

# Production Record

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Lead Nutritionist

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

June 2024



- The following example is using the NSLP/SBP meal pattern
- This example is a High School (9-12)

# STEP 1

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## Pre-Populate the Menu

Can be filled out months or weeks in advance

**PRE-POPULATE,  
But use a PENCIL!**



Gather your Menu for the day, as well as ALL the recipes that you will be using for each menu item.

HINT: Having your MRS recipes on hand can make completing your production book MUCH easier!

# MENU for the Day (NSLP/SBP Meal Pattern)

6

## Breakfast

- Sausage Biscuit (MRS 9170)
- Assorted Fruit Juice (MRS 6645)
- Canned Pears (MRS 6855)
- Milk (variety)

## Lunch

- Hamburger (MRS 4105)
- French fries (MRS 6110)
- Coleslaw (5685)  
– *had to sub in Green Beans (MRS 5745)*
- Assorted Fruit Juice (MRS 6645)
- Apple (MRS 6500)
- Milk (variety)

# MRS Recipe Information – Sausage Biscuit

7

Source: MRS 2024

MRS: 9170 – Breakfast Combinations (8500s)

## SAUSAGE & BISCUIT (1 OZ.) (WGR)

### MEAL COMPONENT CONTRIBUTION:

½ oz. eq. meat/meat alternate, 1 oz. eq. whole grain

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** 1 biscuit  
and 1 sausage

**RECIPE HACCP PROCESS:** #2 - Same day service



MEAT/MEAT ALTERNATE : WHOLE GRAINS

### INGREDIENT

Sausage Patty, Fully Cooked, #1061

Biscuit, WGR, 1 oz. eq., #1231

### MEASURE (FOR 100 SERVINGS)

100 patties , (1/4 oz eq. meat/meat alternate)

100 biscuits-1 grain

**NOTE:** this is a combination food that counts as a meat/meat alternate and a grain.

Source: MRS 2023

MRS: 6645 – Fruit (6500s)

## ASSORTED FRUIT JUICES (SHELF STABLE)

### MEAL COMPONENT CONTRIBUTION:

½ cup fruit juice

**NUMBER OF PORTIONS:** 96 **SIZE OF PORTION:** 4 ounce  
carton

**RECIPE HACCP PROCESS:** #1 - No cook



FRUITS



# MRS Recipe Information - Hamburger

9

Source: MRS 2021

## MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** 1

sandwich

**RECIPE HACCP PROCESS:** #2 - Same day service

MRS: 4105 – Sandwiches (4000s)

## HAMBURGER



MEAT/MEAT ALTERNATE : WHOLE GRAINS

Source: MRS 2023

MRS: 6110 – Vegetables (5500s)

## CRINKLE CUT FRIES (BAKED)

### MEAL COMPONENT CONTRIBUTION:

½ cup starchy vegetable

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** ½ cup

**RECIPE HACCP PROCESS:** #2 - Same day service



VEGETABLES (STARCHY)

Source: MRS 2021

MRS: 6500 – Fruit (6500s)

## APPLE DELICIOUS (FRESH)

### MEAL COMPONENT CONTRIBUTION:

½ cup fruit

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** 2 apple halves

**RECIPE HACCP PROCESS:** #1 - No cook



FRUITS

Source: MRS 2021

MRS: 5745 – Vegetables (5500s)

## SAVORY GREEN BEANS (CANNED)

### MEAL COMPONENT CONTRIBUTION:

½ cup other vegetable

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** ½ cup

**RECIPE HACCP PROCESS:** #2 - Same day service



VEGETABLES (OTHER)

Source: MRS 2021

MRS: 6855 – Fruit (6500s)

## CHILLED PEAR HALVES (CANNED)

### MEAL COMPONENT CONTRIBUTION:

½ cup fruit

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** ½ cup

**RECIPE HACCP PROCESS:** #1 - No cook



FRUITS

Don't forget  
to include  
your recipe  
numbers!

Participation	MENUS and Recipe Numbers
<b>BREAKFAST SERVED:</b>	<b>BREAKFAST</b>
K-5 _____	Sausage Biscuit (9170)
6-8 _____	Assorted Fruit Juice (6645)
K-8 _____	Canned Pears (6855)
9-12 _____	Milk (Variety)
<b>ADULTS PAID:</b>	<b>LUNCH</b>
_____	Hamburger (4105)
<b>IN KIND:</b>	French Fries (6110)
_____	Coleslaw (5685)
<b>TOTAL:</b>	Assorted Fruit Juice (6645)
_____	Apple (6500)
	Milk (variety)

# STEP 2

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## Planned Portions

Can be filled out months or weeks in advance

# Columns 3a & 3b

16

See how in this example we have purposefully separated student portions and adult portions?

