

# Production Records



**MAINE DEPARTMENT OF EDUCATION  
CHILD NUTRITION SERVICES**



# Production Records- Overview



- A **federal requirement** for all schools participating in the NSLP
- Provides documentation that meals planned were actually **served**
- Ensures meal pattern requirements are met for each age/grade group
- Serves as a communication tool and “daily script” for all staff

# Advantages of Production Records



- An excellent planning & forecasting tool that will help the food service manager to have a successful food service operation
- Provides a written history that can be used to evaluate customer preference & improve menu planning
  - ┆ Minimizes overproduction and food waste (\$)
  - ┆ Improves participation! J
- Provides a daily written history of the food planned, prepared & served

## Grades K-8 Food Based Production Record

Total Student Meals: \_\_\_\_\_  
 Total Adult Meals: \_\_\_\_\_  
 Total Meals Served: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Offer vs. Serve: Yes _____ No _____
---

Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or Recipe	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>											
<b>Vegetables (3/4 cup)</b>											
Dark Green											
Red/Orange											
Beans/Peas											
Starchy											
Other											
Additional Veg											
<b>Fruits (1/2 cup)</b>											
<b>Grains (1 oz)</b>											
Whole Grains											
<b>Other/Condiments</b>											
Milk											
Condiments											

Prepared by: \_\_\_\_\_

**Comments & Notes**

## Grades K-8 Food Based Production Record

Offer vs. S

Total Student Meals: \_\_\_\_\_  
 Total Adult Meals: \_\_\_\_\_  
 Total Meals Served: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Food Item Used and Form	Temp Before Service	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Temp During Service	Actual number of Servings				
				Student	Adult / ALC	= Total Projected Servings		Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or Recipe	Student	Adult / ALC	= Total Actual Servings	
<b>Meat / Meat Alternate (1 oz)</b>												*
												*
												*
												*
<b>Vegetables (3/4 cup)</b>												*
Dark Green												*
Red/Orange												*
Beans/Peas												*
Starchy												*
Other												*
<b>Fruits (1/2 cup)</b>												*
												*
												*
<b>Whole Grains/Grains (1 oz)</b>												*
												*
												*
<b>Other/Condiments</b>												*
Milk												*
												*
												*
Condiments												*
												*
												*
												*
												*

Prepared by: \_\_\_\_\_

<b>Comments &amp; Notes</b>

# The Who's and When's



- **Who's responsible for completing PR's?**
  - Menu Planner
  - Production Staff
  - Meal Servers
  
- **When should PR's be completed?**
  - Prior to day of meal service
  - Day of meal service
  - Right after meal service

# Tips and Location



- Some info can be completed prior to day of meal service
  - | Benefit of centralized menus and cycle menus
- Have production records in a location where staff can easily refer to and complete as necessary
- Production records must be kept for 3 years plus current

# What is Required and How



## PRODUCTION RECORD COMPONENTS

# New Production Records



## Before the meal:

- 1. Site information- school name, date, OVS**
- 2. Planned menu**
  1. Food item used
  2. Recipe or product (name or #)
  3. Portion size (number, weight or measure)
- 3. Projected number of servings (optional)**
  1. Students, adults, a la carte
- 4. Amount of food used (pounds or quantity)**
  1. May have to adjust after meal

# New Production Records cont.



**After the meal:**

- 5. Actual number of servings**
  6. Students, adults, a la carte
- 6. Leftovers**
- 7. Substitutions**
- 8. Comments & Notes (if applicable)**
- 9. Meal Information- student and adult meals**



# Before the Meal



**Grades K-8**  
**Food Based Production Record**

School: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Offer vs. Serve:**  
Yes \_\_\_\_\_  
No \_\_\_\_\_

Total Student Meals: \_\_\_\_\_  
Total Adult Meals: \_\_\_\_\_  
Total Meals Served: \_\_\_\_\_

Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity)	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>					=			=			
					=			=			
					=			=			
					=			=			
<b>Vegetables (3/4 cup)</b>					=			=			
Dark Green					=			=			
Red/Orange					=			=			
Beans/Peas					=			=			
Starchy					=			=			
Other					=			=			
Additional Veg					=			=			

## 1. Site information

# Before the Meal



## Grades K-8 Food Based Production Record

Total Student Meals: \_\_\_\_\_  
 Total Adult Meals: \_\_\_\_\_  
 Total Meals Served: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Offer vs. Serve:  
 Yes \_\_\_\_\_  
 No \_\_\_\_\_

Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>					=			=			
					=			=			
					=			=			
					=			=			
					=			=			
<b>Vegetables (3/4 cup)</b>					=			=			
Dark Green					=			=			
Red/Orange					=			=			
Beans/Peas					=			=			
Starchy					=			=			
Other					=			=			
Additional Veg					=			=			

