

# How to Complete a Production Record Using the Food Buying Guide



ARKANSAS  
DEPARTMENT  
OF EDUCATION

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# Production Records: Requirements

- Knowledge of the Food Buying Guide is necessary in order to accurately complete the Product Record.
- Production Records are used to document that reimbursable meals are planned, prepared and served to students.
- The regulatory authority for production records can be found at 7CFR 210 and 7CFR 220.
- Arkansas law requires that production and menu records be maintained for at least 5 years after the claim period.
- Production records **MUST** be completed daily before the Manager or Director leave the school.
- Production records **MUST** not be taken off site to complete.

# Who is Responsible for the Production Record

- It is generally the Manager's job responsibility to ensure that the production record is completed correctly.
- This can be done in several ways:
  - The Manager can complete the production record, observing how much food is used to prepare each menu item; or
  - The Manager can post the production record, and each employee will complete the information to document the menu items they prepare;

# What Tools Do You Need to Complete a Production Record

- Production Record Form – there is no particular form that is required. Each district adopts the form that best meets their needs. However, all the required information must be on the form.
- Calculator – get one that is easy enough to use that you can operate it.
- Pencil – Yes, pencil, and sharpener.
- Food Buying Guide – most recent one was distributed in April 2013. It has a grocery bag on the front. Older versions should be discarded.
- Yield Calculation Guide



# Prior to Meal Preparation

Where Does the Information Come From?







### FOOD PRODUCTION RECORD

NOTE: “# of ADULTS” and “# of STUDENTS” will be completed AFTER the meal is served.

MENU	RECIPE#	PORTION	M	T	W	Th	F	(CIRCLE ONE)			
			OFFER VS SERVE		Yes _____ No _____		VARYING PORTIONS		Yes _____ No _____		
			SCHOOL _____								
			# OF ADULTS _____		# OF STUDENTS _____						
			Date _____			Grade _____					
FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED  (E x C)	(G) PORTIONS LEFT OVER	(H)* PORTIONS SERVED  (F - G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
<b>MEAT/ALTERNATE</b>											
<b>VEGETABLE</b>											
<b>GRAIN/BREAD</b>											
<b>FRUIT</b>											
<b>MILK</b>											
Low-Fat 1%											
Skim											
Skim - Chocolate											
<b>OTHER FOODS</b>											



-- Circle the day of the week.  
 -- Check the appropriate box indicating if the school has “OFFER VS SERVE” and “VARYING PORTIONS”  
 -- Identify the school by name.  
 -- Complete the “DATE” and the “GRADES” served.

## FOOD PRODUCTION RECORD

MENU	RECIPE#	PORTION	M	T	W	Th	F (CIRCLE ONE)
_____	_____	_____	OFFER VS SERVE Yes_____ No_____				
_____	_____	_____	VARYING PORTIONS Yes_____ No_____				
_____	_____	_____	SCHOOL_____				
_____	_____	_____	# OF ADULTS_____		# OF STUDENTS_____		
_____	_____	_____	Date_____		Grade_____		

For Example –  
Include  
Ground Beef  
and Cheese  
for Tacos.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED  (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED  (F - G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. <u>Serve</u> is used. **COMMENTS** Discard Foods Calibrate Thermometer
<b>MEAT/ALTERN.</b>											
<b>VEGETABLE</b>											
<b>GRAIN/BREAD</b>											
<b>FRUIT</b>											
<b>MILK</b>											
Low-Fat 1%											
Skim											
Skim - Chocolate											
<b>OTHER FOODS</b>											

List each item that  
contributes  
to the M/MA.

Repeat for each  
meal component  
requirement.

FOOD PRODUCTION RECORD

MENU	RECIPE#	PORTION	M	T	W	Th	F	(CIRCLE ONE)
			OFFER VS SERVE	Yes	No			
			VARYING PORTIONS	Yes	No			
			SCHOOL					
			# OF ADULTS	# OF STUDENTS				
			Date	Grade				

Combination items like spaghetti will have the same number in the Meat/Meat Alternate, Vegetable, and Grain.

This number is based on historical information or "best guess."

Number Planned For is NOT the same as Column F: Portions Prepared or the Total Number of Meals Served.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked	(C) SERVINGS	(D) AMOUNT FOR 100 G/ML	AMOUNT NEEDED TODAY (A / C) OR (A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED (F - G)	* Column (H) must be equal to or more than the number of students served, unless otherwise noted. Serve is based on the number of students served. **COMMENTS** Dish Foods Calibrate Thermometer
<b>MEAT/ALTERNATE</b>											
<b>VEGETABLE</b>											
<b>GRAIN/BREAD</b>											
<b>FRUIT</b>											
<b>MILK</b>											
Low-Fat 1%											
Skim											
Skim - Chocolate											
<b>OTHER FOODS</b>											

For each FOOD ITEM indicate how many servings are planned.

FOOD PRODUCTION RECORD

MENU

RECIPE#

PORTION

M T W Th F (CIRCLE ONE)

OFFER VS SERVE Yes \_\_\_\_\_ No \_\_\_\_\_

VARYING PORTIONS Yes \_\_\_\_\_ No \_\_\_\_\_

SCHOOL \_\_\_\_\_

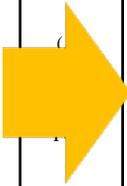
# OF ADULTS \_\_\_\_\_ # OF STUDENTS \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

This is NOT the size of the serving.

Reminder - Serving Size is listed here.

FOOD ITEM	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFT OVER	(H)* PORTIONS SERVED (F - G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
<b>MEAT/ALTERNATE</b>										
<b>VEGETABLE</b>										
<b>GRAIN/BREAD</b>										
<b>FRUIT</b>										
<b>MILK</b>										
Low-Fat 1%										
Skim										
Skim - Chocolate										
<b>OTHER FOODS</b>										



For each FOOD ITEM indicate the MEAL PATTERN CONTRIBUTION.



