
Nutrition Services

Meal Pattern Requirements and Production Records

Manual for Child Care Centers
Fiscal Year 2012
July 1, 2011 - June 30, 2012



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Welcome to the Child and Adult Care Food Program (CACFP) workshop for Meal Pattern Requirements and Production Records.

The Purpose of this workshop is to help you to understand what kind and how much food must be served to children enrolled at your center and how to document what you have served in order to be reimbursed for meals.

We will discuss:

- ✓ Components and Meal Pattern requirements
- ✓ Portion sizes
- ✓ Production Records



Enjoy the class!

Take notes!

Ask questions!

Share useful pointers!

Learn!

Apply new ideas!

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Overview

A variety of nutritious meals and snacks are fundamental to children's health, growth and mental development. A friendly and supportive atmosphere at meal times helps children develop lifelong healthy eating habits and attitudes towards food. Personal modeling of good eating habits and the manner in which adults interact with children around food affects the ultimate nutritional outcome of the children in their care. For instance, forcing children to clean their plates and rewarding them with desserts creates attitudes about food that can lead to lifelong unhealthy behavior. It may be alarming to adults when children finish a growth spurt and will not eat much or they go through a food jag and want only to eat the same foods. Although it may be hard to let children make their own decisions about what and how much they should eat, research shows that it is important to let children listen to their own internal hunger cues in order for them to develop healthy eating habits.

Responsibilities

Adults can best assist children in developing healthy eating habits by showing trust in their abilities to recognize their bodies' cues and maintain a lifetime of healthy behaviors. Adults share the responsibilities of children's meals by:

- ✓ choosing and offering children a variety of nutritious food choices,
- ✓ providing the appropriate positive and supportive eating environment,
- ✓ allowing children to make their own food choices and giving them the opportunity to serve themselves without pressuring them to eat and
- ✓ giving them guidance to make nutritious choices and encouragement to eat well.

Children are responsible for:

- ✓ responding to their bodies' hunger or fullness cue and
- ✓ deciding what and how much of the foods served to eat.



Child and Adult Care Food Program



FOOD CHART

Age: 1-2 3-5 6-12

Breakfast

	1-2	3-5	6-12
Fluid Milk	1/2 cup (c)	3/4 cup (c)	1 cup (c)
Juice or Fruit or Vegetable	1/4 c	1/2 c	1/2 c
Grains/Breads	1/2 slice* (or 1/2 serving)	1/2 slice* (or 1/2 serving)	1 slice* (or 1 serving)
or cold dry cereal	1/3 oz. or 1/4 c	1/2 oz. or 1/3 c	1 oz. or 3/4 c
or cooked cereal	1/4 c	1/4 c	1/2 c

Snack (select two different components from the following four **)

	1-2	3-5	6-12
Fluid Milk	1/2 cup (c)	1/2 cup (c)	1 cup (c)
Juice or Fruit or Vegetable	1/2 c	1/2 c	3/4 c
Meat or Meat Alternate or yogurt	1/2 oz. 2 oz. or 1/4 c	1/2 oz. 2 oz. or 1/4 c	1 oz. 4 oz. 1/2 c
or peanut or other seed or nut butters	1 Tbsp.	1 Tbsp.	2 Tbsp.
or egg (large)	1/2	1/2	1/2
Grains/Breads	1/2 slice* (or 1/2 serving)	1/2 slice* (or 1/2 serving)	1 slice* (or 1 serving)

Lunch/Supper

	1-2	3-5	6-12
Fluid Milk	1/2 cup (c)	3/4 cup (c)	1 cup (c)
Meat or Poultry or Fish	1 oz.	1-1/2 oz.	2 oz.
or cheese	1 oz.	1-1/2 oz.	2 oz.
or cottage cheese, cheese food or cheese spread	2 oz. or 1/4 c	3 oz. or 3/8 c	4 oz. or 1/2 c
or egg (large)	1/2	3/4	1
or cooked dry beans or peas	1/4 c	3/8 c	1/2 c
or peanut or other nut butters or seed butters	2 Tbsp.	3 Tbsp.	4 Tbsp.
or peanuts, soynuts, tree nuts or seeds	1/2 oz. = 50%	3/4 oz. = 50%	1 oz. = 50%
or yogurt	4 oz. or 1/2 c	6 oz. or 3/4 c	8 oz. or 1 c
Vegetables and/or Fruits (2 or more kinds)	1/4 c Total	1/2 c Total	3/4 c Total
Grains/Breads	1/2 slice* (or 1/2 serving)	1/2 slice* (or 1/2 serving)	1 slice* (or 1 serving)

POINTS TO REMEMBER

- Keep menu production records current.
- The minimum required amount of each food must be served.
- Use full-strength juice.

* or an equivalent serving of an acceptable grains/breads such as cornbread, biscuits, rolls, muffins, etc., made of whole grain or enriched meal or flour, or a serving of cooked enriched or whole grain rice or macaroni or other pasta products. Refer to the grains/breads list for correct weights.

** For snack, juice or yogurt may not be served when milk is served as the only other component.

New Water Guidelines

Safe water must be available to children in the Child and Adult Care Food Program (CACFP). Throughout the day, including at meal times, water should be made available to children to drink upon their request, but does not have to be available for children to self-serve.

While drinking water must be made available to children during meal times, it is not part of the reimbursable meal and may not be served in place of fluid milk.

Food Components and Meal Pattern Requirements

The CACFP FOOD CHART shows the meal pattern (types of food) and minimum amounts by age groups that must be served at each meal. In the CACFP meal pattern for children age 1 through 12, all foods are placed in one of four food groups called *components*. They are as follows:

1. Fluid Milk
2. Meats or Meat Alternates
3. Fruits and Vegetables
4. Grains and Breads

The meal pattern for breakfast consists of:

- Juice, fruit or vegetable
- Grain/bread
- Fluid milk

A commonly served breakfast is cereal with milk and fruit.

