

Production Record Instructions (Adult Care Component)

Production Records:

- > Worksheet and tool to document how much food to purchase and prepare
- Use to assure meal is in compliance with meal pattern requirements
- Keep dated production records for all approved meals and snacks on file with menus
- May be used as a shopping list and a tool for a person filling in for the cook

Sample of a **complete** Production Record:

			Week of: May 5, 20XX		Preparer: Jenny H.				
Project Participa		Component		Foods to be Serv	ed		Amounts Required	Amounts to be Prepared	Comments ³
Projec Particip		Component	Foods to be Served		Amounts Required	Amounts to be Prepared	Comments		
Mond	day	M/MA	Ground beef, raw (80/20)		46 oz	4 lbs	□CN Label		
Eligible		Vegetable	St	teamed Green Beans	(fresh)		12 cups	4 lbs	1
Adults	20	Fruit or Veg	Sliced peaches (canned)			12 cups	2 #10 cans	1	
Ineligible		Grains		Brown rice			23 cups	3.25 lbs dry	1
Adults	3	1%/Skim ^{1, 2}		1%			23 cups	2 gallons	

Week of: Record dates for the week you are planning for

Preparer: Record the name of who will be preparing the meals/snacks

Projected Participants

•Record total number of anticipated participants both eligible and ineligible adults (include staff in the "Ineligible Adults" box if they eat meals)

Foods to be Served

- List all food items to be served in the appropriate meal component categories
- •Combination foods: record individual food items which will count toward meal pattern requirements
- •Record amounts of each type of milk

Amounts Required

- •Document total amount needed based on:
- Meal pattern serving sizes and
- ProjectedParticipants
- •Resources:
- •CACFP Meal Pattern
- Meal Requirements Calculator

Amounts to be Prepared

- Document actual amounts of food items to purchase and prepare
- Record in can size, pounds, ounces, and gallons
- •Resources:
- •Food Buying Guide Calculator
- •Grains Chart

Comments

- •Record:
- •CN information for store-bought combination items
- Name of menu item if it has multiple components (i.e. tacos)



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All sections of the production record must be completed. Below are examples for completing the <u>Amounts Required</u> and <u>Amounts to be Prepared</u> columns.

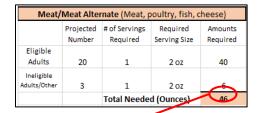
Amounts Required

Write the amounts required from the <u>Meal Requirement Calculator</u> in the **Amounts Required** column. The calculator may be found under GM 12 in the Meal Production section.

Examples:

- Meat/meat alternate: record 46 oz in Amounts Required column
- Fruits/Vegetables: record the number of cups required for each fruit and vegetable. For example, record **12 cups** for the fruit & **12 cups** for the vegetable.

Projec Particip		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments
Monday		M/MA	Ground beef, raw (80/20)	46 oz 👍	4 lbs	□CN Label
Eligible Adults		Vegetable	Steamed Green Beans (fresh)	12 cups	4 lbs	
Adults	20	Fruit or Veg	Sliced peaches (canned)	12 cups	2 #10 cans	
Ineligible		Grains	Brown rice	23 cups	3.25 lbs dry	
Adults	3	1%/Skim ^{1, 2}		23 cups	2 gallons	



	ruits								
		Projected Number	# of Servings Required	Required Serving Size	Amounts Required				
1	Eligible Adults	20	1	1/2 cup	10				
	Ineligible Adults/Other	3	1	1/2 cup	1.5				
Total Needed (Cups) 11									
1									
1			Vegetables	S					
		Projected	Vegetable:	S Required	Amounts				
		Projected Number			Amounts Required				
	Eligible Adults		# of Servings	Required					
	-	Number	# of Servings Required	Required Serving Size	Required				
	Adults	Number	# of Servings Required	Required Serving Size	Required				

Amounts to be Prepared

Next, enter the amounts from the **Amounts Required** column (or from the Meal Requirement Calculator) into the <u>FBG calculator</u> to calculate the actual amounts of each food item that must be purchased and prepared.

Number of Purchase Buy Units on Hand Exact Purchase Unit Servinas Quantity Food Item Description Units Beef, Ground, fresh or frozen, no more than 20% fat, Includes USDA Foods, (Like Pound 0 46 3.8984 4.00 IMPS #136) cooked lean meat

- Meat/Meat Alternate: Enter 46 ounces into the FBG calculator and it calculates that you must purchase and prepare 4 pounds of ground beef, fresh, 20% fat
- Record the amounts from the FBG Calculator in the Amounts to be Prepared column
- Document the amounts of food that will actually be prepared based on the item's packaging, such as can size, pounds, ounces, and gallons. If more is prepared than what is required from the FBG calculator, record the actual amount prepared.

Projected Participants		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments ¹
Mono	lay	M/MA	Ground beef, raw (80/20)	46 oz	4 lbs	□CN Label
Eligible		Vegetable	Steamed Green Beans (fresh)	12 cups	4 lbs	
Adults	20	Fruit or Veg	Sliced peaches (canned)	12 cups	2 #10 cans	
Ineligible		Grains	Brown rice	23 cups	3.25 lbs dry	
Adults	3	1%/Skim ^{1,2}		23 cups	2 gallons	