Did you notice the helpful hint in the **RED** Circle?

Example – Green Beans, canned, cut: #10 can provides 45.3 – ¼ cup heated drained vegetable servings.  
 Each #10 can provides 22.6 – ½ cup servings.  
 If the planned meal pattern contribution is ½ cup, 22.6 should be in Column C beside the green beans.

Use the “Yield Calculation Guide” if you are unsure of the math.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED (F - G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. <small>Comments**            Foods            Calibrated            meter</small>
			R = Reheat								
<b>MEAT/ALTERNATE</b>											
<b>VEGETABLE</b>											
<b>GRAIN/BREAD</b>											
<b>FRUIT</b>											
<b>MILK</b>											
Low-Fat 1%											
Skim											
Skim - Chocolate											
<b>OTHER FOODS</b>											

Look up the exact item used in the Food Buying Guide (FBG).

Adjust the serving per purchase unit listed in Column 3 of the FBG to the serving size being served on this planned menu.

Reminder: If you want a larger serving size than listed in Column 4, the servings per purchase unit in Column 3 will be **SMALLER**.

Did you notice the helpful hint in the **RED** circle?

If recipe does not have a Market Guide and has not been standardized for 100, use the data in FBG Column 5 adjusted for the meal pattern contribution planned. Be sure to use the correct form of the food item.

Look for a Market Guide on Standardized Recipes with ingredients which loose volume in cleaning and preparation, such as fresh vegetables that must be cleaned before added to recipe or meats that have bones or fat removed.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTR. MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS	(D) AMOUNT FOR 100 UNIT <b>(FBG 5)</b>	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	PO LE
<b>MEAT/ALTERNATE</b>									
<b>VEGETABLE</b>									
<b>GRAIN/BREAD</b>									
<b>FRUIT</b>									
<b>MILK</b>									
Low-Fat 1%									
Skim									
Skim - Chocolate									
<b>OTHER FOODS</b>									

If using a standardized recipe for 100 servings, look for the Market Guide. Use the amount from the Market Guide whenever available.  
OR  
Use the amount listed in the RECIPE for any recipe standardized for 100 servings.

Example: Green Beans, canned, cut;  
 Number Planned (A) = 350;  
 Amount Needed for 100 (D) = 4.6 #10 cans;  
 Contribution from Recipe = ½ cup Other Vegetable  
 $350 / 100 = 3.5 \sim$  then  $\sim 3.5 \times 4.6 = 16.1$   
 16.1 - #10 cans need for 350 – ½ cup servings

Did you notice the helpful hint in the RED circle?

This is a calculated amount.

Use this method whenever using a recipe standardized for 100:  
 $(A) / 100 \times (D)$

CAUTION when using the formula (A) / (C) with combination menu items such as salads. Adjustments must be made or combination menu items will be overproduced.)

FOOD ITEM	NUMBER PLANNED FOR	MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	SERVINGS PER UNIT (FBG 3)	UNIT (FBG 5)	AMOUNT NEEDED TODAY	ACTUAL AMOUNT USED (E x F)	# OF STUDENTS	Grade
						(A / C) OR (.A x D)			
<b>MEAT/ALTERNATE</b>									
<b>VEGETABLE</b>									
<b>GRAIN/BREAD</b>									
<b>FRUIT</b>									
<b>MILK</b>									
Low-Fat 1%									
Skim									
Skim - Chocolate									
<b>OTHER FOODS</b>									

Th F (CIRCLE ONE)  
 Yes No  
 S Yes No  
 \* Column (H) must be equal or more than the number of students served, unless Offer Serve is used.  
 \*\*COMMENTS\*\*  
 Discard Foods  
 Calibrate Thermometer

# During Meal Preparation

Where Does the Information Come From?

FOOD PRODUCTION RECORD				
MENU	RECIPE#	PORTION	M T W Th F (CIRCLE ONE)	
			OFFER VS SERVE Yes_____ No_____	
			VARYING PORTIONS Yes_____ No_____	
			SCHOOL_____	
			# OF ADULTS_____	
			Date_____	

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked	(C) SERVINGS	(D)	(E)	(F)	(G)	(H)*	Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
					AMOUNT FOR UNIT (G5)	AMOUNT USED	PORTIONS PREPARED (E x C)	PORTIONS LEFT OVER	PORTIONS SERVED (F - G)	
<b>MEAT/ALTERNATE</b>										
<b>VEGETABLE</b>										
<b>GRAIN/BREAD</b>										
<b>FRUIT</b>										
<b>MILK</b>										
Low-Fat 1%										
Skim										
Skim - Chocolate										
<b>OTHER FOODS</b>										

Enter the amount of each contributing ingredient actually used in the recipe.

This number does not always match the Amount Needed Today. The calculated "Amount Needed Today" may be 45.3 pounds, while actual amount used may be 45 or 50 pounds depending on the how the product comes packed.

# After Meal Preparation/Service

Where Does the Information Come From?





# FOOD PRODUCTION RECORD

MENU	RECIPE#	PORTION	M	T	W	Th	F (CIRCLE ONE)
_____	_____	_____	OFFER VS SERVE	Yes			
_____	_____	_____	VARYING PORTION				
_____	_____	_____	SCHOOL	_____			
_____	_____	_____	# OF ADULTS	_____			
_____	_____	_____	Date	_____			

Did you notice the helpful hint in the RED circle?

This is a calculated amount.

