



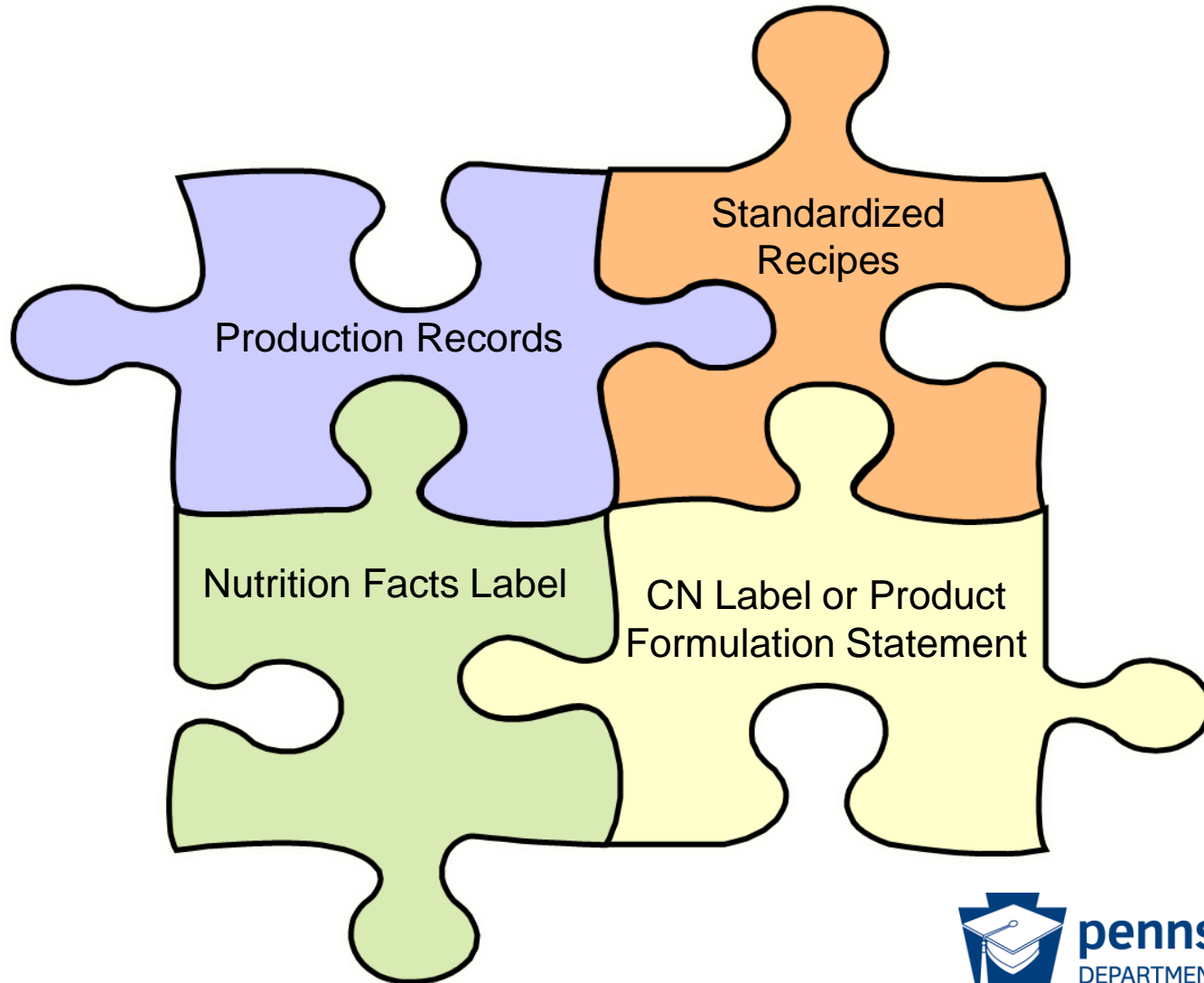
# Production Records in School Meals

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# Objectives

- Understand the process and requirements for completing a production record.
- Understand the information included on the production record and why it is useful.
- Understand how to use the “factor method” for standardized recipes.
- Know what labels, documentation, and resources to use and maintain to credit foods correctly to the meal pattern.

