Food Production Records

The Child and Adult Care Food Program (CACFP) is a Federal Program that provides reimbursement to participating child care institutions for providing nutritious meals and snacks to children. Institutions are required to create menus based on the CACFP Meal Pattern Charts to make sure to include the correct food components and the right serving sizes to children for each meal and snack that is claimed for reimbursement.

A food production record is a tool that helps make sure meals and snacks meet the CACFP meal pattern by planning ahead so the correct amount of food purchased and prepared will meet the program minimums. Purchasing and preparing food can take up a lot of time if it's not organized and planned effectively and can result in numerous trips to the grocery store which can be expensive and a waste of time. Food production records should be completed in advance of purchasing and preparing the food on your menu and they will help to forecast the correct amount of food to prepare at every meal and snack. In the end, food production records will save you time and money by documenting all the information you need to serve meals and snacks on your menu.

How do you complete a Food Production Record?

Step 1: Develop and finalize your child care menu using the CACFP Meal Pattern Charts to guide you with balancing meals and snacks by including the right food components.

Step 2: Build food production records to assist you with purchasing and preparing the correct amount of food based on the following correct food components and serving sizes listed on the CACFP Meal Pattern Charts.

Before getting started on your food production record, you will need:

- The CACFP meal pattern charts to assist you. The CACFP meal pattern charts list the components for each meal and the minimum serving size to meet the CACFP program requirements.
- The USDA Food Buying Guide Online Calculator to help you determine the correct amounts of each ingredient that will be needed. http://fbg.nfsmi.org
- A final version of your current menu. If there are changes you would like to complete on your current menu, we suggest that you make those changes BEFORE you start completing the food production record.

The information to follow describes what information you will need to include on the food production record along with an example.

Food production records include the following elements:

1. **NAME OF RECORD**: For example, "CACFP Food Production Record"

2. **NAME OF THE BUSINESS AND CITY/PLACE AND STATE:** For example, "Child Care Center, Helena, MT"

3. **NAME OF PERSON RESPONSIBLE:** A signature is not required (a signature is only required on Food Delivery Receipts, if applicable)

4. **DATE & MEAL:** For example, "07/07/10 Breakfast"

5. **MENU:** Record your day's menu. List food items and major ingredients in combination foods such as spaghetti.

6. **FOODS USED:** At a minimum, include the foods used to meet CACFP required meal components. List the type of food used to prepare the menu item, such as fresh strawberries or frozen peas.

7. **PURCHASE UNIT:** For example: cup, fl. oz., gal., lb, oz., #10 can, slice, whole, etc. Indicate the type of unit purchased, by the pound, loaf, slice, #10 size can, etc. Be consistent with the Purchase Unit across the Food Production Record in completing the amount to prepare. *For example: if you are using pounds as a purchase unit, the amount to prepare/actual amount should be recorded in pounds. If you use a #10 can, the amount to prepare/actual amount should be recorded in #10 cans.*

8. **SERVING SIZE:** For example: 6 fl. oz., ½ cup, ½ slice, 1 whole, etc. RECORD THE CACFP MINIMUM AMOUNT THAT MUST BE OFFERED. Reference the CACFP Meal Pattern Chart (required to be posted at all CACFP institutions) for minimum serving sizes for all age groups.

9. **NUMBER OF SERVINGS TO PREPARE: I**nclude CACFP participants plus the attending adults. Take the average meal count from a recent week that's a good representation (an average is the total meal count on each day divided by the number of days). Record actual meal counts for enrolled children on Meal Participation Records for meals claimed for reimbursement each day. Add children and adults together to determine the total number of servings prepared. For adults, multiply the serving size for 6-12 year olds by <u>two</u>, except for milk. Make sure that you have the correct serving size for the age group.

10. **AMOUNT OF FOOD TO PREPARE** (total amount of food, enough to meet CACFP meal components, plus additional amounts to meet appetite and energy needs; include staff/volunteers if applicable). Multiply the Serving size (#8) by the Number of Servings Prepared (#9) and divide the total by the number of servings in the Purchase Unit. This gives the MINIMUM number of Purchase Units (i.e. cans, loaves of bread, pounds of meat to thaw, gallons of milk, etc) to open based on your estimate from the average of recent meal counts. Round up so as not to be short on the MINIMUM amount. This number is an ESTIMATE and it can change if you have more or less children attend on the day. It's your best guess to purchase the correct amount of ingredients and prepare the amount of food for meals accurately without not having enough food or preparing too much food. Use this as the "master" for cycle menus and you will only need to make adjustments if you change menu days or if you need menu substitutions or if your meal counts change.

Here's an example of a food production record utilizing all of the elements listed above.

1. CACFP Food Production Record						
2. Name of Child Care Business, Place, Montana (i.e. Child Care Center, Helena, MT)						
3. Name of the Person Responsible (i.e. Jane Smith)						
4. Date **May 23, 2010**	**5. Menu**	**6. Foods Used**	**7. Purchase Unit**	**8. Serving Size** **(based on ages 3-5)**	**9. Number of Servings to Prepare**	**10. Amount of Food to Prepare**
Breakfast 8:00am	Hot cereal	Oatmeal, cooked 1 part dry oats : 2 parts water	cups	½ cup	40	20 cups = 5 quarts
	Bananas	Bananas, medium	whole	½ whole	40	20 bananas
	Milk	Milk, fluid	Gallon (128 fl oz)	6 fl oz	40	2 gallons
Snack 10:00am	Hummus *recipe on file	#10 can of chickpeas	#10 can yields 42 servings	¼ cup	50	2 cans
	Pita bread	Pita bread	1 bag yields 10 servings	½ slice	50	5 bags
	Cucumbers (extra)	Cucumbers	1 cucumber yields 25 servings	2 slices	50	4 cucumbers
Lunch 12:00am	Toasted cheese sandwiches	Bread, whole wheat 1lb loaf = 18 slices 1 slice = 1 oz	loaves	1 slice	80	5 loaves
		Cheese, cheddar	lb	2 oz	80	10 lbs
	Tomato soup	Soup, tomato concentrate	#10 can	1 cup	80	4 x #10 cans
	Apples	Green 'Granny Smiths' medium, whole	3/lb	½ apple	80	45 apples = 15lbs
	Milk	Milk, fluid	Gallon (128 fl oz)	6 fl oz	80	4 gal
Snack 2:30pm	Gingerbread	Gingerbread *recipe on file	Loaves 1 loaf = 1lb	1 slice = 2oz bread	40	5 loaves
	Melons	Cantaloupe, whole	1 each = 3lbs	1/8 melon	40	5 melons
Supper 5:00pm	Meatballs	Extra lean ground beef	1lb yields 12oz 1lb yields 4 servings	3 x 1oz meatballs	50	12.5 lbs
	Pasta	Rotini noodles (dry)	1 lb yields 17 servings	½ cup	50	3 lbs
	Tomato sauce	Tomato sauce	15 oz can yields 6.5 servings	¼ cup tomato sauce (1/2 cup total)	26 tomato sauce (52 in total with diced tomatoes)	4 cans
		Diced tomatoes	28 oz yields 13 servings	¼ cup diced tomatoes (1/2 cup total)	26 diced tomatoes (52 in total with tomato sauce)	2 cans
	Broccoli	Frozen broccoli spears	1lb yields 10 servings	¼ cup (5 spears)	50	6 lbs
	Milk	Milk, fluid	Gallon (128 fl oz)	6 oz	50	2.5 gallons

Try it yourself!

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