Alghander School year 25-26

Production Records and Record-Keeping



Susanne Reeves 2025 New Managers' Training July 25-26, 2025 ALSDE CNP School Programs



Agenda

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

Daily Menu Production Record

Daily Menu Production Record: BREAKFAST, LUNCH, and SNACK



Site:		-		Breakfast				Lunch				Snack				Comn	nents:	
			Planned (based on Al	OP)		Planned (based on Al	DP)		Planned	l (based on	ADP)					
Date:		-	Students				Students				Student	s						
			Adults				Adults				Adults							
Signature:		-	CNP Staff				CNP Staff				CNP Sta	ff						
			-	sed on meal	count)	1		ased on meal	count)			based on me	al count)	.				
Age/Grade Group:		-	Students			1	Students				Student	s						
			Adults				Adults				Adults			.				
			CNP Staff			1	CNP Staff				CNP Sta	ff						
			Plan	ned Servi	ngs	Actual	Servings	Lefte	vers	HAC	CP TEMP	ERATURE	s		Hot =	135° Co	d = 41°(4	4 hrs)
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults/ CNP	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10)	Final Prep Temp/	C/A	Hold Prior Service	C/A	Hold During Service	C/A	Cool w/in 2 hrs to	C/A	Tem; 4 h
				Staff/ A la carte						Time		Temp/ Time		Temp/ Time		70*		
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Daily Menu Production Record: BREAKFAST, LUNCH & SNACK

ALSDE Child Nutrition Programs

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.

7 CFR Part 210.10

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)



\$\$\$ FISCAL ACTION

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?



			Plar	nned Servi	ngs	Actual S	Servings	Lefto	overs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(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.

Daily Menu Production Record



Daily Menu Production Record: BREAKFAST, LUNCH & SNACK

Site:		-		Breakfast				Lunch				Snack			Comments:			
			Planned (based on Al	OP)		Planned (based on Al	DP)		Planned	(based on	ADP)					
Date:			Students				Students				Students	5						
			Adults				Adults				Adults							
Signature:		_	CNP Staff				CNP Staff				CNP Stat	ff						
		-	Served (ba	ased on meal	count)		Served (b)	sed on meal	count)		Served (based on me	al count)					
Age/Grade Group:			Students			1	Students				Student	5		1				
		•	Adults			1	Adults				Adults			1				
			CNP Staff			1	CNP Staff				CNP Sta	ff		1				
			Blac	nned Servi	0.00	Actual	Servings	Lofte	overs	нас		ERATURE	c	· ·	Hote	: 135° Col	d = 41°//	d her]
			Plat	ineu servi	ngs	Actuals	servings	Lenu	wers	HAC		ERATORE	3		HOL-	135 (0)	0 = 41 (s	4 mrs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(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	Ten 4
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-General Information

		Daily N	lenu P	roduc	tion Re	cord:	BREAK	(FAGT	- 11	сн, &	SNAC	к					
Site:	_		Breakfast				sunch				<u>Snack</u>				Comm	ents:	
Date:		Planned	based on A		1	Planned Students	based on A	DP)	{	Planned Student	(based on	ADP)					
		adults			1	Adults			1	Adults							
Signature:		CNP Staff	ased on meal		-	CNP Staff	ised on meal			CNP Sta	ff based on me						
Age/Grade Group:		Students	ised on mean	county	1	Students	ised on meal	count)	1	Student		al count)					
	-	Adults			1	Adults			1	Adults							
		CNP Staff			<u> </u>	CNP Staff			1	CNP Sta			1	<u> </u>			
		Pla	nned Servi	ngs	Actual	Servings	Left	overs	HAC	CP TEMP	Hold	s	Hold	Hot =	135° Colo	i = 41°(4	hrs)
(1) (2) Menu Items/ Recipe	(3) Serving	(4)	(5) Adults/	(6)	(7)	(8)	(9)	(10)	Final Prep	C/A	Prior	C/A	During	C/A	Cool w/in	C/A	Temp at
Condiments #	Size	Students	CNP Staff/ A la carte		Prepared	Served	Amount	•	Temp/ Time		Service Temp/		Service Temp/		2 hrs to 70*		4 hrs
			A la carte						Time		Time		Time				
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• List the site location of production. (i.e., school name, facility)

