

Production Records and Record-Keeping



Susanne Reeves and Rachel Fowler
New Manager's Training
July 7-8, 2026
ALSDE CNP School Programs



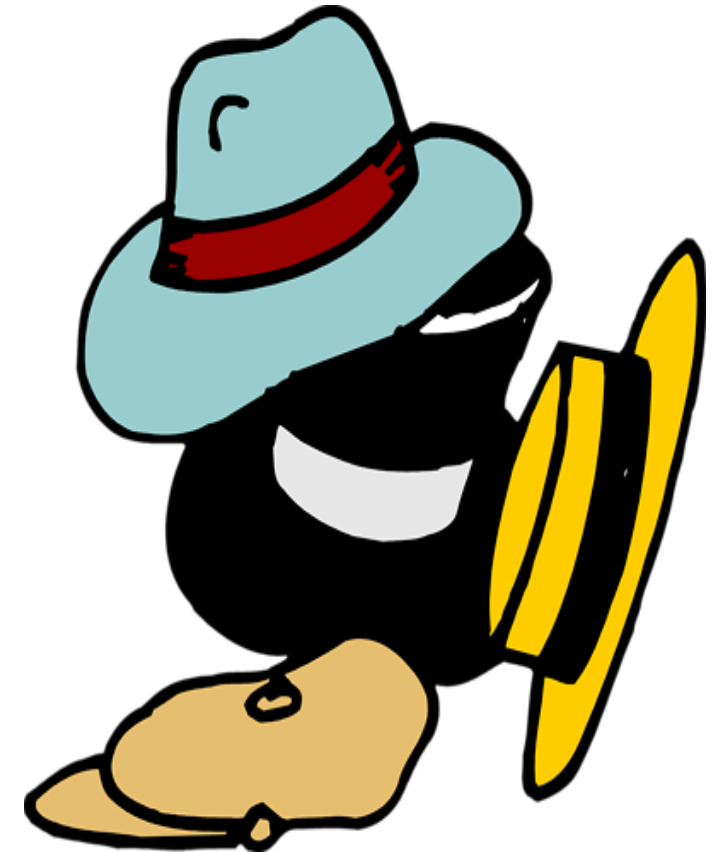
Introduction

**What makes for a good production record?
It depends on which hat you're wearing!**

- Manager
- Kitchen Staff
- Menu Planner
- Director
- State Agency
- Health Inspector

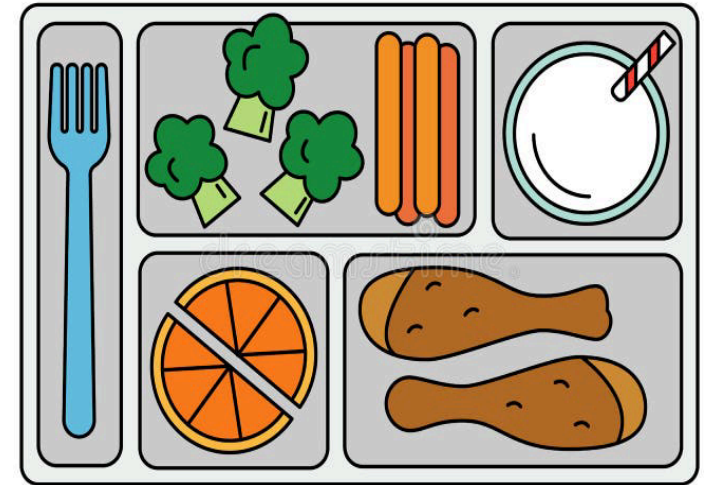
How does this all work together?

A production record must be a legible, accurate, and honest document that validates compliance with meal counts, meal patterns, and food safety practices while also facilitating improved meal forecasting and planning for the kitchen.



Agenda

- Reviewing the importance of Production Records
 - Compliance with Meal Pattern
 - Meal Counts
 - Food Safety Practices
 - Accurate Forecasting
 - Accurately Completing the Production Record
 - Common Errors and Performance
- Standard 2 Violations related to Production Records



210.10 Meal requirements for lunches and requirements for afterschool snacks.

(a) General Requirements-

3. Production and menu records. Schools must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day.

Daily Menu Production Record: BREAKFAST, LUNCH, and SNACK

[illegible]

revised 2/16/18; reviewed 7/1/24

Daily Menu Production Record



Daily Menu Production Record

Building:
Serving Session: Lunch (Grades K-8 Lunch)
Date: Tuesday, December 2, 2025

