

SUMMER FOOD SERVICE PROGRAM ALABAMA DEPARTMENT OF EDUCATION CHILD NUTRITION PROGRAMS

DAILY FOOD PRODUCTION PLAN

1. Name of Sponsor - Self-explanatory
2. Name of Site - Self-explanatory
3. Write the calendar date this menu is served showing month, day, and year.
4. Indicate menu number if cycle menus are used.
5. Indicate type of meal for which production is planned.
6. Enter total number of meals planned or ordered for children and program adults.
7. Menu Item - Enter the name of each food item used to meet meal or snack requirements.
8. USDA Recipe No. - Indicate USDA recipe used or source of recipe (State Agency, Sponsor, etc.)
9. Foods Used to Meet Requirements - List all menu items to be served in the various meal component categories which are used to meet meal pattern requirements.
10. Portion Size - List the planned portion size for each menu item you serve. Serving sizes can be shown in measures (such as cup, scoop size or ladle size), weight, or number (such as number of apples).
11. Number Portions to Prepare - List the estimated number of portions to prepare for each menu item.
12. Minimum Quantity to Prepare - Calculate the amount of food that should be purchased and prepared to meet meal requirements using the Food Buying Guide for Child Nutrition Programs, USDA Program Aid No. 1331. (Refer to Calculating How Much Food You Need for a Given Number of Servings, pages I-49 through I-66)
13. Actual Quantity to Prepare - During the meal preparation, the number of portions to prepare for each menu item may increase or decrease. If portions are increased or decreased, the amount of food prepared should be adjusted to indicate the amount actually prepared or served.
14. Quantity USDA Commodities to Prepare - Calculate the amount of USDA Donated Foods that should be prepared to meet meal requirements using the Food Buying Guide for Child Nutrition Programs (PA 1331). (Refer to Calculating How Much You Need for a Given Number of Servings, pages I-49 through I-66)
15. Food Left Over - After the meal is served, record the estimated quantity of each menu item left over that will be stored and used again.
16. Comments - This space has several uses:
 - a) Direction for storage and use of left-over food
 - b) Instruction to employees on food production
 - c) Acceptance of menu items
 - d) Participation, relating to weather conditions, delivery problems
 - e) Instructions for day-ahead preparation
17. Indicate number of meals served to children in the section "Number of Meals" OR indicate total number of meals delivered if a vended program.
18. Signature - Self-explanatory
19. File - File in Sponsor's Office. School Food Authorities or Food Management Companies preparing meals for sponsors should provide them a copy of the daily food production plan to verify that the meals purchased were eligible for federal reimbursement. **The Daily Food Production Plan is a permanent source document and must be retained for a period of 3 years after the end of the fiscal year to which it pertains.** This provides an auditable record that verifies that the meals and snacks served meet the meal requirements and qualify for Federal reimbursement.

SUMMER FOOD SERVICE PROGRAM DAILY FOOD PRODUCTION PLAN

NAME OF SPONSOR _____
 NAME OF SITE/FOOD _____
 PRODUCTION KITCHEN _____
 MENU NUMBER _____ DATE _____

NUMBER OF MEALS

TYPE OF MEAL (Please check)

	CHILDREN		ADULTS		
			Program	Non-Program	Total
Planned or Ordered					

BREAKFAST LUNCH SUPPER

AM SNACK PM SNACK

MENU ITEM (List each item)	USDA RECIPE NO.	FOODS USED TO MEET REQUIREMENTS	PORTION SIZE	NUMBER PORTIONS TO PREPARE	MINIMUM QUANTITY TO PREPARE	ACTUAL QUANTITY PREPARED	QUANTITY USDA COMMODITIES PREPARED	FOOD LEFT OVER <small>Portions, Wt., Volume</small>
MILK								
MEAT/MEAT ALTERNATE								
FRUIT/ VEGETABLE								
GRAINS/BREADS								
OTHER FOODS								

COMMENTS:

 Signature of Person Completing Form

SUMMER FOOD SERVICE PROGRAM
DAILY FOOD PRODUCTION PLAN

NAME OF SPONSOR County Commission
 NAME OF SITE/FOOD PRODUCTION KITCHEN Elementary School
 MENU NUMBER 8 DATE June 24, 2002

NUMBER OF MEALS

TYPE OF MEAL (Please check)

	CHILDREN	ADULTS		
		Program	Non-Program	Total
Planned or Ordered	500			500
	350			350

BREAKFAST LUNCH SUPPER
 AM SNACK PM SNACK

MENU ITEM (List each item)	USDA RECIPE NO.	FOODS USED TO MEET REQUIREMENTS	PORTION SIZE	NUMBER PORTIONS TO PREPARE	MINIMUM QUANTITY TO PREPARE	ACTUAL QUANTITY PREPARED	QUANTITY USDA COMMODITIES PREPARED	FOOD LEFT OVER Portions, Wt., Volume
MILK 1%		1% Lowfat Chocolate Milk	8 fl oz	500	500-1/2 pts	350		
MEAT/MEAT ALTERNATE Turkey Sandwich		Turkey Roast, Cooked	2 oz	500	96 lbs	68 lbs		28 lbs
FRUIT/ VEGETABLE Pineapple Juice Fresh Apple		Pineapple Juice	4 fl oz	500	500 cartons	350		
		Fresh Apple (size 125-138)	1/2 cup	500	68 lbs	48 lbs		
GRAINS/BREADS White Bread		Sliced Whole Wheat Bread	2 slices	500	63 lbs	45 lbs		
	C-10	Oatmeal Cookie	1 ea	500	42 doz	42 doz		13 doz
		Enriched A.P. Flour			9 lbs	9 lbs		
		Rolled Oats			6 lbs 4 oz	6 lbs 4 oz		
OTHER FOODS		Individual Mayonnaise	1 ea	500	500	350		
		Individual Mustard	1 ea	500	500	350		

COMMENTS:

Mrs. F. S. Supervisor
 Signature of Person Completing Form