

## Food Production Records Instructions for Central Kitchen, Receiving Kitchen, and Onsite

### Instructions: Daily Food Production Records—Central Kitchen

Fill in the numbered boxes using the directions provided for each number.

Box #	Label	Directions
1.	CE	<ul style="list-style-type: none"> <li>▪ Enter the name of your contracting entity (CE).</li> </ul>
2.	School	<ul style="list-style-type: none"> <li>▪ Record the name of the school.</li> </ul>
3.	Meal Preparation Site	<ul style="list-style-type: none"> <li>▪ List the name of the food preparation site if the food served at the school is prepared at another location.</li> </ul>
4.	Meal Service	<ul style="list-style-type: none"> <li>▪ Check the meal that the menu is for breakfast, lunch or snack.</li> </ul>
5.	Food Based	<i>No action needed for this field.</i>
6.	Date	<ul style="list-style-type: none"> <li>▪ Record the date the food will be served.</li> </ul>
7.	Food Item Meat/Meat Alternate	<ul style="list-style-type: none"> <li>▪ List all the Meat/Meat Alternate (M/MA) food items to be served.</li> </ul>
8.	Food Item Vegetable	<ul style="list-style-type: none"> <li>▪ List all the Vegetable (V) food items to be served. <i>For Example: broccoli-frozen, mashed potatoes flakes</i></li> </ul>
9.	Food Item Fruit	<ul style="list-style-type: none"> <li>▪ List all the Fruit (F) food items to be served. <i>For Example: apples-whole, fruit cocktail in light syrup</i></li> </ul>
10.	Food Item Grains	<ul style="list-style-type: none"> <li>▪ List all the Grains (G) food items to be served.</li> </ul>
11.	Food Item Milk	<ul style="list-style-type: none"> <li>▪ List Milk (M) choices. <i>Two different milk choices must be offered at lunch and at breakfast.</i></li> </ul>
12.	Food Item Other(s)/Condiments	<ul style="list-style-type: none"> <li>▪ List all other(s)/Condiments served such as mayo, mustard, and ketchup.</li> </ul>
13.	Meal Contribution	<ul style="list-style-type: none"> <li>▪ Include the amount of                             <ul style="list-style-type: none"> <li>– Meat/Meat Alternate (M/MA) in ounce equivalents (oz. eq.)</li> <li>– Grains (G) in oz. eq.</li> <li>– Vegetable (V) in cups</li> <li>– Fruit (F) in cups</li> <li>– Milk (M) in ounces or ½ pints</li> </ul> </li> <li>▪ Record contribution for each age group. <i>This information is found on CN labels, the Food Buying Guide, and USDA recipes.</i> <i>For Example: 1½ M/MA, 2 G, ½ c F</i></li> </ul>
14.	Recipe #	<ul style="list-style-type: none"> <li>▪ List the recipe number. A recipe number must be listed if two or more ingredients are used. <i>(NOTE: If a recipe number is not used and the Food Buying Guide does not have a yield for the food item, the CE must have a CN label or product analysis on file.)</i></li> </ul>

15.	Age/Grade Group	<p><i>The Age/Grade Group fields to be served are prepopulated. <u>Age/grade group K-12 is only applicable for breakfast.</u></i></p> <ul style="list-style-type: none"> <li>▪ Ensure the correct number of portions and portion sizes are served to meet the meal pattern requirements for each age/grade group.<sup>1</sup></li> </ul>
16.	Number of Portions	<ul style="list-style-type: none"> <li>▪ Indicate the number of portions planned based on the meal. <i>For Example: 100, 300, etc., for each age/grade group the meal is being prepared for.</i></li> </ul>
17.	Portion Sizes	<ul style="list-style-type: none"> <li>▪ Describe clearly the contribution to the school meal patterns for all age/grade groups, adults and any a la carte served: <ul style="list-style-type: none"> <li>– Meat/Meat Alternate (M/MA) in weight</li> <li>– Vegetable (V) in cups or scoop sizes indicating volume</li> <li>– Fruit (F) in cups or scoop sizes indicating volume</li> <li>– Grains (G) each or by weight</li> </ul> </li> <li>▪ Define portion size as it is served on the plate.</li> </ul>
18.	Total Amount Prepared	<ul style="list-style-type: none"> <li>▪ Using the <i>Food Buying Guide</i>, the portion size and the total number of portions needed, determine the actual amount required to prepare for <u>all the age/grade groups listed</u>.</li> <li>▪ Indicate total amounts of food prepared in pounds/ounces, # 10 cans. <i>When in doubt as to how to list a particular food with regard to purchase units, refer to the USDA Food Buying Guide, Revised 2001, column 2 entitled Purchase Units.”</i> <i>When sending 4” pans, indicate how many pans are used and how many servings each pan yields i.e., 3 pans (100 servings/pan).</i> <i>Any leftover foods used in meal preparation should be included in this column.</i></li> </ul>
19.	Quantity Sent to	<ul style="list-style-type: none"> <li>▪ Fill in the name of the satellite location(s) to which food is sent.</li> <li>▪ Record the total amount of food sent to the each satellite location(s) prepared for. <i>If sending #10 cans, please record how many #10 cans were sent. Use the food buying guide unit listed in column #2.</i></li> <li>▪ Use the largest possible measure for the food item possible such as gallons rather than ½ pan.</li> <li>▪ Refer to the recipe for correct weight/measures required for number of portions to be delivered. <i>Adult/a la carte serving amounts should be included in amounts delivered.</i></li> </ul>

