

Production Record for Grades ____ in the National School Lunch Program (NSLP) or School Breakfast Program (SBP)

Site: _____

Date: _____

Breakfast Lunch

Today's menu:

Number of meals served

Grades _____ : _____

Second meals (nonreimbursable): _____

Adult meals (nonreimbursable): _____

Total: _____

Column 1	Column 2	Column 3				Column 4								Column 5			Column 6	Column 7	Column 8	
Planned menu item	Recipe name and number or product name and code	Planned serving size and number of servings				Meal component contribution								Temperatures: Take corrective action if not at target temperature			Total quantity of food used (e.g., number of servings, pounds, cans, pieces)	Amount leftover	Total amount served	
		Reimbursable meals for grades ____		Nonreimbursable second meals, adult meals, and a la carte		Meat/meat alternates <i>oz eq</i>	Grains <i>oz eq</i>	Vegetables <i>cups</i>					Fruits <i>cups</i>	Milk <i>fl oz</i>	Time:	Time:				Time:
		Serving size	Number of servings	Serving size	Number of servings			Dark green	Red/orange	Legumes	Starchy	Other								

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Instructions

Site and date: List the site name and date of meal service.

Meal type: Check (☑) the meal type provided (breakfast or lunch).

Today's menu: Write the daily menu.

Number of meals served: *Complete this section after the meal service.*

Indicate the number of reimbursable meals served to applicable grade level(s). If applicable, indicate nonreimbursable second meals served to students and nonreimbursable meals for adults.

Planned menu item (column 1): List all planned menu items under each component. Include the specific type and amount of all meal choices, milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods.

Recipe name and number or food product name and code

(column 2): Indicate the recipe name (and recipe number, if available) or the name of the food product used. Include the form (e.g., fresh, frozen, or canned) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar).

Planned serving size and number of servings (column 3): Indicate the serving size and number of servings for all planned menu items. If applicable, include planned nonreimbursable second meals served to students, nonreimbursable meals for adults, and a la carte sales.

Meal pattern contribution (column 4): Check (☑) the meal pattern component for each menu item. For vegetables, check the appropriate subgroup, **For NSLP, Vegetable subgroups not*

Temperatures used (column 5): *Complete this section throughout the meal service.* List each food's temperature and the time it was taken. Hold hot foods at 135 °F or above. Hold cold foods at 41 °F or below.

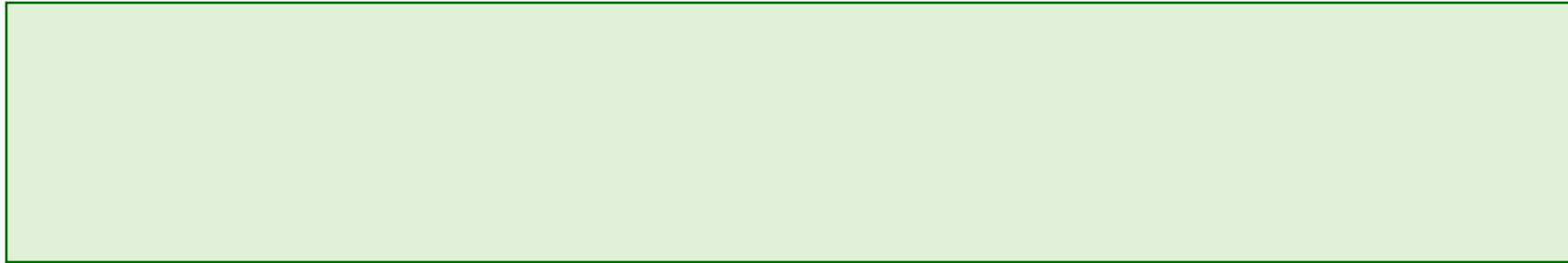
Total quantity of food used (column 6): *Complete this section after the meal service.* Indicate the total amount of food used to prepare the number of planned meals indicated in column 3. For single-serving items like hamburgers or oranges, record the total number of items or servings prepared, e.g., 100 oranges or 250 servings of hamburgers. For all other items, indicate the amount of food used with as much detail as possible, e.g., "3 10-lb. boxes," "2 #10 cans" or "1½ recipes."

Amount leftover (column 7): *Complete this section after the meal service.* Indicate the amount of food leftover for each menu item. If the item can be counted, record the number, e.g., 10 oranges. If the item can be measured in volume, record the estimated amount, e.g., "half of a full-size steam table pan" or "2 quarts." Use consistent measurements. For example, if the total quantity of food used (column 5) is 150 hamburgers, indicate the number of leftovers (e.g., 10 hamburgers), not the weight (e.g., 2 pounds).

Total amount served (column 8): *Complete this section after the meal service.* Subtract "Amount leftover" (column 7) from "Total quantity of food used" (column 6) to determine the total amount of food served.

**Adapted from the CT Department of
Education Production Record*

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

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