

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

Actual No. Served	P.M. Snack	Supper	Evening 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>P.M. Snack</b>	(2 of the following 4 items)							
	Meat/Alternate:							
	Fruit/Vegetable:							
	Bread/Alternate:							
	Milk:							
<b>Supper</b>	Meat/Alternate:							
	Fruit/Vegetable:							
	Fruit/Vegetable:							
	Bread/Alternate:							
	Milk:							
<b>Evening 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>P.M. Snack</b>	<b>Estimated Number of: 1 - 2 yr. _____ 3 - 5 yr. _____ 6 - 12 yr. _____ Adults/Staff _____ (Choose 2 of the 4 categories)</b>			
	Meat/Meat Alternate	Vegetables/Fruits	Bread/Bread Alternates	Milk
	1-2 yr. = _____ X .50 oz. = _____ 3-5 yr. = _____ X .50 oz. = _____ 6-12 yr. = _____ X 1.00 oz. = _____ Adults = _____ X 1.00 oz. = _____ + <b>Total ounces = _____</b>	1-2 yr. = _____ X .50 = _____ 3-5 yr. = _____ X .50 = _____ 6-12 yr. = _____ X .75 = _____ Adults = _____ X .50 = _____ + Total cups = _____ Total cups: _____ X 4 = _____ <b>1/4 cups</b>	1-2 yr. = _____ X .25 = _____ 3-5 yr. = _____ X .33 = _____ 6-12 yr. = _____ X .75 = _____ Adults = _____ X 1.50 = _____ + Total cups = _____ Total cups: _____ X 4 = _____ <b>1/4 cups</b>	1-2 yr. = _____ X 4.00 oz. = _____ 3-5 yr. = _____ X 4.00 oz. = _____ 6-12 yr. = _____ X 8.00 oz. = _____ Adults = _____ X 8.00 oz. = _____ + <b>Total ounces = _____</b>
<b>Supper</b>	<b>Estimated Number of: 1 - 2 yr. _____ 3 - 5 yr. _____ 6 - 12 yr. _____ Adults/Staff _____</b>			
	Meat/Meat Alternate	Vegetables/Fruits	Bread/Bread Alternates	Milk
	1-2 yr. = _____ X 1.00 oz. = _____ 3-5 yr. = _____ X 1.50 oz. = _____ 6-12 yr. = _____ X 2.00 oz. = _____ Adults = _____ X 2.00 oz. = _____ + <b>Total ounces = _____</b>	1-2 yr. = _____ X .25 = _____ 3-5 yr. = _____ X .50 = _____ 6-12 yr. = _____ X .75 = _____ Adults = _____ X 1.00 = _____ + Total cups = _____ Total cups: _____ X 4 = _____ <b>1/4 cups</b> <small>÷ 2 = _____ Amount needed for each fruit/veg.</small>	1-2 yr. = _____ X .25 = _____ 3-5 yr. = _____ X .25 = _____ 6-12 yr. = _____ X .50 = _____ Adults = _____ X 1.00 = _____ + Total cups = _____ Total cups: _____ X 4 = _____ <b>1/4 cups</b>	1-2 yr. = _____ X 4.00 oz. = _____ 3-5 yr. = _____ X 4.00 oz. = _____ 6-12 yr. = _____ X 8.00 oz. = _____ + <b>Total ounces = _____</b>
<b>Evening Snack</b>	<b>Estimated Number of: 1 - 2 yr. _____ 3 - 5 yr. _____ 6 - 12 yr. _____ Adults/Staff _____ (Choose 2 of the 4 categories)</b>			
	Meat/Meat Alternate	Vegetables/Fruits	Bread/Bread Alternates	Milk
	1-2 yr. = _____ X .50 oz. = _____ 3-5 yr. = _____ X .50 oz. = _____ 6-12 yr. = _____ X 1.00 oz. = _____ Adults = _____ X 1.00 oz. = _____ + <b>Total ounces = _____</b>	1-2 yr. = _____ X .50 = _____ 3-5 yr. = _____ X .50 = _____ 6-12 yr. = _____ X .75 = _____ Adults = _____ X .50 = _____ + Total cups = _____ Total cups: _____ X 4 = _____ <b>1/4 cups</b>	1-2 yr. = _____ X .25 = _____ 3-5 yr. = _____ X .33 = _____ 6-12 yr. = _____ X .75 = _____ Adults = _____ X 1.50 = _____ + Total = _____ Total cups: _____ X 4 = _____ <b>1/4 cups</b>	1-2 yr. = _____ X 4.00 oz. = _____ 3-5 yr. = _____ X 4.00 oz. = _____ 6-12 yr. = _____ X 8.00 oz. = _____ Adults = _____ X 8.00 oz. = _____ + <b>Total ounces = _____</b>