

Production Records for the Summer Food Service Program

Section 7 CFR 225.15(b)(3) of the U.S. Department of Agriculture’s (USDA) regulations for the Summer Food Service Program (SFSP) requires SFSP sponsors to maintain records of participation and preparation or ordering of meals. Production records are not required. However, the Connecticut State Department of Education (CSDE) encourages all summer meal sites to use production records because they provide required documentation to demonstrate that meals and snacks meet the SFSP meal patterns.

Introduction to Production Records

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. In addition to documenting reimbursable meals, production records provide valuable information to help with menu planning, forecasting products and amounts, purchasing foods, controlling waste, identifying acceptable menu items, and conducting a nutrient analysis of menus. Table 1 summarizes what production records should include and when SFSP staff should complete the information.

Table 1. Information to include on production records

Complete before meal service	Complete after meal service
<ul style="list-style-type: none"> • Name of site • Meal date • Meal type (breakfast, lunch, supper, or snack) • All planned menu items including the specific type and amount of all meal choices, food components, types of milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods • Recipe name and number or product name and code • Planned serving size and number of servings for reimbursable meals and, if applicable, nonreimbursable meals, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals 	<ul style="list-style-type: none"> • Temperatures (complete throughout meal service) ¹ • Total amount/quantity of food prepared (based on the USDA’s <i>Food Buying Guide for Child Nutrition Programs</i>) for each food item or menu item, e.g., number of servings, pounds, cans, and pieces • Amount of leftover food for each food item or menu item • Total amount of food served • Number of reimbursable meals served to children • Number of nonreimbursable meals served, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals

¹ 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. For additional guidance, visit the CSDE’s [Food Safety for Child Nutrition Programs](#) webpage.

Production Records for the Summer Food Service Program

SFSP sponsors that do not use production records must develop an alternate system to document the amount of foods purchased and the serving sizes provided for each meal and snack. An example is maintaining a list of the serving size and amount purchased for each menu item. Menu planners should use the USDA's [Food Buying Guide for Child Nutrition Programs](#) (FBG) to determine how many servings a specific quantity of food will provide.

All SFSP sponsors must maintain the required crediting documentation for commercial processed products and foods from scratch. This includes the planned menu, standardized recipes, Child Nutrition (CN) labels, product formulation statements, and documentation to reflect any substitutions to the planned menu. For additional guidance, visit the "[Crediting Commercial Processed Products](#)" and "[Crediting Foods Made from Scratch](#)" sections of the CSDE's SFSP webpage.

Sample Production Records

SFSP sponsors may use the CSDE's sample production records or adapt them to fit individual program needs. These forms are available in the "[Production Records](#)" section of the CSDE's SFSP 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, SFSP sponsors should ensure that staff follow the guidance below.

- Use a physical written production record for each site, including satellite locations.
- Complete all information. Check that information is not missing or incomplete.
- Record the information legibly, i.e., handwriting can be read.
- Use the proper weight or volume measure for each food item. For example, use cups for fruits and vegetables instead of ounces (refer to "[Volume versus weight](#)" in this document).
- Enter the number of servings, pounds, cans, or pieces (not the number of portions prepared) in the column for the total quantity of food used.
- 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 served, e.g., low-fat milk and fat-free milk.
- List all condiments, e.g., ketchup, mustard, and salad dressing.
- List portion sizes accurately. Ensure that the listed portion sizes are the same as the amount being served to children.
- List all items prepared for the meal including daily items and alternate meal choices.

Production Records for the Summer Food Service Program

- Accurately record the “planned” servings.
- List nonreimbursable meals and snacks separately from reimbursable meals and snacks.
- Add any extra amounts of food needed during the meal service period.
- Indicate if any substitutions are made to the planned menu items.
- Indicate if leftovers are used.

SFSP sponsors should maintain production records on file with other required SFSP documentation. The CSDE will review menu documentation (including production records, if available) during the Administrative Review of the SFSP.

Volume versus Weight

The amounts listed in production records must reflect the servings required by the SFSP patterns. The SFSP meal patterns indicate the servings of the food components by weight (ounces) or volume (fluid ounces). For example, the servings for the vegetables component and fruits component are indicated by volume (cups). The servings of most foods in the meat/meat alternates component are indicated by weight (ounces). However, volume is required for some meat/meat alternates such as peanut butter (tablespoons), cottage cheese (cups), and legumes (cups).

Menu planners should use the FBG to determine the quantity of food that meets the required meal pattern serving. Production records must reflect the required meal pattern amount. For example, the servings of vegetables, fruits, peanut butter, and legumes must be listed by volume, not weight.

Volume and weight measurements are not the same. Volume is the amount of space an ingredient occupies in a measuring container. Volume measures include teaspoon, tablespoon, fluid ounce, cup, pint, quart, and gallon.

Listing incorrect serving sizes on production records is a common compliance issue. An example is listing the serving for a fruit or vegetable as “4 ounces” instead of “½ cup.” This does not document that the fruit or vegetable serving meets the meal pattern requirements because these two measurements are not the same. A serving of 4 ounces by weight may or may not equal ½ cup of fruits or vegetables.



Production Records for the Summer Food Service Program

The weight of a specific volume of food varies depending on the density of the food. 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. For many foods, a specific measure of volume does not equal the same measure of weight. There are some exceptions, such as yogurt ($\frac{1}{2}$ cup equals 4 ounces by weight) and certain types of canned fruits and vegetables. For information on the weight equivalent of servings measured by volume, refer to the FBG.

For information on weights and measures, refer to the Institute of Child Nutrition's (ICN) resource, *Basics at a Glance*, and visit the "Weights and Measures" section of the CSDE's SFSP webpage.

Resources

Basics at a Glance (ICN):

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

Crediting Commercial Processed Products ("Documents/Forms" section of CSDE's SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents#CreditingCommercialProcessedProducts>

Crediting Foods in the SFSP ("Documents/Forms" section of CSDE's SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents>

Crediting Foods Made from Scratch ("Documents/Forms" section of CSDE's SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents#CreditingFoodsScratch>

Crediting Summary Charts for the Summer Food Service Program Meal Patterns (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/crediting_summary_charts_sfsp.pdf

Food Buying Guide for Child Nutrition Programs (USDA):

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

Food Safety for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs>

Meal Patterns for the SFSP ("How To" Section of CSDE's SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/how-to#MealPatterns>

Menu Planning ("How To" Section of CSDE's SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/how-to#MenuPlanning>

Production Records for the Summer Food Service Program

Production Records (“How To” Section of CSDE’s SFSP webpage):

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/how-to#ProductionRecords>

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 Summer Food Service Program Meal Patterns (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/resources_sfsp_meal_patterns.pdf

SFSP Regulations 7 CFR 225.15(b)(3):

[https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225#p-225.15\(b\)\(3\)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-225#p-225.15(b)(3))

Standardized Recipe Form for the Summer Food Service Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/standardized_recipe_form_sfsp.docx

Using Child Nutrition (CN) Labels in the Summer Food Service Program (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CNLabel.pdf>

Using Product Formulation Statements in the Summer Food Service Program (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingfsfp/product_formulation_statements_sfsp.pdf

Weights and Measures (“Documents/Forms” section of CSDE’s SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents#WeightsMeasures>

Production Records for the Summer Food Service Program

For more information, visit the [Production Records](#) section of the CSDE's SFSP webpage or contact the [Summer Meals 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/sfsp/mealpattern/production_records_sfsp.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, audiotape, 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.

