FOOD PRODUCTION RECORD
(DE Form 0121)

Food production records document breakfast and lunch meals served that meet the USDA meal pattern. Production records provide information to the staff and enable the staff to record information on the meals served. Prior versions of this form are obsolete and should not be used. School systems may use a different format without prior approval as long as it includes the required items listed on page 7 of this document. School systems are responsible for ensuring their production records contain all required elements. Missing information can result in a finding or fiscal action during an Administrative Review.

The Food Production Record should be completed daily for each meal service each day and maintained onsite for 5 years plus the current year.

Production records serve two purposes:

- Provide staff with information – what foods and recipes to use and what portion sizes to serve.
- Document that nutrition standards have been met for all reimbursable meals; therefore, the production record must reflect specific food/menu items served as a part of or accompaniment to a reimbursable lunch or breakfast.

In order to satisfy these requirements, the form must be complete and contain all food items, including condiments and leftovers served each day.

The school nutrition program manager will use the production record to manage the menu and control cost. It must be completed daily. The Food Production Record (Form 0121) is designed to accommodate varying levels of centralization and standardization found in school systems throughout Georgia.

Recordkeeping: Breakfast and lunch production records must be maintained on file for five years plus the current school year as required by Georgia’s Secretary of State Local Retention Schedule.
MEAL PRODUCTION RECORD INSTRUCTIONS
(DE FORM 0121)

Required Items
The items which **must** be completed are:

- School, Date, Day, Grade Group, and Meal Period
- Number of meals planned and served
- Menu (s)
- Menu Item: Recipe Ingredient/Food
  Item/Recipe Number & Name: Items containing USDA Foods must be indicated if your system is not approved to use Single Inventory.
- Serving Size
- Projected # of Total Servings
  This includes adult meals
- Amount of Food Prepared Today
- Crediting of Components
- Leftovers Today
- Food Cost for breakfast (**Indicates a calculator tape must be attached if using a manual form that doesn’t automatically calculate total)

Other items may be required by the school district to be completed according to local menu management procedures.

Instructions for Completion
Instructions for each piece of the production record are described below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages</td>
<td>Record the number of pages used for the menu planned If the school serves either multiple menus or a number of food choices, more than one page may be needed to record the menu items served on one day. Since it may be necessary to use several pages, it is essential to date each page and to consecutively number multiple pages for the same day, e.g., “page 1 of 2.”</td>
</tr>
<tr>
<td>School</td>
<td>Record the name of the school.</td>
</tr>
<tr>
<td>Date</td>
<td>Record the month, day, year (ex: 10/10/15).</td>
</tr>
<tr>
<td>Day of Week</td>
<td>Note the day of the week: M, T, W, TH, FR</td>
</tr>
<tr>
<td>Grade Group</td>
<td>Circle the appropriate grade group or add combination.</td>
</tr>
<tr>
<td>Single Inventory</td>
<td>Circle YES if your district has been approved by the State Agency to use Single Inventory. Circle NO if your district is not approved to use Single Inventory. Systems approved to use Single Inventory shall record all food as purchased food.</td>
</tr>
<tr>
<td>Meals Planned</td>
<td>Record the number of student and adult/a la carte meals planned for the day. For student meals, indicate the age/grade group being served. If multiple grade groups are served indicate the planned number of student meals in each grade group. Remember when multiple age/grade groups are served you must plan appropriately to meet the daily and weekly requirements for each grade group.</td>
</tr>
<tr>
<td><strong>Meals Served</strong></td>
<td>Record the number of reimbursable student meals, non-reimbursable student and adult meals and total meals will be the grand total of all meals in this section. <strong>These numbers must match numbers reported on the DE0118 and the daily point-of-sale reports.</strong></td>
</tr>
<tr>
<td><strong>List Menu(s)</strong></td>
<td>Enter all items offered for the day’s reimbursable menu. This includes food item choices such as additions, leftovers, substitutions, etc. If a substitution must be made, the name of the item that was substituted should be included on the menu along with the name of the item that was originally planned and the date the need for the substitution was known. The Healthy School Meal Pattern requires that all components are offered on all serving lines dispensing a reimbursable meal. Schools serving multiple menus should record each menu to reflect choices available within each menu or on each line. SFAs may note the serving line next to the menu item name. If all serving lines contain exactly the same foods or if the school only has one serving line, this information is not required.</td>
</tr>
<tr>
<td><strong>Signature</strong></td>
<td>Person completing the form should sign the form and record their position. For audit purposes, the signature indicates that the person signing the form is responsible for the accuracy of the information provided.</td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td>Job title of person signing production record.</td>
</tr>
</tbody>
</table>

