

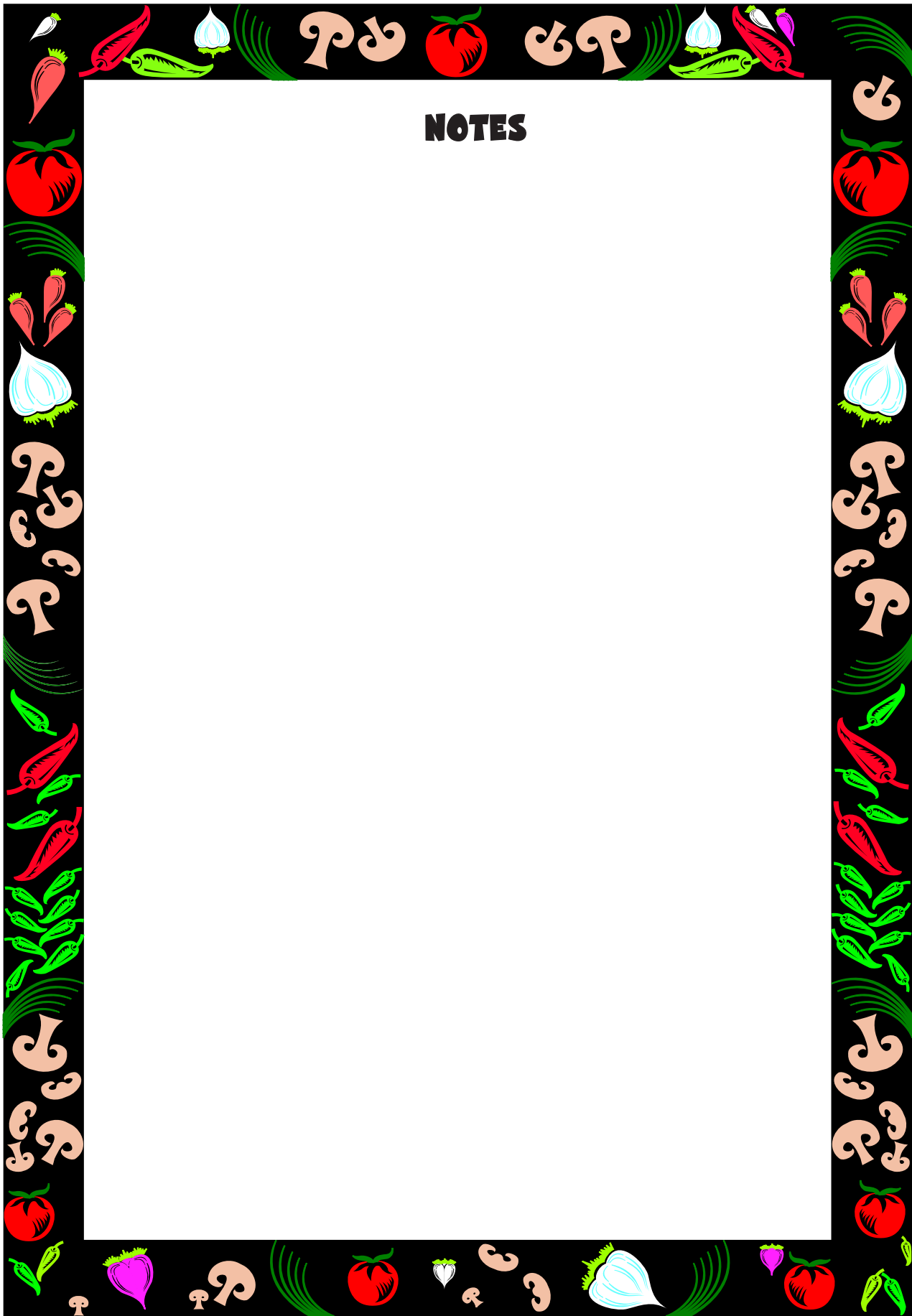


Section 5

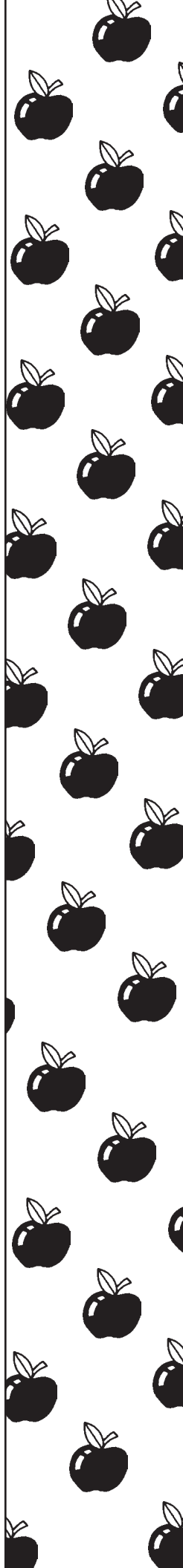
Menu Production Records

South Dakota Department of Education and Cultural Affairs
Division of Education Services and Resources
Child and Adult Nutrition Services

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NOTES

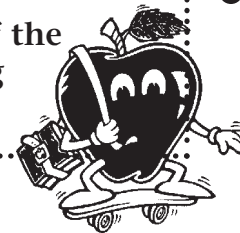




SECTION 5: MENU PRODUCTION RECORDS

Performance Objectives

The participant will demonstrate an understanding of the South Dakota Menu Production Record by completing assigned parts of the form.



