

## Production Records

Production Records are daily records that demonstrate that meal pattern requirements are being met for the number of students served and support the claiming of reimbursable meals. Production records are required for all school nutrition programs including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, and At-Risk Afterschool Meals Program.

### Requirements:

- ✓ Production records must be kept for all reimbursable meals produced
- ✓ Production Records must include all information necessary to support the claim for reimbursement:
  - Date
  - Site
  - Age/Grade group
  - Offer vs. Serve status
  - Planned numbers of meals to be served (students and adults)
  - All menu items (including ala carte, milk, and milk substitutes)
  - Recipe or Product number as applicable
  - Planned portion size
  - Planned number of servings
  - Meal pattern contribution for each menu item (recommended, but optional)
  - Total planned quantity
  - Actual number of meals served (students and adults)
  - Actual number of servings

### Details:

- Use for proper planning to ensure meal pattern compliance prior to meal service
- Documents that the quantity of food prepared is sufficient to support the total number of planned portions, including adult meals and a la carte sales from the reimbursable meal line
- Documents planned portion size of each menu item
- Documents required daily and weekly meal pattern contribution for all meal pattern components: grains, meat/meat alternates, vegetables, vegetable sub-groups, fruit and milk
- Aligns with published menu, standardized recipes and product documents
- Use for forecasting, food purchasing and overall planning
- Retain production records for 3 years after the end of the federal fiscal year
- Document meals/ milk served to students with special dietary needs

# OSPI CNS School Nutrition Programs Reference Sheet

## Production Records should be completed in two steps:

Step 1 Prior to meal service:

- o date
- o site
- o age/grade group
- o offer vs serve status
- o planned number of students and adults to be served
- o menu items
- o planned portion size
- o planned number of servings
- o meal pattern contribution

Step 2 During and after meal service:

- o any changes or substitutions
- o final amounts prepared
- o total amounts served
- o total amounts leftover
- o temperatures (if desired)

## Reference:

- ✓ [7CFR 210](#)
- ✓ [7CFR 220](#)
- ✓ [Records Retention Schedule - Food Services](#)

## Resources:

- ✓ [Sample Production Records](#)

## Acronym Reference

-CFR	Code of Federal Regulations
-CNS	Child Nutrition Services
-NSLP	National School Lunch Program
-OSPI	Office of Superintendent of Public Instruction
-SBP	School Breakfast Program
-USDA	United States Department of Agriculture