

Production Records: A Tool to Use

Every family day care home provider wants to meet Child and Adult Care Food Program (CACFP) requirements in the best way possible. A production record is a tool that makes menu planning and record keeping easier. Some states or sponsoring agencies may require production records. Others may encourage this best practice method to meet program guidelines.

A production record is a tool that helps make sure:

- Meals meet CACFP meal patterns
- Food amount meet program minimums
- Serving sizes are clearly stated
- Leftover amounts are noted

Date:		Site:						
Meal Pattern	Menu ID	Food Item Used (1)	Quantity Used (2)	Serving Size (3)	AG (4)	CP (5)	PR (6)	LO (7)
Breakfast		Milk, Fruit Bread or Roll or Slogumies Cereal/Straw						
AM Snack		Cereal (2) Milk, Fruit Bread or Roll or Slogumies Cereal/Straw Milk/Mean Appare						
Lunch		Milk, Fruit Vegetable and/or Fruit (2 or more) Cereal/Straw Milk/Mean Appare						
PM Snack		Cereal (2) Milk, Fruit Bread or Roll or Slogumies Cereal/Straw Milk/Mean Appare						
Supper		Milk, Fruit Vegetable and/or Fruit (2 or more) Cereal/Straw Milk/Mean Appare						

Building Blocks for Fun and Healthy Meals (2000).

USDA's *Building Blocks for Fun and Healthy Meals* Appendix K has a sample production record. Use copies of this master or make one for your needs. This sample record shows all meals and snacks on one page. Decide what works best for you. Single meal records may be easier. If you care for children from more than one age group, be sure to list the serving size needed for each age group.

A production record needs to show the date and location of the meal if a center has more than one site.



Here is a step-by-step guide on how to fill out a production record. This issue of *Mealtime Memo* includes a sample record for the lunch menu for Day 4.

Mealtime Memo **FOR CHILD CARE**

Meal Pattern

List the components for each meal and the minimum serving size. Make sure planned meals meet CACFP program requirements.

Menu

Write the menu and show recipe numbers. Some foods provide more than one food component, such as the Not Fried Rice in the example. Note how much of each component is provided by a serving size. In the example, the recipe lists a #10 scoop as the serving size. The provider will serve two #10 scoops. The component amounts in two #10 scoops are listed. It provides a quick check that all component amounts are planned.

Food Item Used

Note the brand or type of food items used on the menu or recipe in the Food Item Used column. The example has a note that the rice was pre-prepared with another recipe. These records can help organize tasks and save time.

Quantity Used

List the amount of each food component in the Quantity Used column. The amount listed shows enough food was on hand to meet the minimum serving sizes for each age group of children. If adults are served, add the amount of food planned for these meals to the amount needed for the children. In the sample record, each child will be served a one-ounce portion of ham; the adult will have a two-ounce portion. A total of 12 ounces is needed for the meal.

Serving Size

List the scoop, portion server, or ladle size for item. Specify the size of a piece.

Age Group (AG)

Write the age group of the children served in this column. Make a custom record with more age group columns, if needed.

Child Participants (CP)

Enter the number of children served in this column.

Program Adults (PA)

Enter the number of adult meals in this column. Make sure the amount of food available will meet needs for all children and adults.

Left Overs (LO)

Record the amount of any left over foods. Make the column larger and record notes for future meals if amount left over can be safely used another time.

A production record is a best practice.

Mealtime Memo FOR CHILD CARE

Sample Production Record for a CACFP site serving 3-5 year old children (i.e, a single age group)

Centers with more than one location need to fill in the each location. Homes can list name or address.

Date each record.

