

Production Records and Record-Keeping

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2023 New Managers' Training
July 18, 2023
ALSDE CNP School Programs



Agenda

- General USDA Requirements of Production Records
- Performance Standard 2 Violations related to Production Records
- Completing the Production Record



210.10 Meal requirements for lunches and requirements for afterschool snacks.

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



Meals must be disallowed/reclaimed:

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



Meals may be disallowed/reclaimed:

- If meals contain insufficient quantities of required meal components.
- 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 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.

What Could Result in Disallowed Meals?



(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) *
BREAKFAST									
Breakfast Pizza		3.31oz	48	10	58				
Fruit		½ c							
Fruit Juice		½ c							
Milk		8 oz							
LUNCH									
Cnkn Quesadillas CN (2)		2.00oz	48	10	58				
Pinto Beans		½ c							
Mexican Rice		½ c							
Fruit		1 c							
Milk		8 oz							

Pre-Planning

What should take place before a set menu gets to a manager?



- The menu planner should develop a rough draft for the weekly breakfast, lunch, and snack menu (if participating).
- The menu should be entered into a USDA-approved Certification of Compliance worksheet.
- A Nutrient Analysis should be conducted on the weekly breakfast and lunch menu.
- The menu should then be conveyed to the manager regarding what portion sizes of all menu items (including condiments) should be offered to students.

Forecasting Example

Scenario

- ABC 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

USDA Recipe Resource

Categories

- Recipes For Schools
- Recipes For Schools - Breakfast
- Recipes For Schools - Grains/Breads
- Recipes For Schools - Main Dishes
- Recipes For Schools - Salads

Ratings:

0★ 5★

Keyword

Ex: Carrots

For Schools

For Child Care Centers

For Family Child Care

BROWSE OUR RECIPES

For CACFP (Adult Portions)

For Spanish Recipes

Child Nutrition Recipe Box
Healthy Recipes for Child Nutrition Professionals

<https://theicn.org/cnr/#allrecipes>

USDA Recipe Resource

Baked Sweet Potatoes and Apples - USDA Recipe for Schools

Fresh sweet potatoes and fresh apples combined with a brown sugar glaze and dried cranberries.

NSLP/SBP CREDITING INFORMATION

1/3 cup (No. 12 scoop) provides 1/8 cup red/orange vegetable and 1/8 cup fruit.



Baked Sweet Potatoes and Apples - USDA Recipe for Schools

Amount Per Serving 1/3 cup (No. 12 scoop)

Calories	159
Total Fat	3g
Saturated Fat	1g
Cholesterol	0mg
Sodium	149mg
Potassium	246mg
Total Carbohydrates	34g
Dietary Fiber	2g
Total Sugars	25g
Protein	1g
Vitamin D	0IU
Calcium	0%
Iron	0%

NUTRITION INFORMATION

INGREDIENTS	Quantity	
	Weight	Measure
*Fresh sweet potatoes, diced 1/2"	4 lb	3 qt 3 cups
Trans-fat free margarine	8 oz	1 cup
Chopped ginger	4 oz	1/2 cup
Brown sugar	1 lb 8 oz	3 cups
Ground cinnamon		1 Tbsp 1 tsp
Ground nutmeg		1 Tbsp 1 tsp
Salt		2 tsp
Vanilla extract		1 Tbsp 1 tsp
Frozen green apples, thawed, unsweetened	3 lb 10 oz	2 qt 3 1/2 cups
Water		2 cups
Frozen, concentrated orange juice, thawed		2 cups
Dried Cranberries	10 oz	2 cups
Cornstarch		1/4 cup
Water		1/4 cup



Menu Items and Condiments

Column 2 - Recipe

- List the recipe number of the food item.
- If using a USDA recipe, or school recipe, record it with the designated recipe number created by your menu planner.

NOTE:

A recipe must be used for all prepared menu items with more than one ingredient.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

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

Breakfast			Lunch			Snack			Comments:
Planned (based on ADP)			Planned (based on ADP)			Planned (based on ADP)			
Students			Students			Students			
Adults			Adults			Adults			
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			

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		Actual Servings	Leftovers		HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)						
			(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 **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

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

Common Mistakes in Column 3

(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) *
BREAKFAST									
Breakfast Pizza		3.31oz	48	10	58				
Fruit		½ c							
Fruit Juice		½ c							
Milk		8 oz							
LUNCH									
Cnkn Quesadillas CN (2)		2.00oz	48	10	58				
Pinto Beans		½ c							
Mexican Rice		½ c							
Fruit		1 c							
Milk		8 oz							



Total Planned Servings

Column 6 - Total

Record the sum of column 4 and column 5.

(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) *

Actual Prepared Servings

Column 7 – Actual Servings: Prepared

Record the number of **SERVINGS** you prepare/cook with the intent of placing on the serving lines.