- List the date that the production is taking place. (i.e., March 4, 2022)
- 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.
- List the grade groups being served (i.e., K-5)

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ite: Brea Planned (based					Breakfast			Lunch					Snack				Comm	ents:		
					based on Al)P)			based on AL	29)			(based on	ADP)						
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				Adults				Adults	_			Adults								
ignat	ure:			CNP Staff				CNP Staff				_	_							
				Served (b)	sed on meal of	count)		Served (b)	ised on meal	count)			sased on me	al count)						
ge/G	rade Group:			Students				Students				Students								
				Adults				Adults				Adults								
				CNP Staff				CNP Staff				CNP Staf	f							
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	I			Phar	ined Servir	182	Actual	servings	Lette	wers	na.	CP TEMP	ERATURE	>		Plot =	135° Cold	3 - 41 (4	nrsj	
	(1) ((2) ((30)		(5)						Final		Hold		Hold					
		rcipe Ser	rving	(4)	Adults/	(6)	(7)	(8)	(9)	(10)	Prep	C/A	Prior	C/A	During	C/A	Cool w/in	C/A	Temp at	
	Condiments	# S	ize	Students	CNP Staff/	Total	Prepared	Served	Amount		Temp/		Service Temp/		Service Temp/		2 hrs to 70*		4 hrs	
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	Served (bas	sed on i	mea	al count)			Serve	ed (bas	ed on	meal	count)				Serve	ed (bas	sed or	meal	count
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Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

- Try to use previous menus where similar entrees were served to determine planned quantities
- Make the menu planner aware of issues noted in forecasting
- Information from this section should be used to build/support the Nutrient Analysis

Forcasting 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?

Planned (based	on ADP)
Students	700
Adults	5
CNP Staff	6
Served (based or	n meal count
Students	455
Adults	2
CNP Staff	6

Comments Section

Examples for use of the comment box:

Daily Menu Production Record: BREAKFAST, LUNCH & SNACK Substitutions Breakfast Lunch Snack Comments: Planned (based on ADP) Planned (based on ADP) Planned (based on ADP) Date: Students Students Students **Field Trips** Adults Adults Adults Signature: CNP Staff CNP Staff NP Staff Served (based on meal count) erved (based on meal count) erved (based on meal count tudent tudents tudents Early Check-out Day Age/Grade Grou dults Adults dults INP Staff CNP Staff CNP Staff HACCP TEMPERATU ned Servings Actual Servings Leftovers MOT = 135" COID = 41"(4 hrs Comments: (5) Hold Hok Adults/ Prior During ool w/ir C/A (7) C/A C/A C/A (6) Prep Temp at CNP Service Service 2 hrs to ... Total Temp/ 4 hrs repare Served Staff/ Temp/ Temp/ 70' Time Time la car Carrots substituted for sweet potatoes due to delivery issue.

