



It's All in the Records!

Standardized Recipes and Production Record Basics

Sarah D. Platt, RD, SNS
Maine Department of Education
Child Nutrition

Learning Objectives

Participants will be able to :

1. Identify the components of a standardized recipe
2. Become familiar with the required components of a food production record
3. Become familiar with how to complete a food production record

What Is A Standardized Recipe?

A recipe that:

1. Has been tried, adapted and tried again several times
2. Produces the same good results and yield every time when the recipe is followed
3. Each time you prepare the recipe, you use the same type of equipment and same quantity and quality of ingredients.

You Know It Will Be The Same...
Every Time!



The Importance of Standardized Recipes

Standardized Recipes have a direct impact on:

1. Food Cost
2. Customer Satisfaction
3. Nutrition Analysis

What Would Happen If...

- A standardized recipe was not followed?
- Would this affect food cost?
 - Customer Satisfaction?
 - Adherence to the meal pattern?

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

D-25

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Raw ground beef (no more than 20% fat)	3 lb 4 oz		6 lb 8 oz		1. Brown ground beef. Drain. Continue immediately. Add onions and granulated garlic. Cook for 5 minutes.
*Fresh onions, chopped OR Dehydrated onions	3 lb OR 9 oz	2 qt OR 1 qt ½ cup	6 lb OR 1 lb 2 oz	1 gal OR 2 qt 1 cup	
Granulated garlic		2 Tbsp		¼ cup	2. Add pepper, parsley, canned tomatoes, tomato paste, water, and seasonings. Heat to boiling, uncovered. Remove from heat.
Ground black or white pepper		1 tsp		2 tsp	
Dried parsley		¼ cup		¼ cup	
Canned diced tomatoes, with juice	4 lb 4 oz	2 qt ¼ cup (½ No. 10 can)	8 lb 8 oz	1 gal ¼ cup (1 ½ No. 10 cans)	
Canned tomato paste	1 lb 12 oz	3 cups 2 Tbsp (½ No. 10 can)	3 lb 8 oz	1 qt 2 ¼ cups (½ No. 10 can)	3. Assemble ingredients as follows: in steamtable pans (12" x 20" x 2 ½") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. For each pan 1st layer-1 qt ¼ cup sauce 2nd layer-14 uncooked noodles lengthwise 3rd layer-1 qt ¼ cup sauce 4th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) cheese blend and 9 ½ oz (2 ¼ cups 2 Tbsp) mozzarella cheese 5th layer-14 uncooked noodles crosswise 6th layer-1 qt ¼ cup sauce 7th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) process American cheese and 9 ½ oz (2 ¼ cups 2 Tbsp) mozzarella cheese
Water		3 qt		1 gal 2 qt	
†Seasonings					
Dried basil		3 Tbsp		¼ cup 2 Tbsp	
Dried oregano		3 Tbsp		¼ cup 2 Tbsp	
Dried marjoram		1 Tbsp		2 Tbsp	
Dried thyme		1 tsp		2 tsp	
Enriched lasagna noodles, uncooked (at least 0.78 oz each)	2 lb 12 oz	56 each	5 lb 8 oz	112 each	

Cost

Lasagna With Ground Beef

Cost of ground beef per serving 6 pounds 8 ounces \$0.15	Cost of ground beef per serving 10 pounds \$0.23
---	---

Difference/serving: **\$0.08**

$\$0.08 \text{ per serving} \times 100 \text{ servings} \times 175 \text{ school days}$
= \$1,400

Cost

Lasagna With Ground Beef

Servings per pan:	Cost of ground beef/serving:
25 servings	\$0.15
20 servings	\$0.19
Difference	+\$0.04

Difference/serving: **\$0.04**

$\$0.04$ per serving x 100 servings x 175 school days
= **\$700**

Components of a Standardized Recipe

- Recipe Name
- Category
- Ingredients
- Weight/Volume
- Instructions
- Serving Size
- Yield
- Cooking Temperature and Time
- Equipment
- Food Safety (HACCP) Guidelines

