

Requirements for Production Records in the National School Lunch Program and School Breakfast Program

This guidance applies to public schools, private schools, and residential child care institutions (RCCIs) that participate in the U.S. Department of Agriculture’s (USDA) [National School Lunch Program \(NSLP\)](#) and [School Breakfast Program \(SBP\)](#), including the [Seamless Summer Option \(SSO\)](#) of the NSLP. The SSO follows the NSLP and SBP meal patterns.



Contents

Purpose of Production Records	2
Required Elements for Production Records	3
Complete before meal service	3
Complete during meal service	5
Complete after meal service	5
CSDE Production Record Templates	5
Guidance for Completing Production Records	6
Volume versus weight	7
Using the correct measurement for meal pattern portions	8
Electronic Production Records	8
Administrative Review of Production Records	9
Records Retention	9
Resources	10

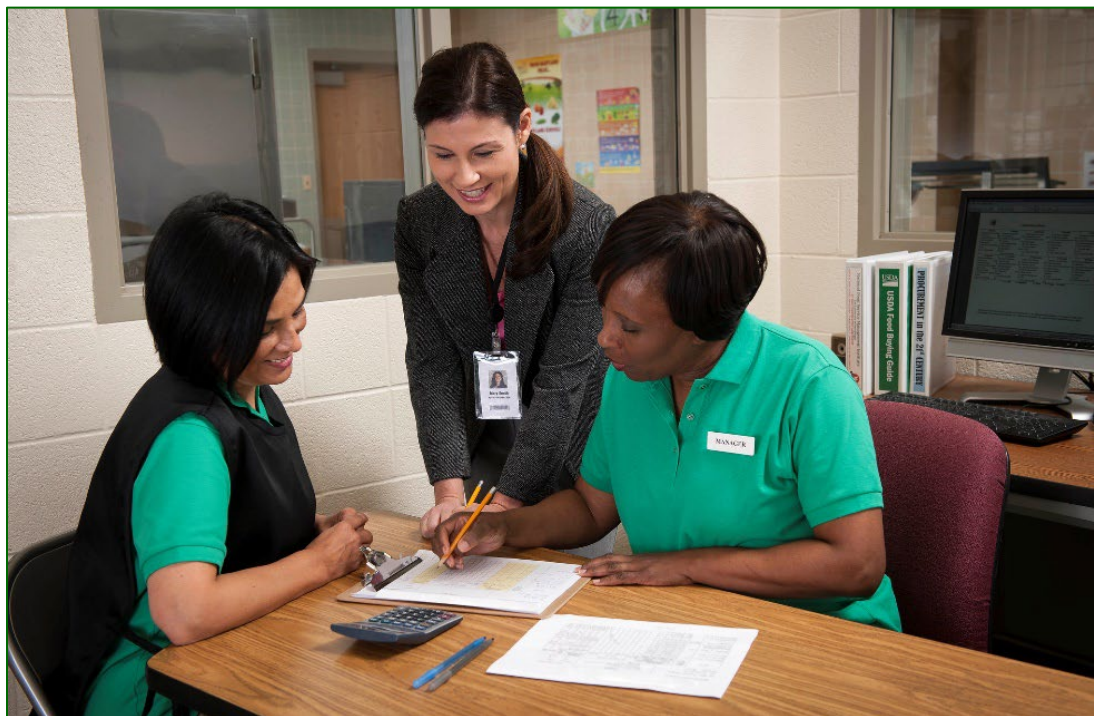
Requirements for Production Records in the NSLP and SBP

The U.S. Department of Agriculture's (USDA) regulations for the National School Lunch Program (NSLP) ([7 CFR 210.10\(a\)\(3\)](#)) and School Breakfast Program (SBP) ([7 CFR 220.8\(a\)\(3\)](#)) require that school food authorities (SFAs) must maintain daily production records for all school meals. A production record is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service.

Purpose of Production Records

Production records help verify that the SFA's meal service meets the NSLP and SBP meal pattern requirements for reimbursable meals. They show how the offered meals contribute to the required meal components and food quantities for each meal served to each grade group every day. Production records are also an important communication tool that tells food service staff what foods and recipes to use, what quantities to prepare, and what amounts to portion.