Lunch and supper requires:

- Meat/meat alternate
- 2 different fruits and/or vegetables
- Grain/bread
- Fluid milk

For example, grilled chicken in a pita pocket, broccoli, peaches and milk make a nutritious, reimbursable meal.

The meal pattern for a snack requires the serving of two different food components. For example: apple "smiles" from the fruit/vegetable group and cheddar cheese from the meat/meat alternate group or milk and crackers from the grains/breads group.

All the required components for a meal must be served together while children are in care.

Some foods are not creditable in the CACFP, for instance: popcorn, pudding, cream cheese, potato chips, lemonade, frozen yogurt, and cranberry juice cocktail. The *Crediting Foods in the Child and Adult Care Food Program* book lists foods that are both creditable and non-creditable. This reference book is available to all institutions participating in CACFP.



Juice and water are not nutritionally equivalent to milk and cannot be used as a substitute. See #7 below.

Fluid Milk

1. Fat-free or 1% fat milk that is pasteurized, ready-to-serve milk that meets State and local standards for fluid milk may be served to children 2 years old and up and to adults in care. The word "fluid" means the milk is in fresh form and not reconstituted from powder or concentrate. Milk must be served only as a

beverage or poured over cereal at breakfast or snack. Milk used in soup or made into pudding cannot be credited towards meeting the milk requirement of a meal.

2. Pasteurized whole milk is recommended for children age 1 to 2 years of age.
3. Flavored milk (i.e., chocolate) or cultured buttermilk is acceptable.
4. Milk is not required at snack.
5. If the participant has an allergy to milk, a note from a medical authority (M.D., dietitian) must be obtained and placed in the child's file in order to claim meals for reimbursement. The Medical Statement must include: **MUST INCLUDE:**
 - a. The child's disability
 - b. Explanation why disability restricts diet
 - c. List of foods to be omitted & the substitutes
6. Parents/guardians may request a fluid milk substitute for their child without a medical statement. The request must be in writing and includes the medical or special dietary need that prevents the child from consuming milk. This allows centers to accommodate non-disabling allergies, cultural religious or ethical beliefs. An example of appropriate substitution would be in the case of a lactose intolerant child. They would be uncomfortable but drinking milk is not life threatening to the person. Therefore, the participant's condition is not considered a disability and no medical statement is needed. In these cases, the center is not obliged to provide the substitute and may have the parent provide the substitute while still claiming the meal.
7. Acceptable milk substitutes available in Nebraska include
 - Lactose free milk
 - Pacific Brand Ultra Soymilk (Plain & Vanilla)
 - 6th Continent Original Soymilk
 - Pearl Organic Soymilk (Chocolate & Creamy Vanilla)
8. If a child refuses to drink milk, it must still be served to him/her in order to claim their meal.
9. The full portion for each age must be served. However, if family style meal service is used, then as much or little as the children want to pour for themselves is acceptable.



Meat/Meat Alternates

1. Serve a variety of lean, less processed meat choices, which are lower in fat and added sodium.
2. The Child and Adult Care Food Program Chart shows the required amounts of ready-to-eat weights/amounts of this component. The *Food Buying Guide* will help in determining the raw weight to purchase and prepare, taking into consideration loss from preparation and cooking.
3. Commercially prepared, breaded or battered meat or fish products that have a Child Nutrition (CN) label or a product specification sheet signed by an official of the manufacturer allow you to determine the amount that can be credited as Meat/Meat Alternate. Without the CN label or the product specification sheet, half the weight of the product as stated on the package is creditable as Meat or Meat Alternate. The other half of the weight is credited as Grains/Breads.
4. Commercial combination dishes such as pizza, ravioli, pot pies, lasagna and stew are not creditable for the Meat/Meat Alternate component in the CACFP unless they have a Child Nutrition (CN) label or a product analysis sheet signed by an official of the manufacturer.
5. Cheese is a meat alternate.
 - ✓ "Cheese foods" and "cheese spreads" must be served at double the amount listed for regular cheese.

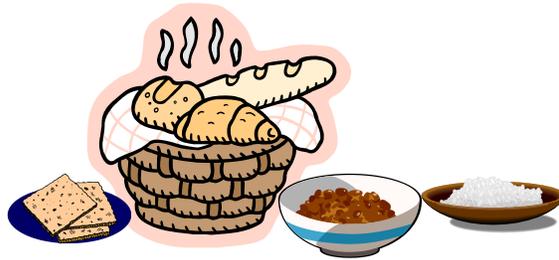
- ✓ "Imitation cheese" and "cheese products" like Velveeta™ are not creditable in the CACFP.
 - ✓ Powdered cheese (as in commercial macaroni and cheese) and canned cheeses (soups and sauces, used in nacho cheese) are not creditable.
6. Cooked dry beans/peas can be served as a meat alternate *or* as a vegetable. They cannot count as both in the same meal.
 7. Yogurt from the dairy case is a meat alternate. Frozen yogurt is not creditable in the CACFP. Ice cream and sherbet are also not creditable.
 8. Peanut butter is a meat alternate. The minimum amounts required are unrealistic for it to be served as the only Meat/Meat Alternate choice for lunch and supper. You can serve half the required amount of peanut butter with half the required amount of another Meat/Meat/Alternate like yogurt, cheese or a hard-cooked egg. Consider serving peanut butter at snack time when the serving size is smaller.
 9. Meat/Meat Alternate is not a required component for breakfast or snacks. If you choose to serve it for breakfast, it does not replace any other component that must be served.
 10. Bacon, tofu, pepperoni, ravioli (without a CN label), and commercial meat sauces are not creditable.
 11. Wild game and fish must be processed in a state inspected meat processing plant before they can be used in the CACFP.
 12. One-fourth (1/4) ounce is the minimum amount that contributes toward the amount of Meat/Meat Alternate needed. For example, the meat/meat alternate at lunch could consist of ½ ounce of cheese and 1 ounce of ham on a sandwich for children 3-5 years old.
 13. "Recipe" written on the Daily Production Record designates an item you prepared from scratch that is often commercially made: e.g., macaroni and cheese, pizza. A center-made item can be creditable when a recipe can be retrieved at the center during regular business hours.



