

SELF-PREP PRODUCTION & MEAL SERVICE RECORD – BREAKFAST MEALS

PLANNED MENU

(Cycle Week 1, Day 2)
Whole Grain-Rich Waffles or
Yogurt Parfait
Fresh Strawberry Cup and
100% Mixed Fruit Juice
1% White or FF Chocolate Milk
Syrup

Site implements OVS:
☒ Yes ☐ No

SITE: ABC School

DATE: September 16, 2024

GRADE GROUPING(S): ☒ K-5 ☒ 6-8 ☒ 9-12
(Mark all that apply)

UNUSUAL EVENTS: None

SIGNATURE: Mary Lassiter

NUMBER OF MEALS SERVED

(From meal count or register reports)

REIMBURSABLE STUDENT: 88

ADULT/STUDENT SECONDS: 10

STAFF: 2

TOTAL BREAKFASTS: 100

PLANNING SECTION - Complete Before Meal Service

A	B	C
Component Items: Recipe # or Product Name [e.g., Breakfast Burrito (USDA J-02), Breaded Chicken Patty (Tyson)]	Portion Size /Amount (e.g., 1/2 cup, 3 oz, 1 each)	# of Portions Planned (student + adult + staff + a la carte = Total portions planned)

DOCUMENTATION SECTION – Complete After Meal Service

D	E	F	G	H
Total # of Purchase Units Used (e.g., 1-96 count case, 2-#10 cans)	Total # of Portions Prepared	# of Portions Leftover & Usage Code (Amount left at the end of meal)	# of Portions Served (student, adult, staff, a la carte)	Temperatures of Items (At start of service & end if service over 1 hour)

Grains/Breads and/or Meat/Meat Alternates: At minimum, offer 1 oz. eq. daily. Minimum weekly requirements: Grades K-5 = 7 oz. eq. servings, Grades 6-8 = 8 oz. eq. servings, Grades 9-12 = 9 oz. eq. servings. Use Grades 9-12 Meal Pattern for K-12 menu plans.

- At least 80% of grains must be whole grain or whole grain rich (WGR). Includes rice, pasta, and hot cereals (record cooked portion in cups). Refer to USDA's Food Buying Guide – Exhibit A – for minimum portion weights/sizes of purchased grain items. For recipe-based grain items, calculate grain allowance based on grain content & number of portions.
- Meat/Meat alternates may include meats, eggs, cheese, regular/soy yogurt, and peanut, sunflower and other nut butters. May also serve an equivalent M/MA portion of beans/peas/lentils.

OVS – Choose up to 1	Portion Size & Amount	Student	Adults and A la Carte	Total		Total	# Leftover	Code	Student	Adult/ A la	Total	Start Temp	End Temp
WGR Waffles, 2 (1.2 oz each)	2 each	90	10	100	1 1/2- 72 ct case	100	11	F	79	10	89	142	135
Yogurt Parfait (1 M/MA, 1 G)	1 cup	10	5	15	3.75 lb yogurt, 1 lb granola	15	4	D	9	2	11	39	41

Fruit(s)/100% Fruit Juices and or Vegetables: At minimum, offer 1 cup daily. Can be from two or more combined smaller portions or one full portion. If planned, juice must be 100% with 4 oz. portion providing 1/2 cup for daily requirement but is limited to no more than one-half of the weekly fruit offerings at breakfast (e.g., 5 cups total fruit, 2-1/2 cups can be juice). Vegetables may be substituted for fruits. Check with the state agency for current guidelines.

OVS – Choose up to 2	Portion Size & Amount	Student	Adults and A la Carte	Total		Total	# Leftover	Code	Student	Adult/ A la	Total	Start Temp	End Temp
Fresh Strawberry Cup	1/2 cup	75	5	80	23 lbs.	80	7	R/SND	67	6	83	37	38
100% Mixed Fruit Juice	1/2 cup	50	0	50	48 4 oz. cups	48	8	R/SND	40	0	40	39	40

Milk Choices: Offer two or more choices of 8 fluid ounces for all Grades K-5, 6-8 & 9-12. Must be fat-free or low-fat (1% milk fat); may be refrigerated or shelf-stable; may be unflavored or flavored provided an unflavored choice is offered at each meal service. May offer and record non-dairy, milk equivalent beverages in this section. Other Beverages: Record 100% Juices in Fruits; Bottled Water in Extras.