**Sack lunch** components must be listed on the Food Production Records if claimed for reimbursement.

<sup>1</sup> See ARM Sections 8, 8N, and 9 for additional information on required meal patterns.

## Instructions: Daily Food Production Records—Receiving Kitchen

Fill in the numbered boxes using the directions provided for each number.

Box #	Label	Directions
1.	CE	<ul style="list-style-type: none"> <li>Enter the name of your contracting entity (CE).</li> </ul>
2.	School	<ul style="list-style-type: none"> <li>Record the name of the school.</li> </ul>
3.	Meal Preparation Site	<ul style="list-style-type: none"> <li>List the name of the food preparation site if the food served at the school is prepared at another location.</li> </ul>
4.	Meal Service	<ul style="list-style-type: none"> <li>Check the meal that the menu is for breakfast, lunch or snack.</li> </ul>
5.	Food Based	<i>No action needed for this field.</i>
6.	Students Served	<ul style="list-style-type: none"> <li>Enter the total number of students to be served for the day the meal is being prepared.</li> </ul>
	Adults Served	<ul style="list-style-type: none"> <li>Enter the total number of adults to be served for the day the meal is being prepared.</li> </ul>
	Total Served	<ul style="list-style-type: none"> <li>Enter the total number of students and adults to be served for the day the meal is being prepared.</li> </ul>
7.	Date	<ul style="list-style-type: none"> <li>Record the date the food will be served.</li> </ul>
8.	Offer Versus Serve	<ul style="list-style-type: none"> <li>Indicate whether the school has offer versus serve.</li> </ul>
9.	Food Item Meat/Meat Alternate	<ul style="list-style-type: none"> <li>List all the Meat/Meat Alternate (M/MA) food items to be served.</li> </ul>
10.	Food Item Vegetable	<ul style="list-style-type: none"> <li>List all the Vegetable (V) food items to be served. <i>For Example: broccoli-frozen, mashed potatoes flakes</i></li> </ul>
11.	Food Item Fruit	<ul style="list-style-type: none"> <li>List all the Fruit (F) food items to be served. <i>For Example: apples-whole, fruit cocktail in light syrup</i></li> </ul>
12.	Food Item Grains	<ul style="list-style-type: none"> <li>List all the Grains (G) food items to be served.</li> </ul>
13.	Food Item Milk	<ul style="list-style-type: none"> <li>List Milk (M) choices. <i>Two different milk choices must be offered at lunch and at breakfast.</i></li> </ul>
14.	Food Item Other(s)/Condiments	<ul style="list-style-type: none"> <li>List all other(s)/Condiments served such as mayo, mustard, and ketchup.</li> </ul>
15.	Meal Contribution	<ul style="list-style-type: none"> <li>Include the amount of                             <ul style="list-style-type: none"> <li>Meat/Meat Alternate (M/MA) in ounce equivalents (oz. eq.)</li> <li>Grains (G) in oz. eq.</li> <li>Vegetable (V) in cups</li> <li>Fruit (F) in cups</li> <li>Milk (M) in ounces or ½ pints</li> </ul> </li> <li>Record contribution for each age/grade group.<sup>1</sup> <i>This information is found on CN labels, the Food Buying Guide, and USDA recipes. For Example: 1½ M/MA, 2 G, ½ c F</i></li> </ul>