We also realized that we didn't have the ingredients for coleslaw. Instead, green beans have been added to the menu.

Date: 6/20/ 2 3a 3b			
Participation	MENUS and Recipe Numbers	Plan Portions	Xtra Portions
<b>BREAKFAST SERVED:</b>	<b>BREAKFAST</b>		
<u>K-5</u>	Sausage Biscuit (9170)	100	5
<u>6-8</u>	Assorted Fruit Juice (6645)	75	5
<u>K-8</u>	Canned Pears (6855)	55	5
<u>9-12</u>	Milk (Variety)	80	5
<b>ADULTS PAID:</b>			
<u>          </u>	<b>LUNCH</b>		
<b>IN KIND:</b>	Hamburger (4105)	150	10
<u>          </u>	French Fries (6110)	125	10
<u>          </u>	<del>Coleslaw (5685)</del>	75	10
<u>          </u>	Assorted Fruit Juice (6645)	80	10
<u>          </u>	Apple (6500)	50	10
<b>TOTAL:</b>	Milk (variety)	125	10
<u>          </u>	Green Beans (5745)	100	10



- Columns 3a and 3b require you to forecast. Proper forecasting can be a huge money saver!
  - Analyze historical and actual selection data
  - Consider seasonal changes
  - Consider student preferences
  - Consider kitchen equipment, space, and staff ability
  - Cycle menus will allow you the best data for forecasting!

# STEP 3

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## Items and Meal Type

Can be filled out months or weeks in advance

Because of the new final rule, the black bar for M/MA at breakfast has been removed! Record M/MA as a M/MA at breakfast now!

[illegible]

This is the bottom part  
of columns 4, 5, and 6.

Note how combination foods are listed multiple times!

# STEP 4

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## Contribution Size

Can be filled out months or weeks in advance

- This is probably the MOST important column
- This column proves to auditors that you understand and are following the meal pattern.
- You MUST use the correct units of measures in this column. When in doubt, consult your MRS recipe!
- Make sure that the MRS recipe you are using is up to date! Check MRS online at least every 6 months to reprint the current recipes.

Use your recipes as a  
cheat sheet!

Source: MRS 2021

MRS: 5745 – Vegetables (5500s)

## SAVORY GREEN BEANS (CANNED)

**MEAL COMPONENT CONTRIBUTION:**

½ cup other vegetable

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** ½ cup

**RECIPE HACCP PROCESS:** #2 - Same day service



VEGETABLES (OTHER)

Date: 6/20/		2	3a	3b	4	5	6	7	8																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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Make sure you are putting the information in the correct age group column.



FRUIT	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
Fruit Juice						X										½ C	26
Canned Pears						X										½ C	27
Assorted Fruit Juice							X									½ C	28
Apple							X									½ C	29
																	30
																	31
																	32
																	33
																	34
																	35
GRAINS	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Biscuit						X										1 oz	36
Hamburger Bun							X									2 oz	37
																	38
																	39
																	40
																	41
																	42
																	43
																	44
																	45

- The serving sizing are shown in column 8.

Everything we've done up to this point can be pre-populated. Now we are going to discuss the stuff you can't complete until after the meal has been prepared and served.



# STEP 5

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## Portions Prepared

This cannot be completed until after the Meal Service

- [illegible]

# Columns 9, 10a, & 11

29

- Columns 9, 10a, and 11 continued.
- Items:
  - 26: Fruit Juice
  - 27: Canned Pears
  - 28: Assorted Fruit Juice
  - 29: Apple
  - 36: Biscuit
  - 37: Hamburger Bun

	9	10a		11
	F F F F F F F F F F F F F F			
26	0	80	80 items	80
27	5	60	2.5 #10 can	65
28	0	90	90 items	90
29	0	60	60 items	60
30				
31				
32				
33				
34				
35				
	G G G G G G G G G G G G G G			
36	0	105	105 items	105
37	0	160	160 each	160
38				
39				

# STEP 6

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## Quantity of Food Product

This cannot be completed until after the Meal Service

- This column proves to auditors that you are following your menus and using the correct quantities of food to prepare each recipe and portion.
- This column can require you to do some math!

# Let's pull those recipes back out!

32

Source: MRS 2021

## MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** 1 sandwich

**RECIPE HACCP PROCESS:** #2 - Same day service

MRS: 4105 – Sandwiches (4000s)

## HAMBURGER



MEAT/MEAT ALTERNATE : WHOLE GRAINS

## INGREDIENT

## MEASURE (FOR 100 SERVINGS)

Beef Pattie, Broiled, 2 oz. eq., #1002	100 patties
Bun, Hamburger, WGR, #1228	100 buns
Lettuce, Shredded, #4008	2 pounds
Tomatoes, Whole, Red, Ripe, Raw, #4110	12 1/2 medium, whole , (medium, 2-3/5" diameter)
Pickles, Dill Slices, #2813	200 slices

You need to look at the recipe to determine what unit of measure you will use for column 10b. You will see that for this recipe, we are looking at “patties” as a unit of measure. It could also be “pounds” or “cans” depending on the product.



