving size/utensil for each item. Use the following recommendations for recording serving sizes:</p> <ul style="list-style-type: none"><li>• If a food is served with a scoop, record the scoop size (e.g. #8, #12, #16).</li><li>• If a food is served with a spoodle, record the spoodle size. (e.g. 2-oz spdl., 3-oz spdl.) .</li><li>• If a food is served with a measuring cup or spoon, record serving size in cups (e.g. ¼ cup, ½ cup).</li><li>• If a food is not measurable by volume, such as French fries, carrot sticks, tossed salad, etc., record serving weight in ounces.</li></ul>

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Section	Instructions
<b>Serving Size/Utensil:</b> (Continued)	<ul style="list-style-type: none"> <li>• If a food is served by individual piece, record the portion size or number of each. (e.g. margarine, PC, 5 gm.; pineapple slices, 2 slices; Potato Triangle, 1 each; Tater Tots, 8 each; chicken nuggets, 6 each).</li> <li>• For cakes or cut casseroles such as lasagna, record the piece size (e.g. 1.5" x 2") or the cuts per pan (e.g. 5 x 7 cut).</li> <li>• For items students self-serve, record the serving size as listed on the recipe. Record the serving utensil used, cuts per pan, number of pieces per serving, or average portion weight in ounces.</li> <li>• For food bars/salad bars, list the serving size as self-serve or "SS".</li> <li>• If condiments are pre-portioned, list the portion size (1/2 oz., 5 gm., 9 gm.). If bulk condiments are used, leave the portion size blank.</li> </ul>
<b>Temperatures</b>	<ul style="list-style-type: none"> <li>• Record the temperatures of all hot items after cooking, start of service, and end of service.</li> <li>• Record the temperatures of all cold potentially hazardous food items at the start of service and end of service.</li> </ul>
<b>Component Contributions:</b>	<p>Record the component contributions for each menu item as indicated on the recipes' Component Contribution Forms or the Single Ingredient Recipe Form.</p> <ul style="list-style-type: none"> <li>• Do not record component information for condiments.</li> <li>• If a salad bar is available, the calculated component information for standard ingredients offered every day should be recorded. When the salad bar includes other items not served each day, list each additional salad bar item separately on the lines following the "Salad Bar" entry.</li> </ul>
<b>Component Totals:</b>	<p>Total the component information for breakfasts and lunches to make sure requirements are met for each day and for each week.</p> <ul style="list-style-type: none"> <li>• <b>Breakfast Component Total:</b> Total only those menu items offered at breakfast. Assure the breakfast component requirements are met each day for each breakfast meal choice.</li> <li>• <b>Lunch Component Total:</b> Total only those menu items offered at lunch. Assure the lunch component requirements are met each day for each lunch meal choice.</li> <li>• <b>Weekly Lunch Components:</b> On the last day of each week, total and record the weekly lunch components. Assure that the minimum weekly requirements are met for fruits, total vegetables, and each vegetable subgroup. Assure that the total for meat/meat alternate and grain/bread components is within the minimum and maximum range. If choices are offered, use the lowest component yield information for each day to determine minimum range and the highest component yield information for each day to determine the maximum range when computing total weekly components.</li> </ul>
<b>Amounts Prepared:</b>	<p>Measure and record the amount prepared for each menu item by weight, volume or count.</p> <ul style="list-style-type: none"> <li>• Fruits, vegetables or condiments: List by the number of pounds, the number of #10 cans, number of gallons, etc.</li> <li>• Individually portioned entrees, breads, rolls, cookies, etc: List by number of pounds, cases, and/or pieces.</li> <li>• Cakes or casseroles served by piece: List by number of pans and the number of pieces per pan.</li> <li>• Entrees prepared on site: List the pounds of meat, pasta, cans of sauce, etc.</li> </ul>
<b>Amount Leftover:</b>	<p>Record the approximate amount leftover. Very small amounts can be entered as "none".</p>
<b>Production Notes:</b>	<p>If an unusual amount of food is prepared, consumed, left over or short, explain why (e.g. 40 students absent).</p>

### Production Record

Date: \_\_\_\_\_

Preparation Site: \_\_\_\_\_

Offer? Yes \_\_\_ No \_\_\_

Grades \_\_\_\_\_

BREAKFAST			
	Age/grade Group	Meals Planned	Meals Served
STUDENT MEALS			
ADULT MEALS			
TOTAL MEALS			

LUNCH			
	Age/Grade Groups	Meals Planned	Meals Served
STUDENT MEALS			
ADULT MEALS			
TOTAL MEALS			

MENU ITEMS AND CONDIMENTS	HACCP PROCESS #	SERVING SIZE/UTENSIL	TEMPERATURES			Component Contributions										AMOUNT PREPARED	AMOUNT LEFTOVER	PRODUCTION NOTES
			After Cook	Start of Service	End of Service	M/MA	G/B	Fruit	Dark Green Veg	R/O Veg	Legumes	Starchy Veg	Other Veg	Additional Veg	Total Veg			
<b>Daily Breakfast Component Totals</b>																		Notes:
<b>Daily Lunch Component Totals</b>																		
<b>Weekly component Totals</b>																		