Production records must provide certain information as required by USDA.

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| **MPRs: Required Information** |
| Date and Site(s) | The date the menu was served and the site or sites where it was served |
| Menu or food items  | All planned items, including all choices, types of milk, dessert, and substitutions; listed menu shows that all food components are present |
| Offer versus Serve: Yes or No | Indicate whether offer versus serve is in effect for this MPR |
| Recipes and/or products  | Specific recipes and food products; name of the food and form; recipe number if USDA; if processed, brand name and code number  |
| Age group or grade of students served  | The age group or grade being served. Adjusted portion sizes for age group or grade specified must be shown for menu items, recipes, and products  |
| Portions or serving sizes, both planned and served | Portion size served must be the same as planned. If portion size is adjusted for age, a separate line must be used  |
| Contribution to the meal pattern | The contribution to the meal pattern for each food  |
| Total projected servings  | Forecasted or predicted approximate number of servings needed for each menu item  |
| Amount of food used  | Verifies that the planned menu was actually prepared and served and must be recorded in common units of measure, e.g., number, size, weight or volume and be traceable to itemized receipts with the purchase unit such as #10 can or pound |
| Actual servings  | A separate record of the number of servings of each item served to students, adults, and as a la carte sales  |
| Leftovers  | A record of leftovers and how the leftovers will be used or discarded |
| Condiments or Extras | All condiments served as part of the reimbursable meal, including gravy, butter, margarine, mayonnaise, relish, ketchup, mustard, and salad dressing |