Manager’s Corner

Production Records

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Code: 2100 Food Production
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The University of Mississippi

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Improve the operation of child nutrition programs through research, education and training, and information dissemination.

VISION
Lead the nation in providing research, education, and resources to promote excellence in child nutrition programs.

MISSION
Provide relevant research-based information and services that advance the continuous improvement of child nutrition programs.

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Manager’s Corner: Production Records

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**FOOD PRODUCTION – 2100**

Employee will be able to effectively utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from standardized recipes, including those for special diets.

2120 – Complete a food production record and other required paperwork.

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**Introduction**

*Manager’s Corner: Production Records* is designed for managers to use in training their staff. Each lesson is roughly 15 minutes. *Manager’s Corner: Production Records* provides a method for empowering managers to train their staff. This lesson plan contains the following:

- learning objective,
- statement explaining the importance of the topic,
- list of materials,
- instructions on how to present the information,
- questions to ask staff, and
- an activity to strengthen or refresh the knowledge of the staff.
Objective: Identify the required information and the benefits of production records.

Why it is important: The production record is used to document that reimbursable meals were served. Additionally, production records supply a wealth of information for forecasting products, purchasing foods, controlling waste, and identifying popular and not so popular menu items. Production records are part of the Administrative Review process.

Materials included in this document:
- District’s Production Record
- Required Information for School Meals Production Record Handout
- Sample Daily Menu Production Record Handout

Instruction:
Ask the staff to answer the questions included in this training. Facilitate the activity.

Questions for the staff:
- What are some benefits of production records?
  Answer: The production record provides documentation that support meeting federal regulations. Production records also help staff identify the quantity to prepare and can help to reduce waste.

- What are the required elements of a production record used in school nutrition operations?
  Answer: The following elements of a production record are a USDA requirement:
  - Name of school/site
  - Grade group
  - Date
  - Menu
  - Menu type (lunch or breakfast)
  - OVS or Pre-plated (served) Additional information may be included on production records.
  - Planned (projected) number of student meals – provides an estimate of planned (projected) student meals for the specified grade group
  - Actual number of student meals offered (prepared) – provides the total number of student meals offered (prepared) for the specified grade group
- Actual number of student meals selected (served) – provides the total number of student meals selected (served) for the specified grade group
- Planned (projected) number of nonreimbursable meals – the number of staff and guests
- Offered (prepared) number of nonreimbursable meals – the number of staff and guests
- Actual number of nonreimbursable meals selected (served) – provides the total number of nonreimbursable meals selected (served) for the specified school/site
- Menu/food Items – all food item choices included on the specified grade group’s menu, such as main entrees, vegetable subgroups, fruit, milk, dessert, condiments, and substitutions. For each food item, include product information such as manufacturer item name and code number, USDA Foods information, or specific information to guide preparation
- Planned (projected), offered (prepared), and selected (served) number of milk by type

**Activity Instructions:**
- Bring enough copies of your district’s production record for all staff attending the training. Ask staff to identify the required elements of a production record. At the end of the activity, refer staff to the Required Information for School Meals Production Record Handout and the Sample Daily Menu Production Record Handout
# Required Information for School Meals Production Record Handout

<table>
<thead>
<tr>
<th>Production Record</th>
<th>Information</th>
</tr>
</thead>
</table>
| **Basic Information** | Name of school/site  
| | Grade group  
| | Date  
| | Menu  
| | Menu type (lunch or breakfast)  
| | OVS or Pre-plated (served) |
| **Reimbursable meals** | Planned (projected) number of student meals – provides an estimate of planned (projected) student meals for the specified grade group  
| | Actual number of student meals offered (prepared) – provides the total number of student meals offered (prepared) for the specified grade group  
| | Actual number of student meals selected (served) – provides the total number of student meals selected (served) for the specified grade group |
| **Nonreimbursable meals** | Planned (projected) number of nonreimbursable meals – the number of staff and guests  
| | Offered (prepared) number of nonreimbursable meals – the number of staff and guests  
| | Actual number of nonreimbursable meals selected (served) – provides the total number of nonreimbursable meals selected (served) for the specified school/site |
| **All Menu Items Listed** | Menu/food Items – all food item choices included on the specified grade group’s menu, such as main entrees, vegetable subgroups, fruit, milk, dessert, condiments, and substitutions. For each food item, include product information such as manufacturer item name and code number, USDA Foods information, or specific information to guide preparation  
| | Planned (projected), offered (prepared), and selected (served) number of milk by type – fat-free unflavored, fat-free chocolate or other flavors, 1% low-fat unflavored, 1% low-fat chocolate or other flavors |
| **Recipe/Product Number** | Recipe ID/product ID number – standardized recipe number (USDA or your local recipe number) or product  
| | ID number |
### Required Information for School Meals Production Record Handout, continued