# Goal: Menus Planned and Prepared in Required Quantity



# Meal Pattern Requirements by Age/Grade Group

## Meal Pattern Chart, PDE721 on PEARS, Download Forms

<b>Meal Pattern Chart- 5 Day Week (Modified to Include K-8)</b>								
Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs – January 2012, Revised 2014								
Grade	Breakfast Meal Pattern—5 day week				Lunch Meal Pattern—5 day week			
	K-5	K-8	6-8	9-12	K-5	K-8	6-8	9-12
<b>Meal Pattern</b>	<b>Amount of Food<sup>a</sup> Per Week (Minimum Per Day)</b>							
Fruits (cups) <sup>b,c</sup>	5 (1) <sup>k</sup>	5 (1) <sup>k</sup>	5 (1) <sup>k</sup>	5 (1) <sup>k</sup>	2½ (½)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>b,c</sup>	0	0	0	0	¾ (¾)	¾ (¾)	¾ (¾)	5 (1)
Dark green <sup>d</sup>	0	0	0	0	½	½	½	½
Red/ Orange <sup>d</sup>	0	0	0	0	¾	¾	¾	1¼
Beans/ Peas (Legumes) <sup>d</sup>	0	0	0	0	½	½	½	½
Starchy <sup>d</sup>	0	0	0	0	½	½	½	½
Other <sup>d,e</sup>	0	0	0	0	½	½	½	¾
Additional Veg to Reach Total <sup>f</sup>	0	0	0	0	1	1	1	1½
Grains (oz. equivalent) <sup>l</sup>	7 (1)	8 (1)	8 (1)	9 (1)	8 (1)	8 (1)	8 (1)	10 (2)
Meats/Meat Alternates (oz. equivalent)	0 <sup>g</sup>	0 <sup>g</sup>	0 <sup>g</sup>	0 <sup>g</sup>	8 (1)	9 (1)	9 (1)	10 (2)
Fluid milk (cups) <sup>h</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>								
Min-max calories (kcal) <sup>i,j</sup>	350-500	400-500	400-550	450-600	550-650	600-650	600-700	750-850
Saturated fat (% of total calories) <sup>i,j</sup>	< 10	< 10	< 10	< 10	< 10	< 10	< 10	< 10
Daily Sodium Restrictions (mg) <sup>i,m</sup>	< 540	< 540	< 600	< 640	< 1230	< 1230	< 1360	< 1420
Trans fat <sup>j</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <b>trans</b> fat per serving.							

## Production Records Overview

- USDA requirement for the National School Lunch Program, School Breakfast Program and Afterschool Snack Program.
- Provides documentation that meals planned were actually served.
- Identifies information needed when conducting the nutrient analysis.
- Ensures that requirements for the meal pattern components are met.
- Serve as a communication tool and daily “to do” list for staff.

## Benefits of Production Records

- An excellent planning and forecasting tool for a successful food service operation.
- Provides a written history that can be used to evaluate customer preference and improve menu planning:
  - Minimizes overproduction and food waste; and
  - Identifies trends and tracks participation.
- Provides a daily written history of the foods planned, prepared and served.
- Documents crediting and provides data needed for nutrient analysis.

# Production Records: Basics

- Who is responsible for completion of the production record?
  - Menu planner
  - Production staff
  - Meal servers
- When should production records be completed?
  - Majority is completed prior to the day of meal service.
  - Remainder is completed on the day of meal service.

## Production Records: Basics

- Where should daily production records be kept?
  - In a location where staff can easily refer to and complete as necessary.
- How long must production records be kept on file?
  - For three years plus the current school year.



## Format of Production Records

### Formats vary but should include:

- Site name, date, meal, and menu type
- Age/grade group to be served
- Meals planned and served
  - Reimbursable
  - Non-reimbursable (i.e., adult, a la carte, etc.)
- All planned menu items, including condiments and extras
- Standardized recipe name and number, and/or product name and description
- Portion or serving sizes by grade group

## Format of Production Records

### Formats vary but should include (cont.):

- Planned number of reimbursable servings
- Total projected servings (reimbursable + non-reimbursable)
- Contribution to the meal components
- Total servings produced
- Number of reimbursable servings and non-reimbursable servings actually served
- Amount leftover
- Substitutions

# PDE Production Record Template

Menu Production Record									
School/Site:					Day/Date:				
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Offer vs. Serve <input type="checkbox"/> Serve-only					Age/Grade Grp.		Meals Planned		Meals Served
Comments:					Student Meals				
					Non-reimb. Meals				
					Total Meals				

Menu Item  <i>Include recipe name/recipe # or product name &amp; description</i>	Planned Portion Size (wt. or measure)	Planned # of Reimbursable Servings	Total Projected Servings	Component Contributions										Servings Produced	Served		Amount Leftover		
				oz eq		cup(s)									Reimb. Servings	Non-reimb. servings	Carryover	Return to Stock	Waste
				Meat/Meat Alt.	Grains	Fruit	Dk. Green Veg	R/O Veg.	Legumes	Starchy Veg.	Other Veg.	Additional Veg.	Total Veg.						