## 2. Planned Menu

# Food Item Used



- Enter all meal choices for the day
  - | Including alternates
  - | Example: Students can choose Shepards pie or PB + J
- Foods with more than one component
  - | Enter in only one column
  - | PB + J (grain and meat alternate)
  - | Shepards pie (starchy veg, meat)
    - ÷ During reviews we will ask for the recipe



# Recipe or Product (Name or #)



- Be as specific as possible

- **Examples:**

- ┆ Chicken breast (Tyson, Goldkist, etc.)
- ┆ Milk (Oakhurst, Garelick)
- ┆ USDA foods
- ┆ Recipe #



- NutriKids- Update recipes when products change

- **Keep your labels!**

- ┆ Nutrition facts labels
- ┆ Child Nutrition labels

# Portion Size



- Number, weight or measure
- Avoid “serving”
  - | Fruits and vegetables: cup, 1 each (whole fruit)
  - | Meat/meat alternate: ounces, cup (beans- if crediting toward MA)
  - | Grains/Whole Grains: ounces, cups (rice/pasta)
  
- Enter in CREDIBLE amount
  - | Example: Fish burger- 3 oz credits as 1.5 oz M/MA (CN label)
    - ÷ Enter 3 oz (1.5 oz M/MA)
  
- NutriKids- shows credible amount for M/A and G/B



# Before the Meal



## Grades K-8 Food Based Production Record

Total Student Meals: _____		School: _____		Date: _____				Offer vs. Serve: Yes _____ No _____			
Total Adult Meals: _____											
Total Meals Served: _____											
Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>					=			=			
					=			=			
					=			=			
					=			=			
<b>Vegetables (3/4 cup)</b>					=			=			
Dark Green					=			=			
Red/Orange					=			=			
Beans/Peas					=			=			
Starchy					=			=			
Other					=			=			
Additional Veg					=			=			

3. Projected # servings

# Projected Number of Servings



- **Change from previous production record**
  
- **Optional but recommended**
  - | Planning tool based on history
  - | Compare between projected and actual servings
  - | Adjust number of servings in future meals
  
- **ALC= A La Carte**
  - | A la carte section in NutriKids

# Before/After the Meal



## Grades K-8 Food Based Production Record

Total Student Meals: _____		School: _____		Date: _____				Offer vs. Serve: Yes _____ No _____			
Total Adult Meals: _____											
Total Meals Served: _____											
Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
Meat / Meat Alternate (1 oz)					=				=		
					=				=		
					=				=		
					=				=		
					=				=		
Veget					=				=		
Dark Green					=				=		
Red/Orange					=				=		
Beans/Peas					=				=		
Starchy					=				=		
Other					=				=		
Additional Veg					=				=		

4. Amount of food used

# Amount of Food Used



- Entered in measureable terms
  - | Pounds or quantity
- Based on Food Buying Guide or recipe
  - | 5 lbs. fresh carrots= ~50- ¼ cup servings (weight to volume)
  - | Salad recipe for 100 servings (can write “recipe x 2” for 200 servings)
- Avoid “cases” or “bags”



# After the Meal



## Grades K-8 Food Based Production Record

Total Student Meals: _____		School: _____		Date: _____				Offer vs. Serve: Yes _____ No _____			
Total Adult Meals: _____											
Total Meals Served: _____											
Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>											
					=			=			
					=			=			
					=			=			
					=			=			
<b>Vegetables (3/4 cup)</b>											
Dark Green					=			=			
Red/Orange					=			=			
Beans/Peas					=			=			
Starchy					=			=			
Other					=			=			
Additional Veg					=			=			

5. Actual # servings

# Actual Number of Servings



- The easiest way:
  - Amount of food used minus leftovers/portion size= #servings
  - Example: Prepared 5 lbs cooked spinach- 1 lb leftover= 4 lbs used
    - ÷ 4 lb x 16 oz= 64 oz/4 oz= 16 servings
  
- Salad bar- the number of students and adults who took salad bar for the day
  - Either as a side or salad bar meal
  
- Have an electronic POS system?
  - Generate report for a la carte items and reimbursable meals sold (**average itemization report**)
  - Contact software company or neighboring district

# After the Meal



## Grades K-8 Food Based Production Record

Total Student Meals: _____		School: _____		Date: _____				Offer vs. Serve: Yes _____ No _____			
Total Adult Meals: _____											
Total Meals Served: _____											
Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>					=			=			
					=			=			
					=			=			
					=			=			
<b>Vegetables (3/4 cup)</b>					=			=			
Dark Green					=			=			
Red/Orange					=			=			
Beans/Peas					=			=			
Starchy					=			=			
Other					=			=			
Additional Veg					=			=			

6. Leftovers

# Leftovers



- **Salad bar leftovers – estimate**
- **Examples:**
  - Record cups/gallons (casserole, soups)
  - Record actual number (sandwiches, pizza)
- **Helps prevent overproduction in future meals**
- **Back up for parent complaints**
  - Why wasn't enough pizza prepared for my child?

