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## Nutrition Services

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# Adult Meals in the Child and Adult Care Food Program



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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 adults enrolled at your center and how to document what you have served in order to be reimbursed for meals.

### **We will discuss:**

- ✓ Responsibilities: who does what?
- ✓ 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 a human's health and mental well being. A friendly and supportive atmosphere at meal times may assist people to maintain healthy eating habits and attitudes towards food. Personal modeling of good eating habits and the manner in which staff interact with their clients around food affects the ultimate nutritional outcome of the people in their care.

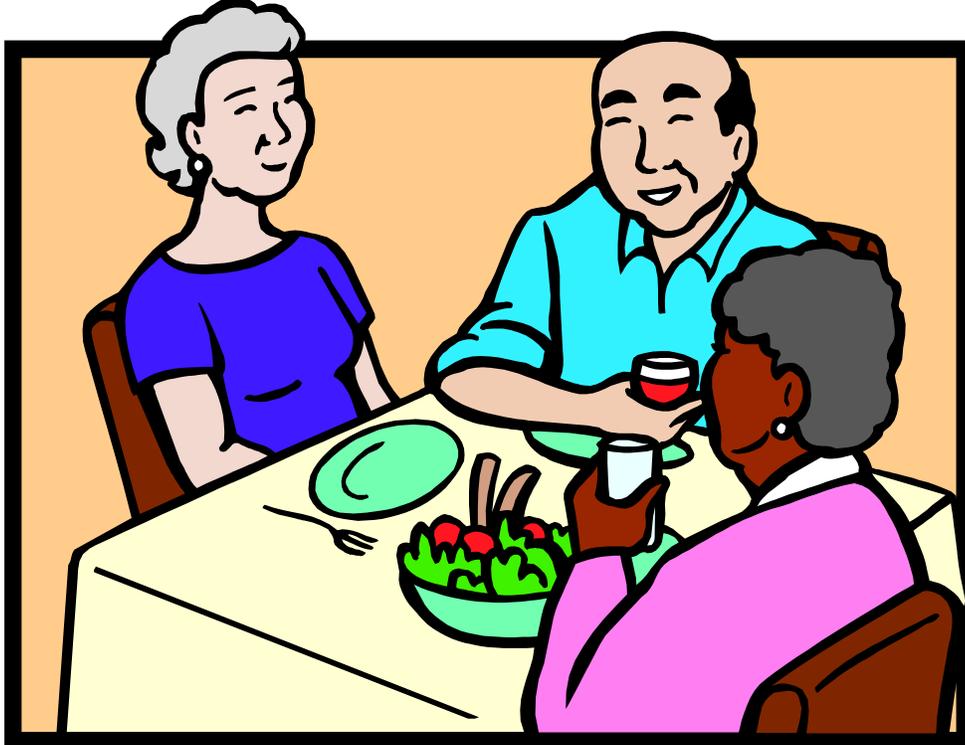
# Responsibilities

**Sponsor staff** should:

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

**Adult participants** are responsible for:

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



# Food Components and Meal Pattern Requirements

The Child and Adult Care Food Program (CACFP) for Adults FOOD CHART shows the types of food and minimum amounts that must be served at each meal. In the CACFP meal pattern for adults 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. 2 Grains and Breads portions

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
- 2 Grain/bread portions
- Fluid milk (Lunch only, not required at Supper)

For example, grilled chicken in a pita pocket, macaroni salad, 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 slices 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 the clients 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.



## Fluid Milk

1. Any type of Fat-Free or 1% pasteurized, ready-to-serve milk that meets State and local standards for fluid milk may be served. 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. Flavored milk (i.e., chocolate) or cultured buttermilk is acceptable.
3. Milk is not required at snack or supper for the adults.
4. If a person has an allergy to milk, a note from a medical authority (M.D., dietitian) must be obtained and placed in the person’s file in order to claim their meals for reimbursement.
5. If a client refuses to take milk, it may be one of the allowable denied items.
6. The full portion for each person must be served.



