

# Daily Production Record

		Date:		Preparer:			
Projected Participants		Component	Foods to be Served		Amounts Required	Amounts to be Prepared	Comments <sup>3</sup>
<b>Breakfast</b>		M/MA <sup>4</sup>					<input type="checkbox"/> CN Label
1 & 2		Fruit or Veg					
3 to 5		Grains					
6 to 12		Whole <sup>1</sup>	#of 1-year-olds:				
13 to 18		1%/Skim <sup>2</sup>					
Adult							
<b>AM Snack (Serve 2 of 5 components)</b>		M/MA					<input type="checkbox"/> CN Label
1 & 2		Vegetable					
3 to 5		Fruit					
6 to 12		Grains					
13 to 18		Whole <sup>1</sup>	#of 1-year-olds:				
Adult		1%/Skim <sup>2</sup>					
<b>Lunch</b>		M/MA					<input type="checkbox"/> CN Label
1 & 2		Vegetable					
3 to 5		Fruit or Veg					
6 to 12		Grains					
13 to 18		Whole <sup>1</sup>	#of 1-year-olds:				
Adult		1%/Skim <sup>2</sup>					
<b>PM Snack (Serve 2 of 5 components)</b>		M/MA					<input type="checkbox"/> CN Label
1 & 2		Vegetable					
3 to 5		Fruit					
6 to 12		Grains					
13 to 18		Whole <sup>1</sup>	#of 1-year-olds:				
Adult		1%/Skim <sup>2</sup>					
<b>Supper</b>		M/MA					<input type="checkbox"/> CN Label
1 & 2		Vegetable					
3 to 5		Fruit or Veg					
6 to 12		Grains					
13 to 18		Whole <sup>1</sup>	#of 1-year-olds:				
Adult		1%/Skim <sup>2</sup>					
<b>Add'l Snck (Serve 2 of 5 components)</b>		M/MA					<input type="checkbox"/> CN Label
1 & 2		Vegetable					
3 to 5		Fruit					
6 to 12		Grains					
13 to 18		Whole <sup>1</sup>	#of 1-year-olds:				
Adult		1%/Skim <sup>2</sup>					

**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](#) 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](#) to determine amounts. When recording amounts include pack size units, i.e. can size, pounds, ounces, and gallons.

<sup>1</sup> Whole milk must be served to children age 1. <sup>2</sup>1% or skim milk must be served to children age 2 and older.

<sup>3</sup>Check box if using a CN labeled product. <sup>4</sup> M/MA may be served in place of the entire grain a maximum of 3 times/week.