# After the Meal



## Grades K-8 Food Based Production Record

Total Student Meals: _____		School: _____		Date: _____						Offer vs. Serve: Yes _____ No _____	
Total Adult Meals: _____											
Total Meals Served: _____											
Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>											
<b>Vegetables (3/4 cup)</b>											
Dark Green											
Red/Orange											
Beans/Peas											
Starchy											
Other											
Additional Veg											

7. Substitutions

# Substitutions



- **Know your vegetable sub groups**
  - Ensures appropriate substitutions were made
  - Example: romaine lettuce does not come in, used broccoli instead (dark green category)
  
- **Always have a back up!**



## National School Lunch Program (NSLP) and School Breakfast Program (SBP)

### VEGETABLE SUBGROUPS <sup>1</sup>

The U.S. Department of Agriculture's (USDA) meal patterns for the NSLP and SBP include five subgroups of vegetables that count toward the daily and weekly vegetable requirements. These subgroups are based on the recommendations of the 2010 *Dietary Guidelines for Americans*.<sup>2</sup> The chart below identifies some commonly eaten vegetables in each subgroup.

DARK GREEN fresh, frozen and canned	RED/ORANGE fresh, frozen and canned	BEANS AND PEAS (LEGUMES)* Canned, frozen or cooked from dry	
<ul style="list-style-type: none"> <li>■ arugula</li> <li>■ beet greens</li> <li>■ bok choy</li> <li>■ broccoli</li> <li>■ broccoli rabe (rapini)</li> <li>■ broccolini</li> <li>■ butterhead lettuce (Boston, bibb)</li> <li>■ cabbage, Chinese or celery</li> <li>■ chicory</li> <li>■ cilantro</li> <li>■ collard greens</li> <li>■ endive</li> <li>■ escarole</li> <li>■ fiddle heads</li> <li>■ grape leaves</li> <li>■ kale</li> <li>■ mesclun</li> <li>■ mustard greens</li> <li>■ parsley</li> <li>■ spinach</li> <li>■ Swiss chard</li> <li>■ red leaf lettuce</li> <li>■ romaine lettuce</li> <li>■ turnip greens</li> <li>■ watercress</li> </ul>	<ul style="list-style-type: none"> <li>■ carrots</li> <li>■ chili peppers (red)</li> <li>■ orange peppers</li> <li>■ pimientos</li> <li>■ pumpkin</li> <li>■ red peppers</li> <li>■ salsa (all vegetables)</li> <li>■ sweet potatoes/yams</li> <li>■ tomatoes</li> <li>■ tomato juice</li> <li>■ winter squash (acorn, butternut, Hubbard)</li> </ul>	<ul style="list-style-type: none"> <li>■ black beans</li> <li>■ black-eyed peas (matuze, dry)</li> <li>■ cowpeas</li> <li>■ fava beans</li> <li>■ garbanzo beans (chickpeas)</li> <li>■ Great Northern beans</li> <li>■ kidney beans</li> <li>■ lentils</li> <li>■ lima beans, mature</li> <li>■ mung beans</li> <li>■ navy beans</li> <li>■ pink beans</li> <li>■ pinto beans</li> <li>■ red beans</li> <li>■ refried beans</li> <li>■ soy beans/edamame</li> <li>■ split peas</li> <li>■ white beans</li> </ul>	<p>* Does not include green peas, green lima beans and green (string) beans</p>
STARCHY fresh, frozen and canned	OTHER fresh, frozen and canned		
<ul style="list-style-type: none"> <li>■ black-eyed peas, fresh (not dry)</li> <li>■ corn</li> <li>■ cassava</li> <li>■ cowpeas, fresh (not dry)</li> <li>■ field peas, fresh (not dry)</li> <li>■ green banana</li> <li>■ green peas</li> <li>■ jicama</li> <li>■ lima beans, green (not dry)</li> <li>■ parsnips</li> <li>■ pigeon peas, fresh (not dry)</li> <li>■ plantains</li> <li>■ potatoes</li> <li>■ poi</li> <li>■ taro</li> <li>■ water chestnuts</li> </ul>	<ul style="list-style-type: none"> <li>■ artichokes</li> <li>■ asparagus</li> <li>■ avocado</li> <li>■ bamboo shoots</li> <li>■ bean sprouts (alfalfa, mung)</li> <li>■ beans, green and yellow</li> <li>■ beets</li> <li>■ Brussels sprouts</li> <li>■ cabbage, green and red</li> <li>■ cactus (nopales)</li> <li>■ cauliflower</li> <li>■ celeryiac</li> <li>■ celery</li> <li>■ chayote (mirliton)</li> <li>■ chives</li> <li>■ cucumbers</li> <li>■ daikon (oriental radish)</li> <li>■ eggplant</li> <li>■ fennel garlic</li> <li>■ horseradish</li> <li>■ iceberg lettuce</li> <li>■ kohlrabi</li> <li>■ leeks</li> <li>■ mushrooms</li> <li>■ okra</li> <li>■ olives</li> <li>■ onions</li> <li>■ peas in pod, e.g., snap peas, snow peas</li> <li>■ pepperoncini</li> <li>■ peppers (green sweet bell, green chilies, purple, yellow)</li> <li>■ <del>prickles</del></li> <li>■ radishes</li> <li>■ rhubarb</li> <li>■ shallots</li> <li>■ sauerkraut</li> <li>■ snap peas</li> <li>■ snow peas</li> <li>■ spaghetti squash</li> <li>■ tomatillo</li> <li>■ turnips</li> <li>■ wax beans</li> <li>■ yellow summer squash</li> <li>■ zucchini squash</li> </ul>		