16.	Recipe #	<ul style="list-style-type: none"> <li>▪ List the recipe number. A recipe number must be listed if two or more ingredients are used. <i>(NOTE: If a recipe number is not used and the Food Buying Guide does not have a yield for the food item, the CE must have a CN label or product analysis on file.)</i></li> </ul>
17.	Age/Grade Group	<p><i>The Age/Grade Group fields to be served are prepopulated. <u>Age/grade group K-12 is only applicable for breakfast.</u></i></p> <ul style="list-style-type: none"> <li>▪ Ensure the correct number of portions and portion size are served to meet the meal pattern requirements for each age/grade group.<sup>1</sup></li> </ul>
18.	Number of Portions	<ul style="list-style-type: none"> <li>▪ Indicate the number of portions planned based on the meal. <i>For Example: 100, 300, etc., for each age/grade group the meal is being prepared for.</i></li> </ul>
19.	Portion Sizes	<ul style="list-style-type: none"> <li>▪ Describe clearly the contribution to the school meal patterns for all age/grade groups, adults and any a la carte served:               <ul style="list-style-type: none"> <li>– Meat/Meat Alternate (M/MA) in weight</li> <li>– Vegetable (V) in cups or scoop sizes indicating volume</li> <li>– Fruit (F) in cups or scoop sizes indicating volume</li> <li>– Grains (G) each or by weight</li> </ul> </li> <li>▪ Define portion size as it is served on the plate. <i>For Example: 1 hamburger patty, not 2.0 eq.oz.</i></li> </ul>
20.	Total Amount Received	<ul style="list-style-type: none"> <li>▪ Indicate total amounts of food received in pounds/ounces, #10 cans, quarts, gallons, or number of pans with the number of servings defined.</li> </ul>
21.	Leftover	<ul style="list-style-type: none"> <li>▪ Record the total amount leftover for each menu item served.</li> <li>▪ List amounts in the same manner as reported in Column 19. <i>For Example: 5 ¼ cups, 7 – 2 oz., 18 ½ pints, etc.</i></li> </ul>
22.	Comments	<p><i>Optional</i></p> <ul style="list-style-type: none"> <li>▪ Include such information as serving temperature, weather factor, product acceptability, equipment schedule, \$ of servings served per food item, cost per food item, etc. <i>For Example: leftovers in cooler, serve at breakfast, 49 patties leftover due to unannounced field trip, a la carte-sold out, bakers needs to prepare main dish, etc.</i></li> </ul>

**Sack lunch** components must be listed on the Food Production Records if claimed for reimbursement.

## Instructions: Daily Food Production Records—Onsite Production

Fill in the numbered boxes using the directions provided for each number.

Box #	Label	Directions
1.	CE	<ul style="list-style-type: none"> <li>Enter the name of your contracting entity (CE).</li> </ul>
2.	School	<ul style="list-style-type: none"> <li>Record the name of the school.</li> </ul>
3.	Meal Preparation Site	<ul style="list-style-type: none"> <li>List the name of the food preparation site if the food served at the school is prepared at another location.</li> </ul>
4.	Meal Service	<ul style="list-style-type: none"> <li>Check the meal that the menu is for breakfast, lunch or snack.</li> </ul>
5.	Food Based	<i>No action needed for this field.</i>
6.	Students Served	<ul style="list-style-type: none"> <li>Enter the total number of students to be served for the day the meal is being prepared.</li> </ul>
	Adults Served	<ul style="list-style-type: none"> <li>Enter the total number of adults to be served for the day the meal is being prepared.</li> </ul>
	Total Served	<ul style="list-style-type: none"> <li>Enter the total number of students and adults to be served for the day the meal is being prepared.</li> </ul>
7.	Date	<ul style="list-style-type: none"> <li>Record the date the food will be served.</li> </ul>
8.	Offer Versus Serve	<ul style="list-style-type: none"> <li>Indicate whether the school has offer versus serve.</li> </ul>
9.	Food Item Meat/Meat Alternate	<ul style="list-style-type: none"> <li>List all the Meat/Meat Alternate (M/MA) food items to be served.</li> </ul>
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22.	Comments	<p><i>Optional</i></p> <ul style="list-style-type: none"> <li>▪ Include such information as serving temperature, weather factor, product acceptability, equipment schedule, \$ of servings served per food item, cost per food item, etc. <i>For Example: leftovers in cooler, serve at breakfast, 49 patties leftover due to unannounced field trip, a la carte-sold out, bakers needs to prepare main dish, etc.</i></li> </ul>

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