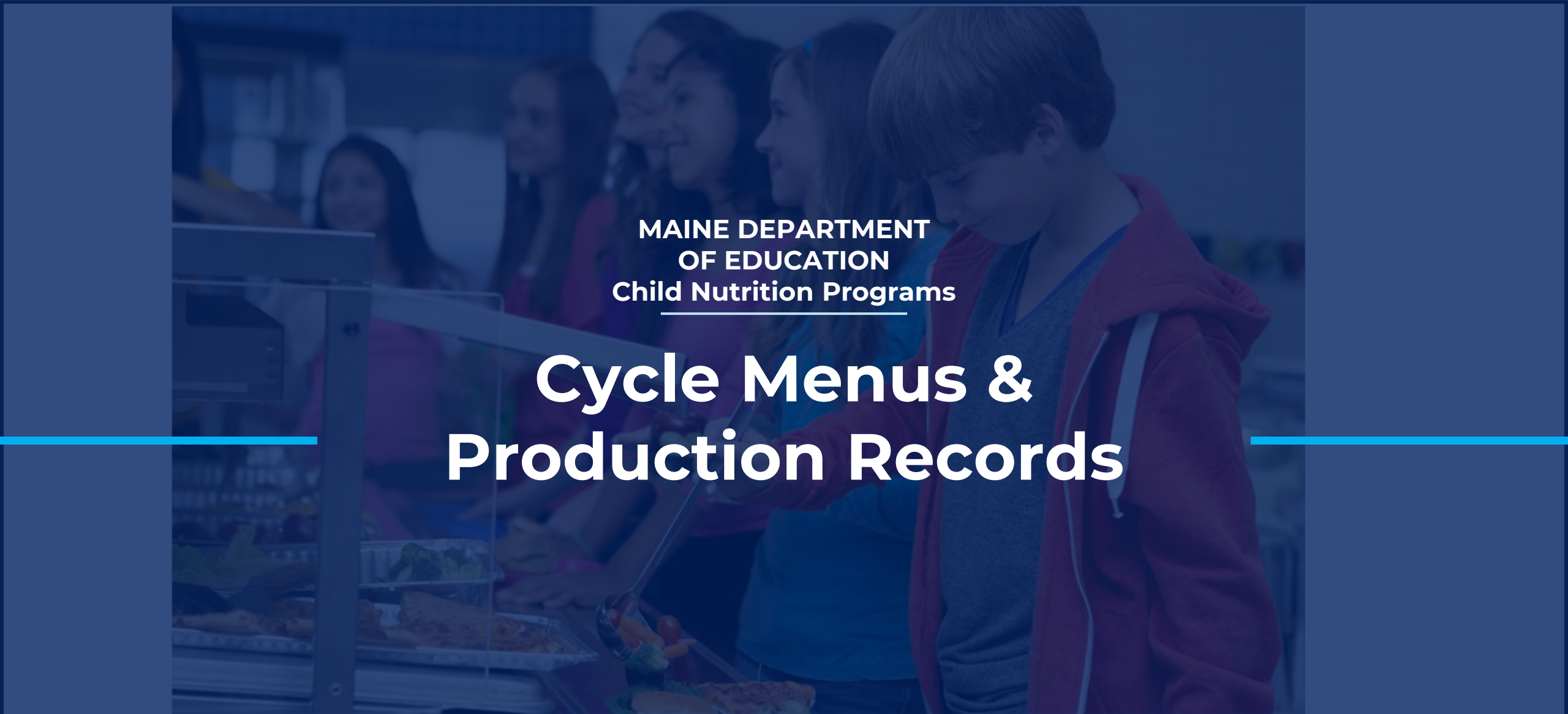


A background image showing a line of students in a school cafeteria. A boy in a red hoodie is in the foreground, looking down at a food tray. Other students are visible behind him, smiling and waiting. The image is overlaid with a semi-transparent blue filter.

MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Cycle Menus & Production Records

Cycle Menus

- Cycle Menus are a highly effective menu planning tool.
- Cycle Menus help save time and streamline the paperwork process

What is a Cycle Menu

- A series of menus that is repeated over a specific period of time. 3, 4 or 5 weeks.
- The menu is different each day during the cycle
- At the end of the cycle, the menu is repeated

Advantages of Cycle Menus

Saves menu planning time. No longer have to create each menu from scratch

- Instead of planning each monthly menu from scratch you have one standard menu to work from
- Streamlines purchasing. A standard grocery list for a cycle menu helps prevent over ordering, saving time and money
- Because menus are repeated staff members become more familiar with recipes which leads to improved efficiency
- Production records can be pre filled and ready to print out. This saves time day to day in the kitchen.