# PDE Production Record: Before the Meal

## General Information Section

- Site/school name
- Date
- Meal type checkbox
  - Breakfast
  - Lunch
  - Afterschool Snack
- Offer vs. serve or serve-only checkbox
- Comments section



# PDE Production Record: Before the Meal

## Meals Planned and Served Section

- Indicate age/grade group.
- Fill in the planned number of meals prior to meal service:
  - Student meals (reimbursable);
  - Non-reimbursable meals (adult, a la carte, dropped trays, etc.); and
  - Total meals = student meals + non-reimbursable meals.
- After meal service, fill in meals served for each category.

# PDE Production Record: Before the Meal

## Menu Production Record

School/Site: \_\_\_\_\_ Day/Date: \_\_\_\_\_

Breakfast    Lunch    Afterschool Snack

Offer vs. Serve    Serve-only

Comments: \_\_\_\_\_

	Age/Grade Grp.	Meals Planned	Meals Served
Student Meals			
Non-reimb. Meals			
Total Meals			

Menu Item  <i>Include recipe name/recipe # or product name &amp; description</i>	Planned Portion Size (wt. or measure)	Planned # of Reimbursable Servings	Total Projected Servings	Component Contributions										Servings Produced	Served		Amount Leftover			
				oz eq		cup(s)									Reimb. Servings	Non-reimb. servings	Carryover	Return to Stock	Waste	
				Meat/Meat Alt.	Grains	Fruit	Dk. Green Veg	R/O Veg.	Legumes	Starchy Veg.	Other Veg.	Additional Veg.	Total Veg.							

# PDE Production Record: Before the Meal

## Menu Item Column

- Enter each menu item in the reimbursable meal.
  - Include all menu choices available.
  - Example: Student can choose shepherd's pie or PB&J.
- Menu items with more than one ingredient/component.
  - Enter in only one row and include standardized recipe or product information.
    - PB&J (grain and meat alternate)
    - Shepherd's pie (starchy vegetable and meat)



# PDE Production Record: Before the Meal

## Menu Item Column (cont.)

- Be as specific as possible!
  
- Examples:
  - Local recipe name/number
  - PrimeroEdge recipe name/number
  - USDA recipe name/number
  - USDA foods
  - Brand name
  - Include form of item, if applicable:
    - “canned in light syrup, drained”
    - “raw, shredded”

## PDE Production Record: Before the Meal

### Menu Item Column (cont.)

- Menu items and recipes need to be updated when products change.
- Remember to keep your labels for all menu items!
- “PDE shared” menu items in PrimeroEdge are maintained in the system and updated as changes occur.



# PDE Production Record: Before the Meal

## Portions and Servings Columns

- **Planned Portion Size**
  - Number (“one sandwich”)
  - Volume or weight (“½ cup” or “3 oz patty”)
- **Planned Number of Reimbursable Servings**
  - *This column must be used when conducting your nutrient analysis!*
  - Menu planner must look at historical student preferences when planning reimbursable servings.
- **Total Projected Servings**
  - Planned reimbursable  
+ non-reimbursable



## Component Contributions Column

- Menu planner indicates how each menu item credits to the meal pattern.
- **Meat/Meat Alternate** and **Grains** are credited as ounce equivalents (oz eq).
  - Minimum creditable amount is 0.25 oz eq.
  - Example: a 3 oz fish patty credits as 2 oz eq meat (CN label).
- **Fruits** and **Vegetables** are credited by volume.
  - Minimum creditable amount is 1/8 cup.
  - Vegetable subgroups are included.



# PDE Production Record: Day of Service

## Servings Produced Column

- Indicate the number of servings produced (i.e. placed on the line) for each menu item.



# PDE Production Record: Day of Service

Menu Production Record																		
School/Site:		Day/Date:					Grade Grp.		Meals Planned		Meals Served							
<input type="checkbox"/> Breakfast		<input type="checkbox"/> Lunch		<input type="checkbox"/> Afterschool Snack			Student Meals											
<input type="checkbox"/> Offer vs. Serve		<input type="checkbox"/> Serve-only					Non-reimb. Meals											
Comments:							Total Meals											
Menu Item  <i>Include recipe name/recipe # or product name &amp; description</i>	Planned Portion Size (wt. or measure)	Planned # of Reimbursable Servings	Total Projected Servings	Component Contributions								Servings Produced	Served		Amount Leftover			
				oz eq		cup(s)							Reimb. Servings	Non-reimb. servings	Carryover	Return to Stock	Waste	
				Meat/Meat Alt.	Grains	Fruit	Dk. Green Veg	R/O Veg.	Legumes	Starchy Veg.	Other Veg.							Additional Veg.