MEALS PLANNED	MEALS OFFERED	MEALS SOLD (Calculated from POS)	ENTREES SERVED	FRUIT AND VEGETABLES SERVED	COST																	
476	476	441	444	998	\$0.00																	
Reimbursable: 475 Non-Reimbursable: 1 Non-Reimbursable (CN Staff): 4	Reimbursable: 475 Non-Reimbursable: 1 Non-Reimbursable (CN Staff): 4	Reimbursable: 430 Non-Reimbursable (Student): 3 Non-Reimbursable (Non-Student): 3 Non-Reimbursable (CN Staff): 5	Reimbursable: 430 Non-Reimbursable: 14	Reimbursable: 984 Non-Reimbursable: 14																		
LUNCH 2 (OFFER VS. SERVE)																						
USDA Compliant	Component Contributions										Planned	Offered	Served				Cost					
	Meat/Meat Alt. (oz eq)	Grains (oz eq)	Milk (cups)	Fruit (cups)	Dark Green (cups)	Red/Orange (cups)	Beans/Peas and Lentils (cups)	Starchy (cups)	Other (cups)	Vegetable Juice (cups)	Total Veg. (cups)	Reimbursable	Non-Reimbursable	Reimbursable	Non-Reimbursable	Reimbursable	Non-Reimbursable	Discarded	Left Over	Theoretical Cost	Actual Cost	
Menu/Food Items																						
Main Entree (Student is offered 1 selection)																						
R205 Taco Soup Recipe USDA (1 cup prepared)																						
Total Offered/Prepared Ingredients: 5 x #10 Can of Canned Corn Ingredient, 10 x #10 Can of Canned Diced Tomatoes Ingredient, 1 1/4 pounds of Ranch Dressing Dry Mix Ingredient, 10 tablespoons of Black Pepper Ingredient, 5 x gallon of Water, 60 x cup chopped of Fresh Onions Chopped/Diced, 13 tablespoons 1 teaspoon of Onion Powder Ingredient, 1 quart 1 cup of Chili Powder Ingredient, 1 quart 2 cups 4 tablespoons of Cumin ingredient, 5 tablespoons of Crushed Red Pepper Seasoning Ingredient, 20 pounds of Salsa Bulk, 20 x #10 Can of Canned Kidney Beans, 2 cups 8 tablespoons of Garlic Powder Ingredient, 42 1/2 pounds of Ground Beef Purchased Ingredient		2					0.25					0.5	475	5	465	0	421	14	30		\$0.79	\$0.00
R553 Anytimers ALL (1 Each)		2	2									12	0	12	0	9			3	\$2.03	\$0.00	
Total Offered/Prepared Ingredients: 12 x 1 Each of Anytimers, Turkey and Cheese																						
R908 PB&J Uncrustable (2 Sandwich)		2	2									0	0		0							
Total Offered/Prepared Ingredients: No Recipe Yield Defined																						
Meat/Meat Alternate																						

Monday, December 29, 2025 11:13:38 AM

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Requirements for State Agencies

USDA requires State Agencies to review production records for:

- Proper **forecasting** and planning (i.e., evaluate for consumption and leftovers)
- Documentation that food prepared is **creditable** for the total number of reimbursable meals offered and served
- Documentation that **weekly quantity requirements** for grains, meat/meat alternates, vegetables, fruit, and milk are met
- Documentation of extra items, adult, and/or other **non-reimbursable** meals
- Alignment with **standardized recipes**
- Menu items that are listed correspond with the **planned menu** and contribution report (including condiments).



Admin Review Terminology:

**Missing Meal
Components** vs.
**Insufficient Quantity
of Meal Components**



Meals **MUST** be disallowed:

- If production records are missing, or missing for a certain timeframe, unless the SFA can prove that reimbursable meals were offered and served.

Meals **MAY** be disallowed/reclaimed:

- If meals contain **insufficient quantities** of required meal components.
- If only **one type of milk** is offered or an unallowable milk type is offered.
- If one **vegetable subgroup** is not offered over the course of the week reviewed or is in an insufficient quantity to meet the minimum weekly requirement.
- If **whole grain-rich foods** are not offered over the course of the week reviewed.
- If the amount of fruit or vegetable juice offered **exceeds 50 percent** of the total weekly fruits or vegetables offered.

What Could Result in Disallowed Meals?

Example: Grades 9-12 Meal Service

(1) Menu Items/Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *
BREAKFAST									
Sausage Biscuit	R0337	1 ea.	48	10	58				
Fresh Fruit: Apple		1/2 c							
Fruit Juice: Orange		4 oz.							
Milk		8 oz.							
LUNCH									
Mexican Pizza		1 slice	48	10	58				
Black Beans		1/2 c							
Spanish Rice	R1211	1/2 c							
Canned Fruit: Peaches		1 cup							
Milk		8 oz.							



