**Meal Production Evaluation Tool Instructions**

***Part A – Checklist of required Components***

**Check off each section to determine if the Production Record (PR) in use has ALL the required components. Once this section is completed and it is determined that all PR have the necessary requirements it is not necessary to complete Part A on a daily basis. If any required components are missing then the PR needs to be adjusted until the checklist is complete with all components checked and included in the PR.**

***Part B- Number of Components***

**Complete by day.**

**TOP Section**

1. **List items served in the appropriate food component columns**
2. **Note the ½ cup equivalent measurement of Fruit and vegetables**
3. **State the ounce equivalents for M/MA and Grains**
4. **Milk should be 1 cup**
5. **Beside each item place the number served in the component column (example provided)**

**BOTTOM Section**

1. **Enter total number of reimbursable student meals**
2. **Enter total number of non-student meals**
3. **Enter total number of Fruit/Veg/Juice sold a la carte**
4. **Enter total number of all other sold a la carte (if a meal component)**

**The tool will total items and average items to insure that enough “servings” were served each day. This tool is developed for OVS, but it works the same for traditional service. Each reimbursable meal should have all components so the average number would be 5 or more depending how many components (items) were on the tray. Every reimbursable meal must have ½ cup fruit or vegetable.**

***Part C – Ingredients for Meals Claimed/Served***

**This section is used to determine if enough food was used to prepare the number of reimbursable meals claimed as well as the non-reimbursable meals and a la carte. To do this, certain information must be included in the PR for an outsider to interpret the PR.**

* **First reference the example to see what kind of information is needed, what is available in the production record provided and what is lacking. This will assist you in determining if the PR currently being used in your system provides the necessary information.**
* **It is definitely okay to list a recipe number, but to complete this task off-site a reviewer needs to know some additional information that can easily be added to the PR.**
* **Example 22#10cans (26.2-½ cup ct. undrained). The added (26.2-1/2cup ct undrained) allows the reviewer to know the expected yield per #10 can and therefore can calculate the number of serving that should be prepared. In this case - 576.**
* **This is important because the Buying Guide shows (24.3 ½ cup ct. undrained) per #10 can mixed fruit as well as peaches and others. The PR would be short 2 cans….**
* **If a case is listed (ex. Pepperoni Pizza – 2 cases) the case count (2- cases (96ct) needs to be shown.**
* **For some items in this section it may be necessary to send the recipe with the production record to the reviewer off-site. Calculating servings may be difficult without the recipe.**
* **When evaluating with this part of the tool remember to look at the PR at face value. Is there enough information on the PR to evaluate ingredients used for the number of reimbursable meals served? Ask yourself as you evaluate your PR, “Can I tell how much product/ingredients were used to prepare this meal?” If you can’t tell a reviewer certainly can’t tell.**
* **These records are kept for 5 years plus the current year and should be proof of providing adequate food for the number of reimbursable meals claimed. These records could be audited at any time during this period. The information needs to be easily interpreted.**