This number rarely matches the number of meals served or planned.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT USED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED (F - G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
<b>MEAT/ALTERNATE</b>											
<b>VEGETABLE</b>											
<b>GRAIN/BREAD</b>											
<b>FRUIT</b>											
<b>MILK</b>											
Low-Fat 1%											
Skim											
Skim - Chocolate											
<b>OTHER FOODS</b>											

This number is CALCULATED using (F) Portion Prepared (calculated) – (G) Portions Leftover (estimated).





You MUST be familiar with the FBG and menu regulations before you can begin to complete production records.

A Few Reminders....

# Reminders from the FBG.....

- Column 1 – Food As Purchased, AP
- Column 2 – Purchase Unit (pound, No. 10 can, etc.)
- Column 3 – Servings per Purchase Unit, EP (how many servings can you get from the Purchase Unit in Column 2?)
- Column 4 – Serving Size per Meal Contribution (Vegetables and Fruits are usually listed in  $\frac{1}{4}$  cup servings, M/MA is usually listed in 1 oz. and  $1\frac{1}{2}$  oz.)
- Column 5 – Purchase Units for 100 Servings (to get 100 servings of the size listed in Column 4, how many pounds, No. 10 cans, etc. do you need?) This column is helpful if you are developing a standardized recipe.
- Column 6 – Additional Information – sometimes there is other information you need to know.... Look for it here.

# Reminders from the FBG....

- Each section (M/MA, Vegetables, Grains, Fruits, Milk) of the FBG has special information related to that section at the beginning.
- This information includes some special rules about how menu items from that section can credit.
- Make sure you are familiar with this information.
- Refer to the [Using the Food Buying Guide](#) presentation if you need a refresher.

Any crediting ingredient/item at any contribution amount can be calculated the same way.

This is the CORRECT way to calculate the “Servings Per Unit” (Column C) on the Production Record when the serving / crediting is anything other than what is listed in the FBG.

Let's Use a Standardized Recipe  
to Put Information on the  
Production Record

ALWAYS start by reading the  
ENTIRE recipe.

Meatloaf

You know the recipe will only credit towards M/MA and Veg - Other

This is the column you would use to complete Column D "amount needed for 100" on the Production Record

# Meat Loaf

Meal Components: Vegetable - Other, Meat / Meat Alternate

Main Dishes: D-27

Ingredients	50 Servings		100 Servings		Directions
	Weight	Measure	Weight	Measure	
Canned low-sodium tomato paste	6 oz	2/3 cup	12 oz	1 1/3 cups	1. In mixer with the paddle attachment, combine tomato paste, water, stock, eggs, oats, and dry milk for 2 minutes on medium speed.
Water		1 cup		2 cups	
Low-sodium beef stock, non-MSG		2 cups		1 qt	2. Add ground beef, onions, celery, parsley, pepper, granulated garlic, basil, oregano, marjoram, thyme, and salt. Mix on low speed for 2-3 minutes or until blended. DO NOT OVERMIX.
Frozen whole eggs, thawed	8 oz	3/4 cup 3 Tbsp	1 lb	1 3/4 cups 2 Tbsp	
OR		OR		OR	
Fresh large eggs (see Special Tip)		5 each		9 each	
Rolled oats	14 1/2 oz	1 qt 1 cup	1 lb 13 oz	2 qt 2 cups	
Instant nonfat dry milk	2 1/4 oz	3/4 cup 2 Tbsp	4 1/2 oz	1 3/4 cups	
Raw ground beef (no more than 15% fat)	7 lb 14 oz		15 lb 12 oz		

The yellow indicates ingredients that MAY contribute to the M/MA and the amount of each



OR	OR	OR	OR	OR
Dehydrated onions	3/4 oz	1/4 cup 2 Tbsp	1 1/2 oz	3/4 cup
*Fresh celery, finely chopped	1 lb	3 3/4 cups	2 lb	1 qt 3 1/2 cups
Dried parsley		1/4 cup		1/2 cup
Ground black or white pepper		1 Tbsp		2 Tbsp
Granulated garlic		1 Tbsp		2 Tbsp
Dried basil		3/4 tsp		1 1/2 tsp
Dried oregano		3/4 tsp		1 1/2 tsp
Dried marjoram		1/2 tsp		1 tsp
Dried thyme		1/2 tsp		1 tsp
Salt		1 tsp		2 tsp

**3.** Place 12 lb 14 oz (1 gal 2 3/4 qt) mixture into each steamtable pan (12" x 20" x 2 1/2"). For 50 servings, use 1 pan. For 100 servings, use 2 pans.

**4.** Press mixture into steamtable pans. Smooth top. Separate mixture down the middle lengthwise

5. Bake: Conventional oven: 350° F for 1 ½ hours  
Convection oven: 275° F for 1 ¼ hours CCP: Heat to 155° F or higher for at least 15 seconds. OR If using homemade stock, CCP: Heat to 165° F or higher for at least 15 seconds.

6. Drain fat from pans. Let meat loaf stand 20 minutes. Slice each loaf into 25 slices, approximately ¾" thick. CCP: Hold for hot service at 135° F or higher.

7. Serve with Brown Gravy (see G-03) or Meatless Tomato Sauce (see G-07).

#### Notes

##### Comments:

\*See Marketing Guide.

##### Special Tips:

1) Before baking, spread one cup of tomato sauce over the top of each loaf to retain moisture.

2) For 50 servings, use 2 ½ oz (¾ cup 2 Tbsp) dried whole eggs and ¾ cup 2 Tbsp water in place of eggs.

For 100 servings, use 4 ½ oz (1 ½ cups) dried whole eggs and 1 ½ cups water in place of eggs.

**A new nutrient analysis will be coming. Updated July 2014. Restandardization in progress.**

## Marketing Guide

Food as Purchased for	50 Servings	50 Servings
Mature onions	11 oz	1 lb 6 oz
Celery	1 lb 4 oz	2 lb 8 oz

## Serving

1 slice (3/4" thick) provides 2 oz equivalent meat/meat alternate and 1/8 cup other vegetable.