For more information about production records, refer to

- A Menu Planner for Healthy School Meals, USDA (FNS-303), 1998.
- SPNSLP Memo #9A (Menu Production Records Form and Standardized Recipes), July 24, 1996.

Introduction to Menu Production Records



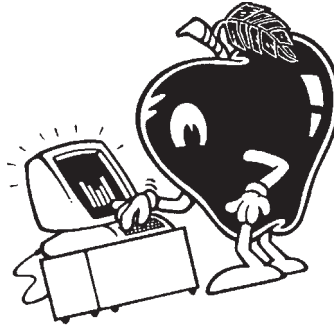
The Menu Production Record is a tool that is used in every foodservice operation, including restaurants, commercial cafeterias, and institutional cafeterias. Its main purpose is to plan and control food production. A written production record provides a place for the manager to plan the amount of food that will be prepared and then record what actually was served. Adjustments can be made to the Menu Production Record during preparation and service in order to indicate any changes that may need to be made.

Since the Child Nutrition Programs receive reimbursement for lunches, breakfasts, and snacks that conform to the meal pattern, the School Food Authority must provide documentation to the State and Federal government about the food and the amounts that were served. The Menu Production Record becomes the documentation of the amounts served. It is also the basic record that will be used by the State Agency during a review to determine compliance with nutrient standards.

The Menu Production Record is also an excellent planning and forecasting tool that will help the foodservice manager to have a successful food service operation. Good Menu Production Records keep track of more than just food items and quantities prepared. They provide a written history of a foodservice that can be used to evaluate customer food preferences and improve menu planning.

Key Words

standardized recipes
 purchase
 prepare
 staff
 record
 served
 information
 planning, communication, documentation

**An accurate Menu Production Record**

1. Is based on _____, the *Food Buying Guide* and product descriptions.
2. Helps the manager plan amounts to _____.
3. Helps the manager plan amounts to _____.
4. Provides the manager a place to record information that communicates to the _____ the food items and amounts to prepare and serve.
5. Provides a space for staff to _____ information that the manager needs for future reference - such as actual quantities prepared, leftovers, participation.
6. Documents the foods and the amounts _____.
7. Provides _____ for future planning and nutrient analysis
8. Serves as a _____ tool, a _____ tool, and a _____ record.

The South Dakota Menu Production Record

The Menu Production Records on the following pages have been designed for use by schools in South Dakota. These forms meet the requirements set forth by the USDA and Child and Adult Nutrition Services (State Agency).

It is important that you learn to complete this form accurately. Follow along as your Instructor explains the form.



Enhanced Menu Production Record

Local Agency _____ Date _____

Site Name _____

Actual Meals Served

(1)

Age/Grade: Number Served

K - 6 _____

7 - 12 _____

Adult Meals _____

Total Meals _____

Lunch Menu		Serving Size
		K - 6
		7 - 12

Menu Component	Food Item and/or Recipe #, Product Code #	Age/Grade		7 - 12	Seconds (By Grade Groups)		A la Carte, Adults		Total Planned Servings	Total Quantity Planned (pounds, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left (-)
		Serving Size	Planned Servings		Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate											
Grains/Breads											
Fruit/Vegetable											
Milk											
Other Items and Condiments											



Traditional Menu Production Record

Local Agency _____ Date _____

Site Name _____

Actual Meals Served _____

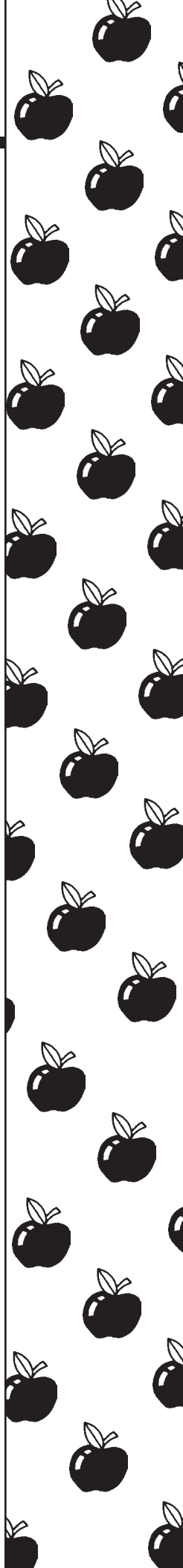
Age/Grade: Number Served

K - 3	_____
4 - 12	_____
Adult Meals	_____
Total Meals	_____

Lunch Menu

Serving Size	K - 3	4 - 12

Menu Component	Food Item and/or Recipe #, Product Code #	Age/Grade		K - 3		4 - 12		Second's (By Grade Groups)		A la carte, Adults		Total Planned Servings	Total Quantity Planned (pounds, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings					
Meat/Meat Alternate														
Grains/Breads														
Fruit/Vegetable														
Milk														
Other Items and Condiments														



