

# CACFP Menu Production Record – Child Care Centers

DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

Menu	Food Items (specify fresh, canned, cooked, dry/dehydrated, etc.)	Food Amounts (specify market unit: lbs., #10 cans, gallons, etc.)		Numbers Served
<b>Breakfast</b>	Actual Food Items Prepared	Estimated Amounts for Meal Planning	Actual Amounts Prepared	<b>Estimated Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____
Milk				Staff _____
Fruit or Vegetable				<b>Actual Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____  Staff _____
Bread/Bread Alternate				
Meat/Meat Alternate (optional)				
<b>AM Snack</b> Choose 2 of the following:	Actual Food Items Prepared	Estimated Amounts for Meal Planning	Actual Amounts Prepared	<b>Estimated Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____
Milk				Staff _____
Fruit or Vegetable				<b>Actual Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____  Staff _____
Bread/Bread Alternate				
Meat/Meat Alternate				
<b>Lunch</b>	Actual Food Items Prepared	Estimated Amounts for Meal Planning	Actual Amounts Prepared	<b>Estimated Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____
Milk				Staff _____
Meat/Meat Alternate				<b>Actual Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____  Staff _____
Fruit/Vegetable (2 or more)				
Bread/Bread Alternate				

<b>PM Snack</b> Choose 2 of the following:	Actual Food Items Prepared	Estimated Amounts for Meal Planning	Actual Amounts Prepared	<b>Estimated Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____  Staff _____
Milk				
Fruit or Vegetable				<b>Actual Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____
Bread/Bread Alternate				
Meat/Meat Alternate				Staff _____
<b>Dinner</b>	Actual Food Items Prepared	Estimated Amounts for Meal Planning	Actual Amounts Prepared	<b>Estimated Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____  Staff _____
Milk				
Meat/Meat Alternate				<b>Actual Numbers:</b> 1-2 year olds _____ 3-5 year olds _____ 6-12 year olds _____
Fruit/Vegetable (2 or more)				
				Staff _____
Bread/Bread Alternate				

### Directions for Completing Menu Production Record

- Record date; month/day/year
- Record your menu. Note any menu substitutions.
- Record each food item used to fulfill the meal/snack components. Specify if the item is fresh, canned, cooked, raw, dry/dehydrated, etc. Note: For snacks, serve a minimum of 2 different food components. (Exception: A snack containing juice and milk as the only components in **not** reimbursable.)
- For meal planning, record the estimated numbers of participant and staff, if applicable, expecting to feed, Also. Record the estimated amounts of food items needed.
- Record the actual amount of each food item prepared for the meal/snack.  
**IMPORTANT:** Specify the market or purchase unit for each food item such as gallons, lbs., #10 cans, 20 (oz) box, etc.
- Record the numbers of participants who participated in the meal/snack service. Also, record the number of adults who participated in the meal or snack if applicable. **Note:** Although meals served to adults (i.e. staff, parents, volunteers) are not reimbursable, your center must prepare enough food to feed adults, who are participating in the meal, as well as the children.