# Menu Production Record Instructions

Virginia Department of Education, Office of School Nutrition Programs

Revised July 2018

## **General Instructions:**

1. This Virginia Department of Education (VDOE) Menu Production Record is a required document for the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program.
2. SFAs not using the VDOE prototype must have the custom production records approved prior to use and kept on file with VDOE.
3. Production records must be completed **DAILY** as a record of food planned, prepared, and served to meet the meal pattern requirements.
4. Reminder: all records pertaining to the school meal programs **MUST** be kept on file for three years plus the current school year.

## **HEADING (Top Portion of Record)**

1. **SFA:** Fill in the name of your School Food Authority (SFA).
2. **Site:** Fill in the full name of your school (site).
3. **Date of Service:** Fill in the date of the meal service recorded. Date format should be MM/DD/YEAR (i.e. 06/15/2012).
4. **Meal:** Check/Circle Breakfast, Lunch, or Snack meal service.
5. **Offer v.** **Serve:** Check/circle Yes or No.
6. **Alternative Breakfast:** For breakfast, indicate which type of serving model is being implemented.
7. **Grades:** Check the grade levels receiving meals.
8. **Menu:** List all menu items offered for the day’s menu. This includes meats/meat alternates (M/MA), fruits, vegetables, grains, and the milk choices offered. This should also include all choices available as part of the reimbursable meal on the day of service, such as substitutions and additions. Indicate the menu cycle and the week of the cycle being implemented.
9. **Special Events and Promotions:** List any special events or promotions (i.e. National School Breakfast Week, Cafeteria Superhero Day, local farm feature, etc.) in this box.

## **Menu Planning**

1. **Local Farm to School:** Check the menu items served that contain local farm to school ingredients.
2. **Menu Items:** List all menu items planned for the meal service.
	1. Menu items must include a brief description.
	2. Purchased entrees should state ~~if~~ Child Nutrition (CN) labels when available.
	3. Identify vegetables and fruits as fresh, frozen, or canned.
	4. Grains that are whole grain-rich should be indicated by **WGR**.
	5. Examples: grilled chicken patty (CN); diced peaches; green beans, canned; spinach, fresh; dinner roll (WGR).
3. **Recipe/Product #:** Complete for each menu item listed. This column should indicate one of the following, if applicable:
	1. **Manufacturer & Product Code Number**: included for food items purchased or for processed USDA foods.
	2. **Recipe number** (USDA or Local): A standardized recipe must be listed for all menu items.
4. **Portion Size (As Served):** Write the **actual weight, volume, and/or portion size** of the menu item served. When portion size varies for different age/grade groups, list the different size portions on separate lines. Examples: grilled chicken patty=2.3 oz.; diced peaches=1/2 cup; hamburger bun=50g, roll (WGR)=1 oz.; milk=1 c. or 8 fl. oz.
5. **Meal Pattern Contribution:** For every menu item, enter the amount of creditableservings for each meal component listed.
	1. **Meats/Meat Alternates (M/MA):** Enter the creditable amount (contribution) in ounce equivalents (oz. eq.) from the CN label, Manufacturer’s Product Formulation Statement, standardized recipe, USDA Food Buying Guide or USDA Foods Fact Sheet.
		1. Example: the menu item is a 2.3 oz. grilled chicken patty and the documentation shows it contributes 2 oz. eq. to the M/MA component, enter 2 oz. eq. in the M/MA column. **NOTE:** portion size does not always equal the creditable amount.
	2. **Grain:** Enter the creditable ounce equivalent (oz. eq.) of each menu item that is creditable toward the grain component.
	3. To determine the ounce equivalency use one of the following resources:
		1. The USDA Whole Grain-Rich Ounce Equivalency Chart, or;
		2. The CN Label for a purchased item that contains grain contribution for Child Nutrition Programs, or;
		3. The Manufacturer’s Product Formulation Statement
		4. **NOTE**: the portion size does not always equal the creditable amount
			1. Example: Dinner roll, portion size is 1.3 oz. The creditable ounce equivalent for the grain component is 1¼.
	4. **Vegetable Sub-groups**: Enter the creditable amount, in cup portions, for each vegetable item offered in the column for its respective sub-group(**DG** – Dark Green, **R/O** – Red/Orange, **BP** – Beans/Peas, Starchy, Other, Additional).
		1. Example: ½ c. Vegetarian Beans = ½ c. BP
		2. 1 c. Spinach Salad = ½ c. DG