Traditional/Enhanced Menu Production Record

Local Agency _____ Date _____

Site Name _____

Actual Meals Served _____
 Age/Grade: Number Served _____
 K - 12 _____

Adult Meals _____
 Total Meals _____

A

Breakfast/Snack Menu	Serving Size
	K - 12

B **C** **D** **E** **F** **G** **H**

Menu Component	Food Item and/or Recipe # Product Code #	Age/Grade		K - 12		Grade/Age		(By Grade Groups)		Seconds		A la carte, Adults		Total Planned Servings	Total Quantity Planned (pounds, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate																
Grains/Breads																
Fruit/Vegetable																
Milk																
Other Items and Condiments																



Menu Production Record Instructions

Use the production record for your specific menu planning option and appropriate age/grade group(s). Complete one production record for breakfast and one for lunch. If your agency participates in Snack After School, a production record must be completed as well. All sections of the menu production record must be completed to provide adequate documentation for USDA reimbursement. Sections A through G should be completed prior to the date the meal is served. Sections H and I are completed after the meal is served. Any changes to the prototype forms, or use of a different form, must have state agency approval prior to implementation.

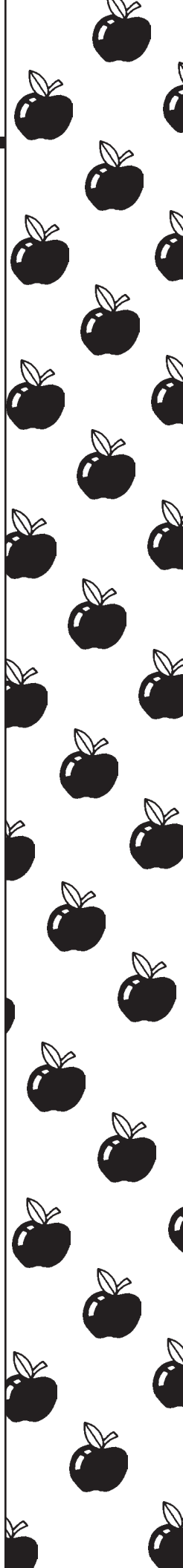
Section A: Record/paste in the daily menu with the planned serving sizes for required age/grade group.

Section B: Record the food item and form it comes in i.e., frozen, canned, fresh, etc. or the recipe number of the recipe that was used. The product code number of a branded product could also be recorded here or in Section G. For example, Tony's Pepperoni Pizza #3456. It is very important to be specific in this section. Record items such as condiments and non-creditable foods in the "other items" section.

Section C: Record the serving size and number of planned servings for each age/grade group in this section. Do this for each food item. Remember that serving sizes for grains/bread items need to be recorded in ounces or grams. Be sure to read labels and weigh or calculate servings for homemade grains/bread items.

Section D: This column is for recording planned second servings offered as part of the meal with no extra charge. For example, if second milks or other food items are offered at no charge then record serving size and planned servings in this column. Record planned seconds by grade group. If second servings of milk or other food items are purchased, then this is considered a la carte and must be recorded in Section E.

Section E: Any a la carte items and adult meals are to be recorded in this column (extra items, second meals/milk sold, meals for teachers, food service workers, guests, etc.).



Consider the following when forecasting or planning the number of servings:

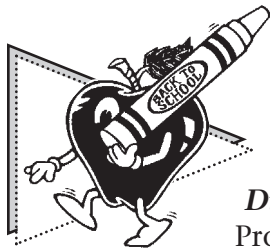
- Review planned menu and consider student preferences
- Evaluate menu item choice options
- Consider whether offer versus serve is implemented
- Check previous menu production records for number served
- Review school calendar for special events that may increase/decrease participation

Section F: Record the total number of servings forecast/planned by adding each “Planned Servings” column in Sections C, D, and E. Review the planned serving sizes to ensure the total number of servings needed is correctly determined. For example, if serving sizes are not the same for everyone, some calculation will need to be completed in order to determine adequate quantities to prepare.

Section G: Determine the total quantity needed and record specific amounts (number of cases, pounds, #10 cans, # of recipes, etc., product code number of branded product if not recorded in Section B). The yield factor or number of times the recipe is planned to be made, such as 100 X 2, can be recorded here only if the recipe is standardized and followed exactly as written. If ingredients are altered in any way from the recipe number indicated in Section B, such as substituting, eliminating, or adding ingredients, then actual ingredients and quantities to meet the meal pattern must be recorded. Review the serving sizes planned for each food item to ensure that total quantities needed are correctly determined.

Section H: Record any amount added to the planned quantity by marking (+). For example, +5#10 cans. Record food items left over by marking (-). For example, - 1/2 #10 can.