**Corrective Action

D=Discarded: C=Chilled: H=Heater

revised 2/16/18: reviewed 7/1/24

Menu Items and Condiments

Daily Menu Production Record: BREAKFAST LUNCH & SNACK

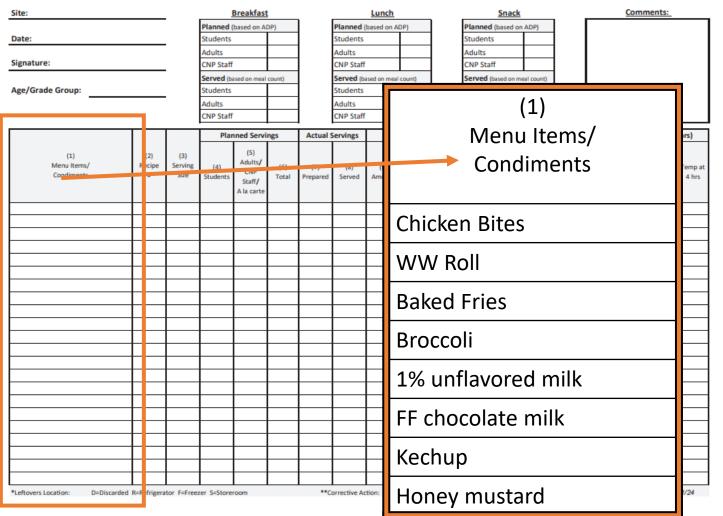
Column 1 - Menu Items/Condiments

List all food items served as part of a

•	List all food iten	ns sei	rved a	as pai	rt of a	a l		Site:				Breakfast				Lunch				Snack				Comm	ients:	
	reimbursable m							Date:		_	Planned Students	(based on AD	P)		Planned (Students	based on Al	DP)		Planned Student	(based on A s	DP)					\neg
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	chocolate milk, f	rat-tre	ee pla	ain mi	IK).						CNP Staf	f			CNP Staff]	CNP Sta	ff						
		,	· · · •	• ,	· · ·						Pla	nned Servin	ngs	Actual S	ervings	Lefto	overs	HAC	CP TEMP	ERATURES	,		Hot = :	135° Col	d = 41°(4	hrs)
•	Then list extra it	ems/	cond	Imen	ts, sai	lad		(1) Menu Items/	(2 Recipe	(3) Serving		(5) Adults/	10	(71)				Final		Hold Prior		Hold During	~	Cool w/in		-
								Condiments	4	Size	(4) Students	CNP Staff/	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10)	Prep Temp/	C/A	Service Temp/	C/A	Service Temp/	C/A	2 hrs to 70*	C/A	Temp at 4 hrs
	bar, grab & go o	ption	s, and	d a la	carte							A la carte						Time		Time		Time				
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							I '	*Leftovers Location: D=Discarded	R=Refrig	erator F=Free	ezer S=Store	room		**Co	rrective Ac	tion:	D=Discard	ded; C=Chil	led; H=Hea	ated			revised	12/16/18; r	eviewed 7/	1/24

Menu Items and Condiments Example

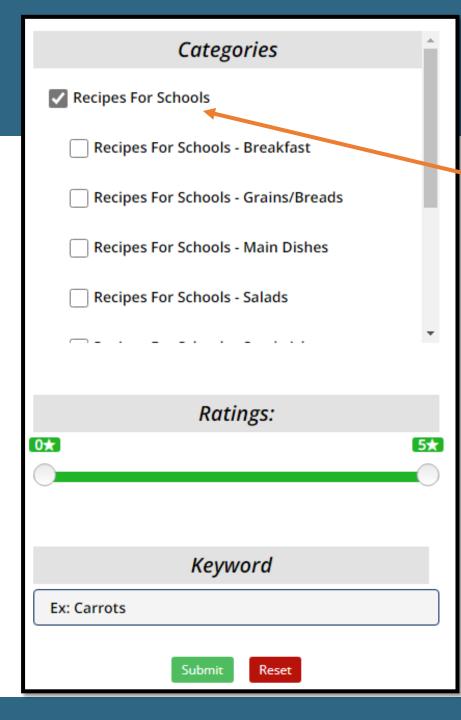
Daily Menu Production Record: BREAKFAST, LUNCH & SNACK



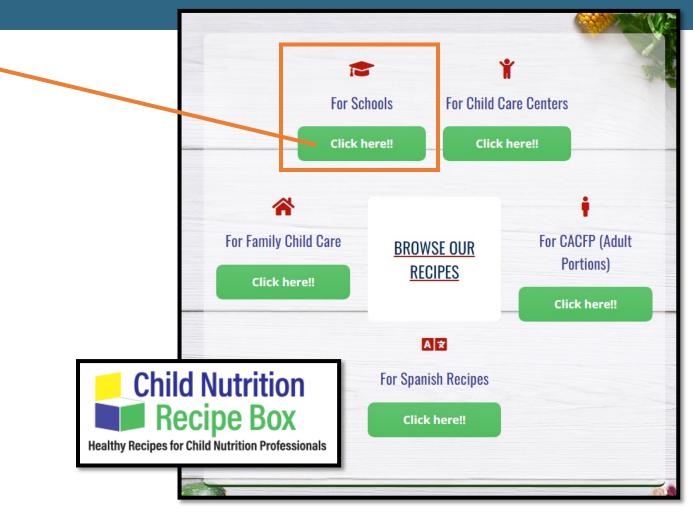
It is very important that all required meal components are served, as well as listed on the Production Record.

This is an example of a production record that could result in a disallowed meal.

What is missing?



