



GOLDEN OPPORTUNITIES IN PRODUCTION PLANNING



Presented by:

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ALSDE Webinar

April 26, 2018

AGENDA

- Overview of changes to new SY18-19 production record
- USDA requirements of production records
- Performance Standard 2 violations related to production records
- How to properly complete the new production record
- Food Safety
- Approval deadline

2016-2017 Daily Production Record: BREAKFAST, LUNCH & SNACK

Comments:

Breakfast

Lunch

Snack

Site: _____

Date: _____

Signature: _____

Planned:	
Students	
Adults	
CNP Staff	
Served:	
Students	
Adults	
CNP Staff	

Planned:	
Students	
Adults	
CNP Staff	
Served:	
Students	
Adults	
CNP Staff	

Planned:	
Students	
Adults	
CNP Staff	
Served:	
Students	
Adults	
CNP Staff	

Credit Per Meal Component

Menu:	Serving Size	Menu:	Serving Size	Menu:	Serving Size	Snack Menu:	Serv. Size	M/MA Oz	F/V Cups	G/B Serv	Milk Serv

(1) Food Item	(2) Type	(3) Recipe	(4) Age/ Grade Group	(5) Serv Size	Planned Servings			Amount of Food Used		Leftovers		HACCP TEMPERATURES Hot = 135° Cold = 41°(4 hrs)											
					(6) Stud- ents	(7) Other	(8) Total	(9) Plan- ned	(10) Actual	(11) Amount	(12) *	Final Prep Temp/Time	C/A **	Hold Prior Service Temp/Time	C/A **	Hold During Service Temp/Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4hrs			

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom **Corrective Action: D=Discarded; C=Chilled; H=Heated revised 9/1/15

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____
 Date: _____
 Signature: _____
 Age/Grade Group: _____

Breakfast

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(4) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES							Hot = 135° Cold = 41°(4 hrs)			
			(5) Students	(6) Adults/ CNP Staff/ A la Carte	(7) Total	(8) Prepared	(9) Served	(10) Amount	(11) •	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs		

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom

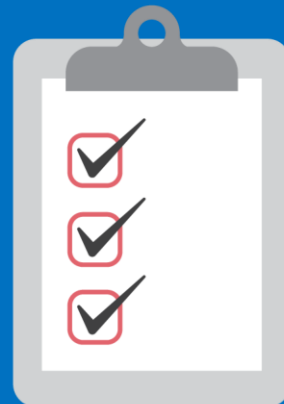
**Corrective Action: D=Discarded; C=Chilled; H=Heated

revised 3/9/18



USDA REQUIREMENTS (CFR 210)

- USDA requires review of production records
 - Consistency between menus and certification reports
 - Determination whether all food components and food quantities were offered
- USDA also requires State Agencies to review production records based on the standards set forth in the Administrative Review Manual





ALSDE REQUIREMENTS

- USDA requires State Agencies to review production records for:
 - Used for proper planning (i.e. evaluate for consumption and leftovers)
 - Documentation that food prepared is creditable for the total number of reimbursable meals offered/served
 - Documentation of a la carte, adult, and/or other non-reimbursable meals (including number of portions for each of these food items)
 - Documentation that milk, whole grain-rich, and vegetable sub-group requirements are met





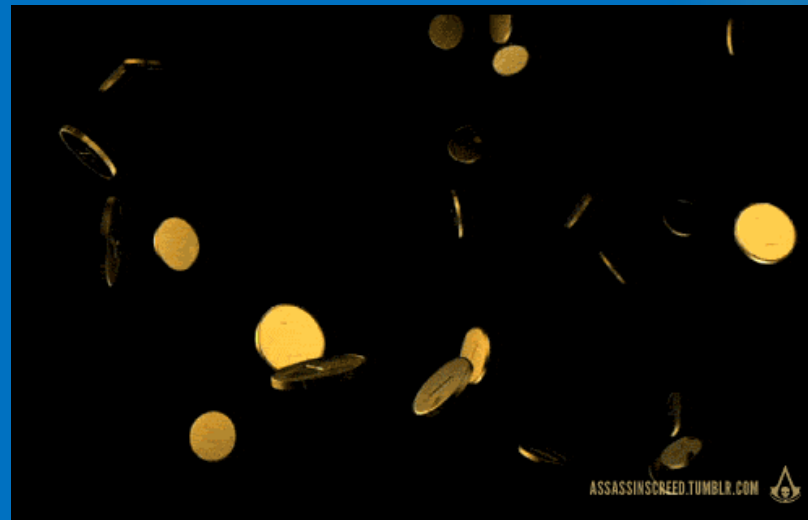
ALSDE REQUIREMENTS (CONT.)