Pre-Planning

Category	Actual
Meats/Meat Alternates	2 oz
Grains	2 oz
Whole Grain-Rich	100 %
Grain Based Desserts	0 oz
Fruits	1/2 cups
Fruit Juice	0 %
Vegetables	1 1/2 cups
Beans/Peas and Lentils	0 cups
Dark Green	1 1/2 cups
Red/Orange	1 1/8 cups
Starchy	0 cups
Other	1/4 cups
Vegetable Juice	0 %
Milk	1 cups

Nutritional Analysis				
Category	Daily Actual	Daily Target	Weekly Actual	Weekly Target
Calories	544.0778 kcals	---	613.9784 kcals *	600 kcals - 650 kcals
% of Calories from Saturated Fat	10.6691 % Fat	---	9.1642 % Fat	< 10 % Fat
Saturated Fat	6.4498 g	---	6.2518 g *	---
Sodium	863.6483 mg	---	898.3359 mg *	≤ 1110 mg
% of Calories from Added Sugars**	5.5874 % ASug	---	5.4835 % ASug	< 10 % ASug
Added Sugars**	7.6 g	---	8.4168 g *	---

Develop
a Rough
Draft

Menu
Analysis

Edits for
Compliance

Shared
with
Manager

What takes place before a
menu gets to a manager?

Site:	<u>Breakfast</u>		<u>Lunch</u>		<u>Snack</u>		<u>Comments:</u>			
Date:	Planned (based on ADP) Students Adults CNP Staff		Planned (based on ADP) Students Adults CNP Staff		Planned (based on ADP) Students Adults CNP Staff					
Signature:	Served (based on meal count) Students Adults CNP Staff		Served (based on meal count) Students Adults CNP Staff		Served (based on meal count) Students Adults CNP Staff					
Age/Grade Group:										

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)				
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom **Corrective Action: D=Discarded C=Chilled H=Heated revised 2/16/18 reviewed 7/1/24

General Information

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

Breakfast

Planned (based on ADP)			
Students			
Adults			
CNP Staff			
Served (based on meal count)			
Students			
Adults			
CNP Staff			

Lunch

Planned (based on ADP)			
Students			
Adults			
CNP Staff			
Served (based on meal count)			
Students			
Adults			
CNP Staff			

Snack

Planned (based on ADP)			
Students			
Adults			
CNP Staff			
Served (based on meal count)			
Students			
Adults			
CNP Staff			

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		Actual Servings		Leftovers		HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)					
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

- List the site location of production.
(i.e., school name, facility)
- List the date that the production is taking place.
(i.e., March 4, 2026)
- Once the production record is completed, the manager should sign confirming the production record has been reviewed and is accurate.
 - Electronic signatures are allowable, but initialing next to e-signature would be a best practice.
- List the grade groups being served (i.e., K-5)

Forecasting

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACKSite: _____Date: _____

Signature: _____

Age/Grade Group: _____

Breakfast		Lunch		Snack	
Planned (based on ADP)		Planned (based on ADP)		Planned (based on ADP)	
Students		Students		Students	
Adults		Adults		Adults	
CNP Staff		CNP Staff		CNP Staff	
Served (based on meal count)		Served (based on meal count)		Served (based on meal count)	
Students		Students		Students	
Adults		Adults		Adults	
CNP Staff		CNP Staff		CNP Staff	

Comments:

[illegible]

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Breakfast

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch

Planned (based on ADP)	
Students	
Adults	
CNP Staff	

Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

- Try to use previous menus where similar entrees were served to determine planned quantities.
- Make the menu planner aware of issues noted in forecasting.
- Information from this section should be used to build/support the Nutrient Analysis conducted by the menu planner.

Forecasting Example

Scenario

- ABC Elementary
- Enrollment: 700 students
- Average Daily Participation (ADP): 65%
- 5-week cycle menu
- Last production record shows 450 meals served for upcoming menu day
- WHAT'S WRONG? WHY DOES THAT MATTER?

<u>Lunch</u>	
Planned (based on ADP)	
Students	700
Adults	5
CNP Staff	6
Served (based on meal count)	
Students	455
Adults	2
CNP Staff	6

Comments Section

Examples for use of the comment box:

- Substitutions
- Equipment Issues
- Cooking Errors
- Field Trips
- Early Check-Out Day



Daily Menu Production Record: BREAKFAST, LUNCH & SNACK

Site: _____

Date: _____

Signature: _____

Age/Grade Group: _____

Breakfast			Lunch			Snack		
Planned (based on ADP)			Planned (based on ADP)			Planned (based on ADP)		
Students			Students			Students		
Adults			Adults			Adults		
CNP Staff			CNP Staff			CNP Staff		
Served (based on meal count)			Served (based on meal count)			Served (based on meal count)		
Students			Students			Students		
Adults			Adults			Adults		
CNP Staff			CNP Staff			CNP Staff		

Comments:

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		Actual Servings		Leftovers		HACCP TEMPERATURES				Hot = 135° Cold = 41° (4 hrs)					
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) Location	Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs
Comments: potatoes substituted for potatoes due to supply issue.																		