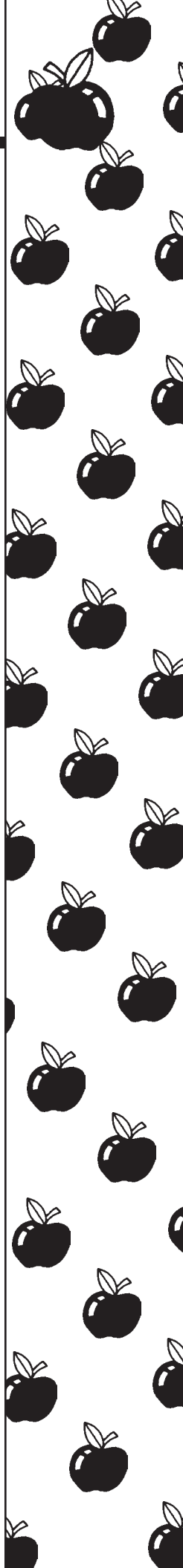
Section I: After the meal has been served, check with the cashier for final meal counts by your established age/grade groups. Record the total number of meals served by age/grade group and total number of adults (teachers, food service staff, guests, etc.) served.



ACTIVITY

Directions: Use the instructions and the blank Menu Production Record forms to identify the section where the following information should be written. Write the correct answer in the blank provided.

- _____ 1. Adult Meals (actual served)
- _____ 2. Planned servings
- _____ 3. Total quantity and specific amounts needed
- _____ 4. Daily menu with planned serving sizes
- _____ 5. Any amounts added to the planned quantity
- _____ 6. A la carte items
- _____ 7. Actual number of meals served by age/grade group
- _____ 8. Seconds
- _____ 9. Leftovers
- _____ 10. Date
- _____ 11. School (school district and site name)





The Menu Production Record As a Tool for Planning Food Preparation

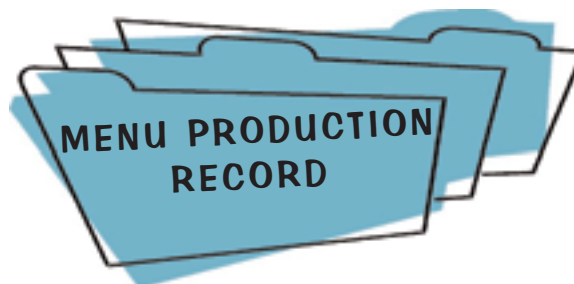
KEY WORDS

amounts
meal pattern
week
Offer Versus Serve
use
communicate



1. Use past Menu Production Records to forecast the _____ to prepare for each menu item.
 - Plan amounts to prepare for each menu item for breakfast and lunch.
 - Look at previous production records to check the number of servings used of each menu item.
 - Make adjustments for any changes that will be needed for special events, such as field trips.
2. Make sure that all the components of the _____ are included in the menu.
 - Review the meal patterns for each lunch and breakfast (See Section 1, pages 5-9).
 - Check to make sure you have all the components and planned food items for each meal.
 - Check to make sure that the portion sizes are correct for the age/grade group you are serving.
3. Plan the required servings of bread for lunch for each _____.
 - Review the weekly bread requirements for the meal pattern. (see Section 1, page 6).
 - Look at the Menu Production Record for a week (5 consecutive days).
 - Check to be sure that grains/bread servings are planned in the required amount for the menu item. (see Crediting Grains/Bread, Section 2, pages 11-13)
4. Make sure that the _____ provision will be used correctly.
 - Look at the Menu Production Record to make sure that you have offered all required components and items for lunch and breakfast.
 - Check to make sure that the serving sizes equal the minimum quantities required by age/grade group. (see Offer vs. Serve, Section 2, pages 3-4)

5. _____ the information from the planned Menu Production Record
 - Review the completed menu plan to determine the amounts to purchase.
 - Determine what needs to be prepared and schedule food production tasks.
6. Use the Menu Production Record to _____ the manager's plans to the staff.
 - Keep the menu production record in a place that personnel have access to it.
 - Train staff to review the menu production record for information on what and how much to prepare.
 - Train other members of the staff to record information on the production record, such as servings added or left.



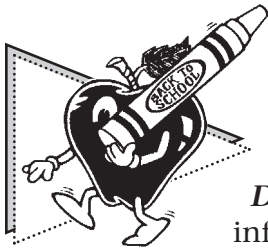
The Menu Production Record As a Tool for Documenting Food Preparation

The information on the Menu Production Record lists menu items and amounts served. It gives information on the product and the recipe used. By listing the product code or recipe number, the manager does not have to list every item in the recipe. If additional information is needed during a school review, the product sheet or recipe can be reviewed.

The information on the Menu Production Record must be complete and accurate. It will be used

- to determine if your school has met the meal pattern requirements, and
- to complete a nutrient analysis to determine if the meals you served meet the nutrition goals established by USDA.