In addition to documenting reimbursable meals, production records also provide valuable information about the meal service, such as the quantities prepared and total meals served. This historical information helps with future menu planning. SFAs can use previous production records to forecast trends, identify student preferences, and plan future menus. Production records also help SFAs with controlling waste, tracking food safety, and conducting a nutrient analysis of menus.



Requirements for Production Records in the NSLP and SBP

Required Elements for Production Records

Production records must include certain elements that are recorded at different times. The guidance below indicates what production records must include and when food service personnel should complete the required information.

Complete before meal service

SFAs may complete the required information days or weeks in advance of the meal service. Information that does not change (such as the basic information below) may be pre-filled before printing the production record.

- **Basic information:** Indicate the name of the school/site, grade groups being served, meal date, menu, meal type (breakfast or lunch), and if offer versus serve (OVS) is implemented for the meal service.
- **Menu:** List the daily menu including all meal choices.
- **Planned menu items:** List all planned menu items. Include the specific type and amount of all meal choices, milk, leftovers, substitutions, and all noncreditable food items like condiments (refer to the CSDE's resources, [Noncreditable Foods in the National School Lunch Program and School Breakfast Program Meal Patterns for grades K-12](#) and [Noncreditable Foods in the Preschool Meal Patterns for the School Nutrition Programs](#)). Following the guidance below, list each menu item's meal component contribution in ounce equivalents (oz eq) for MMA and grains, and volume (cups) for fruits, vegetables, and milk.
 - **MMA (oz eq):** Indicate the correct quantity for each type of MMA. List lean meat, poultry, and fish, natural and processed cheese, and nuts and seeds in ounces (1 ounce = 1 oz eq); eggs by each ($\frac{1}{2}$ large egg = 1 oz eq); nut and seed butters in tablespoons (2 tablespoons = 1 oz eq); beans, peas, and lentils, and cottage cheese in cups ($\frac{1}{4}$ cup = 1 oz eq); and yogurt by volume or weight ($\frac{1}{2}$ cup or 4 ounces = 1 oz eq). List the required quantity for commercial processed products like pizza and chicken based on their Child Nutrition (CN) label or product formulation statement (PFS) (refer to the "[Crediting Commercial Processed Products](#)" section of the CSDE's Crediting Foods in School Nutrition Programs webpage). For more information, refer to the CSDE's [Crediting Guide for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#) and [Menu Planning Guide for the Preschool Meal Patterns of the School Nutrition Programs](#).
 - **Grains (oz eq):** Indicate the correct quantity for each type of grain. List groups A-G (baked goods like breads, rolls, muffins, crackers, and pancakes) by weight (ounces) and groups H-I (e.g., cooked cereal grains like rice, pasta, and quinoa)

Requirements for Production Records in the NSLP and SBP

by volume (cups), based on the required quantity for 1 oz eq (refer to the CSDE's [Grain Ounce Equivalents for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#) or [Grain Ounce Equivalents for the Preschool Meal Patterns of the School Nutrition Programs](#)) or the minimum creditable grains per serving (refer to the CSDE's resource, [Calculation Methods for Grain Ounce Equivalents for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](#) or [Calculation Methods for Grain Ounce Equivalents for the Preschool Meal Patterns of the School Nutrition Programs](#) and visit the "Ounce Equivalents" section of the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage or [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage). If a commercial processed products has insufficient information to determine crediting, the oz eq must be based on the product's PFS (refer to the CSDE's [When Commercial Grain Products Require a Product Formulation Statement to Credit in the School Nutrition Programs](#)). Indicate if grains are whole grain-rich (WGR) (refer to the "Whole Grain-rich Requirement" section of the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage or [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage). **Note:** Grain -based desserts do not credit in the preschool meal patterns.