**Table:**

| **1. Menu Item – Include name of recipe/recipe # or product description including brand** | Record all menu and food items served to students as part of a reimbursable meal. This should include menu items, condiments, accompaniments and leftovers served. Specific information must be provided, including the recipe number or product description including the brand of the product and case information. USDA Foods used must also be identified. |
| **2. Serving Size** | Record the portion size to be served to meet the meal requirement for this menu or food item for an identified Grade Group. If more than one Grade Group is being served at this location, you must indicate the number of projected servings for each of the serving sizes being used. |
| **3. # of Projected Servings Total** | Record the TOTAL number of servings for each menu item in this column, this will include students, adults, ala carte and catered meals as applicable. |
| **4. Amount of Food Prepared Today** | Record the number of recipes, cases, weight of product, loaves, or cans prepared for each Menu or Food Item. Food planned for preparation but not prepared is not to be confused with food prepared but not served (see leftovers below). Include additional batches needed to be prepared due to increased unexpected participation. |
| **5. Actual # of Servings Prepared** | Record the number of servings you will get out of each recipe, case, lbs., loaves or cans specified in the amount prepared column. Use the Food Buying Guide Calculator, CN labels or Product Formulation Statements to determine the number of servings prepared. |
**Crediting of Components**

Indicate how each menu item credits toward the meal pattern. Complex items like a pizza might contribute to multiple components. Record the crediting for meat/meat alternate and grains in ounce equivalents and the crediting for fruits, vegetables and milk in cups. For non-reimbursable food items or food items counted as an extra in breakfast put a check mark in the Extras column. School staff should partner with the menu planner to assist in completing this section.

**Amount Leftover**

Leftovers are food items that are prepared but not served. Record the amount left over for each Menu or Food Item. Record leftovers in number of servings. Indicate if the amount leftover will be discarded by writing a (D) beside the leftover amount. If the servings will be returned to inventory, record an R next to the amount.

**Total Amount Served**

Record the total number of servings served for each menu item. Subtract the amount leftover from column (5) Actual # of Servings Prepared.

**Notes**

Record any pertinent information that affects meal service or edit checks, such as field trips, visiting students, and special events at the school that impacted participation.

*For breakfast there are additional columns to meet the requirements for costing*

**Costing**

While costing the meal at the school level for lunch and determining the value of USDA Foods used at breakfast are a school system option, the cost of purchased foods used at breakfast must be determined and recorded at the school level.

**Unit Cost**

Determine and record the cost of a unit of the food item or ingredient, using the same unit as used in Column (4), Amount of Food Prepared Today, or Column (1), Recipe Ingredients/Food Items Used. This information should be provided by the school nutrition director to the school manager from the bids submitted to the school system for the items being procured. This figure should represent the cost of the food to the school; it does not reflect the sales price of the food item. If a Recipe Number and Name is used in Column (1) instead of listing ingredients, the recipe may be costed to determine the cost of USDA Foods and purchased foods. By adding the cost of USDA Foods and purchased foods, determine a total cost for the recipe. Divide this cost by the total number of servings prepared to obtain the Unit Cost/Value. Record Unit Cost in Column (9a).

**USDA Food Value**

Beside each USDA Food item used, as indicated in Column (1), Ingredients, multiply Column (4), Amount of Food Prepared Today, times Column (9a- Unit Cost). SFAs using single inventory procedures will not be expected to determine the value of USDA Foods utilized.

**OR**
If using a Recipe number and Name in Column (1) instead of listing ingredients, calculate the USDA Value of the recipe by multiplying the amount of each USDA ingredient used in the recipe by its unit cost. Enter the USDA cost for the recipe in Column (9b).

