

## Child and Adult Care Food Program (CACFP) • Child Care Menu Production Record 4 — Breakfast, AM Snack and PM Snack

Site: \_\_\_\_\_

Date: \_\_\_\_\_

*This sample form expires on September 30, 2017. The new CACFP meal patterns required by the USDA [final rule](#) take effect on October 1, 2017.*

Number of Meals Served (Complete after meal service)			
Age Group	Breakfast	Lunch	Snack
1-2:			
3-5:			
6-12 *:			
<b>Total Reimbursable Meals:</b>			
<b>Nonreimbursable Meals:</b>			
<b>Total Meals:</b>			

	<b>Meal Pattern</b> <small>See the <a href="#">CACFP Meal Pattern</a> for the required components and serving sizes for each meal type</small>	Column 1	Column 2	Column 3								Column 4	Column 5	Column 6
		Menu Item	Recipe Number or Product Name	Portion Size and Amount Prepared								Total Quantity of Food Used <small>e.g., number of servings, pounds, cans</small>	Amount Leftover	Total Amount Served <small>(Column 5 minus Column 6)</small>
				Ages 1-2		Ages 3-5		Ages 6-12 *		Nonreimbursable Meals				
				Portion Size	Number of Portions	Portion Size	Number of Portions	Portion Size	Number of Portions	Portion Size	Number of Portions			
<b>Breakfast</b>	Milk													
	Vegetables/Fruits													
	Grains/Breads													
	Other Foods <small>Do not credit</small>													
<b>AM Snack (Choose 2 of 4)</b>	Milk													
	Vegetables/Fruits													
	Grains/Breads													
	Meat/Meat Alternates													
	Other Foods <small>Do not credit</small>													
<b>PM Snack (Choose 2 of 4)</b>	Milk													
	Vegetables/Fruits													
	Grains/Breads													
	Meat/Meat Alternates													
	Other Foods <small>Do not credit</small>													

\* Includes children through age 18 in at-risk afterschool care centers and emergency shelters.

## CACFP Child Care Menu Production Record 4 — Breakfast, AM Snack and PM Snack, continued

### INSTRUCTIONS

**Site and Date:** List the site name and date of meal service.

**Number of Meals Served:** Complete this section **after** the meal service. Indicate the number of reimbursable meals served to each age group, and the number of nonreimbursable meals if applicable, e.g., meals for CACFP staff and incomplete meals served to children.

**Menu Item (Column 1):** List all planned menu items. Include noncreditable foods (e.g., desserts and condiments), and any substitutions. For information on the CACFP meal pattern requirements, see the [CACFP Meal Pattern for Children](#) and [Meal Pattern Requirements for the CACFP](#). For information on “other” foods, see [Noncreditable Foods in the CACFP](#).

**Recipe Number or Food Product (Column 2):** Indicate the recipe (and recipe number, if available) or name of food product used. Include the form (e.g., fresh, frozen or canned) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar).

**Serving Size and Amount Prepared (Column 3):** Indicate the serving size and number of servings of each planned menu or food item served to each age group, and to CACFP staff, if applicable.

**Total Quantity of Food Used (Column 4):** Indicate the total amount of food used to prepare the number of planned meals indicated in column 3. For single-serving items like hamburgers or oranges, record the total number of items or servings prepared, e.g., 100 oranges, 250 servings of hamburgers. For all other items, indicate the amount of food used with as much detail as possible, e.g., “3 10-lb. boxes,” “2 #10 cans” or “1½ recipes.”

**Amount Leftover (Column 5):** Indicate the amount of food leftover for each menu item. If the item can be counted, record the number, e.g., 10 oranges. If the item can be measured in volume, record the estimated amount, e.g., “half of a full-size steam table pan” or “2 quarts.” Use consistent measurements. For example, if the total quantity of food used (column 4) is 150 hamburgers, indicate the number of leftovers (e.g., 10 hamburgers), not the weight (e.g., 2 pounds).

**Total Amount Served (Column 6):** Subtract *Amount Leftover* (column 5) from *Total Quantity of Food Used* (column 4) to determine the total amount of food served.



For information on the CACFP, visit the CSDE's [CACFP](#) Web site or contact the [CACFP staff](#) in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

*This form is available at [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/mp/cacfp3.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/mp/cacfp3.pdf).*

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Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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