Minnesota Department of Education

Food Production Records:

Food Production Record—Daily

This form is used by sponsors that have been approved for more than two meals and snacks served daily. Also, this record may be used by food vendors providing more than one meal to sponsor's site.

Food Production Record—Weekly

Record breakfast, lunch and one snack daily. This is the most popular food production record utilized by sponsors that prepare breakfast, lunch and PM snack on site Monday through Friday. This recording document may be used as the dated menus. (With instructions).

Food Production Record—Two Meals

This type of record is used by emergency shelters due to the uncertainty of the need for meal preparation throughout the day.

Food Production Record—Daily, Breakfast

This type of record is generally completed by the food vendor to document the total prepared breakfast items, the number of servings prepared for various groups or age levels and a portion guide for serving to participants. Commonly, the food vendor may give a copy to the sponsor with the delivery of prepared breakfast items each day. Sponsor will keep the record on file. (With instructions).

Food Production Record—Weekly, Breakfast

This style of food production record is primarily used at facilities where breakfast is prepared on site; the lunch is supplied by a food vendor who completes a food production record for the meals they are contracted to supply. The form is used by the sponsor to document breakfast items prepared on site Monday through Friday.

Food Production Record—Monthly, Breakfast

This type of record is primarily used when the sponsor prepares their own breakfast and the lunch/supper is prepared from a food vendor. For snacks the center can use dated menus.

Food Production Record—Daily, Lunch/Supper

Food vendors will typically complete this form and give to a sponsor or site staff when food is delivered each day. Sponsors will keep the records on file. Sponsors may use this type of form if they want more space to document food items prepared. (With instructions).

FOOD PRODUCTION RECORD—Daily

Date_____

Cycle Week Number/Day_____

Preparation Count or Total Number of Meals Planned_____

Breakfast Required Components	Specific Food Served	Planned Portion Size	Amount Prepared or Available
1. Grains/Breads			
2. Fruit or 100% Juice or Vegetable			
3. Milk: whole, 2%, low-fat (1%, skim)			
Additional Foods are Optional			

Preparation Count or Total Number of Meals Planned_____

Lunch/Supper Required Components	Specific Food Served	Planned Portion Size	Amount Prepared or Available
Main Dish 1. Meat/Meat Alternate			
2. Fruit or 100% Juice or Vegetable			
3. Fruit or 100% Juice or Vegetable			
4. Grains/Breads			
5. Milk: whole, 2%, low-fat (1%, skim)			
6. Additional Meat/ Alternate (Optional)			
7. Additional or Extra Foods are Optional			

****Production Records for snacks are not required, but can be a helpful planning and management tool. ****

Preparation Count or Total Number of Meals Planned_____

Lunch/Supper Required Components	Specific Food Served	Planned Portion Size	Amount Prepared or Available
Main Dish 1. Meat/Meat Alternate			
2. Fruit or 100% Juice or Vegetable			
3. Fruit or 100% Juice or Vegetable			
4. Grains/Breads			
5. Milk: whole, 2%, low-fat (1%, skim)			
6. Additional Meat/ Alternate (Optional)			

Food Production Record—Weekly Instructions

1. Write the date the menu was served, showing month, day and year.
2. Record all creditable food items served in the appropriate sections under Food Item. For a menu item such as tuna pea casserole, write each food component in the appropriate section, e.g., write tuna in the meat/meat alternate section, peas in the fruit/vegetable section, and noodles in grains/breads alternate section.
3. Enter the quantity of each food item prepared in the appropriate section under Quantity. Be specific. Use weights, measures, or numbers, e.g., beef, 10 pounds; potatoes, three pounds; milk, one gallon, etc.
4. Enter the number of children and adult servings planned for at each meal.

