

Directions: Daily Food Production Record for Onsite Kitchen, Central Kitchen, and Receiving Kitchen

Purpose

This series of forms is intended to be used by CEs to create a single source location for summarizing information on food production and service. These forms can be used for the following types of kitchens:

- *Onsite Kitchen*—producing meals onsite and serving those meals to individuals at that location
- *Central Kitchen*—producing and distributing meals to receiving kitchens
- *Receiving Kitchen*—receiving meals from a vendor or production site and serving received meals to individuals at that location

Use This Form	
Frequency	Daily
Required Form Format	Use this form or a similar form, paper or electronic, that allows the CE to provide the same information in the same categories.
Record Retention	Completed forms kept onsite and made available on request. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) maintain records for three years.

CE may add additional rows to these forms by using the insert row option or columns using the insert column option. Required elements must not be removed.

Record Retention Requirement

CEs must have an organized system of recording and retaining information about daily meal preparation and service. CEs are not required to use these forms for their food production record retention system. However, CEs are required to report and retain the same information in the same categories as appears on these forms.

CEs are also required to retain documentation that supports the food production information that is recorded in the categories.

For Example: Support records may include such items as the following:

- Weekly menu notebooks or folders
- Temperature records
- Income and cost forms
- Inventory record

CEs must also retain support documentation for the information recorded on this form. However, support documentation alone will not meet the criteria for maintaining daily food production records.

Selecting the Appropriate Form

CEs should use these food production forms as follows:

Food is produced onsite, and meals are served onsite.	Use <ul style="list-style-type: none">– Daily Food Production Record for Onsite Kitchen
Food is prepared in a central kitchen or production site; then, distributed to receiving kitchens for onsite meal service.	Use <ul style="list-style-type: none">– Daily Food Production Record for Central Kitchen– Daily Food Production Record for Receiving Kitchen

Directions: Onsite Kitchen

General Information

- **Item 1. Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **Item 2. Site Name:** Record the name of the site location in the designated space.
- **Item 3. Meal Service Type:** Record a check in the appropriate box to indicate the daily meal service being documented—breakfast, lunch, snack, and/or supper.
- **Item 3a. Service Type:** Record a check in the box preceding the type of service for the meal noted in Item 3—Offer Versus Serve (OVS) or Serve Only.
- **Item 4. Number of Meals Served (Point of Service Count)** (the data must come from the actual participation data such as meal count forms or computer reports):
 - 4a. Number of Reimbursable Student Meals: Record the number of students served.
 - 4b. Number of Non-Reimbursable Meals: Record the number of adults, visitors, and staff served.
 - 4c. Total Meals Served: Record the total number of meals—reimbursable and non-reimbursable—served.
- **Item 5. Date:** Record the date the meal will be served in the designated space.

Planning Section-Complete Before Meal Service (Items 6-12)

- **Item 6. Food/Menu Item (including condiments):** Record all planned menu/food items (one menu/food item per row), including types of milk and any non-component food items such as condiments and other non-creditable foods. Be sure to record whether the food item is fresh, canned, frozen, dried, etc. **NOTE:** Sack lunch

components must be listed on the Food Production Records if claimed for reimbursement.

See the Administrator's Reference Manual (ARM), Section 7, Breakfast Meals; Section 8, Lunch Meals; Section 9, Pre-Kindergarten Meals; or Section 10, Afterschool Snacks & Meals for additional information on the required meal pattern.

- **Item 7. Meal Component Contribution:** For each menu/food item, identify the creditable component(s) it contains and list the crediting contribution for one serving in the applicable column. For example, a single breaded 3.6 oz chicken patty might contribute 2 oz eq. meat/meat alternate component (M/MA column) and 1 oz equivalent grain serving (G column). A whole apple would credit as $\frac{3}{4}$ c of fruit (F column). **NOTE: Do not complete this section for any condiments or non-creditable food items.**
- **Item 8. Recipe # or Product Brand and Code:** Indicate the specific recipes (name and number) and/or food products (brand name and code) to be used to prepare the item. A recipe number must be listed if two or more ingredients are used.

[NOTE: If a recipe number is not used and the *Food Buying Guide for School Nutrition Programs* does not have a yield for the food item, the CE must have a CN label or product formulation statement on file that describes the food yield for the product.]
- **Items 9 - 11. Age/Grade - Number of Portions Planned (a) and Portion Size (b):** Record the age/grade group(s) to be served in the appropriate column. For each food item, record the number of portions planned (a) and the portion size (b) to be prepared for each age/grade, and as applicable, for adults and a la carte servings.