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable Grains/Breads

Main Dishes

D-25

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Raw ground beef (no more than 20% fat)	3 lb 4 oz		6 lb 8 oz		1. Brown ground beef. Drain. Continue immediately. Add onions and granulated garlic. Cook for 5 minutes.
*Fresh onions, chopped OR Dehydrated onions	3 lb OR 9 oz	2 qt OR 1 qt ½ cup	6 lb OR 1 lb 2 oz	1 gal OR 2 qt 1 cup	
Granulated garlic		2 Tbsp		¼ cup	2. Add pepper, parsley, canned tomatoes, tomato paste, water, and seasonings. Heat to boiling, uncovered. Remove from heat.
Ground black or white pepper		1 tsp		2 tsp	
Dried parsley		¼ cup		¼ cup	
Canned diced tomatoes, with juice	4 lb 4 oz	2 qt ¼ cup (½ No. 10 can)	8 lb 8 oz	1 gal ¼ cup (1 ½ No. 10 cans)	
Canned tomato paste	1 lb 12 oz	3 cups 2 Tbsp (½ No. 10 can)	3 lb 8 oz	1 qt 2 ¼ cups (½ No. 10 can)	3. Assemble ingredients as follows: in steamtable pans (12" x 20" x 2 ½") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. For each pan 1st layer-1 qt ¼ cup sauce 2nd layer-14 uncooked noodles lengthwise 3rd layer-1 qt ¼ cup sauce 4th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) cheese blend and 9 ½ oz (2 ¼ cups 2 Tbsp) mozzarella cheese 5th layer-14 uncooked noodles crosswise 6th layer-1 qt ¼ cup sauce 7th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) process American cheese and 9 ½ oz (2 ¼ cups 2 Tbsp) mozzarella cheese
Water		3 qt		1 gal 2 qt	
†Seasonings					
Dried basil		3 Tbsp		¼ cup 2 Tbsp	
Dried oregano		3 Tbsp		¼ cup 2 Tbsp	
Dried marjoram		1 Tbsp		2 Tbsp	
Dried thyme		1 tsp		2 tsp	
Enriched lasagna noodles, uncooked (at least 0.78 oz each)	2 lb 12 oz	56 each	5 lb 8 oz	112 each	

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

D-25

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Raw ground beef (no more than 20% fat)	3 lb 4 oz		6 lb 8 oz		1. Brown ground beef. Drain. Continue immediately. Add onions and granulated garlic. Cook for 5 minutes.
*Fresh onions, chopped OR Dehydrated onions	3 lb OR 9 oz	2 qt OR 1 qt ½ cup	6 lb OR 1 lb 2 oz	1 gal OR 2 qt 1 cup	
Granulated garlic		2 Tbsp		¼ cup	2. Add pepper, parsley, canned tomatoes, tomato paste, water, and seasonings. Heat to boiling, uncovered. Remove from heat.
Ground black or white pepper		1 tsp		2 tsp	
Dried parsley		¼ cup		¼ cup	
Canned diced tomatoes, with juice	4 lb 4 oz	2 qt ¼ cup (½ No. 10 can)	8 lb 8 oz	1 gal ¼ cup (1 ½ No. 10 cans)	
Canned tomato paste	1 lb 12 oz	3 cups 2 Tbsp (½ No. 10 can)	3 lb 8 oz	1 qt 2 ¼ cups (½ No. 10 can)	3. Assemble ingredients as follows: in steamtable pans (12" x 20" x 2 ½") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. For each pan 1st layer-1 qt ¼ cup sauce 2nd layer-14 uncooked noodles lengthwise 3rd layer-1 qt ¼ cup sauce 4th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) cheese blend and 9 ½ oz (2 ¼ cups 2 Tbsp) mozzarella cheese 5th layer-14 uncooked noodles crosswise 6th layer-1 qt ¼ cup sauce 7th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) process American cheese and 9 ½ oz (2 ¼ cups 2 Tbsp) mozzarella cheese
Water		3 qt		1 gal 2 qt	
†Seasonings					
Dried basil		3 Tbsp		¼ cup 2 Tbsp	
Dried oregano		3 Tbsp		¼ cup 2 Tbsp	
Dried marjoram		1 Tbsp		2 Tbsp	
Dried thyme		1 tsp		2 tsp	
Enriched lasagna noodles, uncooked (at least 0.78 oz each)	2 lb 12 oz	56 each	5 lb 8 oz	112 each	