*Leftovers Location
Do/ Discarded In Refrigerator/ Freezer/ Se/Storeroom
**Corrective Action
Do/ Discarded/ Co/Chilled/ Ho/Heated
revised 7/18/18 revised 7/1/24

Column 1 - Menu Items/Condiments

- | (1)
Menu Items/
Condiments | (2)
Recipe
| (3)
Serving
Size | Planned Servings | | |
|----------------------------------|--------------------|------------------------|------------------|--|--------------|
| | | | (4)
Students | (5)
Adults/
CNP Staff/
A la carte | (6)
Total |
| | | | | | |
| | | | | | |
| | | | | | |

Inflector: F-Frazer, F-Frothingham 88Cooperative Action: D-Discarded, C-Chilled, H-Heated [msound/2/16/19/msound/7/1/24](#)

Menu Items and Condiments Example

[illegible]

It is very important that all required meal components are served, as well as listed on the Production Record.

This is an example of a production record that could result in a disallowed meal.

What is missing?

Column 2 - Recipe

- NOTE:**
A recipe must be used for all prepared menu items with more than one ingredient.

ALSDE Child Nutrition Programs

USDA Recipe Resource

Categories

☒ Recipes For Schools

☐ Recipes For Schools - Breakfast

☐ Recipes For Schools - Grains/Breads

☐ Recipes For Schools - Main Dishes

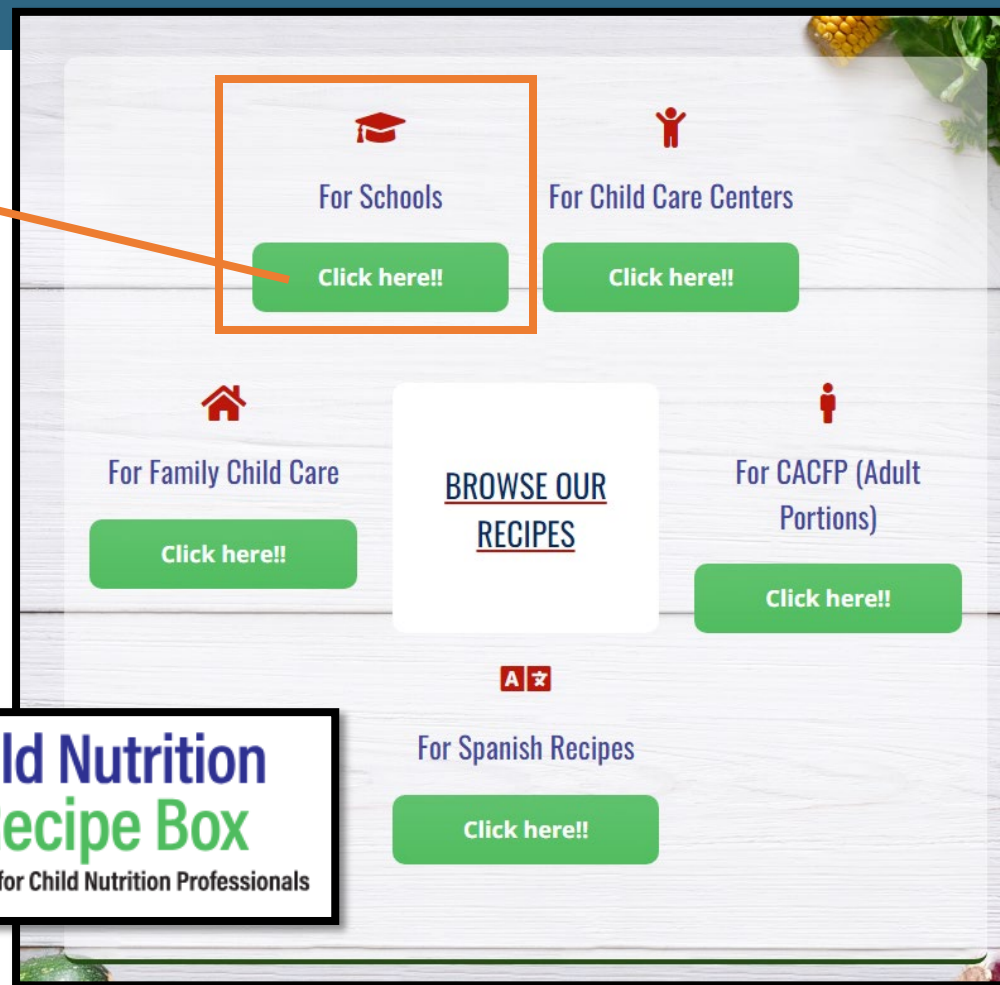
☐ Recipes For Schools - Salads

Ratings:

0★ 5★

Keyword

Ex: Carrots



<https://theicn.org/cnrb/#allrecipes>

USDA Recipe Resource

Baked Sweet Potatoes and Apples - USDA Recipe for Schools

Fresh sweet potatoes and fresh apples combined with a brown sugar glaze and dried cranberries.