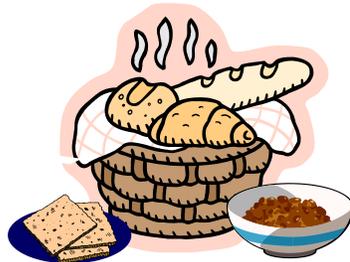
## Meat/Meat Alternates

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 may be 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 1/2 ounce of cheese and 1-1/2 ounce of ham on a sandwich.
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 a meal. Remind staff members not to show their dislike of particular foods that are being served.
2. Do not add too much salt or fat to vegetables. Remember you are cooking for people who may be salt-sensitive and many who do not need the fat.
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 people 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, never heavy syrup.
6. Homegrown fresh fruits and vegetables are acceptable. Home canned or frozen foods cannot be used in the CACFP.
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. The amounts required at breakfast and snack makes raisins a food that is not practical to serve as the only fruit/vegetable component at a CACFP meal.
11. Remember that a potato is a vegetable



## 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 LIST  
FOR THE  
CHILD AND ADULT CARE FOOD PROGRAM<sup>1,2</sup>**

<b>Group A</b>	<b>Minimum Serving Size for Group A</b>
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 participants: <b>1 serving = 20 gm or 0.7 oz</b>  1 - 5 year old children: <b>1/2 serving = 10 gm or 0.4 oz</b>
<b>Group B</b>	<b>Minimum Serving Size for Group B</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	6 - 12 year old children and adult participants: <b>1 serving = 25 gm or 0.9 oz</b>  1 - 5 year old children: <b>1/2 serving = 13 gm or 0.5 oz</b>
<b>Group C</b>	<b>Minimum Serving Size for Group C</b>
Cookies <sup>3</sup> - plain Cornbread Corn muffins Croissants Pancakes Pie crust - dessert pies <sup>3</sup> , fruit turnovers, <sup>4</sup> meat/meat alternate pies Waffles	6 - 12 year old children and adult participants: <b>1 serving = 31 gm or 1.1 oz</b>  1 - 5 year old children: <b>1/2 serving = 16 gm or 0.6 oz</b>

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

<sup>2</sup>Some 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.

<sup>3</sup>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.

<sup>4</sup>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.

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

<sup>3</sup>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.

<sup>4</sup>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.

<sup>5</sup>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.

<sup>6</sup>Cereals must be whole-grain, enriched, or fortified.

## Portion Sizes

These are minimum portions. Larger portions may be served.

CACFP Meal Pattern Requirements	
Meal Pattern for Adults	
<b>BREAKFAST</b>	
Fluid Milk	1 cup
Juice or fruit or vegetable	1/2 cup
Grains/Breads	2 servings
<b>LUNCH/SUPPER</b>	
Fluid milk (Lunch only, not required at supper)	1 cup
Meat or meat alternate	2 ounces
Vegetables and/or Fruits (2 or More)	1 cup total
Grains/Breads	2 servings
<b>SNACK</b> select two different components	
Fluid Milk	1 cup
Juice or fruit or vegetable	1/2 cup
Meat or meat alternate	1 ounce
Or yogurt	4 ounces (or 1/2 cup)
Grains/Breads	1 serving

Snack combinations that are not reimbursable:

- Yogurt and Milk
- Two of the same component: Juice and Vegetables, Meat and cheese, etc.
- Juice and Milk (This also includes juice that has been frozen or placed in gelatin.)

## Meal Pattern - Adult Care Centers

**Offer versus Serve** - all meal items must be offered, but a certain number of items may be declined.

MEAL:	COMPONENTS OFFERED	MAY DECLINE
◆ Breakfast:	1. Fluid Milk 2. Juice or fruit or vegetable 3. Grains/Breads 4. Grains/Breads	1 component
◆ Lunch:	1. Fluid Milk 2. Meat/Meat Alternate 3. Fruits/Vegetables 4. Fruits/Vegetables 5. Grains/Breads 6. Grains/Breads	2 components
◆ Supper:	1. Meat/Meat Alternates 2. Fruits/Vegetables 3. Fruits/Vegetables 4. Grains/Breads 5. Grains/Breads	2 components
◆ <u>Snack</u> :	Offer versus serve is not available for snacks. Both items must be taken.	

**Family Style Meal Service** - can enhance adult participants' acceptability of offered foods and affords them latitude in the size of initial servings because replenishment is immediately available at each table.