Source: MRS 2023

MRS: 6110 – Vegetables (5500s)

## CRINKLE CUT FRIES (BAKED)

### MEAL COMPONENT CONTRIBUTION:

½ cup starchy vegetable

**NUMBER OF PORTIONS:** 100 **SIZE OF PORTION:** ½ cup

**RECIPE HACCP PROCESS:** #2 - Same day service



VEGETABLES (STARCHY)

### INGREDIENT

### MEASURE (FOR 100 SERVINGS)

Potatoes, French Fries, Crinkle Cut, #1616

12 pounds + 8 ounces

Pan Release Spray, Vegetable Oil, #2514

20 second spray

Salt, Table, #2723

2 tablespoons

For our french fry example, we are looking at Pounds of potatoes. So we have to do some math. This recipe makes 100 portions. But we need 135 portions. Calculations are needed to determine that we 16 lb, 14 oz of potatoes to make 135 portions.

# Calculation – How many pounds of potatoes do I need?

Formula	A	x	B			=	D
Steps	Purchase unit for recipe servings	x	Number of servings needed	÷	Number of portions in recipe	=	Quantity needed for recipe
Lists		x		÷		=	
Compute		x				=	

# BLANK – Calculation Template

35

Formula	A	x	B			=	D
Steps	Purchase unit for recipe servings	x	Number of servings needed	÷	Number of portions in recipe	=	Quantity needed for recipe
Lists		x		÷		=	
Compute		x				=	

**The math for this part can be challenging. Usually, the nutrient analysis software system you are using will do these calculations for you!**

# STEP 7

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## Portions Served

This cannot be completed until after the Meal Service

**1: Sausage Patty**  
**2: Hamburger Patty**  
**14: French Fries**  
**15: Green Beans**

[illegible]

# Column 12

39

- Column 12(Portions served) continued.
- Items:
  - 26: Fruit Juice
  - 27: Canned Pears
  - 28: Assorted Fruit Juice
  - 29: Apple
  - 36: Biscuit
  - 37: Hamburger Bun

	9	10a	10b	11	12			
	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	
26	0	80	80 items	80	60			
27	5	60	2.5 #10 can	60	45			
28	0	90	90 items	90	80			
29	0	60	60 items	60	57			
30								
31								
32								
33								
34								
35								
	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	
36	0	105	105 items	105	100			
37	0	160	160 each	160	150			
38								
39								
40								
41								
42								
43								
44								
45								

# STEP 8

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What happens to your Leftovers?

This cannot be completed until after the Meal Service



# Columns 13 & 14

41

- Stored or Discarded?
- Remember, if you add up your portions served plus stored/discarded, it **SHOULD** equal the total number of portions prepared.
- $C12 + C13 + C14 = C11$
- Food doesn't just disappear!

	9	10a	10b	11	12	13	14
	Leftover Portions Used Today	Food Prepared Today		Portions Prepared (9+10a)	Portions Served	Portions Stored	Portions Discarded
		# Portions	Lbs. Cans, Etc...				
	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA
1	0	105	105 items	105	100		5
2	0	160	160 items	160	150		10
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
	V V X						
14	0	135	16 lb, 14 oz	135	135		0
15	0	110	2.5 #10 can	110	100		10
16							
17							
18							
19							
20							

# Columns 13 & 14

42

- Columns 13 (Stored) and 14(Discarded) continued.
- Items:
  - 26: Fruit Juice
  - 27: Canned Pears
  - 28: Assorted Fruit Juice
  - 29: Apple
  - 36: Biscuit
  - 37: Hamburger Bun

	9	10a	10b	11	12	13	14
	F	F	F	F	F	F	F
26	0	80	80 items	80	60	20	
27	5	60	2.5 #10 can	65	45	20	
28	0	90	90 items	90	80	10	
29	0	60	60 items	60	57	3	
30							
31							
32							
33							
34							
35							
	G	G	G	G	G	G	G
36	0	105	105 items	105	100		5
37	0	160	160 each	160	150		10
38							
39							

# STEP 9

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## Comments/Additional Foods

