



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

Using Food Production Records

To Plan and Reduce Waste

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ESC Region 11



Food and Nutrition Division
National School Lunch Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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WELCOME

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NSLP CONTENT SPECIALIST

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Acknowledgement Statement

You understand and acknowledge that:

- the training you are about to take does not cover the entire scope of the program; and that
- you are responsible for knowing and understanding all handbooks, manuals, alerts. Notices and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.



Food Production Record Reminders

The CE must keep complete and accurate food production documentation, including menus, records indicating food substitutions, invoices or receipts for food product purchases, and meal pattern contribution documentation for the meals they produce.

- * Any meal claimed for reimbursement must be supported by a complete food production record and supporting documentation (i.e., CN Labels).
- * Required for all breakfasts, lunches & snack/suppers claimed for reimbursement, and must include any salad and other food bars, quick lines, sack meals, field trips, special diets etc.
- * **Must** include all elements on the TDA food production record template.



Resources

- TDA Food Production Record online course
- Daily Food Production Record
- Using Production Records to Plan and Reduce Waste
- Highlighted Food Production Record

Course Objectives

- ✓ Understand the importance of Food Production Records
- ✓ Identify ways to plan more efficiently using your Food Production Record
- ✓ Discuss factors to manage waste and reduce expenses



A Food Production Record is a required daily document that records all reimbursable meals prepared.



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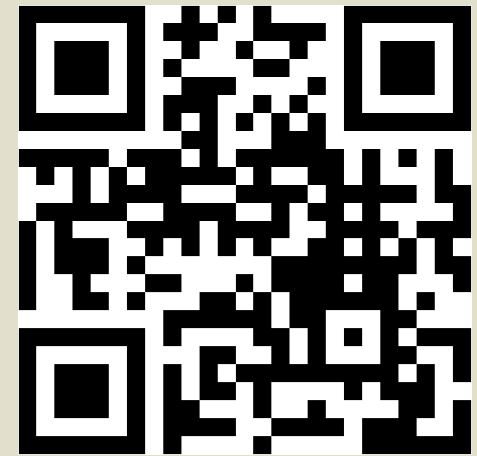
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The code lets your audience join the presentation. It expires in 7 days.

Child Nutrition Financial topics - list ALL that pertain to your program

Mentimeter

Rank the importance of each Food Production Record function for your program

Mentimeter

- 1st | Planning tool
- 2nd | Communication tool
- 3rd | Minimize waste
- 4th | Reduce expenses