FOOD PRODUCTION RECORD—Weekly

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Week of: _____

	Monday Date:		Tuesday Date:		Wednesday Date:		Thursday Date:		Friday Date:	
	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity
BREAKFAST										
Milk: whole, 2%, low-fat (1%, skim)										
Juice/Fruit or Vegetable										
Grains/Breads										
Meat/Meat Alternate										
Number Meals Prepared Include Non-Participants										
LUNCH										
Milk: whole, 2%, low-fat (1%, skim)										
1. Vegetables and/or Fruits (two or more)										
2. Vegetables and/or Fruits (two or more)										
Grains/Breads										
Meat/Meat Alternate										
Number Meals Prepared Include Non-Participants										
SNACK										
Two of four components										
1.										
2.										
Number Snacks Prepared Include Non-Participants										

Food Production Record—Two Meals

DATE: _____

MENU:

Meal Type (select one): ☐ **Breakfast** ☐ **Lunch** ☐ **Supper**

Number Prepared For: ____ **Children** ____ **Adults** ____ **Total**

Specific Food Item Used	Planned Portion Size	Quantity Prepared
Fluid Milk: whole, 2%, low-fat (1%, skim)		
Meat/Meat Alternate		
Fruit/Vegetable		
Fruit/Vegetable		
Grains/Breads		
Other		

DATE: _____

MENU:

Meal Type (select one): ☐ **Breakfast** ☐ **Lunch** ☐ **Supper**

Number Prepared For: ____ **Children** ____ **Adults** ____ **Total**

Specific Food Item Used	Planned Portion Size	Quantity Prepared
Fluid Milk: whole, 2%, low-fat (1%, skim)		
Meat/Meat Alternate		
Fruit/Vegetable		
Fruit/Vegetable		
Grains/Breads		
Other		

Food Production Record—Daily, Breakfast Instructions

1. Record the **date**.

2. Record the complete **menu**.

3. Record **meal counts** (i.e. number of program participants, adults, and other individuals that you are planning to serve).

4. **Food Used Column:** For each food component (i.e. Grains/Bread, Fruit/Vegetable, Milk: whole, 2%, 1% or skim, Other Items) record the specific food item used. Record brand names and size of convenience foods (i.e. Tyson 3 oz. Breaded Chicken Patty, Rich-Sea Pack 1 oz. Breaded Fish Sticks, State Fair 3 oz. Corn Dogs). (CN labels must be on file for convenience items).

5. **Planned Portion Size:** Record the various age groups being served (i.e. 1-2 year olds, 3-5 year olds and 6-12 year olds). Record the planned portion size or amount for each food item for each age group.

6. **Quantity Prepared - Record the quantity prepared:**

   - In weights or measures (i.e. 15 pounds of raw ground beef, 3 no. 10 cans of peaches, 3 gallons fruit juice).

   OR

   - In the number of servings prepared (i.e. 100-3 oz. fish portions, 50-3 oz. chicken patties, 25 medium bananas, 40 hamburger buns, 30 half-pints of milk).

FOOD PRODUCTION RECORD—Daily, Breakfast

DATE: _____

MENU:

MEAL/PREP COUNTS:

Groups/Centers/Other Organizations	Counts
Total	

Food Used Recipe/Brand Name (size/weight)	**Planned Portion Size-Age Group**	**Planned Portion Size-Size/Amount**	**Quantity Prepared**
MILK (Whole, 2%) **(1%, skim)**			
FRUIT or 100 PERCENT JUICE or VEGETABLE			
BREADS/GRAINS			
OTHER ITEM(S)			

* Units used to describe quantities prepared should be in weights, measures, number 10 cans, etc. – the same as those used in the Food Buying Guide.

FOOD PRODUCTION RECORD—Weekly, Breakfast

Cycle Week Number:_____

MONDAY (Date):_____

Required Components	**Specific Food Served**	**Amount Prepared**	Number of Meals Planned
1. Milk: whole, 2%, low-fat (1%, skim)			or Meal Count
2. Fruit or 100 Percent Juice or Vegetable			Children
3. Grains/ Breads			Others
4. Additional Foods are Optional			

TUESDAY (Date):_____

Required Components	**Specific Food Served**	**Amount Prepared**	Number of Meals Planned
1. Milk: whole, 2%, low-fat (1%, skim)			or Meal Count
2. Fruit or 100 Percent Juice or Vegetable			Children
3. Grains/ Breads			Others
4. Additional Foods are Optional			

WEDNESDAY (Date):_____

Required Components	**Specific Food Served**	**Amount Prepared**	Number of Meals Planned
1. Milk: whole, 2%, low-fat (1%, skim)			or Meal Count
2. Fruit or 100 Percent Juice or Vegetable			Children
3. Grains/ Breads			Others
4. Additional Foods are Optional			

THURSDAY (Date):_____

Required Components	**Specific Food Served**	**Amount Prepared**	Number of Meals Planned
1. Milk: whole, 2%, low-fat (1%, skim)			or Meal Count
2. Fruit or 100 Percent Juice or Vegetable			Children
3. Grains/ Breads			Others
4. Additional Foods are Optional			