# PDE Production Record: After Meal Service

## Served Columns

- **Reimbursable Servings**
  - Enter the amount of reimbursable servings that were actually served for each menu item.
- **Non-reimbursable Servings**
  - Enter the amount of non-reimbursable servings (i.e. adult meals, a la carte purchases, etc.) that were actually served for each menu item.
- Complete **Meals Served** section in chart at top.

# PDE Production Record: After Meal Service

Menu Production Record									
School/Site:					Day/Date:				
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Offer vs. Serve <input type="checkbox"/> Serve-only					Age/Grade Grp.		Meals Planned	Meals Served	
Comments:					Student Meals				
					Non-reimb. Meals				
					Total Meals				

Menu Item  <i>Include recipe name/recipe # or product name &amp; description</i>	Planned Portion Size (wt. or measure)	Planned # of Reimbursable Servings	Total Projected Servings	Component Contributions										Servings Produced	Served		Amount Leftover		
				oz eq		cup(s)									Reimb. Servings	Non-reimb. servings	Carryover	Return to Stock	Waste
				Meat/Meat Alt.	Grains	Fruit	Dk. Green Veg	R/O Veg.	Legumes	Starchy Veg.	Other Veg.	Additional Veg.	Total Veg.						

# PDE Production Record: After Meal Service

## Amount Leftover Columns

- **Carryover**
  - Enter the amount of that menu item that will be served at upcoming meal.
  
- **Return to Stock**
  - Enter the amount that was returned to stock.
  
- **Waste**
  - Enter the amount that was thrown away.

# PDE Production Record: After Meal Service

Menu Production Record																		
School/Site:				Day/Date:				Age/Grade Grp.		Meals Planned	Meals Served							
<input type="checkbox"/> Breakfast		<input type="checkbox"/> Lunch		<input type="checkbox"/> Afterschool Snack				Student Meals										
<input type="checkbox"/> Offer vs. Serve		<input type="checkbox"/> Serve-only						Non-reimb. Meals										
Comments:								Total Meals										
Menu Item  <i>Include recipe name/recipe # or product name &amp; description</i>	Planned Portion Size (wt. or measure)	Planned # of Reimbursable Servings	Total Projected Servings	Component Contributions								Servings Produced	Served		Amount Leftover			
				oz eq		cup(s)							Reimb. Servings	Non-reimb. servings	Carryover	Return to Stock	Waste	
				Meat/Meat Alt.	Grains	Fruit	Dk. Green Veg	R/O Veg.	Legumes	Starchy Veg.	Other Veg.							Additional Veg.

# Production Records on PrimeroEdge

The screenshot displays the PrimeroEdge user interface. At the top left is the logo "PrimeroEdge" with "Edge" in green script. To the right, a green box contains the name "Amigo" and a question mark, followed by the text "District Realm: EDGE COUNTY SCHOOLS". Below this is a horizontal navigation bar with buttons for "Point of Service", "Student Eligibility", "Team Work", "Bid Analysis", "Financials", "Inventory", "Menu Planning", "Production" (which is highlighted), and "System". On the left side, there is a vertical sidebar with three buttons: "Plan and Record", "Reports", and "Reviews", each with a downward arrow. The main content area is titled "Production" and features two items, each with a green checkmark icon: "Record" and "Plan".

PrimeroEdge website: [www.paschoolmealsses.com](http://www.paschoolmealsses.com)

For technical assistance contact CN Resource:

[pahelp@cnresource.com](mailto:pahelp@cnresource.com)

1-855-286-7685

## Standardized Recipes

- Required for menu items with more than one ingredient.
- Include preparation instructions for consistent quality and predictable yield.
- Indicate proper portioning and crediting of meal components.
- Help control food costs.
- Include Hazard Analysis and Critical Control Points (HACCP) process information for food safety.
- Provide consistency for customer satisfaction.


