

# Requirements for Production Records in the National School Lunch Program and School Breakfast Program

The U.S. Department of Agriculture's (USDA) regulations for the National School Lunch Program (NSLP) (7 CFR 210.10(a)(3)) and School Breakfast Program (SBP) (7 CFR 220.8(a)(3)) require that school food authorities (SFAs) must maintain daily production records for all school meals. A production record is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service.

Production records must show how the offered meals contribute to the required food components and food quantities for each meal served to each grade group every day. During the Administrative Review of school nutrition programs, the Connecticut State Department of Education (CSDE) will evaluate the SFA's production records to ensure that they:

- include all information necessary to support the claiming of reimbursable meals, i.e., all menu items are listed and all required meal components are offered;
- are used for proper planning, such as determining meal consumption and leftovers;
- document that the prepared foods are creditable for the total number of reimbursable meals offered and served;
- document a la carte sales, adult meals, and other nonreimbursable meals (such as student purchases of second meals), including the number of portions for each of these food items;
- document that menus meet the requirements for fluid milk, the weekly vegetable subgroups, the weekly juice limits, and the minimum weekly percentage of whole grain-rich (WGR) items;
- document that menus meet the weekly quantity requirements for fluid milk, vegetables, fruits, grains, and meats/meat alternates; and
- align with standardized recipes, i.e., the ingredients in the SFA's standardized recipes correspond to the menu items listed on the production records.

SFAs must keep production records on file for three years plus the current school year.

Table 1 indicates the elements that production records should include and when food service personnel should complete the required information.



# Requirements for Production Records in the NSLP and SBP

**Table 1. Required elements for production records**

Complete before meal service	Complete after meal service
<ul style="list-style-type: none"> <li>• Name of site</li> <li>• Meal date</li> <li>• Meal type (breakfast or lunch)</li> <li>• All planned menu items including all meal choices, food components, types of milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods</li> <li>• Recipe name and number or product name and code</li> <li>• Planned serving size and number of servings for reimbursable meals for each age/grade group, and if applicable, nonreimbursable meals (e.g., second meals and adult meals), and a la carte sales</li> </ul>	<ul style="list-style-type: none"> <li>• Temperatures (complete throughout meal service) <sup>1</sup></li> <li>• Total amount/quantity of food prepared for each food item or menu item, e.g., number of servings, pounds, cans, and pieces</li> <li>• Amount of leftover food for each food item or menu item</li> <li>• Total amount of food served</li> <li>• Number of reimbursable meals served to each age/grade group</li> <li>• Number of nonreimbursable meals served, e.g., second meals and adult meals</li> </ul>
<p><sup>1</sup> Food service staff should record temperatures throughout the meal service to ensure that hot foods are held at 135 °F or above and cold foods at held at 41 °F or below. For additional guidance, visit the CSDE’s <a href="#">Food Safety for Child Nutrition Programs</a> webpage.</p>	



# Requirements for Production Records in the NSLP and SBP

## Ensuring compliance

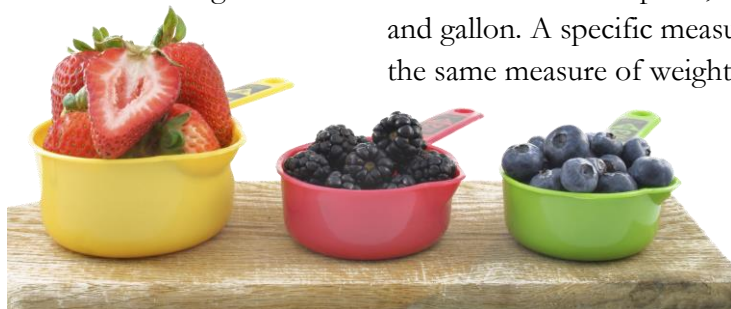
To avoid potential compliance issues with production records, food service personnel must:

- complete all information, i.e., ensure that information is not missing or incomplete;
- record the information so it is legible, i.e., ensure that handwriting can be read;
- use the proper weight or volume measure for each food item, e.g., use cups for fruits and vegetables instead of ounces (see “Volume versus weight” on the next page);
- enter the number of servings, pounds, cans, or pieces (not the number of portions prepared) in the column for the total quantity of food used;
- separately list each type of milk served;
- list all condiments;
- list portion sizes accurately and ensure that listed portion sizes are the same as what is actually being served to students;
- list all items prepared for the meal including daily items and alternate meal choices;
- accurately record the “planned” servings for each age/grade group;
- separately list nonreimbursable adult meals and second student meals (do not include as part of reimbursable student meals);
- add any extra amounts of food needed during the meal service period;
- note if any substitutions are made or leftovers are used; and
- use a production record for each site, including satellite locations.

## Volume versus weight

During the Administrative Review of school nutrition programs, the CSDE frequently finds that production records include incorrect information for the volume or weight of a menu item. Production records must reflect the measurements required by the NSLP and SBP meal patterns. For example, the meal patterns require a specific volume (cups) for the fruits component and vegetables component, and a specific volume (tablespoons) for peanut butter. Therefore, production records must list the servings of fruits and vegetables in cups, not weight, and the servings of peanut butter in tablespoons, not weight (ounces).

SFAs should train food service staff on the difference between fluid ounces (volume) and ounces (weight). Volume is the amount of space an ingredient occupies in a measuring container, and is not the same as weight. Volume measures include teaspoon, tablespoon, fluid ounce, cup, pint, quart and gallon. A specific measure of volume (fluid ounces) does not equal the same measure of weight (ounces). For example, a ½-cup serving of a food (4 fluid ounces) does not weigh 4 ounces. The weight of a volume measure of food varies depending on the density of the food. For example, ½ cup of lettuce weighs



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less than  $\frac{1}{2}$  cup of canned peaches, and 1 cup of whole-grain cereal weighs less than 1 cup of molasses.

## Sample production records

The CSDE's sample production records include forms for different grade groups based on food items or food components. These forms help SFAs provide the information required to comply with the USDA's regulations for production records. SFAs may use these production records for breakfast and lunch. The CSDE's production records are available on the CSDE's [Production Records for School Nutrition Programs](#) webpage.

## Resources

Crediting Foods for Grades K-12 in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-School-Nutrition-Programs>

Food Buying Guide for School Meal Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Meal Patterns for Grades K-12 in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-School-Nutrition-Programs>

Meal Patterns for Preschoolers in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs>

Menu Planner for School Meals: Chapter 4 Meal Preparation Documentation (USDA):

[https://fns-prod.azureedge.net/sites/default/files/tn/USD-114%20-%20MenuPlanner\\_Ch4.pdf](https://fns-prod.azureedge.net/sites/default/files/tn/USD-114%20-%20MenuPlanner_Ch4.pdf)

Menu Planning Guide for Preschoolers in the NSLP, SBP, and ASP (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/MPGpreschool.pdf>

Menu Planning Guide for School Meals for Grades K-12 (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Menu-Planning-Guide-for-School-Meals>

National School Lunch Program (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/National-School-Lunch-Program>

Production Records for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Production-Records-for-School-Nutrition-Programs>

School Breakfast Program (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/School-Breakfast-Program>

# Requirements for Production Records in the NSLP and SBP



For more information, see the CSDE's *Production Records for School Nutrition Programs* webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/ProductionRecords.pdf>.

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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