Indicating serving utensils in this section, while not required, can communicate valuable information to staff preparing and serving meals (e.g., chicken nuggets 5 each or spaghetti 1 c=2-#8 scoops).
- **Item 12. Total Projected Servings (Planned):** Indicate the total number of planned portions/servings needed using data from columns 9-11 for students, adult, and a la carte.
 - **Item 12a. Total # of Planned Servings:** Record the total number of servings needed based on the portion size identified in 12b for the menu item.
 - **Item 12b.** If the portion sizes are different for age/grade groups or adult/à la carte, use the Food Buying Guide Methods 1-3 to convert the planned portions and serving size for each age/grade group and adult a la carte to a planned number of portions based on one portion size (recommend using the larger portion size to determine a number of servings needed).

[Food Buying Guide Appendix A](#) (usda.gov) **reference section I 43-47.**

Documentation Section-Complete After Meal Service (Items 13-17)

- **Item 13. Total Amount Prepared (Offered):** For each food/menu item, record the quantity of food used in purchase units.
- **Items 14-15. Actual # of Servings Selected (Served) Students, Adult, and A la Carte:** In the appropriate columns, record the number of total servings of each food/menu item served for students, adults, and a la carte, as applicable.
- **Item 16. Leftovers:** Record the number of servings or purchased units for each food item based on the portion sizes documented. (e.g., 3 burgers, 6 milks, 10 oranges, 4 servings of rice, and 3 servings of nuggets). If any amount remains in pans, convert the number of servings left. Indicate whether leftovers are to be frozen for later use or how leftovers will be used in the comment column.
- **Item 17. Comments** (as applicable): Record notes about the meal service that may be helpful with record keeping or food production. The following topics might be addressed in this column:
 - Donation of leftovers (or other uses for leftovers)
 - Dropped or burned food
 - Field trip or class events
 - Appropriateness of food item portioning
 - Serving temperature
 - Product acceptability
 - Special situations impacting food service
 - Other food production information
- **Item 18. Signature – Site Representative:** Site representative verifies the food production data for the date listed and signs.

Directions: Central Kitchen

General Information

- **Item 1. Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **Item 2. Meal Preparation Site:** Record the name of the meal preparation site in the designated space.
- **Item 3. Receiving Sites:** Record the name(s) of the site location(s) to receive the prepared meals in the designated space(s).
- **Item 4. Meal Service:** Record a check in the appropriate box to indicate the meal service—breakfast, lunch, snack, and/or supper—reported on this daily food production record form.
- **Item 5. Date:** Record the date the meal will be served in the designated space.

Meal Pattern Information

See the *Administrator's Reference Manual (ARM)*, Section 7, *Breakfast Meals*; Section 8, *Lunch Meals*; Section 9, *Pre-Kindergarten Meals*; or Section 10, *Afterschool Snacks & Meals* for additional information on the required meal pattern.

If a menu item contains more than one component, CEs may record the menu item once and indicate the contributions for each component in the meal contribution column.

Sack lunch components must be listed on a Food Production Records if claimed for reimbursement.

Be sure to put each food item on its own row. Be sure to record whether the food item is fresh, canned, frozen, dried, etc.

- **Row 6. Meat/Meat Alternate:** Record all meat/meat alternate items prepared for the planned meal service in the *Food Item* column in the *Row 6. Meat/Meat Alternate* row(s).
- **Row 7. Grain:** Record all grain food items prepared for the planned meal service in the *Food Item* column in the *Row 7. Grain* row(s).
- **Row 8. Vegetable:** Record all vegetable food items prepared for the planned meal service in the *Food Item* column in the *Row 8. Vegetable* row(s).

Food Item ¹	12. Meal Contribution	13. Recipe #
6. Meat/Meat Alternate		
Refried beans, dry	1 oz eq	329
Chicken patty, frozen	1.5 oz eq	299
7. Grain		
Whole wheat bun	1 oz eq	--
Whole wheat tortilla	1 oz eq	--
8. Vegetable		
Kernel corn, canned	¾ c	--
Broccoli-frozen	½ c	109
9. Fruit		
Apple, whole	¾ c	--
Fruit cocktail, canned, light syrup	½ c	--
10. Milk		
Fat free, chocolate	1 c	--
1 %, white	1 c	--
11. Other/Condiment		
Mayonnaise		--
Onion, chopped		--

¹ This sample chart does not reflect a complete meal.

- **Row 9. Fruit:** Record all fruit food items prepared for the planned meal service in the *Food Item* column in the *Row 9. Fruit* row(s).
- **Row 10. Milk:** Record all milk food items prepared for the planned meal service in the *Food Item* column in the *Row 10. Milk* row(s).
- **Row 11. Other/Condiment:** Record all other or condiment food items prepared for the planned meal service in the *Food Item* column in the *Row 11. Other/Condiment* row(s).
- **Column 12. Meal Contribution:** Record the crediting contribution for the food item in the designated space.
- **Column 13. Recipe #:** Record the recipe number for the food item in the designated space. A recipe number must be listed if two or more ingredients are used.
 [NOTE: If a recipe number is not used and the *Food Buying Guide for School Nutrition Programs* does not have a yield for the food item, the CE must have a CN label or product formulation statement on file that describes the food yield for the product.]