<table>
<thead>
<tr>
<th>Production Record</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Portion Size</strong></td>
<td>- <em>Portion size for the specified grade group</em> – specific unit of measure: scoop number, measuring cup amount, each, ladle or spoodle size, etc.</td>
</tr>
<tr>
<td><strong>Reimbursable Meal Components Provided by Portion Size</strong></td>
<td>- <em>Meats/meat alternates</em> in ounce equivalent (oz eq)</td>
</tr>
<tr>
<td></td>
<td>- <em>Grains</em> in oz eq (WGR indicates whole grain-rich)</td>
</tr>
<tr>
<td></td>
<td>- <em>Fruits</em> – portion offered in volume (½ cup in sample)</td>
</tr>
<tr>
<td></td>
<td>- <em>Vegetables</em> – portion offered in volume (¼ cup in sample)</td>
</tr>
<tr>
<td></td>
<td>- <em>Milk</em> – portion offered in volume (1 cup in sample)</td>
</tr>
<tr>
<td><strong>Meals Planned (Projected), Offered (Prepared), Selected (Served), and Leftover</strong></td>
<td>- <em>Planned (projected) number of servings to prepare</em> – provided by menu planner using forecasting tools (reimbursable and nonreimbursable combined)</td>
</tr>
<tr>
<td></td>
<td>- <em>Planned (projected) quantity of food to use in purchase units</em> – forecasted from past production, standardized recipes and Food Buying Guide. Adjust on day-of-service, if needed</td>
</tr>
<tr>
<td></td>
<td>- <em>Actual number of servings offered (prepared)</em> – provides total number of servings prepared with any changes from planned (projected) amounts noted, as needed</td>
</tr>
<tr>
<td></td>
<td>- <em>Actual number of servings selected (served)</em> – provides total number of servings selected (served) for each food item on the menu; provides information for forecasting future meal preparation</td>
</tr>
<tr>
<td></td>
<td>- <em>Substitutions and leftovers</em> – any substitutions for the planned menu must be recorded. Record the amount of leftovers of each item and planned use (examples: chilled and refrigerated for use in future meal, freeze for future use in cycle menu, or discard)</td>
</tr>
<tr>
<td><strong>Verification Signature and Date</strong></td>
<td>- Person in charge of site reviews, verifies, signs and dates the production record, and files for future reference. Your State agency may require signed production records.</td>
</tr>
</tbody>
</table>

Adapted from USDA’s *Anatomy of a Production Record* Appendix 4.A (2018, September)
# Daily Menu Production Record — Food-Based Menu Planning

**Name of school/site:**

**Grade Group:**

**Date:**

**Menu:**

---

## Component Contributions Per Portion Size

<table>
<thead>
<tr>
<th>Menu/Food Items</th>
<th>Recipe ID/Product ID</th>
<th>Portion Size</th>
<th>Meats/Meat Alternates</th>
<th>Grains</th>
<th>Fruits</th>
<th>Vegetables</th>
<th>Milk</th>
<th>Planned (Projected Servings)</th>
<th>Planned (Projected Quantity of Food)</th>
<th>Actual Number Served (Prepared)</th>
<th>Actual Number Served (Served)</th>
<th>Substitutions, leftovers, and notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reimbursable Meals**

- Number of student meals planned (projected):
- Number of student meals offered (prepared):
- Number of student meals selected (served):

**Nonreimbursable Meals**

- Number of meals planned (projected):
- Number of meals offered (prepared):
- Number of meals selected (served):

**R = Reimbursable**

**NR = Nonreimbursable**

**T = Total**

---

**Verifier Signature**

**Date**

---

Adapted from USDA’s Anatomy of a Production Record Appendix 4A.
# Daily Menu Production Record — Food-Based Menu Planning

**Sample**

**Name of school/site**: Eagle's Nest Elementary  
**Grade Group**: K–5  
**Date**: September 20, 2018  
**Menu**: Grilled cheese sandwich or Chicken nuggets & Rice pilaf, Broccoli, Cherry tomatoes, Celery sticks, Fruit cocktail, Orange wedges, Milk: assorted fat-free & 1%