Fruits/Vegetables

1. Variety is important, but can be a challenge when it comes to vegetables. Please do not incorporate your biases when selecting vegetables for children. Remind staff members not to show their dislike of particular foods that are being served to the children.
2. Do not add salt or fat to vegetables for children. Children's sensitive taste buds do not need them. Remember you are cooking for the children not the adults.
3. All the vegetables in a combination dish become "mixed vegetables" and compose one of the two required Fruit/Vegetables choices for lunch or supper.
4. Exposing children to a new food 6 to 12 times helps them get over "neophobia": the fear of new things.
5. When using canned fruits, select those that are packed in their own juice or lite syrup.
6. Homegrown fresh fruits and vegetables are acceptable. Home canned or frozen foods cannot be used in the CACFP. Expect plate waste when new fruits and vegetables are offered. You may want to offer new items as a third fruit/vegetable choice so the required portion size is smaller.
7. Make sure you serve only "100% Juice." Be a savvy shopper by reading labels carefully.
8. Cooked dry beans/peas can be counted as a vegetable *or* as a meat alternate. They cannot be counted as both at the same meal.
9. One-eighth cup (1/8 cup = 2 tablespoons = 1 ounce volume measure) is the minimum amount that contributes towards a serving of fruits or vegetables. Any amount less than that is considered a garnish and does not count toward the fruit/vegetable component requirement.
10. Raw vegetable sticks are popular but even the minimum amounts required at snack can be a problem: ¼ cup = 8 baby carrots or 3 4-inch x ½ inch carrot sticks, or 3 4-inch x ½ inch sticks of celery. Consider splitting this component into two choices: raw veggies and a glass of juice served with cottage cheese.

11. The amounts required at breakfast and snack makes raisins another food that is not practical to serve as the only fruit/vegetable component at a CACFP meal.
12. Remember that a potato is a vegetable (not a grain/bread).



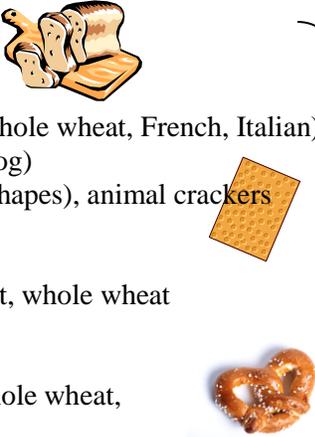
Grains/Breads

1. All grains/breads items must be made from enriched or whole-grain meal or flour. All cereal must be whole grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour in CACFP.
2. Sweetened dessert-like items are allowed as a bread item at snack, but frequency should be limited. Sweetened dessert-like items include cookies, bar cookies, pastries, granola bars, brownies, toaster pastries, donuts, cakes, and etcetera. These items are considered an extra when served at the lunch/supper meal and do not count as the Grain/Bread component.
3. We recommend selecting cereals that have 10 grams of sugar or less per serving. You can average this over the course of the week. Try mixing a high sugar cereal with a low one.
4. Remember that variety is important. There is more to life than white bread and soda crackers.



GRAINS/BREADS FOR THE CHILD AND ADULT CARE FOOD PROGRAM ^{1,2}



Group A	Minimum Serving Size for Group A
Bread type coating Bread sticks (hard) Chow mein noodles Crackers - saltines and snack crackers Croutons Pretzels (hard) Stuffing – (dry) Note: weights apply to bread in stuffing <div style="text-align: center; margin-top: 10px;">  </div>	= { 6 - 12 year old children and adult participants: 1 serving = 20 gm or 0.7 oz 1 - 5 year old children: 1/2 serving = 10 gm or 0.4 oz
Group B	Minimum Serving Size for Group B
Bagels Batter type coating Biscuits Breads (white, wheat, whole wheat, French, Italian) Buns (hamburger, hotdog) Crackers - graham (all shapes), animal crackers Egg roll skins English muffins Pita bread - white, wheat, whole wheat Pizza crust Pretzels (soft) Rolls - white, wheat, whole wheat, potato Tortillas - wheat or corn Tortilla chips - wheat or corn Taco shells <div style="text-align: center; margin-top: 10px;">  </div>	= { 6 - 12 year old children and adult participants: 1 serving = 25 gm or 0.9 oz 1 - 5 year old children: 1/2 serving = 13 gm or 0.5 oz
Group C	Minimum Serving Size for Group C
Cookies ³ - plain Cornbread Corn muffins Croissants Pancakes Pie crust - dessert pies ³ , fruit turnovers, ⁴ meat/meat alternate pies Waffles <div style="text-align: center; margin-top: 10px;">  </div>	= { 6 - 12 year old children and adult participants: 1 serving = 31 gm or 1.1 oz 1 - 5 year old children: 1/2 serving = 16 gm or 0.6 oz

¹The following foods are whole-grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ.

²Some of the following foods or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

³Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snack) served under the NSLP, SFSP, and CACFP.

⁴Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.

