

Virginia Department of Education
Office of School Nutrition Programs
Healthy School Meals Production Record
INSTRUCTIONS

GENERAL INSTRUCTIONS:

1. This Virginia Department of Education Healthy School Meals Production Record is a required document for the National School Lunch and School Breakfast Programs.
2. All forms other than this VDOE prototype must be approved, in writing, by the Virginia Department of Education prior to use.
3. The information is to be completed **DAILY** as a record of food planned, prepared and served to meet the meal pattern requirements.
4. These records must be kept on file for three years plus the current school year.

HEADING SECTION (Columns # 1-7 and 20)

Column Number		
(1)	Date:	1. Fill in the date the menu is served. Date format should be MM/DD/YR (i.e. 06/15/2012)
(2)	Site:	2. Fill in the full name of your school (Site).
(3)	Grades:	3. Fill in the grade levels receiving meals at your school.
(4)	Meal:	4. Check Breakfast or Lunch meal service.
(5)	Menu:	5. List all the menu items offered for the day's menu. This includes meats/meat alternates (M/MA), fruits (F), vegetables (V,) grains (G) 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 leftovers, substitutions, and additions.
(6)	Menu Planning Age/Grade Group:	6. Check the USDA menu planning age/grade group(s) used to meet the requirements for the planned menu.
(7)	Offer vs. Serve:	7. Check either Yes or No.

MENU PLANNING (Columns #8-14)

(8)	Menu Items:	8. List all menu items planned for the meal service: <ul style="list-style-type: none"> • Menu items must include a brief description. • Purchased entrées should state if Child Nutrition (CN) labeled. • Vegetables and fruits need to be identified as fresh, frozen, or canned. • Grains that are whole grain-rich should be indicated by WGR. • For example: grilled chicken patty (CN); diced peaches; green beans; spinach, fresh; dinner roll, (WGR).
(9)	Manufacturer & Product Code/ Recipe Number/ USDA Foods:	9. Write in the information for each menu item. This column should indicate one of the following, if applicable: <ul style="list-style-type: none"> • Manufacturer & Product Code Number - if the food item is purchased or is a processed USDA Food. • Recipe number (USDA or Local) - A standardized recipe must be listed for menu items containing more than one ingredient.

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(10)	Portion Size As Served:	<p>10. Write in the actual weight, volume, and/or portion size of the menu item being served. When portion size varies for different age/grade groups, list the different size portions to be used on separate lines.</p> <ul style="list-style-type: none"> • Examples: grilled chicken patty = 2.3 oz., a 4x6 slice of pizza = 4.3 oz., nuggets = 6/.68oz. • Fruits: diced peaches = ½ cup, raisins = ¼ cup, watermelon wedge = 5 oz. • Vegetables: green beans = ½ cup, spinach salad = 1 c, sweet potato puffs = ½ cup • Grains: hamburger bun = 50g, roll (WGR) = 1 oz. • Milk: 1 cup or 8 fluid oz.
(11)	Portioning Tool:	<p>11. Indicate the measured tool needed for any menu item that must be portioned to obtain the serving size planned for column (10). Examples: 4 oz. spoodle, #8 scoop/disher, 1-cup measure, etc. (NOTE: Not all menu items will need a portioning tool, such as a hamburger patty, nuggets, pizza slice, purchased hamburger buns, etc.)</p>
(12)	Meal Pattern Contribution:	<p>12. For every menu item, enter the amount that may be credited toward each meal component listed.</p> <ul style="list-style-type: none"> • Meats/Meat Alternates (M/MA) – Enter the creditable amount (contribution) in ounce equivalents (oz. eq) from the CN label, Manufacturer’s Product Analysis Sheet (MPAS), standardized recipe, USDA Food Buying Guide or USDA Foods Fact Sheet. For Example: If the menu item is a 2.3 oz. grilled chicken patty and the documentation shows it contributes 2 oz. eq to the meats/meat alternates component, enter 2 oz. eq in the M/MA column. • Grains – Enter the creditable ounce equivalent (oz. eq) of each menu item that is creditable toward the grain component. To determine the ounce equivalency use one of the following resources: <ul style="list-style-type: none"> (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 Analysis Sheet (MPAS). For example: Dinner roll, portion size is 1.3 oz. The creditable ounce equivalent for the grain component is 1¼. • Vegetables – Enter the creditable amount, in cup portions, for each vegetable item being offered. Also indicate which “subgroup” the vegetable meets (Vegetable Subgroups: DG – Dark Green, RO – Red/Orange, BP – Beans/Peas, S – Starchy, O – Other, A – Additional Vegetables). Example: ½ cup Vegetarian Beans = ½ cup BP, 1 cup Spinach Salad = ½ cup DG, ½ cup corn = ½ cup S. (NOTE: Fresh leafy greens are credited at ½ the volume served). • Fruits: Enter the creditable amount in cup portions for each fruit/juice item being offered. For example: ½ cup diced peaches = ½ cup, ¼ cup raisins = ½ cup (NOTE: Dried fruits are credited at twice the volume served). • 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 total number of 1-cup portions used for each meal service. (NOTE: Only low-fat (1%) or fat-free unflavored or fat-free flavored milk may be offered).