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

D-25

Ingredients	Weight
Raw ground beef (no more than 20% fat)	3 lb 4 oz
*Fresh onions, chopped OR Dehydrated onions	3 lb OR 9 oz
Granulated garlic	
Ground black or white pepper	
Dried parsley	
Canned diced tomatoes, with juice	4 lb 4 oz
Canned tomato paste	1 lb 12 oz
Water	
†Seasonings Dried basil Dried oregano Dried marjoram Dried thyme	
Enriched lasagna noodles, uncooked (at least 0.78 oz each)	2 lb 12 oz

Ingredients:

- Clearly identify the products being used
- Be listed in order
- Identify the type of product (raw, dried, fresh, frozen, canned)
- Identify the preparation method (sliced, diced, quartered)

mozzarella cheese
5th layer-14 uncooked noodles crosswise
6th layer-1 qt ¼ cup sauce
7th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) process
American cheese and 9 ½ oz
(2 ¼ cups 2 Tbsp) mozzarella cheese

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

D-25

Ingredients	50 Servings		W
	Weight	Measure	
Raw ground beef (no more than 20% fat)	3 lb 4 oz		6
*Fresh onions, chopped OR Dehydrated onions	3 lb OR 9 oz	2 qt OR 1 qt ½ cup	1
Granulated garlic		2 Tbsp	
Ground black or white pepper		1 tsp	
Dried parsley		¼ cup	
Canned diced tomatoes, with juice	4 lb 4 oz	2 qt ¼ cup (½ No. 10 can)	8
Canned tomato paste	1 lb 12 oz	3 cups 2 Tbsp (½ No. 10 can)	3
Water		3 qt	
†Seasonings Dried basil Dried oregano Dried marjoram Dried thyme		3 Tbsp 3 Tbsp 1 Tbsp 1 tsp	
Enriched lasagna noodles, uncooked (at least 0.78 oz each)	2 lb 12 oz	56 each	5

Weight/Volume:

- Be listed for each ingredient
- Be in the easiest unit of measurement
- Use standard abbreviations
- Identify the exact quantity to be used

(2 ¼ cups 2 Tbsp) mozzarella cheese

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

D-25

Directions:

- Be specific
- Listed in order of preparation

Ingredients		Measure		Directions	
				1. Brown ground beef. Drain. Continue immediately. Add onions and granulated garlic. Cook for 5 minutes.	
		1 gal OR 2 qt 1 cup			
		¼ cup			
		2 tsp		2. Add pepper, parsley, canned tomatoes, tomato paste, water, and seasonings. Heat to boiling, uncovered. Remove from heat.	
		¼ cup			
		1 gal ¼ cup ¼ No. 10 (cans)			
		1 qt 2 ¼ cups ¼ No. 10 (can)			
		1 gal 2 qt			
Dried basil		3 Tbsp	¼ cup 2 Tbsp		
Dried oregano		3 Tbsp	¼ cup 2 Tbsp		
Dried marjoram		1 Tbsp	2 Tbsp		
Dried thyme		1 tsp	2 tsp		
Enriched lasagna noodles, uncooked (at least 0.78 oz each)	2 lb 12 oz	56 each	5 lb 8 oz	112 each	3. Assemble ingredients as follows: in steamtable pans (12" x 20" x 2 ½") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. For each pan 1st layer-1 qt ¼ cup sauce 2nd layer-14 uncooked noodles lengthwise 3rd layer-1 qt ¼ cup sauce 4th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) cheese blend and 9 ¼ oz (2 ¼ cups 2 Tbsp) mozzarella cheese 5th layer-14 uncooked noodles crosswise 6th layer-1 qt ¼ cup sauce 7th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) process American cheese and 9 ¼ oz (2 ¼ cups 2 Tbsp) mozzarella cheese

