



## FOOD PRODUCTION RECORD INSTRUCTIONS

Complete a separate Food Production Record (FPR) for each serving line and meal (breakfast or lunch) which offers a different menu meeting meal pattern requirements and from which meals are claimed for reimbursement. FPRs must also be kept for salad/sandwich bar lines and sack/bag lunches that are claimed for reimbursement.

1. **SCHOOL INFORMATION:** Record the date, preparation site and service line where the menu is being served.
2. **OFFER vs. SERVE/GRADE GROUP:** Designate the grade group being served and Offer vs. Serve (OVS) is implemented.
3. **MEAL SERVICE:** Indicate the meal being served; breakfast or lunch.
4. **MEALS SERVED:** Record the number of meals served by grade group and adult.
5. **MENU:** Prior to service list the menu items planned by component category:
  - a) Meat/meat alternate food items contained in a menu item (used to meet meal pattern requirements) which contributes, at a minimum, one-fourth ounce of the meat/meat alternate component per serving of the menu item. If a purchased convenience menu item is used, record the Child Nutrition (CN) label number and/or brand name and the weight of the food item under product description. List the planned serving size.
  - b) Grain/bread food items used to meet meal pattern requirements which contribute one-fourth serving or more of grain/bread. [View the USDA memo on Grain Requirements for the National School Lunch Program and School Breakfast Program.](#) Check if the food item is whole grain rich. List the planned serving size.
  - c) Fruits used to meet meal pattern requirements which contribute one-eighth cup or more fruit per serving. List the planned serving size.
  - d) Vegetable food items which contribute one-eighth cup or more. Designate the vegetable subgroup: DG=Dark Green, RO=Red/Orange, LEG=Legume, ST=Starchy, Oth=Other. List the planned serving size.
  - e) All types of milk offered.
  - f) Other non-creditable foods or menu items that did not contribute the minimum amount of a food component needed to credit toward meal pattern requirements. List the planned serving size.
6. **AMOUNT PREPARED/A LA CARTE PREPARED:** Record the total amount of each food item prepared.
7. **AMOUNT LEFTOVER:** Estimate the number of servings of leftovers that remain after everyone has been served, including seconds and a la carte. These leftovers include servings that are disposed of or servings, in quantity, that are stored or frozen to be used another day. Note: On the day these leftover foods are served, the number of servings or pounds, cups, etc., of ingredients used would be entered under the column "Quantity Prepared."
8. **TEMPERATURE:** Record the time and temperature of foods according to the Standard Operating Procedures (SOPs) set forth in your school's Hazard Analysis and Critical Control Points (HACCP) food safety plan.
9. **PRODUCTION NOTES:** Note any production requirements.

### Additional Information

**CN NUMBER OR BRAND NAME:** For food items that are breaded, battered or contain a combination of foods, record the CN label number or the brand name of the product to ensure that correct crediting information is on file for the food item(s) being served.

**RECIPE NUMBER OR PRODUCT DESCRIPTION:** Record the recipe file number or a brief description of the food item as applicable.

**QUANTITY PREPARED:** Record the quantity prepared for each food item in weights or measures as given in the Food Buying Guide as follows:

- a) Meat/meat alternate food items: Recorded by number of pans prepared, pounds, number and/ or number and pounds if a portioned convenience item such as a fish square is served.
- b) Vegetable and/or fruits recorded by can number, weight or volume. Use ready-to-serve weight, not as-purchased weight. Fresh fruits used should be recorded by size and number used or by weight.
- c) Bread/grains recorded by number and size of loaves, dozen and weight of dozen, pieces, or weight or volume of the grain/bread item used.
- d) You need not record the number of one-half pints of milk used. If your school utilizes bulk milk, record how many gallons of milk were used.