

Production Record Review Form

Date: _____

School & Meal: _____

Reviewing Supervisor: _____

Dining Staff: _____

The following issues were noted during the review of the production record. Please review and correct the indicated items.

Meal Counts

- ☐ Entrées: Total Reimbursable Meals and entrée planned, offered, and served numbers do not add up and no reason documented.
- ☐ POS meal count doesn't match the entrée count.

Menu and Substitutions

- ☐ Published menu not followed (example: offering cereal daily though not on planned menu).
- ☐ Substitutions made but not recorded.
- ☐ Special-case meals not documented (medical accommodations, field trips).
- ☐ Substitution is missing a note explaining the reason.
- ☐ Substitutions do not credit the same as the original item (example: sub 2 oz roll with 1 oz roll)

Numbers

- ☐ Ran out of all entrees.
- ☐ Repeated shortages of entrée, fruit, and vegetable choices, though still compliant.
Example: Hot entrées run out daily, leaving only a PB&J for the last classroom in line.
- ☐ Total fruit and vegetable servings are less than the number of reimbursable meals served.
- ☐ Ran out of required amounts of fruit (B&L) or required amounts of vegetables (L).
- ☐ Lunch: Ran out of a weekly required vegetable subgroup (only veg sides count - not entree).
½ c starchy, ½ c dark green, ½ c beans, ¾ c other, 0.75 c (K8) or 1.25 c (HS) red/orange
- ☐ Milk: FF or 1% dairy milk has 0 leftover, indicating students did not receive a choice of milk.
- ☐ Milk: Total served equals or exceeds the number of reimbursable meals.

Other:

- ☐ Missing temps (e.g., CCP temperature, serving temperature).
- ☐ Employee meals are not correctly recorded in the non-reimbursable category.
- ☐ Paid or a la carte meals are not recorded in the non-reimbursable category.
- ☐ Paper worksheets and electronic records do not align.

Additional Comments:

Action Required:

- ☐ Corrections completed and reviewed.
- ☐ Additional training recommended.
- ☐ Follow-up review scheduled for: _____

Supervisor Signature: _____

Dining Staff Signature: _____