Daily Menu Production Record

(1) Date:		Site:								
Meal Pattern	Menu (2)	Food Item Used (3)	Quantity Used (4)	Serving Size (5)	AG (6)	CP (7)	PA (8)	LO (9)		
Meat/Meat Alternate 1 ½ ounce	Lean ham and egg in Not Fried Rice	List brand of ham and size of eggs purchased	12 ounces ham; 7 large eggs	1 ounce	3-5 year olds	10	1 (2-oz)	No ham left		
Grains/Bread ½ ounce equivalent (½ slice)	Not Fried Rice (Recipe A-08) (1 slice bread equivalent in two #10 scoops)	Brown Rice – Cooking Rice A-18 prepped with Teriyaki Chicken menu	1 lb 9 oz cooked (2 pans from freezer)	Two #10 scoops (¾ cup)		10	1	2 cups		
Fruits and Vegetables ½ cup total, of two different choices	Vegetables in Not Fried Rice (¼ cup in two #10 scoops) Orange Smiles	Frozen peas, carrots for Rice; Fresh Oranges (125 ct size)	13 ounces of each vegetable; 2 lbs oranges	¼ cup in rice ½ orange (¼ c)		10	1	1		
Milk, ¾ cup (6 ounces) fluid milk	Milk	List brand of milk purchased	3 quarts or ¾ gallon	6 ounce (8 oz adult)		10	1	3 ½ cups		

Notes:

Items in script typeface (Quantity Used and LO) are intended to look hand written as these are items filled in on the record when the meal is produced.
Two #10 scoops of Not Fried Rice would provide the equivalent of 1 lean meat (½ ounce per #10 scoop). One ounce lean ham and two #10 scoops of Not Fried Rice provide 2 ounce meat alternate total. Menu written to provide more than minimum serving amounts for children 3-5 years old.

Mealtime Memo FOR CHILD CARE

Breakfast Menus

Monday	Tuesday	Wednesday	Thursday	Friday
Whole Wheat Oven Baked Pancake A-06 ¹ Maple Applesauce C-01 ¹ Orange juice Milk	Blueberry Muffin A-03 ¹ Diced peaches Milk	Oatmeal Strawberry slices Milk	Scrambled egg Cubed potato with onions and peppers Milk	Variety of cold cereals Banana slices Milk

Lunch Menus

Monday	Tuesday	Wednesday	Thursday	Friday
Tuna Patty D-10 ¹ Broccoli & cauliflower florets and carrot sticks, raw Pear slices Whole wheat roll Milk	Teruyaki Chicken D-12 ¹ Brown Rice A-18 ¹ Green beans Pineapple tidbits Milk	Vegetable Lasagna D-27 ¹ Whole wheat roll Apple slices Milk	Lean ham slices Not Fried Rice A-08 ¹ English peas Orange wedges Milk	Tiny Meat Loaves D-04C ¹ Mashed Potatoes Apricots slices Milk

Snack Menus

Monday	Tuesday	Wednesday	Thursday	Friday
Vanilla yogurt Graham crackers Water ³	Peanut butter ² in pita pocket Banana slices Water ³	Bean Dip G-02 ¹ Carrot and celery sticks Water ³	English muffin pizza with mozzarella cheese Water ³	String cheese Whole-grain crackers Water ³

¹USDA Recipes for Child Care. Available online at www.nfsmi.org.

²Sunflower butter can be substituted for peanut butter.

³Water is suggested as a beverage for all snacks even when other beverages are offered to encourage children to drink water.

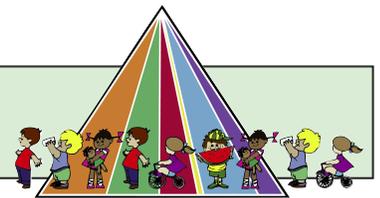
Mealttime Memo FOR CHILD CARE

Sources

U.S. Department of Agriculture, Food Nutrition Service. (2000). *Building blocks for fun and healthy meals*. Retrieved July 25, 2008, from www.teamnutrition.usda.gov

U.S. Department of Agriculture, Food Nutrition Service, & National Food Service Management Institute. (2005). *USDA recipes for child care*. Retrieved July 25, 2008, from www.nfsmi.org

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