# Topic: Production Records

**Overview:**

Schools or School Food Authorities (SFA), as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group daily. Production records are required for all school nutrition programs including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Options (SSO) and the Afterschool Snack Program.

## **Requirements:**

* Production records must be kept for all reimbursable meals produced.
* Production records must include all information necessary to support that all meals claimed for reimbursement meet the requirements of reimbursable meals including:
* Date
* Meal Type (Breakfast, Lunch…)
* Site
* Age/grade group
* Offer vs. Serve status
* Product Information such as manufacturer item name and number, CN Label #, USDA Recipe Number, USDA Foods information
* All menu items (including menu substitutions, extra foods, condiments, milk, and milk substitutes)
* Planned/projected number of meals to be served (students and adults)
* Planned serving and serving size
* Meal pattern contribution for each menu item
* Number of servings offered, amount leftover, and amount served
* Total meals served (students, adults, and labor workers)

**Productions records and very important and used for:**

* Proper planning to ensure meal pattern compliance prior to the meal service.
* Documenting the quantity of food prepared is sufficient to support the total number of planned/projected meals.
* Documenting the planned portion size of each menu item.
* Documenting required daily and weekly meal pattern contribution for all meal pattern components are met.
* Aligning food prepared with the published menu, standardized recipes, and product documents.
* Forecasting, food purchasing and overall planning.
* Documenting menu items for meal accommodations and modifications.

Production records must be retained for three years after the end of the school year plus the current school year.

**Production records should be completed in two steps**

Step one, prior to meal service record:

* Date
* Site
* Age/grade group
* Offer vs. Serve status
* Planned/projected number of students and adults to be served
* Menu items
* Planned portion size
* Planned number of servings
* Meal pattern contribution of menu item

Step two, after the meal service record:

* Any changes or substitutions
* Final amounts offered
* Total amounts served
* Total amounts leftover
* Total number of meals served (Student and Adults)
* Temperature (optional)

**Helpful Resources:**

* [Production Records Workbook for School Breakfast and Lunch](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Printable%20SBP%2C%20NSLP%2C%20and%20Salad%20Bar%20Production%20Records.xlsx)
* [ICN Production Record Training](https://theicn.docebosaas.com/learn/course/internal/view/elearning/154/production-records)

**Regulatory Reference:**

* [7 CFR 210(3)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#p-210.10(a)(3))
* [7 CFR 220(3)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-220#p-220.8(a)(3))

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**Acronym Reference** **and Definitions**

**SFA**

-CFR Code of Federal Regulation

CN Label