Group D	Minimum Serving Size for Group D
Doughnuts ⁴ (cake and yeast, raised, unfrosted) Granola bars ⁴ (plain) Muffins (all except corn) Sweet rolls ⁴ (unfrosted) Toaster pastry ⁴ (unfrosted) 	6 - 12 year old children and adult participants: 1 serving = 50 gm or 1.8 oz 1 - 5 year old children: 1/2 serving = 25 gm or 0.9 oz
Group E	Minimum Serving Size for Group E
Cookies ³ (with nuts, raisins, chocolate pieces and/or fruit purees) Doughnuts ⁴ (cake and yeast, raised, frosted or glazed) French toast Grain Fruit Bars ⁴ Granola Bars ⁴ (with nuts, raisins, chocolate pieces and/or fruit) Sweet Rolls ⁴ (frosted) Toaster Pastry ⁴ (frosted) 	6 - 12 year old children and adult participants: 1 serving = 63 gm or 2.2 oz 1 - 5 year old children: 1/2 serving = 31 gm or 1.1 oz
Group F	Minimum Serving Size for Group F
Cake ³ (plain, unfrosted) Coffee cake ⁴ 	6 - 12 year old children and adult participants: 1 serving = 75 gm or 2.7 oz 1 - 5 year old children: 1/2 serving = 38 gm or 1.3 oz
Group G	Minimum Serving Size for Group G
Brownies ³ (plain) Cake ³ (all varieties, frosted) Cereal Bars ³ 	6 - 12 year old children and adult participants: 1 serving = 115 gm or 4 oz 1 - 5 year old children: 1/2 serving = 58 gm or 2 oz
Group H	Minimum Serving Size for Group H
Barley Breakfast cereals (cooked) ^{5,6} Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodles only) Rice (enriched white or brown) 	6 - 12 year old children and adult participants: 1 serving = cooked: 1/2 cup dry: 25 gm or 0.9 oz 1 - 5 year old children: 1/2 serving = cooked: 1/4 cup dry: 13 gm or 0.5 oz
Group I	Minimum Serving Size for Group I
Ready to eat breakfast cereal (cold/dry) ^{5,6} 	6 - 12 year old children and adult participants: 1 serving = 1 oz or 3/4 cup, whichever is less 1 - 5 year old children: 1/2 serving = .5 oz or 1/3 cup, whichever is less

³ Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snack) served under the NSLP, SFSP, and CACFP.

⁴ Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.

⁵ Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfasts served under the SBP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

⁶ Cereals must be whole-grain, enriched, or fortified.

Portion Sizes

Portion sizes vary by the age of the children being served. Portion sizes are designed to meet the needs of specific age groups. These are minimum portions. Larger portions may be served, especially when children reach the upper end of the age groups.

CACFP Meal Pattern Requirements			
AGE:	1-2	3-5	6-12
BREAKFAST			
Fluid Milk	1/2 cup	3/4 cup	1 cup
Juice or fruit or vegetable	1/4 cup	1/2 cup	1/2 cup
Grains/Breads	1/2 serving	1/2 serving	1 serving)
LUNCH/SUPPER			
Fluid milk	1/2 cup	3/4 cup	1 cup
Meat or meat alternate	1 ounce	1 1/2 ounces	2 ounces
Vegetables and/or Fruits (2 or More)	1/4 cup (total)	1/2 cup (total)	3/4 cup (total)
Grains/Breads	1/2 serving	1/2 serving	1 serving
SNACK select two of the following four components			
Fluid Milk	1/2 cup	1/2 cup	1 cup
Juice or fruit or vegetable	1/2 cup	1/2 cup	3/4 cup
Meat or meat alternate	1/2 ounce	1/2 ounce	1 ounce
Grains/Breads	1/2 serving	1/2 serving	1 serving

Snack combinations that are not reimbursable:

- Yogurt and Milk
- Juice and Vegetables
- Juice and Milk (This also includes juice that has been frozen or placed in gelatin.)

Resources needed:

1. Grains/Breads list
2. Nutrition Facts Label from, i.e.: a Package of Crackers



For the answer, fill in the blanks

Grains/Breads list Serving Size: _____ Divided by Label Serving Weight: _____ Multiplied by # Crackers in Label Serving: _____ Equals # Crackers for CACFP Serving: _____

Resource One:

- ✓ The Grains/Breads list

See Group A: Snack Crackers

Ages 6-12 or Adults in care: 1 serving = 20 gms

Ages 1-5: 1/2 serving = 10 gms

**GRAINS/BREADS LIST
CHILD AND ADULT CARE FOOD PROGRAM**

Group A	Minimum Serving Weight for Group A
Bread type coating Bread sticks (hard) Chow mein noodles Crackers - saltines and snack crackers Croutons Pretzels (hard) Stuffing – (dry) Note: weights apply to bread in stuffing	6 - 12 year old children and adult daycare participants: <p style="text-align: center;">1 serving = 20 gm or 0.7 oz</p> 1 - 5 year old children: <p style="text-align: center;">1/2 serving = 10 gm or 0.4 oz</p>

Resource Two: Nutrition Facts Label from package

Nutrition Facts
Serving Size 5 Crackers (16 g)

Ages 6-12:

- Grains/Breads List serving size: 20 gms
- Divided by
- Label serving weight: 16 gms
- Multiplied by
- # Crackers in Label Serving Size: 5
- Equals
- # Crackers for CACFP Serving: 7 (rounded up)

Kebler Snack Crackers



Ages 1-5:

- Grains/Breads List Serving Size: 10 gms
- Divided by
- Label Serving Weight: 16 gms
- Multiplied by
- # Crackers in Label Serving Size: 5
- Equals
- # Crackers for CACFP Serving: 4 (rounded up)

Snack Crackers

Age Groups	Required Weight (Minimums from Grains/Breads List)	Multiply	How Many are Eating	Totals
1 through 5	0.4 oz	X	27 =	10.8
6 – 12 +/- Adults in care	0.7 oz	X	17 =	11.9 oz

Total Weight Needed 22.7 oz

How many packages of crackers are needed?