NSLP/SBP CREDITING INFORMATION

1/3 cup (No. 12 scoop) provides 1/8 cup red/orange vegetable and 1/8 cup fruit.



Baked Sweet Potatoes and Apples - USDA Recipe for Schools

Amount Per Serving 1/3 cup (No. 12 scoop)

Calories	159
Total Fat	3g
Saturated Fat	1g
Cholesterol	0mg
Sodium	149mg
Potassium	246mg
Total Carbohydrates	34g
Dietary Fiber	2g
Total Sugars	25g
Protein	1g
Vitamin D	0IU
Calcium	
Iron	

NUTRITION INFORMATION

INGREDIENTS	Quantity	
	Weight	Measure
*Fresh sweet potatoes, diced 1/2"	4 lb	3 qt 3 cups
Trans-fat free margarine	8 oz	1 cup
Chopped ginger	4 oz	1/2 cup
Brown sugar	1 lb 8 oz	3 cups
Ground cinnamon		1 Tbsp 1 tsp
Ground nutmeg		1 Tbsp 1 tsp
Salt		2 tsp
Vanilla extract		1 Tbsp 1 tsp
Frozen green apples, thawed, unsweetened	3 lb 10 oz	2 qt 3 1/2 cups
Water		2 cups
Frozen, concentrated orange juice, thawed		2 cups
Dried Cranberries	10 oz	2 cups
Cornstarch		1/4 cup
Water		1/4 cup

Column 3 - Serving Size

- Communication** is key to prevent disallowance of meals or discrepancies between the Nutrient Analysis, contribution report, and production record.

[illegible]

Daily Menu Production Record: BREAKFAST, LUNCH & SNACK

Site: _____ Date: _____ Signature: _____ Age/Grade Group: _____	<u>Breakfast</u> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td align="center" colspan="2">Planned (based on ADP)</td></tr> <tr><td>Students</td><td></td></tr> <tr><td>Adults</td><td></td></tr> <tr><td>CNP Staff</td><td></td></tr> <tr><td align="center" colspan="2">Served (based on meal count)</td></tr> <tr><td>Students</td><td></td></tr> <tr><td>Adults</td><td></td></tr> <tr><td>CNP Staff</td><td></td></tr> </table>	Planned (based on ADP)		Students		Adults		CNP Staff		Served (based on meal count)		Students		Adults		CNP Staff		<u>Lunch</u> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td align="center" colspan="2">Planned (based on ADP)</td></tr> <tr><td>Students</td><td></td></tr> <tr><td>Adults</td><td></td></tr> <tr><td>CNP Staff</td><td></td></tr> <tr><td align="center" colspan="2">Served (based on meal count)</td></tr> <tr><td>Students</td><td></td></tr> <tr><td>Adults</td><td></td></tr> <tr><td>CNP Staff</td><td></td></tr> </table>	Planned (based on ADP)		Students		Adults		CNP Staff		Served (based on meal count)		Students		Adults		CNP Staff		<u>Snack</u> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td align="center" colspan="2">Planned (based on ADP)</td></tr> <tr><td>Students</td><td></td></tr> <tr><td>Adults</td><td></td></tr> <tr><td>CNP Staff</td><td></td></tr> <tr><td align="center" colspan="2">Served (based on meal count)</td></tr> <tr><td>Students</td><td></td></tr> <tr><td>Adults</td><td></td></tr> <tr><td>CNP Staff</td><td></td></tr> </table>	Planned (based on ADP)		Students		Adults		CNP Staff		Served (based on meal count)		Students		Adults		CNP Staff		<u>Comments:</u>
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(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES				Hot = 135° Cold = 41°(4 hrs)				
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

Servers Location: D=Discarded R=Refrigerator F=Freezer S=Storeroom
 **Corrective Action: D=Discarded; C=Chilled; H=Heated
 revised 2/16/18 reviewed 7/1/24

Common Serving Size Mistakes



(1) Menu Items/Condiments	(2) Recipe #	(3) Serving Size
LUNCH		
Chicken Quesadilla	R2811	2.00 oz
Taco Sauce		1 oz
Sour Cream		2 oz
Lettuce, Tomato, Cheese		1 boat
Refried Beans		1/2 c
Fresh Fruit: Banana, Whole		1 cup
Assorted Milk		1 carton

Record the number of students you plan to serve each menu item as part of the reimbursable meals.

