

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, 1/4 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 3/4 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 1/2 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.