



# Production Records

## Idaho School Nutrition Reference Guide

### OVERVIEW

Production records are the daily documentation that a reimbursable meal or snack was prepared and served. Production records provide valuable information for planning menus, forecasting student participation, writing bid specifications, and ensuring/documenting compliance with the United States Department of Agriculture (USDA) school meal program regulations. The National School Lunch Program (NSLP), School Breakfast Program (SBP), and the Afterschool Snack Program (ASSP) all require production records to be completed. The State agency (SA) reviews completed production records to determine compliance with the required USDA meal pattern for SBP, NSLP, and ASSP during an administrative review.

### TERMINOLOGY

**Afterschool Snack Program (ASSP)** – Offered under the National School Lunch Program to students after the school day.

**National School Lunch Program (NSLP)** – The largest school nutrition program in the United States and the first such mandated by Congress to offer lunch to students.

**Production record** – A document of forecasted number for each menu item, actual food produced, portion size, actual number served, and component crediting.

**Reimbursable meal** - A meal that has met all of the mandatory federal meal component requirements and can be claimed to receive reimbursement.

**School Breakfast Program (SBP)** – A federal program that provides meals to children, at/close the beginning of the school day, which meets nutritional requirements.

**Standardized recipe** – A recipe that has been tested for consistency, yield, and student acceptability several times.

### WHAT ARE PRODUCTION RECORDS?

The production record is a written record that all schools participating in the school meal programs must keep to record the meals they produce daily. These records must demonstrate how the meals contribute to the required food components, food items, or menu items for each day of operation. In addition, these records must provide sufficient documentation to determine how the school meals contribute to meeting the age/grade appropriate standard

over the school week. Additional information, such as the food preparation process and temperatures, may be included but are not required.

Production records must be completed for **every reimbursable meal and afterschool snack served at each site**. Production records must be recorded daily and must be kept on file three years plus the current year. These records will be examined as part of the administrative review.

Production records are prepared by the menu planner, but are completed by the food service staff on site during the day of the meal service. Satellite production records may be completed by site staff and satellite site staff. Central or base kitchens must keep records of the amount of food shipped to each satellite or receiving kitchen as well as total production for that site.

Production records contain important information which may also include: the day's menu, temperatures of cooked food items and temperatures of foods at time of service, signature of verifier, and names of student helpers (in the event of food borne illness, it may be helpful to have documentation regarding who was working in the kitchen).

Food production records must include:

- Number of reimbursable meals planned, offered, and actually served
- **All** menu items (or foods items) planned, offered, and served for the reimbursable meal, including milk type and condiment/accompaniments, completed by the menu planner
- Portion of serving sizes for each grade group, completed by the menu planner
- Standardized recipe used completed by the menu planner
- Brand Name, CN label numbers, and identification numbers of commercially prepared food products, indicated by the menu planner
- Notation of how each food item contributes to the meal pattern, indicated by the menu planner
- Documentation of à la carte, adult, and/or other non-reimbursable meals, including the number of portions and serving sizes for each of these food items, completed by site staff
- Documentation of substitutions and or leftovers used, completed by site staff
- Leftover food / amount and what was done with the leftovers

Total amounts of foods planned, offered, and actually selected/served:

- The food *planned* column identifies how much of a food item the menu planner believes the kitchen will need to have on hand (to meet meal pattern requirements).
- The food *offered* column identifies how much of a food item was actually prepared and was available to serve to students by the site staff.
- The food *served* column conveys the amount of food that was actually selected by students/served by site staff.

## **WHY ARE PRODUCTION RECORDS IMPORTANT?**

On site, production records serve three very important purposes:

- Give food service staff the information they need to prepare the meal or snack according to the menu planner's instructions
- Document what was actually prepared and served at each serving site
- Prove that reimbursable meals were available (i.e., demonstrate how meals contribute to required food components for each grade group)

Well-developed food production records can be a valuable kitchen tool for forecasting future food preparations when the same or a similar menu is planned. Adjusting menu choices, removing unpopular menu items, or increasing or decreasing the quantity of a menu item to be produced are all valid uses for historical menu information recorded on the food production record. Production records serve as a guide to determine which food products need to be ordered for future meals and they provide necessary information for procurement (purchasing) procedures.

In the financial area, production records serve as proof that your program is serving meals in compliance with the NSLP, SBP, and/or the ASSP. They are required by regulation and can be requested by the SA to justify your claims for reimbursement.

During an administrative review, production records are examined to determine if reimbursable meals are being served. Fiscal action may occur if records are deficient or inaccurate.

## **RESOURCES**

Additional resources may be available for this topic. Please check the Idaho School Nutrition Reference Guide website for copies of manuals, user guides, and helpful links to relevant subject matters.

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### **For Questions Contact**

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