Revenues/ Expenditures



Expenditures



Food/ Labor



Food



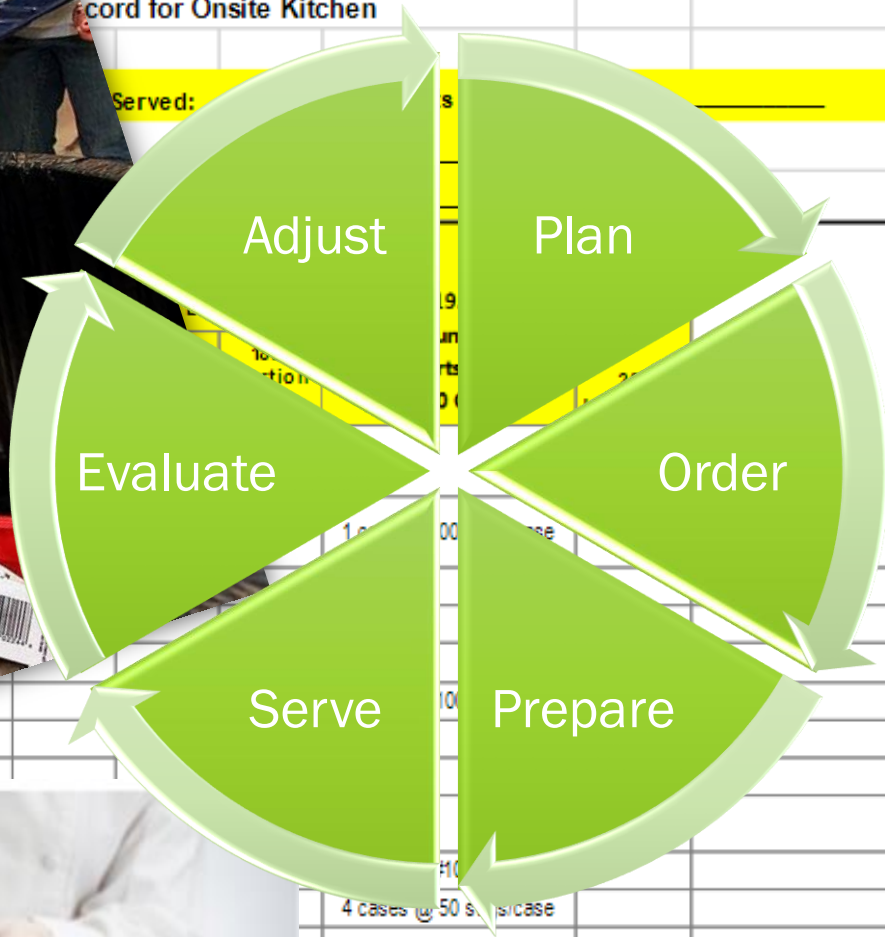
Food prep

Record for Onsite Kitchen

1. Contracting Entity (CFE)

2. Site Name

Served: _____



7. Grain

WGR R

8. Vegetable

Green Beans V-1

Mashed Potatoes 1/2 c V (S) V-2

9. Fruit

Pineapple Tidbits 1/2 c F

10. Milk

FF Chocolate Milk 8 oz. M

