

## Menu Production Record Required Information

Production records must provide certain information as required by USDA.

Required Information for Complete Production Records	
Date and Site(s)/School Name	The date the menu was served and the site or sites where it was served.
Menu or food items	All planned items (include recipe name/# or product name), including all choices, types of milk, dessert, extra items and substitutions; listed menu shows that all food components are present. Include all condiments, special diets, served leftovers and field trips.
Offer versus Serve: Yes or No	Indicate whether offer versus serve is in effect for this school.
Age group or grade of students served	The age group(s) or grade(s) being served. Adjusted portion sizes for each age group or grade specified must be shown for menu items, recipes, and products.
Portions or serving sizes	Portion size served must be the same as planned. If portion size is adjusted for age/grade, make sure production record clearly shows differences. Include portion/serving size for planned adult meals and a la carte items. Indicate portion size so it makes sense for items served and gives clear direction of kitchen servers. (For example, indicate 5 chicken nuggets, not 3.6 oz chicken nuggets on portion size)
Contribution to the meal pattern	The contribution to the meal pattern for each food—both component group and amount (which can be different than the serving or portion size). M/MA and Grain in Ounce Equivalents; Fruit, Veg., Milk in cups.
Total Planned servings	Forecasted or predicted approximate number of servings needed for each age/grade group and each menu item. Include planned number of servings for a la carte items and adult meals.
Amount of food planned for and used (Quantity Prepped)	Indicate quantity of food that will need to be available for day-of service. Will also indicate quantity actually prepped during serving—can include batching information. Quantity Prep info should reflect size, weight or volume in larger volumes as the items purchased or cooked -- # of pans, # of #10 cans, # of cases, # of pounds, etc.
Actual servings	A separate record of the number of servings of <u>each item</u> served to students, adults, and as a la carte sales. Also indicate total number of reimbursable meals served after meal service is completed.
Leftovers	A record of leftovers and how the leftovers will be used or discarded.
Condiments or Extras	All condiments served as part of the reimbursable meal, including gravy, butter, margarine, mayonnaise, relish, ketchup, mustard, and salad dressing

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Production records and/or supporting documentation (e.g. recipes, labels, manufacturer's 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.
- Food production and production record 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).