



School Meals Zoom Training – Part 2  
Summer 2023

Presented by the NDE - Nutrition Services



Nebraska Department of Education



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Your Presenters: Nutrition Services Program Specialists

Shawn Vondracek

Brica Arter

All Lampman



Complete Directory of NDE Staff can be found on the last page of Handouts

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Housekeeping



Use the **Chat Box** to ask questions. We will not be answering these during the presentation.



Q/As at the end of the presentation



You will be muted during the presentation but unmuted during Q/A time.

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### More Housekeeping Tips



The slide deck and handouts have been emailed to you and posted on the Nutrition Services Website



Handouts will be reviewed in packet order



Training Certificate for today in packet

Handout

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### Training Certificate

- Certificate is in your handout packet
- Using the honor system
- Stay until the end for success and less stress *(you might miss something you need to know)*



Handout

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### Areas Covered in Part 1

- Food Based Meal Patterns for Lunch and Breakfast
- 5 Food Components *(meat/meat alt., fruits, vegetables, grains, and milk)*
- Grade Group Portion Sizes *(K-5, 6-8, 9-12)*
- Nutrient Standards
- Required Signage to be posted for students to recognize a reimbursable meal
- Offer versus Serve
- Point of Service Meal Counting



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After training you  
will be able to:

Identify

• Product labels and other documentation  
required to be on file

Develop

• Recipes and Hazard Analysis Critical Control  
Point Plans to keep students happy and safe

Complete

• Record keeping requirements for the school  
meals program



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What Product Labels are Required  
to be on File?



All that support meal  
pattern requirements  
and nutrient content

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Product Label Information


1. Ingredient Statements

2. Nutrition Facts Labels

3. CN Labels (maybe...depends on  
product) or

4. Product Specification Statement

- Company letterhead
- Creditable ingredients
- Component contribution  
statement
- Signature



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1. Ingredient Statements

Whole Grain Chicken Nuggets



INGREDIENTS

Chicken, water, textured soy protein concentrate, isolated soy protein with less than 2% soy lecithin, seasoning [corn syrup solids, brown sugar, dextrose, salt, vinegar powder (maltodextrin, modified corn starch, dried vinegar), garlic powder, onion powder, chicken type flavor (hydrolyzed corn gluten, autolyzed yeast extract, sunflower oil, disodium inosinate, disodium guanylate)], sodium phosphates. BREADED WITH: Whole wheat flour, water, enriched bleached wheat flour (enriched with niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), modified wheat starch, salt, soybean oil, spice, paprika, yellow corn flour, leavening (sodium acid pyrophosphate, sodium bicarbonate, monocalcium phosphate), garlic powder, natural flavor, extractives of turmeric, fumaric acid. Breading set in vegetable oil.

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2. Nutrition Facts Label

Nutrition Facts	
Amount Per Serving	
Calories 220	
Total Fat 12g	
Saturated Fat 1g	
Trans Fat 0g	
Cholesterol 0mg	
Sodium 160mg	
Total Carbohydrate 37g	
Dietary Fiber 4g	
Sugars 1g	
Protein 3g	
Vitamin A 10%	
Vitamin C 8%	
Calcium 20%	
Iron 45%	
Total Fat 12g	
Saturated Fat 1g	
Trans Fat 0g	
Cholesterol 0mg	
Sodium 160mg	
Total Carbohydrate 37g	
Dietary Fiber 4g	
Sugars 1g	
Protein 3g	
Vitamin A 10%	
Vitamin C 8%	
Calcium 20%	
Iron 45%	

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3. Child Nutrition Labels

**1** Chicken Stir-fry Bowl

**2** Ingredients: Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices

**3** CN

**4** Each 8 oz Chicken Stir-fry Bowl provides 1 g of fat, 1 g of protein, 1 g of carbohydrates, 1 cup of dark green vegetables, 1/2 cup of red/orange vegetables, and 1/2 cup of other vegetables for Child Nutrition Program Requirements (List of 200 items and statement authorized by the Food and Nutrition Service, USDA, 03/16)

**5** Net weight: 16 pounds

**6** Chicken Wok Company  
1234 N. Main Street • Pottsville, PA, 12345

**7** Product name

**8** Ingredients statement

**9** CN logo

**10** Mail pattern combination statement

**11** Six-digit product identification number

**12** FNS authorization statement

**13** Month and year of AMS approval

**14** Net weight

**15** Company signature/address line

**16** Inspection legend

Handout

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### 4. Product Specification

**Product Formulation Statement Example:**

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (MMA)

Products:

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: Chicken Patty Code No.: 555

