

PRODUCTION RECORDS

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Alabama State Department of Education
Child Nutrition Program
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2020 New Directors' Virtual Training Agenda

Virtual Training
Webinars
with
PowerPoint
Presentations



AGENDA

General Information	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
CNP Directory, Organizational Chart, Food & Nutrition Resource List, Technical Assistance Request Form, Job Tasks Timeline Calendar, Free & Reduced Application Information, Accessing Materials	
SDE Accounting Functions	LaKecia Love , Education Specialist ALSDE, Food Distribution
Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers	
Meal Accountability	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack	
Meal Pattern	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks	
Food Production	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner	
Production Records/Record Keeping	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
HACCP	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
Memos, Civil Rights, Bid Laws	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
Professional Standards	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
Training Requirements, CNP Director Qualifications	
CNP Online Application	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
Schedule A Revisions, Updating Information, Annual Agreement	
User Accounts, Site Data, Plate Cost, Openings and Closings	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Wellness	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Human Resources	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Summer Programs	Kim Ruggles , Education Specialist ALSDE, CACFP Section
Financial Management	Debbie Harris , Auditor ALSDE, Child Nutrition Program
Procurement	Joel Evans , Auditor ALSDE, Child Nutrition Program
Food Distribution/Statewide Procurement	Brantley Tucker Surplus Commodity Administrator ALSDE, Child Nutrition Program
Equipment Review	June Barrett , Program Coordinator ALSDE, Child Nutrition Program

Click on the link below to access the recorded training:

<https://alsde.webex.com/alsde/lsr.php?RCID=9d926f79d3384633b1b2b7b9e64dcda9>

AGENDA

- USDA requirements of production records
- Performance Standard 2 violations related to production records
- How to properly complete the production record
- Food Safety

7 CFR 210

(a) General Requirements-

(3) **Production and menu records.** Schools must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day.

REQUIREMENTS FOR STATE AGENCIES

USDA requires State Agencies to review production records for:

- Proper planning (i.e. evaluate for consumption and leftovers)
- Documentation that food prepared is creditable for the total number of reimbursable meals offered and 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

REQUIREMENTS FOR STATE AGENCIES (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)

\$ FISCAL ACTION \$



Meals must be disallowed/reclaimed:

- If production records are missing, or missing for a certain time period unless the SFA is able to prove that reimbursable meals were offered and served

Meals may be disallowed/reclaimed:

- If only one type of milk is offered or an unallowable milk type is offered
- If one vegetable subgroup is not offered over the course of the week reviewed or is in an insufficient quantity to meet the minimum weekly requirement
- If meals contain insufficient quantities of required meal components
- If whole grain-rich foods are not offered over the course of the week reviewed
- If the amount of fruit or vegetable juice offered exceeds 50 percent of the total weekly fruits or vegetables offered

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) should be offered to students

GENERAL INFORMATION

Site: _____

Date: _____

Age/Grade Group: _____

Signature: _____

- List the location of production (i.e. John Doe Elementary)
- List the date that the production is taking place (i.e. March 15th, 2019)
- List the grade groups 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

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
- These previous numbers help to determine how much food to prepare initially
- Make the menu planner aware of issues noted in forecasting (i.e. adjusting menus to remove unpopular items)
- This information should be used to build/support the Nutrient Analysis

FORECASTING EXAMPLE

- Scenario:
 - Jane Doe Elementary
 - Enrollment: 700 students
 - Average Daily Participation (ADP): 65%
 - 5 week cycle menu
 - Last production record shows 455 meals served for upcoming menu day
 - WHAT'S WRONG?

<u>Lunch</u>	
Planned (based on ADP)	
Students	700
Adults	5
CNP Staff	6
Served (based on meal count)	
Students	455
Adults	2
CNP Staff	6

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	

COMMENTS SECTION

<u>Comments:</u>
Carrots substituted for sweet potatoes due to delivery issue



Examples for use of 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					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	

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

MENU ITEMS/CONDIMENTS EXAMPLE

What's missing at lunch?

(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

[Show Full Display](#)

Nutrient	Amount
Calories	142
Total Fat	3 g
Saturated Fat	2 g
Cholesterol	8 mg
Sodium	186 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	128 mg
Meal Components	
Vegetables	
- Dark Green	1/2 cup
Grains	1 ounce
Meat / Meat Alternatives	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:

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, record it as I-080. If using a school recipe, record it with the designated recipe number created by your menu planner
 - 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 to prevent discrepancies between the Nutrient Analysis, contribution report, and 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 meals