# Standardized Recipes: Example

## Chicken Alfredo With a Twist

Meal Components: Meat/Meat Alternate-Grains

Main Dishes D-54r

Ingredients	50 Servings		100 Servings		Directions Process #2: Same Day Service
	Weight	Measure	Weight	Measure	
Water		6 gal		12 gal	1. Heat water to a rolling boil.
Rotini pasta, whole-grain, dry	4 lb	5 qt 1 ½ cups	8 lb	2 gal 2 ¾ qt	2. Slowly add pasta. Stir constantly, until water boils again. Cook about 8 minutes or until al dente; stir occasionally. DO NOT OVERCOOK. Drain well.  3. Pour into steam table pans (12" x 20" x 4"). For 50 servings, use 2 pans. For 100 servings, use 4 pans.  Critical Control Point: Hold pasta at 135 °F or higher.
Low-fat, reduced-sodium cream of chicken soup, condensed	9 lb 6 oz	1 gal ¾ qt (3 No. 3 cans)	18 lb 12 oz	2 gal 1 ½ qt (6 No. 3 cans)	4. Combine soup, half and half, pepper, garlic, Parmesan cheese, and chicken. Cook over medium heat for 5-10 minutes, stirring often.  Critical Control Point: Heat to 165 °F or higher for at least 15 seconds.
Fat-free half and half		3 qt		1 gal 2 qt	
Ground white pepper		2 tsp		1 Tbsp 1 tsp	
Garlic powder		1 tsp		2 tsp	
Parmesan cheese, grated	1 lb 1 oz	1 ½ qt	2 lb 2 oz	3 qt	
Frozen, cooked diced chicken, thawed, ½" pieces	6 lb 8 oz	1 gal 1 ¼ qt	13 lb	2 gal 2 ½ qt	
					5. Combine noodles and sauce immediately before serving.
					6. Critical Control Point: Hold for hot service at 135 °F or higher.
					7. Portion with 8 fl oz spoodle (1 cup).

 The grain ingredients used in this recipe must meet the Food and Nutrition Service whole grain-rich criteria.



## Standardized Recipes Include:

- Recipe Header
  - Title – *Chicken Alfredo with a Twist*
  - Credited Food Components – *Meat/meat alternate and grains*
  - Category – *Main Dish*
- Ingredients
  - One ingredient per line
  - Form – *dry, condensed, grated, frozen*
  - Weight and Measure – *gallon, pound, quart, ounces, teaspoon*

## Standardized Recipes Include:

- Directions
  - Step-by-step, detailed – *stir constantly, drain well, cook over medium heat*
  - Includes Critical Control Points – *hold pasta at 135 degrees or higher*
- Portion Size – *8 fl oz spoodle (1 cup)*
- Yield – *50 servings: about 26 lb 8 oz*
- Crediting and Nutrients per Serving – *2 ¼ oz eq meat and 1 ¼ oz eq grains*


# Standardized Recipes: Customize Servings

## Chicken Alfredo With a Twist

Meal Components: Meat/Meat Alternate-Grains

Main Dishes D-54r

Ingredients	50 Servings		100 Servings		Directions Process #2: Same Day Service
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Low-fat, reduced-sodium cream of chicken soup, condensed	9 lb 6 oz	1 gal ¾ qt (3 No. 3 cans)	18 lb 12 oz	2 gal 1 ½ qt (6 No. 3 cans)	4. Combine soup, half and half, pepper, garlic, Parmesan cheese, and chicken. Cook over medium heat for 5-10 minutes, stirring often.  Critical Control Point: Heat to 165 °F or higher for at least 15 seconds.
Fat-free half and half		3 qt		1 gal 2 qt	
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Parmesan cheese, grated	1 lb 1 oz	1 ½ qt	2 lb 2 oz	3 qt	
Frozen, cooked diced chicken, thawed, ½" pieces	6 lb 8 oz	1 gal 1 ¼ qt	13 lb	2 gal 2 ½ qt	
					5. Combine noodles and sauce immediately before serving.
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					7. Portion with 8 fl oz spoodle (1 cup).

 The grain ingredients used in this recipe must meet the Food and Nutrition Service whole grain-rich criteria.

# Customize Servings Using Factor Method

- Determine the multiplying factor:

$$\frac{\text{Number of servings you want}}{\text{Number of servings in recipe}} = \text{Multiplying factor}$$

- Example: 85 servings of Chicken Alfredo with a Twist

$$\frac{85 \text{ servings}}{50 \text{ servings}} = 1.7 \text{ multiplying factor}$$

- Calculate each ingredient separately.

## Customize Servings Using Factor Method

- Change the original weight into one unit of measure.

