MAINE SFSP LUNCH/SUPPER MEAL PRODUCTION RECORD

LUNCH/SUPPER

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Week of \_\_\_\_\_\_\_\_\_\_\_** | B. Menu | C. Size of **Serving** | **D. Meat/Meat Alternates**  **(2 ounces)** | | E. Fruits/Vegetables **(3/4 cup)** | | **F. Bread/Bread Alternates**  **(1 ounce)** | | **G. Milk**  **(1 cup)** | **H. Other**  **Items** |
| 1. Items  Used | 2. Amount  Used | 1. Items Used | 2. Amount Used | 1. Items Used | 2. Amount Used | Amount Used | Extras, Condiments |
| MONDAY Total Meals Served\_\_\_\_\_\_\_\_  Children:\_\_\_\_\_\_\_  Seconds:\_\_\_\_\_\_\_\_\_  Adults:\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| **TUESDAY**  Total Meals Served::\_\_\_\_\_\_\_  Children:\_\_\_\_\_\_\_\_  Seconds:\_\_\_\_\_\_\_  Adults:\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| **WEDNESDAY**  Total Meals Served:\_\_\_\_\_\_\_  Children:\_\_\_\_\_\_\_\_  Seconds:\_\_\_\_\_\_\_  Adults:\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| **THURSDAY**  Total Meals Served:\_\_\_\_\_\_\_  Children:\_\_\_\_\_\_\_\_  Seconds:\_\_\_\_\_\_\_  Adults:\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| **FRIDAY**  Total Meals Served:\_\_\_\_\_\_\_  Children:\_\_\_\_\_\_\_\_  Seconds:\_\_\_\_\_\_\_  Adults:\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |

### INSTRUCTIONS for COMPLETING the

**MEAL PRODUCTION RECORD for LUNCH**

#### Section A. Week of service

Write in the dates of the week when lunches will be served. *For example, July 14-18.* In Section/Column A, after meal service, complete the **Total Number of Meals Actually Served.** The total is divided into 3 groups: Children, Seconds, and Adults.

#### Section B. Menu

In this section, record the menu for each day of service. *For example, chicken, celery, peaches, crackers and milk.*

#### Section C. Size of Serving

Record the serving size for each menu item listed in Section B, following the USDA Meal Pattern Requirements. *For example, 2 ounces, ¼ cup, etc.*

**Section D - H.** In these sections, record all information about the foods served to meet the Meal Pattern Requirements.

#### Section D. Meat/ Meat Alternates (2 ounces = 1 serving)

1. **Items Used.** In this column write all items used to provide each child with 2 ounces of meat/meat alternates. *For example, diced chicken, American cheese, etc.*
2. **Amount Used.** In this column record the amount, or number of units for each meat/meat alternate ACTUALLY used for the meal. *For example, 13# (pounds) , or 4 - #10 cans.* Amounts planned can also be recorded in this column. Ensure the amount will be at the least the minimum amount required to serve all children, seconds, and adults.

**Section E. Fruits/Vegetables (3/4 cup of 2 or more = 1 serving)**

1. **Items Used.** In this column, record each fruit and vegetable item served. Remember to serve two or more fruit/vegetables to meet the ¾ cup requirement.
2. **Amount Used.** In this column record the amount, or number of units for each fruit and vegetable actually used for the meal.

**Section F.** **Bread/Bread Alternates (1 ounce = 1 serving)**

1. **Items Used.** In this column, record each bread or bread alternate item served.
2. **Amount Used.** In this column record the amount, or number of units of the bread item actually served.

**Section G.** **Milk (1 cup = 1 serving)** Record the number of cartons, cups or ½ pints served.

#### Section H. Other Food Items

Record any extra foods in this column – i.e. those adding to the nutritional quality or calorie content of the meal. March 2003