

Production Record

MENU: FSP Hot Pack Breakfast Pre-k

Site

Snack N Waffle Maple

0.5 oz G

Orange Slices

½ c F

Milk

1 c

Meal Date 6/3/24

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Snack N Waffle Maple	4133	Pre-k	1 each							
Orange Slices	82041	Pre-k	4 each							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
 *Portion size: must be same as planned. Use separate line if adjusted for age.
 **Amount of food used based on USDA Food Buying Guide or USDA recipe.

Production Record

MENU: FSP Hot Pack Breakfast Pre-k

Site _____

Meal Date 6/4/24

French Toast Casserole 1 oz G
 Applesauce ½ c F
 Milk 1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
French Toast Casserole	259862	Pre-k	1 each							
Applesauce	82082	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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Production Record

MENU: FSP Hot Pack Breakfast Pre-k

Site _____

Appleberry Muffin 1 oz G
 Pear Slices ½ c F
 Milk 1 c

Meal Date 6/5/24

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Appleberry Muffin	1781	Pre-k	1 each							
Pear Slices	1352678	Pre-k	4 each							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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Production Record

Site

Meal Date 6/6/24

MENU: FSP Hot Pack Breakfast Pre-k

Scrambled Eggs	1 oz MMA
WG Bread	0.5 oz G
Roasted Potatoes	1/4 c V
Cantaloupe	1/2 c F
Milk	1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Scrambled Eggs	835	Pre-k	1/4 cup							
WG Bread	82064	Pre-k	1 each							
Roasted Potatoes	2331	Pre-k	1/4 cup							
Cantaloupe	82208	Pre-k	1/2 cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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Production Record

Site

Meal Date 6/7/24

MENU: FSP Hot Pack Breakfast Pre-k

WG Pancakes

1 oz G

Pineapple

½ c F

Milk

1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Pancake	82057	Pre-k	1 each							
Blueberry Compote	00121	Pre-k	1/8 cup							
Pineapple	82190	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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Production Record

Site

Meal Date 6/10/24

MENU: FSP Hot Pack Breakfast Pre-k

Blueberry Bread 1 oz G
 Orange Slices ½ c F
 Milk 1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Blueberry Bread	31063	Pre-k	1 each							
Orange Slices	82041	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

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Production Record

Site _____

Meal Date 6/11/24

MENU: FSP Hot Pack Breakfast Pre-k

French Toast Sticks 1 oz G
 Appleberry Sauce ½ c F
 Milk 1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
French Toast Sticks	121056	Pre-k	2 each							
Apple Cinnamon Compote	32322	Pre-k	1/8 cp							
Appleberry Sauce	13635	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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Production Record

MENU: FSP Hot Pack Breakfast Pre-k

Site

WG Pancake

1 oz G

Meal Date 6/12/24

Pear Slices

½ c F

Milk

1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Pancake	82057	Pre-k	1 each							
Strawberry Compote	00293	Pre-k	1/8 cup							
Pear Slices	1352678	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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Production Record

Site

Meal Date 6/13/24

MENU: FSP HotPack Breakfast Pre-k

Egg Breakfast Sandwich

2 oz
G/MMA

Honeydew

½ c F

Milk

1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Egg Breakfast Sandwich	107743	Pre-k	1 each							
Honeydew	294080	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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Production Record

Site

Meal Date 6/14/24

Total Projected Reimbursable Breakfast

MENU: FSP Hot Pack Breakfast Pre-k

WG Waffle 1 oz G
 Fruit Salad CHP ½ c F
 Milk 1 c

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Waffle	731	Pre-k	1 each							
Fruit Salad CHP	84783	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
 *Portion size: must be same as planned. Use separate line if adjusted for age.
 **Amount of food used based on USDA Food Buying Guide or USDA recipe.

Production Record

Site

Meal Date 6/17/24

MENU: FSP Hot Pack Breakfast Pre-k

WG Pancake 1 oz G
 Applesauce ½ c F
 Milk 1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
WG Pancake	82057	Pre-k	1 each							
Blueberry Compote	00294	Pre-k	1/8 cup							
Applesauce	82082	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
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 **Amount of food used based on USDA Food Buying Guide or USDA recipe.

