Production Record Instructions

- Worksheet and tool to document how much food to purchase and prepare
- Use to assure meal is in compliance with meal pattern requirements
- Complete daily, dated food production records for all approved meals and snacks prior to the meal service and retain on file with the 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:

<table>
<thead>
<tr>
<th>Projected Participants</th>
<th>Component</th>
<th>Foods to be Served</th>
<th>Amounts Required</th>
<th>Amounts to be Prepared</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td>M/MA</td>
<td>Chicken Tenders</td>
<td>67.5 ounces</td>
<td>6 pounds: raw, frozen, skinless</td>
<td></td>
</tr>
<tr>
<td>1 &amp; 2 15 25 6 to 12 13 to 18 Adult</td>
<td>Vegetable Fruit or Veg Grains Whole</td>
<td>Stir Fry Vegetables Strawberries Spaghetti, Whole Wheat</td>
<td>11 cups 11 cups 12.5 cups cooked 5 cups</td>
<td>4.25 pounds, frozen 6 pints (11.5 oz each) 2.5 pounds dry ½ gallon</td>
<td></td>
</tr>
</tbody>
</table>

**Week of:** May 5  
**Preparer:** Jenny H.

**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 the total number of anticipated participants by age category (including adults if they eat meals)
- **Foods to be Served**: List all food items to be served in the appropriate meal component categories
- **Amounts Required**: Document the total amount needed based on:
  - Meal pattern serving sizes and Projected Participants
  - Resources: CACFP Meal Pattern, Meal Requirements Calculator
- **Amounts to be Prepared**: Document the actual amounts of food items to be purchased and prepared
  - Record in can size, pounds, ounces, and gallons
  - Resources: Food Buying Guide Online Calculator, Grains Chart
- **Comments**: Record:
  - CN information for store-bought combination items
  - Name of the menu item if it has multiple components (i.e. tacos)
Production Record Instructions

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 Column

Write the amounts required from the Meal Requirement Calculator in the **Amounts Required** column. The calculator may be found under GM #12: [http://fns.dpi.wi.gov/fns_centermemos](http://fns.dpi.wi.gov/fns_centermemos)

**Examples:**
- **Meat/meat alternate:** record *67.5 oz* in the **Amounts Required** column
- **Fruits/Vegetables:** record the number of cups required for each fruit and vegetable. For example, record **11 cups** for the fruit & **11 cups** for the vegetable.

<table>
<thead>
<tr>
<th>Week of: May 5</th>
<th>Preparer: Jenny H.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Amounts Required</strong></td>
</tr>
<tr>
<td><strong>Projected Participants</strong></td>
<td><strong>Component</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>N/MA</td>
</tr>
<tr>
<td>1 &amp; 2</td>
<td>15 Vegetable</td>
</tr>
<tr>
<td>3 to 5</td>
<td>25 Fruit or Veg</td>
</tr>
<tr>
<td>6 to 12</td>
<td>Grains</td>
</tr>
<tr>
<td>13 to 18</td>
<td>Whole</td>
</tr>
<tr>
<td>Adult</td>
<td>10</td>
</tr>
</tbody>
</table>

### Amounts to be Prepared Column

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

- **Meat/Meat Alternate:** Enter 68 ounces into the FBG calculator and it calculates that you must purchase and prepare 6 pounds of boneless/skinless chicken
- **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 packaging that the items were purchased in 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.