USDA Recipe Resource



https://theicn.org/cnrb/#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

U2D

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



Baked Sweet Potatoes USDA Recipe for Scho	
Amount Per Serving 1/3 cup (No. 1	2 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	
Iron	NUTRITIO

INGREDIENTS	Quantity	
	Weight	Measure
*Fresh sweet potatoes, diced ½"	4 lb	3 qt 3 cups
Trans-fat free margarine	8 oz	1 cup
Chopped ginger	4 oz	½ 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 3⅓ cups
Water		2 cups
Frozen, concentrated orange juice, thawed		2 cups
Dried Cranberries	10 oz	2 cups
Cornstarch		¼ cup
Water		¼ cup

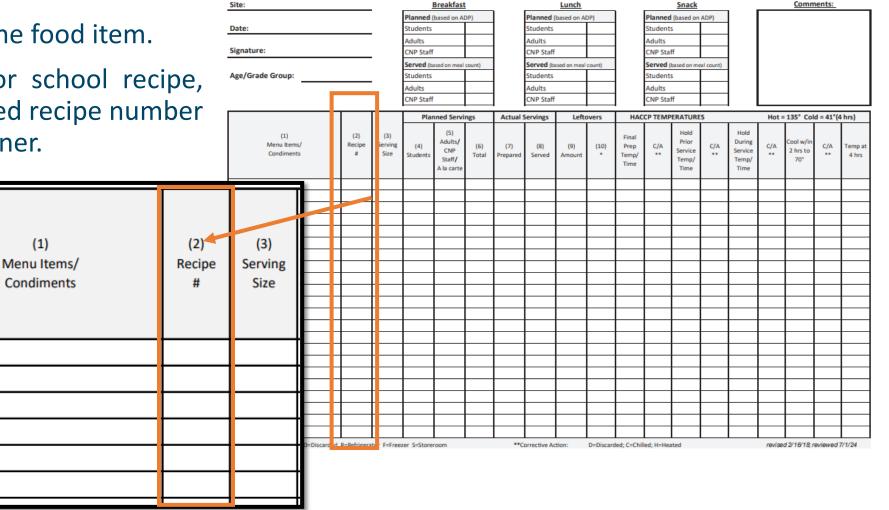
NUTRITION INFORMATION

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.

Daily Menu Production Record: BREAKFAST, LUNCH & SNACK



NOTE:

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

Menu Items and Condiments

Breakfas

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Menu Production Record: BREAKFAST LUNCH & SNACK

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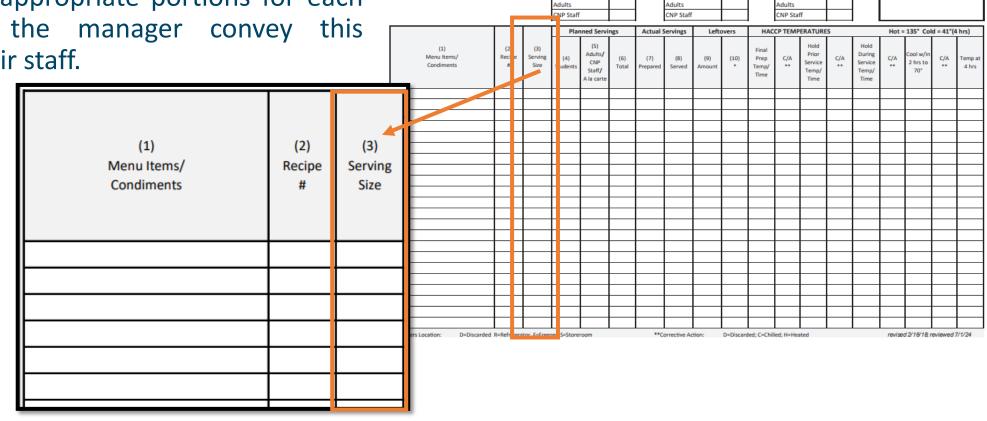
udents

Comments

Column 3 - Serving Size

- 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.



