

Instructions for the NC Daily Food Based Meal Production Plan

Revised: April 30, 2007

The Daily Meal Production Plan is a required record for the National School Lunch, Breakfast Program, and After School Snack schools. The information is to be recorded daily and kept in the school's food service area. The two major sections, Planning and Production, allow the form to be a management tool, determine nutritional adequacy, and assess food safety practices.

All forms other than the DPI prototype forms must be approved in writing by the State Agency prior to use. Columns 1, 6, 7, 8, and 12 may be prepared or partially completed by the central office prior to distribution to managers.

Examples are provided of completed menu records for a day. Refer to them when maintaining this form; or call your food service director to discuss local procedures. In this example, the data can be entered at three different time periods: the basic menu information supplied by the central office, the PLANNING section information provided by the manager in advance of the meal, and the PRODUCTION/SERVICE items completed the day the meal is prepared and served. All items required as part of your HACCP Plan are *printed in italics in these instructions* and must be completed daily.

(1) MENU -- Enter menu planned for the day. A second page has been added for schools that have extensive menus. If choice menus and other food items (leftovers, additions, substitutions, etc.) are offered, please list those also. *The following information only needs to be completed for menu items that are potentially hazardous – see Menu Summary in Binder 1: HACCP Recipes. Temperatures are only recorded for the first pan of each menu item. The temperature of all remaining pans will be checked for doneness (using a properly calibrated thermometer) or the temperature will be checked before the item is removed from the refrigerator but not recorded on the Production Plan.*

Cook/Hold Target Temperature – Record the proper cooking temperature (see 2-5: Safe Food Handling Procedures) or the proper cold-holding temperature (always 41°F or colder).

Time First Pan Removed – Record the time that the first pan was removed from the oven or the refrigerator.

Actual Product Temperature – Check the actual product temperature of the food with a properly calibrated thermometer. If the food does not meet the cook target temperature, continue cooking until it does. Do not record this temperature because the corrective action is to continue to cook the item to the proper temperature before service. Food should never be placed on the serving line until it is safe to eat. In summary, the cooking temperatures recorded in this column should be for menu items that have reached the cook target temperature.

Cold/Hot Holding Temperature – Measure the **actual temperature of the food** when it is removed from the cold holding/cooler or hot holding cabinet and before it is placed on the serving line. If a cold food is not at 41°F or colder, it can be safely cooled down if one knows that it has not been in the temperature danger zone for more than four hours. If not known, then throw it out. Record the number of pans thrown out in (12) Directions, Comments, Other Information (Corrective Actions). Only record the temperature of the first pan of cold food that is placed on the serving line; measure the temperature of each subsequent pan. All pans of food should always be at 41°F or colder before placement on the serving line. Measure the temperature of hot foods before

placement on the steam table. If the food is not at 140°F or hotter, you must reheat to 165°F before placement on the serving line. Record this in (12) Directions, Comments, Other Information (Corrective Actions).

(2) School, Manager, and date -- Enter name of the school, manager signature, and date of meal service.

(3) Menu Option and Substitutions – Check the meal planning option used (Food Based Traditional, Food Based Enhanced) and note if substitutions were made from the planned menu. If substitutions or additions were made, note the date that the manager first knew that that addition(s) and/or substitution(s) were necessary in the blank provided in this section or in column 12, under other information.

Total Planned Student Meals – Record the total number of reimbursable student meals planned at the time you complete columns 9 and 10 prior to ordering food. You should use previous production record information for similar menus to determine the estimated number of reimbursable meals and the potential amount of each menu item needed.

(4) No. Served -- After meal service record the **total number of student meals served by grade level(s)** using same meal component portion size (i.e. grades K-3, grades 4-5, grades K-6, grades 6-8, grades 9-12, etc.), **catered, SFS Adult, and adult meals**, noting the **total meals** served. Check if students participate in **offer vs. serve** and indicate **grade levels implementing offer vs. serve**.