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(13)	Number Planned:	<p>13. For schools using more than one menu planning age/grade group (i.e., grades K-5 <i>and</i> grades 6-8, or grades 6-8 <i>and</i> grades 9-12), menu items and portion sizes for each grade group must be recorded separately.</p> <p>Menu items served as leftovers are not planned. List the food items, portion size, and meal pattern contribution, (columns 8, 9, 10, 11, 12). Include the leftover quantity available and amount of non-reimbursable servings.</p> <ul style="list-style-type: none"> • Reimbursable Servings Planned – For each menu item listed, write in the number of servings planned (forecasted) for reimbursable student meals only. • 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.
(14)	Allowable Servings Per Purchase Unit:	<p>14. Write in the allowable servings per unit as purchased (lbs, cans, cases, recipe, pkg) for each food item. This information is obtained from the USDA Food Buying Guide, standardized recipes (USDA & local); and manufacturers information.</p> <p>For example: Pizza 96/case. If the actual yield differs from what is listed, record the yield discrepancy in the comments section (column 19) next to the food item.</p>
PRODUCTION AND SERVICE SECTION (Columns #15-19)		
(15)	Total Quantity Of Food Prepared:	<p>15. Write in the total amount of each food item prepared to meet meal pattern requirements and for service of non-reimbursable servings (column 13). Record amounts by weight, measure, or number of cases/cans used. For example: 39 lbs. ground beef or 5 - #10 cans green beans.</p> <p>Include foods left over from previous days' meal service, as well as additional food opened or prepared. If serving leftover products, indicate the number of portions or amount available for today's menu. Leftover foods may be recorded in number of servings (i.e., 15 servings of lasagna, 20 servings of green beans, 4 chef salads, 2 sub sandwiches) since the purchase unit (column 14) would be recorded on the production record for the original day of service.</p>
(16)	Number Of Portions Prepared:	<p>16. Write in the total number of portions prepared. To obtain this number multiply Column 14 (Allowable Servings Per Purchase Unit) by Column 15 (Quantity of Food Prepared), or indicate the number of actual portions if the item was portioned into a cup or bowl prior to service.</p> <p>For Example: Menu item is Green Beans; serving size is ½ cup projected number of planned servings-500:</p> <ul style="list-style-type: none"> • <u>Yield:</u> 1 #10 Can yields 19 - 1/2 cup servings • Allowable servings per unit (Column 14) = 19/#10 cans • Total quantity of food prepared (Column 15) = 27 #10 cans • Number of portions prepared (Column 16) = Column 14 X column 15 or 19svg/cans X 27 cans = 513 portions PREPARED
(17)	Number Of Portions Left Over:	<p>17. Write in the number of portions leftover. Make sure the number of portions prepared (Column 16) has been reported accurately. Leftover foods should be shown by the number of servings, weights, volume, or whatever is most appropriate. Note in the comments column the disposition of the leftovers (for example: discarded, use tomorrow, etc). Record all leftovers even if you are discarding the product.</p>

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(18)	Number Of Portions Used:	<p>18. Write in the number of portions used. The number of portions prepared (Column 16) minus the number of portions left over (Column 17) equals the number of portions used.</p> <p>For Example: Menu item is Green Beans:</p> <ul style="list-style-type: none"> • Column 16 = 513 portions prepared • Column 17 = 33 portions left over • Column 18 = Column 16 - Column 17 or 513-33 = 480 servings USED
(19)	Comments:	<p>19. Record any information you might need in this section. Examples include: item discarded, item saved and when to use, yield discrepancy, changes in student attendance (field trips, testing, etc.), related weather or school issues, etc.</p>
(20)	Number Of Meals Served: (at top of the page in Heading Section)	<p>20. At the end of the meal service, write-in the number of reimbursable meals (student only) and non-reimbursable meals (second student meals, employee meals, adult meals, and catered/vended meals) as reported on the SNP12: DAILY MEAL CLAIM RECORD. For schools using more than one menu planning age/grade group on the same production record (i.e., grades K-5 <i>and</i> grades 6-8, or grades 6-8 <i>and</i> grades 9-12), write in a separate number served from each grade group used for menu planning.</p>
(21)	Manager's Signature:	<p>21. The manager or designated person must sign the completed food production record verifying the information is correct.</p>