	Portion Size & Amount	Student	Adults and A la Carte	Total		Total	# Leftover	Code	Student	Adult/ A la	Total	Start Temp	End Temp
1% White	8 fl. oz	15	5	20	1/2 case	25	4	RTS	19	2	21	36	39
FF Chocolate	8 fl. oz	50	10	60	1-1/2 cases	75	15	RTS	57	3	60	36	39

Condiments/Extras: Indicate condiment portion size. Includes ketchup, light mayonnaise, mustard, reduced-fat salad dressings, cream cheese, syrup, bacon, gelatin desserts, etc.

	Portion Size & Amount	Student	Adults and A la Carte	Total		Total	# Leftover	Code	Student	Adult/ A la	Total	Start Temp	End Temp
Syrup (packet)	2 TBSP	90	5	95	1 case	100	13	RTS	79	8	87	RT	RT

Leftover Codes: (F) Freeze (R) Refrigerate (SND) Serve Next Day (D) Dispose (RTS) Return to Stock

INSTRUCTIONS: SELF-PREP PRODUCTION & MEAL SERVICE RECORD – BREAKFAST MEALS

Meal Information: Complete daily to identify the menu, site, date, meal period and age/grade grouping(s) served. Under the menu, mark “Yes” or “No” to indicate whether the site implements the Offer vs. Serve (OVS) provision. At the end of service, site managers should sign the record as indication that the information is complete and correct to the best of their knowledge. The “Number of Meals Served” section documenting the number of student meals served and to be claimed for reimbursement, must come from supporting data such as meal count records or computer reports.

Planning Section: Columns A through C: Complete this information in advance of meal service. All columns must be completed and are required to document that reimbursable meals have been planned. If using a **cycle menu**, once columns A-C are completed, additional sheets can be copied for future use to save time. Any menu substitutions can be reflected by a single strike line and the new information listed.

A	Menu Item/Recipe # or Product Name	Indicate the specific recipes and food products to be used to prepare the item. List all planned food items including condiments. Be sure to include product names or recipes [e.g., Papa’s Breakfast Pizza or J-02 for USDA or any other standardized recipe number]. Also indicate combination purchased grain/meat items child nutrition (CN) labeling information here. Under each meal component section, indicate the maximum number of items students may choose from that section. For example, if a variety of fruit portions are offered, indicate the number of portions students are permitted to take as part of their meal.
B	Portion Size, Amount or Equivalent Serving	Indicate the actual planned portion size for each food listed in Column A for the age/grade grouping listed in Column B. This should be the portion size that must be served to meet the meal component requirements (e.g., breakfast pizza list as 1 slice-2.3 oz. This is the actual size of the pizza and should be large enough to meet the 2 oz eq. needed to qualify as grain and meat/meat alternate component serving at breakfast). Indicating serving utensils in this area can communicate valuable information to staff preparing and serving the meal (e.g., Oatmeal, 1 c = 2-#8 scoops).
C	# of Portions Planned for Students and any Adults or A la carte	Indicate the number of portions planned for each menu item for each age grade grouping separating the number of student meals from any planned adults, staff and a la carte sales.

Documentation Section: Columns D through H: Must be completed daily to document the number of reimbursable meals served.

D	Total Purchase Units Used	Record the total number of purchase units used based on the corresponding portion size listed in Column B with the number of planned portions in Column C (e.g., 2-96 count cases [pizza], 10 lbs. [strawberries], 6-#10 cans [mixed fruit]).
E	Total # of Portions Prepared	Record the total number of portions prepared for each food item based on the portion size in Column B. This number should reflect the purchase unit amounts used in Column D. Include portions prepared for students and any staff, adults or component items used for a la carte sales. Examples include second entrées, cereal, fruit choice with a meal or an extra carton of milk.
F	# of Portions Leftover and Leftover Code	Record the number of leftover portions for each food item based on the portion size in Column B (e.g., 3 cereals, 6 milks, 10 oranges, 4 servings of oatmeal and 3 pizzas). For bulk service items left in pans, estimate the number of servings left. List the appropriate leftover code from the bottom of the page that describes what became of the items at the end of the meal.
G	# of Portions Served to Students and any Adults, Staff or A la carte	Record the total number of portions for each food item served to students and any adults, staff and a la carte sales determined from meal count records. This should not include second helpings served free.
H	<u>Food Temperatures</u> (*See DOH weblink for updated Food Code information – effective 09/2018)	Record the food temperatures at the time meal service starts and ends and more often for meal services lasting more than one hour. Temperatures of bread and other food at room temperature can be listed as “RM” or “RT” (room temperature). Cold foods must be 41 degrees or cooler and hot foods at or above *135 degrees. If the temperature of an item does not meet the requirement, indicate actions taken on the back of the production record and record the new temperature. If reheating of foods is needed, the foods must reach a temperature of 165 degrees as determined by a clean, calibrated stemmed thermometer.