All Menu Production Records must be kept for three years plus the current year. Production records are important documentation records and should be placed in a safe place. At the end of the school year, follow your school's procedure for maintaining these records. If the record must be stored in a place to which you do not have access, make notes of any information that will be helpful to you in planning meals for the next school year.



Do I have what I need?

Directions: Think about your own school situation and complete the information below.

1. Do you have recipes for all menu items that are prepared in your school?
2. Location where recipes for your school are kept on file so everyone has access to them:
3. Description of how your school recipes are numbered so they can be referenced on the Menu Production Record.
4. Location where product information records are maintained (*examples:* CN labels, production specification sheets, etc.):
5. Location where completed Menu Production Records are maintained for three years:



When to Complete the Menu Production Record

When do you think would be ideal to complete the following parts of the Menu Production Record? Write the number in pencil to the left of the tasks.

Time Line Key

- 1 - Before purchasing
- 2- Before the day of production
- 3- The day of production

Menu Production Record Tasks

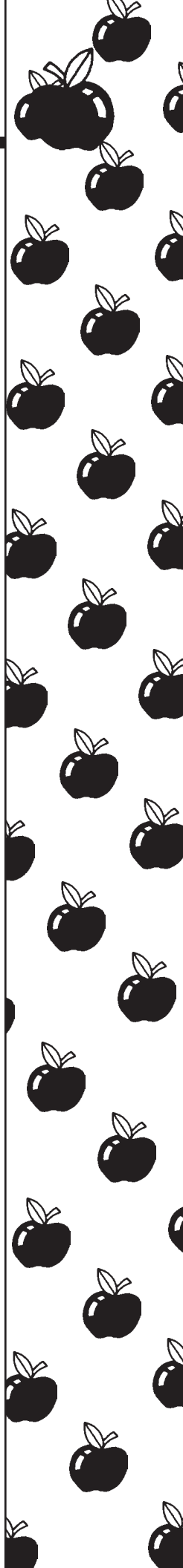
- ___ a. Write or paste in the menu to the Menu Production Record
- ___ b. Forecast the number of servings needed for the menu using past Menu Production Records
- ___ c. Determine the amounts to prepare
- ___ d. Communicate the information to staff and make changes as needed
- ___ e. Determine actual servings served
- ___ f. Record information on food leftover
- ___ g. Record participation information

The Menu Production Record is an ongoing record that begins when the menu is received or planned and is completed at the end of the day of service. Completing the Menu Production Record is not a task that should be saved until the day of production or the day before production - or a week later!

To make best use of the Menu Production Record, some parts of the production record should be completed in advance of the day of production, including such items as foods to be served, planned portion sizes, amounts to prepare, etc. Some parts can only be completed on the day of production, such as actual amounts served, leftovers, numbers served, etc.

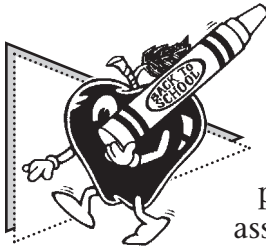
Planning: When completing the planning parts of the Menu Production Record complete five days at a time. This will help you make sure that you have included all the requirements for the week. It will also save time. Menu Production Records should be written in pencil. Plans change, and pencil can be erased.

Documenting: Each day after the meal service, make sure that the final parts of the Menu Production Record are completed.





Using a Completed Menu Production Record



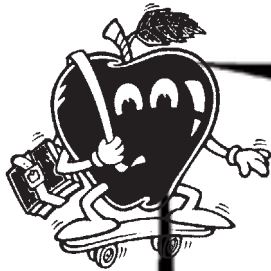
Directions: Use the sample completed production record(s) on pages 14-15 to locate the information below. Your Instructor will assign you the lunch production record to use (enhanced or traditional).

Lunch

1. What is the recipe number for the Spaghetti and Meat Sauce (see recipe in Section 3, pages 8-9)?
2. How is the crediting for grains/breads shown for the Spaghetti and Meat Sauce?
3. How is the crediting information for fruits/vegetables shown for the Spaghetti and Meat Sauce?
4. What products make up the fruits/vegetables component for recipe #D-35 (Spaghetti and Meat Sauce)?
5. How many pieces of chocolate cake were actually served?
6. What was the crediting for meat/meat alternate in the Spaghetti & Meat Sauce (see Section 3, pages 8 and 9)?
7. The following is shown in the grains/breads information: D-35 1 G/B. What is this product?
8. What product will be used for breadsticks?
9. What are the serving sizes for peaches?
10. What are the age/grade groups served for lunch?

Breakfast

11. What are the cereal choices that are to be served?
12. Did any products require additional amounts to be prepared during the meal?
13. What condiments are shown as being a part of the breakfast menu?
14. Why are condiments listed?

**ALWAYS CHECK:**

1. Does the number of servings for each age/grade group equal the total planned servings for each product shown?
2. Is the total quantity planned correct for the number of total planned servings and the serving sizes for the age/grade group?