Manufacturer: Chicken Company Case/Pack/Count/Portion/Size: 158servings/case

**I. Meat/Meat Alternate**

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredient per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield: Servings Per Unit	Creditable Amount *
Chicken	<u>3.04</u>	X	<u>0.858</u>	<u>2.6</u>
		X		
		X		

**A. Total Creditable MMA Amount:**

\*Creditable Amount = Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

\_\_\_\_\_  
Signature  
Bob Chickens  
Printed Name

\_\_\_\_\_  
Title  
VP – R&D  
Date  
555-5555  
Phone Number

Signed and Dated: 1

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### Recipes & Resources

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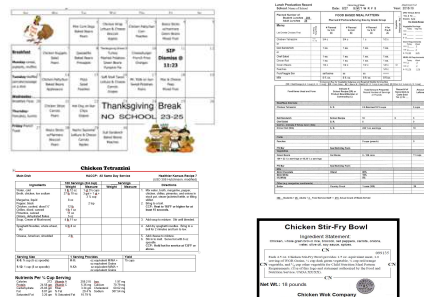
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### Food Service Documentation: How does it all fit together?



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Food Service Documentation:  
How does it all fit together?

• Menu – What

• Production Records – How Much

• Labels – Composition

• Standardized Recipes – Complete Set of Instructions



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A Standardized Recipe is:

• A complete, specific set of written instructions for cooks to produce a consistent, high-quality product

• A recipe that has been tested to provide an established yield and quantity using ingredients that remain constant in both measurements and preparation methods

• A Quantity Recipe is not a Standardized Recipe



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A Standardized Recipe is:

■ Tried and tested in your facility

■ verified for accuracy

■ adapted for your operation

■ Required for meal pattern compliance and nutrition standards



<https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/>

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What menu items need standardized recipes?

All menu items with more than one ingredient should have recipes and every recipe used in your kitchen should be standardized.



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Information Standardized Recipes Must Include	
1. <b>Name of Recipe:</b>	The same as you use on menus. Recipe numbers are optional. They are useful for organizing recipe files. The source of the recipe is another optional item.
2. <b>Number of Servings:</b>	Note the number of servings that the recipe makes. Recipes can be written for a quantity of "one" as for a sandwich, chef salad etc.
3. <b>Ingredients:</b>	List in the order used and in measured weight, volume or specific can size.
4. <b>Directions for Preparation/Equipment:</b>	List directions in order. Include equipment needed, pan size, amount of product per pan, kind of oven, how to cut portions, etc.
5. <b>Serving Size:</b>	Amount served per student, by grade group if applicable. This should be in weight or volume using the same units as the yield. It may also be "each" or "one piece."
6. <b>Yield:</b>	Specify the total weight or volume that the recipe prepares.
7. <b>Serving Utensil:</b>	Specify the utensil that is used on the serving line, for each grade group, if applicable.
8. <b>Meal Pattern Contribution:</b>	Record the contribution the recipe ingredients make to the required food components (oz. of meat/meat alternate, number of servings of grains/breads, cups of fruit/vegetable). Record the calculations on the back of the recipe for reference.
9. <b>Serving Suggestions:</b>	Optional information for variations, condiments, etc.
10. <b>Critical Control Points:</b>	Time, temperature, how to cool and store are important food safety points (optional).

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EXAMPLE:		STANDARDIZED RECIPE FORM				Recipe Number: <i>Entrée 8</i>	
1	Recipe Name: <i>Chili</i>		(Source: <i>USDA, D-20</i> )				
2	For <u>50</u> Servings		2	For <u>100</u> Servings		4	Directions
3	Ingredients	Weight	Measure	Weight	Measure	Critical Control Points (opt)	
	Ground beef (85/15)	7 lb		14 lb		1. Brown ground beef	
	Onion, chopped	1 lb		2 lb		2. Add onions, seasonings	
	Garlic powder		1 Tbsp		2 Tbsp	3. Stir in tomatoes, water, tomato juice, mix. Bring to boil. Reduce heat. Cover. Simmer slowly, stirring occasionally until thickened, about 40 min.	
	Chili Powder		3 Tbsp		1/4 c, 2 Tbsp	4. Stir in beans and onion; simmer about 10 min. or to 165°F.	
	Paprika		1 Tbsp		2 Tbsp	5. Pour into serving pans. Keep hot over 150°F.	
	Onion Powder		1 Tbsp		2 Tbsp	6. Quick-cool leftovers in a shallow pan in an ice bath.	
	Ground, Cumin		2 Tbsp		1/4 cup	7. Serving Suggestions: add a sprinkle of cheese or Pintos.	
	Tomatoes, diced, can	3 lb 3 oz	1/4 #10 can	6 lb 6 oz	1 #10 can		
	Water		2 1/2 qt		1 gal, 2 cups		
	Tomato Paste	1 lb 12 oz	1/4 #10 can	3 lb 6 oz	1/4 #10 can		
	Pinto Beans, canned	2 lb 1 oz	1 qt 1 1/4 cup	4 lb 4 oz	2 qt, 3 cups		
5	Serving Size for Elementary is <u>1/2 cup</u> .		(unit: cup, fl oz, each)		7	Serving Utensil: <u>4 oz ladle</u>	
	Serving Size for Secondary is <u>3/4 cup</u> .		(unit: cup, fl oz, each)			Serving Utensil: <u>6 oz ladle</u>	
6	Total Yield for 50 1/2 cup (if servings recipe makes) is <u>1 1/2</u> (number) <u>gal</u> (unit: lb, gal, or if pans and if servings/pan) or <u>32 1/2</u> cup servings						
8	Meal Pattern Contribution		Grades	Meat/Meat Alternate	Grains/Breads	Fruit/Vegetable	
	Elementary:			2 oz.		1/2 cup	
	Secondary:			3 oz.		3/4 cup	