Divide the Total Weight Needed by the weight of a package: (The weight on the front of the package in this example reads 16 oz / 1 lb)

So, 22.7 oz ÷ 16 oz package = 1.41 You must buy two 1 lb. boxes of Snack Crackers

If you round up and serve 1-½ (1.5) packages of crackers, this is how you would document it on the Daily Production Record:

<p><u>P.M. SNACK</u> (Select 2 different food groups) Milk, Fluid Juice or Fruit or Vegetable Meat/Meat Alternate Grains/Breads</p>	<p>① Snack Crackers</p> <p>② Peanut butter water</p>		<p>① 1-½ - 1 lb pkgs</p> <p>② 4 cups</p>
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For Your Center

Age Groups	Required Weight	Multiply	How Many are Eating	Totals
1 - 5		X	=	
6 – 12 +/- Adults eating		X	=	

Total Weight Needed

$$\frac{\text{Total Weight Needed}}{\text{Weight of the package}} = \text{Number of packages you need}$$

Test Your Knowledge

Do the following menus meet CACFP meal pattern requirements (in terms of components)?

Breakfast

Circle Correct Answer

If no, why?

#1 Egg & Cheese Omelet
Link Sausage
Whole Wheat Toast
Milk

Yes No

#2 English Muffin
Orange Juice
Milk

Yes No

#3 Cinnamon Roll
Cantaloupe Cubes
Milk

Yes No

Lunch

#1 Roast Turkey
Mashed Potatoes
Steamed Broccoli
Sliced Peaches
Milk

Yes No

#2 Hamburger Pizza
Tossed Salad
Apple Wedges
Milk

Yes No

#3 Turkey Roll-up
Macaroni and Cheese
Mixed Fruit
Milk

Yes No

Snack

#1 Apple Juice
Carrots and Celery

Yes No

#2 Frozen Juice Bars
Milk

Yes No

#3 Vanilla Yogurt
Graham Crackers
Milk

Yes No

Daily Production Record

When a center is approved to participate in CACFP, the Responsible Individual or Principal signs an agreement that includes an eight-page agreement. A portion of that agreement is listed below:

SECTION II. RECORD KEEPING AND PROGRAM REQUIREMENTS

A. Records

All records required to document claims for reimbursement shall be kept for a period of four years, or longer as necessary, to resolve all audits and review findings, from the date of the last payment made to the institution under the CACFP. Such records to be kept shall include ... menu production records that document each meal component served and the total quantity served of each component. If using a commercial software package that calculates quantity requirements, the institution must manually record the actual quantity of food prepared on the menu production record. Failure to have these records on file during announced or unannounced visits by the state agency, USDA or contracted auditors may result in an overclaim.

Please note the information between the sets of periods (...). **Production records are required.** Failure to have records on file during a visit can result in an overclaim. This means that if we come to your center and your production records are not complete and up to date, we will take away reimbursement.

Completing the production record:

1. Write the calendar date of the menu by recording the day of the week and the entire date—month, day and year. This production record is for September 10, 2011.
2. Record the planned number of meals for each meal that will be prepared and claimed for the day. The number of meals planned should be listed by the age groups that are served. In this example, we are completing the lunch production record for C & J Center.
3. Record the menu for each meal that will be prepared and claimed. The specific foods can be listed in the Food Description column.
4. Record the amount of food actually prepared for the meal. The quantities recorded in the “Quantity Prepared” column should be in the common purchase units. For example: meats are recorded in pounds, canned vegetables and fruits are recorded by listing the size and number of cans used, bread is recorded by weight, milk is recorded by ½ pint cartons, half-gallons or gallons.
The fourth column must be completed either during or immediately after the meal is prepared. It is the responsibility of the person preparing the food to complete the amount prepared for each required meal component.

If a food item is not a creditable component, such as commercially prepared spaghetti sauce, it is not necessary to record the amount prepared. It is not necessary to record items, such as condiments, flavorings, sauces, butter, etc.

DAILY PRODUCTION RECORD

Day & Date: Monday, September 10, 2011

NUMBER OF MEALS PLANNED

AGES	BREAKFAST	A.M. SNACK	LUNCH	P.M. SNACK	SUPPER	EVENING SNACK
1 and 2 years	10	12	12			
3 through 5	28	15	15			
6 through 12	2	10	10			
Staff/Adults	5	7	7			

MEAL PATTERN	MENU	FOOD DESCRIPTION	QUANTITY PREPARED
BREAKFAST ①Milk, Fluid ②Juice or Fruit or Vegetable ③Grains/Breads including cereal)	1. milk 2. Fruit 3. Cereal	Bananas Fruity Loops	1. 4 ½ gal. 2. 12 lbs 3. 1-3/4, 16 oz boxes
A.M. SNACK (Select 2 different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1. Animal Crackers 2. Bananas		1. 2.
LUNCH ①Milk, Fluid ②Meat or Meat Alternate ③Vegetables and/or ④Fruits (two or more) ⑤Grains/Breads	1. Milk 2. Meat in Spaghetti Sauce 3. Peas 4. Peaches 5. Spaghetti & crackers	1% milk Ground Beef Frozen Peas Canned Peaches	1. _____ gal. Milk 2. 3. 4. You record to record the actual amount prepared 5.

For Your Center

Daily Production Record

PM Snack	Menu	Food Description	Quantity Prepared
Milk, Fluid Juice or Fruit or Vegetable Meat/Meat Alternate Grains/Breads			

New centers are required to send production records with the first claim for reimbursement to Nutrition Services. These are reviewed to determine that meal pattern is met and that a quantity is recorded for each required component. Meals that are not completely documented are deducted from the claim.

Potpourri

1. Meals are only creditable when eaten while the child is in the care of the center’s staff. Neither meals nor leftovers may be taken from the care site to eat later. This includes staff meals.
2. Combination dishes such as stews, casseroles, homemade soups, etcetera may be credited for up to three different components: a meat/meat alternate, a grain/bread, and one fruit/vegetable choice. The second Fruit/Vegetable and the glass of milk must be served besides the entrée. Sufficient quantities of each component must be used to meet the quantity.
3. Medical Exceptions - Substitutions may be made to the meal pattern for medical or dietary reasons when supported by a written statement from a recognized medical authority.
4. If recipes are used in the making of a food item for a meal they can be recorded on the Daily Production Record like this:

Menu	Food Description	Quantity Prepared
Mom’s Meat Loaf	My Recipe	Recipe x 2

If this Daily Production record were used in a month that we were doing an administrative review, we would want to see the recipe. As with all CACFP records, the recipe would have to remain on file for 4 years.