Advantages of Cycle Menus

Useful management tool. Can give a consistent report of student selection and help with forecasting future needs.

- Easier to project what needs to be ordered because you have a consistent history
- Helps to manage inventory and keep it at appropriate levels
- This reduces food wastes and helps to control food costs

Steps in Planning Cycle Menus

- 1) Gather your menu planning resources
- 2) Decide on the length of your cycle menu
- 3) Plan the main dishes first
 - Plan a different main dish every day
 - Vary the meat/meat alternate
- 4) Add Foods that go with the Main Dish

Review Your Cycle Menu

- Include a variety of foods
- Pair familiar foods with new foods
- Look at your menu. Do you have a variety of colors and textures?
 - Grilled chicken, mashed potatoes and corn are not an eye-catching combination.
- Balance higher cost meals with lower cost ones throughout the week

Production Records

Are federally required documentation (7CFR Section 210.10 (a)(3)) for all School Breakfast Programs, National School Lunch Programs and Afterschool Snack Program.

This is your documentation that the meal pattern requirements are met for each age/grade group

Production records support the Claim for Reimbursement

Production Records

- Provide a daily written history of the food planned, prepared and served.
- Provide a student selection history.
- Forecast production requirements.
- Minimize overproduction and food waste.
- Provide a cost-effective management tool.

SAMPLE

Notes:

The Production Record

1. Site Information

Date, Site Name, Grade Group, Meal, OvS

2. Planned Menu

- All menu items *including* milk & condiments
- Recipe or Product Name
- Portion Size
- How each item credits

3. Planned Number of Servings

- Students and adults

Sample Production Record

Lunch Production Record																
Date: 9/21/15 Preparation Site: Harvest Elementary School_ OvS: Yes ☒ No ☐ Grades ___K-8___					Menu: Hamburger on a whole wheat bun Cheese, lettuce and tomato Tater Tots Apples and Bananas Lowfat white or chocolate milk											
MENU ITEMS AND CONDIMENTS	RECIPE OR PRODUCT (Name or #)	SERVING SIZE/UTENSIL	TEMPS		COMPONENT CONTRIBUTIONS										ACTUAL SERVING	
			After Cook	Start of Service	Meat/MIA	Grain/ Bread	Fruit	Dark Green Vegetables	Red/Orange Vegetables	Legumes	Starchy Vegetables	Other Veg	Total Vegetables	Student	Ad A la	

MENU ITEMS AND CONDIMENTS	RECIPE OR PRODUCT (Name or #)	SERVING SIZE/UTENSIL	TEMPS		COMPONENT CONTRIBUTIONS									ACTUAL SERVINGS	
			After Cook	Start of Service	Meat/M/A	Grain/ Bread	Fruit	Dark Green Vegetables	Red/Orange Vegetables	Legumes	Starchy Vegetables	Other Veg	Total Vegetables	Student	Adult/ A la Carte
Beef Patty	USDA	2.8 oz			2 oz										
WG Hamburger Bun	BakeCrafters	2 oz				2 oz									
Sliced Cheese	USDA	1 oz			1 oz										
Lettuce Leaf & slice tomato	Local														
Tater Tots	McCain	¾ Cup									¾ Cup				
Apples	128 ct	1 Cup					1 Cup								
Bananas		½ Cup					½ Cup								
LF Choc or 1% white	Hood	8 oz													
Ketchup	Heinz	1 T													
Mustard	Heinz	2 tsp													

Daily Lunch Component Totals					3 oz	2 oz	1.5 c		$\frac{3}{4}$ c					$\frac{3}{4}$ C	Notes:		
Weekly component Totals																	

