

DIRECTIONS FOR FOOD BASED MENU PRODUCTION RECORDS

HEADING

- **ACTUAL NUMBER OF MEALS SERVED**
Record the total number of reimbursable student meals by grade group and non-reimbursable meals (adult meals and student second meals) served.
- **MEAL**
Circle breakfast or lunch.
- **DATE**
Write the calendar date this menu was served.
- **SCHOOL**
Fill in school name.
- **OFFER VS. SERVE**
Check yes or no.
- **MENU PLANNING:**
Check which menu planning system is implemented.

FOOD ITEMS

List all food items used in the menu. Food items for Food Based Menu Planning are meat/meat alternate, vegetables/fruits, grains/breads, and milk. Include brand names and identification numbers of purchased prepared food items. Condiments and other foods served with the meal should also be included on production records.

QUANTITY PREPARED

Indicate the amounts of food prepared in terms of pounds/ounces, #10 cans, or recipe number. When unsure of how to list a particular food in purchase units, check to see how the food is listed in the *Food Buying Guide*.

GRADE GROUP

Record planned number of portions, portion size and actual student servings for each grade group used in your school(s). Have the following documentation available to explain the portion size:

- Standardized recipe
- Nutrition Facts Label or nutrient analysis data
- Child Nutrition (CN) label or a product analysis statement.

ACTUAL

- **A LA CARTE**
Record the actual number of a la carte items sold for each menu item.
- **ADULT SERVINGS**
Record the number of adult servings actually served.
- **LEFTOVERS**
Record the number of servings left over.

COMMENTS

Record any changes or substitutions made in the menu. Include student comments about menu items and any special circumstances or situations.

INTERNAL TEMPERATURE(S)/TIME(S)

Record the temperature(s)/time(s) of potentially hazardous food at the end of the cooking period prior to placing it on the serving line. Continue cooking if needed until it reaches the required internal temperature. If applicable, document any corrective action taken on this form or on another appropriate form. You do not need to record a second temperature if the required temperature is reached when first checked.