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STANDARDIZED RECIPE FORM

Recipe Name: **CHEF SALAD – RECIPE FOR 1** Recipe No: **XXXX**

Ingredients	1 Serving	1 Serving	Directions
	Amount	Amount	
Romaine or Romaine/tobacco/spinach mix	<b>1 cup</b>	<b>2 cups</b>	In 6 x 6 inch clear hinged container, assemble the salad in the following order:  1. Bottom Layer: Romaine 2. Add Cherry Tomatoes 3. Add cheese slices in the center 4. Add sliced meat on left side 5. Place breadsticks(s) on right side  Other grain options (1 oz. eq.) WGR dinner roll: 1 each WGR saltines: 4 packages
Cherry Tomatoes	<b>4</b>	<b>4</b>	
Sliced American Cheese (1/2 oz. sliced)	<b>2</b>	<b>2</b>	
Diced ham or turkey	<b>1 oz.</b>	<b>1 oz.</b>	
WGR breadstick (1 oz. eq.)	<b>1</b>	<b>2</b>	

Serving Size for Grades: K-8 1 salad (ent. cup, 8 oz. each)

Serving Size for Grades: 9-12 1 salad (ent. cup, 8 oz. each)

Serving Utensil: N/A

Serving Utensil: N/A

Grades: Meal/Meal Alternative

Grains/Breads: Fruit/Vegetable

Meal Pattern Contribution: K-8 2 oz. MMA 1 oz. eq. Grains 1/2 cup dark green vegetable 1/2 cup red

Meal Pattern Contribution: 9-12 2 oz. MMA 2 oz. eq. Grains 1 cup dark green vegetable 1/2 cup red

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**Chicken Tetrazzini**

Main Dish

HACCP: #2 Same Day Service

Healthier Kansas Recipe 7 (USO 308 Hutchinson, modified)

Ingredients	100 Servings (1/4 cup)		Servings		Directions
	Weight	Measure	Weight	Measure	
Water, cold	3 to 12 oz	1 qt 3/4 cups			1. Mix water, broth, margarine, pepper, chicken, onion, tomatoes, and onions in stock pot, steam-jacketed kettle, or tilting boiler.  2. Bring to a boil. <b>CCP: Heat to 165°F or higher for at least 15 seconds.</b>  3. Add soup to mixture. Stir until blended.  4. Add dry spaghetti noodles. Bring to a boil for 2 minutes and turn to low.  5. Add cheese to mixture.  6. Stir in to mix. Serve hot with 6 oz. sauce. <b>CCP: Hold hot for service at 135°F or above.</b>
Broth, chicken, low sodium	27 to 10 oz	8 oz			
Margarine, liquid		2 tsp			
Pepper, black					
Chicken, cooked, diced 1/2"	12 lb				
Onion, dried, canned	1 lb 1/2 oz				
Pineapple, canned	11 oz				
Onion, dehydrated flakes	5 oz				
Soup, Cream of Mushroom	4 to 11 oz				
Spaghetti Noodles, whole wheat, dry	6 to 9 oz				
Cheese, American, shredded	2 lb				

Serving Size: K-8 1/4 cup (8 oz. spoonful)

Serving Size: 9-12 1 cup (8 oz. spoonful)

