WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Instructions for Filling out Daily Food Production Record (PI-1488-A)

Production records must be completed for planning and documenting the total amounts of each food item to be served to assure that the minimum serving size requirements for each component will be met to qualify for Federal reimbursement. A food production record must be completed for *each* meal or snack claimed for reimbursement.

The production records must be completed before the preparation of the meals and snacks.

1) **Week of** – Fill in week of production you are planning for.

2) **Prepared by** – Fill in who will be preparing the meals/snacks.

3) **Projected Meal Counts** – Indicate the total number of anticipated counts for eligible adults and ineligible adults/others separately. *Others are program staff and non-program adults (i.e. visitors).*

4) **Type of meal** – Use appropriate sections on the form for specific meal type (breakfast, lunch, PM snack, etc.).

5) **Foods to be served** – List all menu items to be served in the various meal component categories to meet meal pattern requirements. If combination foods are going to be served (casseroles, etc.), record the individual components (i.e. ground beef, noodles, vegetables, etc.) of the recipe which count toward the meal pattern requirements.

   1% or skim milk is required to be served.

6) **Amounts Required** – Calculate the total amount of each food component that should be made available according to the serving size requirements as stated in the CACFP Meal Pattern and based on the number of adults you will be serving at each meal.

   You may use the *Meal Requirements Calculation tool* found at http://fns.dpi.wi.gov/files/fns/xls/meal_req_calc_adc.xls to determine the required amounts for each food component for each meal. ***The completion of this column is optional for those staff familiar with the serving size requirements and yield for each food item.***

7) **Amounts Prepared** – Refer to the *Food Buying Guide for Child Nutrition Programs* for yield information on each individual food item or *the Food Buying Guide Calculator for Child Nutrition Programs* at http://fbg.nfsmi.org/ to assist in calculating the amounts to purchase and prepare of each individual food item. Document the amounts of food that will actually be prepared based on the required amounts in pack size units or based on the packaging that the items were purchased in such as can size, pounds, ounces, and gallons. Include the amounts prepared for second servings.

8) **Vitamin C, Vitamin A, Iron** – Check to see that your menus contain a good source of vitamin C and iron every day and vitamin A every other day. There are fact sheets available to help you make good selections for these nutrients.

9) **Comments** - Use this space to note the following:
   a) Child Nutrition (CN) information for commercially-prepared combination items
   b) Instructions to employees on food production
   c) Directions for storage and use of leftover food
   d) Instructions for future preparation
   e) Feedback on acceptance of menu item

10) **File – Keep in office** – The Food Production Record is a *permanent source document* and must be retained for 3 years after the fiscal year in which it was filled out. This record verifies that the meals and snacks served meet the meal or snack requirements to qualify for Federal reimbursement.

When serving the exact same menu for lunch and supper, and/or for more than one snack in the same day: If the exact same menu will be served at lunch and supper, or more than one snack, in the same day you may document the meals/snacks together on the same production record rather than on two separate production records. However, when doing so you must document the projected meal counts for each meals/snacks separately. For example, if you anticipate 25 eligible adults for lunch and 15 eligible adults for supper, write "25/15" in the space provided for eligible adults in the "Projected Meal Counts" column (do this for both "Eligible Adults" and "Ineligible Adults/Others" sections). Then, document the amount of food prepared for each component as one amount for both meals or snacks if preparing at one time, or in separate amounts for each respective meal if preparing at different times throughout the day (similar to how the projected meal counts are written).

We strongly discourage serving the same foods for meals and snacks if the same adults are eating them throughout the day.