Production Record

Site

Meal Date 6/18/24

MENU: FSP Hot Pack Breakfast Pre-k

Blueberry Lemon Muffin 1 oz G
 Orange Slices ½ c F
 Milk 1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Blueberry Lemon Muffin	1171899	Pre-k	1 each							
Orange Slices	82041	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
 *Portion size: must be same as planned. Use separate line if adjusted for age.
 **Amount of food used based on USDA Food Buying Guide or USDA recipe.

Production Record

Site

Meal Date 6/19/24

MENU: FSP Hot Pack Breakfast Pre-k

Mediterranean Egg Muffin	1 oz MMA
WG Bread	0.5 oz G
Pear Slices	½ c F
Milk	1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Mediterranean Egg Muffin	1329509	Pre-k	1 each							
WG Bread	82064	Pre-k	½ each							
Pear Slices	1352678	Pre-k	4 each							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
 *Portion size: must be same as planned. Use separate line if adjusted for age.
 **Amount of food used based on USDA Food Buying Guide or USDA recipe.

Production Record

Site

Meal Date 6/20/24

MENU: FSP Hot Pack Breakfast Pre-k

Cinnamon Oatmeal 1 oz G
 Honeydew ½ c F
 Milk 1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Cinnamon Oatmeal	25961	Pre-k	½ cup							
Honeydew	294080	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
 *Portion size: must be same as planned. Use separate line if adjusted for age.
 **Amount of food used based on USDA Food Buying Guide or USDA recipe.

Production Record

MENU: FSP Hot Pack Breakfast Pre-k

Site

Cinnamon Roll French Toast Casserole 1.5 oz G

Meal Date 6/21/24

Applesauce ½ c F

Milk 1 c

Total Projected Reimbursable Breakfast _____

Food Item Used and Form	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Cinnamon Roll French Toast Casserole	55566	Pre-k	1 each							
Applesauce	82082	Pre-k	½ cup							
Milk, 1 %	82071	Pre-k	1 each							
Milk, Skim	82089	Pre-k	1 each							
Milk, Skim, Chocolate	82086	Pre-k	1 each							

NOTE: All foods, including condiments and milk, must be included daily.
 *Portion size: must be same as planned. Use separate line if adjusted for age.
 **Amount of food used based on USDA Food Buying Guide or USDA recipe.

