

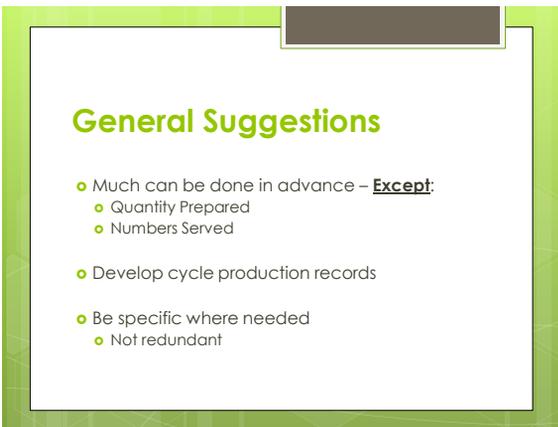
CACFP
Production
Records

SD Department of
Education
Child and Adult Nutrition
Services



Production Record Requirements

- Documentation of
 - Foods
 - Amounts of Foods
 - Each Meal
- Prototypes
 - Book – Purple Cover
 - Electronic Format
- Alternate Forms
 - Advance Approval



General Suggestions

- Much can be done in advance – **Except:**
 - Quantity Prepared
 - Numbers Served
- Develop cycle production records
- Be specific where needed
 - Not redundant

General Information

- Record Date (month, day, year)
- Record Center Name – Each Page
 - Even if only one site

Menu Column

- Record Food Item on Correct Row
 - bread items on bread/grain row, etc.
 - Helps prevent meal pattern errors
- Does **Not** Need to be Specific

B R E A K F A S T	Menu component	Menu
	Bread/Grain	Cereal
	Fruit/Vegetable	Orange Juice
	Milk	Milk
	Other	

Serving Size Columns

- All Ages
 - Including Adults
 - Use ages 6-12
- Must Make Sense
 - Oatmeal by cup, not slices
- Most breads/grains and meats / meat alternates
 - Ounces or grams

Menu	Serving Sizes			
	Ages 1-2	Ages 3-5	Ages 6+	Adults
Cereal	1/4c	1/3c	3/4c	3/4c
Orange Juice	1/4c	1/2c	1/2c	1/2c
Milk	1/2c	3/4c	1c	1c

Specific Food Item Column

- More Information About Menu Item
 - Weight for breads/grains
 - For example: 15 crackers = 31 grams
 - Recipe References
 - CN References
 - Frozen, Canned, Fresh, etc.
 - Cut of fruits/Vegetables
 - % Lean for Meats
- May be Blank
 - If menu item does not require it

Chewies	1
100% Concentrate	1
	1
	1
	1
	1
Cinnamon Bread	1
Fresh Seedless Grapes	6
USDA Turkey Rolls	6
	6
	6
Whole kernel	1
Diced with juice	1
	2
	1

Quantity Prepared Column

- Specific & Measurable
 - Pounds
 - Ounces
 - Can Sizes
 - Cups
 - Gallons
- NOT:
 - "2 Loaves"
 - "3 Cans"
 - Not Specific Enough

1/2 box, 32 ounces
1/2 gallon
1 gallon
1 1/2 - one pound loaves
6 pounds
6 pounds
2 - one pound loaves
1 - #10 can
1 - #10 can
2 gallon

Leftover Column

- Local Agency Use
 - Over Preparing
 - Likes/Dislikes
 - Determine Compliance by Staff
- State Agency Use
 - If served for future meal – record specific amounts

Numbers Served Column

- Always Record a Total
- Actual Numbers
 - Each Age Group
 - Not Planned Numbers
- Record Adults
 - Do **Not** Claim Adult Meals
 - Unless Adult Day Care Facility

Number Served	
1-2	2
3-5	5
6+	6
Adults	1
Total	14
1-2	3
3-5	9
6+	
Adults	1
Total	13

Common Questions

- Recipes on File?
 - Make Recipe Reference if
 - Recipe on File
 - Recipe Prepared as Written
- CN Labels?
 - Document "CN label" only
- How Long?
 - Three previous years, plus the current year

Common Questions (continued)

- Documenting Meals Not Claimed?
 - No need to record them
- Claim Adult Meals?
 - No
- If Can't Claim, Why Document?
 - Meal pattern compliance