FRIDAY (Date):_____

Required Components	**Specific Food Served**	**Amount Prepared**	Number of Meals Planned
1. Milk: whole, 2%, low-fat (1%, skim)			or Meal Count
2. Fruit or 100 Percent Juice or Vegetable			Children
3. Grains/ Breads			Others
4. Additional Foods are Optional			

Food Production Record—Monthly, Breakfast Instructions

1. Record all creditable food items served in the appropriate sections under Food Item. For a menu item such as goulash, record each food component in the appropriate section (i.e. record beef in the meat/meat alternate section, tomatoes in the fruit/vegetable section, and noodles in grains/breads section).
2. Enter the quantity of each food item prepared in the appropriate section under Quantity. Be specific. Use weights, measures, or numbers (i.e. 10 pounds; 1 gallon, 15 cups, etc.)
3. Enter the number of servings prepared for both children and adults.

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FOOD PRODUCTION RECORD—Monthly, Breakfast

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity
BREAKFAST	Date:		Date:		Date:		Date:		Date:	
Milk: whole, 2%, low-fat (1%, skim)										
Juice/Fruit/Vegetable										
Grains/Breads										
Number Meals Prepared Include Non-Participants										
BREAKFAST	Date:		Date:		Date:		Date:		Date:	
Milk: whole, 2%, low-fat (1%, skim)										
Juice/Fruit/Vegetable										
Grains/Breads										
Number Meals Prepared Include Non-Participants										
BREAKFAST	Date:		Date:		Date:		Date:		Date:	
Milk: whole, 2%, low-fat (1%, skim)										
Juice/Fruit/Vegetable										
Grains/Breads										
Number Snacks Prepared Include Non-Participants										

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	Monday		Tuesday		Wednesday		Thursday		Friday	
	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity	Food Item	Quantity
BREAKFAST	Date:		Date:		Date:		Date:		Date:	
Milk: whole, 2%, low-fat (1%, skim)										
Juice/Fruit/Vegetable										
Grains/Breads										
Number Meals Prepared Include Non-Participants										
BREAKFAST	Date:		Date:		Date:		Date:		Date:	
Milk: whole, 2%, low-fat (1%, skim)										
Juice/Fruit/Vegetable										
Grains/Breads										
Number Meals Prepared Include Non-Participants										

Food Production Record—Daily, Lunch/Supper Instructions

1. Record the **date**.
2. Record the complete **menu**.
3. Record actual **meal counts** (i.e. number of program participants, adults, and other individuals being served the meal).
4. **Food Used Column:** For each food component (i.e. Grains/Bread, Fruit/Vegetable, Milk: whole, 2%, 1%, skim, Other Items) record the specific food item used. Record brand names and size of convenience foods (i.e. Tyson 3 oz. Breaded Chicken Patty, Rich-Sea Pack 1 oz. Breaded Fish Sticks, State Fair 3 oz. Corn Dogs). (CN labels must be on file for convenience items).
5. **Planned Portion Size:** Record the various age groups being served (i.e. 1-2 year olds, 3-5 year olds and 6-12 year olds). Record the planned portion size or amount for each food item for each age group.
6. **Quantity Prepared - Record the quantity prepared:**

   - In weights or measures (i.e. 15 pounds of raw ground beef, 3 no. 10 cans of peaches, 3 gallons fruit juice).

   OR

   - In the number of servings prepared (i.e. 100-3 oz. fish portions, 50-3 oz. chicken patties, 25 medium bananas, 40 hamburger buns, 30 half-pints of milk).

FOOD PRODUCTION RECORD—Daily, Lunch/Supper

DATE: _____

MENU:

MEAL/PREP COUNTS:

Groups/Centers/Other Organizations	Counts
Total	

Food Used Recipe/Brand Name (size/weight)	**Planned Portion Size-Age Group**	**Planned Portion Size-Amount**	**Quantity Prepared**
Meat/Meat Alternate			
Vegetable/Fruits (minimum of two)			
Grains/Breads			
Milk (whole, 2%) **(1%, skim)**			
Other Item(s)			

* Units used to describe quantities prepared should be in weights, measures, number 10 cans, etc. – the same as those used in the Food Buying Guide.