<sup>1</sup> All vegetables are credited based on volume except raw leafy greens; count as half the volume served and tomato paste and puree are credited based on the volume as if reconstituted (see the USDA's *Food Buying Guide*). Vegetable juice must be pasteurized 100 percent full-strength juice and cannot count for more than half of the weekly vegetables component.

<sup>2</sup> For more information, see the Dietary Guidelines at <http://health.gov/dietaryguidelines/dgn2010/DietaryGuidelines2010.pdf> and the vegetables group in Choose My Plate at <http://www.choosemyplate.gov/food-groups/vegetables.html>.

For more information, see the Connecticut State Department of Education's (CSDE) Meal Patterns Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333770> or contact the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457 (see <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333776>).

## Grades K-8 Food Based Production Record

Total Student Meals: \_\_\_\_\_  
 Total Adult Meals: \_\_\_\_\_  
 Total Meals Served: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Offer vs. Serve:  
 Yes \_\_\_\_\_  
 No \_\_\_\_\_

Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or Recipe	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alternate (1 oz)</b>											
<b>Vegetables (3/4 cup)</b>											
Dark Green											
Red/Orange											
Beans/Peas											
Starchy											
Other											
Additional Veg											
<b>Fruits (1/2 cup)</b>											
<b>Grains (1 oz)</b>											
Whole Grains											
<b>Other/Condiments</b>											
Milk											
Condiments											

8. Comments & Notes

Prepared by: \_\_\_\_\_

**Comments & Notes**

# Comments and Notes



- Way to communicate any changes in meal counts
  - | Higher or lower than normal
- Factors affecting meal counts such as class trips, weather, illness, etc.
- Recording this information is only helpful if you refer back to already completed production records
  - | Helpful for admin reviews

**Communication, communication, communication!**

# Last Step



## Grades K-8 Food Based Production Record

Total Student Meals: \_\_\_\_\_  
 Total Adult Meals: \_\_\_\_\_  
 Total Meals Served: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Offer vs. Serve:  
 Yes \_\_\_\_\_  
 No \_\_\_\_\_

Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or	Actual number of Servings			Leftovers	Substitutions
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings		
<b>Meat / Meat Alter</b>					=			=			
					=			=			
					=			=			
					=			=			
<b>Vegetables (3/4 cup)</b>					=			=			
Dark Green					=			=			
Red/Orange					=			=			
Beans/Peas					=			=			
Starchy					=			=			
Other					=			=			
Additional Veg					=			=			

## 9. Meal Information

## Grades 6-8 Food Based Production Record

Total Student Meals:	152
Total Adult Meals:	7
Total Meals Served:	159

DOE Bee Middle School

Date: \_\_\_\_\_

5/17/2012

Offer vs. Serve: Yes <input type="checkbox"/> X <input checked="" type="checkbox"/> No <input type="checkbox"/>
---

Food Item Used and Form	Recipe or Product (name or #)	Portion Size Number, weight, or measure	Projected number of Servings			Amount of Food Used (Pounds or Quantity) *Based on Food Buying Guide or Recipe	Actual number of Servings			Leftovers	Substitutions		
			Student	Adult / ALC	Total Projected Servings		Student	Adult / ALC	Total Actual Servings				
<b>Meat / Meat Alternate (1 oz)</b>													
ham (1 M/MA)	black Forest	1oz	61	4	=	65	4.5 lbs	65	6	=	71	0	
turkey (1 M/MA)	sysco	1oz	91	5	=	96	6lbs	80	1	=	81	10 servings	
cheese american (1/2 M/MA)	USDA	0.5 oz	105	3	=	108	7 lbs	110	0	=	110	5 slices	
cheese provolone (1/2 M/MA)	land o' lakes	0.5 oz	47	4	=	51	1.5 lbs	44	7	=	51	0	
<b>Vegetables (3/4 cup)</b>													
Dark Green					=					=			
Red/Orange					=					=			
Beans/Peas					=					=			
Starchy					=					=			
Other	coleslaw	vv3	68	7	=	75	recipe x 1	43	3	=	46	.5 recipe	
Additional Veg	olives	dennis	75	6	=	81	2 #10s	50	6	=	56	1 cup	
<b>Fruits (1/2 cup)</b>													
Fruit salad	fs-2	0.75 cup	152	7	=	159	1.75 recipe	152	5	=	157	1	
					=					=			
					=					=			
<b>Grains (1 oz)</b>													
Whole Grains	bulkie roll (2oz)	bees bakery	1- 2oz roll	71	7	=	78	7 doz	76	7	=	83	
bulkie rolls (2oz)		country kitchen	1	81	0	=	81	6.75 doz	76	0	=	76	
					=					=			
<b>Other/Condiments</b>													
Milk	lowfat	hood		150	3	=	153	153	149	2	=	151	
Chips		Lays	.25 oz	152	7	=	159	3x3lb box	132	7	=	139	0
					=					=			
Condiments	pickles	PFG NC	1ea	140	7	=	147	2 #10	145	6	=	151	0
	mayo (lowfat)	Cains	1T	101	7	=	108	1.5 gallon	100	6	=	106	.25G
					=					=			
					=					=			
					=					=			