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

D-25

Cheese blend of American and skim milk cheeses, shredded	1 lb 9 oz	1 qt 2 ¼ cups	3 lb 2 oz	3 qt ¼ cup
Lite mozzarella cheese,	2 lb 6 oz	2 qt 1 ½ cups	4 lb 12 oz	1 gal 3 cups

Directions:

- Cooking time and temperature
- Food safety guidelines

4. Tightly cover pans.
5. Bake:
Conventional oven: 350° F for 1 ¼ -1 ½ hours
Convection oven: 325° F for 45 minutes

CCP: Heat to 165° F or higher for at least 15 seconds.
6. Remove pans from oven. Uncover. Let stand for 15 minutes before serving.
7. CCP: Hold for hot service at 135° F or higher.

Cut each pan 5 x 5 (25 pieces per pan).

for Selected Items

	50 Servings	100 Servings
	3 lb 7 oz	6 lb 14 oz

VOLUME:

50 Servings: 2 steamtable pans

100 Servings: 4 steamtable pans

alternate, ¼ cup of vegetable, and ¼ serving of grains/breads.

100 Servings: about 45 lb 8 oz

Tested 2004

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

Cheese blend of American and skim milk cheeses, shredded	1 lb 9 oz	1 qt 2 ¼ cups	3 lb 2 oz	3 qt ½ cup
Lite mozzarella cheese, shredded	2 lb 6 oz	2 qt 1 ½ cups	4 lb 12 oz	1 gal 3 cups

Serving Size and Meal Crediting Information

4. Tightly cover pans.
5. Bake:
Conventional oven: 350° F for 1 ¼ -1 ½ hours
Convection oven: 325° F for 45 minutes

CCP: Heat to 165° F or higher for at least 15 seconds.
6. Remove pans from oven. Uncover. Let stand for 15 minutes before serving.
7. CCP: Hold for hot service at 135° F or higher.
Cut each pan 5 x 5 (25 pieces per pan).

Comments:
*See Marketing Guide.

†Italian Seasoning Mix (see G-01, Sauces, Gravies, and Seasoning Mixes) may be used to replace these ingredients. For 50 servings, use ¼ cup 3 Tbsp 1 tsp Italian Seasoning Mix. For 100 servings, use ¾ cup 2 Tbsp 2 tsp Italian Seasoning Mix.

Marketing Guide for Selected Items		
Food as Purchased for	50 Servings	100 Servings
Mature onions	3 lb 7 oz	6 lb 14 oz

SERVING:	YIELD:	VOLUME:
1 piece provides 2 oz equivalent meat/meat alternate, ¾ cup of vegetable, and ¾ serving of grains/breads.	50 Servings: about 22 lb 12 oz	50 Servings: 2 steamtable pans
	100 Servings: about 45 lb 8 oz	100 Servings: 4 steamtable pans

Lasagna with Ground Beef

Meat/Meat Alternate-Vegetable-Grains/Breads

Main Dishes

Cheese blend of American and skim milk cheeses, shredded	1 lb 9 oz	1 qt 2 ¼ cups	3 lb 2 oz	3 qt ½ cup
Lite mozzarella cheese, shredded	2 lb 6 oz	2 qt 1 ½ cups	4 lb 12 oz	1 gal 3 cups

Recipe Yield

4. Tightly cover pans.
5. Bake:
 Conventional oven: 350° F for 1 ¼ -1 ½ hours
 Convection oven: 325° F for 45 minutes

 CCP: Heat to 165° F or higher for at least 15 seconds.
6. Remove pans from oven. Uncover. Let stand for 15 minutes before serving.
7. CCP: Hold for hot service at 135° F or higher.

