### Daily Food Production Record for Onsite Kitchen

#### 1. Contracting Entity (CE) Name: Anywhere ISD

#### 2. Site Name: My Elementary School

#### 3. Meal Service:
- ☑ Breakfast
- ☑ Lunch
- ☐ Snack
- ☐ Supper

#### 3a. Type of Service:
- ☑ OVS
- ☑ Serve Only

#### 4. Number Meals Served
- 4a. Students: 200
- 4b. Adults: 0
- 4c. Total: 200

#### 5. Date: 03/25/2020

#### Abbreviations used:
- Baked Chicken Breast: 2 oz eq
- WG Roll: 1 oz eq
- Green Beans: 1/2 c
- Pineapple Tidbits: 1/2 c
- FF Chocolate Milk: 8 oz
- 1% Plain Milk: 8 oz
- Ketchup: 2 each

#### Planned Portions and Serving Sizes

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</thead>
<tbody>
<tr>
<td>Baked Chicken Breast</td>
<td>2 oz eq M/MA</td>
<td>CN000000</td>
<td>200</td>
<td>1 each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 case @200 servings/case</td>
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<tr>
<td>WG Roll</td>
<td>1 oz eq G</td>
<td></td>
<td>200</td>
<td>1 each</td>
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<td></td>
<td></td>
<td>2 cases @100 servings/case</td>
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<tr>
<td>Green Beans</td>
<td>1/2 c V (O)</td>
<td>V-1</td>
<td>200</td>
<td>1/2 c</td>
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<tr>
<td>Mashed Potatoes</td>
<td>1/2 c V (S)</td>
<td>V-2</td>
<td>200</td>
<td>1/2 c</td>
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<td>4 cases @50 servings/case</td>
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<tr>
<td>Pineapple Tidbits</td>
<td>1/2 c F</td>
<td></td>
<td>200</td>
<td>1/2 c</td>
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<tr>
<td>FF Chocolate Milk</td>
<td>8 oz Milk</td>
<td></td>
<td>150</td>
<td>1 each</td>
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<td></td>
<td>3 cases @50 servings/case</td>
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<tr>
<td>1% Plain Milk</td>
<td>8 oz Milk</td>
<td></td>
<td>50</td>
<td>1 each</td>
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<td></td>
<td></td>
<td>1 case @50 servings/case</td>
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</tr>
<tr>
<td>Ketchup</td>
<td></td>
<td></td>
<td>200</td>
<td>2 each</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>1 case @400/case</td>
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</table>

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Food Production Records Key Points | April 30, 2021 | Page 1 of 2
1. Food production records must be completed daily for all reimbursable meals prepared, served, and claimed for reimbursement.

2. Food production records must include all items (condiments, other, etc.) that are a part of the reimbursable meal. Make sure to list the flavor and fat content of milk.

3. The planned portion column does not have to match the total amount prepared. The total amount prepared should be enough to cover the total amount served for the day.

4. When recording in the Meal Contribution column:
   a. Record Meat/Meat Alternate Component in ounce equivalents (ex. 2 oz. eq. M/MA)
   b. Record Vegetable Component in cups (ex. ½ c. V)
   c. Record Fruit Component in cups (ex. ½ c. F)
   d. Record Grain Component in ounce equivalents (ex. 1½ oz. eq. G)
   e. Record Milk Component in ounces or ½ pints (ex. 8 oz. M)
   f. A meal contribution is not necessary for Condiments/Other

5. Record a recipe number for any food item that contains more than one ingredient.

6. Record portion sizes as the amount served on the plate (e.g. 1 each, ½ cup, 1 slice, 5 nuggets, 2 oz., etc.).

7. Do not confuse weights and measures! If the portion size is recorded as weight, you should weigh this item (e.g., 2.25 oz. of chicken or 3.5 oz. of lettuce). If it is a liquid volume, such as gravy, use a portioning utensil that measures in cups or ounces.

8. If production records are pre-printed, the total amount prepared column should be adjusted as necessary on the day of service to reflect actual production.

9. Current labels (nutrition facts, product analysis sheets, and CN labels) should be kept on file for all items served. Labels should not be older than 5 years.

10. Use the Food Buying Guide to determine the total amount to prepare.

11. Record the total amount prepared in pounds/ounces, #10 cans, quarts, cases, or each with the number of servings defined (per the Food Buying Guide or product label). If recording in cases, you must list the number of servings in each case.

12. Record leftovers in servings or containers/pans.

13. When using leftovers, make sure to record all required information including the meal contribution. In the total amount prepared column, write “LO from_(date the item was originally prepared)".

14. The information reported in Sections 1-20 on the TDA Prototype Daily Food Production Record (On-Site Preparation) is required.

15. Use the correct Food Production Record (Central, Receiving, On-Site) based on your meal preparation method.