(5) Personnel – *These five items support your HACCP Plan. Each should be checked if in place. Note any corrective action taken if you were unable to check that all were in place.*

Healthy – *Are workers all healthy. If an individual is sick, they should not be handling exposed food, single-use articles, cleaned and sanitized dishware and equipment, and clean linens.*

Clean appearance – *Are workers properly dressed according to the food safety standards outlined in 2-4: Prerequisite Programs?*

Washing hands – *Are workers properly washing their hands with warm water, soap, and drying?*

No bare hand contact – *Workers should not be handling cooked or ready-to-eat foods with their bare hands. They should use tongs, utensils, deli tissue, or single-use gloves.*

Thermometers calibrated (if needed) -- *Thermocouples do not require calibration and so if using one, make a notation of N/A.*

PLANNING

(6) Food Items

From the menu items written in Item 1, list by meal component, the foods to be prepared and served. Remember to plan the various milk choices the same way that you plan for any other menu item. *Milk cannot be "recycled"; once it leaves the line on a student's tray, it cannot be returned for service to others. The milk might become contaminated while on the student's tray and so could potentially become a source of illness for the student to whom the milk is re-served.*

(7) Meal Pattern Contribution

Enter the amount of meal pattern contribution for each menu item (i.e. 2 oz. meat/meat alternate, ½ c. vegetable/fruit, 1½ grain/ bread, 8 fl oz).

(8) Units for 100 Servings

Enter the number of purchase units required for 100 servings. This information can be obtained from the USDA FOOD BUYING GUIDE, Child Nutrition labels, food specification sheets, or recipes.

(9) Planned Number Servings

Enter the planned number of servings needed for each meal component for student reimbursable meals and total meals (student, a la carte, and adult) servings. Remember to plan the various milk choices for students and record the same as for any other menu item. This milk information should be recorded at the time you plan the remainder of the menu items before ordering food. **Remember that the amounts of food planned for student reimbursable meals must be consistent with the number of reimbursable meals planned in section 3. For example, if you are planning 335 reimbursable student meals, you cannot plan more than this number of total entrees or milks; likewise, you could not plan more than 670 servings of vegetables and fruits if students are only allowed to take two servings. You may plan less than these amounts if students participate in offer vs. serve and often decline some menu items. Remember to plan reasonable amounts of menu items to avoid excessive leftovers.**

(10) Planned Quantity/Portions (Pur. Unit, lb, Can)

Enter the planned quantity/portions required to prepare the number of servings indicated in the Total section of column 9. For examples: it will take 24.8 lbs. of French Fries, Crinkle Cut to serve 200 (½ cup) portions – $12.4 \times (200/100) = 24.8$ lbs.; it will take 3 #10 cans of Green Beans to serve 65 (1/2 cup) portions - $4.6 \times (65/100) = 3$ #10 cans. When using a standardized recipe, follow the quantities on the recipe.

(11) Recipe Number

Record the recipe number of the standardized recipe that was used or the food product code for menu items consisting of only one ingredient (i.e. condiments). Remember, all menu items must have standardized recipes so that they can be filed in your HACCP plan and also used for the menu analysis.

PRODUCTION AND SERVICE

(12) Directions, Comments, Date substitutions made, Other Information (Corrective Actions)

Write in special directions, comments, the date that the manager first know that additions or substitutions for menu items were necessary, or other information relative to the menu production for the day's menu or for advanced preparation for another day. Include such directions as type of pack, descriptive terms, brand names, code numbers of food, special garnishes, etc. *If food items have been thrown out due to improper handling, note that information here.*

(13) Quantity/Portions Available (Pur. Unit, lb, can)

Enter quantity/portions of each meal component/food item actually prepared. Include foods, which were left from previous days' meal service, as well as additional food opened or prepared. Use purchase units as listed in the USDA Food Buying Guide (i.e. pounds, #10 cans, etc.) Child Nutrition labels or food specification may also provide data.

(14) Other non-reimbursable servings

Enter the number of portions served for any non-reimbursable meal, such as a la carte sales, adult meals, SFS meals, catered meals, etc.

(15) Leftovers

Amount -- Enter actual portions of each menu/food item left after all meals have been served. **You should always record all leftovers even if you discarding the food.**

°F – *Measure the temperature of the food (if it is potentially hazardous) to be used as a leftover. If the temperature of the food is not 41°F or colder or 140°F or hotter, then it cannot be used as a leftover. If the temperature is 41°F or colder or 140°F or hotter, then it can be used as a leftover so record the date to use the item.*

Date to Use – *Datemarking of potentially hazardous foods that are prepared in the operation is required. While the Food Code allows foodservice operators to keep potentially hazardous foods for seven days, Child Nutrition has established a higher standard. All foods must be used within three days from the date of production. Record the date – three days from today's date. The food will also need to be labeled. Remember to discard the food if it is not used by the date marked.*