Traditional Menu Production Record

Local Agency Your School USA Date XXXX/XX/XX

Site Name Your Site USA

Actual Meals Served

Age/Grade	Number Served
K - 3	108
4 - 12	165
Adult Meals	18
Total Meals	291

Lunch Menu	Serving Size	
	K - 3	4 - 12
Spaghetti w/ Meat Sauce	3/4 c	3/4 c
Green Beans	1/4 c	1/2 c
Lettuce Salad	1/2 c	1/4 c
Peaches	1/4 c	1/4 c
Breadstick	1 each	1 each
Chocoleana Cake	1 each	1 each
Milk Choice	1/2 pint	1/2 pint

Menu Component	A		B		C		D		E		F		G		H	
	Food Item and/or Recipe #, Product Code #	Age/Grade	Age/Grade	Age/Grade	4 - 12	Second (By Grade Groups)	A la carte, Adults	Total Planned Servings	Total Quantity Planned (pounds, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left (-)	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings
Meat/Meat Alternate	Spaghetti w/Meat Sauce #D-35 (2 oz M/M/A)	3/4 c	3/4 c	3/4 c	170	K - 3 10 4 - 12 20	20	330	100 X 3.5	0	3/4 c	20	3/4 c	20	100 X 3.5	0
Grains/Breads	#D-35 1 G/B (spaghetti) Breadstick 1 G/B	1 - 1 oz	1 - 1 oz	1 - 1 oz	170	K - 3 5 4 - 12 15	20	320	100 X 3.5 324 Baker Boy #1234	0	1 - 1 oz	20	1 - 1 oz	20	324 Baker Boy #1234	0
Fruit/Vegetable	Green Beans, Cut (canned) Lettuce, fresh	1/4 c	1/2 c	1/2 c	100	0	20	160 (1/2 cup)	7 #10 cans	-1/2 #10	1/2 c	20	1/2 c	20	17# lettuce	-2 cups
Milk	Peaches, Sliced (lt. syrup) #D-35 3/8 c FV (tomato paste/tomatoes) Chocolate Skim 2%	1/4 c	1/4 c	1/4 c	50	0	20	120 (1/4 c)	3.5 #10 cans	-1/2 #10	1/4 c	20	1/4 c	20	3.5 #10 cans	-1/2 #10
Other Items (Condiment)	Low Fat Ranch Dressing Chocoleana Cake #C-31	2 T 1 each	2 T 1 each	2 T 1 each	125 170	0	20	245 (2 T) 300	2 gallon 100 X 3	0	1/2 pint	20	1/2 pint	20	245 1/2 pints 15 1/2 pints	-3 -1



Enhanced Menu Production Record

Local Agency Your School USA Date XX/XX/XX

Site Name Your Site USA

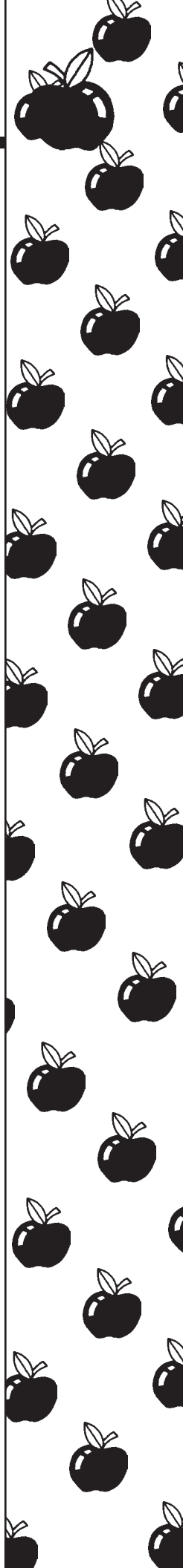
Actual Meals Served

Age/Grade	Number Served
K - 6	108
7 - 12	165
Adult Meals	18
Total Meals	291

Menu	Serving Size	
	K - 6	7 - 12
Spaghetti w/ Meat Sauce	3/4 c	3/4 c
Green Beans	1/2 c	1/2 c
Lettuce Salad	1/2 c	1/2 c
Peaches	1/2 c	1/2 c
Breadstick	1 each	1 each
Chocoleana Cake	1 each	1 each
Milk Choice	1/2 pint	1/2 pint

