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 **5. Date:** 03/25/2050

4b. Adults 0

4c. Total 200

Abbreviations used:

Food Item	12. Meal Contri-bution	13. Recipe #	14. Age/Grade K-5		15. Age/Grade ____		16. Age/Grade ____		17. Adults		18. A La Carte		19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)	20. Leftovers	21. Comments (Optional)
			14a. # Portions	14b. Portion Size	15a. # Portions	15b. Portion Size	16a. # Portions	16. Portion Size	17a. # Portions	17b. Portion Size	18a. # Portions	18b. Portion Size			
6. Meat/Meat Alternate															
Baked Chicken Breast	2 oz eq M/MA	CN000000	200	1 each									1 case @200 servings/case		
7. Grain															
WG Roll	1 oz eq G		200	1 each									2 cases@100 servings/case		
8. Vegetable															
Green Beans	1/2 c V (O)	V-1	200	1/2 c									___ #10 cans		
Mashed Potatoes	1/2 c V (S)	V-2	200	1/2 c									4 cases@50 servings/case		
9. Fruit															
Pineapple Tidbits	1/2 c F		200	1/2 c									___ #10 cans		
10. Milk															
FF Chocolate Milk	8 oz Milk		150	1 each									3 cases@50 servings/case		
1% Plain Milk	8 oz Milk		50	1 each									1 case@50 servings/case		
11. Other/ Condiment															
Ketchup			200	2 each									1 case@400/case		

Daily Food Production Record Key Points

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.