1 Serving Provides: K-8 2.1 oz equivalent MMA + 1.0 oz equivalent Grains

Yield: 70 cups

Nutrients Per 1/4 Cup Serving

Calories	259.2 kJ	Iron	1.97 mg
Protein	24.58 gm	Vitamin C	5.36 mg
Carbohydrate	25.85 gm	Fiber	3.35 gm
Fat	8.87 gm	% Fat	29.4 %
Saturated Fat	3.26 gm	% Saturated Fat	10.79 %

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Steps in Standardizing a Recipe

1. Review recipe carefully.

2. Prepare the recipe in a small quantity.

3. Weigh or measure amount of product to be placed into each pan.

4. Determine the recipe yield.

5. Evaluate the recipe.

6. Calculate the meal pattern contribution.

7. Re-test the recipe.

8. Include cooking temps and other HACCP food safety information.

9. Calculate the cost of the recipe and per serving (optional).

Handout

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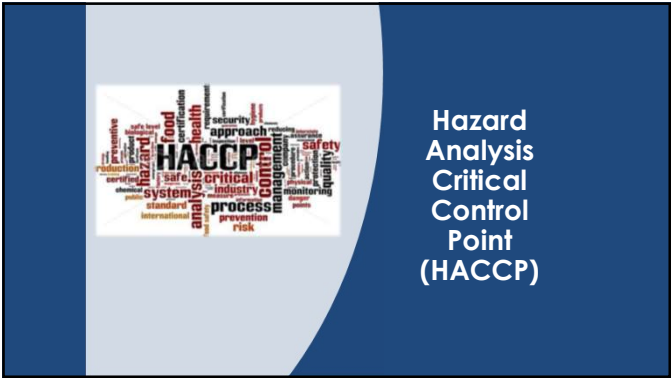
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## HACCP

- HACCP is a Food Safety System that focuses on **time** and **temperature** for safety foods and how they are handled through the flow of the food.
- Two Food Safety Inspections - Annually and the most current inspection must be publicly posted.

<https://www.education.ne.gov/nsisp/hazard-analysis-and-critical-control-point/>

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### What's in a HACCP Plan and What Records Need to be on File?

- Outline of HACCP Plan
  - HACCP Logs completed daily
  - Food Safety Checklist completed monthly
  - HACCP forms are on our web site

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### HACCP Information

- Locate your district's HACCP Plan when you get back to school
- The HACCP Plan and Standard Operating Procedures (SOPs) must be reviewed and signed off on yearly (**the beginning of the SY is the best time to do this**)
- HACCP forms are on our web site

**CORRECTIVE ACTION:**  
1. Remove any foodservice employee found not following the procedures in this SOP.  
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

**VERIFICATION AND RECORD KEEPING:**  
The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_  
DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_  
DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

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**Don't Forget to Call Your Food Safety Inspector when:**

- Construction/Remodel your kitchen
- Food Borne Illness: (Shigella, Salmonella Typhi, Non typhoidal Salmonella, E Coli, Hepatitis A, Norovirus)
- Natural Disaster - flood, tornado, blizzard, fire



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### NDE Food Safety Newsletter

- CHECK IT OUT!
- Beth Hass sends out monthly by email



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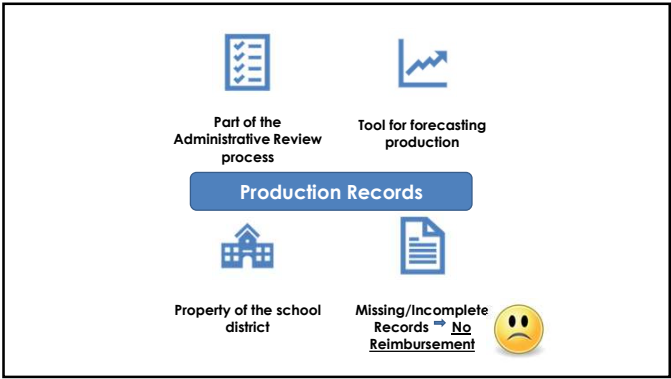
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### Production Records

- Required to be completed daily
- Demonstrate compliance with meal pattern
- Document amount of each food item **prepared, sold** and **leftover**
- Completed by each preparation kitchen

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### Production Record forms

Schools/RCCIs are to use:

- **Lunch and Breakfast:**
  - NDE Forms
  - Develop Own – requires approval each year
- **Available:** Nutrition Services website & in packet

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### Production Records



- **Breakfast**
- **Lunch**
  - **Multi-Day** - used for fresh fruit and vegetable bars
  - **Single-Day** - single event days when items are self-serve
  - **Delivery Tickets** - food is prepared at one site and then sent to a receiving site (typically Vended Programs)
  - **Multi-Day Milk** – tracking milk usage by day then for the week (separate for breakfast and lunch)

