

**North Carolina Department of Health and Human Services
 Division of Public Health
 Women's & Children's Health Section
 Special Nutrition Programs
 Summer Food Service Program
 DAILY MENU PRODUCTION RECORD**

(1) Date: _____ Name of Sponsor: _____

Name of Site: _____

(2) Meal Type	Meal Component	(3) Food Items Used	(4) Unit of Food Used	(5) Portion size served
MEAL TYPE: (6) TOTAL # OF MEALS PREPARED: _____	Meat/Meat Alternate:			
	Vegetable/Fruit:	-----	-----	-----
	Grains/Breads:			
	Milk (8 oz.):			
(2) Meal Type & Menu	Meal Component	(3) Food Items Used	(4) Unit of Food Used	(5) Portion size served
MEAL TYPE: MENU: (6) TOTAL # OF MEALS PREPARED _____	Meat/Meat Alternate:			
	Vegetable/Fruit:	-----	-----	-----
	Grains/Breads:			
	Milk (8 oz.):			

Standard SFSP Meal Patterns

	Meat/Meat Alternate	Vegetable/Fruit	Grain/Bread	Milk
Breakfast	(optional)	●	●	●
Lunch & Supper	●	●● (2 items)	●	●
Snack	●● (2 of the 4 components)			

Daily Menu Production Worksheet Instructions

This is a requirement for all sponsors preparing meals on-site or at a central kitchen.

Item Number

1. Enter the calendar date showing month, day, and year, name of sponsor, and site.
2. Enter the meal that will be prepared. For example Breakfast, Lunch, Supper, AM snack or PM snack.
3. Enter all menu items by meal component served on this date for the appropriate meal service. Enter the name of each food used to meet meal or snack requirements. For a menu item as beef potpie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the meat/meat/alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the piecrust would meet part or the entire grain/bread requirement.
4. Enter quantity of each ingredient or food item used to prepare the entire meal. Use weights, measures or number, (e.g., stew beef, 10 lbs; potatoes, 3 lbs; etc.)
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie; ½-cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).
6. Enter the total number of meals prepared for this meal.