**Daily Menu Production Worksheet Instructions**

1. (This prototype worksheet is not a Federal SFSP requirement, however, Oklahoma State Agency does require it to be used by sponsors preparing meals on-site or at a central kitchen and for vendors of SFSP Programs) School Food Authorities may use this prototype of may use what they are currently using for the NSL.
2. Enter the calendar year-showing month, day and year.
3. Enter the number of sites being prepared for.
4. Enter the number of children meals prepared.
5. Enter the number of adult meals prepared.
6. Enter all menu items served on this date for the appropriate meal service.
7. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the mea/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the grain/bread requirement.
8. Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, (e.g., stew beef, 10 lbs.; potatoes, 3 lbs., etc.).
9. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie, ½ cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).
10. Signature and date of the person preparing the food.

A copy of this production record should go to each site with the delivery stop and kept with the Daily Meal Count sheet and a copy remain in the central kitchen and kept for review purposes.