

**INSTRUCTIONS FOR
RECORD OF LEFTOVER/RECYCLED FOOD (H1568)**

Contracting entities, sites, and day care home providers must provide meals that comply with the Child and Adult Care Food Program (CACFP) and/or Summer Food Service Program meal patterns as required by the United States Department of Agriculture (USDA). The *Record of Leftover/Recycled Food (H1568)* is provided to document food items leftover/recycled from a meal service that are stored and re-served in a subsequent reimbursable meal.

Contracting entities may develop their own record of leftover/recycled food form but must ensure it contains all required elements.

IDENTIFYING 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 contracting entity by the Texas Unified Nutrition Programs System (TX-UNPS).

Name of Site/Provider – Enter the name of the site or day care home provider where the meal is being served.

Site/Provider # – Enter the four-digit site number or enter the five-digit provider number that has been assigned to the site/provider by TX-UNPS.

Month/Year – Enter the month and year for which the record pertains.

Date Prepared — Enter the date the food item was originally prepared as part of a reimbursable meal.

Date First Served — Enter the date the food item was originally served as part of a reimbursable meal.

Date Re- Served — Enter the date the leftover/recycled food item was re-served as part of a reimbursable meal.

Description of Food Item(s) — Enter a description of the food item as entered on the original meal production record.

Quantity — Enter the amount of the leftover/recycled food item that was available for the subsequent meal service.
