******Daily Production Record**

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Preparer:** |
| Projected Participants | Component | Foods to be Served | Amounts Required | Amounts to be Prepared | Comments3 |
| **Breakfast** | M/MA4 |  |  |  | [ ] CN Label |
| Eligible Adults |  | Fruit or Veg |  |  |  |
| Grains |  |  |  |
| Ineligible Adults |  | 1%/Skim¹, ² |  |  |  |
|  |  |  |  |
| **AM Snack (Serve 2 of 5 components)** | M/MA |  |  |  | [ ] CN Label |
| Eligible Adults |  | Vegetable |  |  |  |
| Fruit |  |  |  |
| Ineligible Adults |  | Grains |  |  |  |
| 1%/Skim¹, ² |  |  |  |
| **Lunch** | M/MA |  |  |  | [ ] CN Label |
| Eligible Adults |  | Vegetable |  |  |  |
| Fruit or Veg |  |  |  |
| Ineligible Adults |  | Grains |  |  |  |
| 1%/Skim¹, ² |  |  |  |
| **PM Snack (Serve 2 of 5 components)** | M/MA |  |  |  | [ ] CN Label |
| Eligible Adults |  | Vegetable |  |  |  |
| Fruit |  |  |  |
| Ineligible Adults |  | Grains |  |  |  |
| 1%/Skim¹, ² |  |  |  |
| **Supper** | M/MA |  |  |  | [ ] CN Label |
| Eligible Adults |  | Vegetable |  |  |  |
| Fruit or Veg |  |  |  |
| Ineligible Adults |  | Grains |  |  |  |
| 1%/Skim¹, ² |  |  |  |
| **Add’l Snck (Serve 2 of 5 components)** | M/MA |  |  |  | [ ] CN Label |
| Eligible Adults |  | Vegetable |  |  |  |
|  | Fruit |  |  |  |
| Ineligible Adults |  | Grains |  |  |  |
|  | 1%/Skim¹, ² |  |  |  |

**Amounts Required:** Total minimum amount of food required to be served, based on meal pattern serving size requirements and number of participants in each age group. May use the [Meal Requirements Calculator](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/xls/adc_production_records_and_meal_requirement_calculator.xlsx) to determine amounts.

**Amounts to be Prepared:** Total amount of each food item that will actually be prepared in order to provide the minimum amount of each food as indicated in *Amounts Required* Column. May use the [Food Buying Guide Calculator](http://fbg.theicn.org/) to determine amounts. When recording amounts include pack size units, i.e. can size, pounds, ounces, and gallons.