## Yield

**50 Servings:** about 11 lb 4 oz  
**100 Servings:** about 22 lb 8 oz

## Volume

**50 Servings:** 1 gallon 2 <sup>3</sup>/<sub>4</sub> quarts  
(raw) 2 loaves, 25 slices each  
**100 Servings:** 3 gallons 1 <sup>1</sup>/<sub>2</sub> quarts  
(raw) 4 loaves, 25 slices each

# FOOD PRODUCTION RECORD

<b>MENU</b> Meatloaf	<b>RECIPE#</b> D-27	<b>PORTION</b> 1 slice	M	T	W	Th	F	(CIRCLE ONE)
			OFFER VS SERVE		Yes	No		
			VARYING PORTIONS		Yes	No		
			SCHOOL _____					
			# OF ADULTS _____		# OF STUDENTS _____			
			Date _____		Grade _____			

From RECIPE – Meatloaf w/ Recipe # D-27  
Serving Section states: 1 slice ¾" inch thick



FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED (F - G)	* Column (H) must or more than students served. <u>Classroom</u> Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
<b>MEAT/ALTERNATE</b>											
ground beef		2 oz.			15.75 #						
eggs					9 each						
<b>VEGETABLE</b>											
onion		1/8 cup			1.4 #						
celery					2.5 #						
<b>OTHER FOODS</b>											

From RECIPE  
Ingredients for 100 Servings  
**HINT:** Convert to decimal before  
putting on the Production Record.

From RECIPE "Serving" section.  
1 slice provides  
2 oz equivalent meat/meat alternate  
and 1/8 cup other vegetable

REMINDER: with fresh vegetable and fresh meats look for a Market Guide. The Market Guide amounts listed should be used here, NOT the amount in the 100 Servings Column. The only exception is if you use RTE (no loss in prep) instead of fresh as listed in recipe.

Why didn't we include the  
tomato paste?

Tomato is a R/O vegetable. The recipe said the contribution to the meal pattern is 2 oz. M/MA and 1/8 cup other vegetable.

The recipe does not contain enough R/O vegetable to = 1/8 cup.

# Let's Calculate – Amount Needed Today

Based on 425 meals

# FOOD PRODUCTION RECORD

MENU Meatloaf	RECIPE# D-27	PORTION 1 slice	M T W Th F (CIRCLE ONE) O

Using the HINT of .A/D (A ÷ 100 X D)  
Let's Calculate the Amount Needed Today for  
the M/MA ingredients:  
Ground Beef -  
 $425 \div 100 \times 15.75$  OR  $4.25 \times 15.75 = 66.9375 \#$   
Eggs -  
 $425 \div 100 \times 9$  OR  $4.25 \times 9 = 38.25$  each

You Don't Need All Those Decimal Places -  
2 Decimal Place is PLENTY

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED
<b>MEAT/ALTERNATE</b>							
ground beef	425	2 oz.			15.75 #	66.93 #	
eggs					9 each	38.25 ea	
<b>VEGETABLE</b>							
onion	425	1/8 cup			1.4 #		
celery					2.5 #		
<b>GRAIN/BREAD</b>							
<b>FRUIT</b>							
<b>MILK</b>							
Low-Fat 1%							
Skim							
Skim - Chocolate							
<b>OTHER FOODS</b>							

Now... Practice Calculating the Amount Needed  
Today for the Vegetable Ingredients... Use the  
Same Process as Above.

Onion - \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ #  
Celery - \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ #

# FOOD PRODUCTION RECORD

MENU Meatloaf	RECIPE# D-27	PORTION 1 slice	M T W Th F (CIRCLE ONE) OFFER VS SERVE Yes_____ No_____
_____	_____	_____	VARYING PORTIONS Yes_____ No_____
_____	_____	_____	SCHOOL_____
_____	_____	_____	# OF ADULTS_____ # OF STUDENTS_____
_____	_____	_____	Date_____ Grade_____

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED (F - G)	* Column (H) must be equal to or more than the number of students served, unless <u>Offer vs.</u> <u>Serve</u> is used. **COMMENTS** Discard Foods Calibrate Thermometer
<b>MEAT/ALTERNATE</b>											
ground beef	425	2 oz.			15.75 #	66.93 #					
eggs					9 each	38.25 ea					
<b>VEGETABLE</b>											
onion	425	1/8 cup			1.4 #	5.95 #					
celery					2.5 #	10.62 #					
<b>GRAIN/BREAD</b>											
<b>FRUIT</b>											
<b>MILK</b>											
Low-Fat 1%											
Skim											
Skim - Chocolate											
<b>OTHER FOODS</b>											

Show the Math

Onion – 4.25 X 1.4 = 5.95 #

Celery – 4.25 X 2.5 = 10.625 #



~ Now It's Time To Cook ~

**FOOD PRODUCTION RECORD**

MENU	RECIPE#	PORTION	M T
Meatloaf	D-27	1 Slice	OFFER V VARYIN
			SCHOOL
			# OF AD
			Date

Let's Consider the Actual Amount Used.... This is the amount of each ingredient that was ACTUALLY put into the Meatloaf Be Practical.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP			(C) SERVINGS PER UNIT (FBG 3)	(D)	AMOUNT	(E)	(F) PORTIONS PREPARED  (E x C)
			C = Cooked	H = Hold	C* = Cooled		R = Reheated	AMOUNT NEEDED	ACTUAL AMOUNT USED	
<b>MEAT/ALTERNATE</b>										
ground beef	425	2 oz.				15.75 #	66.93 #			
eggs						9 each	38.25 ea			
<b>MILK</b>										
Low-Fat 1%										
Skim										
Skim - Chocolate										
<b>OTHER FOODS</b>										

Let's Look at the M/MA ingredients.