- USDA requires State Agencies to review production records for:
 - Documentation that weekly quantity requirements for grains, meat/meat alternates, vegetables, fruit, and milk are met
 - Alignment with standardized recipes
 - Menu items are listed in conjunction with the planned menu/contribution report (including condiments)



CA\$H BACK...

- USDA states that missing meal components reflected in the production records or missing production records entirely are Performance Standard 2 violations and must result in disallowed/reclaimed meals served during the time frame.



PRE-PLANNING

- What should take place before a set menu gets to a manager?
 - 1.) The menu planner should develop a rough draft of a weekly breakfast, lunch, and snack (if participating) menu.
 - 2.) The menu should be entered into a USDA approved Certification of Compliance worksheet to determine if the weekly breakfast and lunch menu meets the meal pattern for the age/grade group being served.
 - 3.) A Nutrient Analysis should be conducted on the weekly breakfast and lunch menu to determine if the diet specifications (calories, saturated fat, and sodium) meet the requirements.
 - 4.) The menu should then be conveyed to the manager regarding what portion sizes of all menu items(including condiments) that should be offered to students.



Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

Breakfast

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(4) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES										
			(5) Students	(6) Adults/ CNP Staff/ A la Carte	(7) Total	(8) Prepared	(9) Served	(10) Amount	(11) •	Final Prep Temp/ Time	C/A ••	Hold Prior Service Temp/ Time	C/A ••	Hold During Service Temp/ Time	C/A ••	Cool w/in 2 hrs to 70°	C/A ••	Temp at 4 hrs		

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom **Corrective Action: D=Discarded; C=Chilled; H=Heated revised 3/9/18

GENERAL INFO

Site:

Date:

Age/Grade Group:

Signature:

- List the location of production (i.e. John Doe Elementary)
- List the date the production is taking place (i.e. March 17, 2018)
- List the grade group being served (i.e. K-5)
- Once the production record is completed, the manager should sign confirming the production record has been reviewed and is accurate
 - Electronic signatures are allowable, but initialing next to e-signature would be a best practice



Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

Breakfast

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(4) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES									
			(5) Students	(6) Adults/ CNP Staff/ A la Carte	(7) Total	(8) Prepared	(9) Served	(10) Amount	(11) •	Final Prep Temp/ Time	C/A ••	Hold Prior Service Temp/ Time	C/A ••	Hold During Service Temp/ Time	C/A ••	Cool w/in 2 hrs to 70°	C/A ••	Temp at 4 hrs	

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom **Corrective Action: D=Discarded; C=Chilled; H=Heated revised 3/9/18

FORECASTING

<u>Breakfast</u>		<u>Lunch</u>		<u>Snack</u>	
Planned (based on ADP)		Planned (based on ADP)		Planned (based on ADP)	
Students		Students		Students	
Adults		Adults		Adults	
CNP Staff		CNP Staff		CNP Staff	
Served (based on meal count)		Served (based on meal count)		Served (based on meal count)	
Students		Students		Students	
Adults		Adults		Adults	
CNP Staff		CNP Staff		CNP Staff	

- Previous menus where similar entrees were served should be used to determine our planned quantities
- Those previous numbers will help us determine how much food to initially prepare
- We should make the menu planner aware of issues noted in our forecasting (i.e. adjusting menus to remove unpopular items)
- This information should be used to build/support the Nutrient Analysis



FORECASTING EXAMPLE

- Scenario:
 - John Doe Elementary
 - Enrollment: 500 students
 - Average daily participation (ADP): 68%
 - 5 week cycle menu
 - Last production record shows 335 meals served for upcoming menu day
- WHAT'S WRONG?