This cannot be completed until after the Meal Service

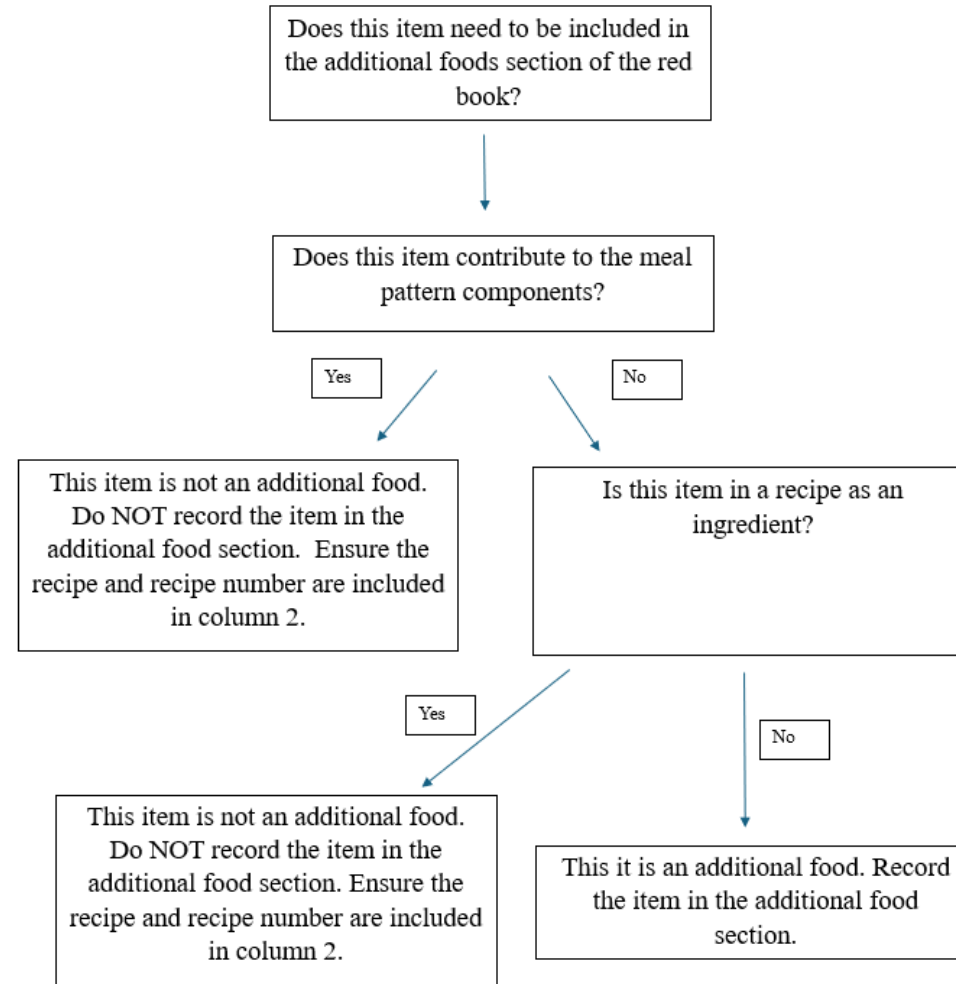
You could put literally anything you want in comments section. Anything unusual happen this day? Bad weather cause low participation? Flu outbreak? Sent sack lunches out on a bus?

**MUST record supply chain issue substitutions!**

15
<b>Comments</b>

## Additional Foods:

Jelly  
HB Trimmings  
Mayo/Mustard/Ketchup



# STEP 10

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## Milk

This cannot be completed until after the Meal Service

MILK	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Fat Free Flavored (choc)	37	42															46
Fat Free Unflavored																	47
1 % Unflavored (white)	6	8															48
																	49
																	50

You must put numbers here, not check marks!

Must be broken down by type of milk and meal service

Flavored milks can be combined, but for ease of ordering, should be listed separately.

You will have to count your coolers before/after every service to get an accurate count.

In NSLP/SBP, you need to offer a choice of milk types/flavors



# STEP 11

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## Participation

This cannot be completed until after the Meal Service

Even though it is  
labeled Column 1" ---  
it is actually the very  
last thing you do!

Participation
<b>BREAKFAST SERVED:</b>
K-5 _____
6-8 _____
K-8 _____
9-12 _____ 110_
<b>ADULTS PAID:</b>
_____
<b>IN KIND:</b>
_____ 5 _____
<b>TOTAL:</b>
_____ 115 _____

<b>LUNCHES SERVED:</b>
K-5 _____
6-8 _____
K-8 _____
9-12 _____ 155
<b>ADULTS PAID</b>
_____
<b>INKIND</b>
_____ 10 _____
<b>TOTAL</b>
_____ 165 _____

# FINAL PRODUCT

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You did it! That wasn't so hard was it?



## KEEP THIS IN MIND:

- Red Books must remain on-site at all times, never taken home. They must stay in the manager's office or director's office/records room.
- **IF YOU HAVE NO PRODUCTION RECORDS, YOU HAVE NO CLAIM FOR REIMBURSEMENT!!**

What Questions  
do you have?





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