Ground Beef – calculations show that 66.93 # is needed to produce 425 servings of Meatloaf.

How does ground beef come to the district? 5 or 10 # logs? What are the options?

Remember, 66.93 # is ALMOST 67 #

Practically, what would the cooks do? 65 #? 70 #? Or Cook 70 # and take out the "extra" above what is needed after it is cooked?

Eggs – calculations show that 38.25 eggs are needed to produce 425 servings of Meatloaf

How many eggs would you use? 38? 39? Would using 38 or 39 make a difference in the quality of the final Meatloaf produced? Do you get fresh eggs? Do you use frozen eggs?



Now let's look at what was prepared and see if enough food was prepared for the number of meals planned to each receive the 2 oz. M/MA required in the meal pattern.

FBG page 1-14 M/MA section says...  
 Beef, ground, fresh or frozen, no more than 15% fat  
 each pound yields 12 servings (column 3) of  
 – 1 oz. cooked lean meat (column 4)  
 We want each serving of Meatloaf to yield 2 oz.  
 M/MA. Go back to the Yield Calculation Guide.

PRODUCTION RECORD

PORTION  
1 Slice

M T W Th F (C)

OFFER VS SERVE Yes \_\_\_\_\_

VARYING PORTIONS Yes \_\_\_\_\_

SCHOOL \_\_\_\_\_

# OF ADULTS \_\_\_\_\_ # OF STUDENTS \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

Remember this is a  
 calculated number  
 and we need some  
 additional  
 information.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR UNIT (FBG 5)	AMOUNT NEEDED TODAY OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED (F - G)
<b>MEAT/ALTERNATE</b>									
ground beef	425	2 oz.		15.75 #	66.93 #	67 #			
eggs				9 each	38.25 ea	38 ea			
<b>VEGETABLE</b>									
onion									
celery									
<b>GRAIN/BREAD</b>									
<b>FRUIT</b>									
<b>MILK</b>									
Low-Fat 1%									
Skim									
Skim - Chocolate									
<b>OTHER FOODS</b>									

Completing Column (C)  
 Ground Beef – 12 (FBG Col. 3) ÷ 2 = 6  
 Eggs – each whole large egg = 2 oz M/MA  
 So, in Col C of Production Record put “1” to  
 show that 1 whole large egg = 2 oz M/MA

### Yield Calculation Guide

The yield information in the Food Buying Guide (FBG) (Column 3 and Column 5) is directly related to the size of the serving size planned.

The serving size listed in the FBG for Meat/Meat Alternates is 1 ounce or 1 ½ ounces.

Most Fruits and Vegetable serving sizes in the FBG is ½ cup.

If a LARGER serving than the one listed in Column 4 in the FBG is planned there will be FEWER servings per purchase unit (can or pound). More purchase units will be needed.

If a SMALLER serving than the one listed in Column 4 in the FBG is planned there will be MORE servings per purchase unit (can or pound). Fewer purchase units will be needed.

Change Serving Size from ¼ cup to:	Servings Per Purchase Unit in FBG	Math Calculation	Purchase Units for 100	Math Calculation
Based on ¼ cup serving size				
1/8 cup	Col. 3	X 2	Col. 5	÷ 2
3/8 cup	Col. 3	+ 1.5	Col. 5	X 1.5
½ cup	Col. 3	+ 2	Col. 5	X 2
5/8 cup	Col. 3	+ 2.5	Col. 5	X 2.5
¾ cup	Col. 3	+ 3	Col. 5	X 3
1 cup	Col. 3	+ 4	Col. 5	X 4
1/3 cup	Col. 3	÷ 4 then X 3	Col. 5	X 4 then ÷ 3
Based on 1 ounce serving size				
½ ounce	Col. 3	X 2	Col. 5	÷ 2
2 ounce	Col. 3	÷ 2	Col. 5	X 2
3 ounce	Col. 3	÷ 3	Col. 5	X 3
Based on 1 ½ ounce serving size				
3 ounce	Col. 3	÷ 2	Col. 5	X 2

# FOOD PRODUCTION RECORD

MENU Meatloaf	RECIPE# D-27	PORTION 1 Slice	M T OFFER VS VARYING
			SCHOOL
			# OF ADU
			Date

~ Showing the Math ~

	Col E	Col C	Col F
g. Beef	67 X	6 =	402
eggs	38 X	1 =	38

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">(E x C)</span>	(G) PORTIONS LEFTO SERVED (F - G)	Comments Served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
-----------	---------------------------------	-----------------------------------	---	---	--	--	---------------------------------	--	---	--

<b>MEAT/ALTERNATE</b>										
ground beef	425	2 oz.		6	15.75 #	66.93 #	67 #	402		
eggs				1	9 each	38.25 ea	38 ea	38		

<b>VEGETAR</b>										
onion						5.95 #				
celery						10.62 #				

What did we learn?

Some recipes may have more than 1 ingredient that is necessary to meet the meal pattern requirements.

In this recipe both the ground beef and egg were required. This is typical of many quantity recipes such as spaghetti, lasagna, tacos, etc.

The recipe only produces 402 – 2 oz. M/MA servings from ground beef and only 38 – 2 oz. M/MA servings from egg.

So, neither the ground beef or the egg alone meet the 2 oz. M/MA requirement, but together 440 – 2 oz. M/MA portions were prepared.