NOTE: Fresh leafy greens credit as ½ the volume served.

* + 1. ½ c. corn = ½ c. Starchy
	1. **Fruit:** Enter the creditable amount, in cup portions, for each fruit/juice item offered.
		1. Example: ½ c. diced peaches = ½ c.,
		2. NOTE: Dried fruits credit as twice the volume served.
			1. Example: ¼ c. raisins = ½ c. fruit
	2. **Milk**: The portion size and meal pattern contribution for this component has been pre-filled at the bottom of the food production record. Record the exact types of milk served and the total number of 1-cup portions.
		1. NOTE: A minimum of two types of milk MUST be offered.
		2. Only low fat (1%) flavored or unflavored and fat-free flavored or unflavored may be offered.
		3. Milk substitutions – record type of milk substitutions (soy milk).

## **Meal Production and Service**

1. **Servings Planned**: For schools using more than one menu planning age/grade group (i.e., grades K-5 and grades 6-8, or grades 6-8 and grades 9-12), menu items and portion sizes for each grade group must be recorded separately.
	1. **Reimbursable Servings Planned**: For each menu item listed, write in the number of servings planned (forecasted) for reimbursable student meals only.
	2. **Non-Reimbursable Servings Planned**: For each menu item listed, write in the number of non-reimbursable servings planned (forecasted), including second student meals, employee meals, adult meals, as well as any additional á la carte sales to students and adults. Any catered/vended menu items would also be planned (forecast) in this column.
2. **Total Quantity Prepared**: Write in the total quantity used to prepare each menu item. Record amounts by weight, measure, or number of cases/cans used. For example: 39 lbs. ground beef or 5 - #10 cans green beans. This information is obtained from the USDA Food Buying Guide, standardized recipes (USDA & local); and manufacturers information.
	1. Include foods left over from previous days’ meal service, as well as additional food opened or prepared.
3. **# Portions Prepared:** Write in the total number of portions prepared.
4. **Temperature Log:** Record the temperature and time the temperature was measure in this section on the production record. The temperature of each menu item should be measured at the end of meal preparation to ensure menu items were prepared to the correct temperature. For example, temperatures can be recorded when items come out of the over on steamer or upon completion of sandwich assembly.
5. **# Portions Leftover:** Write in the number of portions leftover. Make sure the number of portions prepared has been reported accurately. Leftover foods should be shown by the number of servings, weights, volume, or whatever is most appropriate.
6. **# Portions Discarded/Wasted:** Write in the number of servings of each menu item that were discarded, or wasted. This can include items that were dropped, burnt, leftovers not saved, etc. (refer to #22 below).
7. **Total Served:** Write in the total number of servings prepared and served. Include items served to students, non-reimbursable meals, and ala carte. The number of portions prepared **minus** the number of portions leftover equals the number of portions served.
8. **Comments:** Record additional information pertaining to specific menu items in this section. Examples include: item discarded, item saved and when to use, items burnt, yield discrepancy, etc.
9. **General Comments** (at bottom of page): Record any general comments about the meal service in this section. Examples include: changes in school attendance (field trips, testing, etc.), related weather (delayed opening)**,** school issues, etc. In cases of school closings (i.e. snow, hurricane, etc.), include the intended production record for that day with the other production records for that week.
10. **Manager’s Signature:** The manager or designated individual **must** sign and datethe completed food production record verifying the information is correct.