

Instructions for the NC Homestyle Production Plan

June 2013

The NC Daily Homestyle Production Plan for RCCIs (Residential Child Care Institution) is a required record for the National School Lunch Program and School Breakfast Program. The information is to be recorded daily and kept in the school's food service area. Beginning in the 2013-14 school year, there are separate production records for Breakfast and Lunch due to different components in the breakfast and lunch meal patterns. The production record is a management tool that will provide information for planning, producing and serving daily school meals. It is a legal document used to determine nutritional adequacy, assess food safety practices and support the claim for reimbursable meals. All completed production records are to be kept on file for 3 years plus the current school year.

All forms other than the DPI prototype production record must be approved in writing by the State Agency prior to use. The form must be completed thoroughly and accurately daily to support the student meal reimbursement claim. All items required as part of the HACCP Plan are *printed in italics in these instructions* and must be completed daily.

It is recommended that sections 1 (Menu items and target temperatures), 3, 6, 7, 8, 9a 9b, 9c be completed at least 1-2 weeks ahead of the day of actual meal service to allow the production record to be used as a tool for ordering/purchasing food. Other sections must be completed on the day of meal service.

(1) MENU -- Enter menu planned for the day. List any additions to the menu or substitutions from the planned menu.

The following information needs to be completed only for menu items that are Time-Temperature Controlled for Safety (TCS) foods– see Menu Summary Information in HACCP Section 1-1: Menus and Recipes. Temperatures are only recorded for the first pan or batch of each menu item. The temperature of all remaining pans will be checked for doneness or the temperature will be checked before the item is removed from the refrigerator but not recorded on the Production Plan. Be sure employees are using a properly calibrated thermometer.

Cook Target Temperature – Record the safe cooking or preparation temperature for each TCS menu item (see HACCP Section 2-5: Safe Food Handling Procedures).

Time First Pan Removed – Record the time that the first pan of TCS food was removed from the oven or in the case of cold food when preparation was completed.

Food Temperature once cooked/prepared – Check the actual food temperature with a properly calibrated thermometer. If the food does not meet the cook target temperature, continue cooking until it does. Do not record this temperature because the corrective action is to continue to cook the item to the proper temperature before service. Do not put food on the serving line until it is safe to eat. In summary, the temperatures recorded in this column should be the end cooking temperatures for menu items that have reached the

cook target temperature or the temperature of uncooked foods when preparation is completed. If the temperature is not at 41 degrees or below for a TCS cold food, chill the food to this temperature within 2 hours in order to serve it safely.

If TILT procedures are being implemented as a food safety control, follow the procedure approved by the Environmental Health (EH) official for documenting time when removed from holding and discard times. Foods subject to TILT must be discarded by the end of the time specified in the approved TILT procedure. File copies of all approved TILT procedures in the HACCP plan in Section 1-1: Menus and Recipes.

(2) Homestyle, Manager Signature, and Date

Enter name of the cottage, manager signature, and date of meal service. The signature indicates that the manager or person in charge has fully reviewed the meal planning, production and service and is satisfied with the accuracy of the information.

(3) Total Number of Planned Reimbursable Student Meals

Record the total number of planned reimbursable student meals. This will be the number of column 9b minus the planned number of adult meals.

(4) Number of Students Served

After meal service record the **total number of students served, indicating the meal pattern used such as K-5, 6-8, K-8 or 9-12**. Indicate the number of CN (Child Nutrition) meals (if any), Other Adult Meals served (if any), adding all columns to determine the **Total Meals** served. Check if students participate in Offer vs Serve and indicate grade levels implementing Offer vs Serve. Check if water is available at meal service.

(5) Personnel – These five items support your daily HACCP Plan. Each should be checked if in place. Note any corrective action taken if you were unable to check that all were in place.

***Healthy** – Are all employees who are handling and serving foods healthy? If an individual is sick, she/he should not be handling exposed food, single-use articles, cleaned and sanitized dishware and equipment, and clean linens.*

***Clean appearance** – Are employees properly dressed according to the food safety standards outlined in 2-4: Prerequisite Programs?*

***Washing hands** – Are employees properly washing their hands with warm water, soap, and drying?*

***No bare hand contact** – Employees should not be handling cooked or ready-to-eat foods with their bare hands. They should use tongs, utensils, deli tissue, or single-use gloves.*

***Thermometers checked and calibrated (if needed)** – Are thermometers checked for accuracy daily and calibrated if needed? Calibration is the process of verifying the accuracy of a thermometer. Thermocouples do not require calibration; if using one, make a notation of N/A.*

(6) Food Items

From the menu items written in Section 1, separate them by meal component, in column 6. Include descriptive information about each product to assure an accurate nutrient analysis (i.e. sweetened, reduced fat, fat-free, diced, sliced, fresh, frozen, etc.) Identify whole wheat products with WW and whole grain products with WG. Please note that fruit and vegetables are now separate components and need to be documented individually on the production record. Meal components are different for breakfast and for lunch, requiring the use of different production records for each meal. Remember to list the various milk choices the same way that you list any other menu item. Include condiments with the serving size (for example "ketchup, 9 gram packet" or "ketchup, 2 Tbsp." and description of dressings, such as: "ranch, fat free, reduced fat", etc.)

