

INSTRUCTIONS FOR DAILY MEAL PRODUCTION RECORD – CHILD CARE (H1530)

Contracting entities and sites that care for children must provide meals that comply with the Child and Adult Care Food Program (CACFP) meal patterns as required by the United States Department of Agriculture (USDA).

The *Daily Meal Production Record – Child Care* is provided to document those meals daily to demonstrate they are eligible for reimbursement. The *Daily Meal Production Record – Child Care* must be completed prior to the meal service. Changes and substitutions must be recorded prior to the meal service and must be initialed (do not use white out or mark completely through the menu item, simply line through and write in the change).

- A food component is one of the food categories that comprise a reimbursable meal.
- A food item is a specific food offered within the food components comprising the reimbursable meal.
- A combination food contains more than one food item from different food components that cannot be separated, such as a vegetable pizza.

Contracting entities may develop their own meal production form but must ensure it contains all required elements.

CONTRACTING ENTITY (CE) INFORMATION

Name of Contracting Entity (CE) – Enter the name of the contracting entity.

CE ID – Enter the five-digit CE ID that has been assigned to the organization by the Texas Unified Nutrition Programs System (TX-UNPS).

Name of Site – Enter the name of the site where the meal is being served.

Site # – Enter the four-digit site number that has been assigned to the site by TX-UNPS.

Date – Enter the date the meals were served.

MEAL PRODUCTION INFORMATION

Required Food Components – The required food components for each meal type have been pre-printed.

Menu – Enter the menu for each meal service. It is recommended that the menu be recorded prior to the day of the meal service for planning and purchasing purposes.

Food Items Used –

Enter each food item used as follows:

- As purchased according to the *Food Buying Guide for Child Nutrition Programs* (FBG) (see examples below), or
- Enter the USDA recipe name and number (example, baked scrambled eggs, USDA CCC #D-15) if a recipe is used (the recipe must be on file and available for review to verify the required amount of food was prepared), and

- If the product has a CN label, list the CN label unique 6-digit product identification number next to the product, and
- Specify the type of milk, including fat content served.

In addition:

- If serving yogurt, maintain documentation, such as the product label containing the nutrition facts, to demonstrate the yogurt met the sugar restriction.
- If serving a ready-to-eat breakfast cereal, maintain documentation, such as the product label containing the nutrition facts, to demonstrate the ready-to-eat breakfast cereal met the sugar restriction.

Examples:

- Beef, ground, fresh or frozen Market Style no more than 30% fat
- Apricots, canned halves unpeeled
- Potatoes, fresh White or Russet 120 count (approx. 6 oz each)
- Milk, skim
- Rolls, Whole Grain-rich

Food Items Used is equivalent to Food Items Purchased in the FBG.

Quantity Prepared – Enter the actual **measurable amount** of each food item prepared opposite the category name. The actual measurable amount may not equal the amount needed for planned participation if the actual participation is obtained prior to preparation of the meal and it is determined more or less of each item is required to ensure a reimbursable meal for each person participating in the meal service.

Refer to the FBG to determine the amount needed for the planned participation and the actual participation. Enter the total amount of food or recipe used/prepared for each food item.

Examples of measurable amounts include ounces, grams, pounds, cans (state can sizes #10, #300, #2-1/2), gallons, quarts, pints, tablespoons, or teaspoons. Measurable amounts also include cups and fractions of a cup. If using a standard recipe state the amount made, for example 2 X Recipe (double).

Measurable amounts do not include: 1 slice of cheese, 1 head of lettuce, 1 can (8 each) biscuits, 1 slice of bread, 1 tortilla, 3 crackers, 2 cookies, 1 package of animal crackers, or bowl of cereal.

Planned Participation – Enter the planned number of participants for each meal service, by age group. It is recommended planned participation be completed prior to the day of service to aid in purchasing. (Program adults and non-program meals must be accounted for but may not be claimed)

Actual Participation (optional entry) – Enter the actual number of participants for each meal service, by age group, prior to the meal service. (Program adults and non-program meals must be accounted for but may not be claimed)

Daily Meal Production Record – Child Care (H1530)

Name of Contracting Entity	CE ID	Name of Site	Site #	Date
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Required Food Components		Menu	Food Items Used	Quantity Prepared	Planned Participation	Actual Participation
B R E A K F A S T	Milk				Ages:	Ages:
	Vegetables and/or Fruits				1-2 ____	1-2 ____
	Grains				3-5 ____	3-5 ____
	(Must serve all three components)				6-12 ____	6-12 ____
					13-18 ____	13-18 ____
					Program Adults ____	Program Adults ____
				Non-Program ____	Non-Program ____	
A M S N A C K	Milk				Ages:	Ages:
	Vegetables				1-2 ____	1-2 ____
	Fruits				3-5 ____	3-5 ____
	Grains				6-12 ____	6-12 ____
	Meat and/or Meat Alternate				13-18 ____	13-18 ____
	(Must serve at least 2 of the 5 components)				Program Adults ____	Program Adults ____
				Non-Program ____	Non-Program ____	
L U N C H	Milk				Ages:	Ages:
	Vegetables				1-2 ____	1-2 ____
	Fruits				3-5 ____	3-5 ____
	Grains				6-12 ____	6-12 ____
	Meat and/or Meat Alternate				13-18 ____	13-18 ____
	(Must serve all 5 components)				Program Adults ____	Program Adults ____
				Non-Program ____	Non-Program ____	

Name of Contracting Entity	CE ID	Name of Site	Site #	Date
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Required Food Components		Menu	Food Items Used	Quantity Prepared	Planned Participation	Actual Participation
P M S N A C K	Milk				Ages:	Ages:
	Vegetables				1-2 ____	1-2 ____
	Fruits				3-5 ____	3-5 ____
	Grains				6-12 ____	6-12 ____
	Meat and/or Meat Alternate				13-18 ____	13-18 ____
	(Must serve at least 2 of the 5 components)				Program Adults ____	Program Adults ____
					Non-Program ____	Non-Program ____
S U P P E R	Milk				Ages:	Ages:
	Vegetables				1-2 ____	1-2 ____
	Fruits				3-5 ____	3-5 ____
	Grains				6-12 ____	6-12 ____
	Meat and/or Meat Alternate				13-18 ____	13-18 ____
	(Must serve all 5 components)				Program Adults ____	Program Adults ____
					Non-Program ____	Non-Program ____
E V E N I N G S N A C K	Milk				Ages:	Ages:
	Vegetables				1-2 ____	1-2 ____
	Fruits				3-5 ____	3-5 ____
	Grains				6-12 ____	6-12 ____
	Meat and/or Meat Alternate				13-18 ____	13-18 ____
	(Must serve at least 2 of the 5 components)				Program Adults ____	Program Adults ____
					Non-Program ____	Non-Program ____