

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:

Projected Participants		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments ³
Monday		M/MA	Chicken Tenders	67.5 ounces	6 pounds: raw, frozen, skinless	<input type="checkbox"/> CN Label
1 & 2	15	Vegetable	Stir Fry Vegetables	11 cups	4.25 pounds, frozen	
3 to 5	25	Fruit or Veg	Strawberries	11 cups	6 pints (11.5 oz each)	
6 to 12		Grains	Spaghetti, Whole Wheat	12.5 cups cooked	1.75 pounds dry	
13 to 18		Whole ¹	#of 1-year-olds: 10	5 cups	½ gallon	
Adult	10	1%/Skim ²	Skim	28.75 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 the total number of anticipated participants by age category (including adults 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 the individual food items which will count toward the meal pattern requirements Record the amounts of each type of milk (whole & 1%/skim) 	<ul style="list-style-type: none"> Document the 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 the actual amounts of food items to be purchased and prepared Record in can size, pounds, ounces, and gallons Resources: <ul style="list-style-type: none"> Food Buying Guide Online 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 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

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.

Meat/Meat Alternate (meat, poultry, fish, cheese)				
Ages of Children	Projected Number	Serving Size Requirement	Unit	Amounts Required
1-2	15	1	oz	15
3-5	25	1.5	oz	37.5
6-18	0	2	oz	0
Adults*	10	1.5	oz	15
Total Needed (Ounces)				67.5

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13 to 18		Whole ¹	#of 1-year-olds: 10	5 cups	½ gallon	
Adult	10	1%/Skim ²	Skim	28.75 cups	2 gallons	

Fruits				
Ages of Children	Projected Number	Serving Size Requirement	Unit	Amounts Required
1-2	15	0.125	1/8 cup	1.875
3-5	25	0.25	1/4 cup	6.25
6-18	0	0.25	1/4 cup	0
Adults*	10	0.25	1/4 cup	2.5
Total Needed (Cups)				10.625

Vegetables				
Ages of Children	Projected Number	Serving Size Requirement	Unit	Amounts Required
1-2	15	0.125	1/8 cup	1.875
3-5	25	0.25	1/4 cup	6.25
6-18	0	0.5	1/2 cup	0
Adults*	10	0.25	1/4 cup	2.5
Total Needed (Cups)				10.625

Amounts to be Prepared Column

Next, enter the amounts from the **Amounts Required** column (or from the Meal Requirement Calculator) into the FBG calculator (<https://foodbuyingguide.fns.usda.gov/>) 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	Servings Count	Exact Quantity	Buy Purchase Units
Chicken, Boneless, fresh or frozen, Tenders, Tenderloins, (boneless chicken breast pieces without skin), cooked poultry	Pound	0.00	68	5.8621	6.00

- 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 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.

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