### (9c) Purchased Food Cost

Post Cost. Calculate purchased food cost by multiplying Amount of Food Prepared Today in Column (4) by Unit Cost in Column (9a).

OR

If using a Recipe number and Name in Column (1) instead of listing ingredients, calculate purchased food cost of the recipe by multiplying the amount of each purchased ingredient used in the recipe by its unit cost. Enter the purchased food cost for the recipe in Column (9c).

Food items can be post costed utilizing the pre-determined cost of the unit, as used for pre-costing only if the item that is actually prepared and served is exactly the same as the one that is pre-costed, and if all food costs on which the cost was pre-determined remains current.

### (9d) Total Food Cost

Record the sum of all figures in Column (9d). Record USDA Food Cost and Purchased Food Cost in the space provided in the bottom right hand section of the production record. Attach calculator tape to production record for foods used at breakfast. SFAs using single inventory procedures will not be expected to determine the value of USDA Foods utilized. Record the total USDA Food Cost and total Purchased Food Cost in the space provided in the bottom right corner of the production record.

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**Notes**
### USDA VEGETABLE SUBGROUPS

#### Dark Green Vegetables
- Bok Choy
- Broccoli
- Collard Greens
- Dark Green Leafy Lettuce
- Escarole Lettuce
- Kale
- Mesclun
- Mustard Greens
- Romaine Lettuce
- Spinach
- Turnip Greens
- Watercress

#### Red & Orange Vegetables
- Acorn Squash
- Butternut Squash
- Carrots
- Hubbard Squash
- Pumpkin
- Red Peppers
- Sweet Potatoes
- Tomatoes
- Tomato Juice

#### Other Vegetables
- Artichokes
- Asparagus
- Avocado
- Bean Sprouts
- Beets
- Brussels Sprouts
- Cabbage
- Cauliflower
- Celery
- Cucumbers
- Eggplant
- Green Beans
- Green Peppers
- Iceberg (Head) Lettuce
- Mushrooms
- Okra
- Onions
- Parsnips
- Radish
- Snap Beans
- Turnips
- Wax Beans
- Zucchini

#### Beans & Peas (Legumes)
- Black Beans
- Black-Eyed Peas (Mature, Dry)
- Garbanzo Beans (Chickpeas)
- Kidney Beans
- Lentils
- Navy Beans
- Pinto Beans
- Soybeans/Edamame
- Split Peas
- White Beans

#### Starchy Vegetables
- Cassava
- Corn
- Green Bananas
- Green Peas
- Green Lima Beans
- Plantains
- Potatoes
- Taro
- Water Chestnuts
- Fresh Cowpeas, Field Peas, or Black-Eyed Peas (Not Dry)
IDENTIFYING WHOLE GRAINS

Whole Grains consist of the entire cereal grain seed or kernel. The kernel has three parts—the bran, the germ, and the endosperm. Usually the kernel is cracked, crushed, or flaked during the milling process. If the finished product retains the same relative proportions of bran, germ, and endosperm as the original grain, the ingredient is considered a whole grain.

Food labels list ingredients in descending order by weight. The most prevalent ingredient is listed first; the least prevalent ingredient is listed last. If the first ingredient listed contains the word “whole” followed by the name of the grain, it is safe to assume the product is mostly whole grain. Look for words like whole grain oats, whole wheat, whole corn, and brown rice as the first ingredient.

What is the difference between whole wheat and whole grain? Whole wheat is a type of whole grain, so all whole wheat is a whole grain but not all whole grain is whole wheat. Below is a listing of additional whole grain ingredients.

- Cracked wheat
- Crushed wheat
- Whole wheat flour
- Graham flour
- Whole cornmeal
- Whole corn
- Whole grain grits
- Entire-wheat flour
- Bromated whole wheat flour
- Whole durum wheat flour
- Oatmeal or rolled oats
- Sprouted wheat
- Rye berries
- Brown rice
- Brown rice flour
- Dehulled barley
- Whole barley

OFFER VERSUS SERVE

BREAKFAST

All three food components and at least four food items must be offered to all students.

The serving sizes must equal the minimum required quantities.

The breakfast must be priced as a unit and students may take all food items offered.