Handout

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### Production Record Reminders SY23-24

- Do not use a milk recipe
  - **Milk must be counted by type for breakfast and lunch**
- Indicate Items that are **Whole Grain-Rich (WGR)** on production records

Chicken noodle soup	WGR	SP	3.85	1.8	—
Unavailable		Broccoli	4.8	5.0	1.0
Spaghetti (with meat sauce)					
Chicken chili	WGR	Rich's	2.10		1.0

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Production Records  
MUST Document:

All information necessary to support the claiming of reimbursable meals:

1. **All** menu items are listed, and **all** *required meal components are offered*

2. Milk, whole grain-rich, and vegetable sub-group requirements are met

3. **Weekly** quantity requirements for grains, meat/meat alternates are met



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Production Records **MUST** Document:

• Time and Temp (**HACCP**)

• Product Brand/Number or School Recipe (**SR**)

• Amount of Food Prepared and Leftover

• A la carte, adult, and/or other non-reimbursable meals, including number of portions for each of these food items

• Condiments served as part of the meal

Is that all????

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Meals **NOT** eligible for reimburse 

Missing or incomplete production records

• Missing meal components

• Missing vegetable subgroups

• Inadequate quantities

• Minimum quantity requirements not met for grains and or meats/meat alternates

• Not meeting whole grain-rich or milk variety requirements

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Production Record – Master Copy

Lunch Production Record  
School: Lincoln School

Example – Master Production Record  
Date: May 10 S M T W R F S Year: 20XX-XX

Attachment K-2  
Offer Versus Serve  
Yes X No       
Grades: all  
Pre-Grate Recipe

Menu	List Entire Choices First	Canned Ingredients	MEAL PATTERN				Vegetables	Vegetable Servings Today	Grain Requirements Today	Milk All Requirements Today
			# Planned for K-5	# Planned for 6-8	# Planned for 9-12	# for Pre-K				
Beef Sandwich			1 each	1 each	1 each					
Chef Salad			1 each	1 each	1 each					
Fruit/Veggie Bar			1 each	1 cup	1 cup					
Milk			1 each	1 cup	1 cup					

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Production Record – Master Copy

Food Items Used and Form	Indicate if School Recipe (SR) or Product Brand Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Record # of Servings: A 1 1/2 2 3 4 5 6 7 8 9 10 11 12 Yes No	Amount Leftover
Meat/Meat Alternative				
Chef Salad Sandwich	S.R.			
Grains - Indicate if Whole Grain Rich (WGR)	S.R.			
Fruits				
F/V Bar - See MCF				
Vegetables				
F/V Bar - See MCF				
Milk				
Skim Chocolate	Hand			
1% White				

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Complete Production Record - Top

Lunch Production Record  
School: Lincoln School

Example – Completed Production Record  
Date: May 10 S M T W R F S Year: 20XX-XX

Attachment K-2  
Offer Versus Serve  
Yes X No       
Grades: all  
Pre-Grate Recipe

Menu	List Entire Choices First	Canned Ingredients	MEAL PATTERN				Vegetables	Vegetable Servings Today	Grain Requirements Today	Milk All Requirements Today
			# Planned for K-5	# Planned for 6-8	# Planned for 9-12	# for Pre-K				
United Chicken / Bun	10 10/10	1/0 - 1 each	7/0 - 1 each							
OR										
Chef Salad		10 - 1 each	10 - 1 each							
Green Beans		1/4 cup	1/2 cup							
French Fries		1/2 cup	1/2 cup							
Watermelon or Grapes		1/2 cup	1 cup							
Oatmeal Cookie		1 each	1 each							
Milk		1 each	1 each							

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Complete Production Record - Bottom

Food Items Used and Form	Indicate If School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Record # of Seconds/A la Carte Sold	Amount Leftover
<b>Meat/Meat Alternates</b>				
Grilled Chicken	Tyson	275 2 ea. (round a unit)	15	5
Chaf Salad	S.R.	6-8 10 each	2	
		6-12 10 each	1	
<b>Grains - Indicate if Whole Grain Rich (WGR)</b>				
Hot Cereal	1 Lot	225 - 2 ea.	20	
WGR Cold cereal Cakes	S.R.	200 - 1 ea.	20	15
<b>Fruits</b>				
Watermelon		20 lbs		5 lbs
Oranges		40 lbs		
<b>Vegetables</b>				
Green Beans	C	6 #10 cans	1 #10	
French Fries	Generation 7	20 lbs	2 lbs	
			Indicate L.O. to subtract unit	
<b>Milk</b>				
Chocolate Skim	HiLand	100		40
White 1%		20		10
<b>Other (e.g. margarine, condiments)</b>				
BBQ Sauce	C	1 gal	10 gal	
Catfish		4 #10	1 1/2 #10	

