



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 are not required for infants or programs serving only snack.

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.**

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The following resources can help you plan and prepare healthy meals:

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

They can be ordered from CACFP by calling 1-800-942-3858 and choosing option 5.

This institution is an equal opportunity provider.

(1) MEAL PATTERN	(2) FOOD ITEMS	(3) SERVING SIZE	(4) # SERVINGS PREPARED	(5) TYPE AND AMOUNTS USED
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**LUNCH** – *Must serve all 5 components*

1. Milk	1. <b>Milk</b>			1.
2. Vegetable	2. <b>Kale</b>			2. <input type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input type="checkbox"/> Canned
3. Fruit or Vegetable	3. <b>Peaches</b>			3. <input type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input type="checkbox"/> Canned
4. Grains/Bread	4. <b>Noodles</b>			4.
5. Meat/Meat Alternate	5. <b>Chicken</b>			5.

**Column 2 – Food Items**

- Record the food that you will serve in Column 2. In the example above, you are serving kale at lunch so you write ‘kale’ in Column 2 next to “vegetable” in Column 1.
- Make sure that each menu item used is creditable (counts towards a reimbursable meal) by looking in the book, *Crediting Foods in CACFP*.

(1) MEAL PATTERN	(2) FOOD ITEMS	(3) SERVING SIZE	(4) # SERVINGS PREPARED	(5) TYPE AND AMOUNTS USED
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**LUNCH** – *Must serve all 5 components*

1. Milk	1. Milk	3/4 cup		1.
2. Vegetable	2. Kale	1/4 cup		2. <input type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input type="checkbox"/> Canned
3. Fruit or Vegetable	3. Peaches	1/4 cup		3. <input type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input type="checkbox"/> Canned
4. Grains/Bread	4. Noodles	1/4 cup		4.
5. Meat/Meat Alternate	5. Chicken	1 1/2 oz.		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 or a larger portion (refer to the Child Meal Pattern).
- 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. For example: a center that serves children ages 1-6, where most of the children are age 3-5, would record the 3-5 age group serving size.

(1) MEAL PATTERN	(2) FOOD ITEMS	(3) SERVING SIZE	(4) # SERVINGS PREPARED	(5) TYPE AND AMOUNTS USED
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**LUNCH** – *Must serve all 5 components*

1. Milk	1. Milk	3/4 cup	<b>70</b>	1.
2. Vegetable	2. Kale	1/4 cup		2. <input type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input type="checkbox"/> Canned
3. Fruit or Vegetable	3. Peaches	1/4 cup		3. <input type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input type="checkbox"/> Canned
4. Grains/Bread	4. Noodles	1/4 cup		4.
5. Meat/Meat Alternate	5. Chicken	1 1/2 oz.		5.

**Column 4 – # Servings Prepared**

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.

(1) MEAL PATTERN	(2) FOOD ITEMS	(3) SERVING SIZE	(4) # SERVINGS PREPARED	(5) TYPE AND AMOUNTS USED
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**LUNCH** – *Must serve all 5 components*

1. Milk	1. <b>Milk</b>	3/4 cup	<b>70</b>	1. <b>4 gallons of 1% low-fat milk</b>
2. Vegetable	2. <b>Kale</b>	1/4 cup		2. <b>2 pounds kale</b> <input checked="" type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input type="checkbox"/> Canned
3. Fruit or Vegetable	3. <b>Peaches</b>	1/4 cup		3. <b>2 #10 cans sliced peaches</b> <input type="checkbox"/> Fresh <input type="checkbox"/> Frozen <input checked="" type="checkbox"/> Canned
4. Grains/Bread	4. <b>Noodles</b>	1/4 cup		4. <b>3 - 16 oz. packages of whole-wheat noodles</b>
5. Meat/Meat Alternate	5. <b>Chicken</b>	1 1/2 oz.		5. <b>9 pounds fresh boneless chicken breast</b>

**Column 5 – Amounts Used**

1. Describe each food item and the total amount of each food item you prepared. For example: 2 pounds of kale.
2. For milk, indicate the percentage of fat (1% low-fat or fat-free). Show the amount of milk used in actual purchase units. For example: gallons, ½ gallon or ½ pint.
3. For vegetables and fruits, write the weight or size of items and indicate if the item was purchased fresh, frozen or canned. For example: write 2 – 15 pound watermelons, not 2 whole watermelons.
4. Note the weight of loaves of bread, boxes or bags of cereal, pasta, rice, crackers, etc. For example: 3 – 16 oz. packages of pasta, 48 oz. rice or 1 pound bread.
5. List individual portions only if the item is purchased that way, such as single serving boxes of cereal.
6. For meat, indicate the percentage of fat, the cut of meat and how it was purchased. For example: boneless chicken, 90% lean ground beef, breaded fish or pork chops.
7. Use USDA’s *Food Buying Guide* to calculate the amount of food needed. Round up to be sure enough food is prepared to serve all in attendance.