1% Plain Milk 8 oz. M

11. Other/Compliment

Catsu



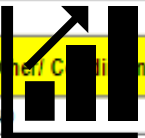
4 cases @ 50 svgs/case

___ #10 cans

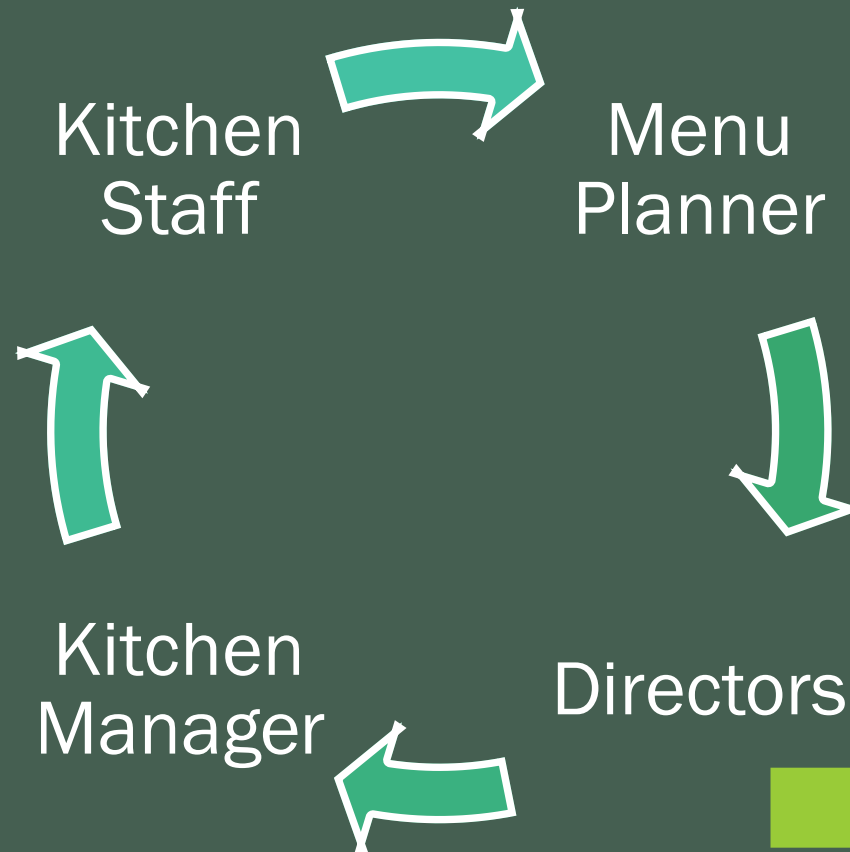
3 cases @ 50 svgs/case

1 case @ 50 svgs/case

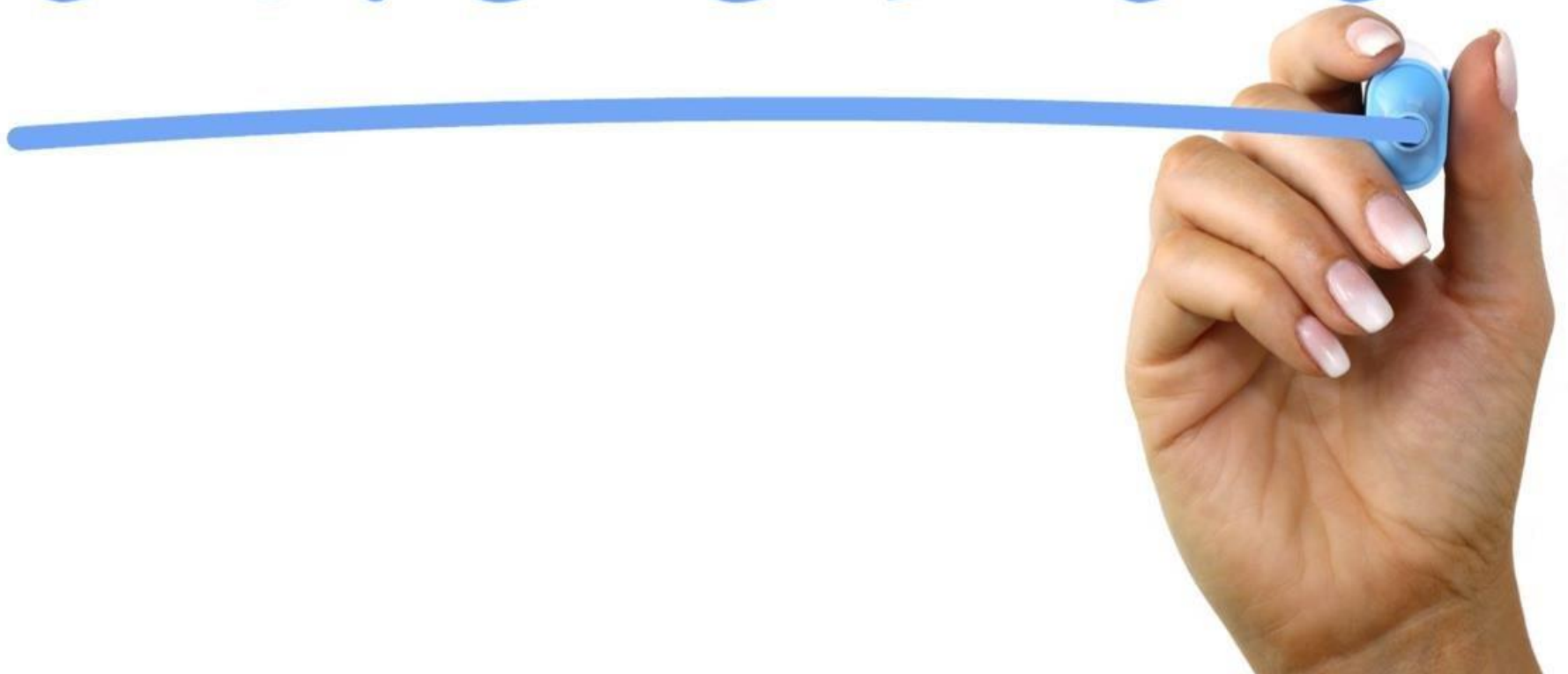
1 case @ 400/case



FPR AS A COMMUNICATION TOOL



SUCCESS



WHEN SHOULD I USE A FOOD PRODUCTION RECORD?

