

### Food Production Record—Multiple Grade Groups Vertical

Menu: \_\_\_\_\_

Date: \_\_\_\_\_ Preparation Site: \_\_\_\_\_ Service Line: \_\_\_\_\_

Offer vs. Serve:  Yes  No Grade Groups:  K-5  6-8  9-12

Check Meal:  Breakfast  Lunch  Other

Meals Served:

Students K-5: \_\_\_\_\_ Students 6-8: \_\_\_\_\_ Students 9-12: \_\_\_\_\_ Adults/Second Meals: \_\_\_\_\_ Total: \_\_\_\_\_

Food Item Used (Recipe # or Brand Name)	Planned Portion Size K-5	Planned Portion Size 6-8	Planned Portion Size 9-12	Total Amount Prepared	A La Carte Prepared	Amount Leftover	End Cooking Temp	End of Service Temp	Notes
Meat/Meat Alternate									
Grains- Designate WG if whole grain rich									
Fruit									
Vegetable- Designate subgroup DG, RO, Leg, ST, Oth									
Milk-flavored fat free or unflavored one percent									
Other/ Condiments									

Serving sizes in ounce equivalents for M/MA and Grains, volume (fractions of a cup) for fruits and vegetables.

## FOOD PRODUCTION RECORD INSTRUCTIONS

1. **MENU:** Record the menu for the day. Complete one Food Production Record (FPR) for each reimbursable serving line. FPR must also be kept for field trip bag lunches and grab and go lunches.
2. **SCHOOL INFORMATION:** Fill in the school information: date, preparation site and service line. Designate if offer vs. serve is being used. Indicate breakfast or lunch meal service.
3. **MEAL COUNTS:** List actual counts for the day including student meals and adult meals. Meal counts by grade levels do not need to be broken out unless portions served are varied by age/grade level.
4. **FOOD ITEMS:** Item/Recipe/Brand Name (*size/weight*)
  - a) List meat/meat alternate 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 was used, record the brand name and size/weight.
  - b) List grains used to meet meal pattern requirements which contributed one-fourth serving or more of grains.
  - c) List fruits used to meet meal pattern requirements which contributed one-eighth cup or more fruit/vegetable per serving.
  - d) List vegetables used to meet meal pattern requirements which contributed one-eighth cup or more fruit/vegetable per serving. Indicate the type of vegetable in the appropriate vegetable subgroup line.
  - e) List all types of milk offered; two difference choices are required. Only non-fat and one percent milk may be offered; flavored milk must be non-fat (skim).
  - f) List non-creditable foods or menu items that did not contribute the minimum amount of a food component to be credited toward meal pattern requirements.
5. **PLANNED PORTION SIZE:** Record the grade level and portion size to be served of each food item listed under the meat/meat alternate, vegetable and/or fruit, grains, and milk sections. If varying portions are utilized for grades K-5, 6-8 and 9-12, record the specific portion to be served/offered to each of these age groups.
6. **AMOUNT PREPARED/A LA CARTE PREPARED**
  - Record the amount prepared of each meat/meat alternate food by size and number of cans, pounds, number and/or number and pounds if a portioned convenience item such as a fish square is served. Units used should be those given in the *Food Buying Guide*.
  - Record the amount prepared (i.e., size and number of cans or pounds) of each vegetable and/or fruit item used. Use ready to serve weight, not as purchased weight. Fresh fruits used should be recorded by size and number used or by weight.
  - Record the amount prepared by number of loaves and size of loaves, dozen and weight of dozen, pieces, or pounds of the grain/bread item used.
  - You need not record the number of one-half pints of milk used. If your school utilizes bulk milk, record the number of gallons of milk were used.
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, if few in number, that are disposed of or servings, in quantity, that are stored or frozen to be used another day.
8. **TEMPERATURES:** Record the temperature of each food item at the end of cooking and at the end of meal service.
9. **NOTES:** Record any preparation notes.