(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) *

Actual Serving Example #1

LUNCH									
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 + 30oz	5CS + 30oz	0
Low Sodium Ketchup		Pre K-12	2 packs	"	"	"	1/2 CS	1/2c	0
Fruit-Diced Pears Pineapple		Pre K-8	1/2 cup	350	"	360	4CS	4CS	0
Fruit-Diced Pears Peach Slices		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 Serving Example #2

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served
Peaches		½ C	150	5	155	155	
						175	

- 25-30 ½ cup servings per each #10 can of peaches
- 155 customers / 25 servings per can = 6.2 #10 cans
- 7 cans equals 175 prepared servings

Actual Servings Served

Column 8 – Actual Servings: Served

Record the actual amount that was served/offered.

(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: Leftovers: Amount

- Record the number of leftovers, if any.
- If there were no leftovers, indicate with a zero (0).

(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) *

Basics at a Glance

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

Scoops (Dishers)



Size/No. ¹	Level Measure	Color Code ²
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	

¹ Scoops are left or right hand or squeeze-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.



² Use colored dots matching the brand-specific color coding of scoop sizes.

Ladles Portion Servers

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

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

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

Cooking or Serving Spoons

Solid Spoons



Perforated Spoons



Slotted Spoons



Spoons vary in length (11", 13", 15") use in cooking or serving. Spoons that are heat-resistant. Level scoop servers provide more accurate portions than are not volume-standardized.

Specialty Spoons



A thumb notch on a server or spoon from slipping into the pan and sliding into the food. Triple-edge (slotted) spoons have a flat edge that increases the surface area of the spoon touching the bottom of the pan.

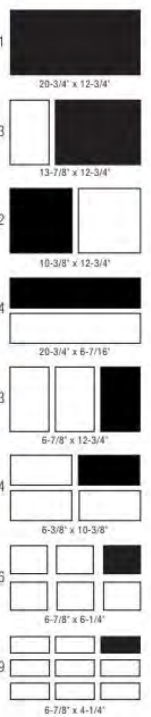
Fraction to Decimal Equivalents

1/8	= 0.125
1/4	= 0.25
1/3	= 0.333
3/8	= 0.375
1/2	= 0.5
5/8	= 0.625
2/3	= 0.667
3/4	= 0.75
7/8	= 0.875

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 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	64 80 96 128
12" x 20" x 4"	3-1/2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	112 135 168 224
12" x 20" x 6"	5 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	160 200 240 320

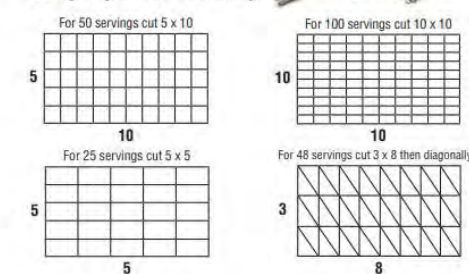
Other Pan Sizes



Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan		
		25	50	100
Baking or steamtable	12" x 20" x 2-1/2"	2" x 3-3/4"	2" x 2"	---
Sheet or bun	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



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Letovers Examples

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** are always the exact same and therefore there are never any 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) •
cheeseburger	000001	1	300	6	306	306	306		
hotdog	000002	1	200	5	205	205	205		

Food Safety

Food temps do not have to be maintained on the Production Record, but 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.

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

Food Safety (continued)

C/A - Corrective Action

What was the temperature after corrective action was taken?

**Corrective Action:

D-discarded

C-chilled

H-heated

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							

Suspicious Records

Food Temperature Trends

Examples:

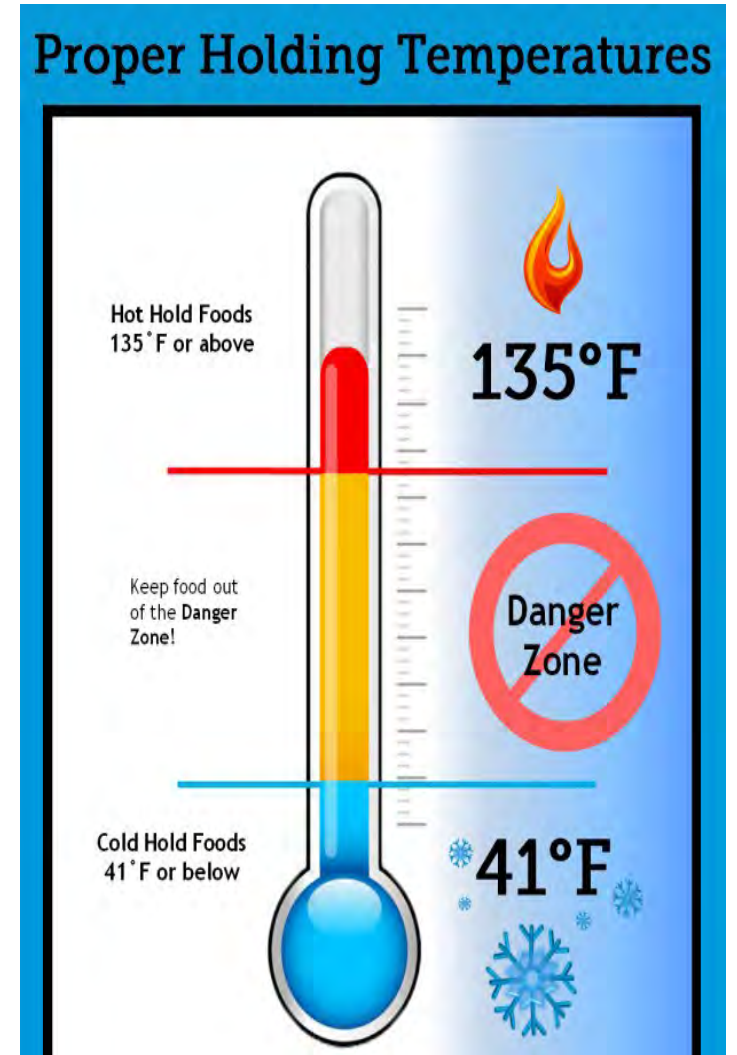
All cooked foods are always documented at 170°.

All cold foods are always documented at 40°.

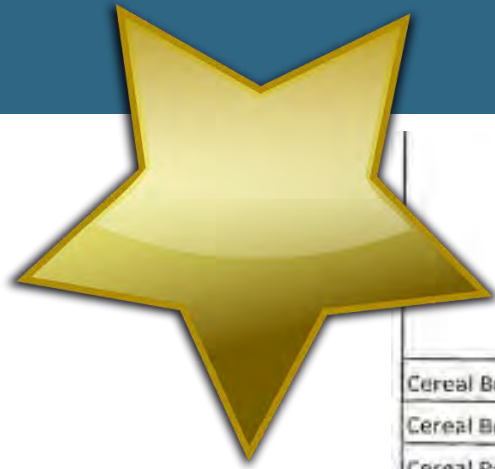
IMPORTANT:

Food temperature logs are our documentation against lawsuits.

They need to be AUTHENTIC!



Gold Star Production Record



(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES			
			(4) Students	(5) Adults/ CMP 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 serv.	70 serv.	S				
Cereal Bowl	1072	1 ea.	50	0	50	48 serv.	20 serv.	28 serv.	S				
Cereal Pouch	1072	1 ea.	50	5	55	96 serv.	23 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 serv.	12 serv.	S				
Juice (Orange-Pineapple)	415	4 oz.	140	5	145	140 serv.	126 serv.	14 serv.	R	35°			
Juice (Apple)	416	4 oz.	70	0	70	70 serv.	30 serv.	40 serv.	R	35°			
Juice (Grape)	416	4 oz.	70	0	70	70 serv.	10 serv.	60 serv.	R	35°			
Juice (Fruit Blend)	416	4 oz.	70	0	70	70 serv.	0 serv.	70 serv.	R	35°			
Milk Low-Fat	417	8 oz.	100	0	100	100 serv.	100 serv.	0					
Milk Fat-Free	418	8 oz.	25	0	25	25 serv.	25 serv.	0					
Sausage Pizza	141	1 slice	430	9	439	445 serv.	432 serv.	13 serv.	D	145°			
Romaine & Spinach Salad	457	1/4 cup	300										
	456	1/2 cup	139	9	439	450 serv.	432 serv.	18 serv.	R	35°			
Corn	270	1/4 cup	300										
	225	1/2 cup	130	9	439	450 serv.	432 serv.	18 serv.	D	155°			
Salad Dressing	225	1 pk	430	9	439	450 serv.	432 serv.	18 serv.	S				
Fruit (Can) Mixed Fruit	415	1/2 cup				75 serv.							
		1 cup	100	2	102	38 serv.	108 serv.	5 serv.	D	35°			
Fruit (Can) Pineapple Rings	415	1/2 cup				75 serv.							
		1 cup	100	2	102	38 serv.	108 serv.	5 serv.	D	35°			
Fruit (Fresh) Apples	415	1/2 cup 1 cup	100	2	102	112 serv.	108 serv.	4 serv.	S				

Questions?



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*This language was added pursuant to the May 5, 2022, USDA memorandum. However, the inclusion and applicability of this language is currently under challenge in the matter of *The State of Tennessee, et al. v. USDA, et al.*, Case No. 3:22-cv-00257, and may be subject to change.