Prepared by: \_\_\_\_\_ Walter

<b>Comments &amp; Notes</b>
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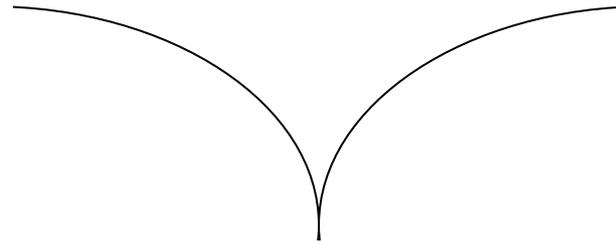
# How DOE Uses This Information



- The State Agency looks at production records during administrative reviews, including validation reviews
  - i In the past incomplete production records a common finding
    1. Ensure the meal pattern and nutrient standards are being met
    2. Ensure enough food was prepared for the number of servings reported
    3. Provide suggestions for improving operation

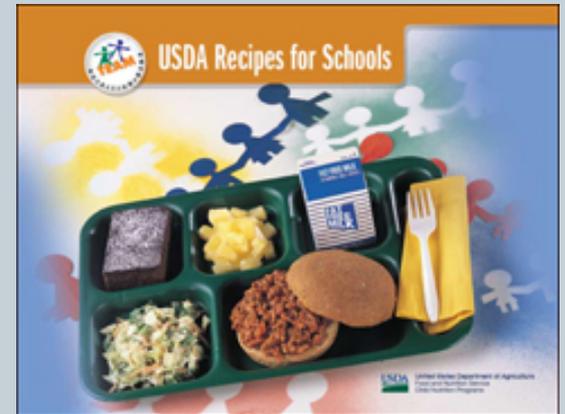
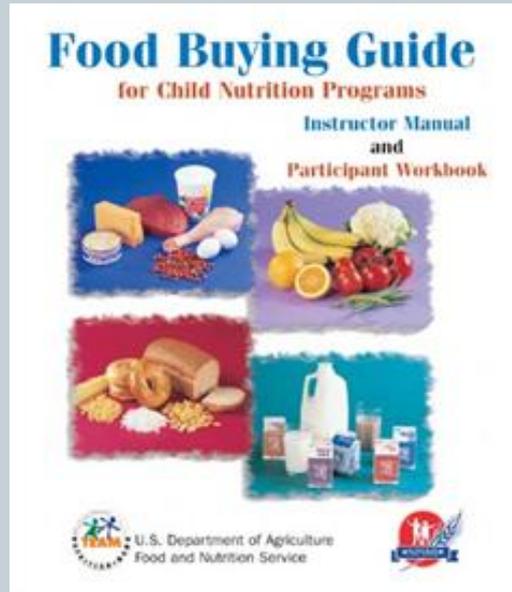
**Standardized  
Recipes**

**Production Records**



**Provide an accurate Nutrient Analysis**

# Helpful Tools for Production Records



# Developing a Salad Bar Recipe



- 1. Determine number of servings:**
    - Both students and adults
    - 50 or 100 servings- typical
  - 2. Determine serving size:**
    - ½ cup, 1 cup, etc.
  - 3. Determine amount of each food item to include (based on a typical day):**
    - Amount of each ingredient placed on salad bar
      - ÷ Example: 5 lbs romaine lettuce
    - Amount of each ingredient left over at the end of lunch
      - ÷ 2 lbs romaine lettuce leftover
    - Amount of prepared minus left over = amount of each food item
      - ÷ 3 lbs romaine lettuce- enter in recipe
- A separate recipe is needed for any variations!