Non-Reimbursable Servings

Daily Menu Production Record: BREAKFAST, LUNCH & SNACKSite: _____Date: _____

Signature: _____

Age/Grade Group: _____

Site: _____	Breakfast	Lunch	Snack	Comments:
Date: _____	Planned (based on ADP)	Planned (based on ADP)	Planned (based on ADP)	
	Students	Students	Students	
	Adults	Adults	Adults	
Signature: _____	CNP Staff	CNP Staff	CNP Staff	
	Served (based on meal count)	Served (based on meal count)	Served (based on meal count)	
Age/Grade Group: _____	Students	Students	Students	
	Adults	Adults	Adults	
	CNP Staff	CNP Staff	CNP Staff	

[illegible]

*Leftovers Location: D=Discarded R=Refrigerator F=Freezer S=Store **Discard** **Corrective Action: D=Discarded; C=Chilled; H=Heated revised 2/16/18; reviewed 7/1/24

Column 5 – Adults/CNP Staff/A la Carte

Record the number of adults, CNP staff, a la carte, and/or contracted meals that you plan to serve for each menu item not part of the reimbursable meal.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings		
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total

Total Planned Servings

Column 6 - Total

Record the sum of column 4 and column 5.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Actual Prepared Servings

Column 7 – Actual Servings: Prepared

Record the number of **SERVINGS** you prepare/cook with the intent of placing on the serving lines.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Actual Serving Example #1

(1) Menu Items/Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served
Corndog		1 each	425	10	435	532	532
Mustard		1 pack	425	10	435	1 cs	1 cs
Ketchup (Low Sodium)		2 packs	425	10	435	1/2 cs	1/2 cs
Peas and Carrots	R1013	1/2 c	350	0	350	1.5 cs	4 gal
Peas and Carrots	R1013	1 c	75	10	85	1/2 cs	1 gal
French Fries	R5422	1/2 c	425	10	435	5cs+3bgs	5cs+3bgs
Fruit Diced Pears		1/2 c	350	10	360	4 cs	4 cs
Fruit Diced Pears		1 c	75	0	75	1 cs	1 cs
FF Strawberry Milk		8 oz	425	5	430	425	425

Actual Serving Example #2

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served
Peaches		½ C	150	5	155	155	

- 25-30 ½ cup servings per each #10 can of peaches
- 155 customers / 25 servings per can = 6.2 #10 cans
- 7 cans equals 175 prepared servings

Actual Servings Served

Column 8 – Actual Servings: Served

Record the actual amount that was served.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Column 9: Leftovers: Amount

- Record the number of leftovers, if any.
- If there were no leftovers, indicate with a zero (0).

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Basics at a Glance

Recipe Abbreviations Volume Equivalents

approx. = approx.
 tsp or t = teaspoon
 Tbsp or T = tablespoon
 c = cup
 pt = pint
 qt = quart
 gal = gallon
 wt = weight
 oz = ounce
 lb or # = pound
 g = gram
 kg = kilogram
 vol = volume
 mL = milliliter
 L = liter
 fl oz = fluid ounce
 No. or # = number
 in. or " = inches
 °F = degree Fahrenheit
 °C = degree Celsius

Scoops (Dishers)

Size/No.	Level Measure	Color Code ²
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

¹ Scoops are left or right hand or squeeze-type hands. Number on the scoop indicates how many quarts. For example, eight No. 8 scoops = 1 quart.

² Use colored dots matching the brand-specific color coding of scoop sizes.

Ladles Portion Servers

Ladle fl oz	Approx. Measure
1 oz	1/8 cup
2 oz	1/4 cup
3 oz	3/8 cup
4 oz	1/2 cup
6 oz	3/4 cup
8 oz	1 cup
12 oz	1-1/2 cups

Ladles and portion servers (measuring-serv volume-standardized) are labeled "oz." "fl oz" accurate since they measure volume, not wt. Use ladles for serving soups, stews, cream gravies, and other liquid products.

Use portion servers (solid or perforated) for and semi-solids such as fruits and vegetables.

Cooking or Serving Spoons

Fraction to Decimal Equivalents

1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875

Metric Equivalents by Weight

Customary Unit (avoirdupois)
Ounces (oz)
1 oz
4 oz
8 oz
16 oz
Pounds (lb)
1 lb
2 lb
Pounds (lb)
2.2 lb

Metric Equivalents by Volume

Customary Unit (fl oz)
1 cup (8 fl oz)
1 quart (32 fl oz)
1.5 quarts (48 fl oz)
33.818 fl oz



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Basics at a Glance

Steamtable Pan Capacity

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2-1/2"	2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	64 80 96 128
12" x 20" x 4"	3-1/2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	112 135 168 224
12" x 20" x 6"	5 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	160 200 240 320

Other Pan Sizes

1/1	
2/3	
1/2	
2/4	
1/3	
1/4	

Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan
Baking or steamtable	12" x 20" x 2-1/2"	25 2" x 3-3/4"
Sheet or bun	18" x 26" x 1"	50 2" x 2"
		100 3-1/4" x 5"
		1-3/4" x 2-1/2"

Cutting Diagrams for Portioning



Leftover Code

Column 10: Leftover Code

- Record what was done with leftovers.

