

Food Production Records

Participant Guide

This participant guide provides resources, hand-outs, activities, and space to write notes during class. It is designed to supplement the class rather than directly mirror the PowerPoint slides in a one-to-one manner.

Training Overview

Length	6 Hours
Description	This course will review the essentials of effective food program management, including TDA's revised onsite kitchen food production record form. This vital tool ensures compliance with nutritional standards across different age/grade groups, while aiding in the accurate documentation of both reimbursable and non-reimbursable meals. Learn how to leverage various food production records to enhance your food service operations, enabling precise tracking, forecasting, and planning for procurement, ordering, and compliance.
USDA Key Areas	2000 – Operations
USDA Professional Standards Codes	2120 – Food Production Records
Learning Objective(s)	<ul style="list-style-type: none">•Learners will establish a compliant foundation with record keeping within their State Agency application packet.•Learners will identify the benefits and legal requirements to use and maintain a food production documentation system.•Learners will identify the minimum requirements of a food production record for on-site, central, and receiving kitchens using the State Agency's template prototypes forms and instructions.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
Nutrition Assistance Programs

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www.SquareMeals.org

	<ul style="list-style-type: none"> •Learners will understand and locate resources for other records for food production documentation to support the meal pattern
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Common Acronyms

AR	Administrative Review
ARM	Administrator’s Reference Manual
ASCP	After School Care Program
CACFP	Child and Adult Care Food Program
CE	Contracting Entity
CN	Child Nutrition
CNP	Child Nutrition Program
ESC	Education Service Center
FBG	Food Buying Guide
FND/F&N	Food & Nutrition
FPR	Food Production Record
MFS	Manufacturer’s Formulation Statement
NSLP	National School Lunch Program
PFS	Product Formulation Statement
SBP	School Breakfast Program

TheICN.org	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.	<u>Institute of Child Nutrition Website</u>
USDA/ICN	The USDA Recipe Standardization Guide for School Nutrition Programs is a “how-to” guide on recipe standardization for school nutrition recipe developers.	<u>USDA Standardized Recipe Program</u>
USDA	The child nutrition (CN) labeling program is a voluntary federal labeling program for child nutrition programs (CNP). The CN label on a product communicates how the product contributes to CNP meal pattern requirements. CN labeled products provide CNP operators with a warranty against audit claims when the product is prepared according to the manufacturer’s instructions.	<u>USDA Child Nutrition Labeling Program</u>
USDA	Categorized by food type, the USDA Foods Product Information Sheets describe the items expected to be available for schools and institutions participating in the Child and Adult Care Food Program, the National School Lunch Program, the Summer Food Service Program, and other child nutrition programs.	<u>USDA Foods in School Product Information Sheet</u>

Why does this Matter?

Me

- How will this class help me?

My Organization

- Which specific areas within this course topic does their organization needs help or guidance with?

My Food Program Participants

- How will this class help the recipients of my food program?

Notes

Next Steps

1. Identify Key Take-Aways

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2. Create a Plan

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3. Contact for TA

- My ESC Number:
- My ESC Contact Name:
- My ESC Contact Email:
- My ESC Contact Phone Number
- Other Info:

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