

Topic: Production Records

Overview:

Schools or School Food Authorities (SFA), as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required meal components for the age/grade group(s) served daily. Production records are required for all school nutrition programs including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Options (SSO) and the Afterschool Snack Program (ASSP).

Requirements:

- ✓ Production records must be kept for all reimbursable meals produced.
- ✓ Production records must include all information necessary to support that all meals claimed for reimbursement meet the requirements of reimbursable meals and must include:
 - Date
 - Meal type (Breakfast, Lunch...)
 - Site
 - Age/grade group
 - Service option: Offer Versus Serve, traditional serve or family style.
 - Product identifier such as manufacturer item name and number, CN Label number, USDA Recipe or USDA Foods information
 - All menu items (including menu substitutions, extra foods, condiments, milk varieties, and milk substitutes)
 - Planned/projected number of reimbursable and non-reimbursable meals.
 - Planned number of servings and portion size.
 - Meal pattern contribution for each menu item.
 - Number of servings offered, amount leftover, and amount served.
 - Total reimbursable and non-reimbursable meals served .

Productions records are important and used for:

- Proper planning to ensure meal pattern compliance prior to the meal service.
- Documenting the quantity of food prepared is sufficient to support the total number of planned/projected meals.
- Documenting the portion size of each menu item.
- Documenting required daily and weekly meal pattern contribution for all meal components are met.
- Aligning food prepared with the published menu, standardized recipes, and product documents.
- Forecasting, food purchasing and overall planning.
- Documenting menu items for meal accommodations and modifications.

Production records must be retained for three years after the end of the school year plus the current school year.

Production records should be completed in two steps.

Step one, prior to meal service (pre-production) record:

- Site
- Date
- Age/grade group(s)
- Service option.
- Planned/projected number of reimbursable and non-reimbursable meals.
- Menu items.
- Portion size.
- Planned number of servings.
- Meal pattern contribution of each menu item.

Step two, after the meal service (post-production) record:

- Any changes, additions, omissions, or substitutions.
- Total amounts offered.
- Total amounts served.
- Total amounts leftover.
- Total number of reimbursable and non-reimbursable meals served.
- Food temperatures (optional).

Helpful Resources:

- ✓ [ODE Production Record Templates](#)
- ✓ [ICN Production Record Training](#)

Regulatory Reference:

- ✓ [7 CFR 210\(3\)](#)
- ✓ [7 CFR 220\(3\)](#)

Acronym Reference and Definitions

USDA	United States Department of Agriculture
SFA	School Food Authority
CFR	Code of Federal Regulation
CN Label	Child Nutrition Label
NSLP	National School Lunch Program
SBP	School Breakfast Program
SSO	Seamless Summer Option
ASSP	After School Snack Program

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