

SFSP Production Record Guidance

While production records are not required in SFSP if you are using Production Records they must include all the information necessary to support the claim for reimbursement:

- Date
- Site
- Offer vs. Serve (LEA only)
- Planned numbers of meals to be served (students and adults)
- All menu items (including any substitutions made)
- Recipe as applicable
- Planned portion size
- Planned number of servings
- Meal pattern contribution for each menu item
- Total planned quantity
- Actual number of meals served (students and adults)
- Actual number of serving

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
- 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, fruit and milk
- Aligns with published menu, standardized recipes and product documents
- Document meals/ milk served to students with special dietary needs
- Use for forecasting, food purchasing and overall planning

Production Records should be completed in **two steps**:

Step 1 Prior to meal service:	Step 2 During and after meal service:
<ul style="list-style-type: none"> • date • site • offer vs serve status • planned number of students and adults to be served • menu items • planned portion size • planned number of servings • meal pattern contribution 	<ul style="list-style-type: none"> • any changes or substitutions • final amounts prepared • total amounts served • total amounts leftover • temperatures (if desired)

