

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



Purpose of a Food Production Record

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.

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

- 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

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



How to Complete a Food Production Record

GRADE GROUPINGS: K-5 6-8 K-8 9-12 (CIRCLE ONE) NUMBER OF MEALS: <u>PLANNED</u> / <u>SERVED</u> STUDENT MEALS: _____ / _____ <small>(First Meals Only)</small> ADULTS/TEACHERS: _____ / _____ <small>(School Employees)</small> SFS STAFF: _____ / _____ <small>(Cafeteria Employees)</small> AT-COST/2ND MEALS: _____ / _____ <small>(Visitors and 2nd Meals)</small> TOTAL MEALS SERVED _____ / _____ Plate Count: _____	SITE INFORMATION SCHOOL: _____ DATE: _____ MANAGER NAME/SIGNATURE: _____ NOTES _____ _____ _____ _____
SPOILED OR STOLEN FOOD: 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 K-8 9-12 (CIRCLE ONE)		SITE INFORMATION	
NUMBER OF MEALS	PLANNED / SERVED	SCHOOL:	ABC School
STUDENT MEALS <small>(First Meals Only)</small>	450 / 439	DATE:	May 15, 2017
ADULTS/TEACHERS <small>(School Employees)</small>	20 / 15	MANAGER:	Sue Brown
SFS STAFF: <small>(Cafeteria Employees)</small>	10 / 10	SIGNATURE:	<i>Sue Brown</i>
AT-COST/2ND MEALS <small>(Visitors and 2nd Meals)</small>	20 / 12	NOTES:	Very popular meal. High participation
TOTAL MEALS	500 / 476	Plate Count:	476



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?