Planned Portions & Serving Sizes

Information about the number of planned portions and individual portion sizes prepared for each food item must be recorded under the appropriate serving group—age/grade, adult, or a la carte.

- **Columns 14., 15., and 16., Planned Portions:** Record the age/grade group to be served in the blank beside the column number.

Record planned number of portions and portion sizes in *Columns a.* and *b.* for each age/grade group in the designated space.

- **Column a. # Portions:** Record the number of planned portions for each food item to be prepared for each age/grade group in the designated space under *Columns 14a, 15a, and 16a.*
- **Column b. Portion Size:** Record the planned portion size for each food item to be prepared for each age/grade group in the designated space in *Columns 14b, 15b., and 16b.*

Food Item	Planned Portions and Serving Sizes	
	14. Age/Grade 6-8	
	14a. # Portions	14b. Portion Size
9. Fruit		
Apple, whole	80	¾ c
Fruit cocktail, canned, light syrup	40	½ c

- **Column 17. Adults:** Provide planned portions and portion sizes in *Columns a.* and *b.* for adult sales in the designated space.
 - **Column a. # Portions:** Record the number of planned portions for each food item to be prepared for each adult in the designated space in *Column 17a.*
 - **Column b. Portion Size:** Record the planned portion size for each food item to be prepared for each adult in the designated space in *Column 17b.*

- **Column 18. A La Carte:** Provide planned number of planned portions and portion sizes in *Columns a. and b.* for a la carte sales in the designated space.
 - **Column a. # Portions:** Record the number of planned portions for each food item to be prepared for a la carte sales in the designated space in *Column 18a.*
 - **Column b. Portion Size:** Record the planned portion size for each food item to be prepared for a la carte sales in the designated space in *Column 18b.*

Food Preparation Information

- **Column 19. Total Amount Prepared:** Record the total amount of each food item that is prepared to serve the number of planned portions for each serving group—age/grade, adults, and a la carte—for all sites in the designated space. The *Food Buying Guide for School Nutrition Programs* will assist CEs in entering this information and determining how to list a particular food item.

Report this information in purchase units as referenced in the *Food Buying Guide for School Nutrition Programs.*

For Example: 3 pans (100 servings/pan)

- **Column 20. Quantity Sent To Each Site:** Record the name of each site location to which food is sent and the total amount of food sent to each site in order to serve the number of planned portions for each serving group—age/grade, adult, and a la carte—at each site in the designated spaces. The *Food Buying Guide for School Nutrition Programs* may assist CEs in determining this information and determining how to list a particular food item.

- Report this information in total pans or serving containers with the total number of planned servings for each site.

[NOTE: Refer to the recipe for correct weight/measures required for number of portions to be delivered.]

For Example: 3 pans (100 servings/pan)

Directions: Receiving Kitchen

General Information

- **Item 1. Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **Item 2. Site Name:** Record the name of the site receiving the food in the designated space.
- **Item 3. Meal Preparation Site:** Record the name of the meal preparation site in the designated space.
- **Item 4. Meal Service:** Record a check in the appropriate box to indicate the meal service—breakfast, lunch, snack, and/or supper—reported on this daily food production record form.
- **Item 4a. Type of Service:** Record a check in the box preceding the type of service—Offer Versus Serve (OVS) or Serve Only—reported on this daily food production record form.
- **Item 5. Number Served:**
 - **5a. Students:** Record the number of students served in the designated space.
 - **5b. Adults:** Record the number of adults served in the designated space.
 - **5c. Total:** Record the total number of individuals—students and adults—served in the designated space.
- **Item 6. Date:** Record the date the meal is served in the designated space.

Meal Pattern Information

See the *Administrator's Reference Manual (ARM)*, Section 7, *Breakfast Meals*; Section 8, *Lunch Meals*; Section 9, *Pre-Kindergarten Meals*; or Section 10, *Afterschool Snacks & Meals* for additional information on the required meal pattern.

If a menu item contains more than one component, CEs may record the menu item once and indicate the contributions for each component in the meal contribution column.

Sack lunch components must be listed on the Food Production Records if claimed for reimbursement.

Be sure to put each food item on its own row. Be sure to record whether the food item is fresh, canned, frozen, dried, etc.

- **Row 7. Meat/Meat Alternate:** Record all meat/meat alternate food items prepared for the planned meal service in the *Food Item* column in the *Row 7. Meat/Meat Alternate* row(s).