Cups – Vegetables & Fruits

4 oz

≠

$\frac{1}{2}$ cup

4 oz

=

$> \frac{3}{4}$ cup



Serving Sizes

Color	CAPACITY (ounces)	CAPACITY (cups)	APPROX. SERVINGS PER QUART
Purple	$\frac{3}{4}$	$\frac{3}{32}$	40
Black	1	$\frac{1}{8}$	30
Red	$1\frac{1}{3}$	$\frac{1}{6}$	24
Yellow	$1\frac{5}{8}$	$\frac{7}{32}$	20
Blue	2	$\frac{1}{4}$	16
Green	$2\frac{2}{3}$	$\frac{1}{3}$	12
Tan	3 ^①	$\frac{3}{8}$ ^①	10
Light Blue	4	$\frac{1}{2}$	8
White	$5\frac{1}{3}$	$\frac{2}{3}$	6
Teal	6	$\frac{3}{4}$	5
Orange	8	1	4

- Make sure your servers know which utensils are the correct ones to use.

← Portion control disher sizes

The Production Record

4. Amount of food actually used

5. Leftovers

- What was their fate?

6. Production Notes

- Early Release Day – Snow
- Field trip
- Day before vacation
- Flu

7. Kitchen Manager's Signature

Other Information to Include

Food Temperature

Weather Conditions

Absenteeism/Field Trips

Other pertinent data

- Anything that explains variances in numbers should be included

Other things to consider

- More than one entrée offering
- Deli Bars/Fruit and Veggie Bars
 - Separate production records
 - Standardized recipes
 - Par sheet with serving size/utensil
- Substitutions
 - Know your vegetable sub-groups to insure appropriate substitutions.
Example: Green Salad on menu, but romaine lettuce was out of inventory, replaced with broccoli. It's best practice to substitute within the same vegetable subgroup.

What is a Standardized Recipe?

- USDA definition: a recipe that “has been tried, adapted, and retried several times for use by a given foodservice operation and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients”.
- Standardized recipes are required for any scratch made items

Benefits of Standardized Recipes

1. Consistency
 2. Quality Control
 3. Cost Control
 4. Meal Crediting
 5. Simplified record keeping
 6. Employee Confidence
- Knowing how your recipes credit ensure the meal pattern is being met with a recipe that is reliable and your students enjoy.
 - Provides essential information for an audit

Components of a Standardized Recipe

- Yield (number of servings)
- Serving size
- Meal pattern contribution
- Ingredients written in measurable terms
- Clear directions

Broccoli Cheddar Soup

Lunch Side

SERVING SIZE: 1.5 Cups

YEILD: 10 SERVINGS

MEAL PATTERN CONTRIBUTION: 2 oz eq m/ma .75 cup veg

Ingredients and Instructions

Butter	½ Cup
Onion, chopped	1 Cup
Garlic, minced	6 cloves
Flour, all purpose	½ Cup
Stock, chicken or vegetable	1 Quart
Salt	2 tsp
Pepper, black	1 tsp
Paprika	½ tsp
Broccoli, florets	6 cups
Carrot, grated	2 ½ cups
Milk	4 Cups
Cheddar Cheese, grated	1 Pound 4 ounces

1. Melt butter in a large pot over medium-high heat. Add the onion and cook until softened and light gold. Add in the garlic and sauté for another minute.
2. Add flour and whisk for 1-2 minutes or until the flour begins to turn golden in color. Pour in the stock, broccoli florets, carrots, and seasoning. Bring to a boil then reduce heat to medium-low and simmer for 15 minutes or until the broccoli and carrots are cooked through.
3. Stir in milk and cedar cheese and simmer for another minute. Taste and adjust seasoning if needed.
4. Serve and watch the kids enjoy!

****If following the NSLP meal pattern this recipe provides ½ cup dark green veg and ¼ cup red orange**

Things to Consider

- Convert the ingredients into the same format in which they credit.
 - Ex: Tomatoes..... 5 each – how would you credit this?
- The ingredients in the recipe reflect what is actually used in your kitchens. Make these adjustments ahead of time.
 - Example: At home you might use corn on the cob but in a high volume situation you would probably use frozen corn.

Things to Consider

- Substitutions:
 - Diced chicken for chicken strips
 - Beef crumbles vs. raw beef
 - Salsa for diced tomatoes
 - One vegetable vs. blend
 - Fresh vs. dried herbs

***Just make sure to double check the crediting*



Stay Connected!

Find Us Online!



www.maine.gov/doe



@MaineDOEComm



@mainedepted



@mdoenews



@MaineDepartmentofEducation1