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Production Record - Breakfast

Example - Completed Breakfast Production Record

Breakfast Production Record

School: Lincoln School

Date: May 2

Count of Week  
S M T W T F S

Attachment K-1  
Year: 20XX-XX

Planned # of Student Breakfasts 75

Adult Breakfasts 10

Menu

Cooking Temp/Time

# Planned for K-8

# Planned for 9-12

# Planned for

Offer Versus Serve  
Yes X No

Grades: All

Seconds or A la Carte Items Sold from the Main Line  
Yes X No

Pancakes and Sausage	150/7:15	1 ea/1 ea	2 ea/1 ea		
OR					
Cereal and Toast		1 oz/1 ea	1 oz/2 ea		
Assorted Juice		1 ea	1 ea		
AND					
Fruit		1/2 cup	1/2 cup		
Milk		1 ea	1 ea		

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Production Record - Breakfast

Food Items Used and Form	Indicate If School Recipe (SR) or Product Brand/Number or Commodity (C)	Total Amount Prepared: Record Number of Servings or Pounds	Number of Seconds/A la Carte Sold	Amount Leftover
<b>Meat/Meat Alternates</b>				
Sausage Patties	C	75 - 1 oz	20	
<b>Fruits/Vegetables</b>				
Juice - 4 fl. oz.	HiLand	Orange Anzole - 125	15	45
Instant Banana-Delish		10 lbs.		0
<b>Grains - Indicate if Whole Grain Rich (WGR)</b>				
WGR Pancakes	S.R.	100 - 1.25 ea.	8	0
WGR Cereal - Honeylok	O. Mills	Cherries - 8	2	0
WGR Toast	S. Lee	Corn T. Crunch - 10	8	0
		24 slices	6	0
<b>Milk</b>				
Chocolate Skim	HiLand	100		40
White 1%		20		5
<b>Other (e.g. margarine, jelly)</b>				
Syrup - 1.5 oz		75		24
Margarine - and		25		10
Margarine - and	C	75		20

Count by type

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Portion Sizes - Be Specific!

Example – Specifically Identifying Entrée Portion Sizes

Lunch Production Record

School: \_\_\_\_\_ Date: \_\_\_\_\_ S M T W R F S Year: \_\_\_\_\_ Attachment K-2

Planned Number of: \_\_\_\_\_

Student Lunches \_\_\_\_\_

Adult Lunches \_\_\_\_\_

MEAL PATTERN

Planned # Portions/Serving Size by Grade Group

Menu	# Planned for K-8	# Planned for 9-12	# Planned for Pre-K	# for Pre-K
List Entrée Choices First				
Spaghetti with Meat Sauce	1.5 oz	2 oz		So what portion size is correct?
	3/4 cup	1 cup		
	3/4 cup / 3 fl oz	1 c / 4 fl oz		
Garlic Bread	1 slice	2 slices		
F/V Bar	1 each	1 each		
Milk	1 each	1 each		

Other Versus Serve Yes ☐ No ☐

Grades: \_\_\_\_\_

Per Grade Range

Vegetable Subgroup Key

Vegetable Servings Today Veg Key

Grain Requirements Today Wheat

NWAF All Requirements Today Wheat

K-5 \_\_\_\_\_

6-8 \_\_\_\_\_

9-12 \_\_\_\_\_

Handout

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How to Record Self-Serve Items

Example – How to Show Self-Serve Items

Lunch Production Record

School: \_\_\_\_\_ Date: \_\_\_\_\_ S M T W R F S Year: \_\_\_\_\_ Attachment K-2

Planned Number of: \_\_\_\_\_

Student Lunches \_\_\_\_\_

Adult Lunches \_\_\_\_\_

MEAL PATTERN

Planned # Portions/Serving Size by Grade Group

Menu	# Planned for K-8	# Planned for 9-12	# Planned for Pre-K	# for Pre-K
List Entrée Choices First				
Cavatini	3/4 cup	1 cup		
Romaine Salad	1 cup	S.S.		
Assorted Relishes	1/4 cup	S.S.		
Peaches	1/2 cup	S.S.		
Breadstick	1 each	1 each		
Milk	1 each	1 each		