## Fruit and Vegetable Bar Production Record

School / Site Name: DOE High School

Date: 10/25/12

Grade group: 9-12

Offer vs. Serve  Yes  No

Planned # Students: 40

Actual # Students Served: 20

Planned # Adults: 10

Actual # Adult Served: 5

Component / Item	Recipe or Product #	Planned # Servings	Planned Portion Size	Total Planned Quantity	Actual # servings	Actual Quantity used	Leftovers
<b>Vegetable</b>							
<i>Dark Green</i>							
See recipe	#1	50	1 cup	recipe	25	0.5 recipe	25
<i>Red / Orange</i>							
See recipe	#1	50	1 cup	recipe	25	0.5 recipe	25
<i>Legumes</i>							
Garbanzo beans	West Creek	10	¼ cup	0.25 #10 can	5	2.5 cups	1 cup
Black Beans	West Creek	10	¼ cup	0.25 #10 can	10	2.5 cups	0
<i>Starchy</i>							
Canned Corn	Sysco	40	½ cup	2 #10 cans	20	1 #10 can	1 #10 can
<i>Other</i>							
See recipe	#1	50	1 cup	recipe	25	0.5 recipe	25
<b>Fruit</b>							
Fruit cocktail	Del Monte	25	½ cup	1 #10 can	12	½ #10 can	½ #10 can
Fresh pineapple	Del Monte	25	½ cup	8 lbs	25	8 lbs	0
<b>Other</b>							
Ketchup	Hein's	100	1 Tbsp	1.5 gal	100	1.5 gal	0
Lite Ranch	Ken's	40	2 Tbsp	1.5 qt	40	1.25 qt	0.25 qt
Lite Italian	Ken's	10	2 Tbsp	2 qt	5	1 qt	1 qt

# Food Buying Guide & Calculator

\*includes revised guidance on fruits/vegetables

The screenshot shows the USDA Food and Nutrition Service website. At the top, there is a navigation bar with the USDA logo and the text "United States Department of Agriculture Food and Nutrition Service". Below this is a banner with various icons representing different aspects of food and nutrition, including a plate of food, a book with "ABC", a desk with a computer, a person reading, a group of people, a newsstand, and two stylized figures. To the right of the banner is the "TEAM NUTRITION" logo. Below the banner is a navigation menu with links for "Home", "About Team Nutrition", "FNS Newsroom", "Help", and "Contact Us".

The main content area is titled "Resource Library" and features a breadcrumb trail: "You are here: [Home](#) > [Resource Library](#) > [Food Buying Guide](#)". Below this is a search bar with a "Go" button and a list of search options: "Search all USDA", "Search Tips", and "Topics A-Z". There is also an "Email Updates" section with a sign-up button and a "Browse by Audience" section with a dropdown menu. A "Browse by Subject" section is also present, with a link to "Join the Team".

The main content area is titled "Food Buying Guide for Child Nutrition Programs". Below this is a paragraph of text: "The *Food Buying Guide for Child Nutrition Programs* has all of the current information in one manual. You can print the entire manual, individual sections, or just updated pages to insert into your 2001 print copy. We have also updated the Vegetables/Fruits Section for use with the School Meal Programs. The full manual includes an introduction, appendixes, and information on:

- Meat/Meat Alternates
- Vegetables/Fruits
- Grains/Breads
- Milk
- Other Foods

Below the list is a "Printed: November 2001" date stamp. To the right of the text is a thumbnail image of the "Food Buying Guide for Child Nutrition Programs" manual cover, which features various food items like bread, fruit, and milk.

# Grain Memo Exhibit A:

## Grains/Breads Chart (16 grams/serving)

**EXHIBIT A: SCHOOL LUNCH AND BREAKFAST  
WHOLE GRAIN-RICH OUNCE EQUIVALENCY (OZ EQ) REQUIREMENTS FOR  
SCHOOL MEAL PROGRAMS<sup>1,2</sup>**

GROUP A	OZ EQ FOR GROUP A
<ul style="list-style-type: none"> <li>• Bread type coating</li> <li>• Bread sticks (hard)</li> <li>• Chow mein noodles</li> <li>• Savory Crackers (saltines and snack crackers)</li> <li>• Croutons</li> <li>• Pretzels (hard)</li> <li>• Stuffing (dry) Note: weights apply to bread in stuffing.</li> </ul>	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz
GROUP B	OZ EQ FOR GROUP B
<ul style="list-style-type: none"> <li>• Bagels</li> <li>• Batter type coating</li> <li>• Biscuits</li> <li>• Breads (sliced whole wheat, French, Italian)</li> <li>• Buns (hamburger and hot dog)</li> <li>• Sweet Crackers<sup>4</sup> (graham crackers - all shapes, animal crackers)</li> <li>• Egg roll skins</li> <li>• English muffins</li> <li>• Pita bread (whole wheat or whole grain-rich)</li> <li>• Pizza crust</li> <li>• Pretzels (soft)</li> <li>• Rolls (whole wheat or whole grain-rich)</li> <li>• Tortillas (whole wheat or whole corn)</li> <li>• Tortilla chips (whole wheat or whole corn)</li> <li>• Taco shells (whole wheat or whole corn)</li> </ul>	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz
GROUP C	OZ EQ FOR GROUP C
<ul style="list-style-type: none"> <li>• Cookies<sup>3</sup> (plain - includes vanilla wafers)</li> <li>• Cornbread</li> <li>• Corn muffins</li> <li>• Croissants</li> <li>• Pancakes</li> <li>• Pie crust (dessert pies<sup>3</sup>, cobbler<sup>3</sup>, fruit turnovers<sup>4</sup>, and meat/meat alternate pies)</li> <li>• Waffles</li> </ul>	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz

GROUP D	OZ EQ FOR GROUP D
<ul style="list-style-type: none"> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, unfrosted)</li> <li>• Cereal bars, breakfast bars, granola bars<sup>4</sup> (plain)</li> <li>• Muffins (all, except corn)</li> <li>• Sweet roll<sup>4</sup> (unfrosted)</li> <li>• Toaster pastry<sup>4</sup> (unfrosted)</li> </ul>	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz
GROUP E	OZ EQ FOR GROUP E
<ul style="list-style-type: none"> <li>• Cereal bars, breakfast bars, granola bars<sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces)</li> <li>• Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees)</li> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, frosted or glazed)</li> <li>• French toast</li> <li>• Sweet rolls<sup>4</sup> (frosted)</li> <li>• Toaster pastry<sup>4</sup> (frosted)</li> </ul>	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz
GROUP F	OZ EQ FOR GROUP F
<ul style="list-style-type: none"> <li>• Cake<sup>3</sup> (plain, unfrosted)</li> <li>• Coffee cake<sup>4</sup></li> </ul>	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz
GROUP G	OZ EQ FOR GROUP G
<ul style="list-style-type: none"> <li>• Brownies<sup>3</sup> (plain)</li> <li>• Cake<sup>3</sup> (all varieties, frosted)</li> </ul>	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz
GROUP H	OZ EQ FOR GROUP H
<ul style="list-style-type: none"> <li>• Cereal Grains (barley, quinoa, etc)</li> <li>• Breakfast cereals (cooked)<sup>5,6</sup></li> <li>• Bulgur or cracked wheat</li> <li>• Macaroni (all shapes)</li> <li>• Noodles (all varieties)</li> <li>• Pasta (all shapes)</li> <li>• Ravioli (noodle only)</li> <li>• Rice (enriched white or brown)</li> </ul>	1 oz eq = 1/2 cup cooked or 1 ounce (28 g) dry
GROUP I	OZ EQ FOR GROUP I
<ul style="list-style-type: none"> <li>• Ready to eat breakfast cereal (cold, dry)<sup>5,6</sup></li> </ul>	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola

# USDA Recipes for Schools

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## Resource Library

### USDA Recipes for Schools

The updated recipes from the 1988 *Quantity Recipes for School Food Service* and the 1995 *Tool Kit for Healthy School Meals* are now available. These recipes have been edited and reflect the changes made in the newest edition of the *Food Buying Guide for Child Nutrition Programs*.

*Printed:* April 2006

*Distributed:* to state agencies and school districts for distribution to their schools

*Available:* upon request from **Team Nutrition**

#### Download PDF:

[Index by Recipe Name](#)

[Index by Recipe Number](#)

[Recipes Booklet](#)

- [Introduction](#)

- [Reimbursable Meal Requirements and Quality](#)



# Standardized Recipes



- Tested recipes that provide consistent quality and number of servings
- Provide important information on crediting
  - Example: USDA Recipe for pizza
  - 1 slice cheese pizza= 2 ounce grain equivalents, 2 ounce M/MA and 1/4 cup vegetable
- Recipes must show number of servings, portion size and how it credits toward meal components
  - Adopting USDA recipes or standardize own

# Brown Rice Pilaf

Grains/Breads

Grains/Breads

B-22

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Brown rice, long grain, regular	2 lb	1 qt 1 cup	4 lb	2 qt 2 cups	1. Place 1 lb 7 oz of brown rice in each steamtable pan (12" x 20" x 2 1/2"). For 50 servings use 2 pans. For 100 servings, use 4 pans. 2. Place 13 1/2 oz regular rice OR 14 1/2 oz of parboiled rice into each steamtable pan (12" x 20" x 2 1/2"). 3. Heat the chicken stock, pepper, and onions in a pot. Bring to a boil. 4. Add 2 qt 1 1/4 cup of hot chicken stock mixture to each pan. Cover with foil or metal lid. 5. Bake: Conventional oven: 350° F for 50 minutes Convection oven: 350° F for 40 minutes Steamer: 40 minutes CCP: Heat to 135° F or higher for at least 15 seconds. 6. CCP: Hold for hot service at 135° F or higher. Portion with No. 8 scoop (1/2 cup).
Enriched white rice, long grain, regular	1 lb 4 oz	3 cups	2 lb 8 oz	1 qt 2 cups	
OR Enriched white rice, long grain, parboiled	OR 1 lb 13 oz	OR 1 qt 1/2 cup	OR 3 lb 10 oz	OR 2 qt 1 1/2 cups	
Chicken stock, non-MBG		1 gal 2 1/2 cups		2 gal 1 1/4 qt	
Ground black or white pepper		1/2 tsp		1 tsp	
*Fresh onions, diced 1/4" OR Dehydrated onions	4 oz OR 1 oz	1/2 cup OR 2 Tbsp	8 oz OR 2 oz	1 1/2 cups OR 1/2 cup	