Completing the Sample Production Record

1. Site: Name of the site (school) where the menu is served and/or prepared.
2. Meal Date: Record the date the menu is served and/or prepared.
3. Menu: List the food items that make the meal reimbursable.
4. Food Item and Form Used: The same food items listed on the menu in number three should be described in more detail. For example, peaches would be listed as *sliced in light syrup*; chicken nuggets would be listed as *breaded and baked*. Listing food item and form information is the first step in effectively communicating the menu to the staff. Listing all food items offered, including condiments, is important for future monitoring by the state agency.
5. Recipe or Product (name or number): This accurately identifies a specific recipe or food item to be used. It is critical to specify exact recipes and products. If the preparer or server uses a different recipe or product than indicated by the menu planner, the food provided to students may not necessarily meet the nutrient standard or meal requirements as planned.
 - Recipe refers to USDA recipes or locally-developed recipes. For example, cherry cobbler could be recorded as USDA C-6. Locally developed recipes can be referred to with a number code or by recipe name. The product name and number refers to processed foods. This number would be obtained from the manufacturer such as Prairie Product #1245. A product information sheet should be on file containing the nutrition information of the product. Generic items such as milk, peaches, and pickles do not require a product number because these types of items are available in the USDA-approved software database.
6. Grade Group: List the grade group(s) of the students for which the menu is planned. Schools may serve multiple grade groups. The Food Based Menu Planning approach includes the following grade groupings: K-5, 6-8 and 9-12. If the serving sizes and/or meal is different for each of the three grade groups each grade group served must be listed separately. For grades K-5 and 6-8 they could use the same menu and meet both meal pattern requirements and could therefore be labeled K-8.
7. Portion Size (number, weight, quantity): This information is important to ensure the correct portion size is served as well as planned and prepared. Without this guide on the production sheet, the server may have no way of knowing the correct portion size for the grade group.
8. Student Projected Servings: Projects the number of servings to prepare for student reimbursable meals.
9. Total Projected Servings: This figure includes projected reimbursable student meals, adult meals, and a la carte sales of the food item. The menu planner must also forecast, or predict the approximate number of servings needed of each menu item. Projecting the number of servings is the first step in determining how much food to order, how much time to allot for preparation, and which equipment to use. In menus that offer several different selections with Offer versus Serve (OVS), it will not be necessary to plan and prepare portions of each menu item for each person. Past production records (that must be kept on file) can help accurately forecast future production and menu planning figures for all menu planning approaches.
10. Amount of Food Used (weight or quantity): Site staff must keep records to verify the planned menu was actually prepared and served. Staff should record this information in a way that is appropriate for the food item. For example, the amount of food used might be listed as 300 slices of cheese pizza, six #10 cans of peaches, ten pounds of carrots, and 50 cartons of milk.
11. Student Servings: Record the actual number of students served.
12. A la Carte Servings: Record the actual amount of the food item that was sold a la carte.
13. Adult Servings: Record the number of adult meals actually served.
14. Leftovers: Once the meal is served, site staff should record leftovers on the production records. Estimate the quantity/portions or number of servings left over from the recipes. This will assist with any revisions when the menu is served in the future.

Sample Format Production Record

Site: Abraham Lincoln Elementary School

Meal Date: January 27, 20016

Total Projected Reimbursable Lunches 175

MENU

- Salisbury Steak and Whole Wheat Roll 2 oz MMA
- OR Chicken Nuggets, BBQ Sauce 1 G/B
- Baked Potato OR Fresh Carrot Sticks 3/4 c V
- Broccoli and Cherry Tomatoes
- Low-Fat Ranch Dressing
- Cherry Cobbler ½ c F and ½ G
- Milk, Variety 8 oz fl M

Food Item and Form Used	Recipe or Product (Name and Number)	Grade Group	Portion Size* (Number/Weight/Quantity)	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
							Actual			
Meat/Meat Alternate Salisbury Steak Chicken Nuggets	D-33 PC (List ICS Bulletin number if available)	K-5	1 ea/2 oz 5 ea/2oz	50 115	75 130	220 serv 76¼ lb	42 108		22 15	11 serv 1¾ lb
Vegetable/Fruit Baked Potato, 5 oz, 1/25 Carrot Sticks, pre-cut Broccoli Flowers, pre-cut Tomatoes, cherry, fresh Cherry Cobbler		K-5	1 ea/3/4 c ¼ c ¼ c ¼ c	150 135 135 135	165 150 150 150	165 ea 6 lb 3 lb 7 lb	145 125 105 115		10 5 5 5	10 ea ¾ lb ¾ lb 1 lb
	C-6		1 square/ 0.5 oz grain 25 serv/pan	175	200	8 pans	152		15	---
Grains/Breads Whole-Wheat Roll	Brand X	K-5	1 ea/1.25oz eq	150	175	175 rolls	138		10	27 ea
Other BBQ Sauce Low-Fat Ranch Dressing	Brand Z Brand Q	K-5	Portion pack/ 2 ea Portion pack/ 1 ea	300 150	310 175	310 ea 175 ea	290 148		5 10	10 ea 17 ea
Milk: Variety		K-5	½ pt	145	200	200 (½ pt)	140	40	5	15 (½ pt)

NOTE: All foods, including condiments and milk, must be included daily.

*Portion size: Must be same as planned. Use separate line if adjusted for age.

**Amount of food used: Based on *USDA Food Buying Guide* or USDA recipe.