 Cut each pan 5 x 5 (25 pieces per pan).

Comments:
 *See Marketing Guide.

†Italian Seasoning Mix (see G-01, Sauces, Gravies, and Seasoning Mixes) may be used to replace these ingredients. For 50 servings, use ¼ cup 3 Tbsp 1 tsp Italian Seasoning Mix. For 100 servings, use ¾ cup 2 Tbsp 2 tsp Italian Seasoning Mix.

Marketing Guide for Selected Items		
Food as Purchased for	50 Servings	100 Servings
Mature onions	3 lb 7 oz	6 lb 14 oz

SERVING:	YIELD:	VOLUME:
1 piece provides 2 oz equivalent meat/meat alternate, ¾ cup of vegetable, and ¾ serving of grains/breads.	50 Servings: about 22 lb 12 oz	50 Servings: 2 steamtable pans
	100 Servings: about 45 lb 8 oz	100 Servings: 4 steamtable pans

Lasagna with Ground Beef

Main Dishes

qt ½ cup

gal 3 cups

4. Tightly cover pans.

5. Bake:
 Conventional oven: 350° F for 1 ¼ -1 ½ hours
 Convection oven: 325° F for 45 minutes

CCP: Heat to 165° F or higher for at least 15 seconds.

6. Remove pans from oven. Uncover. Let stand for 15 minutes before serving.

7. CCP: Hold for hot service at 135° F or higher.

pan 5 x 5 (25 pieces per pan).

Equipment

ms

1 for

50 Servings

100 Servings

3 lb 7 oz

6 lb 14 oz

VOLUME:

50 Servings: 2 steamtable pans

100 Servings: 4 steamtable pans

Beef

Main Dishes

D-25

Measure	100 Servings		Directions
	Weight	Measure	
	6 lb 8 oz		1. Brown ground beef. Drain. Continue immediately. Add onions and granulated garlic. Cook for 5 minutes.
qt OR ½ cup	6 lb OR 1 lb 2 oz	1 gal OR 2 qt 1 cup	
Tbsp		¼ cup	
tsp		2 tsp	2. Add pepper, parsley, oregano, salt, tomato paste, water, and seasonings. Simmer uncovered. Remove from heat.
cup		¼ cup	
¼ cup (10 can)	8 lb 8 oz	1 gal ¼ cup (1 ¼ No. 10 cans)	
2 Tbsp (10 can)	3 lb 8 oz	1 qt 2 ¼ cups (¼ No. 10 can)	
qt		1 gal 2 qt	
Tbsp Tbsp Tbsp tsp		¼ cup 2 Tbsp ¼ cup 2 Tbsp 2 Tbsp 2 tsp	
each	5 lb 8 oz	112 each	3. Assemble ingredients as follows: in steamtable pans (12" x 20" x 2 ½") which have been lightly coated with pan release spray. For 50 servings, use 2 pans. For 100 servings, use 4 pans. For each pan 1st layer-1 qt ¼ cup sauce 2nd layer-14 uncooked noodles lengthwise 3rd layer-1 qt ¼ cup sauce 4th layer-6 ¼ oz (1 ¼ cups 1 Tbsp) cheese blend and 9 ¼ oz (2 ¼ cups 2 Tbsp) mozzarella cheese

Standardized Recipes

- Must be available for any recipe with more than one ingredient
 - Sun Butter and Jelly Sandwich