- **Vegetables (cups):** Include the form of the food, e.g., fresh, frozen, canned, or dried. Indicate the vegetable subgroup contribution for lunches for grades K-12 (refer to the CSDE's [Vegetable Subgroups in the National School Lunch Program](#)). Include all vegetable juices.
- **Fruits (cups):** Include the form of the food (e.g., fresh, frozen, canned, or dried) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar). Include all fruit juices.
- **Milk (cups):** List all milk choices. For grades K-12, meals must offer a variety (at least two choices) of low-fat or fat-free milk, either unflavored or flavored. At least one choice must be unflavored. For preschoolers, meals must offer unflavored whole milk for ages 1-2 and unflavored low-fat or fat-free milk for ages 3-5.
- **Planned portion size and number of servings:** For all planned menu items, indicate the planned portion size with the specific unit of measure (e.g., scoop number, measuring cup amount, each, and ladle or spoodle size) and the planned number of servings. This is the total number of servings planned for all meals, including reimbursable meals and if applicable, nonreimbursable meals (e.g., second student meals and adult meals). Use standard abbreviations (e.g., lb = pound, oz = ounces, gal = gallon, qt = quart, c = cup, Tbsp = tablespoon, and tsp = teaspoon) and express measurements in fractions, when applicable (e.g., $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$).

Requirements for Production Records in the NSLP and SBP

- **Recipe name and number or food product name and code:** Indicate the name and number of the standardized recipe for all foods made from scratch. Indicate the product name and code for all commercial products. Indicate the six-digit material code for all USDA Foods (refer to the USDA's [USDA Foods Database](#)).
- **Total servings prepared:** Indicate the total planned number of servings. If any changes occur during the meal service, update the total servings accordingly.

Complete during meal service

- **Temperatures:** For Time/Temperature Control for Safety Food (TCS), formerly known as potentially hazardous foods, food service staff should record temperatures throughout the meal service to ensure that hot foods are held at 135 °F or above and cold foods are held at 41 °F or below. Take corrective action if a food is not at target temperature. For additional guidance, visit the CSDE's [Food Safety for Child Nutrition Programs](#) webpage.

Complete after meal service

- **Substitutions:** Indicate any substitutions for the planned menu, such as different entrees or vegetable subgroups.
- **Total servings prepared:** Indicate the total number of servings actually prepared for the meal service.
- **Servings left over:** Indicate the total number of servings left over for each menu item.
- **Total servings selected:** Indicate the total number of servings selected during the meal service. Subtract "Servings left over" from "Total servings prepared."

For more information on each required element, refer to "[Chapter 4: Meal Preparation Documentation](#)" in the USDA's [Menu Planner for School Meals](#).

CSDE Production Record Templates

SFAs may use any production record format that includes the required elements (refer to "[Required Elements for Production Records](#)" in this document). The CSDE's breakfast and lunch production record templates listed below help SFAs to include all required information to meet the USDA's production record requirements.

- NSLP Production Record for Grades K-5, 6-8, or 9-12
- NSLP Production Record for Grades K-8 Option
- SBP Production Record for Grades K-5, 6-8, or 9-12

Requirements for Production Records in the NSLP and SBP

- SBP Production Record for Optional Grade Groups (K-8, K-12, or 6-12)

In addition, the CSDE's sample completed production records below provide guidance on how to complete a production record.

- Sample Completed NSLP Production Record for Grades K-5, 6-8, or 9-12
- Sample Completed SBP Production Record for Grades K-5, 6-8, or 9-12

These production record templates and samples are available on the CSDE's [Production Records for School Nutrition Programs](#) webpage.

Guidance for Completing Production Records

Production records must indicate the specific type and amount of each food item and must be completed correctly to provide accurate documentation of reimbursable meals. When using production records, SFAs should ensure that food service personnel follow the guidance below.

- Use a physical written production for each site, including satellite locations.
- Complete all information. Check production records after the meal service to make sure that information is not missing or incomplete.
- Record the information legibly, i.e., make sure that handwriting can be read.
- Use the proper weight or volume measure for each food item (oz eq for MMA and grains, and cups for fruits, vegetables, and milk). For example, fruits and vegetables must be listed in cups, not ounces (refer to "[Volume versus Weight](#)" in this section).
- List the specific type and amount of each food item separately. Do not indicate foods as assorted choices. For example, instead of "assorted juices," list apple juice, orange juice, and pineapple juice. Instead of "assorted fruits and vegetables," list "fruit choices," or "vegetable choices," list each type of fruit and vegetable.
- List each type of milk separately, e.g., low-fat milk, fat-free milk, and fat-free chocolate milk.
- List all condiments, e.g., ketchup, mustard, and salad dressing.
- List portion sizes accurately. Make sure that the listed portion sizes are the same as the amount being served to students.
- List all items prepared for the meal including daily items and alternate meal choices.
- Accurately record the "planned" portions for each age/grade group.
- List the total number of nonreimbursable meals (e.g., second student meals and adult meals) separately from reimbursable student meals.

