The Child and Adult Care Food Program
DAILY PRODUCTION RECORD - INSTRUCTIONS
Records for Meals for Children 1 through 12 or Adults

A Daily Production Record must be completed as documentation that the meals and snacks served meet the Child And Adult Care Food Program requirements for components and quantity. These records must be kept for four years.

Before you begin cooking . . .

DAY/DATE: Write the calendar date of the menu by indicating: day of the week, month, date and year.

NUMBER OF MEALS PLANNED: In the correct row and column, enter the number of children and/or adults-in-care who you *plan to* serve at each meal and/or snack. These figures represent the number of people you predict will eat.

MEAL PATTERN: This column shows the food components that must be served at each meal and snack in order to qualify for reimbursement. This is already printed on the form.

MENU: Write the entire menu per meal in this column, for instance: milk, fruit and cereal. Specific foods could also be listed under **MENU,** like Cheddar cheese, cinnamon toast and water. (See examples on the following sample record).

FOOD DESCRIPTIONS: This column can be used to describe the foods used that are needed to meet MEAL PATTERN Requirements. If the MENU lists cereal, indicate the kind of cereal served under **FOOD DESCRIPTIONS,** like Oatmeal or corn flakes. If the MENU lists combination dishes like home-made chicken soup, specify the food components used which are needed to meet the MEAL PATTERN requirements: whole chicken (Meat/Meat Alternate component), mixed vegetables (Fruit/Vegetable component) and noodles (Grains/Breads component). If the foods are well identified under MENU, no further description is needed under **FOOD DESCRIPTIONS**, i.e., canned peaches, kind of cheese, meat, etc.

If a standardized recipe showing yield and portion size is used, you may list just the recipe name, the name-of-the-cookbook and page number in the **FOOD DESCRIPTIONS** column. See the sample Daily Production Record following. A copy of the recipe must be retained as with all CACPF records for 4 years.

The following section may only be completed during meal preparation.

QUANTITY PREPARED: The person cooking the food must list the actual quantity of food that was prepared for that meal. Use common purchase units (pounds, ounces, gallons, cups, can sizes, package sizes, etcetera) to identify the quantities used in preparation of the meal. Grains/Breads and Meat/Meat Alternates must show **weight** used. Our resources, the ***Food Buying Guide,*** the "Short Form" and the "Grains/Breads List**"** can be used to determine the minimum quantities needed.

If a standardized recipe with yield and portion size is used, you may list in this column how many multiples of the recipes were prepared, for instance, recipe x 2. The recipe must be retained by the center for 4 years as with the other CACFP records.

If a **MENU** item is not a required or creditable food component, you do not need to list it in the **FOOD DESCRIPTIONS** or the **QUANTITY PREPARED** sections; i.e.; pudding, seasonings, condiments.

Be sure all the required components are included in the **MENU** and/or **FOOD DESCRIPTIONS** sections AND amounts are included in the **QUANTITY PREPARED** section of the **DAILY PRODUCTION RECORD**. This is required for reimbursement.

SAMPLE

DAILY PRODUCTION RECORD

Day & Date: ***Tuesday, November 29, 2011***

NUMBER OF MEALS PLANNED

AGES	BREAKFAST	AM SNACK	LUNCH	PM SNACK	SUPPER	EVE. SNACK
1 and 2 years	***10***	***12***	***10***	***12***	***0***	***0***
3 through 5	***28***	***32***	***35***	***32***	***2***	***1***
6 through 12	***2***	***0***	***-***	***8***	***4***	***3***
Staff/Adults	***5***	***2***	***5***	***5***	***2***	***1***

Milk. Whole milk and 2% milk may not be served to participants over two years of age.

*Whole = "W", Fat-free (skim) = "FF", Low-fat = "1%" e.g.: 1/2 gal. W and 2 gal. FF .