5. On the days that leftovers are served, record all the food that is served. You may need use the back of the Daily Production Record. For example: 8 oz Mom’s meat loaf from 8/11; 6 pieces CN Hamburger pizza from 8/14; 7 meat and bean Burritos from 8/10; 2 cups mashed potatoes from 8/14; 1 quart diced potatoes from 8/12.

When storing leftovers, safe and prompt handling and labeling and dating the items are very important. Storage time charts are available courtesy of the Lancaster County Extension Office and the Nebraska Department of Education – Nutrition Services.

6. If your center is using a computer program that calculates the amount of food needed and prints a production record, you are required to write down how much was actually prepared. You can write what you prepare beside the calculated amount on the computer printout. If the amount of food actually prepared is not recorded, meals will be deducted.

Test Your Knowledge:

True or False

- _____ 1. Popcorn and juice are a creditable snack.
- _____ 2. Bacon and Pepperoni count as meat/meat alternates.
- _____ 3. Recording 16 cups of milk is preferred to recording 1 gallon.
- _____ 4. Canned nacho cheese sauce counts as a meat/meat alternate.
- _____ 5. Strawberry yogurt and milk are a creditable snack.
- _____ 6. Potatoes count as a vegetable in CACFP.
- _____ 7. Cookies count as a grain/bread at supper.
- _____ 8. Children serving themselves family style can refuse a meal component.
- _____ 9. Children who are served a meal must have all components served at one time.
- _____ 10. Doughnuts count as a grain/bread at lunch.
11. Which items are not correctly documented below?

MEAL PATTERN	MENU	FOOD DESCRIPTION	QUANTITY PREPARED
LUNCH	① Milk	1% milk	① <u> 2 </u> gal.
Milk, Fluid	② Hot Dogs	All Beef - lean	② 45 hot dogs
Meat or Meat Alternate	③ Green Beans	'C'	③ 2 cans
Vegetables and/or Fruits (two or more)	④ Pears		④ 1 ½ # 10 cans
Grains/Breads	⑤ Buns		⑤ 45 buns

12. What do you think will happen to C & J Center?

Ms. Smith from Nutrition Services, Nebraska Department of Education drops in at 1:30 in the afternoon on the 16th of the month and asks to see the production records for the current month. The person responsible for maintaining the production records says she took the records home last night and forgot to bring them back today.

ADULTS SERVE AN IMPORTANT ROLE AT MEAL TIME

Have you ever wondered why it is good for caregivers to sit with the children during meal times and eat the same food the children eat?

Adults seated at the table, eating the same foods the children eat, serve as role models. Watching adults eat influences children's own food choices, encourages children to try the foods and helps children develop healthy attitudes toward the food. The adult can serve as a good role model by having a positive attitude toward foods and the mealtime experience. Taste everything, trying not to show your personal food preferences.

While seated at the table, the adults can also provide guidance to help children serve themselves. Allowing children to serve themselves helps them learn to listen and respond to their bodies' cues and to take responsibility for their own well-being. It also helps children develop skills such as social skills and motor skills.

Start by letting children, even the younger ones, serve themselves something easy such as rolls or bread. As the children develop skills, gradually increase the number and variety of foods they serve themselves. Pass the food around the table and encourage, but do not pressure, each child to put some on his or her plate. Allow each child to decide what and how much of the food to eat.

Try not to worry that some children will take too little. On the other hand, if some children seem to be taking too much and not leaving enough for other children, provide guidance.

Encourage children to take some of all foods served, but ask that they take only one serving at a time. Make sure children know that enough food is available for seconds. This may help them take smaller servings the first time around. You might say something like, "If you aren't sure you can eat it, take just a little bit. You can have more if it tastes good to you." It is also all right to let them know that they must leave enough for other children.

Serving sizes can be somewhat controlled by having the children use serving scoops, spoons or ladles that hold reasonable portion sizes. Remember to make sure the serving containers and utensils are child-size and that the children can handle them. Younger children may need you to physically assist or guide them in serving themselves.

Adults seated at the table can also ensure that children serve themselves in a sanitary manner. Make sure each child washes his or her hands immediately before the meal service and after coughing or sneezing into hands, or touching dirty or contaminated items. Remind children to take the food they touch. They should not touch food left in containers or the insides of the serving containers as they pass them around.

Adults seated at the table can encourage children to eat. To do this, talk with them about the foods during mealtime. Discuss what the foods are, how they are grown, where they come from, and how they help the body grow. Also, discuss the colors, textures, shapes, tastes, differences and similarities of foods they are eating.

Make positive, encouraging statements when discussing the food and the meal. Avoid using negative, directive or pressuring statements. Encourage children to make positive comments about the food and guide the complainers to change the subject and discuss topics other than the food. Give a smile or a positive comment when children eat their food.

Young children may need to play with a new food before eating it. This is natural and may help them get over their “neophobia”: fear of new things.

Avoid over encouraging, pressuring, or forcing children to eat or to make healthy food choices. Forcing, or even over encouraging children to eat, often leads to power struggles and disappointments, instead of helping them eat better. Making children eat and/or using food as a reward or punishment can cause children to dislike food and develop unhealthy attitudes about food. These attitudes can lead to eating problems in adulthood. Offering bribes or rewards for eating foods should also be avoided as this only reinforces the notion that certain foods are more or less desirable than others.

Adults seated at the table can encourage pleasant mealtime conversation. Pleasant conversation at mealtime creates a relaxed atmosphere that helps make mealtime enjoyable.

