

# FOOD AND NUTRITION PROCEDURES

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## Miami-Dade County Public Schools

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Subject: PRODUCTION AND MENU RECORD

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,  
DEPARTMENT OF FOOD AND NUTRITION

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The maintenance of a record showing the kinds and amounts of food served as part of the reimbursable meal is required in accordance with Federal Regulations Amended, Paragraph 210.10 (b), for the various types of meals served.

The Production and Menu Record has been developed to maintain the records required by Federal Regulation. There is a Production and Menu Record form for Breakfast ([Attachment](#)), Lunch ([Attachment](#)) and A la Carte items ([Attachment](#)). These provide space to record menu items by food groups or meal components as required by the Federal Government for reimbursement. See [Procedure B-1](#).

### DIRECTIONS FOR COMPLETING THE PRODUCTION AND MENU RECORD

- (1) School Name and type of operation; B= Base, SC= Self-Contained, SAT= Satellite
- (2) Grade levels of students being served
- (3) Day (Monday, Tuesday, Wednesday, Thursday, Friday)
- (4) Date of Service
- (5) Number of Meals Planned - Total expected participation
- (6) Student Meals – Record total number of reimbursable meals served to students. This figure is obtained from the Financial Report Meal Count (Day End Report).
- (7) Adult & Employee Meals – Record total number of adult and employee meals served. This figure is obtained from the Financial Report Meal Count (Day End Report).
- (8) Indicate the recipe number.
- (9) Indicate the name of the menu item.  
List all food items that can be classified as one (1) of the five (5) meal components and the fat or condiment components that are offered each day for all reimbursable meals.
- (10) Portion Size -- Indicate the scoop size, weight or quantity, according to recipe instructions.

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- (11) Indicate the planned number of portions per menu item.
- Planned Student Portions
  - Planned Adult and A La Carte Portions
  - Total Planned Portions (11a. + 11b.)
- (12) Factor – Indicate the portions per unit as defined in the Food Buying Guide for Child Nutrition Programs. Factors can be found on the AFORDS System using the Automated Recipe function and Food Item list selections (Screen #1).
- (13) Indicate the quantity of food actually used for production.
- (14) Portions Prepared (A) – indicate actual number of portions prepared. This is a physical count of portions prepared that day.
- (15) Portions Brought Forward (B) - Use this column if you are serving leftover portions that were "prepared" on a previous day. This is a physical count.
- (16) Portions Leftover (C) - Record the actual number of portions remaining after the meal period has been completed. This is a physical count.
- (17) Leftover Code – Use correct code to indicate planned use/disposition of leftover items; CF= carried forward, DIS= discarded, ALC= A la Carte, RTB= returned to base, RTF= returned to freezer.
- (18) Total Portions Served (D) - This figure indicates the total number of portions served. Calculate the figure to place in this column by using:
- ex.  $A + B - C = D$ 
    - $500 + 10 - 3 = 507$
- (19) Number of Portions Served to Students – This figure is obtained from the POS itemization report from the OVS column only.
- (20) Number of Portions Served to Adults Plus A la Carte Sales – This figure is obtained from the POS Itemization Report by adding the figures in the ALC column under the student section and the figures in the OVS and ALC columns of the Adult Section.
- (21) Comments, Substitutions or Special Conditions – explain any substitutions and/or unusual events that impact participation/operations i.e.: Field Trips, FCAT Testing, Secondary Early Dismissal, POS Failure.
- (22) Manager/Satellite Assistant signature is required after completion.

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### PRODUCTION AND MENU RECORD (continued)

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A La Carte Production and Menu Record – Complete for all items prepared for ala carte sales. It is not necessary to list prepackaged items such as specialty juices, water, snack items or ice cream products.

#### **GENERAL INFORMATION**

##### Base/Satellite Programs:

A separate Production and Menu Record is to be completed for Breakfast, Lunch and A La Carte Items, if needed at each base and satellite location.

The original copy of the satellite school's Production and Menu Records must be kept in a separate file at the satellite school and a copy must be sent to the base school.

##### Snack Programs:

Indicate items and quantities served to snack programs daily in respective section of Lunch Production and Menu Record.

#### **FILING**

All daily Production and Menu Record forms must be kept in a separate file for three years with the following documents for convenient reference:

- Weekly District Menu
- Storeroom Issue
- Meal Service Temperature Records