Students must take a minimum of one half-cup of fruits (or vegetables), in addition to 2 other food items.

LUNCH

All five food components must be offered to all students.

The serving sizes must equal the minimum required quantities.

The lunch must be priced as a unit and students may take 3, 4, or all 5 food components.

Students must take a minimum of one half-cup of fruits or vegetables, in addition to 2 other full components.
PORTION CONTROL

Scoop (or Disher) Number
The number of the scoop or disher indicates the number of level scoopfuls it takes to make 1 quart. The following table gives an approximate measure for each scoop:

<table>
<thead>
<tr>
<th>Scoop or Disher Number</th>
<th>Approximate Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>2/3 Cup</td>
</tr>
<tr>
<td>8</td>
<td>1/2 Cup</td>
</tr>
<tr>
<td>10</td>
<td>3/8 Cup</td>
</tr>
<tr>
<td>12</td>
<td>1/3 Cup</td>
</tr>
<tr>
<td>16</td>
<td>1/4 Cup</td>
</tr>
<tr>
<td>20</td>
<td>3 1/3 Tbsp</td>
</tr>
<tr>
<td>24</td>
<td>2 2/3 Tbsp</td>
</tr>
<tr>
<td>30</td>
<td>2 Tbsp</td>
</tr>
<tr>
<td>40</td>
<td>1 2/3 Tbsp</td>
</tr>
<tr>
<td>50</td>
<td>3 3/4 Tsp</td>
</tr>
<tr>
<td>60</td>
<td>3 1/4 Tsp</td>
</tr>
</tbody>
</table>

Ladles
The following sizes of ladles will help in obtaining equal-size servings of soups, sauces, creamed foods, and other similar foods. Perforated ladles are available for accurate portioning of foods that need draining.

<table>
<thead>
<tr>
<th>Ladle Size</th>
<th>Approximate Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz</td>
<td>1/8 Cup</td>
</tr>
<tr>
<td>2 oz</td>
<td>1/4 Cup</td>
</tr>
<tr>
<td>4 oz</td>
<td>1/2 Cup</td>
</tr>
<tr>
<td>6 oz</td>
<td>3/4 Cup</td>
</tr>
<tr>
<td>8 oz</td>
<td>1 Cup</td>
</tr>
</tbody>
</table>
Vegetables are not required in the SBP, but schools may choose to offer vegetables in place of fruits. To offer starchy vegetables in place of fruits, at least 2 cups of red/orange, dark green, legumes, or “other” vegetable subgroups must also be offered on a menu within the week. Effective February 15, 2019, through September 30, 2019, Federal funds may not be used to enforce this provision. This means that, through September 30, 2019, schools may offer any vegetable in place of fruits at breakfast, including potatoes and other starchy vegetables, without including vegetables from other subgroups in the weekly menus (Consolidated Appropriations Act, 2019, Section 768).

<table>
<thead>
<tr>
<th>Breakfast Meal Pattern</th>
<th>Grades K-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fruit (cups)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2½ (¼)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetables (cups)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grains (oz. eq)</td>
<td>½ slice/serve</td>
<td>¼ slice/serve</td>
<td>¼ slice/serve</td>
</tr>
<tr>
<td>7 (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluid Milk (cups)</td>
<td>5 (1)</td>
<td>5 (1)</td>
<td>5 (1)</td>
</tr>
<tr>
<td>3½ (½)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodium Target (mg)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Trans Fat (mg)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Saturated fat (%)</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
</tr>
<tr>
<td>Minimum-maximum calories</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Minimum creditable serving of fruit/vegetable is ¼ cup.
• ¼ cup of dried fruit counts as ½ cup creditable fruit.
• No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
• If starchy vegetables are offered in place of fruit an additional 2 cups of non-starchy vegetables must also be offered over the course of the week.
• A full component of fruit/vegetable is required to be offered, and students must select at least ½ cup with Offer vs. Serve.
• There is no maximum on the grains component. However, nutrient specifications (calories, saturated fat, and sodium) must be met.
• There is no separate meats/meat alternate component in the SBP. A substitution of 1 ounce equivalent (oz. eq.) meats/meat alternate may be made for 1 oz. eq. grains after meeting the minimum daily grains requirement.
• Half of the weekly grains in the NSLP & SBP must be whole-grain rich and the remaining weekly grains must be enriched.
• Fluid milk must be low-fat (1%) or non-fat unflavored or flavored. Unflavored milk is required to be available at each meal service.
• The average daily amount of calories for a school week must be within the range of minimum (no less) and maximum (no more) values.
• Schools are encouraged to look for ways to decrease sodium while creating menus that students enjoy.
Amount of food per week (minimum per day) include food items in each food group, subgroup, and ounce equivalents (oz. eq.)