Menu Component	A		B		C		D		E		F		G		H				
	Food Item and/or Recipe #, Product Code #	Age/Grade	Serving Size	Planned Servings	Age/Grade	Serving Size	Planned Servings	Age/Grade	Serving Size	Planned Servings	Age/Grade	Serving Size	Planned Servings	Age/Grade		Serving Size	Planned Servings	Total Planned Servings	Total Quantity Planned (pounds, #10 Cans, # Recipes, etc.)
Meat/Meat Alternate	Spaghetti w/Meat Sauce #D-35 (2 oz MMA)	K - 6	3/4 c	110	7 - 12	3/4 c	170	K - 6	10	7 - 12	20	330	100 X 3.5	0	0	0	0	0	0
Grains/ Breads	#D-35 1 G/B (spaghetti)	K - 6	1 - 1 oz	110	7 - 12	1 - 1 oz	170	K - 6	5	7 - 12	15	320	100 X 3.5	0	0	0	0	0	0
	Breadstick 1 G/B	K - 6	1 each	110	7 - 12	1 each	170	0	0	0	20	300	Baker Boy #1234	0	0	0	0	0	0
	Chocoleana Cake #C-31 1/2 G/B	K - 6	1 (1.3 oz)	80	7 - 12	1 (1.3 oz)	100	0	0	0	20	200	100 X 3	0	0	0	0	0	0
Fruit/ Vegetable	Green Beans, Cut (canned)	K - 6	1/2 c	100	7 - 12	1/2 c	125	0	0	0	20	245	9 #10 cans	-1/2 #10	-2 cups	0	0	0	0
	Lettuce, fresh	K - 6	1/2 c	50	7 - 12	1/2 c	50	0	0	0	20	120	17# lettuce	-1/2 cup	-2 cups	0	0	0	0
Milk	Peaches, sliced (1/2 cup)	K - 6	1/2 c	100	7 - 12	1/2 c	125	0	0	0	20	245	7 #10 cans	-1/2 #10	-1	0	0	0	0
	#D-35 3/8 c F/V (tomato paste/tomatatoes)	K - 6	1/2 pint	100	7 - 12	1/2 pint	125	0	0	0	20	245	100 X 3.5	0	0	0	0	0	0
Other Items (Condiment)	Chocolate Skim	K - 6	1/2 pint	100	7 - 12	1/2 pint	125	0	0	0	20	245	245 1/2 pints	-3	0	0	0	0	0
	2%	K - 6	1/2 pint	100	7 - 12	1/2 pint	125	0	0	0	20	245	15 1/2 pints	-1	0	0	0	0	0
	Low Fat Ranch Dressing	K - 6	2 T	100	7 - 12	2 T	125	0	0	0	20	245	2 gallon	0	0	0	0	0	0

Production Record/NSLP



Menu Production Records



Traditional/Enhanced Menu Production Record

Local Agency Your School USA Date XX/XX/XX

Site Name Your Site USA

Actual Meals Served _____

Age/Grade: Number Served
K - 12 _____ 40

Adult Meals _____ 5

Total Meals _____ 45

Breakfast/Snack		Serving Size
Menu		K - 12
Cheerios or Rice Krispies		3/4 c
Apple Juice		1/2 c
Bananas		1/2 each
Toast		1 slice
Milk Choice		1/2 pint

Menu Component	Food Item and/or Recipe #, Product Code #	Age/Grade		K - 12		Grade/Age		Seconds (By Grade Groups)		A la carte, Adults		Total Planned Servings	Total Quantity Planned (pounds, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate														
Grains/Breads	Cheerios	3/4 c	20	3/4 c	3	3/4 c	3	3/4 c	3	3/4 c	26 (3/4 cup)	20 cups	+1 1/2 c	
	Rice Krispies	3/4 c	10	3/4 c	2	3/4 c	2	3/4 c	2	3/4 c	14 (3/4 cup)	11 cups	-3 cups	
	Toast, Whole Wheat	1 slice	40	1 slice	5	1 slice	5	1 slice	5	1 slice	50	3 1/2 - 1# loaves	-3 slices	
Fruit/Vegetable	Apple Juice	1/2 c	30		0		0		5	1/2 c	35 (1/2 cup)	17 1/2 cups	0	
	Banana	1/2 each	20	1/2 each	5	1/2 each	5	1/2 each	3	1/2 each	28	14 bananas	0	
Milk	1% White	1/2 pint	100		0		0		5	1/2 pint	30	105 1/2 pints	-2	
	2% White	1/2 pint	10		0		0		0	1/2 pint	10	10 1/2 pints	-1	
Other Items and Condiments	Margarine	1 tsp.	40		0		0		5	1 tsp.	45 tsp	1/2#	0	
	Jelly	1 T	30		0		0		5	1 T	35 T	2 1/2 cups	-1/2 c	
	Peanut Butter	1 T	10		0		0		2	1 T	12 T	3/4 cup	0	
	Sugar	1 tsp.	30		0		0		5	1 tsp.	35 tsp	3/4 cup	0	

Check Your Knowledge of Menu Production Records

Directions: Using the instructions for a Menu Production Record on pages 6 & 7 and the information below, complete the blank Menu Production Record on page 22. This practice is based on the Enhanced Menu Option.

Record the menu and serving sizes in the menu box (Section A).

