

Montana Department of Public Health and Human Services	Policy
	MT CACFP 2008-5 Rev 3
	Section: All Institutions
Child and Adult Care Food Program	Subject: Food Preparation Records
	Date Revised: 3/23/2016

FOOD PREPARATION RECORDS

Food preparation records are required by the State agency for foods prepared and for meals served and claimed to the CACFP, as follows:

For Day Care Homes:

Providers use Minute Menu software to create menus and foods used. This system is sufficient for meals served and claimed.

For Child Care Centers:

Written menus marked by date are required. Standardized recipes for foods served or food production records for meals served, are required. For centers using a food service vendor for meals, food delivery receipts are required instead of standardized recipes or food production records. Food delivery receipts must be marked by date, signed by the receiving person and must be covered by a written agreement with the vendor current within the past twelve months or more frequently if circumstances change.

For Afterschool and Outside School Hours Programs:

For programs serving snacks only, written menus marked by date and with amounts of food served per participant are required; standardized recipes or food production records are not required. For programs serving breakfast, lunch and/or supper meals, the food preparation record requirements are the same as for child care centers.

[Reference: 7 CFR Part 226.15(e)(10)]