Menu Substitution: Items added on the day of service would be considered a menu substitution since the original planned amounts would be adjusted to accommodate this last minute addition. If any menu items are substituted on the day of meal service, draw a line through the menu item that will not be served and list the substituted menu item in this section; Complete columns 7-12 for the menu substitutions.

(7) Meal Pattern Contribution

Enter the amount of meal pattern contribution for each menu item using the units provided. (i.e. 2 oz. meat/meat alternate, 1 ounce equivalent of grain, ½ c. fruit, ½ cup vegetable, 1 cup milk). Remember that the Meal Pattern Contribution may be different than the actual weight or measure of the Portion Size (for example, 5 chicken nuggets may contribute 2 oz. of meat/meat alternate to the food based meal pattern but their total weight may be more than 2 oz. The actual portion size listed in column 8 would be 5 nuggets). Meal Pattern Contribution should be included on each standardized recipe and can be determined from the USDA Food Buying Guide, product labels, and product spec sheets.

Breakfast components include Grains, Fruits, and Milk. There is no requirement to offer Meat/Meat Alternate (m/ma); however, m/ma may be included in the breakfast menu in 2 ways. 1) as a Grain Substitute once the minimum daily grain requirement is met in the planned weekly menu 2) as an "Other" food that does not credit toward any component.

(8) Portion Size

Enter the actual portion size of each menu item. (portion size is the amount of food expected to be on the tray/plate). Remember that the portion size must be in "measurable" units such as each, cup, ounce, etc. This information can be obtained from the USDA FOOD BUYING GUIDE, Child Nutrition labels, USDA food fact sheets, or recipes.

(9) Meal Preparation Information

(a) Recipe Number or Product Brand

Enter the recipe number for each menu item. Remember every item on your menu must have a standardized recipe. (If a menu item consists of one ingredient, you may record the product brand in this column). See HACCP Binder #1 for how to organize recipes.

(b) Total Number of Portions Planned

Enter the number of servings of each menu item planned for student reimbursable meals and any adults who may be eating. Include planned servings of condiments, milk, as well as all other menu items. If Offer vs Serve is not used, you would plan for each student reimbursable meal to include all components. If using Offer vs Serve, planning should be based on what is

usually selected by students in your facilities. Remember to plan reasonable amounts of menu items to avoid excessive leftovers.

(c) Total Quantity Prepared (in pounds, # cans, or "each")

The total quantity of food prepared for the meal must be recorded in order to show that the amount of food was adequate for the meal pattern requirements. Enter the bulk quantity of the amounts of each menu item prepared for the meal. For example, 1 #2.5 can of peas, 4 lb. of ground beef for spaghetti, 3 lb. of carrots, 12 "each" for chicken patties. Since food comes in various can sizes, be sure to record the can size used (see Food Buying Guide Introduction for information on can sizes).

(10) Meal Offering Information

(a) No. portions Served to Students (Reimbursable)

Record the number of portions (servings) served to students as part of reimbursable meals.

(b) No. portions Served to Adults (Non-reimbursable)

Record the number of portions (servings) of each menu item served for adult meals.

(11) Leftovers

(a) Number of Portions Leftover

Enter actual number of portions of each menu/food item left after all meals have been served, regardless of preserving or discarding the food.

(b) Time of Discard or Product Temperature

All Time-Temperature Controlled for Safety (TCS) foods must be discarded and cannot be saved and reserved as leftovers. All self-service food or food served family-style must be discarded at the end of the meal also. At the end of meal service, record in this column **either**:

- 1) The time meal service ends if all food items are to be discarded **or**
- 2) The temperature of each TCS menu item, prior to discarding the food. If any menu items, such as cartons of milk, are routinely saved for re-service, the temperature of the food must be recorded in column (11b) at the end of the meal.

(12) Directions, Comments, or Corrective Actions Taken

Write in special directions, food preparation and serving notes, comments, recipe information or other information relative to the menu production for the day's menu or notes for another day.