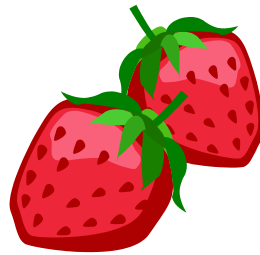
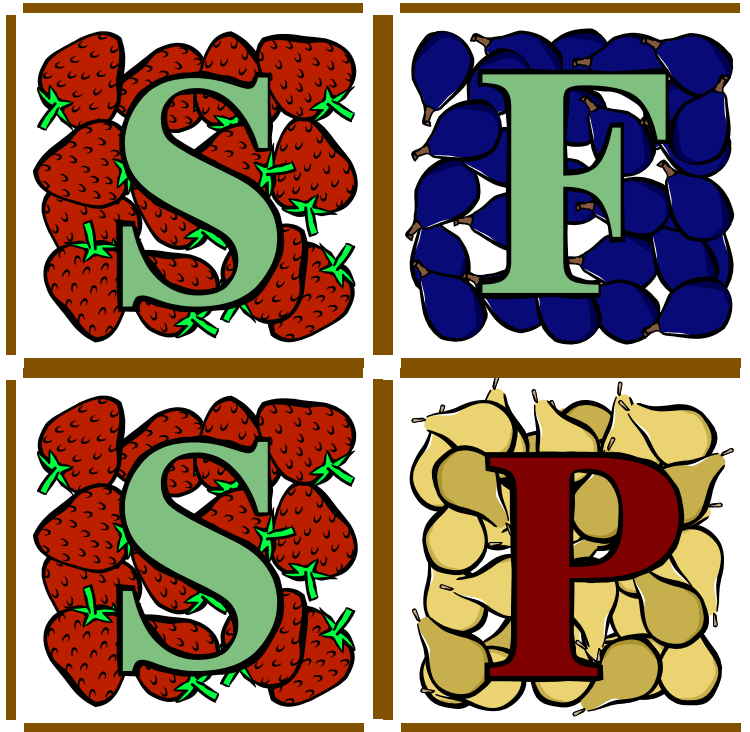


SUMMER FOOD SERVICE PROGRAM



UNANTICIPATED SCHOOL CLOSURE
PRODUCTION BOOK

Instructions for Completing Daily Food Production Worksheet

1. Menus: Write in menus or attach printed copy.
2. Planned: Record number of servings planned for each menu and/or menu item.
3. Food Items: List all food items used in the day's food preparation.
4. Breakfast: Check if food item was served at breakfast.
5. Lunch: Check if food item was served at lunch.
6. Snack: Check if food item was served at snack.
7. Supper: Check if food item was served at supper.
8. Portion Sizes: Record portion size for children and adults.
9. Leftover Amount Used Today: If leftover food items are used, record amount of food used.
10. Amount of Food Prepared: Record the quantity prepared of each food item listed in Column 3. Use portion, weight, number of pounds, size of cans, etc., as applicable.
11. Amount of Food Stored: When useable foods are leftover, weigh, measure, or count. Label, date and store items for future use. Record amount stored.
12. Amount of Food Discarded: Record any amounts of leftover foods which are discarded and explain in the comment column. Any food items which must be destroyed due to swollen can, weevil infestation, etc. should be recorded.
13. Comments: Use this section to clarify any action that is not self-explanatory.
14. Date: Record date of use.
15. Participation: Record total number of meals served to children and adults for approved meal types.
16. Special Events: Note any special events that affect daily participation. Example: Mrs. Jones' Day Care Center comes for a special events in the park.
17. Weather Factor: Record weather conditions at meal service item. Example: Rainy, cloudy.

FOOD PRODUCTION WORKSHEET (1)	Planned (2)	Food Items (3)	BREAK	LUNC	SNACK	SUPPER	Portion Sizes		
	Meals or Items	Meat/Meat Alternate	-FAST	H			(8)		
			(4)	(5)	(6)	(7)	Child	Adults	
MENUS									
	Fruit/Vegetable								
	Bread/Cereal/Grain Products								
Milk 1/2 Pint									
ADDITIONAL FOODS									

Leftover Amt. Used Today (9)	Amount of Food Prepared (10)	Amt. of Food Stored (11)	Amt. of Food Discarded (12)	Comments (13)	Date: (14)
					Participation (15)
					BREAKFAST
					Children: _____
					Adults _____
					Paid _____
					Program _____
					LUNCH
					Children: _____
					Adults: _____
					Paid _____
					Program _____
					SNACK
					Children: _____
					Adults: _____
					Paid _____
					Program _____
					SUPPER
					Children: _____
					Adults: _____
					Paid _____
					Program _____
					Special Events (16)
Additional Purchased Foods					Weather Factor (17)