- Fruits and Vegetables – Minimum creditable serving is \( \frac{1}{8} \) cup. Larger amounts of all vegetable subgroups (dark green, red/orange, beans and peas, starchy, and other vegetables) may be served.
- Any vegetable subgroup may be offered as the “additional vegetable” to reach (weekly) total requirement. \( \frac{1}{4} \) cup of dried fruits counts as \( \frac{1}{2} \) cup creditable fruits and 1 cup of leafy greens counts as \( \frac{1}{2} \) cup of creditable vegetable. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
- Half of the weekly grains in the NSLP & SBP must be whole-grain rich and the remaining weekly grains must be enriched.
- There are no maximums of grains or meats/meat alternate. However, nutrient specifications (calories, saturated fat, and sodium) must be met.
- Fluid milk must be low-fat (1%) or non-fat unflavored. Unflavored milk is required to be available at each meal service. If other flavored milk is provided, it must be flavored with 100% fruit juice. No more than half of the meal meatable component in any entrée may be in the form of nuts or seeds. This does not include nut butters.
- Fluid milk is required to be available at every meal service. No more than half of the meal meatable component in any entrée may be in the form of nuts or seeds. This does not include nut butters.
- Schools are encouraged to look for ways to decrease sodium while creating menus that students enjoy.

### Lunch Meal Pattern

- **Amount of Food Per Week (Minimum per Day)**
  - Preschool
  - Grades K-5
  - Grades 6-8

<table>
<thead>
<tr>
<th>Energy (kcal/meal)</th>
<th>Trans Fat (mg)</th>
<th>Sodium (mg)</th>
<th>Saturated Fat (% of Total Calories)</th>
<th>Fluid Milk (cups)</th>
<th>Meat/Meat Alternate (oz. eq.)</th>
<th>Grains (oz. eq.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>550 - 650</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3 ½ %</td>
<td>7 %</td>
<td>1/4 cup</td>
</tr>
<tr>
<td>600 - 700</td>
<td>0</td>
<td>3 ½ %</td>
<td></td>
<td>3 ½ %</td>
<td>7 %</td>
<td>3/4 slice</td>
</tr>
<tr>
<td>750 - 850</td>
<td>0</td>
<td>3 ½ %</td>
<td></td>
<td>3 ½ %</td>
<td>7 %</td>
<td>3/4 slice</td>
</tr>
<tr>
<td>900 - 1000</td>
<td>0</td>
<td>3 ½ %</td>
<td></td>
<td>3 ½ %</td>
<td>7 %</td>
<td>3/4 slice</td>
</tr>
<tr>
<td>1050 - 1200</td>
<td>0</td>
<td>3 ½ %</td>
<td></td>
<td>3 ½ %</td>
<td>7 %</td>
<td>3/4 slice</td>
</tr>
</tbody>
</table>

**Other Specifications:** Daily amount based on the average for a 5-day week.

- **Nutrition label or manufacturer specifications must indicate:**
  - Trans fat: 0 grams
  - Sodium: N/A
  - Saturated fat: < 10%
  - Calories: N/A

- **Additional information:**
  - Fluid milk: 3 ½ % for Preschool, 3 ½ % for Grades K-5, and 3 ½ % for Grades 6-8.
  - Meat/meat alternate: 7 % for Preschool, 7 % for Grades K-5, and 7 % for Grades 6-8.
  - Grains: ⅛ slice per serving for all grades.

- **Amount of food per week (minimum per day):** Include food items in each food group, subgroup, and ounce equivalents (oz. eq.)