Requirements for Production Records in the NSLP and SBP

- Add any extra servings of food needed during the meal service period.
- Indicate if any substitutions are made to the planned menu items.
- Indicate if leftovers from a previous day are used.
- Indicate how leftovers from that day's meal service will be used, e.g., refrigerated for use in future meals, frozen for future use in the cycle menu, or discarded.

SFAs should maintain production records on file with other required documentation (refer to [“Records Retention”](#) in this document). The CSDE will review menu documentation during the Administrative Review of the school nutrition programs.

Volume versus weight

The quantities listed in production records must reflect the daily and weekly servings required by the NSLP and SBP meal patterns. The meal patterns indicate the servings of the meal components by weight (ounces) or volume (fluid ounces).

- The servings for the vegetables component and fruits component are indicated by volume (cups).
- The servings for most foods in the MMA component are indicated by weight (ounces). Some MMA are indicated by volume, such as peanut butter (tablespoons), and beans, peas, and lentils (cups). Some MMA are indicated by volume or weight, such as cottage cheese, yogurt, and tofu.



Menu planners should use the USDA's [Food Buying Guide for Child Nutrition Programs](#) to determine the quantity of a food or beverage that meets the required meal pattern serving. The FBG can also be used to determine the weight equivalent of servings measured by volume. Production records must reflect these amounts. For example, the servings of vegetables, fruits, peanut butter, and beans, peas, and lentils must be listed by volume (cups), not weight.

For guidance on weights and measures, refer to the Institute of Child Nutrition's (ICN) [Basics at a Glance](#) poster and the [“Weights and Measures”](#) section of the CSDE's Crediting Foods in School Nutrition Programs webpage.

Requirements for Production Records in the NSLP and SBP

Using the correct measurement for meal pattern portions

When completing production records, it is important to understand that volume and weight measurements are not the same. Volume refers to the space an ingredient occupies in a measuring container. Common units of volume include teaspoons, tablespoons, fluid ounces, cups, pints, quarts, and gallons.

In most cases, a specific volume of food does not equal the same weight. However, there are some exceptions, such as yogurt ($\frac{1}{2}$ cup equals 4 ounces by weight) and certain canned fruits and vegetables.

A frequent compliance issue with production records and similar menu documentation is listing portion sizes incorrectly. For example, listing fruits and vegetables as “4 ounces” instead of “ $\frac{1}{2}$ cup” fails to document whether the serving meets the meal pattern requirements, because these measurements are not equivalent. A serving of 4 ounces of fruits or vegetables by weight may or may not equal $\frac{1}{2}$ cup of the fruits component or $\frac{1}{2}$ cup of the vegetables component.

The weight of a specific volume of food varies depending on its density. For example, $\frac{1}{2}$ cup of lettuce weighs less than $\frac{1}{2}$ cup of cooked butternut squash, and 1 cup of whole-grain flaked cereal weighs less than 1 cup of baked beans.

Electronic Production Records

SFAs may choose to use electronic production records but must follow specific requirements. A physical written copy of the production record and all applicable standardized recipes must be available at each site to guide the daily menu production. SFAs must regularly review and update their electronic production records to ensure accuracy and compliance with all federal and state regulations. Refer to the “[Resources](#)” section of this document for resources to assist SFAs with meeting these requirements.

Requirements for Production Records in the NSLP and SBP

Administrative Review of Production Records

During the Administrative Review, the CSDE will evaluate the SFA's production records to ensure that they.