Daily Food Production Record for Onsite Kitchen

1. Contracting Entity (CE) Name: _____

2. Site Name: _____

3. Meal Service: Breakfast Lunch Snack Supper

3a. Type of Service: OVS Serve Only

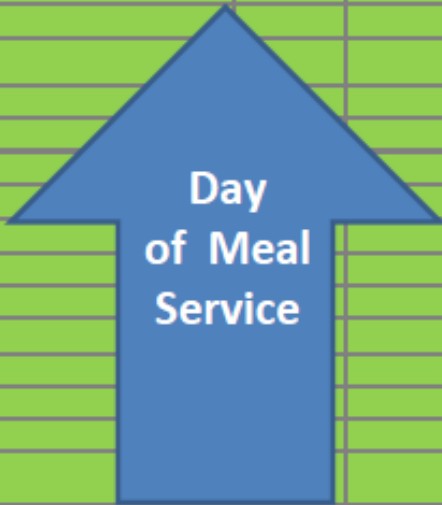
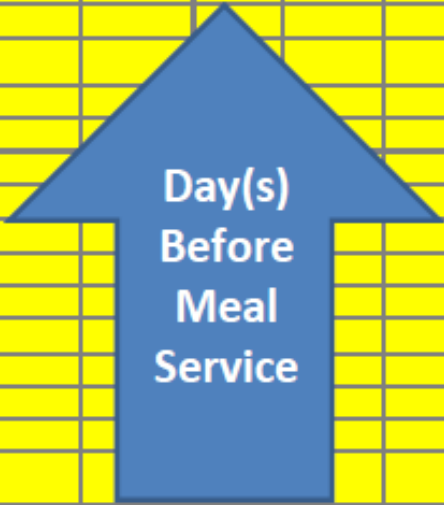
4. Number Meals Served: _____

4a. Students _____ 5. Date: _____

4b. Adults _____

4c. Total _____

Food Item	12. Meal Contribution	13. Recipe #	Planned Portions and Serving Sizes										19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)	20. Leftovers	21. Comments (Optional)
			14. Age/Grade _____		15. Age/Grade - _____		16. Age/Grade _____		17. Adults		18. A La Carte				
			14a. # Portions	14b. Portion Size	15a. # Portions	15b. Portion Size	16a. # Portions	16b. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size			
6. Meat/Meat Alternate															
7. Grain															
8. Vegetable															
9. Fruit															
10. Milk															
11. Other Condiment															



Optional Data Recorded on the FPR



Hazardous Analysis Critical Control Points (HACCP) records



Food temperatures



Food preparation methods



Schedules and job assignments for kitchen staff



Product information

4/06/19	Walnut Creek	Spring				
9/06/19	Walnut Creek	Cherry Tomatoes	6 lb.		MM	spoiled
9/6/19	Borden	Galton Milk	1 gallon		MM	Expired. 9/6/19
9/9/19		Blueberries.	3 cases.		MM	Spoiled.
9/9/19		Coleau	1 Bag		MM	Spoiled.
9/10/19	Walnut Creek	Carrots	1 1/2 bags		MM	Spoiled
9/12/19	LASAH	Hamburger Patties	120		MM	BURNED
9/13/19	Borden	CHOE. MILK	1		MM	Slipped off car
9/13/19	Borden	Apple Juice	1		MM	Slipped off CAR
9-13-19		Flatbread	6 bags		MM	Molded
9/16/19	Chicken Patt	Chicken Patty	95		MM	MOLDED
					MM	MOLDED

Accountability

Through the Lens: PreK - 5th Grade Lunch



Daily Food Production Record for Onsite Kitchen

1. Contracting Entity (CE) Name: Anytown ISD

2. Site Name: Anytown Elementary

4. Number Meals Served:

4a. Students 204

5. Date: 4/4/2020

3. Meal Service: Breakfast Lunch Snack Supper

4b. Adults 7

3a. Type of Service: OVS Serve Only

4c. Total _____

Food Item	13. Recipe #	Planned Portions and Serving Sizes										19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)	20. Leftovers	21. Comments (Optional)	
		14. Age/Grade <u>PK</u>			15. Age/Grade <u>K-5</u>			17. Adults		18. A La Carte					
		12. Meal Contribution	14a. # Portions	14b. Portion Size	12. Meal Contribution	15a. # Portions	15b. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size				
6. Meat/Meat Alternate															
Chicken Nuggets		1.5 MMA / .75 G	22	4 each	2 MMA / 1 G	200	5 each	10	5 each	0	0	1 1/2 cases nuggets	0	Ran out	
7. Grain															
Roll		---	0	0	2 G	200	1 each	10	5 each	0	0				
8. Vegetable															
Baby Carrots		---	0	0	1/2 c VR	200	1/2 cup	10	1/2 cup	0	0	210 Baby Carrots	14	Return to stock	
Green Beans		1/4 c VDG	15	1/4 cup	1/2 c VDG	180	1/2 cup	10	1/2 cup	0	0	8 #10 cans cut, drained, heated green beans	1	Discard	
9. Fruit															
Mixed Fruit		1/2 c F	22	1/4 cup	1/2 c F	180	1/2 cup	10	1/2 cup	0	0	11 #10 cans + 1 1/2 cups drained mixed fruit	9	Carryover next day's breakfast	
10. Milk															
Fat Free Chocolate Milk		8 oz milk	22	1 each	8 oz milk	175	1 each	3	1 each	0	0	200 cartons milk @ 8 oz each	12	Milk cooler	
11. Other/ Condiment															
Ketchup		---	22	1 each	---	200	2 each	10	2 each	0	0	442 packets ketchup @ 1 oz each	35	Return to stock	
Ranch Dressing		---	22	1 each	---	200	2 each	10	2 each	0	0	442 packets Ranch dressing @ 1 oz each	57	Return to stock	

