**DAILY MENU PRODUCTION RECORD**

**(1)** Date: \_\_\_\_\_\_\_\_\_\_\_ Name of Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(2)** Meal Type & Menu | Meal Component | **(3)** Food Items Used | **(4)** Unit of Food Used | **(5)** # Of Units Used |
| MEAL TYPE:  MENU: | Meat/Meat Alternate: |  |  |  |
|  | Vegetable/Fruit: | ------------------------- | ------------------------ | --------------------- |
| TOTAL # OF MEALS  PREPARED: | Grains/Breads: |  |  |  |
| \_\_\_\_\_\_\_\_\_\_ | Milk (8 oz.): |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(2)** Meal Type & Menu | Meal Component | **(3)** Food Items Used | **(4)** Unit of Food Used | **(5)** # Of Units Used |
| MEAL TYPE:  MENU: | Meat/Meat Alternate: |  |  |  |
|  | Vegetable/Fruit: | ------------------------- | ----------------------- | --------------------- |
| TOTAL # OF MEALS  PREPARED | Grains/Breads: |  |  |  |
| \_\_\_\_\_\_\_\_\_\_ | Milk (8 oz.): |  |  |  |

**Standard SFSP Meal Patterns**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Meat/Meat Alternate | Vegetable/Fruit | Grain/Bread | Milk |
| Breakfast | (optional) | 🍽 | 🍽 | 🍽 |
| Lunch & Supper | 🍽 | 🍽🍽 (2 items) | 🍽 | 🍽 |
| Snack | 🍽🍽 (2 of the 4 components) | | | |

**Daily Menu Production Worksheet Instructions**

(This prototypes is not a federal SFSP requirement. However, the state administering agency is requiring for any sponsor preparing meals and utilizing the **Offer verses Serve Option)**

**Item Number**

1. Enter the calendar date showing month, day, and year, name of sponsor and site.
2. Enter all menu items served on this date for the appropriate meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet the fruit/vegetable requirement; The pie crust could meet the grain/bread requirement. Please note: In Ohio, combination foods may only count for two components.
4. Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, (e.g., stew beef, 10 lbs; potatoes, 3 lbs.; etc.)
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie; ½ cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).