- **Row 8. Grain:** Record all grain food items prepared for the planned meal service in the *Food Item* column in the *Row 8. Grain* row(s).
- **Row 9. Vegetable:** Record all vegetable food items prepared for the planned meal service in the *Food Item* column in the *Row 9. Vegetable* row(s).
- **Row 10. Fruit:** Record all fruit food items prepared for the planned meal service in the *Food Item* column in the *Row 10. Fruit* row(s).
- **Row 11. Milk:** Record all milk food items prepared for the planned meal service in the *Food Item* column in the *Row 11. Milk* row(s).
- **Row 12. Other/Condiment:** Record all other or condiment food items prepared for the planned meal service the *Food Item* column in the *Row 12. Other/Condiment* row(s).
- **Column 13. Meal Contribution:** Record the crediting contribution for the food item in the designated space.
- **Column 14. Recipe #:** Record the recipe number for the food item in the designated space. A recipe number must be listed if two or more ingredients are used.

Food Item ²	13. Meal Contribution	14. Recipe #
7. Meat/Meat Alternate		
Refried beans, dry	1 oz eq	329
Chicken patty, frozen	1.5 oz eq	299
8. Grain		
Whole wheat bun	1 oz eq	--
Whole wheat tortilla	1 oz eq	--
9. Vegetable		
Kernal corn, canned	¾ c	--
Broccoli-frozen	½ c	109
10. Fruit		
Apple, whole	¾ c	--
Fruit cocktail, canned, light syrup	½ c	--
11. Milk		
Fat free, chocolate	1 c	--
1 %, white	1 c	--
12. Other/Condiment		
Mayonnaise		--
Onion, chopped		--

[NOTE: If a recipe number is not used and the *Food Buying Guide for School Nutrition Programs* does not have a yield for the food item, the CE must have a CN label or product formulation statement on file that describes the food yield for the product.]

Planned Portions & Serving Sizes

Information about the number of planned portions and individual portion sizes prepared for each food item must be recorded under the appropriate serving group—age/grade, adult, or a la carte.

Food Item	Planned Portions and Serving Sizes	
	15. Age/Grade 6-8	
	15a. # Portions	15b. Portion Size
10. Fruit		
Apple, whole	80	¾ c
Fruit cocktail, canned, light syrup	40	½ c

- **Columns 15., 16., and 17. Planned Portions:** Record the age/grade group to be served in the blank beside the column number. Record planned number of portions and portion sizes in *Columns a.* and *b.* for each age/grade group in the designated space.
 - **Column a. # Portions:** Record the number of planned portions for each food item to be prepared for each age/grade group in the designated space in *Columns 15a., 16a., and 17a.*
 - **Column b. Portion Size:** Record the planned portion size for each food item to be prepared for each age/grade group in the designated space in *Columns 15b., 16b., and 17b.*
- **Column 18. Adults:** Provide planned portions and portion sizes in *Columns a.* and *b.* for adult sales in the designated space.
 - **Column a. # Portions:** Record the number of planned portions for each food item to be prepared for each adult in the designated space in *Column 18a.*

² This sample chart does not reflect a complete meal.

- **Column b. Portion Size:** Record the planned portion size for each food item to be prepared for each adult in the designated space in *Column 18b*.
- **Column 19. A La Carte:** Provide planned number of planned portions and portion sizes in *Columns a. and b.* for a la carte sales in the designated space.
 - **Column a, # Portions:** Record the number of planned portions for each food item to be prepared for a la carte sales in the designated space in *Column 19a*.
 - **Column b, Portion Size:** Record the planned portion size for each food item to be prepared for a la carte sales in the designated space in *Column 19b*.

Food Preparation and Service Information

- **Column 20. Total Amount Delivered:** Record the total amount of each food item that is delivered to the receiving kitchen to serve the number of planned portions for each the serving group—age/grade, adults, and a la carte—in the designated space. The *Food Buying Guide for School Nutrition Programs* may assist CEs in entering this information and determining how to list a particular food item.

Report this information in total pans or serving containers with the total number of planned servings for each defined in the designated space.

For Example: 3 pans (100 servings/pan)

- **Column 21. Leftovers:** Record the amount of leftovers after the meal service by indicating the number of servings remaining in the the designated space.
- **Column 22. Comments (Optional):** Record notes about the meal service that may be helpful with record keeping or food production. Column 22 is the only optional field on the *Receiving Kitchen Food Production Record Form*. The following topics might be addressed in this column:
 - Donation of leftovers
 - Appropriateness of food item portioning
 - Serving temperature
 - Product acceptability
 - Special situations impacting food service
 - Other food production information