

VENDED PRODUCTION & MEAL SERVICE RECORD – BREAKFAST MEALS

<u>PLANNED MENU</u>
Yogurt Parfait Fresh Strawberry Cup and 100% Mixed Fruit Juice 1% White or FF Chocolate Milk
SAMPLE K-12 <u>Non</u> -OVS
(Cycle Week 1, Day 1)

SITE: ABC School _____

DELIVERY DATE: September 16, 2024 _____

MEAL DATE: September 16, 2024 _____

GRADE GROUPING(S): ☒ K-5 ☒ 6-8 ☒ 9-12

(Mark all that apply)

UNUSUAL EVENTS: none _____

<u>NUMBER OF MEALS SERVED</u> (From meal count or register reports)
REIMBURSABLE STUDENT: <u>90</u> _____
ADULT/STUDENT SECONDS: <u>5</u> _____
STAFF: <u>2</u> _____
TOTAL BREAKFASTS: <u>97</u> _____

*The Vended Production Record is for meal delivery of complete, ready-to-eat student meals. If meals are prepared and served on site, use the Self-Prep Production Record.

VENDOR SECTION – Complete During Meal Preparation							SPONSOR SECTION – Complete After Meal Service						
SIGNATURE – Vendor Representative:							SIGNATURE – Sponsor Representative:						
A Component Items: Recipe # or Product Name [e.g., Breakfast Burrito (USDA J-02), Breaded Chicken Patty (Tyson)]	B Portion Size /Amount (e.g., 1/2 cup, 3 oz, 1 each)	C Total # Portions Ordered (Amount for students, adults, & any a la carte)	D Total # of Purchase Units Used (e.g., 1-96 count case, 2-#10 cans, 8 lbs.)	E Total Portions Prepared (students, adults, any a la carte)	F Amount Delivered (e.g. 150 servings, 2 - 6" Full Pans, 5 lbs.)	G Food Temps (Record temperature of foods prior to delivery)	H Verify Delivery Amount (✓ Accuracy - indicate amounts received)	I Leftover Portions (Record # of any remaining portions)	J Adult Portions Served (Record any served)	K Student Portions Served (From meal counts)	L Leftover Codes (See below) How were leftovers handled?	M Food Temps (At start of service & end if service over 1 hour)	
											Start	End	
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.													
Yogurt Parfait (1 M/MA, 1 G)	4 oz yogurt w/ ¼ cup granola	100	25 lb yogurt, 6.25 lb granola	100	100	39	100	3	7	90	R	40	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 ½ 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.													
Fresh Strawberry Cup	1/2 cup	100	30 lbs.	100	100 svng	37	100 svng	3	7	90	D	37	41
100% Mixed Fruit Juice	1/2 cup	100	100 4 oz. cups	100	100 svng	37	100 svng	3	7	90	SND	37	39
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.													
1% White	8 fl. oz.	75	75	75	25	36	75	3	7	65	RTS	36	40
FF Chocolate	8 fl. oz.	25	25	25	25	36	25	0	0	25	RTS	36	40
Condiments/Extras: Indicate condiment portion size. Includes ketchup, light mayonnaise, mustard, reduced-fat salad dressings, cream cheese, syrup, bacon, gelatin desserts, etc.													

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

INSTRUCTIONS: VENDED PRODUCTION & MEAL SERVICE RECORD – BREAKFAST MEALS

Meal Information: Complete daily to identify the menu, site, date, meal period and age/grade grouping(s) served. At the end of service, site staff should review the record for to ensure it is complete and the information is 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.

Signatures: Both the vendor and sponsor representatives must sign to signify that information contained in the record is accurate.

Vendor Section: Columns A through G: Must be completed daily by the vendor and must accompany the food delivery. All columns must be completed and are required to document that reimbursable meals have been prepared and delivered. If using a cycle menu, once Columns A-E are completed, the 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 food items including condiments. Be sure to include product name (Papa’s Breakfast Pizza) or recipe number (J-02/Breakfast Burrito) for USDA Recipes or any other standardized recipe. Also indicate combination purchased grain/meat items child nutrition (CN) labeling information here.
B	Portion Size, Amount or Equivalent Serving	Indicate the actual portion size for each food listed in Column A for each age/grade grouping being served in Column B. This should be the actual portion size that must be served to meet the minimum meal component requirements (i.e., chicken patty would be listed as 1 patty-1.8 oz and biscuit-2 oz). Indicating serving utensils in this area can communicate valuable information to staff preparing and serving meals (e.g., Oatmeal 2 - #8 scoops, Scrambled Eggs 1 - #16 dipper).
C	Total # of Portions Ordered	Record the number of portions ordered for the meal for each menu item in each grouping. This should include portions prepared for staff, adults, and/or a la carte feeding.
D	Total Number of Purchase Units Used	Record the total number of purchase units used based on the corresponding portion size listed in Column B (e.g., Orange Juice, 35-4 fl. oz needs one-half case; Tater Tots, 30-½ c (8 ea.) needs one 5-pound bag, Toast Slice, 30-1 each requires 1.5 loaves).
E	Total Portions Prepared	Record the number of portions prepared for students and any adults or a la carte servings (e.g., extra pizza slices, sandwiches).
F	Amount Delivered	Record the amount/number of portions of each menu item delivered.
G	Food Temperatures (Prior to Delivery)	Take and record the temperatures of all foods prior to delivery. Temperature of bread and other foods at room temperature can be listed as “RT” (room temperature). Cold foods must be 41 degrees or cooler and hot foods at or above *135 degrees. If foods are not at these temperatures at delivery, corrective action must be taken (i.e., food items returned for replacement, reheated).

Sponsor Section: Columns H through M: Must be completed daily by the sponsor representative when meals are received and served to document that a reimbursable meal was provided. This section cannot be completed until the meal is received and served.

H	Verify Delivery Amount	Determine if the amount of food received matches the amounts recorded by the vendor in Column F. If it does, place a √ in the column. If it does not, record the amount received. This should include portions prepared for staff, adults, and/or a la carte.
I	# of Portions Leftover	Count the number of leftover portions for each food item based on the portion size in Column B and/or portion amount delivered in Column H (e.g., 3 pizzas, 3 milks, 5 oranges, 10 – ½ cup servings of oatmeal). Can estimate of servings left in pans.
J	# of Adult Portions Served	List the total number of portions for each food served to adults and staff, if any.
K	# of Student Portions Served	List the total number of portions for each food served to students. This should not include second helpings served free to students.
L	Leftover Codes	List the appropriate leftover code from the bottom of the page that describes what became of the items at the end of the meal.
M	Food Temperatures (*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 “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 facilities exist to reheat foods, the foods must reach a temperature of 165 degrees as determined by a clean, calibrated stemmed thermometer.