( 402 + 38 = 440 )

## FOOD PRODUCTION RECORD

MENU Meatloaf	RECIPE# D-27	PORTION 1 Slice	M	T	W	TH
			OFFER VS SERVE Yr			
			VARYING PORTIONS			
			SCHOOL _____			
			# OF ADULTS _____ #			
			Date _____ Grad _____			

Portions Leftover can either be measured or visually estimated

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED	(F) PORTIONS PREPARED (E x C)	(G) PORTIONS LEFTOVER	(H)* PORTIONS SERVED (F - G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
<b>MEAT/ALTERNATE</b>											
ground beef	425	2 oz.		6	15.75 #	66.93 #	67 #	402	30	372	
eggs				1	9 each	38.25 ea	38 ea	38	30	8	
							<b>440</b>				
<b>VEGETABLE</b>											
onion	425	1/8 cup			1.4 #	5.95 #					
celery				2.5 #	10.62 #						
<b>GRAIN/BREAD</b>											
<b>FRUIT</b>											
<b>MILK</b>											
Low-Fat 1%											
Skim											
Skim - Chocolate											
<b>OTHER FOODS</b>											

It looks like 380 – 2 oz M/MA portions were served.

Was the meatloaf sliced at the correct thickness?

Did they run out of food?

The same process would be followed for the onion and celery in the Meatloaf.

The same process is also followed for other recipes and menu items.

Let's Practice –

We will complete the Vegetable Section of the Production Record, up to and including the “Amount Needed Today”

Use the following Recipes.

# MASHED POTATOES



Vegetable  
**ADE-I-232**

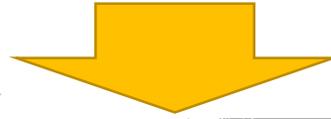
## Vegetable/Fruit

Ingredients	50 Servings		100 Servings		For _____ Servings	Directions
	Weight	Measure	Weight	Measure		
Potato granules, dry form			4 lb			1. Prepare potato granules according to package directions.
Margarine Salt			8 oz	2 Tbsp		2. Stir in salt and margarine.
						3. Pour into 2-inch steam table pans.
						4. Serve with 4-ounce spoodle or No. 8 scoop (1/2 cup serving).  CCP: Hold for hot service at 135 degrees or higher

Serving: 1/2 cup provides 1/2 cup V/F

Yield: 100 – 1/2 cup servings (2 steam table pans)

# SEASONED GREEN BEANS, CANNED



Vegetable  
ADE-I-203

## Vegetable/Fruit

Ingredients	50 Servings		100 Servings		For _____ Servings	Directions
	Weight	Measure	Weight	Measure		
Green beans, canned, cut				4.6 #10 cans		<b>To heat:</b> 1. Drain beans, reserving ½ of the liquid.  2. Pour beans, reserved liquid and seasonings into stockpot or kettle. Heat only long enough to bring to serving temperature. Do not allow to boil.
Margarine Salt Pepper, black Sugar			8 oz	2 Tbsp 1 Tbsp ½ cup		
						3. Place in serving pan and serve immediately.
						<b>To steam:</b> 1. Drain beans, reserving ½ of the liquid. 2. Place beans, reserved liquid, and seasonings into steam table pan. A 12x20x2 ½ inch pan will hold 2 #10 cans of peas.
						3. Steam for 5 minutes.
						4. Serve with 4-ounce spoodle or No. 8 scoop (for ½ cup serving).
						CCP: Hold for hot service at 135 degrees or higher

Serving: ½ cup provides ½ cup V/F

Yield: 100 – ½ cup servings

## FOOD PRODUCTION RECORD

MENU	RECIPE#	PORTION	M T W Th F (CIRCLE ONE)
Meatloaf	D-27	1 Slice	OFFER VS SERVE Yes _____ No _____
Mashed Potatoes w/Optional Gravy	ADE-I-232 / G-3	1/2 cup / 2 oz.	VARYING PORTIONS Yes _____ No _____
Green Beans	ADE-I-203	1/2 cup	



Use the Recipes provided and the FBG to Complete Columns B,C,D and the Amount Needed Today

You might also need the Yield Calculation Guide and a Calculator.

FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP			(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 UNIT (FBG 5)	AMOUNT NEEDED TODAY (A / C) OR (.A x D)	(E) ACTUAL AMOUNT USED  (E x C)			
			C = Cooked	H = Hold	C* = Cooled					R = Reheated		
<b>MEAT/ALTERNATE</b>												
ground beef						6	15.75 #	66.93 #	67 #	402	30	372
eggs	425	2 oz.				1	9 each	38.25 ea	38 ea	38	30	8
										440		
<b>VEGETABLE</b>												
onion	425	1/8 cup					1.4 #	5.95 #				
celery							2.5 #	10.62 #				
mashed potatoes	425											
green beans, canned	300											
<b>GRAIN/BREAD</b>												
<b>FRUIT</b>												
<b>MILK</b>												
Low-Fat 1%												
Skim												
Skim - Chocolate												
<b>OTHER FOODS</b>												
brown gravy	220	N/A										

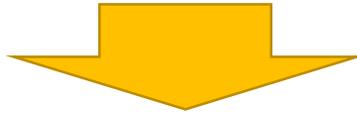


STOP!

Get your answers, then move forward in the slides to check your answers.

Let's See How You Did....