Encourage children to talk with and listen to others at the table. Start conversations by bringing up topics of interest. Be a good role model in conversation; listen to the children and maintain eye contact. Help the children take turns; see that everyone gets a chance to talk. Set limits when necessary. Remind the children to use "indoor" voices, change the subject when necessary, or suggest that a topic be discussed at a later time.

Again, mealtime is a good time to talk about the different foods the children are eating and to teach them about nutrition.

The adult seated at the table can help keep distractions to a minimum. Children eat better when the atmosphere is calm and distraction free. When the mealtime is chaotic and disruptive, it is difficult for children to focus on the meal and eat.

Children and adults should be seated during the meal and excessive amounts of getting up and down should be avoided. Children will often stop eating when the caregiver leaves the table. Serving the meal family style and placing all of the food on the table decreases the need for getting up and down to get more food.

Refocus the children who are bothering or distracting others or who are distracted themselves. Guide misbehavior into acceptable behavior. Paying attention to a misbehaving child may increase the unwanted behavior. Give the child choices, which encourage him or her to join in the mealtime in any appropriate manner, and then use natural consequences if the child chooses a behavior, which is not appropriate.

Adapted from: *Bits and Bites*, Colorado Department of Public Health and Environment

THE BENEFITS OF FAMILY STYLE MEAL SERVICE

Family style meal service is an excellent way to provide children with the opportunity to serve themselves. Family style meal service also provides other benefits.

HOW DO CHILDREN BENEFIT?

- By practicing fine motor and coordination skills such as pouring, scooping and serving.
- By learning to regulate portion sizes according to their own feelings of hunger and fullness.
- By learning to share, taking turns and socializing, children learn self-confidence and self-esteem because they are in control. Children are allowed to make choices.
- By having fun in setting the table, preparing food and cleaning up.

WHY DO CAREGIVERS LIKE FAMILY STYLE MEAL SERVICE?

It allows them to:

- Set an example for children by sitting at the same table and eating the same meal.
- Initiate pleasant conversations with the children.
- Develop an intimate, sharing, family like atmosphere.
- Children should not be reprimanded if they do not taste or eat all the food on their plates. Instead, let the children know when the next meal will be served so they can make final decisions about whether to eat more. Also, try to focus on some positive aspect of the children's eating behavior. For example, maybe a child tried the food by using another one of his or her senses rather than by tasting it; this can be acknowledged in a positive way.
- Food left on plates should be thrown away without comment. Plate waste is a normal part of eating, especially when new foods are served or when children are new to the center or classroom. Serving meals family style can reduce plate waste.

Source: Adapted from *Feeding Children Responsively*, Colorado Department of Public Health and Environment

SHOULD WE FORCE CHILDREN TO EAT OR REWARD THEM FOR CLEANING THEIR PLATES?

When your center applied to the Nebraska Department of Education to participate in the Child and Adult Care Food Program (CACFP), you agreed to provide children with meals that meet U.S. Department of Agriculture (USDA) regulations. The center's responsibility for those meals ends when the child is served a meal. USDA regulations do not require that children consume the food.

Nutrition Services has received numerous complaints about teachers and aides who make children taste all foods, eat minimum amounts of foods or clean their plates. These practices are not recommended. How many adults would frequent a restaurant in which they were forced to eat everything they ordered?

"You can't control or dictate the quantity of food your child eats, and you shouldn't try." This is the opening statement in a chapter of *Child of Mine, Feeding with Love and Good Sense* by Ellyn Satter, R.D. According to Ms. Satter, children are remarkably able to regulate the amount of calories they need for maintenance and growth. If a child takes in fewer calories at lunch because he or she eats only a few bites, he or she will probably eat enough at another time to make up the difference.

Your CACFP program will be more beneficial to the children if the atmosphere is pleasant and relaxing. A teacher or aide forcing children to take "one more bite" adds stress. It appears that younger children are most often the ones who are forced to eat more than they want.

A subtle form of forcing children to eat is also occurring. When children are rewarded with stickers or points for cleaning their plates, they are, in essence, being forced to eat. Children need to follow their body's clues to determine how much they want to eat instead of eating to please an adult.

Source: Nutrition Services, *Child Caring On-Line*

THE ROLE OF THE CAREGIVER AT MEAL TIME

DO:

- Encourage the children to try each food component.
- Sit down with the children while they eat.
- Encourage pleasant mealtime conversation. All mealtime conversation does NOT have to be about food.
- Emphasize proper table manners.
- Make mealtime a pleasant time.
- Assure that each child is served a reimbursable meal.
- Fill out meal count sheets at the point of meal service.
- Eat the same meal the children are served.

AVOID:

- Hovering
- Badgering
- Cajoling
- Forcing children to eat
- Withholding snack for disciplinary reasons
- Making children "clean their plate" of a food they may not like before providing seconds of a food component they do like. Every child is entitled to receive the full regulatory portion of every meal.