Date:

Signature:

Age/Grade Group

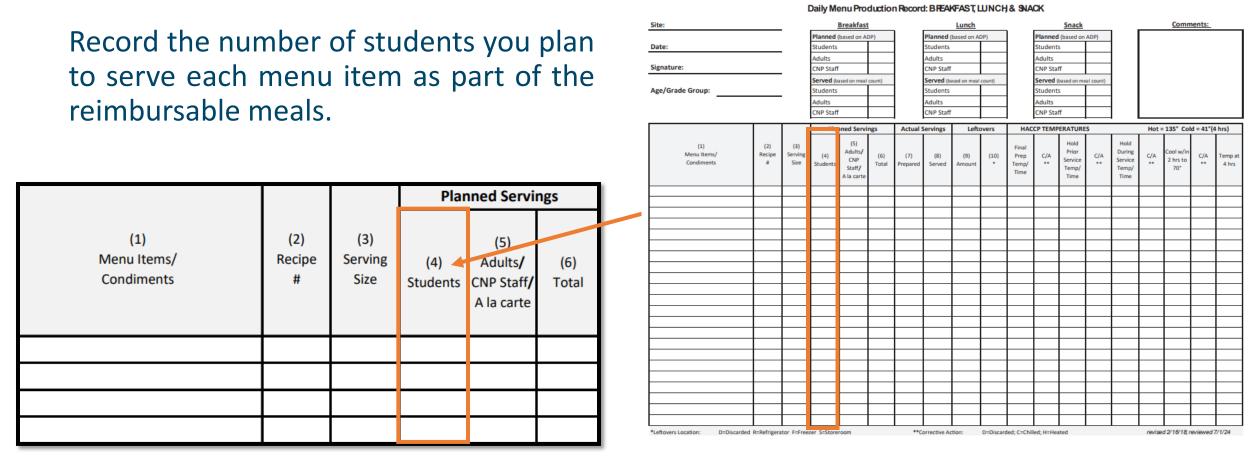
Common Mistakes in Column 3



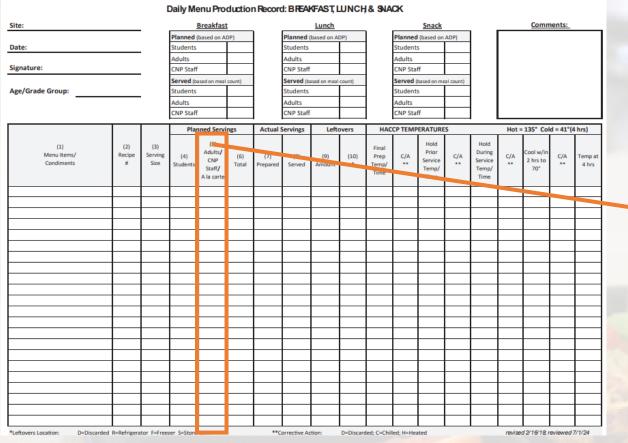
			Plar	nned Servi	ngs	Actual S	Servings	Lefto	overs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults / CNP Staff / A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *
BREAKFAST									
Breakfast Pizza		3.31oz	48	10	58				
Fruit		½ c							
Fruit Juice		½ c							
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							

Reimbursable Servings

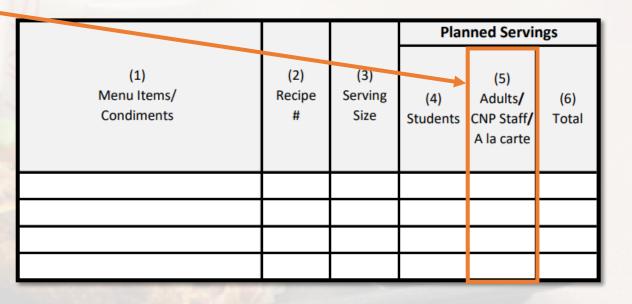
Column 4 - Students



Non-Reimbursable Servings



Column 5 – Adults/CNP Staff/Al a carte Record the number of adults, CNP staff, 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

Column 6 - Total

Record the sum of column 4 and column 5.