Daily Food Production Record for Onsite Kitchen

1. Contracting Entity (CE) Name: Anytown ISD

2. Site Name: Anytown Elementary

4. Number Meals Served:

4a. Students 204

5. Date: 4/4/2020

3. Meal Service: Breakfast Lunch Snack Supper

4b. Adults 7

3a.
Type of
Service:

OVS: K-12 Serve Only: PK

4c. Total 211

Food Item	13. Recipe #	Planned Portions and Serving Sizes										19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)	20. Leftovers	21. Comments (Optional)	
		14. Age/Grade PK			15. Age/Grade K-5			17. Adults		18. A La Carte					
		12. Meal Contribution	14a. # Portions	14b. Portion Size	12. Meal Contribution	15a. # Portions	15b. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size				
6. Meat/Meat Alternate															
Chicken Nuggets		1.5 MMA / .75 WGR	22	4 each	2 MMA / 1 WGR	200	5 each	10	5 each	0	0	1138 nuggets	21	Discard	
7. Grain															
Roll		---	0	0	2 WGR	200	1 each	10	5 each	0	0	210 rolls @ 2 WGR each	28	Discard	
8. Vegetable															
Baby Carrots		---	0	0	1/2 c VR	200	1/2 cup	10	1/2 cup	0	0	210 pkg. fresh Baby Carrots @ 3 oz each	14	Return to stock	
Green Beans		1/4 c VO	22	1/4 cup	1/2 c VO	180	1/2 cup	10	1/2 cup	0	0	9 #10 cans cut, drained, heated green beans	1	Discard	
9. Fruit															
Mixed Fruit		1/4 c F	22	1/4 cup	1/2 c F	180	1/2 cup	10	1/2 cup	0	0	11 #10 cans + 1 1/2 cups drained mixed fruit	9	Carryover next day's breakfast	
10. Milk															
Fat Free Chocolate Milk		---	0	0	8 oz milk	175	1 each	3	1 each	0	0	178 cartons milk @ 8 oz each	12	Milk cooler	
Fat Free Unflavored milk		8 oz milk	22	1 each	8 oz milk	25	1 each	3	1 each	0	0	50 cartons milk @ 8 oz each	28	Milk cooler	
11. Other/ Condiment															
Ketchup		---	22	1 each	---	200	2 each	10	2 each	0	0	442 packets ketchup @ 1 oz each	35	Return to stock	
Ranch Dressing		---	22	1 each	---	200	2 each	10	2 each	0	0	442 packets Ranch dressing @ 1 oz each	57	Return to stock	

Pro – Tips

- ***Laura Brookover – Grapevine Colleyville ISD***
- ***Eric Lozano – Plano ISD***
- STOP hating the Food Production Record
- Nail Forecasting
- Quantify the cost
- USE FPR in the kitchen THROUGHOUT meal service
- Teach everyone WHY

Leftovers

Truly served #

Order accuracy

Plan improves

Kids = better food

Less waste

Grapevine-Colleyville ISD Nutrition Services

**Food Production Records and
Reducing Food Waste**

Laura Brookover-Ybarra RDN, SNS



**GRAPEVINE
COLLEYVILLE**

INDEPENDENT SCHOOL DISTRICT

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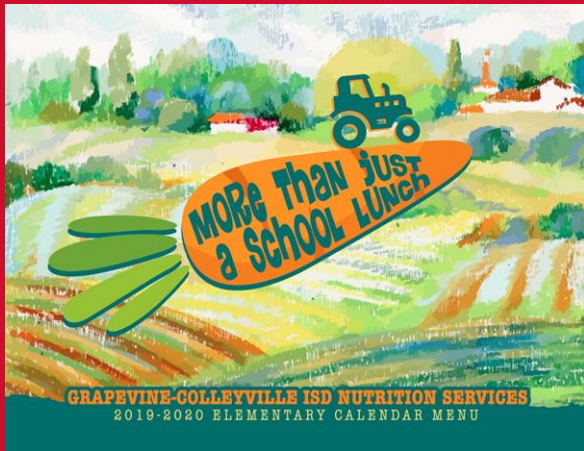
Program Snapshot

