

# SFS-6 PRODUCTION RECORDS



# ABBREVIATIONS

**CNP- Child Nutrition Program**

**NSLP- National School Lunch Program**

**SFS- School Food Service**

**USDA- United States Department of Agriculture**



# Training Goals

- To educate the participant about what a Food Production Record is and its importance in the NSLP
- To provide instruction on how to accurately complete a Food Production Record



# What is a Food Production Record?

**A source document that validates a reimbursable meal was provided to participants of the NSLP/SBP. A food production record is required for every meal prepared and served within the program.**



# Purpose of a Food Production Record

- Provides written documentation that a reimbursable meal was prepared and served in accordance with the guidelines set forth by the NSLP
- May be used for keeping inventory records\*
- Serves as back-up documentation for meal counting and claiming.

\*Inventory records are usually maintained separately from Production Records



# Purpose of a Food Production Record

**Provides details about:**

- **Numbers and types of meals planned and served on a specific date**
- **The age/grade group for whom the meal is prepared**
- **Information about any spoiled or stolen food items**
- **The school site and manager's name**



# Purpose of a Food Production Record

## Provides details about Menu items

- The name of the item
- The component category of the item
- Number of portions planned
- Quantity of items or ingredients prepared
- Portion Sizes of the item and/or the contribution to the component requirement



The name of the item  
The component category of the item  
Number of portions planned  
Quantity of items or ingredients prepared  
Portion sizes of the item and/or the contribution  
to the component requirement

# Purpose of a Food Production Record

**Provides details about:**

**USDA food items**

**Extra menu items sold**

**Count or quantity of leftovers**

**Disposition of leftovers**



Provides details about:  
USDA food items  
Extra menu items sold  
Count or quantity of leftovers  
Disposition of leftovers



# How to Complete a Food Production Record

Information about the students and adults for whom the meal is prepared is reported in the top left section of the report.

- The number of meals planned is recorded before the meal is prepared.

<b>GRADE GROUPINGS:</b> K-5   6-8   K-8   9-12 (CIRCLE ONE)	<b>SITE INFORMATION</b>
<b>NUMBER OF MEALS:</b> <u>    </u> / <u>    </u> <b>PLANNED / SERVED</b>	<b>SCHOOL:</b> _____
<b>STUDENT MEALS:</b> _____ / _____ <small>(First Meals Only)</small>	<b>DATE:</b> _____
<b>ADULTS/TEACHERS:</b> _____ / _____ <small>(School Employees)</small>	<b>MANAGER NAME/SIGNATURE:</b> _____
<b>SFS STAFF:</b> _____ / _____ <small>(Cafeteria Employees)</small>	<b>NOTES</b> _____
<b>AT-COST/2<sup>ND</sup> MEALS:</b> _____ / _____ <small>(Visitors and 2<sup>nd</sup> Meals)</small>	_____
<b>TOTAL MEALS SERVED</b> _____ / _____ <b>Plate Count:</b> _____	_____

- The number of meals served is recorded after the meal is served.
- The plate count should be the same as the total number of total meals served



# How to Complete a Food Production Record

- The name of the school, the date and the name of the manager preparing the report is recorded in the top right section of the form
- Any additional information the manager wants to include may be reported in the notes section of the report

<b>GRADE GROUPINGS:</b> K-5   6-8   K-8   9-12 (CIRCLE ONE)	<b>SITE INFORMATION</b>
<b>NUMBER OF MEALS:</b> <u>PLANNED</u> / <u>SERVED</u>	<b>SCHOOL:</b> _____
<b>STUDENT MEALS:</b> _____ / _____ <small>(First Meals Only)</small>	<b>DATE:</b> _____
<b>ADULTS/TEACHERS:</b> _____ / _____ <small>(School Employees)</small>	<b>MANAGER NAME/SIGNATURE:</b> _____
<b>SFS STAFF:</b> _____ / _____ <small>(Cafeteria Employees)</small>	<b>NOTES</b> _____
<b>AT-COST/2<sup>ND</sup> MEALS:</b> _____ / _____ <small>(Visitors and 2<sup>nd</sup> Meals)</small>	_____
<b>TOTAL MEALS SERVED</b> _____ / _____ <b>Plate Count:</b> _____	_____



# How to Complete a Food Production Record

<b>GRADE GROUPINGS:</b> K-5   6-8   K-8   9-12 (CIRCLE ONE) <b>NUMBER OF MEALS:</b> <u>      </u> / <u>      </u> <b>STUDENT MEALS:</b> <u>      </u> / <u>      </u> <small>(First Meals Only)</small> <b>ADULTS/TEACHERS:</b> <u>      </u> / <u>      </u> <small>(School Employees)</small> <b>SFS STAFF:</b> <u>      </u> / <u>      </u> <small>(Cafeteria Employees)</small> <b>AT-COST/2<sup>ND</sup> MEALS:</b> <u>      </u> / <u>      </u> <small>(Visitors and 2<sup>nd</sup> Meals)</small> <b>TOTAL MEALS SERVED</b> <u>      </u> / <u>      </u> <b>Plate Count:</b> <u>      </u>	<b>SITE INFORMATION</b> <b>SCHOOL:</b> _____ <b>DATE:</b> _____ <b>MANAGER NAME/SIGNATURE:</b> _____ <hr/> <b>NOTES</b> _____ <hr/> <hr/> <hr/>
<b>SPOILED OR STOLEN FOOD:</b> Attach Police Report For Stolen Food Items _____	

Food that is spoiled or stolen must be recorded in the designated section. Stolen food must be reported to the authorities and a police report attached to the Production Record.