Example: Chicken Alfredo with a Twist

Frozen, cooked diced chicken, thawed, ½” pieces, 6 lb 8 oz

$$6 \text{ lb} \times 16 \text{ oz/lb} = 96 \text{ oz}$$

$$+ \underline{8 \text{ oz}}$$

Total 104 oz chicken in 50 servings

Original amount x multiplying factor = Adjusted amount

$$104 \text{ oz} \quad \times \quad 1.7 \quad = \quad 176.8 \text{ oz (or 11 lbs)}$$

chicken in 85 servings



# Weight and Volume Measures

- Common **volume** measures include:
  - Teaspoon (tsp)
  - Tablespoon (Tbsp)
  - Cup (C)
  - Fluid Ounce (fl oz)
  - Gallon (gal)
  - Quart (qt)
  - “x No. 3 cans”
  - Spoodles
- Common **weight** measures include:
  - Pound (lb)
  - Ounce (oz)
  - Gram (g)

# Weight and Volume Measures: Resource

## Basics at a Glance

### Recipe Abbreviations

- approx. - approximate
- bsp or t - teaspoon
- Tbsp or T - tablespoon
- c - cup
- pt - pint
- qt - quart
- gal - gallon
- wt - weight
- oz - ounce
- lb or # - pound (e.g., 3#)
- g - gram
- kg - kilogram
- vol - volume
- mL - milliliter
- L - liter
- fl oz - fluid ounce
- No. or # - number (e.g., #5)
- in. or " - inches (e.g., 12")
- °F - degree Fahrenheit
- °C - degree Celsius or centigrade

### Volume Equivalents for Liquids

60 drops	= 1 tsp	
1 Tbsp	= 3 tsp	= 0.5 fl oz
1/8 cup	= 2 Tbsp	= 1 fl oz
1/4 cup	= 4 Tbsp	= 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp	= 2.66 fl oz
3/8 cup	= 6 Tbsp	= 3 fl oz
1/2 cup	= 8 Tbsp	= 4 fl oz
5/8 cup	= 10 Tbsp	= 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp	= 5.3 fl oz
3/4 cup	= 12 Tbsp	= 6 fl oz
7/8 cup	= 14 Tbsp	= 7 fl oz
1 cup	= 16 Tbsp	= 8 fl oz
1/2 pint	= 1 cup	= 8 fl oz
1 pint	= 2 cups	= 16 fl oz
1 quart	= 2 pt	= 32 fl oz
1 gallon	= 4 qt	= 128 fl oz

### Equivalent Weights

16 oz	= 1 lb	= 1.000 lb
12 oz	= 3/4 lb	= 0.750 lb
8 oz	= 1/2 lb	= 0.500 lb
4 oz	= 1/4 lb	= 0.250 lb
1 oz	= 1/16 lb	= 0.063 lb

### Scoops (Dishers)

Glow No.	Level Measure	Color Code*
6	3/8 cup	
8	1/2 cup	
10	5/8 cup	
12	3/4 cup	
16	1/2 cup	
20	3-1/2 Tbsp	
24	2-1/2 Tbsp	
30	2 Tbsp	
40	1-1/2 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
75	2-3/4 tsp	
100	2 tsp	

\*Colors are left or right hand or spoon type that can be used for both hands. Number on the scoop indicates how many level scoops will make one quart. For example, scoop No. 6 makes 1 quart.

\*Use colored dots matching the brand specific color coding of scoop sets.

### Ladles

Ladle	Approx. Measure	Portion Server
1 oz		
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
8 oz	1-1/2 cup	

Ladle and portion server's leveling control covers. Ladle and portion server(s) are labeled "oz." or "fl oz." would be more accurate than the measure indicates. Use the ladle for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products. Use portion server (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

### Cooking or Serving Spoons



Spoons vary in length (11", 12", 13", 14", 15", 16", 17") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Ladle scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-measured spoons.

### Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Thumb-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

### Fraction to Decimal Equivalents

1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875

### Metric Equivalents by Weight

Customary Unit (avoirdupois)	Metric Unit
Ounces (oz)	Grams (g)
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
Pounds (lb)	Grams (g)
1 lb	= 453.6 g
2 lb	= 907.2 g
Pounds (lb)	Kilograms (kg)
2.2 lb	= 1 kg (1000 g)

### Metric Equivalents by Volume

Customary Unit (fl oz)	Metric Unit
1 cup (8 fl oz)	= 236.59 mL
1 quart (32 fl oz)	= 946.36 mL
1.5 quarts (48 fl oz)	= 1.42 L
33.816 fl oz	= 1.0 L

