

Directions: COVID-19 Multiple Meal Distribution Site Daily Food Production Record (FPR)

Purpose

A contracting entity (CE) may continue to use its standard food product record methodology. However, this form is intended assist CEs in recording food production information when a multiple meal distribution strategy is implemented during the COVID-19 pandemic.

CEs may add additional rows to this form by using the insert row option or columns using the insert column option.

[Note: For 3d. Names of Sites Served through This Multiple Meal Distribution Site, add sheet rows after row 16.]

For this document, the word *meal* will be used to indicate both meals and snacks.

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.

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.

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, supporting documentation alone will not meet the criteria for maintaining daily food production records.

Directions: Central Kitchen

General Information

- **Item 1. Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **Item 2. Date:** Record the date the meal will be served in the designated space.

- **Item 3. Meal Preparation Site:** Record the name of the meal preparation site in the designated space.
- **Item 3a. Meal Distribution Site:** Record the name of the meal distribution site in the designated space.

The preparation site and meal distribution site may be the same.

- **Item 3b. Meal Service Method:** Record a check in the blank to indicate the meal service method as offer versus serve (OVS) or straight serve.
- **Item 3c. Number of Meals Distributed in the Multiple Meal Package:** Record the number of meals to be distributed to each student by meal type.
For Example: Each student receives 3 lunches, 3 breakfasts, and 3 FFVP servings. For this example, record a 3 in the designated space for lunches, breakfasts and FFVP.
- **Item 3d. Names of Sites Served through This Multiple Meal Distribution Site:** Record the name(s) of the site location(s) from which student can be served meals at this multiple meal distribution site.

A CE may operate meal distributions centers where students from more than one site are allowed to receive meals.

[NOTE: Students must still be claimed at their home sites.]

- **Item 4. Number of Students Served from Each Site:** Record the number of students receiving a meal by the site listed in Item 3d in the designated space.
- **Item 5. Number of Adults Served from Each Site:** Record the number of adults receiving a meal by the site listed in Item 3d in the designated space.
- **Item 5a. Number of A La Carte Meals Served for Each Site:** Record the number of a la carte meals served by the site listed in Item 3d in the designated space.
- **Abbreviations:** Record any abbreviations used in the form 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).
- **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.

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		--

[(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.*

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

¹ 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 age/grade group in the designated space in *Columns 14b., 15b., and 16b.*
- **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. Leftovers:** Record the amount of leftovers after the meal service by indicating the number of servings remaining the-in the designated space.