- include all information necessary to support claims for reimbursable meals, i.e., all menu items are listed, and the minimum daily and weekly servings of all meal components are offered;
- are used for proper planning, such as determining meal consumption and leftovers.
- document that the prepared foods are creditable for the total number of reimbursable meals offered and served;
- document the total number of nonreimbursable meals (such as student purchases of second meals and adult meals), including the number of portions for each food item;
- document that menus meet the requirements for fluid milk, the weekly WGR requirement for lunch and breakfast (at least 80 percent of all grains offered at lunch and breakfast are WGR), the weekly vegetable subgroups at lunch, the weekly juice limits for lunch and breakfast, and the weekly limit for grain-based deserts at lunch (refer to the CSDE's [Guide to the Meal Patterns for Grades K-12 in the National School Lunch Program and School Breakfast Program](#));
- document that menus meet the weekly quantity requirements for fluid milk, vegetables, fruits, grains, and MMA; and
- align with standardized recipes, i.e., the ingredients in the SFA's standardized recipes correspond to the menu items listed on the production records.

SFAs must ensure that food service staff include all required elements for each daily production record (refer to "[Required Elements for Production Records](#)" in this document). Food service staff must be trained in the proper procedures for completing production records.

Records Retention

The NSLP regulations ([7 CFR 210.9\(b\)\(17\)](#)) and SBP regulations ([7 CFR 220.7\(e\)\(13\)](#)) require that all records pertaining to school food service (including production records) must be retained for a period of three years after the date of the final claim for reimbursement for the fiscal year to which they pertain. If audit findings have not been resolved, the records must be retained beyond the three-year period, as long as required for resolution of the issues raised by the audit.

Requirements for Production Records in the NSLP and SBP

Resources

Basics at a Glance Portion Control Poster (ICN):

<https://theicn.org/icn-resources-a-z/basics-at-a-glance/>

Calculation Methods for Grain Ounce Equivalents for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/grain_calculation_snp_grades_k-12.pdf

Calculation Methods for Grain Ounce Equivalents for the Preschool Meal Patterns of the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/grain_calculation_snp_preschool.pdf

Crediting Foods for Grades K-12 in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs>

Crediting Foods in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/documents>

Food Buying Guide for Child Nutrition Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Grain Ounce Equivalents for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/grain_oz_eq_snp_grades_k-12.pdf

Grain Ounce Equivalents for the Preschool Meal Patterns of the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/grain_oz_eq_snp_preschool.pdf

Guide to Menu Documentation for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_menu_documentation_nslp_sbp_k12.pdf

Meal Patterns for Grades K-12 in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/meal-patterns-school-nutrition-programs>

Meal Patterns for Preschoolers in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/meal-patterns-preschoolers-in-school-nutrition-programs>

Meal Patterns for Preschoolers in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/meal-patterns-preschoolers-in-school-nutrition-programs/related-resources>

Menu Planner for School Meals: Chapter 4 Meal Preparation Documentation (USDA):

<https://www.fns.usda.gov/tn/menu-planner-school-meals>

Requirements for Production Records in the NSLP and SBP

Menu Planning for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/menu-planning>

Menu Planning Guide for Grades K-12 in the National School Lunch Program and School Breakfast Program (CSDE):

<https://portal.ct.gov/sde/nutrition/menu-planning-guide-for-school-meals>

Menu Planning Guide for the Preschool Meal Patterns of the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/preschool/menu_planning_guide_preschool.pdf

Noncreditable Foods in the National School Lunch Program and School Breakfast Program Meal Patterns for grades K-12 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/noncreditable_foods_snp_grades_k-12.pdf

Noncreditable Foods in the Preschool Meal Patterns for the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/noncreditable_foods_snp_preschool.pdf

Portion Control (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs#PortionControl>

Production Records for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/production-records-for-school-nutrition-programs>

Resource List for Menu Planning and Food Production in Child Nutrition Program (CDE):

https://portal.ct.gov/-/media/sde/nutrition/resources/resources_menu_planning.pdf

Resources for the School Meal Patterns (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/mealpattern/resources_school_meal_patterns.pdf

Standardized Recipes (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs#StandardizedRecipes>

USDA Foods Database (USDA):

<https://www.fns.usda.gov/usda-fis/usda-foods-database>

Weights and Measures (CSDE's Crediting Foods in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs#WeightsMeasures>

When Commercial Grain Products Require a Product Formulation Statement to Credit in the School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/when_commercial_grain_products_require_pfs_snp.pdf

Requirements for Production Records in the NSLP and SBP

For more information, visit the CSDE's [Production Records for School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/prodrecord/requirements_production_records_nslp_sbp.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