D - discarded

R - covered, labeled, dated, and placed in the refrigerator

F - covered, labeled, dated, and placed in the freezer

S - covered, labeled, dated, and placed in the storeroom

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *

Leftovers Examples

Leftovers is one of the most common findings during an Administrative Review.

- Columns (9) and (10) are not filled out.
- **Planned Servings** and **Actual Servings** are always the exact same and therefore there are never any leftovers.

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers	
			(4) Students	(5) Adults/ CNP Staff/ A la Carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) •
cheeseburger	000001	1	300	6	306	306	306		
hotdog	000002	1	200	5	205	205	205		

Food Safety

Food temperatures do not have to be maintained on the Production Record but do need to be maintained and filed with the production record.

- Location of where food temperatures are documented is a CNP Director's decision.
- How many food temperatures the staff is required to take is also a CNP Director's decision, but the procedure should be indicated in the district's HACCP plan.

What does your SOP for Cooking Temperatures say?

HACCP TEMPERATURES					Hot = 135° Cold = 41°(4 hrs)			
Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs

Food Safety (continued)

C/A - Corrective Action

What was the temperature after corrective action was taken?

****Corrective Action:**

D-discarded

C-chilled

H-heated

HACCP TEMPERATURES					Hot = 135° Cold = 41°(4 hrs)			
Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **	Hold During Service Temp/ Time	C/A **	Cool w/in 2 hrs to 70°	C/A **	Temp at 4 hrs
134°	171°/H							

Suspicious Records

Food Temperature Trends

Examples:

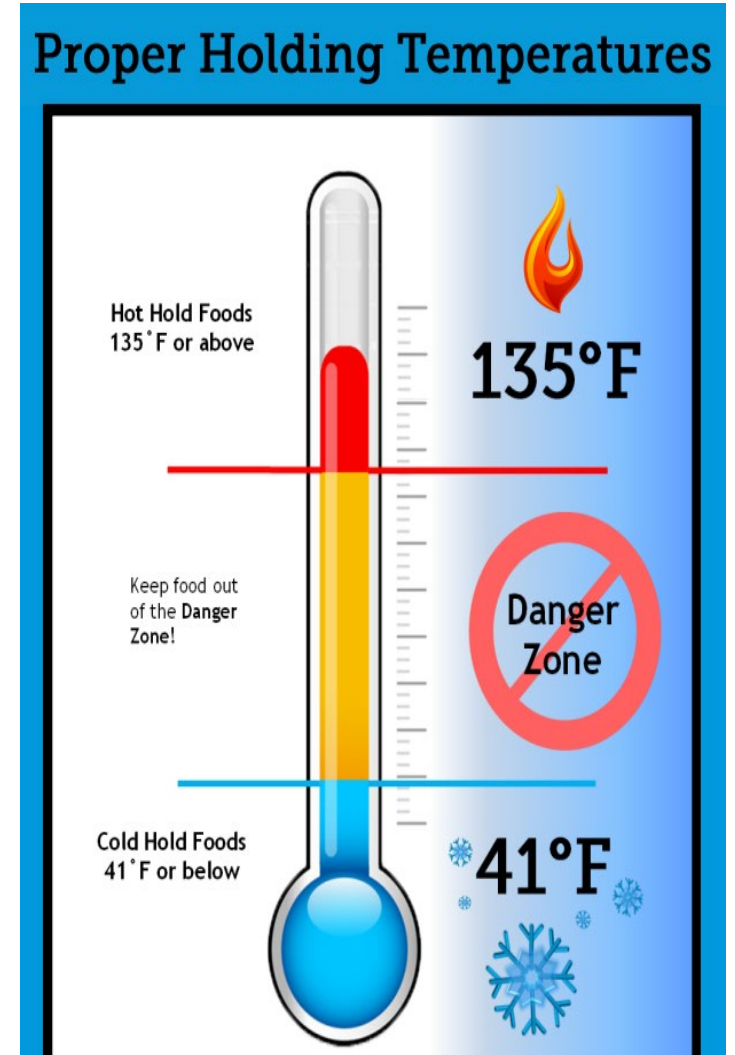
All cooked foods are always documented at 170°.

All cold foods are always documented at 40°.



