

Production Records

- Must complete daily, dated food production records for all approved meals and snacks prior to the meal service
- Complete & use to assure that enough food will be prepared and the meal is in compliance with the meal pattern
- Use as a shopping list & by other staff filling in for the cook
- Maintain on file for 3 years plus the current year

				Amounts	Amounts To	
Projected Participants		Component	Foods to be served	Required	Be Prepared	Comments ³
1&2		M/MA				<input type="checkbox"/> CN Label
3 to 5		Veg				
6 to 12		Fruit or Veg				
Adult		GR/B				
		Whole ¹	# of 1-year-olds: <input type="text"/>			
		1%/Skim ²				

Projected Participants & Foods to be Served

- Projected Participants
 - Record the total number of estimated counts by age category (including adults).
- Foods to be Served
 - List the foods
 - Combination foods: record the individual component

Amounts Required

- Document the total amount needed to meet the meal pattern
- Based off the projected participants
- Resources:
 - CACFP Meal Pattern
 - Meal Requirements Calculator

Amounts to be Prepared

- Document the actual amount to be prepared
- Use can size, pounds, ounces, and gallons.
- Resources:
 - Food Buying Guide Binder
 - Food Buying Guide Online Calculator

Production Records

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: Write the amounts required from the Meal Requirement Calculator Spreadsheet (found under GM #12: http://fns.dpi.wi.gov/fns_centermemos) under this column.

- For example, for meat/meat alternate, you would record 54.5 oz in the “Amounts Required” column.
- For F/V, you would record the number of cups required for each F/V. For example, it is required that 17.75 cups in total to be available. You can divide that equally between the two F/V that are being served. You will need 9 cups of broccoli and 9 cups of pineapple for this meal.

Meat/Meat Alternate (meat, poultry, fish, cheese)				
Ages of Children	Projected Number	Serving Size Requirement	Unit	Amounts Required
1-2	10	1	oz	10
3-5	18	1.5	oz	27
6-12	5	2	oz	10
Adults*	5	1.5	oz	7.5
Total Needed (Ounces)				54.5

Monday				Amounts Required	Amounts To Be Prepared	Comments ³
Projected Participants	Component	Foods to be served		Required	Be Prepared	
1&2	10	M/MA	Ground Beef	54.5 oz		Raw, 20% fat
3 to 5	18	Veg	Broccoli	9 c.		Frozen
6 to 12	5	Fruit or Veg	Pineapple Chunks	9 c.		Canned, Drained
Adult	5	GR/B	Whole Grain Pasta (Rotini)	10.75 c.		Dry
		Whole ¹	# of 1-year-olds: 5 Whole Milk	2.5 c.		Add'l Toppings: Shredded cheese, lettuce, tomatoes
		1%/Skim ²	Skim Milk	24.75 c.		

Fruits and/or Vegetables (at least two)				
Ages of Children	Projected Number	Serving Size Requirement	Unit	Amounts Required
1-2	10	0.25	1/4 cup	2.5
3-5	18	0.5	1/2 cup	9
6-12	5	0.75	3/4 cup	3.75
Adults*	5	0.5	1/2 cup	2.5
Total Needed (Cups)				17.75

Amounts to be Prepared: Next you enter the amounts from the “Amounts Required” column (or from the Meal Requirement Calculator) into the FBG calculator (<http://fbg.nfsmi.org/>) to calculate the number of pounds or cans you actually need to purchase or prepare.

- For meat/meat alternate, enter 55 ounces into the FBG calculator and it calculates that you would need 4.75 pounds of raw ground beef that is 20% fat.
- Record the amounts from the FBG Calculator in the “Amounts to be Prepared” column.

Monday				Amounts Required	Amounts To Be Prepared	Comments ³
Projected Participants	Component	Foods to be served		Required	Be Prepared	
1&2	10	M/MA	Ground Beef	54.5 oz	4.75 lbs	Raw, 20% fat
3 to 5	18	Veg	Broccoli	9 c.	3.75 lbs	Frozen
6 to 12	5	Fruit or Veg	Pineapple Chunks	9 c.	2-#10 cans	Canned, Drained
Adult	5	GR/B	Whole Grain Pasta (Rotini)	10.75 c.	1.5 pounds	Dry
		Whole ¹	# of 1-year-olds: 5 Whole Milk	2.5 c.	1/2 gallon	Add'l Toppings: Shredded cheese, lettuce, tomatoes
		1%/Skim ²	Skim Milk	24.75 c.	2 gallons	

- 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.** If you prepared more than what is required from the FBG calculator, you would record the amount actually prepared.