<table>
<thead>
<tr>
<th>Menu/Food Items</th>
<th>Recipe Id/ Product Id</th>
<th>Portion Size</th>
<th>Meats/Meat Alternatives</th>
<th>Grains</th>
<th>Fruits</th>
<th>Vegetables</th>
<th>Milk</th>
<th>Planned (Projected) Serving</th>
<th>Reimbursable Meals</th>
<th>Nonreimbursable Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grilled Cheese Sandwich</td>
<td>RF 32</td>
<td>1 oz</td>
<td>2 oz</td>
<td>2 oz WGR</td>
<td>24</td>
<td>24</td>
<td>48</td>
<td>36</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>XYZ Chicken Nuggets w/ WGR, 3.97 oz = 2 oz M/A, 1 oz WGR CN91220550</td>
<td>PF 4205</td>
<td>68 scoop (6 oz)</td>
<td>2 oz</td>
<td>1 oz WGR</td>
<td>30</td>
<td>5</td>
<td>35</td>
<td>5.6 lb</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>Brown Rice Pilaf, USDA recipe</td>
<td>RF 12</td>
<td>68 scoop</td>
<td>1 oz</td>
<td>1 oz WGR</td>
<td>32</td>
<td>5</td>
<td>37</td>
<td>1 gal</td>
<td>52</td>
<td>5</td>
</tr>
<tr>
<td>Steamed Broccoli Florets (RTU), dark green vegetable</td>
<td>RF 15</td>
<td>3 lb</td>
<td>6 oz spoodles</td>
<td>1/4</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Cherry Tomato (3 oz)</td>
<td>RF 11</td>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
</tr>
<tr>
<td>Apple Sauce, canned</td>
<td>RF 9</td>
<td>4 oz</td>
<td>4 oz spoodles</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Orange Wedges (134 count)</td>
<td>RF 35</td>
<td>4 oz</td>
<td>4 oz spoodles</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Enriched</td>
<td>RF 7</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Milk by type &amp; flavor</td>
<td>501</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Fat Free (unflavored)</td>
<td>501</td>
<td>1 cup</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>1% (unflavored)</td>
<td>503</td>
<td>1 cup</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**Manager Signature**: 09/20/2018  
**Verifier Signature**:  
**Date**:  

Adapted from USDA’s Anatomy of a Production Record Appendix 4A.
Anatomy of a Production Record

If you’re not clear about how to complete a production record, start by reviewing these details for each numbered item on the sample record:

**BASIC INFORMATION**
1. Name of school/site
2. Grade group
3. Date
4. Menu
5. Menu type (lunch or breakfast) and OVS or Pre-plated (served)

**REIMBURSABLE MEALS**
6. Planned (projected) number of student meals; provides an estimate of planned (projected) student meals for the specified grade group
7. Actual number of student meals offered (prepared); provides the total number of student meals offered (prepared) for the specified grade group
8. Actual number of student meals selected (served); provides the total number of student meals selected (served) for the specified grade group

**NONREIMBURSABLE MEALS**
9. Planned (projected) number of nonreimbursable meals – the number of staff and guests
10. Offered (prepared) number of nonreimbursable meals the number of staff and guests
11. Actual number of nonreimbursable meals selected (served); provides the total number of nonreimbursable meals selected (served) for the specified school/site

**ALL MENU ITEMS LISTED**
12. Menu/food items – all food items choices offered on the specified grade group’s menus, such as main entrées, vegetable subgroups, fruit, milk, dessert, condiments, and substitutions. For each food item, include product information such as manufacturer Item name and code number, USDA Foods information, or specific information to guide preparations
13. Planned (projected), offered (prepared), and selected (served) number of milk by type—fat-free, 1% low-fat unflavored, 1% low-fat chocolate or other flavors

**RECIPE/PRODUCT NUMBER**
14. Recipe ID/product ID number – standardized recipe number (USDA or your local recipe number) or product ID

**PORTION SIZE**
15. Portion size for the specified grade group – specific unit of measure: scoop number, measuring cap amount, each, ladle or spoodle size, etc.

**REIMBURSABLE MEAL COMPONENTS PROVIDED BY PORTION SIZE**
16. Meats/meat alternates in ounce equivalent (oz eq)
17. Grains in oz eq (WG indicates whole grain-rich)
18. Fruits – portion offer in volume, (% cup in sample)
19. Vegetables – portion offer in volume (% cup in sample), note that subgroup is identified in column #14
20. Milk – portion offered in volume (1 cup in sample)

**MEALS PLANNED (PROJECTED), OFFERED (PREPARED), SELECTED (SERVED), AND LEFTOVER**
21. Planned (projected) number of servings to prepare – provided by menu planner using forecasting tools (reimbursable and nonreimbursable combined)
22. Planned (projected) quantity of food to use in purchased units – forecasted from past production, standardized recipes, and Food Buying Guide. Adjust on day of service, if needed
23. Actual number of servings offered (prepared) – provided total number of servings prepared with any changes from planned (projected) amounts noted, as needed
24. Actual number of servings selected (served) – provides total number of servings selected (served) for each food item on the menu; provides information for forecasting future meal preparation
25. Substitutions and leftovers – any substitutions for the planned menu must be recorded. Record the amount of leftovers of each item and planned use (examples: chilled and refrigerated for use in future meal, freeze for future use in cycle menu, or discard)

**VERIFIER SIGNATURE & DATE**
26. Person in charge of site review, verifies, signs, and dates the production record, and files for future reference. Your State agency may require signed production records

OTHER DETAILS YOU MAY NEED OR WANT TO RECORD ARE:
- Food preparation and holding temperatures
- Specific information of value for preparation, service, and future forecasting, such as weather-related school closings, field trips, etc.
- Food Buying Guide details – source of calculations for purchase units required for total servings planned
- Additional information by your State agency or school program

The sample is one example of a production record. Use the format that best fits your programs.

Adapted from USDA’s Anatomy of a Production Record Appendix 4A
Manager’s Corner: Production Records

References


The University of Mississippi
School of Applied Sciences

800-321-3054
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