MEAL PATTERN	MENU	FOOD DESCRIPTIONS	QUANTITY PREPARED
BREAKFAST 1) Milk, Fluid 2) Juice or Fruit or Vegetable 3) Grains/Breads (including cereal)	***1) milk*** ***2) fruit*** ***3) cereal***	 sliced ***bananas*** ***Rice Krispies***	***1) 1/2 gallons W and 2 gallons F-F*** ***2) 40 Medium* (or "*bananas*")** ***3) 1-3/4 - 16 oz boxes***
AM SNACK (select two different food groups) Milk, Fluid Juice, Fruit or Vegetable Meat or Meat Alternate Grains/Breads	***1) cheese*** ***2) cinnamon toast*** ***water***	***Cheddar*** cubes	***1) 1.5 lbs*** ***2) 1 - 24 oz loaf***
LUNCH 1) Milk, Fluid 2) Meat/Meat Alternate 3) & 4) Vegetables and/or Fruits (two or more choices) 5) Grains/Breads	***1) milk*** ***2) home-made chicken soup*** ***3) mixed Veg.*** ***4) sliced peaches*** ***5) noodles dinner rolls***	 ***whole chickens*** frozen, cut	***1) 1/2 gallons W and 2 gallons 1%*** ***2) 10½ lbs, raw*** ***3) 6 lbs*** ***4) 1-1/4 - #10 can*** ***5) 2 lbs*** ***2 – 1 lb pkg. heat and serve***
PM SNACK (select two different food groups) Milk, Fluid Juice, Fruit or Vegetable Meat or Meat Alternate Grains/Breads	***1) Oatmeal Cookies Deluxe*** ***2) hot cocoa***	***"What's Cooking2"*** mix	***1) 8 dz, 1.4 oz each (or *Recipe X 2)*** ***2) 2-1/4 gal milk***

The examples written above in *italicized bold*, indicate the areas required to be completed on Daily Production Records.

*Home "Recipes" or Cookbook recipes must include portion size and yield.

DAILY PRODUCTION RECORD Day & Date:_____

NUMBER OF MEALS PLANNED

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

Milk. Whole milk and 2% milk may not be served to participants over two years of age.
*Whole = "W", Fat-free (skim) = "FF", Low-fat = "1%" e.g.: 1/2 gal. W and 2 gal. FF

MEAL PATTERN	MENU	FOOD DESCRIPTION	QUANTITY PREPARED
BREAKFAST 1) Milk, Fluid 2) Juice or Fruit or Vegetable 3) Grains/Breads (including cereal)	1) Milk 2) 3)		1) ___gallons *___ and ___gallons *___ 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 1) Milk, Fluid 2) Meat/Meat Alternate 3) & 4) Vegetables and/or Fruits (two or more choices) 5) Grains/Breads	1) Milk 2) 3) 4) 5)		1) ___gallons *___ and ___gallons *___ 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 1) Milk, Fluid 2) Meat/Meat Alternate 3) & 4) Vegetables and/or Fruits (two or more choices) 5) Grains/Breads	1) Milk 2) 3) 4) 5)		1) ___gallons *___ and ___gallons *___ 2) 3) 4) 5)
EVE. SNACK (Select 2 different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1) 2)		1) 2)

DAILY PRODUCTION RECORD

Day & Date:_____

NUMBER OF MEALS PLANNED

AGES	BREAKFAST	LUNCH	P.M. SNACK
1 and 2 years			
3 through 5			
6 through 12			
Adults in care & Staff			

Milk. Whole milk and 2% milk may not be served to participants over two years of age.
*Whole = "W", Fat-free (skim) = "FF", Low-fat = "1%" e.g.: 1/2 gal. W and 2 gal. FF

MEAL PATTERN	MENU	FOOD DESCRIPTION	QUANTITY PREPARED
BREAKFAST 1) Milk, Fluid 2) Juice or Fruit or Vegetable 3) Grains/Breads (including cereal)	1) Milk 2) 3)		1) ___gallons *___ and ___gallons *___ 2) 3)
LUNCH 1) Milk, Fluid 2) Meat/Meat Alternate 3) & 4) Vegetables and/or Fruits (two or more choices) 5) Grains/Breads	1) Milk 2) 3) 4) 5)		1) ___gallons *___ and ___gallons *___ 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)