

SUMMER FEEDING FOOD PRODUCTION RECORDS INSTRUCTIONS

NOTE: USE ONE FOOD PRODUCTION RECORD FOR EACH SITE

SITE NAME: RECORD THE NAME OF THE EATING SITE

DATE: RECORD THE DATE (MONTH, DAY AND YEAR) OF THE MEAL SERVICE

MEAL TYPE: CHECK THE BOX THAT APPLIES TO THE MEAL BEING RECORDED

OFFER VS SERVE(OVS): IF APPROVED FOR OVS CHECK THE BOX YES. IF NOT CHECK NO.

SCHOOLS ONLY FOR OVS

ITEM A: MENU OR FOOD ITEM USED AND FORM

RECORD EACH MENU OR FOOD ITEM USED AND THE FORM OF THE ITEM (E.G. SLICED, CHOPPED, SHREDDED, FRESH, FROZEN, CANNED, RAW). THE PACKAGING STATUS (E.G. CANNED IN SYRUP, FROZEN WITH ADDED SUGAR OR PLAIN), THE METHOD OF PREPARATION (E.G. BAKED OR BOILED) ALL OFFERINGS, CHOICES, MILK, SUBSTITUTIONS, CONDIMENTS AND INCREDIBLE ITEMS MUST BE LISTED TO FACILITATE AN ACCURATE NUTRIENT ANALYSIS OF THE MENU.

ITEM B: RECIPE NUMBER, PRODUCT BRAND AND CN LABEL NUMBER

RECORD THE RECIPE NUMBER OF THE MENU ITEM IF THE MENU ITEM IS MADE FROM A RECIPE. ANY MENU ITEM THAT HAS MORE THAN TWO INGREDIENTS COMBINED MUST HAVE A STANDARDIZED RECIPE (E.G. SEASONED OR BUTTERED CORN, TOSSED SALAD, LASAGNA, FRUIT SALAD); IF THE ITEM HAS BEEN PURCHASED, RECORD THE PRODUCT BRAND AND/OR CN LABEL NUMBER (IF APPLICABLE).

ITEM C: PACKAGE SIZE/CASE DESCRIPTION

RECORD THE PACKAGE/CASE SIZE OF THE MENU ITEM (E.G. 32 COUNT PER PACKAGE, 6-#10 CANS PER CASE, 2-40 OUNCE BAGS PER BOX).

ITEM D: TOTAL QUANTITY OF ALL FOOD PREPARED

RECORD THE TOTAL NUMBER OF EACH MENU ITEM PREPARED FOR EACH MEAL (3-#10 CANS OR 2 PACKAGES).

ITEM E: MEAL CONTRIBUTION

INDICATE THE MEAL CONTRIBUTION OF EACH MENU ITEM (E.G. MEAT/MEAT ALTERNATE (M), FRUIT (F), VEGETABLE (V), GRAINS (GR), MILK (MK) AND EXTRA FOODS OR CONDIMENTS (X)).

ITEM F AND G: TIME AND TEMPERATURE

LIST THE INTERNAL TEMPERATURE OF HOT AND COLD FOODS AND THE TIMES THEY WERE TAKEN.

ITEM H: PLANNED NUMBER OF REIMBURSABLE MEALS

PLANNED SERVICE SIZE (RECORD THE SERVING SIZE OF THE MENU ITEM TO BE SERVED). **NOTE: PLANNED SERVING SIZE MUST BE THE SAME AS THE PORTION REQUIRED TO BE SERVED-DESCRIPTIVE AND MEASURABLE.**

PLANNED NUMBER OF SERVINGS-INCLUDING SECONDS *if applicable* (RECORD THE NUMBER OF SERVINGS PLANNED FOR EACH MENU/FOOD ITEM TO BE SERVED).

ITEM I: ADULTS, ALA CARTE AND CONTRACT MEALS

ANY ADULT, ALA CARTE AND CONTRACT MEALS MUST BE RECORDED HERE.

ITEM J: LEFTOVERS/COMMENTS

ENTER THE QUANTITY OF EACH MENU ITEM LEFTOVER AT THE END OF THE MEAL SERVICE. RECORD IF THE FOOD WAS DISCARDED OR STORED FOR FUTURE USE. ALSO USE THE COLUMN TO RECORD COMMENTS ABOUT THE MENU. IF ANY FOOD IS LEFTOVER, THIS COLUMN **MUST** BE USED TO INDICATE WHAT HAPPENED TO THE FOOD.