



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:

Projected Participants		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments ³
Projected Participants		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments ³
Monday		M/MA	Ground beef, raw (80/20)	46 oz	4 lbs	<input type="checkbox"/> CN Label
Eligible Adults	20	Vegetable	Steamed Green Beans (fresh)	12 cups	4 lbs	
		Fruit or Veg	Sliced peaches (canned)	12 cups	2 #10 cans	
Ineligible Adults	3	Grains	Brown rice	23 cups	3.25 lbs dry	
		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	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments
<ul style="list-style-type: none"> Record total number of anticipated participants - both eligible and ineligible adults (include staff in the "Ineligible Adults" box if they eat meals) 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Document total amount needed based on: <ul style="list-style-type: none"> Meal pattern serving sizes and Projected Participants Resources: <ul style="list-style-type: none"> CACFP Meal Pattern Meal Requirements Calculator 	<ul style="list-style-type: none"> Document actual amounts of food items to purchase and prepare Record in can size, pounds, ounces, and gallons Resources: <ul style="list-style-type: none"> Food Buying Guide Calculator Grains Chart 	<ul style="list-style-type: none"> Record: <ul style="list-style-type: none"> 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 **Amounts Required** and **Amounts to be Prepared** columns.

Amounts Required

Write the amounts required from the [Meal Requirement Calculator](#) 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.

Projected Participants	Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments
Monday	M/MA	Ground beef, raw (80/20)	46 oz	4 lbs	<input type="checkbox"/> CN Label
Eligible Adults	20	Vegetable	12 cups	4 lbs	
		Fruit or Veg	12 cups	2 #10 cans	
Ineligible Adults	3	Grains	23 cups	3.25 lbs dry	
		1%/Skim ^{1,2}	23 cups	2 gallons	

Meat/Meat Alternate (Meat, poultry, fish, cheese)				
	Projected Number	# of Servings Required	Required Serving Size	Amounts Required
Eligible Adults	20	1	2 oz	40
Ineligible Adults/Other	3	1	2 oz	6
Total Needed (Ounces)				46

Fruits				
	Projected Number	# of Servings Required	Required Serving Size	Amounts Required
Eligible Adults	20	1	1/2 cup	10
Ineligible Adults/Other	3	1	1/2 cup	1.5
Total Needed (Cups)				11.5

Vegetables				
	Projected Number	# of Servings Required	Required Serving Size	Amounts Required
Eligible Adults	20	1	1/2 cup	10
Ineligible Adults/Other	3	1	1/2 cup	1.5
Total Needed (Cups)				11.5

Amounts to be Prepared

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

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

- 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
Monday	M/MA	Ground beef, raw (80/20)	46 oz	4 lbs	<input type="checkbox"/> CN Label
Eligible Adults	20	Vegetable	12 cups	4 lbs	
		Fruit or Veg	12 cups	2 #10 cans	
Ineligible Adults	3	Grains	23 cups	3.25 lbs dry	
		1%/Skim ^{1,2}	23 cups	2 gallons	