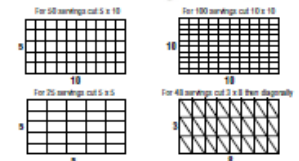
### Steamtable Pan Capacity

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Serve #	Approx. # Servings
12" x 20" x 2-1/2"	3 gal	1/2 cup	4 oz	8	64
		3/8 cup	3 oz	10	90
		1/3 cup	2.66 oz	12	96
		1/4 cup	2 oz	16	128
12" x 20" x 4"	3-1/2 gal	1/2 cup	4 oz	8	112
		3/8 cup	3 oz	10	130
		1/3 cup	2.66 oz	12	168
		1/4 cup	2 oz	16	224
12" x 20" x 6"	5 gal	1/2 cup	4 oz	8	160
		3/8 cup	3 oz	10	200
		1/3 cup	2.66 oz	12	240
		1/4 cup	2 oz	16	320

### Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan
Slicing or steaming	12" x 20" x 2-1/2"	2" x 3-3/4" 7" x 2"
Steam or broil	10" x 20" x 1"	3-1/4" x 5" 3-1/4" x 2-1/2" 1-3/4" x 1-1/2"

### Cutting Diagrams for Portioning



### Other Pan Sizes



Steamtable or counter pans are available in various sizes. Smaller size pans may require the use of an adapter base.

<http://www.nfsmi.org/documentlibraryfiles/pdf/20081006054447.pdf>



# Weight and Volume Measures

- Frequent source of confusion in school nutrition:
  - **Fluid ounces** (fl oz) measure *volume* (ex: 4 fl oz =  $\frac{1}{2}$  cup).
  - **Ounces** (oz) measure *weight* (ex: 4 oz =  $\frac{1}{4}$  lb).
- Manufacturers package foods by weight, not volume.
  - Menu planners must pay attention to pre-packaged fruits and vegetables for crediting.
    - Example: 4 oz prepackaged applesauce  $\neq$   $\frac{1}{2}$  cup (4 fl oz) of applesauce.
  - See PDE's "Crediting of Fruits and Vegetables Memo" on PEARS Download Forms → PDE-SNP-703 (<https://www.pears.ed.state.pa.us/snp/>)

## Child Nutrition (CN) Labels

- Voluntary federal labeling program that clearly identifies contribution toward meal pattern requirements.
- Products with CN label include main dish products that contribute to meat/meat alternate component of meal pattern.
- CN labels provide contributions for all components in product.
- “Gold standard” for verifying crediting of menu items.

# Child Nutrition (CN) Labels

- CN logo with distinct border
- Meal pattern contribution statement
- Six-digit product identification number
- USDA Food and Nutrition Service (FNS) authorized statement with month and year of FNS approval



## Child Nutrition (CN) Labels

- Valid and acceptable documentation for CN label includes:
  - Original CN label from product carton
  - Photocopy of CN label shown attached to original product carton
  - Photograph of CN label shown attached to original product carton
  - Watermarked CN label (electronic or hard copy from vendor) with bill of lading (invoice) containing product name

## Product Formulation Statement (PFS)

- Used to verify crediting when acceptable CN label is not available for product.
- Program operators may request a signed Product Formulation Statement (PFS) on manufacturer's letterhead that shows how processed product contributes to meal pattern requirements.
- Review PFS prior to purchasing processed product.

# Product Formulation Statement (PFS)

- USDA reviewer's checklist for meat/meat alternates:  
[http://www.fns.usda.gov/sites/default/files/reviewer\\_checklist.pdf](http://www.fns.usda.gov/sites/default/files/reviewer_checklist.pdf)
- Verify the creditable oz eq of meat/meat alternate is not greater than the total weight of the edible portion of the product.
- Links for PFS templates and samples:  
<http://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>
- PDE-SNP-140 on PEARS: Updated PDE/USDA guidance on CN Label and PFS documentation  
(<https://www.pears.ed.state.pa.us/snp/>)

# Nutrition Facts and Ingredients Labels

- Maintain for all commercially-prepared items.
- Necessary for nutrient analysis of menus.
- Required to validate whole grain-rich requirements.

