

## **INSTRUCTIONS FOR DAILY MEAL PRODUCTION RECORD – CHILD CARE (H1530)**

Contracting entities and sites that care for children must plan for and provide meals that comply with the Child and Adult Care Food Program (CACFP) meal patterns as required by the United States Department of Agriculture (USDA).

***Contracting entities may develop their own meal production form but must ensure it contains all required elements.***

The *Daily Meal Production Record – Child Care* is provided to document planning and serving of those meals daily to demonstrate they are eligible for reimbursement. All items on the *Daily Meal Production Record – Child Care* must be completed prior to the meal service, with the exception of quantity prepared and leftover food from the day of the meal service which can be completed at the end of the meal service. Changes and substitutions must be recorded and initialed prior to the meal service (do not use white out or mark completely through the menu item, simply line through and write in the change).

- A food component is one of the food categories (milk, grains, fruit, vegetable, meat/meat alternate) that comprise a reimbursable meal.
- A food item is a specific food offered within the food components comprising the reimbursable meal.
- A combination food contains more than one food item from different food components that cannot be separated, such as a vegetable pizza.

### **Required elements for CONTRACTING ENTITY (CE) INFORMATION**

**Name of Contracting Entity (CE)** – Enter the name of the contracting entity.

**CE ID** – Enter the five-digit CE ID that has been assigned to the organization by the Texas Unified Nutrition Programs System (TX-UNPS).

**Name of Site** – Enter the name of the site where the meal is being served.

**Site #** – Enter the four-digit site number that has been assigned to the site by TX-UNPS.

**Date** – Enter the date the meal(s) were served.

### **Required elements for MEAL PRODUCTION INFORMATION**

**Food Components** – The required food components for each meal type are listed.

**Menu** – Enter the menu item for each meal service. It is recommended that the menu be recorded prior to the day of the meal service for planning and purchasing purposes.

**Food Items Used** – Enter each food item used as follows:

- As purchased according to the *Food Buying Guide for Child Nutrition Programs* (FBG) (see examples below), or
- Enter the USDA recipe name and number (example, baked scrambled eggs, USDA CCC #D-15) if a recipe is used (the recipe must be on file and available for review to verify the required amount of food was prepared), and
- If the product has a CN label, list the CN label unique 6-digit product identification number next to the product, and
- Specify the type of milk, including fat content served.

In addition:

- If serving yogurt, maintain documentation, such as the product label containing the nutrition facts, to demonstrate the yogurt met the sugar restriction.
- If serving a ready-to-eat breakfast cereal, maintain documentation, such as the product label containing the nutrition facts, to demonstrate the ready-to-eat breakfast cereal met the sugar restriction.
- For the whole grain rich item(s), maintain documentation, such as the product label containing the ingredient list, to demonstrate the grain item(s) met the whole grain rich definition.

**NOTE:** For guidance on types of labels and documentation reference CACFP Handbooks Section 4000, *Managing the Program*, Item 4114, *Meal Service Documentation*.

Examples from FBG:

- Beef, ground, fresh or frozen Market Style no more than 30% fat
- Apricots, canned halves unpeeled
- Potatoes, fresh White or Russet 120 count (approx. 6 oz each)
- Milk, skim
- Rolls, Whole Grain-rich

Food Items Used is equivalent to Food Items Purchased in the FBG.

**Quantity Prepared** – Enter the **measurable amount** of each food item prepared opposite the category name. The measurable amount may not equal the amount needed for planned participation, if the actual participation is obtained prior to preparation of the meal and it is determined more or less of each item is required to ensure a reimbursable meal for each person participating in the meal service.

Refer to the FBG to determine the amount needed for the planned participation and the actual participation. Enter the total amount of food or the recipe used/prepared for each food item.

Examples of measurable amounts include ounces, grams, pounds, cans (state can sizes #10, #300, #2-1/2), gallons, quarts, pints, tablespoons, or teaspoons. Measurable amounts also include cups and fractions of a cup. If using a standardized recipe state the amount made, for example 2 X Recipe (double).

Measurable amounts do not include: 1 slice of cheese, 1 head of lettuce, 1 can (8 each) biscuits, 1 slice of bread, 1 tortilla, 3 crackers, 2 cookies, 1 package of animal crackers, or bowl of cereal.

**Planned Participation** – Enter the planned number of participants for each meal service, by age group. It is recommended planned participation be completed prior to the day of service to aid in purchasing. (Program adults and non-program meals must be accounted for but may not be claimed)

**Leftover/Recycled Food** – (if applicable) Enter the date the food item was first served and the date it was re-served. Enter the food item and quantity that was leftover and the quantity that was recycled. This information can provide an additional source of documentation (i.e. in addition to receipts) that sufficient food was available to prepare the amount needed for the number of meals claimed.

**Substitutions due to Medical or Special Dietary Needs or Disability** (if applicable) – Note the substitutions due to disabilities and/or medical or special dietary needs. **NOTE:** For additional guidance on substitutions due to Medical or Special Dietary Needs or Disability reference CACFP Handbooks Section 4000, *Managing the Program*, Item 4113, *Meal Variations*

**Comments** (if applicable) – Record any other meal modifications or special instructions to document changes made to the meal planned.