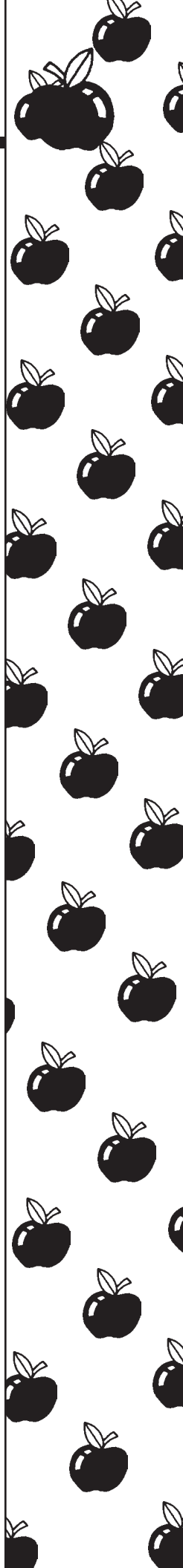
MENU	RECIPE NUMBERS	SERVING SIZE	
		K-6	7-12
Hamburger w/ bun	SR-M/MA #6	1 ea	1 ea
French Fries		1/2 cup	1/2 cup
Fresh Apple		1/2 ea	1/2 ea
Milk Choice		1/2 pint	1/2 pint

Condiments: ketchup, mustard, mayonnaise (these do not need to be recorded in the menu box)

Complete the production record using the information indicated below.

Hamburger Pattie (2 oz) (SR-M/MA #6)

- **Serving size:** One hamburger per serving for each grade group including a la carte & adults
- **Planned servings:** 90 (K-6); 85 (7-12); 25 seconds at no charge (7-12 only); 25 (a la carte, adults)
- **Calculate the total number of planned servings**
- **Total quantity planned:** Harkers pre-cooked patties #1234, 50-2oz patties/case; 4.5 cases or 225 patties were planned
- **Quantity leftover:** 2 patties leftover



Hamburger Bun (2 G/B)

- **Serving size:** 1 -2 oz bun per serving for each grade group including seconds, a la carte & adults
- **Planned servings:** 90 (K-6); 85 (7-12); 25 seconds at no charge (7-12 only); 25 (a la carte, adults)
- **Calculate the total number of planned servings**
- **Total quantity planned:** 225 buns (18.75 doz)
- **Quantity leftover:** 2 buns



French Fries

- **Serving size:** 1/2 cup serving for each grade group including a la carte & adults
- **Planned servings:** 90 (K-6); 85 (7-12); 0 seconds; 25 (a la carte, adults)
- **Calculate the total number of planned servings**
- **Total quantity planned:** 25# commodity
- **Quantity leftover:** None




Fresh Apple


- **Serving size:** 1/2 apple per serving for each grade group including a la carte & adults
- **Planned servings:** 60 (K-6); 50 (7-12), 0 seconds; 10 (a la carte, adults)
- **Calculate the total number of planned servings**
- **Total quantity planned:** 60 apples (125 count)
- **Quantity leftover:** 5 cut halves



Choice of Milks: Chocolate skim and 1% white

- **Serving size:** 1/2 pint for all participants including a la carte and adults
 - **Planned servings:** chocolate skim: 80 (K-6); 75 (7-12); 5 seconds at no charge (K-6) 10 seconds at no charge (7-12); 10 (a la carte, adults)
 - **Calculate the total number of planned servings for chocolate skim**
 - **Total quantity planned for chocolate skim:** 180 1/2 pints
 - **Quantity leftover:** 5 chocolate skim milks
- 
- **Planned servings:** 1% milk: 10 (K-6); 10 (7-12); 0 seconds; 15 (a la carte, adults)
 - **Calculate the total number of planned servings for 1% white milk**
 - **Total quantity planned for 1% white milk:** 35 1/2 pints
 - **Quantity leftover:** 3 1% white milks

Condiments: ketchup, mustard, mayonnaise

- **Serving size:** ketchup 2T, mustard 1 tsp, mayo 1 tsp
 - **Planned servings (ketchup):** 90 (K-6); 85 (7-12); 0 seconds; 25 (a la carte, adults)
 - **Planned servings (mustard):** 45 (K-6); 50 (7-12); 0 seconds; 25 (a la carte, adults)
 - **Planned servings (mayo):** 25 (K-6); 30 (7-12); 0 seconds; 10 (a la carte, adults)
 - **Calculate the total number of planned servings for ketchup, mustard, mayo**
 - **Total quantities planned:** 2 #10 cans ketchup, 2.5 cups mustard, 1 1/2 cups mayo
 - **Quantities leftover:** 0 ketchup, -1/4 cup mustard, -1/4 cup mayo
- 



Enhanced Menu Production Record

Local Agency Your School/Agency USA Date XX/XX/XX

Site Name Your Site USA

Actual Meals Served

Age/Grade: Number Served
 K - 6 85
 7 - 12 80

Adult Meals 23
 Total Meals 188

A

Lunch Menu	Serving Size
	K - 6 7 - 12

Menu Component	Food Item and/or Recipe # Product Code #	Age/Grade		7 - 12 Planned Servings	Seconds (By Grade Groups)		A la carte, Adults		Total Planned Servings	Total Quantity Planned (pounds, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left (-)
		Serving Size	Planned Servings		Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate											
Grains/Breads											
Fruit/Vegetable											
Milk											
Other Items and Condiments											



Section Five