Comments:

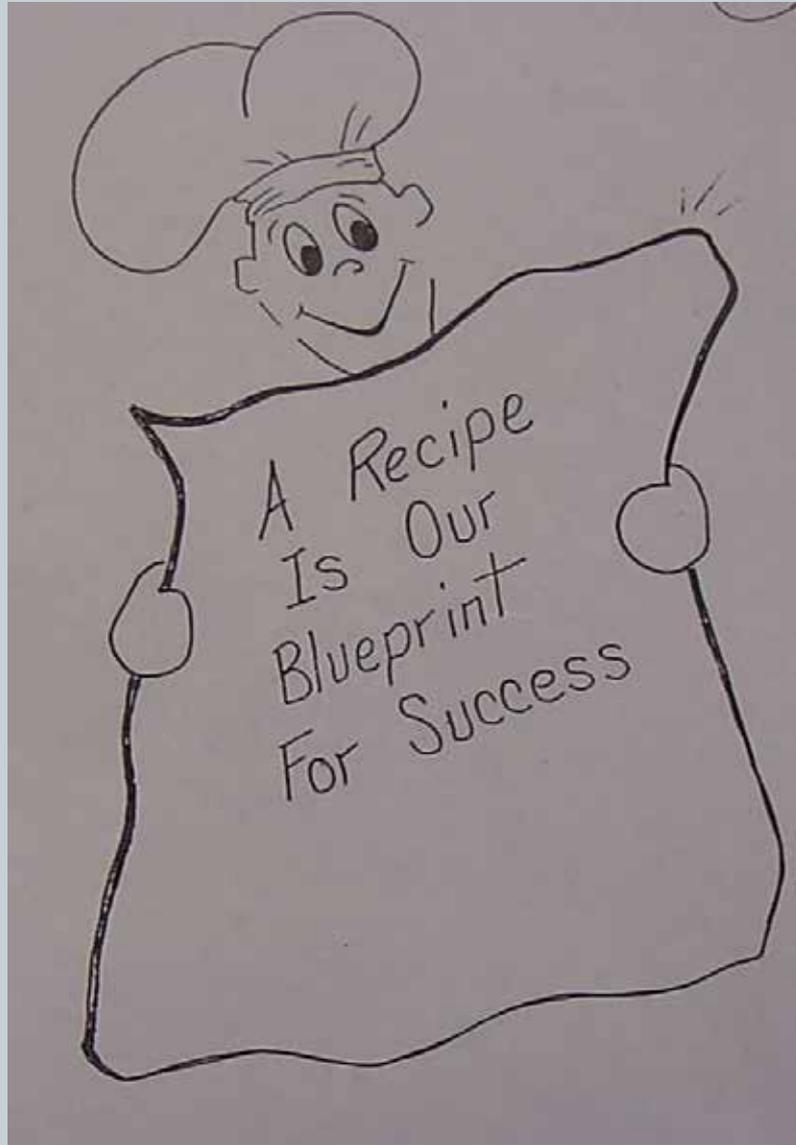
\*See Marketing Guide.

## Marketing Guide for Selected Items

Food as Purchased for	50 Servings	100 Servings
Mature onions	5 oz	10 oz

SERVING:	YIELD:	VOLUME:
1/2 cup (No. 8 scoop) provides 1 serving of grains/breads.	50 Servings: about 9 lb	50 Servings: about 1 gallon 2 1/4 quarts 2 steamtable pans

Meal contribution information  
 1/2 cup rice = 1 grain oz equivalent



A Recipe  
Is Our  
Blueprint  
For Success

# In Summary



## **Production records:**

- Determine future production needs**
- Evaluate best practices**
- Control menu cost**
- Guide procurement**
- Assure compliance**
- Assess overall success**

# The Results: A standing ovation from happy customers!



# Helpful Resources



- **Food Buying Guide**

- ⌋ Food Buying Guide Calculator

- ⌋ <http://teamnutrition.usda.gov/Resources/foodbuyingguide.html>

- **USDA Standardized Recipes**

- ⌋ [http://teamnutrition.usda.gov/Resources/usda\\_recipes.html](http://teamnutrition.usda.gov/Resources/usda_recipes.html)

- **Recipes for Healthy Kids Cookbooks**

- ⌋ [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov)

- **Maine Child Nutrition**

- ⌋ <http://www.maine.gov/education/sfs/>

- ⌋ “New Meal Pattern 2013/Performance Based Reimbursement”

- ⌋ Production records- all age/grade groups (basic and temperature lines)



## QUESTIONS?

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