			Plar	nned Servii	ngs	Actual S	Servings	Lefto	overs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults/ CNP Staff/ A la carte		(7) Prepared	(8) Served	(9) Amount	(10) *

Actual Prepared Servings

Column 7 – Actual Servings: Prepared

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

			Plar	ned Servi	ngs	Actual S	Servings	Lefto	overs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	<mark>(</mark> 8) Served	(9) Amount	(10) *
	-		9	and the second	-			~	

Actual Serving Example #1

REN	DRA OPA						19-		
UNCH							15.00		
Corndog		Pre K-12	1	425	10	435	532	532	0
Mustard		Pre K-12	1	u			105	105	0
Low Sodium Ketchup		Pre K-12	2 packs	×			1/2C	1/2C	0
Peas and Carrots	CC-VB	Pre K-8	1/2 cup	350		360	1.5 cs	· Llgal	Igal
Peas and Carrots	CC-V&	12-Sep	1 cup	75	0	75	1/205	1 gal	lat
French Fries	CC-13	Pre K-12	1/2 cup	425	10	435	5cs +3bgs	545+3bgs	Ť
Low Sodium Ketchup		Pre K-12	2 packs			n	1/200	1/2c	0
Fruit-Dicedeears fine D. Dole		Pre K-8	1/2 cup	350		360	4cs	403	Ï
Fruit-Diced Pears Pach Slicer		9th-12th	1 cup	75	0	75	108	105	U
Skim Flavored Milk		Pre K-12	8 oz	425	0	425	425	425	4

Actual Serving Example #2

			Plar	nned Servi	ngs	Actual S	Servings
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults/ CNP Staff/ A la carte	<mark>(</mark> 6) Total	(7) Prepared	(8) Served
Peaches		½ C	150	5	155	155	

- 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

Sweet Grown Alabama sweetgrownalabama.org

Actual Servings Served

Column 8 – Actual Servings: Served

Record the actual amount that was served/offered.

			Plar	ned Servi	ngs	Actual	ervings	Lefto	overs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

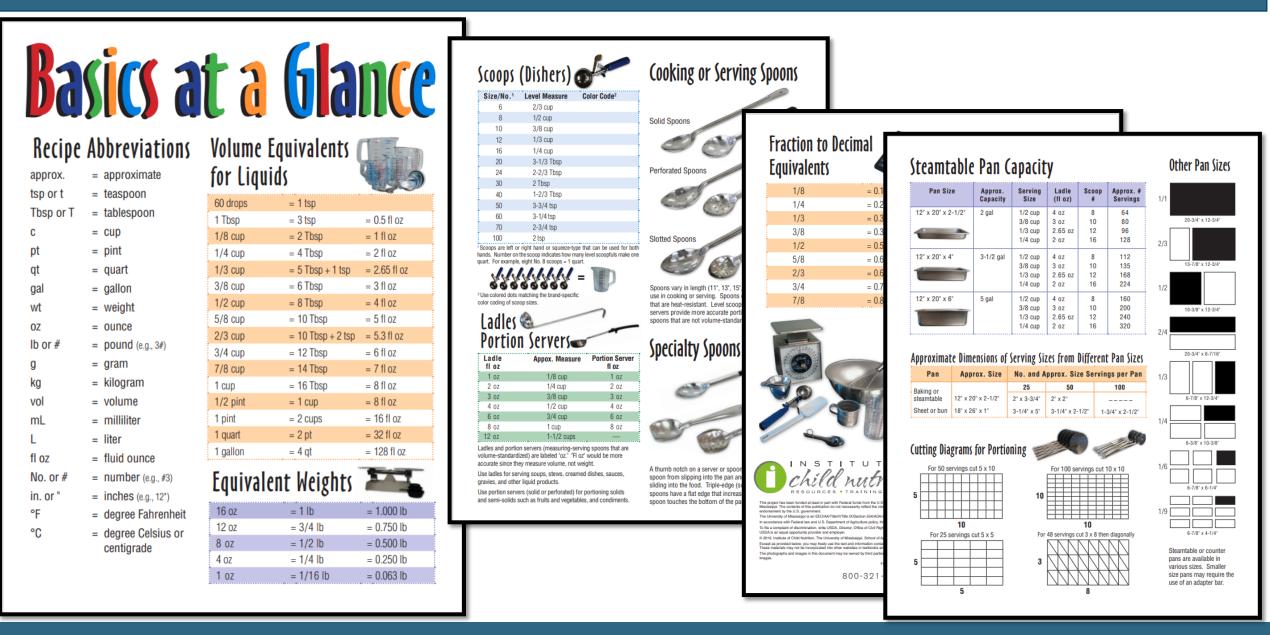
Leftovers

Column 9: Leftovers: Amount

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

			Plar	nned Servi	ngs	Actual S	Servings	Lefto	overs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults/ CNP Staff/ A la carte		(7) Prepared	(8) Served	(9) Amount	(10) *

Basics at a Glance



Leftover Code

Column 10: Leftover Code

- 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

			Plar	ned Servi	ngs	Actual S	ervings	Lefto	overs
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(4) Students	(5) Adults / CNP Staff / A la carte		(7) Prepared	(8) Served	(9) Amount	(10) *

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.