	Food As Purchased FRUITS AND VEGETABLES	Purchase Unit	Serving per Purchase Unit	Serving Size	Comments
CANNED	FRUITS - Undrained - All types	#10 can	48	1/4 cup	All varieties unless noted
	FRUITS - Drained - All types	#10 can	34		All varieties unless noted
	JUICES - Full strength - 100% Juice	46 oz. can	23		
	VEGETABLES - Drained - All types	#10 can	38		
	TOMATOES - In juice	#10 can	47		whole, crushed, diced
	TOMATO PASTE	#10 can	192		1 T. paste = 1/4 cup
	TOMATO PUREE	#10 can	96		2 T. puree = 1/4 cup
	TOMATO SAUCE	#10 can	50		
	SOUP - Tomato and Vegetable only	46 oz. can	11		1 cup soup = 1/4 cup veg.
	SPAGHETTI SAUCE or SALSA <i>Commodity</i>	#10 can	48		Commercial brands do not credit
FRESH	APPLES - Medium = 125-138 count	lb.	13	1/2 apple = 1/2 cup fruit	
	BANANAS - Medium = 100-120 count	lb.	7	1 banana = 1/2 cup fruit	
	GRAPES - Seedless	lb.	10	7 large grapes = 1/4 cup	
	MELONS	lb.	6	1 lb. = 1 3/8 c. ready to eat	
	ORANGES - Small = 138 count	lb.	6	1 orange = 1/2 c fruit/juice	
	CABBAGE - Shredded w/o Dressing	lb.	24		
	CARROT - Sticks	lb.	15	3 - 4"x 1/2" strips = 1/4 c	
	CARROT - Baby	lb.	13	1/4 cup = 1.3 oz. about 8	
	CELERY - Sticks	lb.	12	3 - 1/2"x 4" strips = 1/4 c	
	LETTUCE - Cleaned and Cored	lb.	29	Ready-to-serve	
	LETTUCE - Salad Mix w/o Dressing	lb.	26	Ready-to-serve	
	POTATOES -With skin	lb.	10	3 med./lb.	
	TOMATOES	lb.	8	3-4 med. /lb	
	TOMATOES - CHERRY	lb.	12	3 cherry tomatoes = 1/4 cup	
FROZEN	FRUITS - All types	lb.	7	Peaches, cherries, strawberries	
	POTATOES - French Fries, regular/crinkle cut	lb.	14	About 5 fries = 1/4 cup	
	POTATOES - French Fries, shoestring cut	lb.	16	About 7 fries = 1/4 cup	
	POTATOES - Tater Tots	lb.	12	About 4 regular sized tots = 1/4 c	
	POTATOES - Wedges w/skin	lb.	10		
	POTATOES – Hash brown patty, prebrowned	lb.	7	1 patty = 1/4 c.	
	VEGETABLES - Small uniform pieces	lb.	10	Corn, peas, carrots, green beans	
	VEGETABLES - All others	lb.	9	Broccoli, cauliflower	
DRIE	POTATOES – Flakes, granules	lb.	50		
	POTATOES – Sliced, diced	lb.	44		

Serving sizes of less than 1/8 cup (2 tablespoons) may not be counted toward the fruit/vegetable requirement.

	Food As Purchased <u>MEAT/MEAT ALTERNATES</u>	Purchase Unit	Servings per Purchase Unit	Serving Size	Comments
CANNED	BEEF or PORK - In natural juices	29 oz. can	14	1 ounce	Boneless
	CHICKEN – Boned in broth	29 oz. can	20		Drained
	TUNA - Chunk	66½ oz. can	50		Drained
FRESH OR FROZEN	RAW				
	BEEF - Ground	lb.	11.8		No more than 20% fat
	PORK – Ground	lb.	11.5		
	PORK – Fresh Ham/Roast/Shoulder–boneless	lb.	9		
	CHICKEN or TURKEY – Ground	lb.	11.2		
	CHICKEN - Fresh/Frozen - whole w/skin	lb.	5.8		
	TURKEY - Roast or Roll – boneless	lb.	10.5		
	BEEF Roast – Boneless	lb.	10		
	PRECOOKED				
	BEEF - Breaded patties or nuggets	lb.	8		
	CHICKEN - Breaded patties or nuggets	lb.	8		
	FISH PORTIONS – Battered or breaded	lb.	8		
	PORK - Breaded patties or nuggets	lb.	8		
	COOKED MEATS				
	DELI - Style meats for sandwiches	lb.	16		
	HAM – Mild cured –boneless	lb.	13		
FRANKS	lb.	16			
PRECOOKED - Unbreaded meat portions	lb.	16			
MEAT ALTERNATES	BEANS - Assorted Canned	#10 can	36	kidney, chili, lima, navy ¼ cup = 1 oz.	
	CHEESE – Cheddar, Mozzarella, American	lb.	16	4 c. = 1 lb.	
	CHEESE - Cottage or Ricotta	lb.	8	¼ cup = 1 oz.	
	CHEESE - Food, Spread	lb.	8	2 oz. = 1 oz. meat/meat alt.	
	EGGS - Fresh, Large	Each	2	½ egg = 1 oz.	
	EGGS – Frozen	lb.	18	1 lb. = 9 large eggs	
	NUTS and SEEDS - Shelled	lb.	16	Max. – 50% of requirement	
	Peanut Butter	lb./ #10 can	14 / 97	2 Tbsp. = 1 oz.	
	YOGURT - Plain or flavored	lb.	4	½ c. or 4 fl.oz. = 1 oz. meat alt.	

Refer to Child Nutrition (CN) Labels for portion size and meal pattern contribution, if available.
NE Department of Education - Adapted from the Food Buying Guide for Child Nutrition Programs 2002

DAILY PRODUCTION RECORD

Day & Date: _____

NUMBER OF MEALS PLANNED

AGES	BREAKFAST	A.M. SNACK	LUNCH	P.M. SNACK	SUPPER	EVENING SNACK
1 and 2 years						
3 through 5						
6 through 12						
Staff/Adults						

MEAL PATTERN	MENU	FOOD DESCRIPTION	QUANTITY PREPARED
BREAKFAST ①Milk, Fluid ②Juice or Fruit or Vegetable ③Grains/Breads (including cereal)	1. Milk 2. 3.		1. _____gallons Milk 2. 3.
A.M. SNACK (Select 2 different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1. 2.		1. 2.
LUNCH ①Milk, Fluid ②Meat or Meat Alternate ③+④Vegetables and/or Fruits (two or more) ⑤Grains/Breads	1. Milk 2. 3. 4. 5.		1. _____ gal. Milk 2. 3. 4. 5.
P.M. SNACK (Select 2 different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1. 2.		1. 2.
SUPPER ①Milk, Fluid ②Meat or Meat Alternate ③+④Vegetables and/or Fruits (two or more) ⑤Grains/Breads	1. Milk 2. 3. 4. 5.		1. _____ gal. Milk 2. 3. 4. 5.
EVENING SNACK (Select 2 different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1. 2.		1. 2.