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## MEMORANDUM

**NSLP 02-2017**

**TO: NSLP Sponsors**  
**FROM: Child Nutrition Programs**  
**DATE: June 12, 2017**  
**RE: Production Records**

In an effort to update sponsors and ensure compliance with the production records requirement included in the National School Lunch Program, the State Agency would like to share what it has been included in FY17 Administrative Review Reports and corresponding Corrective Action Plans.

In accordance with 7 CFR 210.10(a)(3) production records, at a minimum, must include all information necessary to support the claiming of reimbursable meals. Thus, Production records, at a minimum, must reflect:

- All menu items, food components, condiments, special diets, and field trips.
- Planned/projected number of portions and serving sizes for each age/grade group.
- Planned/projected number of portions and serving sizes for adults (e.g. cup, oz. each).
- Total amount of food prepared (e.g. number of servings, pounds, cans).
- Actual number of each item served.
- Actual number of student meals served.
- Actual number of adult meals and a la carte foods served.
- Leftovers and substitutions for all items.

Productions records and/or supporting documentation (e.g. recipes, labels, manufacturing statements) must reflect:

- Food prepared is creditable for the total number of reimbursable meals.
- Milk variety, whole grain-rich, and vegetable sub-group requirements are met.
- Weekly quantity requirements for grains, meat/meat alternates, vegetables, fruit, and milk.
- Production aligns with standardized recipes (e.g., if chicken salad sandwich is on the menu but mayonnaise is not listed on the production records, then standardized recipes should reflect what is being served).

Record retention:

- If records are incomplete or missing information this may result in fiscal action. (2 CFR 200.333) (Administrative Review Manual SY16-17, p.77)
- Records must be maintained and available on-site. (2 CFR 200.333)

In general, for all programs, records must be maintained three years plus the current (2 CFR 200.333). If an LEA is participating in CEP or a Provision Option documentation must be retained for three years after submission of the final claim for reimbursement under that claiming percentage. All other standard recordkeeping requirements (meal counts, production records, etc.) continue to apply and documentation must be retained for the prescribed period. If review or audit findings have not been resolved, the records must be retained as long as required for the resolution of the issues raised by the review or audit. Once a resolution has been reached, records must be retained for three years.

**Contact:** CNP School Team, 801-538-7680, [schoolnutritionprograms@schools.utah.gov](mailto:schoolnutritionprograms@schools.utah.gov)