

Production Planning

Keeping good records of the meals you prepare and serve each day is part of any successful food service operation. Records are a valuable written history of your summer site operations and can be used for future reference when menu planning.



Recordkeeping

Not only is good recordkeeping important so that the correct amount of food is ordered and prepared, but it is also essential for demonstrating that the meals served comply with the meal pattern requirements. These important records include invoices, inventory, menus and production records. If sufficient documentation is not available to indicate that complete meals were available to support the number of meals served, these meals cannot be claimed for reimbursement.

Production and Support Documentation

Production Records

Production Records were designed for the production planner to document the basic elements required to substantiate that reimbursable meals were served. Production records usually include the menu items offered, planned portion sizes, the quantity prepared, and the amount leftover. Menus, invoices, and inventory records are the supporting documentation that validate the information provided on the production records.

Prototype production records can be found on the [Materials & Resources](#) page, under the Production Planning section. SFAs that operate the National School Lunch Program, may continue to use the production records used during the school year.

Food Buying Guide

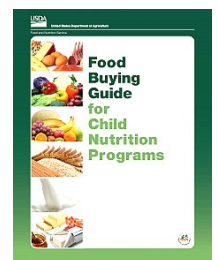
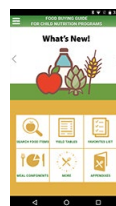
The Food Buying Guide (FBG) is the principal tool for SFSP sponsors to determine the specific contribution each food makes toward the meal pattern requirements for foods produced on site or for foods purchased commercially. The FBG contains a wealth of information that will help with crediting foods and can assist with planning meals and purchasing foods that meet the SFSP requirements.

The [FBG is available as an Interactive Web-based Tool, Mobile App, and in print](#). The web-based tools allow for an easy way search and navigate food yields, compare food yields, create and save favorite foods lists and access tools such as the FBG Calculator and the Product Formulation Statement Workbook to help make purchasing decisions.

Recipes - Standardize and Analyze

Having standardized recipes makes it easy to plan menus and production. A standardized recipe is a recipe that has been tried, tested, evaluated and adapted for use by food service personnel. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. Standardized recipes can be referred to on the Production Record, rather than reporting the amount of ingredients prepared (e.g., A-1 Italian Spaghetti, instead of # pounds of hamburger, # cans of tomato sauce, etc.)

The [Team Nutrition](#) website provides many recipes that are already standardized to provide meal pattern crediting information for all meal pattern components and include recipes made with legumes, whole grains, and vegetables from the vegetable subgroups including dark green, red, and/or orange vegetables. There is also a 'how to' guide to standardize your own recipes.



Documentation - Crediting

Child Nutrition Labels

[USDA's Child Nutrition \(CN\) Labeling Program](#) gives food manufacturers the option to include a label on their product that clearly identifies how the product contributes toward the meal pattern requirements.

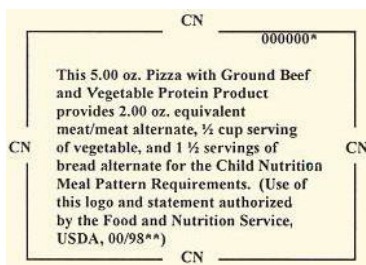
CN Labels are available for main dish products that contribute towards the meat/meat alternate and grains components of the meal pattern. Some examples include, but are not limited to, cheese or meat pizzas, meat or cheese and bean burritos, breaded fish, and chicken portions. They may also be available for juice and juice drink products containing at least 50% full-strength juice by volume.

While a CN-labeled product is guaranteed to contain a certain quantity of food, it does not indicate that the quality of the food is any different from a non CN-labeled food, or that it is safer to eat or free of pathogens or allergens. Additionally, sponsors should be aware that products that do not have a CN Label may still be creditable. To learn more about the CN Labeling Program visit: <https://www.fns.usda.gov/cn/labeling-program>.

How to identify a CN label

In addition to required labeling features, a CN label will always contain the following:

- The CN logo (which is a distinct border)
- The meal pattern contribution statement
- A 6-digit product identification number
- USDA/FNS authorization statement
- The month and year of approval.



One of the most important steps in ensuring all the meal pattern requirements are met is determining how a food credits toward each required meal component.

Product Formulation Statements

When a sponsor purchases a product without a CN Label, a signed Product Formulation Statement on manufacturer letterhead may be requested to demonstrate how the processed product contributes to the meal pattern requirements. An appropriate [Product Formulation Statement](#) will provide specific information about the product. Ultimately, it is the program operator's responsibility to keep records to document that meals served fulfill the meal pattern requirements.

Other Resources

[Nutrition Guidance for Sponsors](#)

This handbook made just for sponsors includes a summer menu checklist, recordkeeping worksheets, sample cycle menus and snack ideas.

[Grains/Breads Chart](#)

The grains/breads chart helps to determine the size of a grain product to serve to meet minimum portion size requirements without analyzing a recipe.

USDA Foods

USDA Foods include a wide variety of high-quality vegetables, fruits, dairy products, whole grains, lean meats and other protein options. USDA Foods support the Dietary Guidelines for Americans and the meal pattern requirements to make it easier for sponsors to prepare healthy meals. Sponsors eligible to receive USDA Foods under the SFSP include:

- Sponsors that hire their own employees to prepare meals
- School sponsors whose SFSP meals are prepared by the same FSMC that provided meals during the most recent school year for the NSLP/SBP
- Sponsors purchasing meals from a school who participates in the NSLP/SBP

For more information about ordering USDA Foods, refer to the [USDA Foods for the 2024 SFSP](#) resource.