John Stalker Institute

000065 - Sun Butter + Jelly Sandwich

Recipe HACCP Process: #1 No Cook

Source:
 Number of Portions: 50
 Size of Portion: 1 sandwich

Meat/Alt: 1 oz
 Grains: 2 oz
 Fruit: 0 Cup
 Vegetable: 0 Cup
 Milk: 0 Cup

018064 BREAD,WHEAT (INCL WHEAT BERRY)...	100 slice	1. On a clean dry surface, such as a parchment lined sheet pan, lay out 50 slices of bread. Using a #32 scoop or other measure, spread 2 Tablespoons Sun Butter on the bread.
902425 Sun Butter.....	6 1/4 Cups	
019297 JAMS AND PRESERVES.....	6 1/4 CUP	2. Using another #32 scoop, or 2 Tablespoon measure, add 2 Tablespoons jam or jelly to top the Sun Butter. Place 2nd slice on each sandwich.
		CCP: Hold for cold service at 41° F or lower.
		Tips for quantity production: *Frozen bread slices can be used, if sandwiches will not be served immediately, This will reduce the chance of the bread tearing as you spread the sun butter and jam. *If saving the sandwiches for a few hours or more, spread sun butter thinly on each slice, with jam or jelly in the center. This will prevent the bread from becoming soggy from the jam or jelly.

*Nutrients are based upon 1 Portion Size (1 sandwich)

Calories	442 kcal	Cholesterol	0.00 mg	Protein	11.79 g	Calcium	*88.04* mg	34.66%	Calories from Total Fat
Total Fat	17.03 g	Sodium	313.82 mg	Vitamin A	0.40 RE	Iron	3.59 mg	4.77%	Calories from Sat Fat
Saturated Fat	2.35 g	Carbohydrate	63.73 g	Vitamin A	1.16 IU	Water ¹	*32.22* g	*0.00%*	Calories from Trans Fat
Trans Fat ¹	*0.00* g	Dietary Fiber	2.88 g	Vitamin C	4.76 mg	Ash ¹	*1.36* g	57.64%	Calories from Carbohydrates
								10.66%	Calories from Protein

N/A - denotes a nutrient that is either missing or incomplete for an individual ingredient
 * - denotes combined nutrient totals with either missing or incomplete nutrient data
¹ - denotes optional nutrient values

Standardized Recipes

- May create a recipe for multiple items from the same food component
 - Fresh Fruit Basket
 - Salad Bar recipe
 - Milk Recipe



Child Nutrition
Maine Department of Education

Production Records



What Is A Production Record?