Food temperature logs are your safeguard against claims of foodborne illnesses and potential lawsuits.

They need to be AUTHENTIC!



Gold Star Production Record

Lunch

Planned (based on ADP)	
Students	730
Adults	4
CNP Staff	7
Served (based on meal count)	
Students	740
Adults	6
CNP Staff	7

(1) Menu Items/Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time
Steak and Gravy with Breadstick	R4511	1 patty	415	9	424	440	426	14	R	178
Italian Cheese Pull Aparts		1 pkg	200	1	201	216	211	5	D	166
Anytimer - Pepperoni		1 each	30	0	30	35	32	3	R	38
Uncrustable Box	R1257	1 box	45	0	45	50	41	9	R	37
Sub Sandwich Box	R1255	1 box	40	1	41	45	43	2	R	37
Assorted Fruit: Whole Apple		1 each	230	0	230	250	237	13	R	
Assorted Fruit: Orange Slices		4 slices	500	11	511	525	513	12	D	36
Mashed Potatoes	R3147	1/2 c	480	9	489	500	472	28	R	168
Green Peas	R3852	1/2 c	200	10	210	225	217	8	D	171
Milk, 1% White		8 oz.	250	0	250	300	261	39	R	34
Milk, 1% Chocolate		8 oz.	400	11	411	425	410	15	R	34
Marinara Dipping Cup		1 pkg.	200	1	201	200	200	0		

Silver Star Production Record

(1) Menu Items/ Condiments	(2) Recipe #	(3) Serving Size	Planned Servings			Actual Servings		Leftovers		HACCP TEMPERATURES			
			(4) Students	(5) Adults/ CNP Staff/ A la carte	(6) Total	(7) Prepared	(8) Served	(9) Amount	(10) *	Final Prep Temp/ Time	C/A **	Hold Prior Service Temp/ Time	C/A **
Cereal Bowl	1072	1 ea.	50	0	50	96 serv.	26 serv.	70 serv.	S	—	—	—	—
Cereal Bowl	1072	1 ea.	50	0	50	48 serv.	20 serv.	28 serv.	S	—	—	—	—
Cereal Pouch	1072	1 ea.	50	5	55	96 serv.	23 serv.	10 serv.	S	—	—	—	—
Cereal Pouch	1072	1 ea.	60	0	60	48 serv.	40 serv.	8 serv.	S	—	—	—	—
Fruit	415	1 ea.	70	5	75	118 serv.	106 serv.	12 serv.	S	—	—	—	—
Juice (Orange-Pineapple)	416	4 oz.	140	5	145	140 serv.	126 serv.	140 serv.	R	35°	—	—	—
Juice (Apple)	416	4 oz.	70	0	70	70 serv.	30 serv.	40 serv.	R	35°	—	—	—
Juice (Grape)	416	4 oz.	70	0	70	70 serv.	10 serv.	60 serv.	R	35°	—	—	—
Juice (Fruit Blend)	416	4 oz.	70	0	70	70 serv.	0 serv.	70 serv.	R	35°	—	—	—
Milk Low-Fat	417	8 oz.	100	0	100	100 serv.	100 serv.	0	—	—	—	—	—
Milk Fat-Free	418	8 oz.	25	0	25	25 serv.	25 serv.	0	—	—	—	—	—
Sausage Pizza	141	1 slice	430	9	439	445 serv.	432 serv.	13 serv.	D	145°	—	—	—

Give it a Try!

Wed

9/17/2025

Main Entree

Taco Salad
PB&J with Chips
Chef Salad

Meat/Meat Alternate

Chili Beans (Mcall)

Breads, Chips & Grains

Chips for Taco Salad

Fruit Choices

Frozen Orange Sorbet Cup

Vegetable Choices

Fresh Tomatoes, Sliced or Diced
Salsa
Lettuce, romaine, raw

Milk

Flavored Milk 1%
Milk 1%
Skim Milk

Recipe #'s:

Taco Salad	310
PBJ Chips	280
Chef Salad	117
Chips	379

Serving Sizes:

Taco Salad	1 serving
PBJ & Chips	1 bag
Chef Salad	1 each
Chili Beans	½ c
Chips	1 each
Sorbet	1 each
Tomatoes	¼ c serving
Salsa	¼ c serving
Lettuce	½ c serving
Milk	1 carton

Forecasting:

Student Enrollment: 500
ADP: 80% = 400 students
Last Taco Salad Day:
433 Taco Salad served
10 PBJ served
1 Chef Salad served

Comment: "Teachers love Taco Salad!"

Questions:

- How are you going to forecast this meal plan?
- Do your side planned/prepared numbers need to match your entrée planned/prepared numbers?
- How do you determine what you do with leftovers?
- What food safety practices need to take place?

Questions?