# MASHED POTATOES



Vegetable  
**ADE-I-232**

## Vegetable/Fruit

Ingredients	50 Servings		100 Servings		For _____ Servings	Directions
	Weight	Measure	Weight	Measure		
Potato granules, dry form			4 lb			1. Prepare potato granules according to package directions.
Margarine Salt			8 oz	2 Tbsp		2. Stir in salt and margarine.
						3. Pour into 2-inch steam table pans.
						4. Serve with 4-ounce spoodle or No. 8 scoop (1/2 cup serving).  CCP: Hold for hot service at 135 degrees or higher

Serving: 1/2 cup provides 1/2 cup V/F

Yield: 100 – 1/2 cup servings (2 steam table pans)

Potatoes, dehydrated,  
Granules, low moisture,  
Includes USDA Foods

Column 2 – Purchase Unit is pound

Column 3 – 50.5 servings per pound

Column 4 – serving size is ¼ cup reconstituted,  
heated vegetable

Column 5 – it takes 2 pounds to serve 100

Vegetables – Starchy Subgroup					
1. Food As Purchased, AP	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
<b>POTATOES (continued)</b>					
<b>Potatoes, canned</b> <i>Whole</i> <i>Small</i>	No. 2-1/2 can (29 oz)	10.90	1/4 cup heated, drained vegetable	9.2	1 No. 2-1/2 can = about 17.7 oz (2-3/4 cups) drained potatoes
	No. 300 can (14-1/2 oz)	5.90	1/4 cup heated, drained vegetable	17.0	
<b>Potatoes, frozen</b> <i>Diced</i> <i>Precooked</i>	Pound	10.10	1/4 cup tempered, unheated vegetable	10.0	1 lb AP = 1 lb (about 2-1/2 cups) tempered potatoes
	Pound	8.97	1/4 cup cooked vegetable	11.2	1 lb AP = 0.83 lb (about 2-1/8 cups) cooked potatoes
<b>Potatoes, frozen</b> <i>Shells</i>	Pound	11.10	1/4 cup baked vegetable	9.1	1 lb AP = 0.90 lb baked potato shell
<b>Potatoes, frozen</b> <i>Wedges</i> <i>USDA Foods</i>	Pound	11.90	1/4 cup baked vegetable	8.5	1 lb AP = 0.71 lb (about 2-7/8 cups) baked potato
	5 lb pkg	59.50	1/4 cup baked vegetable	1.7	5 lb bag = about 14-7/8 cups baked potato
<b>Potatoes, frozen</b> <i>Whole</i> <i>Small</i>	Pound	10.10	1/4 cup cooked vegetable	10.0	
<b>Potatoes, dehydrated</b> <i>Diced</i> <i>Low moisture</i> <i>Includes USDA Foods</i>	Pound	45.10	1/4 cup reconstituted, heated vegetable	2.3	1 lb dry = about 5-1/8 cups dehydrated diced potatoes
<b>Potatoes, dehydrated,</b> <i>Granules</i> <i>Low moisture</i> <i>Includes USDA Foods</i>	Pound	50.50	1/4 cup reconstituted, heated vegetable	2.0	1 lb dry = about 2-1/4 cups dehydrated potato granules

Amount for 100 ½ cup servings:  
 Recipe says we need 4 # for 100 Servings  
 We don't need to adjust the recipe because  
 it is for ½ cup and we want to serve ½ cup.

RD

M T W Th F (CIRCLE ONE)

OFFER VS SERVE Yes \_\_\_\_\_ No \_\_\_\_\_

VARYING PORTIONS Yes \_\_\_\_\_ No \_\_\_\_\_

SCHOOL \_\_\_\_\_

# OF ADULTS \_\_\_\_\_

Date \_\_\_\_\_

Amount Needed Today:  
 We are planning for 425 servings.

$A \div 100 \times D$

$4.25 \times 4 = 17 \#$

Note: if the recipe and the amount we plan for did not match we would have to make some adjustments.

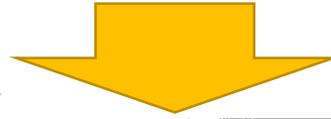
FOOD ITEM	(A) NUMBER PLANNED FOR	(B) CONTRIB MEAL PATTERN	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C)	(D)	AMOUNT	(E)	(F)	(G)
				SERVINGS PER UNIT (FBG 3)	AMOUNT FOR 100 UNIT (FBG 5)	NEEDED TODAY (A / C) OR (.A x D)	ACTUAL AMOUNT USED (E x C)	PORTIONS PREPARED	PORTIONS LEFTOVER
<b>MEAT/ALTERNATE</b>									
ground beef	425	2 oz.		6	15.75 #	66.93 #	67 #	402	
eggs				1	9 each	38.25 ea	38 ea	38	
<b>VEGETABLE</b>									
onion					1.4 #	5.95 #			
celery	425	1/8 cup			2.5 #	10.62 #			
mashed potatoe granules	425	1/2 cup		25.25	4 #	17 #			
green beans, canned	300								
<b>GRAIN/BREAD</b>									
<b>FRUIT</b>									
<b>MILK</b>									
Low-Fat 1%									
Skim									
Skim - Chocolate									
<b>OTHER FOODS</b>									
brown gravy	220	N/A							

Notice that Column C comes from FBG Column 3.

FBG Column 3 stated that each pound gave you 50.5 – ¼ cup servings.

Using the Yield Calculation Guide, each pound would yield 25.5 – ½ cup servings. Go back and review if you are unsure.

# SEASONED GREEN BEANS, CANNED



Vegetable  
ADE-I-203

## Vegetable/Fruit

Ingredients	50 Servings		100 Servings		For _____ Servings	Directions
	Weight	Measure	Weight	Measure		
Green beans, canned, cut				4.6 #10 cans		<b>To heat:</b> 1. Drain beans, reserving ½ of the liquid.  2. Pour beans, reserved liquid and seasonings into stockpot or kettle. Heat only long enough to bring to serving temperature. Do not allow to boil.
Margarine Salt Pepper, black Sugar			8 oz	2 Tbsp 1 Tbsp ½ cup		
						3. Place in serving pan and serve immediately.
						<b>To steam:</b> 1. Drain beans, reserving ½ of the liquid. 2. Place beans, reserved liquid, and seasonings into steam table pan. A 12x20x2 ½ inch pan will hold 2 #10 cans of peas.
						3. Steam for 5 minutes.
						4. Serve with 4-ounce spoodle or No. 8 scoop (for ½ cup serving).
						CCP: Hold for hot service at 135 degrees or higher

Serving: ½ cup provides ½ cup V/F

Yield: 100 – ½ cup servings

# Beans, Green, canned Cut Includes USDA Foods

- Column 2 – #10 cans provides
- Column 3 – each #10 can provides 45.3 servings
- Column 4 – the serving size is ¼ cup heated drained vegetable servings
- Column 5 – it would take 2.3 #10 cans to prepare 100 – ¼ cup servings if heated and drained.

