

Menu Production Records

Schools or local educational agencies (LEAs), as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each grade group every day. The U.S. Department of Agriculture (USDA) requires sponsors to maintain menu production records (MPR) documenting that the meals as planned, prepared, and served meet the meal pattern requirements. Sponsors must keep the records up to date and on file for a period of three years following the end of the applicable fiscal year. Each food used to meet the food component requirements for any meal pattern must be documented as to its contribution to the food components. In addition, sponsors must have itemized receipts for foods purchased.

Maintaining the MPR is the responsibility of the school site staff. It is important that the person responsible for producing a food item be responsible for completing the part of the record that refers to the food that he or she has prepared or portioned. Sponsors are encouraged to have a place on the MPR for each person who completes a part of the MPR to either sign or initial their work.

Sample Menu Production Record forms are available on the California Department of Education (CDE) Web page at <http://www.cde.ca.gov/ls/nu/he/mnprodfrm.asp>.

For more information on Menu Production Records see the Quick Reference Guide to [Menu Production Records](#).

After you have reviewed the information contained in the Quick Reference Guide, try the [Apply Your Knowledge](#) self-check.

The School Nutrition Primer can be utilized by food service directors and administrators as a Professional Standards training resource. Reviewing the **Quick Reference Guides** with staff and administering the **Apply Your Knowledge** self-check quiz may count for 15 minute training.

The training topic Menu Production Records provides the following Professional Standards:

Key Area: Operation (2000)

Training Topic: Food Production (2100)

Learning Objectives: Complete a food production record and other required paperwork (2120)

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