Other Versus Serve Yes ☐ No ☐

Grades: \_\_\_\_\_

Per Grade Range

Vegetable Subgroup Key

Vegetable Servings Today Veg Key

Grain Requirements Today Wheat

NWAF All Requirements Today Wheat

K-5 \_\_\_\_\_

6-8 \_\_\_\_\_

9-12 \_\_\_\_\_

Handout

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Single Day Food Bar form

Single-Day Food Bar Production Record

SCHOOL \_\_\_\_\_

This production record is designed for schools that have food bars on occasion such as a potato bar, salad bar, pasta bar, etc. If you repeat this bar often, write in the items you routinely use prior to copying this form and reuse it as needed. Use the Vegetable Subgroup Key column to record the abbreviation for the following vegetable subgroups served: RC=Red/Orange, DG=Dark Green, BP=Beans & Peas (Legumes), S=Starchy

Date: \_\_\_\_\_ Year: \_\_\_\_\_ Planned Participation: \_\_\_\_\_ E (K-5) M (6-8) H (9-12) A(Adult)

Food Items Used and Form	Cooking Temp / Time *	Indicate if School Recipe (SR) or Product Brand/Number or Commodity (C)	Vegetable Subgroup Key	Total Amount Prepared Record Number of Servings or Pounds	Amount Leftover
Potatoes		120 count		lbs	
Cheese Sauce		S.R.		gal	
Turkey Ham, C		C		lbs	
Chicken, Diced		C		lbs	
Chili,		USDA D-20		gal	
Broccoli, frozen cuts				lbs	
Black Olives				#10 can	
Baby Carrots				lbs	
Diced Tomatoes				lbs	

Handout

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### Multi-Day Milk Form (Optional)

[illegible]

## Handout

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## Recording Food Items on Self-Serve Fruit/Vegetable Bars and Condiments



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## Multi-Day Form: F/V Bar

[illegible]

***Make sure to record leftovers and total amount used***

## Handout

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## Condiment Bar

**Multi-Day Food Condiment Bar Production Record – Condiment Bar for K-12** School: Name of School

This production record is designed for schools that have an ongoing fruit/vegetable bar. It can also be used to track condiments. Write in items used routinely before copying the form. The Teacher's Guide and the Condiment Bar are also available online. [www.fishbase.org/education/condiment-bar](http://www.fishbase.org/education/condiment-bar)

Week of May 10	Year 2008 - XX	Monday	Tuesday	Wednesday	Thursday	Friday	Total Number Served for Week
Recent Daily Participation: Elm (K-6) (M-H) (10-12) (A) (S) (P)		225	205	221	227	233	811
Food Items Used	Product Produced at School (See Item in Community C)	<p>Use of the menu for each day of the week is as listed during the week, record the amount. On Friday record the difference amount of each item and calculate the total for the week. Please note for potentially hazardous foods, record the Total/Portion amount not just one.</p>					<p>Leftovers</p> <p>86</p>
Breakfast							
Breakfast Cereal	Milk, Clerk - BK 2000	Cup	2	10	1	10	4 0/4
Donut/ Light Breakfast		Cup	2		1	10	1/4 2 1/2 C
Breakfast Cereal	Milk, Clerk - Reg	Cup	3	2		1	1 5/8
Honey Mustard Dressing	Milk, Clerk	Cup	2	1	2	2	1 8/8
Lunch							
Ketchup	Heinz	#10 can	2			2	4 #10
Mustard	French's	Cup	3			3	0 Cans
Mayonnaise	C	Cup	1			1	1 Q
BBQ Sauce	C	Cup					
Salsa	C	#10 can		3			10 2 1/2 #10
Margarine	Land O Lakes	Each	150		100	50	200 Each

Handout

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**Delivery Ticket sent to receiving school**

Meal Delivery Ticket (to use with single portion sizes)			Comments Used: Food Items	
Site: <u>Name of School</u>				Amount Used
Date: <u>May 9, 20XX</u>			<u>BQ Sauce</u>	<u>12 gallon</u>
Number of Meals Ordered (Elementary – K-5)			<u>Margarine Tubs, C</u>	<u>50 tubs</u>
Students: <u>95</u>			_____	_____
Adults: <u>5</u>			_____	_____
Total: <u>100</u>			_____	_____
Temp of service:	Menu	Portion (K-5)		
<u>145° ± 11.20°</u>	<u>Chicken Nuggets</u>	<u>5 each</u>		
	<u>Relish Cup</u>	<u>1/2 cup</u>		
	<u>Green Beans</u>	<u>1/4 cup</u>		
	<u>Orange Quarters</u>	<u>3 each</u>		
	<u>Whole Wheat Roll</u>	<u>1 each</u>		
	<u>BQ Sauce</u>	<u>Self-serve</u>		
	<u>Milk</u>	<u>1 each</u>		
			<b>Meals</b>	List Actual Count
			<u>Left Bids</u>	
			<u>Skim Chocolate</u>	<u>85</u>
			<u>1% White</u>	<u>15</u>

