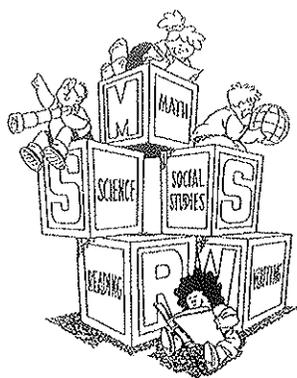


# NEBRASKA DEPARTMENT OF EDUCATION



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August 2010

TO: Food Service Managers in Nebraska Schools and Residential Child Care Institutions (RCCIs)  
FROM: Nutrition Services  
SUBJECT: School Meals Program for 2010-11

The purpose of this year's memo is to list and describe for you the forms and resources used most frequently by school food service personnel.

NO changes were made to any forms this year. However, the list of processed commodity items is updated on an annual basis; a copy has been included for you.

It is your responsibility as manager to provide copies of forms to additional "on-site" preparation kitchens within your school/RCCI and for "satellite sites" or those schools that receive meals from your kitchen.

The following forms and resources are compiled in a table so you can easily find and print the forms you need. The web address is: <http://www.education.ne.gov/ns/forms/nsfpforms/FSForms/fsforms.htm>

- **Meal Pattern Requirements** – lists required meal components and portion sizes by grade group
  - Enhanced Food-Based Menu Planning – Lunch
  - Traditional Food-Based Menu Planning – Lunch
  - Enhanced or Traditional Food-Based Menu Planning – Breakfast
  
- **Production Records** – required to be completed by each preparation kitchen on a daily basis. The production record documents the menu, portion sizes by grade group, food items used and the total quantity prepared along with the actual meal count for the day. If you need to print a production record, be sure to select the form that matches the menu-planning option used at your school.
  - Enhanced Production Record – Lunch
  - Traditional Production Record – Lunch
  - Enhanced or Traditional Production Record – Breakfast
  - Single Food-Day Bar Production Record – optional
  - Multi-Day Food/Condiment Bar Production Record – optional
  - RCCI Daily Production Record for Breakfast and Lunch – for RCCIs only

If your school/RCCI uses a production record other than those provided by Nutrition Services, a copy must be submitted to our office for approval on an annual basis.

## State Board of Education

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Food service directors/managers should periodically review the written HACCP Plan. Review the Standard Operating Procedures adopted by your district and the three Process Charts of potentially hazardous menu items served at your school/RCCI and revise as necessary.

If you are a new food service manager, locate the written HACCP plan for your school/RCCI.

- **Temperature Chart for Food Service**
  - **Temperature Logs**
    - Cooking and Reheating Log for Kitchens that Prepare and Serve Food Onsite
    - Cooking and Reheating Log for Kitchens that Prepare Food for Delivery
    - Receiving Log
    - Cooling Log
    - Damaged and Discarded Log
    - Refrigeration Log
  - **List of Potentially Hazardous Foods**
  - **Food Safety Checklist**
  - **Standard Operating Procedures (SOPs)** – USDA has released a total of 20 SOPs; include only those SOPs that are applicable to your school/RCCI.
  - **Categorizing Menu Items and Identifying Control Measures and Critical Control Points** – includes three Process Charts: 1) Cook and Same Day Service, 2) No Cook, and 3) Cook, Cool, Reheat and Serve.
  - **Corrective Action** – lists different food safety situations that can occur and solutions to correct the problem.
- **Directory** - A quick reference to frequently used web addresses, phone/fax numbers and email addresses.

Reminder: USDA's recordkeeping requirement is three years plus the current school year. All school lunch records are considered property of the school district/RCCI.

If you have any questions, please contact Nutrition Services at (800) 731-2233 or (402) 471-2488.