

DIRECTIONS FOR NUTRIENT STANDARD LUNCH MENU PRODUCTION RECORDS

HEADINGS

- ACTUAL NUMBER OF MEALS SERVED
 - Record the total number of reimbursable student meals by age/grade group and non-reimbursable meals (adult meals and student second meals) served.
- DATE
 - Write the calendar date this menu was served.
- SCHOOL
 - Fill in school name.
- OFFER VS. SERVE
 - Check yes or no.

MENU ITEMS

- Menu items include any single food or combination of foods offered as part of a reimbursable meal. Lunch menu items for Nutrient Standard and Assisted Nutrient Standard Menu Planning are entrée, side dishes, and milk. Include brand names and identification numbers of commercially prepared food items. Condiments 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*.

AGE/GRADE GROUP

- Record the number of planned portions and portion size for each age/grade group used in your school(s). Be sure that a form of documentation such as a standardized recipe, a Nutrition Facts Label or nutrient analysis data is available to explain the portion size.

ACTUAL

- A LA CARTE
 - Record the actual number of a la carte items 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.