



Production Records



NH Department of Education
**Office of
Nutrition Programs
& Services**



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Why Production Records are Necessary

- The U.S. Department of Agriculture's (USDA) regulations for the National School Lunch Program (NSLP) (7 CFR 210.10(a)(3)) and School Breakfast Program (SBP) (7 CFR 220.8(a)(3)) require that school food authorities (SFAs) must maintain daily production records for all school meals.
- Also required by 7 CFR 210.10(a)(3)
- Backup your claim.
- Provide a valuable forecasting tool for your program.
- Provide guidance for staff.



Production Records are a Valuable Resource

- Production records **must** show how the offered meals contribute to the required food components and food quantities for each meal served to each grade group every day.
- In addition to documenting reimbursable meals, production records provide valuable information to help with:
 - menu planning,
 - forecasting products and amounts,
 - purchasing foods,
 - removing unpopular menu items,
 - controlling waste,
 - identifying acceptable menu items, and
 - helping conduct nutrient analysis of menus.



Required Elements for Production Records

- Name of site
- Age/Grade Group
- Meal date
- Meal type
- All planned menu items including:
 - The specific type and amount of all meal choices
 - Food components
 - Types of milk
 - Leftovers
 - Substitutions
 - **All other food items such as condiments and other noncreditable foods**



Required Elements for Production Records Cont'd

- Recipe name and number or product name and code
- Planned serving size and number of servings for reimbursable meals for each age/grade group
- If applicable:
 - Non reimbursable meals (adult or second meals)



Data to be Filled in After Meal Service

- Temperatures (complete throughout meal service)*
- Total amount/quantity of food prepared for each food item or menu item, e.g., number of servings, **pounds***, cans, and pieces.
- Amount of leftover food for each food item or menu item by serving.

*You can put how many pounds prepared or leftover as long as you equate that amount to the number of servings it produced or were leftover.



Data to be Filled in After Meal Service

- Total amount of food served
- Number of reimbursable meals served to the age/grade group .
- Number of non reimbursable meals served, e.g., second meals and adult meals
- Please do not count your condiments piece by piece!
Estimate the quantity served and leftover.



Guidance for Completing Production Records

- Use a physical written production record for each site, including satellite locations.
- Complete all information. Check that information is not missing or incomplete. **Have someone double check your math!**
- Record the information legibly, i.e., handwriting can be read.
- Use the proper weight or volume measure for each food item. For example, use cups for fruits and vegetables instead of ounces
- Enter the number of cases, pounds, cans, or pieces (not the number of portions prepared) in the column for the total quantity of food used.



Guidance for Completing Production Records

- List the specific type and amount of each food item separately. Do not indicate foods as assorted choices. For example, instead of “assorted juices,” list apple juice, orange juice, and pineapple juice. Instead of “assorted fruits and vegetables,” “fruit choices,” or “vegetable choices,” list each type of fruit and vegetable.
- List each type of milk served, e.g., low-fat milk, fat-free milk, and fat-free chocolate milk.
- List **all condiments**, e.g., ketchup, mustard, and salad dressing.
- List portion sizes accurately. Ensure that the listed portion sizes are the same as the amount being served to students.



Guidance for Completing Production Records

- List all items prepared for the meal including daily items and alternate meal choices.
- Accurately record the “planned” servings for each age/grade group.
- List non reimbursable adult meals and second student meals separately from reimbursable student meals.



Guidance for Completing Production Records

- Add any extra amounts of food needed during the meal service period.
- Indicate if any substitutions are made to the planned menu items.
- Indicate if leftovers are used.
- Production records will be evaluated during an Administrative Review. Keep these records for three plus the current year.