			Plan	ned Servi	ings	Actual S	ervings	Leftovers	
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(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.

HAC	СР ТЕМР	ERATURE	S		Hot =	135° Col	d = 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

HAC	СР ТЕМР	ERATURE	S		Hot =	135° Col	d = 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							
_								
<u> </u>								
_								

Suspicious Records

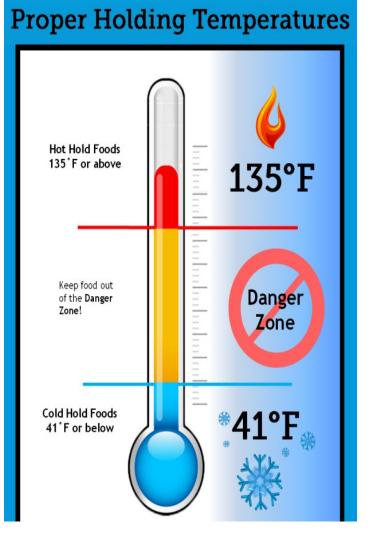
Food Temperature Trends

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 <u>AUTHENTIC!</u>



Gold Star Production Record

			Pla	nned Servir	ıgs	Actual	Servings	Left	overs	HAC	CP TEM	PERATURE	s
(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	(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.	Zlasor.	7050/1	3.				
Cereal Bowl	1072	1 ea.	50	0	50	48 serv.	ZOSEN.	2.85er.	5				
Cereal Pouch	1072	1 ea.	50	5	55	96 serv:	Bloser	IDSCY.	3				
Cereal Pouch	1072	1 ea.	60 =	0	60 .	48 serv.	Hoser.	1	5				
Fruit	415	1 ea.	70 .	5	75.	118 serv.	10620		Si'				
Juice (Orange-Pineapple)	415	4 oz	140	5	145	140 serv.	12611	14 Dex	R.	35%-			_
Juice (Apple)	416	4 oz.	70	0	.70	70 serv.	30 ner	Haver	R.	350			
Juice (Grape)	416	4 oz.	70	0	70	70 servi.	loper	(200er	R	35°			
Juice (Fruit Blend)	416	4 oz.	70	0	70	70 serv.	DAN	7024	2	350			
Milk Low-Fat	417	8 oz.	100	0	100	100 serv.	10000						
Milk Fat-Free	418	8 oz.	25	0	25	25 serv.	25AD	O			and a		
Sausage Pizza	141	1 slice	430	9	439 .	445 serv.	432 rev	Boer.	D	145.			
Romaine & Spinach Salad	457 456	1/4 cup	300 . 139	9	439	450 serv.	432124		R.	35°			
Corn	270 225	1/4 cup 1/2 cup	300 130	9	439		432,04		D	1550	2		
Salad Dressing	225	1 pk	430	9	439	450 serv.	432,000	18,00	8				_
Fruit (Can) Mixed Fruit	415	1/2 cup 1 cup	100	2	102	75 serv. 38serv.	108,04		D	35°	_		
Fruit (Can) Pinsapple Ringo	415	1/2 cup 1 cup	100	2	102	75 serv. 38serv.	10800	SMY	D	350	-		
Fruit (Fresh) App Leo	415	1/2 cup 1 cup	100	2	102	112 serv.			Z				





Training Survey & Certificate of Participation



Joe Clark Senior Accountant



Chad Langston Ed. Specialist II



Susanne Reeves Ed. Specialist



Lori Ferguson Ed. Specialist



Tammy Lofton Ed. Administrator



Robbie Scott Ed. Specialist II, RSE



Justin Hope Ed. Specialist



Steven Rylant Senior Accountant



Suzannah Yoder Ed. Specialist



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