# Sample Production Record

GRADE GROUPINGS: K-5   6-8 <b>K-8</b> 9-12 (CIRCLE ONE)		SITE INFORMATION	
NUMBER OF MEALS	PLANNED	SERVED	SCHOOL: _____
STUDENT MEALS <small>(First Meals Only)</small>	450	/	439
ADULTS/TEACHERS <small>(School Employees)</small>	20	/	15
SFS STAFF: <small>(Cafeteria Employees)</small>	10	/	10
AT-COST/2 <sup>ND</sup> MEALS <small>(Visitors and 2<sup>nd</sup> Meals)</small>	20	/	12
<b>TOTAL MEALS</b>	<b>500</b>	<b>/</b>	<b>476</b> Plate Count: <b>476</b>
		DATE: _____	
		MANAGER: _____	
		SIGNATURE: _____	
		NOTES: _____	
		_____	
		_____	



# Food Production Record: The Planning Section

## Column 1

The Number of Portions Planned

## Column 2

Menu Item, Recipe # or CN #

PLANNING SECTION- Complete BEFORE Me	
1. # of Portions Planned (Incl. students, adults, & extra sales)	2. Menu Item, Recipe #, CN # or Product Name (e.g. Spaghetti/ USDA D-35 or Chicken Nuggets # 005261)
	<u>Meat/Meat Alt.</u>
500	Chicken Nuggets CN#12345 (2 M/MA)
	<u>Fruit</u>
300	Fresh Apple Wedges



# Food Production Record: The Planning Section

Column 3  
USDA

Column 4  
Portion Size/Amount

2. Menu Item, Recipe #, CN # or Product Name {e.g. Spaghetti/ USDA D-35 or Chicken Nuggets # 005261}	3. U S D A	4. Portion Size/ Amount {e.g. ½ c. or 5 ea. /2 oz.}
Chicken Nuggets		5 ea
CN#12345 (2 M/MA)		
Fresh Apple Wedges		¾ cup



# Food Production Record: Documentation Section

**Column 5**

**Total Quantity/ Number  
of Purchase Units Prepared**

**Column 6**

**Extras Sold**

Menu Item, Recipe #, CN # or Product Name {e.g. Spaghetti/ USDA D-35 or Chicken Nuggets # 005261}	Total Quantity / No. of Purchase Units Prepared {For Ex. - 3 cs. / 96 ct. ea. 2 # 10 cans / 20 lbs.}	Extras Sold
Chicken Nuggets CN#12345 (2 M/MA)	94 lbs	2
Fresh Apple Wedges	57-3/4 lbs	



# Food Production Record: Documentation Section

## Column 7

-Number of Portions/  
Quantity Leftover

-Disposition of Leftovers

2. Menu Item, Recipe #, CN # or Product Name {e.g. Spaghetti/ USDA D-35 or Chicken Nuggets # 005261}	7. Number Portions/ Total Quantity Leftover & Code {refer to guidance for codes}	
	Portions Leftover	L/O Code
Chicken Nuggets CN#12345 (2 M/MA)	22	D
Fresh Apple Wedges	75	SND





# Food Production Record: Documentation Section

## Column 8 Food Temperatures

1. # of Portions Planned {Incl. students, adults, & extra sales}	2. Menu Item, Recipe #, CN # or Product Name {e.g. Spaghetti/ USDA D-35 or Chicken Nuggets # 005261}	8. Menu Item Temperatures	
		START	END
<u>Meat/Meat Alt.</u>			
500	Chicken Nuggets	168	140
	CN#12345 (2 M/MA)		
<u>Fruit</u>			
300	Fresh Apple Wedges	40	41



# Food Production Record: Vegetable Sub-Groups

The Vegetable Component is separated into 5 sub-groups:

DG-Dark Green

R/O-Red/Orange

B/P- Beans/Peas/Legumes

S-Starchy

O-Other



Vegetable	Sub Group			
380	S	WK Corn	X	½ cup
		(Recipe #I-99)		
275	O	Green Beans		½ cup
		(Recipe #I-201)		

# Food Production Record: Grains

Place an X or check mark in the box next to items that are Whole Grain or Whole Grain Rich

<u>Br/Grain</u>	w/g			
	X	Chicken Nuggets		
		CN#12345 (1 B/G)		



# Questions?