\*If substitutions or variation must be created with Comments Area documented as the Reasoning (if any)

Index for Receipt of Delivery

Handout

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## Production Record Examples



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Production Record Examples

Planned Number of Student Lunches Adult Lunches	325	FOOD BASED MEAL PATTERN Planned # Portions/Serving Size by Grade Group				Other Items Served Yes <input type="checkbox"/> No <input type="checkbox"/> Grades: K-6 Pre-Grade Review
Menu		# Planned for K-6	# Planned for 6-8	# Planned for 9-12	# for Pre-K	
Let's Eat This Plate						
Chicken Nuggets	1	1	1			
Chili Beans	1	1	1			
PB&J	1	1	1			
Corn	4oz	4oz	4oz			
Peaches	1/2	1/2	1/2			
Banana						
Milk	1	1	1			

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Production Record Examples

Planned Number of Student Lunches Adult Lunches	325	FOOD BASED MEAL PATTERN Planned # Portions/Serving Size by Grade Group				Other Items Served Yes <input type="checkbox"/> No <input type="checkbox"/> Grades: K-6 Pre-Grade Review
Menu		# Planned for K-6	# Planned for 6-8	# Planned for 9-12	# for Pre-K	
Let's Eat This Plate						
Chicken Nuggets	1	1	1			
Chili Beans	1	1	1			
PB&J	1	1	1			
Corn	4oz	4oz	4oz			
Peaches	1/2	1/2	1/2			
Banana						
Milk	1	1	1			

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Meal Pattern Check Form


Meal Pattern Check Form - Breakfast & Lunch w/Inexpensive Substitutions	SCHOOL				MENU WEEK				TOTAL
Breakfast	Monday	Tuesday	Wednesday	Thursday	Friday				
Grains									
Vegetables									
Meat/Protein Alternatives									
Fruit or Vegetable									
Fluid Milk - 1 cup									
Let's Eat This Plate									
LUNCH	Monday	Tuesday	Wednesday	Thursday	Friday				
Grains									
Vegetables									
Meat/Protein Alternatives									
Fruit or Vegetable									
Fluid Milk - 1 cup									
Let's Eat This Plate									
Handout									


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### Record Retention

- Production Records/Recipes
  - 3 years *plus current*
- HACCP Records
  - 1 year *plus current*

Property of the School and must be easily retrievable  
(If saved electronically must maintain a back-up file)





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### If you are **New** Food Service Director....

Please enter Name, Title, School Name, School Phone Number, and Email in the [Google Sheet](#) now. Link is in the chat box.

Rocky Road – Food Service Director/  
Perfect Public School/ 308-731-2323 ext. 9/  
[Rocky.road@perfectschool.org](mailto:Rocky.road@perfectschool.org)

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### Important on the Sponsor Application – 3 Contacts

Information Must Be Up-to-Date

Email addresses are generated from the Sponsor Application

Check the box if new

Authorized Representative				
Person ultimately responsible for managing the School Nutrition Program(s)				
	Position	First Name	M.I.	Last Name
9. Name:		Sharon	L	Waggoner
10. Email Address:		dwaggoner@spn.org		
11. Phone:		(402) 779-5589	Ext:	214 Fax: (402) 779-5578
12. Alt Phone:			Ext:	
13. Title:		Superintendent		
14. Check if new?		<input type="checkbox"/>		

Food Service Director/Manager				
	Position	First Name	M.I.	Last Name
15. Name:		Kristal		Gonzales
16. Email Address:		kgonzales@spn.org		
17. Phone:		(402) 779-5589	Ext:	218 Fax: (402) 779-5578
18. Title:		Food Service Manager		
19. Check if new?		<input checked="" type="checkbox"/>		

Claims Contact				
	Position	First Name	M.I.	Last Name
20. Name:		Julia	L	Hershey
21. Email Address:		jhershey@spn.org		
22. Phone:		(208) 512-9274	Ext:	
23. Title:		Secretary		
24. Check if new?		<input type="checkbox"/>		

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### Questions?



Contact Nutrition Services at:  
1-800-731-2233 or 402-471-2488



Click on "Contact Us" at:  
<https://www.education.ne.gov/ns/contact-us/>

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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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17fac2Mail.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

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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