- ◆ sufficient prepared food must be placed on each table to provide the full required portions of each of the food components for all participants and staff at the table
- ◆ participants should initially be offered the full required portion of each meal component
- ◆ if a participant initially refuses a food component or does not accept the full required portion, the supervising adult should offer the food component to the participant again

## **DO NOT CLAIM**

Meals which cannot be claimed for reimbursement are:

- ◆ meals that do not meet the meal pattern requirements (A medical authority's letter must be in the participants file for those requiring supplements in lieu of milk.)
- ◆ meals served to participants who are not enrolled
- ◆ meals served to adults residing in residential care institutions
- ◆ more than three meals (one or two of which must be a snack) served daily to each participant
- ◆ meals supported by funds from both this Program and Title III of the Older Americans Act of 1965
- ◆ meals served to enrolled participants who are under 60 years of age and not considered to be functionally impaired
- ◆ meals served to enrollees under 18 years of age
- ◆ meals served to participants in excess of the authorized license capacity at any one time
- ◆ meals served at a proprietary Title XIX or Title XX center during any calendar month when less than 25 percent of the enrolled participants are either Title XIX and/or Title XX beneficiaries

# Test Your Knowledge

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

## Breakfast

		Circle Correct Answer		If no, what is missing?
#1	Egg & Cheese Omelet Link Sausage 2 slices Whole Wheat Toast Milk	Yes	No	_____
#2	2 English Muffins Orange Juice Milk	Yes	No	_____
#3	Large Cinnamon Roll Cantaloupe Cubes Milk	Yes	No	_____

## Lunch

#1	Roast Turkey Mashed Potatoes Steamed Broccoli Sliced Peaches Milk	Yes	No	_____
#2	Individual 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 Pudding Graham Crackers Milk	Yes	No	_____

## Daily Production Record

A center approved to participate in CACFP, must have the Responsible Individual or Principal sign 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 and, 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.
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  
ADULT CENTER**

Day/Date: \_\_\_\_\_

**NUMBER OF MEALS PLANNED**

GROUP	BREAKFAST	A.M. SNACK	LUNCH	P.M. SNACK	SUPPER
Program Participants					
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	FOODS USED	QUANTITY PREPARED
<b>BREAKFAST</b> 1) Milk, Fluid 2) Juice or Fruit or Vegetable 3) 2 Grains/Breads (including cereal)	1) Milk 2) 3) 4)		1) __gallons * __ and __gallons * __ 2) 3) 4)
<b>AM SNACK</b> (select two different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1) 2)		1) 2)
<b>LUNCH</b> 1) Milk, Fluid 2) Meat/Meat Alternate 3) & 4) Vegetables and/or Fruits (two or more choices) 5) 2 Grains/Breads	1) Milk 2) 3) 4) 5) 6)		1) __gallons * __ and __gallons * __ 2) 3) 4) 5) 6)
<b>PM SNACK</b> (select two different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1) 2)		1) 2)
<b>SUPPER</b> Milk, Fluid – optional, (not required for supper for adult meals) Meat or Meat Alternate Vegetables and/or Fruits (two or more choices) Grains/Breads (two servings)	1) Milk 2) 3) 4) 5) 6)		1) __gallons * __ and __gallons * __ 2) 3) 4) 5) 6)

**NUMBER OF MEALS PLANNED**

AGES	BREAKFAST	A.M. NACK	LUNCH	P.M. SNACK	SUPPER	EVE SNACK
<b>Participants</b>	<b>40</b>		<b>10</b>			
<b>Staff</b>			<b>4</b>			

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
<b>BREAKFAST</b>  1)Milk, Fluid 2)Juice or Fruit or Vegetable 3) + 4) 2 Grains/Breads (including cereal)	1) milk 2) Fruit 3) Cereal 4) Toast	Bananas  Healthy Ohs  "Healthy 12 Grains"	1) <u>4 1/2</u> gal. <u>1%</u> . 2) 12 lbs 3) 3/4 5-lb box 4) 4 – 1 lb loaves
<b>MORNING SNACK</b> (Select 2 different components) Milk, Fluid Juice or Fruit or Vegetable Meat or Meat Alternate Grains/Breads	1) 2)		1) 2)
1) Milk, Fluid  2) Meat/Meat Alternate  3) & 4) Vegetables and/or Fruits (two or more choices)  5) Grains/Breads	1) Milk 2) Spaghetti Sauce with Meat 3) Peas 4) Peaches 5) Spaghetti 6) Garlic Bread	1% milk  Ground Beef  Frozen Peas	1) <u>1</u> gal. <u>1%</u> 2) 4 lbs 3) 3 1-lb pkgs 4) 1 #10 - with juice 5) 3lb package 6) 2, 1-lb loaves Italian bread, w/garlic butter.