<b>Nutrition Facts</b>		Amount/Serving	%DV*	Amount/Serving	%DV*	Amount/Serving	%DV*
Serving Size	1 Container (35g)	<b>Total Fat</b> 0.5g	<b>1%</b>	<b>Sodium</b> 125mg	<b>5%</b>	Sugars 10g	
<b>Calories</b>	110	Sat. Fat 0g	<b>0%</b>	<b>Potassium</b> 230mg	<b>7%</b>	<b>Protein</b> 3g	
Calories from Fat	5	Trans Fat 0g		<b>Total Carb.</b> 27g	<b>9%</b>		
		<b>Cholest.</b> 0mg	<b>0%</b>	Dietary Fiber 4g	<b>17%</b>		
* Percent Daily Values (DV) are based on a 2,000 calorie diet.		Vitamin A 6%	• Vitamin C 0%	• Calcium 0%	• Iron 15%		
		Vitamin D 6%	• Thiamin 15%	• Riboflavin 15%	• Niacin 15%		
		Vitamin B <sub>6</sub> 15%	• Folic Acid 15%	• Vitamin B <sub>12</sub> 15%	• Phosphorus 10%		
		Magnesium 10%	• Zinc 6%				
<b>INGREDIENTS:</b> WHOLE GRAIN WHEAT, RAISINS, WHEAT BRAN, SUGAR, BROWN SUGAR SYRUP, CONTAINS 2% OR LESS OF SALT, MALT FLAVOR.							
<b>VITAMINS AND MINERALS:</b> POTASSIUM CHLORIDE, NIACINAMIDE, REDUCED IRON, VITAMIN B <sub>6</sub> (PYRIDOXINE HYDROCHLORIDE), ZINC OXIDE, VITAMIN B <sub>2</sub> (RIBOFLAVIN), VITAMIN B <sub>1</sub> (THIAMIN HYDROCHLORIDE), VITAMIN A PALMITATE, FOLIC ACID, VITAMIN D, VITAMIN B <sub>12</sub> .							
<b>CONTAINS WHEAT INGREDIENTS.</b>							

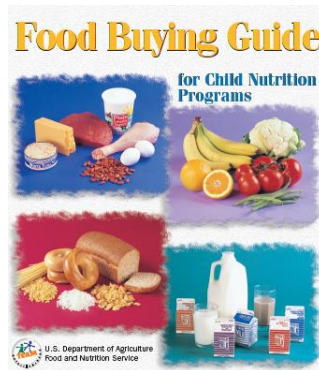
# Menu Planning Steps for Success

- Plan menus well in advance.
- Use a variety of reliable menu resources.
- Analyze menus for compliance before serving to students.
- Decide if you want to offer choices and how many.
- Balance higher calorie foods with lower calorie foods.
- Use production records to fine-tune planned meals and reanalyze when planned and actual meals are very different.
- Consider visual appeal and color.



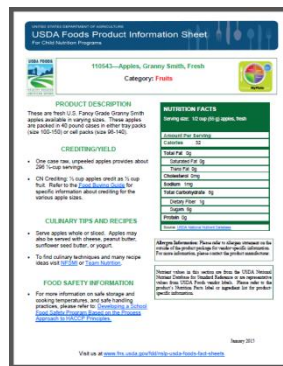
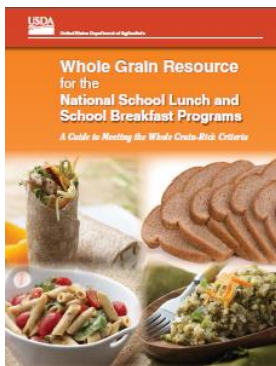
# Use Reliable Crediting and Menu Resources

- Meal Pattern Chart: PDE721 on PEARS, Download Forms  
<https://www.pears.ed.state.pa.us/snp/>
- USDA Q & A memo SP10-2010 (v9):  
<http://www.fns.usda.gov/sites/default/files/cn/SP10-2012v9os2.pdf>
- Food Buying Guide for School Meal Programs:  
<http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>



# Use Reliable Crediting and Menu Resources

- Offer vs. Serve Manual: [http://www.fns.usda.gov/sites/default/files/cn/SP41\\_2015a.pdf](http://www.fns.usda.gov/sites/default/files/cn/SP41_2015a.pdf)
- USDA Food Fact Sheets: <http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets>
- Whole Grain Resource: <http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>



# Use Reliable Crediting and Menu Resources

- USDA Recipes for Schools:  
<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTEwMiZpc01ncj10cnVI>
- USDA Recipes for Healthy Kids Cookbook for Schools:  
<http://www.whatscooking.fns.usda.gov/sites/default/files/featurelinks/cookbookforschools.pdf>



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For more information on the school nutrition programs please visit  
PDE's website at [www.education.pa.gov](http://www.education.pa.gov)

*The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.*