Daily Menu Production Record - Food Based Menu Planning

1. Breakfast Lunch ASP

2. Name of School/Site: Little School District

5. Planned # of Students to be served:

6. Actual # of Students Served:

3. Date: Weather:

K-5 Grade Group 150
6-8 Grade Group 100
9-12 Grade Group 75

K-5 Grade Group 142
6-8 Grade Group 110
9-12 Grade Group 60

4. Write/Paste Menu Here:

7. Planned # of Adults to be Served:

8. Actual # of Adults Served:

Taco (Salsa)
Spanish Rice
Kale
Peaches

Adults 10

Adults 7

9. Planned Number of Milk by Type: Non-Fat (W/C/O) 295 1% (unflavored) 30

10. Food/Menu Items	11. Recipe/Product Reference #	12. Planned Portion Size (by grade groups)			13. Meat/Meat Alternate Equivalents	14. Grains/Breads Equivalents	15. Fruit Equivalents	16. Vegetable Cup Equivalents	17. Planned # (pails) Servings to be Prepared	18. Planned quantity of food to be used	19. Actual # Servings Prepared	20. Leftovers and Substitutes How many leftover and what did you do with them? Froze, gave as seconds, to serve tomorrow, etc.	21. Cooked Temperature		22. Start of Service Line Temperature	
		K-5	6-8	9-12									Time	Temp	Time	Temp
K-5 Taco	4021	1			2	1.5			150(2)		142	One	10:00	168	12:00	150
6-8 Taco	4022		2		2	2.0			100(2)		110	See below	10:05	170	12:25	155
9-12 Taco	4023			2	2	2.0			75(3)		60	5(served as seconds)	10:10	166	12:45	155
Rice, <u>wg</u>	159	.5 c	.5 c	.5 c		1			325	38#	332	2 large hotel pans. Will freeze for later use	10:00	170	12:00	170
Kale cooked	998	.5 c	.5 c	.5 c			.5 c	100	15#		105	1 cup left, will make more next time.	10:15	155	12:00	160
Peaches, canned	564	.5 c	.5 c	.5 c			.5 c	325	17#10 cans		333	1/4 pan will <u>refng</u> and use at tomorrow's <u>b'fast</u> .	10:04	40	12:00	38
23. Condiments or Other Foods																
Salsa							.25 c	325	7#10 cans		345	Put in <u>refng</u> . Will use later this week. 4 cups left.	9:00	65	11:30	40

Signature of verifier: Ima Winner

Why Do You Need Production Records?

- A federal requirement 210.10 (a)(1)(ii)(3) for programs that participate in:
 - SBP
 - NSLP
 - ASP
- Documentation that the meal pattern requirements are met for each age/grade group
- Support the Claim for Reimbursement

A Useful Tool

1. Provide a written history for future reference
2. Inform you of how much food to prepare
3. Help you identify trends, what works and what doesn't with your customers

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

The Production Record

4. Amount of food actually used

5. Leftovers

- What was there fate?

6. Production Notes

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

7. Kitchen Manager's Signature

Production Records

Meal Counts

- Record the number of student reimbursable meals
- Record the number of adult meals

Production Record

Date										MENU:										MEAL BREAKFAST / LUNCH				
Preparation Site																				Meals Planned		Meals Served		
OFFER VS. SERVE? YES or NO					Grades															STUDENT MEALS		ADULT MEALS	TOTAL MEALS	
MENU ITEM AND CONDIMENTS		RECIPE OR PRODUCT NUMBER		SERVING SIZE/ UTENSIL	AMMOUNT TO PREPARE	M/ MA	G	Fruit	Dairy	Bread	Grain	Meat	Vegetable	Other	Total Vol	AMT PREPARED	AMT LEFT OVER	AMT SERVED	After Cook	Start of Service	End of Service			
																					Meals Planned		Meals Served	
																					STUDENT MEALS		ADULT MEALS	TOTAL MEALS
																					Meals Planned		Meals Served	
																					STUDENT MEALS		ADULT MEALS	TOTAL MEALS
																					Meals Planned		Meals Served	
																					STUDENT MEALS		ADULT MEALS	TOTAL MEALS
Notes:																								

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.*

MENU ITEM	Recipe/Product Number	Portion Size	Total Portions Offered	Reimbursable Portions Served
Vegetables				
Carrot Sticks (R/O)		½ c	75	62
Leafy Green Salad (Df. Grn)	4620	1½ c	--	--
Broccoli (Dk. Grn.) *Substitute	4726	½ c	75	26

Comments: *Romaine lettuce delivery from Upstate Produce was of poor quality and refused.*

Thank You!

Upcoming Webinars

Paid Lunch Equity Tool

May 22, 2018

1:30

End of Year Wrap-Up With Walter Beesley

June 12, 2018

1:30

Non-Discrimination Statement

Federal

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

State

This institution is an equal opportunity provider. In accordance with State law this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, sexual orientation or disability. (Not all prohibited bases apply to all programs)

If you wish to file a discrimination complaint electronically, please select [File a Complaint](#) and complete an intake questionnaire. Before completing this process it may be helpful to review relevant links under Guidance. If you are not sure how the Maine Human Rights Act may apply to you, please review the publication "[What It Is! How It Works!](#)". Maine is an equal opportunity provider and employer.