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.

\* You record the actual amount prepared.

**DAILY PRODUCTION RECORD**

Day & Date: \_\_\_\_\_

NUMBER OF ADULT MEALS PLANNED

MEALS	BREAKFAST	LUNCH	PM SNACK
Participants			
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 DESCRIPTIONS	QUANTITY CALCULATED	QUANTITY PREPARED
<b>BREAKFAST</b>	1) Milk		1) __gallons *__ and __gallons *__	
1) Milk, Fluid	2)		2)	
2) Juice or Fruit or Vegetable	3)		3)	
3) 2Grains/Breads (including cereal)	4)		4)	
<b>LUNCH</b>	1) Milk		1) __gallons*__ and __gallons *__	
1) Milk, Fluid	2)		2)	
2) Meat/Meat Alternate	3)		3)	
3) & 4) Vegetables and/or Fruits (two or more choices)	4)		4)	
5) 2 Grains/Breads	5)		5)	
	6)		6)	
<b>P.M. SNACK</b> (Select 2 different components)	1)		1)	
Milk, Fluid	2)		2)	
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 participant 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. 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 is 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: 12 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 counts as meat/meat alternate.
- \_\_\_\_\_ 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
<b>LUNCH</b>  Milk, Fluid Meat or Meat Alternate Vegetables and/or Fruits (two or more)  Grains/Breads	① Milk	1% milk	① <u>  2  </u> gal.
	② Hot Dogs	All Beef	② 45 hot dogs
	③ Green Beans	Canned	③ 2 cans
	④ Pears	Canned	④ 1 ½ # 10 cans
	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 16<sup>th</sup> 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.

# How Many Crackers Equal a CACFP Serving?

Resources needed:

Grains/Breads list

Nutrition Facts Label from 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

Group A: Snack Crackers

Ages 6-12 + Adults = 1 serving = 20 gms

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

## GRAINS/BREADS 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: <b>1 serving = 20 gm or 0.7 oz</b>  1 - 5 year old children: <b>1/2 serving = 10 gm or 0.4 oz</b>

Resource Two: Nutrition Facts Label

**Nutrition Facts**

**Serving Size 11 crackers (31 g)**

**Snack Crackers**

**Nutrition Facts**

Serving Size 11 crackers (31g)

Servings Per Container About 6

Ages 6-12:

Grains/Breads list Serving Size: 20 gms

Divided by

Label Serving Weight: 31 gms

Multiplied by

# Crackers in Label Serving: 11

Equals

# Crackers for CACFP Serving: 8 (rounded up)

Ages 1-5:

Grains/Breads list Serving Size: 10 gms

Divided by

Label Serving Weight: 31 gms

Multiplied by

# Crackers in Label Serving: 11

Equals

# Crackers for CACFP Serving: 4 (rounded up)

## Determining Amount to Buy and Serve

### Snack Crackers

Age Groups	Required Weight Minimums From the Grains/Breads List	Multiply	# Eating	Totals
6 – 12 + Adults	0.4 oz	X	17	= 6.8 oz

Total Weight Needed      25.7 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)

$$25.7 \div 16 = 1.6 \text{ packages}$$

You must buy two 1 lb. boxes of Snack Crackers

**If you round up and serve 1.75 (1¾) packages of crackers, this is how you would document it on the Daily Production Record:**

<p style="text-align: center;"><u>P.M. SNACK</u></p> <p>(Select 2 different food groups)</p> <p>Milk, Fluid</p> <p>Juice or Fruit or Vegetable</p> <p>Meat/Meat Alternate</p> <p>Grains/Breads</p>	<p>① <i>Snack Crackers</i></p> <p>② <i>Peanut butter water</i></p>	<p>① <i>1¾ - 1 lb pks</i></p> <p>② <i>4 cups</i></p>
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