

CACFP requires centers to complete Food Production records daily for each snack and/or meal prepared at the center. This applies to all:

- child care centers
- after school programs for children and teens up to 19 years of age.
- adult day care centers serving adults in mental health and social/medical model day care settings.

Food Production records can be used as a planning tool and as a record of required food service information. They can organize the way cooks plan and prepare meals. The food production record outlines the meal pattern and food components and allows you to write your menu, serving sizes, type and amount of food prepared and the number of people served.

These instructions will help you to keep complete records showing that you have met CACFP meal requirements. They should be completed by the person who does the actual meal preparation, usually the cook. The examples given use serving sizes for 3 to 5 year olds. Refer to the Child Meal Pattern or Adult Meal Pattern for the serving sizes required for your center.

**Training on completing food production records is available periodically in all areas of the state. If you have any questions about the training or how to complete the menu records, feel free to contact CACFP at 1-800-942-3858 for assistance.**

(1) MEAL PATTERN	(2) FOOD ITEMS USED	(3) SERVING SIZE	(4) AMOUNTS USED	(5) NUMBER SERVED
<b>LUNCH/SUPPER - <i>Must serve all 5</i></b> 1. Fluid milk	1. <b>Milk</b>		1.	
	2. Meat/Meat Alternate <b>Hamburger</b>		2.	
	3. Vegetable/Fruit <b>Peaches</b>		3.	
	4. Vegetable/Fruit <b>Mashed Potatoes</b>		4.	
	5. Grains/Breads <b>Dinner Roll</b>		5.	

**Column 2 – Food Items Used**

- Record the food that you will serve, next to the corresponding food item in Column 1. In the example above- you are serving peaches at lunch so you write ‘peaches’ in Column 2 next to “vegetable/fruit” in column 1.
- Make sure that each menu item you use is creditable (counts towards a reimbursable meal) by looking in the book, *Crediting Foods in CACFP\**.
- Remember that potatoes are a vegetable, not a bread component. As you can see above, they are listed across from the vegetable/fruit, not the grains/bread.

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<b>LUNCH/SUPPER - <i>Must serve all 5</i></b> 1. Fluid milk	1. Milk	3/4 cup	1.	
	2. Meat/Meat Alternate	1 1/2 oz	2.	
	3. Vegetable/Fruit	1/4 cup	3.	
	4. Vegetable/Fruit	1/4 cup	4.	
	5. Grains/Breads	1/2	5.	

### Column 3 – Serving Size

- Record the actual serving size of the prepared food. This can be either the minimum requirement for the age group served (refer to the Child Meal Pattern\*) or a larger portion.
- If you serve children of different ages, you can use the serving sizes required for the age-range that represents most of the children or use the serving size for the oldest children at your center. Example- a center that serves children ages of 1-6, where most of the children are age 3-5, would use the 3-6 age group serving size.

(1) MEAL PATTERN	(2) FOOD ITEMS USED	(3) SERVING SIZE	(4) AMOUNTS USED	(5) NUMBER SERVED
<b>LUNCH/SUPPER- <i>Must serve all 5</i></b> 1. Fluid milk	1. Milk	3/4 cup	1. 4 gal 1% low fat	
	2. Meat/Meat Alternate	2. Hamburger	2. 10 lbs 90% lean, ground beef	
	3. Vegetable/Fruit	3. Peaches	3. 2 #10 cans sliced	
	4. Vegetable/Fruit	4. Mashed Potatoes	4. 10 lbs fresh	
	5. Grains/Breads	5. Dinner Roll	5. 4 12 oz pkg whole grain	

#### **Column 4 – Amounts Used**

- Describe each food item and the total amount of each food item you prepared. For example, 10 pounds of fresh potatoes.
- For fresh fruits and vegetables, write the weight or size of the item. For example, write 2 15 lb watermelons, not 2 whole watermelons.
- For milk, indicate the percentage of fat (1% or skim). Show the amount of milk used in actual purchase units. For example gallons, ½ gallons, or ½ pints
- For fruits and vegetables, indicate if it was purchased fresh, frozen, canned or dried. For meat, indicate the percentage of fat, the cut of meat and how it was purchased, i.e. boneless chicken, breaded fish, pork chops.
- List individual portions only if the item is purchased that way, such as single serving boxes of cereal.
- Note the weight of loaves of bread, boxes or bags of cereal, pasta, rice, crackers etc. For example, 4 12oz. pkgs. of dinner rolls, 2 #10 cans of peaches.
- Use USDA's *Food Buying Guide*\* to calculate the amount of foods needed. Round up to be sure enough food is prepared to serve all in attendance.

(1) MEAL PATTERN	(2) FOOD ITEMS USED	(3) SERVING SIZE	(4) AMOUNTS USED	(5) NUMBER SERVED	
<b>LUNCH/SUPPER – <i>Must serve all 5</i></b> 1. Fluid milk	1. Milk	3/4 cup	1. 4 gal 1% low fat	<b>70</b>	
	2. Meat/Meat Alternate	2. Hamburger	2. 10 lbs 90% lean, ground beef		
	3. Vegetable/Fruit	3. Peaches	3. 1/4 cup		3. 2 #10 cans sliced
	4. Vegetable/Fruit	4. Mashed Potatoes	4. 1/4 cup		4. 10 lbs fresh
	5. Grains/Breads	5. Dinner Roll	5. 1/2		5. 4 12 oz pkg whole grain

**Column 5 – Number Served**

- The number of children served (or adults if you operate an adult center) is written in this column. If teachers, staff or guests eat with the children, include them in this number. Even though you can only claim meals served to children (or adults enrolled in day care), you must prepare enough food to feed the children and anyone else who eats with them.

**Snack** - Snacks must contain two foods from **different** components. Serving 2 items from the Vegetable/Fruit/Juice component does **not** meet the requirements.

\*The following resources discussed above can be ordered from CACFP by calling 1-800-942-3858 Ext. 27262

- Crediting Foods in CACFP
- Child Meal Pattern
- Adult Meal Pattern
- Food Buying Guide