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 SERVINGS EXAMPLE #1

Prepared Served Leftovers

LUNCH							Prepared	Served	Leftovers
Corndog		Pre K-12	1	425	10	435	532	532	0
Mustard		Pre K-12	1	"	"	"	1CS	1CS	0
Low Sodium Ketchup		Pre K-12	2 packs	"	"	"	1/2c	1/2c	0
Peas and Carrots	CC-V8	Pre K-8	1/2 cup	350	"	360	1.5 CS	2 gal	1 gal
Peas and Carrots	CC-V8	12-Sep	1 cup	75	0	75	1/2 CS	1 gal	1 gal
French Fries	CC-V3	Pre K-12	1/2 cup	425	10	435	5CS + 300g	5CS + 300g	0
Low Sodium Ketchup		Pre K-12	2 packs	"	"	"	1/2 CS	1/2c	0
Fruit-Diced Pears <i>Apple</i>		Pre K-8	1/2 cup	350	"	360	4CS	4CS	0
Fruit-Diced Pears <i>Apple Slices</i>		9th-12th	1 cup	75	0	75	1CS	1CS	0
Skim Flavored Milk		Pre K-12	8 oz	425	0	425	425	425	0

ACTUAL SERVINGS EXAMPLE #2

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings	
			(4) Student s	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepare d	(8) Served
Peaches, Canned		1/2 C	150	5	155	155	

For example:

25-30 ½ C servings per #10 can

155 customers / 25 servings per can = 6.2 #10 cans

7 cans equals 175 prepared servings

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 were no leftovers, indicate with a “0”

Basics at a Glance

Recipe Abbreviations

approx.	= approximate
tsp or t	= teaspoon
Tbsp or T	= tablespoon
c	= cup
pt	= pint
qt	= quart
gal	= gallon
wt	= weight
oz	= ounce
lb or #	= pound (e.g., #3)
g	= gram
kg	= kilogram
vol	= volume
mL	= milliliter
L	= liter
fl oz	= fluid ounce
No. or #	= number (e.g., #3)
in. or "	= inches (e.g., 12")
°F	= degree Fahrenheit
°C	= degree Celsius or centigrade

Volume Equivalents for Liquids

60 drops	= 1 tsp	
1 Tbsp	= 3 tsp	= 0.5 fl oz
1/8 cup	= 2 Tbsp	= 1 fl oz
1/4 cup	= 4 Tbsp	= 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp	= 2.65 fl oz
3/8 cup	= 6 Tbsp	= 3 fl oz
1/2 cup	= 8 Tbsp	= 4 fl oz
5/8 cup	= 10 Tbsp	= 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp	= 5.3 fl oz
3/4 cup	= 12 Tbsp	= 6 fl oz
7/8 cup	= 14 Tbsp	= 7 fl oz
1 cup	= 16 Tbsp	= 8 fl oz
1/2 pint	= 1 cup	= 8 fl oz
1 pint	= 2 cups	= 16 fl oz
1 quart	= 2 pt	= 32 fl oz
1 gallon	= 4 qt	= 128 fl oz

Equivalent Weights

16 oz	= 1 lb	= 1.000 lb
12 oz	= 3/4 lb	= 0.750 lb
8 oz	= 1/2 lb	= 0.500 lb
4 oz	= 1/4 lb	= 0.250 lb
1 oz	= 1/16 lb	= 0.063 lb

Fraction to Decimal Equivalents

1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875

Metric Equivalents by Weight

Customary Unit (avoirdupois)	Metric Unit
Ounces (oz)	Grams (g)
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
Pounds (lb)	Grams (g)
1 lb	= 453.6 g
2 lb	= 907.2 g
Pounds (lb)	Kilograms (kg)
2.2 lb	= 1 kg (1000 g)

Metric Equivalents by Volume

Customary Unit (fl oz)	Metric Unit
1 cup (8 fl oz)	= 236.59 mL
1 quart (32 fl oz)	= 946.36 mL
1.5 quarts (48 fl oz)	= 1.42 L
33.818 fl oz	= 1.0 L



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Scoops (Dishers)

Size/No.	Level Measure	Color Code*
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

*Scoops are left or right hand or opposite type that can be used for both hands. Number on the scoop indicates how many level scoops make one quart. For example, eight No. 8 scoops = 1 quart.



*Use colored dots matching the level-measure color coding of scoop size.

Ladles Portion Servers

Ladle fl oz	Approx. Measure	Portion Server fl oz
1	1/8 cup	1 oz
2	1/4 cup	2 oz
3	3/8 cup	3 oz
4	1/2 cup	4 oz
6	3/4 cup	6 oz
8	1 cup	8 oz
12	1-1/2 cups	

Ladles and portion servers (measuring serving spoons that are volume-standardized) are labeled "oz" or "fl oz" weight to ensure accurate since they measure volume, not weight.

The ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products. The portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

Cooking or Serving Spoons



Spoons vary in length (11", 12", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

Spoons vary in length (11", 12", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and protects hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

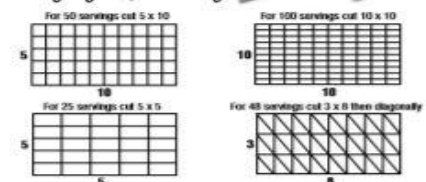
Steamtable Pan Capacity

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2-1/2"	2 gal	1/2 cup	4 oz	8	64
		3/8 cup	3 oz	10	80
		1/3 cup	2.65 oz	12	96
		1/4 cup	2 oz	16	128
12" x 20" x 4"	3-1/2 gal	1/2 cup	4 oz	8	112
		3/8 cup	3 oz	10	135
		1/3 cup	2.65 oz	12	168
		1/4 cup	2 oz	16	224
12" x 20" x 6"	5 gal	1/2 cup	4 oz	8	160
		3/8 cup	3 oz	10	200
		1/3 cup	2.65 oz	12	240
		1/4 cup	2 oz	16	320

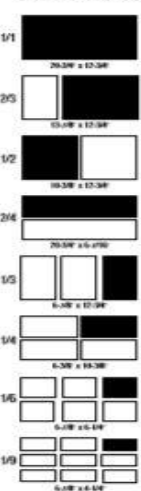
Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan
Baking or steamtable	12" x 20" x 2-1/2"	2" x 3-3/4" 2" x 2"
Sheet or bin	18" x 26" x 1"	3-1/4" x 5" 3-1/4" x 2-1/2" 1-3/4" x 2-1/2"

Cutting Diagrams for Portioning



Other Pan Sizes



Steamtable or counter pans are available in various sizes. Consider size pans may require the use of an attach bar.

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 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 never any 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
- Food temps do not have to be maintained on the Production Record, but they do need to be maintained and filed with the production record
 - Location of where food temps are documented is a CNP Director decision
 - How many food temps the staff is required to take is also a CNP Director decision, but the procedure should be indicated in the district HACCP plan

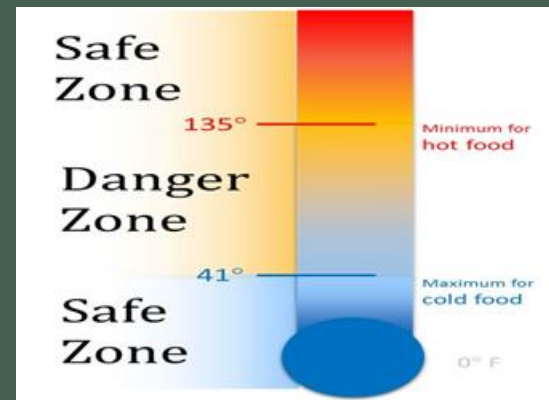
FOOD SAFETY (CONTINUED)

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
- What was the temp after corrective action was taken?
 - **Corrective Action:
 - D-discarded
 - C-chilled
 - H-heated

SUSPICIOUS RECORDS

- 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.
 - They need to be AUTHENTIC



GOLD STAR!

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES			
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) +	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **
Cereal Bowl	1072	1 ea.	50	0	50	96 serv.	26 ^{50%} serv.	70 serv.	S				
Cereal Bowl	1072	1 ea.	50	0	50	48 serv.	20 ^{50%} serv.	28 serv.	S				
Cereal Pouch	1072	1 ea.	50	5	55	96 serv.	36 ^{50%} serv.	10 serv.	S				
Cereal Pouch	1072	1 ea.	60	0	60	48 serv.	40 serv.	8 serv.	S				
Fruit ?	415	1 ea.	70	5	75	118 serv.	106 ^{50%} serv.	12 serv.	S				
Juice (Orange-Pineapple)	416	4 oz.	140	5	145	140 serv.	126 ^{50%} serv.	14 serv.	R	35°			
Juice (Apple)	416	4 oz.	70	0	70	70 serv.	30 ^{50%} serv.	40 serv.	R	35°			
Juice (Grape)	416	4 oz.	70	0	70	70 serv.	10 ^{50%} serv.	60 serv.	R	35°			
Juice (Fruit Blend)	416	4 oz.	70	0	70	70 serv.	0 ^{50%} serv.	70 serv.	R	35°			
Milk Low-Fat	417	8 oz.	100	0	100	100 serv.	100 ^{50%} serv.	0					
Milk Fat-Free	418	8 oz.	25	0	25	25 serv.	25 ^{50%} serv.	0					
Sausage Pizza	141	1 slice	430	9	439	445 serv.	432 ^{50%} serv.	13 serv.	D	145°			
Corn	270 225	1/4 cup 1/2 cup	300 130	9	439	450 serv.	432 ^{50%} serv.	18 serv.	D	155°			
Salad Dressing	225	1 pk	430	9	439	450 serv.	432 ^{50%} serv.	18 serv.	S				
Fruit (Can) Mixed Fruit	415	1/2 cup 1 cup	100	2	102	75 serv. 38 serv.	108 ^{50%} serv. 5 serv.	5 serv.	D	35°			
Fruit (Can) Pineapple Rings	415	1/2 cup 1 cup	100	2	102	75 serv. 38 serv.	108 ^{50%} serv. 5 serv.	5 serv.	D	35°			
Fruit (Fresh) Apples	415	1/2 cup 1 cup	100	2	102	112 serv.	108 ^{50%} serv.	4 serv.	S				

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