PSA: Volume Versus Weight

The amounts listed in production records must reflect the servings required by the NSLP and SBP meal patterns. The meal patterns indicate the servings of the food components by weight (ounces) or volume (fluid ounces). For example, the servings for the vegetables component and fruits component are indicated by volume (cups). The servings of most foods in the meat/meat alternates component are indicated by weight (ounces). **However, volume is required for some meat/meat alternates such as peanut butter (tablespoons) cottage cheese (cups), and lentils/bens & peas (cups).**



PSA: Volume Versus Weight Cont'd

Volume and weight measurements are not the same. Volume is the amount of space an ingredient occupies in a measuring container. Volume measures include teaspoon, tablespoon, fluid ounce, cup, pint, quart, and gallon.

Listing incorrect serving sizes on production records is a **common compliance issue**. An example is listing the serving for a fruit or vegetable as “4 ounces” instead of “ $\frac{1}{2}$ cup.” This does not document that the fruit or vegetable serving meets the meal pattern requirements because these two measurements are not the same. A serving of 4 ounces by weight may or may not equal $\frac{1}{2}$ cup of fruits or vegetables.



PSA: Volume Versus Weight Cont'd

The weight of a specific volume of food varies depending on the density of the food. For example, $\frac{1}{2}$ cup of lettuce weighs less than $\frac{1}{2}$ cup of cooked butternut squash, and 1 cup of whole-grain flaked cereal weighs less than 1 cup of baked beans.

For many foods, a specific measure of volume does not equal the same measure of weight. There are some exceptions, such as yogurt ($\frac{1}{2}$ cup equals 4 ounces by weight) and certain types of canned fruits and vegetables. For information on the weight equivalent of servings measured by volume, refer to the USDA's Food Buying Guide for Child Nutrition Programs.




Electronic Production Records

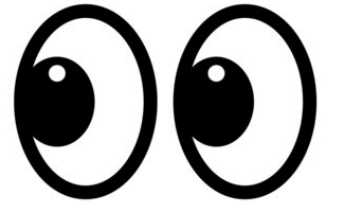
SFAs may choose to use electronic production records but must follow specific requirements.

A physical written copy of the production record and all applicable standardized recipes must be available at each site to guide the daily menu production.


SFAs must regularly review and update their electronic production records to ensure accuracy and compliance with all federal and state regulations



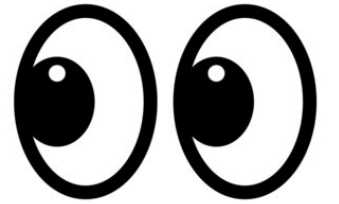
State Agency Evaluation of Production Records



- Include all information necessary to support the claiming of reimbursable meals, i.e., all menu items are listed, and all required meal components are offered;
- Are used for proper planning, such as determining meal consumption and leftovers;
- Document that the prepared foods are creditable for the total number of reimbursable meals offered and served;
- Document a la carte sales, adult meals, and other non reimbursable meals (such as student purchases of second meals), including the number of portions for each of these food items;



State Agency Evaluation of Production Records



- Document that menus meet the requirements for fluid milk, the weekly whole grain-rich (WGR) requirement (at least 80 percent of all grains offered at lunch and breakfast are WGR), the weekly vegetable subgroups, the weekly juice limits, and the weekly limit for grain-based deserts at lunch;
- Document that menus meet the weekly quantity requirements for fluid milk, vegetables, fruits, grains, and meats/meat alternates; and
- Align with standardized recipes, i.e., the ingredients in the SFA's standardized recipes correspond to the menu items listed on the production records.



Resources

[eCFR :: 7 CFR Part 220 -- School Breakfast Program](#)

[eCFR :: 7 CFR Part 220 -- School Breakfast Program](#)

[eCFR :: 7 CFR Part 210 -- National School Lunch Program](#)

ONPS Production Template: [Production Record for Grades K-5 in the NSLP or SBP](#)

[Food Buying Guide for Child Nutrition Programs](#)



Contact Information

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USDA Nondiscrimination Statement

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.mail:

U.S. Department of Agriculture
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

This institution is an equal opportunity provider.



Reminder!

The SAU/School WILL NOT be able to claim for any meals under the NSLP SY 2024-2025 application until the date the application is fully approved by ONPS. The SAU/School WILL NOT be able to back date any claims prior to that date.



Thank you!

