

**South Carolina Department of Social Services  
PRODUCTION RECORD – A.M.**

Actual No. Served	Breakfast	Lunch	Snack
1 - 2 year			
3 - 5 year			
6 - 12 year			
Adults/Staff			

Name of Facility: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: (MM/DD/YY) \_\_\_\_\_

	Menu Items	Unit of Measure	Number Calculated	Purchase Unit	Servings Per Purchase Unit	No. of Purchase Units Needed	Number of Units Prepared/Served	Number of Units Leftover
<b>Breakfast</b>	Fruit/Vegetable:							
	Bread/Alternate:							
	Milk:							
<b>Lunch</b>	Meat/Alternate:							
	Fruit/Vegetable:							
	Fruit/Vegetable:							
	Bread/Alternate:							
	Milk:							
<b>Snack</b>	(2 of the following 4 items)							
	Meat/Alternate:							
	Fruit/Vegetable:							
	Bread/Alternate:							
	Milk:							

Information for these 2 columns  
may be found in the Food Buying Guide

To determine this column use:  
No. calculated + Serv. per purchase unit

<b>Estimated Number of: 1 - 2 yr. _____ 3 - 5 yr. _____ 6 - 12 yr. _____ Adults/Staff _____</b>				
<b>Breakfast</b>		Vegetables/Fruits	Bread/Bread Alternates	Milk
	1-2 yr. = _____ X .25 = _____	1-2 yr. = _____ X .25 = _____	1-2 yr. = _____ X .25 = _____	1-2 yr. = _____ X 4.00 oz. = _____
	3-5 yr. = _____ X .50 = _____	3-5 yr. = _____ X .50 = _____	3-5 yr. = _____ X .33 = _____	3-5 yr. = _____ X 6.00 oz. = _____
	6-12 yr. = _____ X .50 = _____	6-12 yr. = _____ X .75 = _____	6-12 yr. = _____ X .75 = _____	6-12 yr. = _____ X 8.00 oz. = _____
	Adults = _____ X .75 = _____	Adults = _____ X 1.50 = _____	Adults = _____ X 1.50 = _____	Adults = _____ X 8.00 oz. = _____
	+	+	+	
	Total cups = _____	Total cups = _____	<b>Total ounces = _____</b>	
	Total cups: _____ X 4 = _____ <b>1/4 cups</b>	Total cups: _____ X 4 = _____ <b>1/4 cups</b>		
<b>Estimated Number of: 1 - 2 yr. _____ 3 - 5 yr. _____ 6 - 12 yr. _____ Adults/Staff _____</b>				
<b>Lunch</b>	Meat/Meat Alternate	Vegetables/Fruits	Bread/Bread Alternates	Milk
	1-2 yr. = _____ X 1.00 oz. = _____	1-2 yr. = _____ X .25 = _____	1-2 yr. = _____ X .25 = _____	1-2 yr. = _____ X 4.00 oz. = _____
	3-5 yr. = _____ X 1.50 oz. = _____	3-5 yr. = _____ X .50 = _____	3-5 yr. = _____ X .25 = _____	3-5 yr. = _____ X 6.00 oz. = _____
	6-12 yr. = _____ X 2.00 oz. = _____	6-12 yr. = _____ X .75 = _____	6-12 yr. = _____ X .50 = _____	6-12 yr. = _____ X 8.00 oz. = _____
	Adults = _____ X 2.00 oz. = _____	Adults = _____ X 1.00 = _____	Adults = _____ X 1.00 = _____	Adults = _____ X 8.00 oz. = _____
	+	+	+	+
	<b>Total ounces = _____</b>	Total cups = _____	Total cups = _____	<b>Total ounces = _____</b>
	Total cups: _____ X 4 = _____ <b>1/4 cups</b>	Total cups: _____ X 4 = _____ <b>1/4 cups</b>		
	$\div 2 =$ _____ <small>Amount needed for each fruit/veg.</small>			
<b>Estimated Number of: 1 - 2 yr. _____ 3 - 5 yr. _____ 6 - 12 yr. _____ Adults/Staff _____ (Choose 2 of the 4 categories)</b>				
<b>Snack</b>	Meat/Meat Alternate	Vegetables/Fruits	Bread/Bread Alternates	Milk
	1-2 yr. = _____ X .50 oz. = _____	1-2 yr. = _____ X .50 = _____	1-2 yr. = _____ X .25 = _____	1-2 yr. = _____ X 4.00 oz. = _____
	3-5 yr. = _____ X .50 oz. = _____	3-5 yr. = _____ X .50 = _____	3-5 yr. = _____ X .33 = _____	3-5 yr. = _____ X 4.00 oz. = _____
	6-12 yr. = _____ X 1.00 oz. = _____	6-12 yr. = _____ X .75 = _____	6-12 yr. = _____ X .75 = _____	6-12 yr. = _____ X 8.00 oz. = _____
	Adults = _____ X 2.00 oz. = _____	Adults = _____ X .50 = _____	Adults = _____ X 1.50 = _____	Adults = _____ X 8.00 oz. = _____
	+	+	+	+
	<b>Total ounces = _____</b>	Total cups = _____	Total = _____	<b>Total ounces = _____</b>
	Total cups: _____ X 4 = _____ <b>1/4 cups</b>	Total cups: _____ X 4 = _____ <b>1/4 cups</b>		