**20 Schools; 13,952 students; 24% F&R, SSO,
65% in-person, 35% remote**

- 11 Elementary Schools
- 4 Middle Schools
- 3 High Schools
- 2 Alternative Programs



The Flow of Food Production Records



1. Ingredient, Recipe and Menu Creation in Menu Planning Software
2. FPR is generated based off this information
3. Managers are responsible for the completion of all food production records for their campus daily
4. Managers send food production records to Nutrition Services office each week for review
5. Nutrition Services administrative staff follows up with managers as needed



Food Production Records: Role of the Dietician



1. Menu item selection
2. **Responsible for entering all ingredients, recipes and menus in Menu Planning**
3. Ensures program compliance
4. Designs and maintains the food production record template and temperature log
5. Reviews all food production records and temp logs weekly
6. Communicates need for follow up with team
7. Prepares all documentation for Administrative Review Process



Food Production Records: Role of the Team



- Assistant Director
- Field Supervisor
- Part-Time Trainer
- Culinary Trainer

Team members all work together symbiotically to ensure food production record accuracy and compliance.



Grapevine-Colleyville ISD

FOOD PRODUCTION RECORD

Wed - 11/11/2020

HHFK Seamless Summer Food Based

Offer VS. Serve

M: TES Lunch (PK-5)

Students(360) _____

Adults(4) _____

Total(364) _____

Site # 003 Timberline Elementary

		M/A	Grm	Fruit	Veg	Milk	Planne d Reimb- ursable	Planne d Ala Carte	Planne d Total	leftovers (servings)	serving notes
recipe & ingredients (planned)		OZ	OZ	Cup	Cup	Cup					
001278 PIZZA, FRENCH BREAD, CHEESE (GCISD 14-15)	M: 1 EACH	2	2				150		150		EACH PIZZA=2 OZ MMA + 2 OZ WG CASE=60 EACH
902919 PIZZA, FRENCH BREAD, CHEESE, WG, TONY'S 78356-----	2 CASE (60 srv) + 30 EACH										
001279 PIZZA, FRENCH BREAD, PEPPERONI (GCISD 14-15)	M: 1 EACH	2	2				180		180		EACH PIZZA= 2 OZ MMA + 2 OZ WG CASE=60 EACH
902920 PIZZA, FRENCH BREAD, PEPP, WG, TONY'S 78357-----	3 CASE (60 srv)										
000768 TACOS, CRISPY (GCISD 19-20)	M: 2 EACH	2	1				30	6	36		Bag 7# = approx 36 (3.03 oz) srv per bag Use #12 scoop split between 2 shells 2 (5.5") taco shells Gamish Each Taco with Shredded Cheese
900142 TURKEY, TACO MEAT 2856-28-----	1 BAG (7#)										
902887 TACO SHELL, 5.5" RUDY'S-----	3 BAG (20 each) + 12 EACH										
001543 GREEN BEANS, ITALIAN (GCISD 18-19)	M: 1/2 CUP				1/2		60	20	80		FBG-2# of fresh, whole untrimmed green beans yields 20 (1/2 cup servings)
903161 BEANS, GREEN, FRESH-----	8 lbs										
902952 ITALIAN SEASONING GCISD-----	4 Tbsp										
902986 SALT, TABLE GCISD-----	1 Tbsp + 1 tsp										
903092 OIL, OLIVE, SALAD OR COOKING-----	3/4 cup										
903096 CHEESE, PARMESAN, GRATED GCISD-----	1 cup										
VEGETABLE SUBGROUPS											
OTHER					1/2						
000847 BRUSSEL SPROUTS, OVEN ROASTED (GCISD 17-18)	M: 1/2 CUP				1/2		10	10	20		FBG: 5 (1/2 cups servings) per pound
902031 BACON, TURKEY JENNIE-O 2182277-----	20 Slices										
902936 BRUSSELS SPROUTS, CKD, BLD, DRND, WO/SALT-----	4 lbs										
903092 OIL, OLIVE, SALAD OR COOKING-----	6 Tbsp										
902986 SALT, TABLE GCISD-----	1 tsp										
900104 MRS. DASH-----	1 Tbsp										
903461 MRS. DASH, ZESTY PEPPER-----	1 tsp										
002069 VINEGAR, BALSAMIC-----	1 Tbsp + 1 tsp										
903284 SYRUPS, PANCAKE, PC 1 OZ-----	1 Tbsp + 1 tsp										
VEGETABLE SUBGROUPS											