<u>Breakfast</u>		<u>Lunch</u>		<u>Snack</u>	
Planned (based on ADP)		Planned (based on ADP)		Planned (based on ADP)	
Students		Students	500	Students	
Adults		Adults	5	Adults	
CNP Staff		CNP Staff	6	CNP Staff	
Served (based on meal count)		Served (based on meal count)		Served (based on meal count)	
Students		Students	340	Students	
Adults		Adults	2	Adults	
CNP Staff		CNP Staff	6	CNP Staff	

Planned vs. Served should be close if truly forecasting



Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

Breakfast

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(4) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES										
			(5) Students	(6) Adults/ CNP Staff/ A la Carte	(7) Total	(8) Prepared	(9) Served	(10) Amount	(11) •	Final Prep Temp/ Time	C/A ••	Hold Prior Service Temp/ Time	C/A ••	Hold During Service Temp/ Time	C/A ••	Cool w/in 2 hrs to 70°	C/A ••	Temp at 4 hrs		

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom **Corrective Action: D=Discarded; C=Chilled; H=Heated revised 3/9/18

COMMENTS SECTION

Comments:

Substituted broccoli for romaine
lettuce due to delivery issue

- What are some examples of when we would use the comment box?
- Substitutions
- Field trips
- Early check-out day



Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____
 Date: _____
 Signature: _____
 Age/Grade Group: _____

Breakfast	
Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch	
Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack	
Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(4) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES									
			(5) Students	(6) Adults/ CNP Staff/ A la Carte	(7) Total	(8) Prepared	(9) Served	(10) Amount	(11) •	Final Prep Temp/ Time	C/A ••	Hold Prior Service Temp/ Time	C/A ••	Hold During Service Temp/ Time	C/A ••	Cool w/in 2 hrs to 70°	C/A ••	Temp at 4 hrs	

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom ••Corrective Action: D=Discarded; C=Chilled; H=Heated revised 3/9/18

MENU ITEMS / CONDIMENTS

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column 1- list all food items served as part of reimbursable meal first
 - List all varieties of milk separately (i.e. 1% milk, fat free chocolate milk, etc)
- Then list extra items/condiments, salad bar, grab & go options, extras items, and any a la carte items(if applicable) last



MENU ITEMS / CONDIMENTS EXAMPLE

What's missing at lunch?

Fruit(s)

(1) Menu Items/ Condiments
chicken bites
WW roll
baked fries
broccoli
1% unflavored milk
FF chocolate milk
ketchup
honey mustard





Search Recipes

Go

Nutrition Information

for 1 broccoli bite

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Nutrients	Amount
Calories	142
Total Fat	3 g
Saturated Fat	2 g
Cholesterol	5 mg
Sodium	166 mg
Total Carbohydrate	19 g
Dietary Fiber	3 g
Total Sugars	2 g
Added Sugars included	N/A
Protein	12 g
Vitamin D	2 IU
Calcium	150 mg
Iron	1 mg
Potassium	126 mg
Meal Components	
Vegetables	
- Dark Green	1/2 cup
Grains	1 ounce
Meat / Meat Alternates	1 1/2 ounces

For more information on meal components and crediting, please visit the [Food Buying Guide for Child Nutrition Programs](#).

N/A - data is not available

Yield/Volume

50 Servings
about 13 lb
about 1 gallon 2
quarts 2 cups / 50
broccoli bites

100 Servings
about 26 lb
about 3 gallons 1
quart / 100 broccoli
bites

Find More:

[Child Nutrition \(CNP\)](#)

This recipe has been tested or standardized by USDA, 2016

Broccoli Bites - USDA Recipe I-080 for Schools



[Add to My Cookbook](#) [Print](#) [Review](#) [Share](#)

★★★★★ (No votes yet)

Makes: 50 or 100 Servings

Directions for: **50 Servings** **100 Servings**

Ingredients	Weight	Measure	Directions
Frozen broccoli, chopped	9 lb 8 oz	3 gal 2 qt 2 cups	<ol style="list-style-type: none"> Combine broccoli, cheese, egg whites, and bread crumbs in a large bowl. Stir well. Using a No. 10 scoop, portion 2/3 cup (about 4 oz) broccoli mixture onto a sheet pan (18" x 26" x 1") lined with parchment paper and lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. Bake: Conventional oven: 375 °F for 25 minutes. Convection oven: 350 °F for 15 minutes. Critical Control Point: Heat to 165 °F or higher for at least 15 seconds. Critical Control Point: Hold for hot service at 135 °F or higher. Serve 1 broccoli bite.
Low-fat cheddar cheese, shredded	1 lb 8 oz	1 qt 2 cups	
Frozen egg whites, thawed	3 lb 8 oz	1 qt 3 cups	
Bread crumbs	1 lb 14 oz	1 qt 3 1/2 cups	

Serving

See Notes

Notes

*See Marketing Guide for purchasing information on foods that will change during preparation or when a variation of the ingredients is available.