1. Food As Purchased, AP	2. Purchase Unit	3. Servings Per Purchase Unit, EP	4. Serving Size per Meal Contribution	5. Purchase Units for 100 Servings	6. Additional Information
<b>BEANS, GREEN – Other Subgroup</b>					
<b>Beans, Green, fresh Trimmed</b>	Pound	22.00	1/4 cup whole, raw vegetable	4.6	1 lb AP = 1 lb (about 5-3/8 cups) ready-to-cook beans
<i>Whole Ready-to-use</i>	Pound	12.40	1/4 cup whole, cooked, drained vegetable	8.1	1 lb AP = 0.86 lb (about 3 cups) cooked, drained beans
	Pound	16.40	1/4 cup cut, raw vegetable	6.1	1 lb AP = 1 lb (about 4 cups) ready-to-cook beans
	Pound	11.20	1/4 cup cut, cooked, drained vegetable	9.0	1 lb AP = 0.89 lb (about 2-3/4 cups) cooked, drained, cut beans
<b>Beans, Green, fresh Untrimmed Whole</b>	Pound	11.10	1/4 cup whole, cooked vegetable	9.1	1 lb AP = 0.88 lb ready-to-cook beans
<b>Beans, Green, canned Cut</b> <i>Includes USDA Foods</i>	No. 10 can (101 oz)	45.30	1/4 cup heated, drained vegetable 1/2 c.	2.3	
	No. 10 can (101 oz)	51.10	1/4 cup drained vegetable	2.0	1 No. 10 can = about 60.0 oz (12-7/8 cups) drained, unheated beans
	No. 2-1/2 can (28 oz)	12.50	1/4 cup heated, drained vegetable	8.0	
	No. 2-1/2 can (28 oz)	14.1	1/4 cup drained vegetable	7.1	1 No. 2-1/2 can = about 16.0 oz (3-1/2 cups) drained, unheated beans
	No. 300 can (15 oz)	5.00	1/4 cup heated, drained vegetable	20.0	1 No. 300 can = about 7.4 oz (1-1/4 cups) heated, drained beans
	No. 300 can (15 oz)	5.77	1/4 cup drained vegetable	17.4	1 No. 300 can = about 7.7 oz (1-3/8 cups) drained, unheated beans



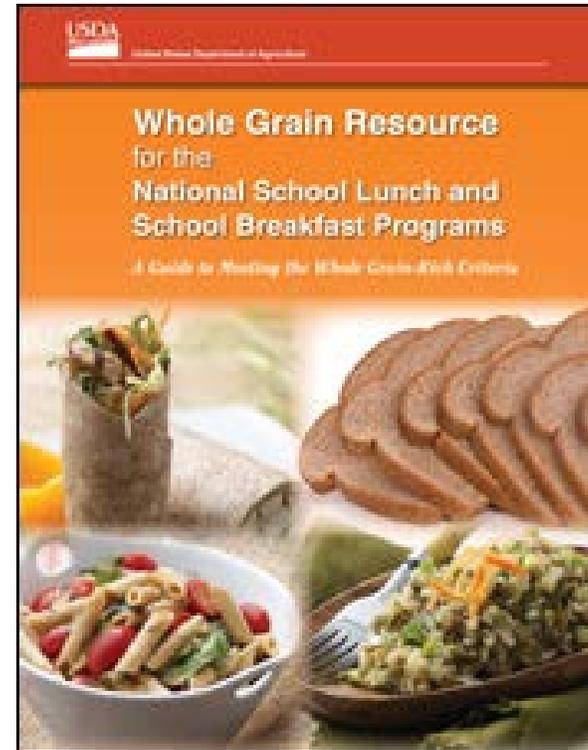
What Else Does Our Menu Need  
to Meet the 9-12 Lunch Meal  
Pattern?

Whole Grain Rich Grain – 2 oz eq

Fruit – 1 cup

Fluid Milk – 1 cup

Follow the instructions in the USDA *Whole Grain Resource for the National School Lunch and School Breakfast Programs* for Grain Crediting



A Slide Presentation has been developed on Calculating the Contribution of WGR recipes for the CNP.

<http://www.fns.usda.gov/tn/whole-grain-resource>

# Double Check Questions to Ask

- Did you complete the planned menu, recipe number and planned portion of each recipe?
- Did you check each recipe for a market guide for Meats, Vegetables and Fruits?
- Did you use a recipe for 100 to get the “Amount for 100”?
- Did you use the recipe to calculate the “Amount Needed Today”?
- Did you adjust Column 3 to the contribution size you are using?
- Does the planned menu meet the meal pattern for the grade group specified?
  - Remember if the meal pattern is not met, your district could be sending back money.
- Did you indicate how many portions were leftover and what you did with them?
- Do any of the following numbers “match”: planned servings, portions prepared, number served?
  - If Yes, there should be a good explanation.
- Does the “Amount Needed Today” and the “Amount Actually Used” “match”?
  - If Yes, there should be a good explanation.

Repeat the SAME process for  
each recipe for each menu.

**REMINDER** – Production  
Records **MUST** be  
complete before leaving  
the kitchen **EVERY** day.

Lack of complete production  
records can result in fiscal action.



If you have problems, call your  
area specialists for assistance.

(501) 324-9502



ARKANSAS  
DEPARTMENT  
OF EDUCATION