Food Production Records: Best Practices



1. Attention to detail & accuracy
2. Communication
3. Team work makes the dream work
4. Check, check and re-check
5. Train and Retrain



Mitigating waste and managing costs through record keeping



- Weekly review of Food Production Records and regular follow up
- Food quality and preparation
 - **Batch Cooking**
 - **Communication with campus on field trips and off site events**
- Training
- Cycle menus and menu design
- **Dynamic menu items**



The Pandemic: An overview of the operation

3 curbside sites; about 4200 meals a week

Non-Congregate; SSO; Serve only

Utilize Bulk Foods such as gallon milk

Weekly pickup on Wednesday afternoon

7 breakfast, 7 lunches provided



How the Pandemic has changed Food Production Records



- With curbside meals comes the burden of the additional paperwork to ensure program compliance
- Additional production records and temperature logs are completed based off participation each week
- A separate template is used strictly for curbside meals
- The same flow process as mentioned earlier is followed



Controlling food waste beyond record keeping



Market your program!



Grapevine-Colleyville ISD Nutrition Services

Laura Brookover-Ybarra RDN, SNS
Email: Laura.Brookover@gcisd.net
Phone: 817-251-5616

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**GRAPEVINE
COLLEYVILLE**

INDEPENDENT SCHOOL DISTRICT



PLANO
Independent School District

Food and Nutritional Services

Eric Lozano

- Assistant Director

Janet Howell MS, RDN, LD

- Nutrition Specialist

Program Overview

- ▶ **74 Schools**
 - ▶ **45 Elementary**
 - ▶ **13 Middle**
 - ▶ **7 High Schools**
 - ▶ **3 Senior High Schools**
 - ▶ **2 Special Programs**
 - ▶ **3 Early Childhood Center**
 - ▶ **1 Adult Transition Center**
- ▶ **50,068 Students**
 - ▶ **35% F&R**
 - ▶ **51% Face-to-Face Learners**
 - ▶ **49% School at Home Learners**

Program Information

- ▶ Summer Food Service Program (SFSP)
 - ▶ Familiar with Operations
 - ▶ Reimbursement Rates
 - ▶ Meal Pattern Requirements

Food Production Records

- ▶ Plan and prepare meals/review historical data
- ▶ Batch cooking/daily counts
- ▶ Front office communication
- ▶ 2 week cycle menu with reduced choices
 - ▶ Streamline and simplify
 - ▶ Reduces ordering and inventory
 - ▶ Optimize usage of commodities
- ▶ Lowers overall food costs

Food Production Records

- ▶ Menus are created based on commodity availability
 - ▶ All center of the plate are commodities
 - ▶ Processed and Fresh Fruits and Vegetables
 - ▶ Favors (DOD)
 - ▶ Selection based on student preference and
quality items with longer shelf lives
 - ▶ High volume schools - order weekly
 - ▶ Others are biweekly

Food Production Records

- ▶ **Food Production Records for:**
 - ▶ **Breakfast**
 - ▶ **Traditional**
 - ▶ **Concept**
 - ▶ **Curbside Service**
 - ▶ **Utilize bulk item waiver**

Curbside Meal Service

- ▶ 5 sites
 - ▶ High Schools
 - ▶ Service times and days
 - ▶ 1x/week
 - ▶ AM and PM pickup times
 - ▶ Meals per week
 - ▶ 7 breakfast and 7 lunches

Counting and Claiming

▶ Face-to-Face:

- ▶ Use POS
- ▶ Cashiers verify reimbursable meals

▶ Curbside Service:

- ▶ Meal Tally Sheets - post on department calendar weekly with preprinted dates
- ▶ Managers print and tally when meals are distributed each week

Counting and Claiming

- ▶ Account for meals daily
- ▶ Weekly: each day has tally sheet, production records and day end reports



P L A N O
Independent School District

Food and Nutritional Services 2020

Questions?



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