

PRODUCTION RECORDS FOR SCHOOL NUTRITION PROGRAMS – At A Glance

- A Production Record is part of a successful Food Service Operation.
- It is a working tool to assist the sponsor in planning, preparing, serving and documenting reimbursable meals.

- To participate in School Nutrition Programs, a sponsor must maintain records to demonstrate compliance with Program requirements. (7 CFR 210.15)
- Production Records demonstrate compliance by showing how the meals offered contribute to the required food components and food quantities for each grade group every day. (7 CFR 210.10)

To use the ODE Child Nutrition Program formatted production records, visit ODE Child Nutrition website.

Food production records must include:

*The number of reimbursable meals planned, offered and actually served.

*All menu items (or food items) planned, offered, and served including milk types(s) and condiments.

*How each menu item credits toward the meal pattern.

* Portion or serving sizes for each grade group.

| PRODUCTION RECORD | | Name of school/site: | | Date: | | | | | | | |
|--|-------------------|--|----------------------------|-----------------------|----------------------|------------------------------|---------------------|-----------------------------|----------|-------------|------------|
| 1. Grade Grouping: | | 2. Students Planned: | | 3. Students Served: | | | | | | | |
| 4. Offer vs. Serve: <input type="checkbox"/> Yes <input type="checkbox"/> No | | 5. Ala cart/adults/seconds: | | | | | | | | | |
| Food product info/ Recipe/ CN Label | Menu Item | Portion size | volume/measure | Planned Servings | Quantity to Purchase | Purchase Unit volume/measure | Offered to Students | Actually Served to Students | Leftover | Cooked Temp | Serve Temp |
| | Fruit | * = order & serve half of creditable portion shown in portion size column | | | | | | | | time temp | time temp |
| | | | Cup | | | | | | | | |
| | | | Cup | | | | | | | | |
| | | | Cup | | | | | | | | |
| | | | Cup | | | | | | | | |
| | | | Cup | | | | | | | | |
| | | 1/2 Cup Servings of Fruit Planned: | | 1/2 Cup Fruit Served: | | | | | | | |
| | | Total 1 Cup Servings of Fruit Planned: | | 1 Cup Fruit Served: | | | | | | | |
| | Vegetables | Food Buying Guide Calculator for Child Nutrition Programs | | | | | | | | | |
| | Dark Green | ** = order & serve twice the creditable portion shown in portion size column | | | | | | | | | |
| | | | Cup | | | | | | | | |
| | | | Cup | | | | | | | | |
| | | | Cup | | | | | | | | |
| | Red/Orange | | Cup | | | | | | | | |
| | | | Cup | | | | | | | | |
| | Entrees | oz equiv Grains | oz equiv Whole Grains rich | oz equiv M/MA | Planned Servings | volume/measure | Offered to Students | Actually Served to Students | Leftover | Cooked Temp | Serve Temp |
| | | | | | | | | | | time temp | time temp |

*Recipes used (recipe or reference number); Brand names, CN label, and identification numbers of commercially prepared food products.

*The number of a la carte, adult, and/or other non-reimbursable meals served.

* Documentation of substitutions and/or leftovers.

- If sponsors wish to develop their own production record form, it must include the required information (listed on the previous page) to meet program regulations, document reimbursable meals and communicate essential production information.
- The production record starts with the menu planner. The menu is planned to meet the meal pattern and each food item and its serving size is recorded on the production record.
- The amounts of food required are planned by the menu planner in order to assure that sufficient food is ordered for all students to have access to each food component.
- The person in charge of meal preparation plans the amount to be prepared and offered to students based on student preferences and Offer vs. Serve requirements.

Helpful Production Record Hints:

- **Start completing the Production Record when menus are planned** – this will be a second check that meals are meeting the meal pattern requirements and will give the person responsible for ordering enough time to be sure all food items are available in sufficient quantity for the meal service.
- **Enter complete food item information** – be certain that the people responsible for preparing and serving the food know exactly what products and recipes to use and how much to serve.
- **Cycle Menus** – The planning section of the Production Record is easier to complete for sponsors following a cycle menu.
- **Day of Service** – completely fill out Production Records every day. Don't wait until later. The information needs to accurately reflect what was prepared and served to students each day.
- **Document vegetable sub-groups** – indicate the subgroup for all vegetables planned and served.
- **Completed Production Records** – use previous records to assist in planning for future meals. They can help determine student preferences, amount of food to order and prepare.

Use Production Records for a successful food service operation!