Cooking Process #2: Same Day Service

Serving

NSLP/SBP Crediting Information: 1 broccoli bite provides 1.5 oz equivalent meat/meat alternate, 1/2 cup dark green vegetable, and 1 oz equivalent grains.

CACFP Crediting Information: 1 broccoli bite provides 1.5 oz meat/meat alternate, 1/2 cup vegetable, and 1 oz serving grains/bread.

[Find tips and resources](#) for safe food handling and proper cooking temperature guidance.

RECIPE

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column 2- list the recipe number of the food item. If using a USDA recipe, like Broccoli Bites for example, record it as I-o8o. If using a school recipe, record it with the designated recipe number your menu planner creates for each item
- A recipe must be used for all prepared menu items with more than one ingredient



SERVING SIZE

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (3)- enter the serving size to be offered
- It is important that the menu planner convey to the manager the appropriate portions for each item and that the manager convey this information to their staff
- Communication is key in order to prevent discrepancies between the Nutrient Analysis and the production record.



REIMBURSABLE SERVINGS

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (4)- record the number of students you plan to serve each menu item as part of the reimbursable meal



NON-REIMBURSABLE SERVINGS

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (5)- record the number of CNP Staff, adults, a la carte, and/or contracted meals that you plan to serve for each menu item not part of the reimbursable meal



TOTAL PLANNED SERVINGS

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (6)- record the sum of column (4) and column (5)



ACTUAL PREPARED SERVINGS

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (7)- record the number of servings you prepare/cook with the intent of placing on the serving lines



ACTUAL SERVED

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (8)- record the actual amount that was served/offered



LEFTOVERS

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (9)- record the amount of leftovers, if any
 - If there was no leftovers, indicate with a "0"



LEFTOVER CODE

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

- Column (10)- record what was done with the leftovers
 - D- discarded
 - R- covered, labeled, dated, and placed in the refrigerator
 - F-covered, labeled, dated, and placed in the freezer
 - S-covered, labeled, dated, and placed in the storeroom



LEFTOVERS EXAMPLE

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) •
cheeseburger	000001	1	300	6	306	306	306		
hotdog	000002	1	200	5	205	205	205		

- Leftovers is one of the most common findings during an Administrative Review
 - Columns (9) and (10) are not filled out
 - “Planned Servings” and “Actual Servings” is always the exact same and therefore there are no leftovers???



FOOD SAFETY

HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)				
Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

- The remaining columns are provided to record food temperatures
- The food temperatures **do not** have to be maintained on the Production Record, but they do need to be maintained and filed with the production record
 - Where the food temperatures are documented is a CNP Director decision
 - How many food temperatures the staff is required to take is also a CNP Director decision, but the procedure should be clearly indicated in the district HACCP Plan



FOOD SAFETY (CONTINUED)

HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)				
Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs
134°	171°/H							

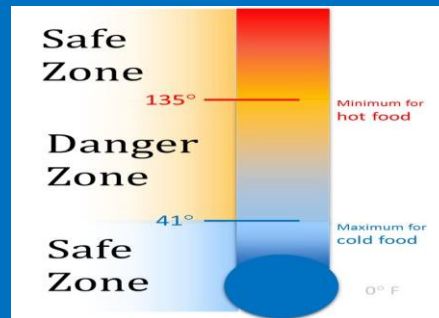
-C/A-corrective action (Did you throw it in the trash, did you reheat it, or did you cool it? If you reheated or cooled the food item, what was the temp after corrective action was used?)

- **Corrective Action:
- D-discarded
- C-chilled
- H-heated



NOT GOLDEN

- Food temperature trends
 - Examples
 - All cooked foods are always documented at 170°
 - All cold foods are always documented at 40°
- Food temperature logs are our documentation against lawsuits.
 - Make sure they are authentic.



APPROVAL DEADLINE

- July 6th deadline
 - Any changes to the State prototype will require approval



NONDISCRIMINATION STATEMENT

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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QUESTIONS

