

MENUS AND PRODUCTION RECORDS

Developing Menus

In a successfully managed CACFP operation, menu planning may be the most crucial step. The nutritional value of meals and compliance with Federal program requirements depend on careful menu planning.

The menu influences almost every aspect of the food service operation, from what foods to purchase and how they are prepared, to whether or not meals are popular with the participants.

When Institutions plan meals for the participants start with the five basic menu planning principles below:

1. Strive for balance
2. Emphasize variety
3. Add contrast
4. Think about color
5. Consider eye appeal

When planning meals that are nourishing, appealing and taste good, it is important to strive for balance in the flavors and types of foods offered. Serving a variety of foods is important because no one food or group of foods can give participants everything they need for a healthy diet. Variety also makes menus interesting and appealing.

To add variety:

- Include a wide variety of foods from day to day
- Vary the types of main courses served
- Prepare foods in a variety of ways
- Introduce a new or unfamiliar food periodically

It is important to add contrast when planning menus. Strive for contrasts of texture, flavor, and methods of preparation. Always think about color, use a combination of colors that go together well and provide maximum color in the presentation. A good rule of thumb is to use at least two colorful foods in a menu for visual appeal. First impressions will be how the meal looks - consider eye appeal and make sure what is served looks good as well as tastes good.

Keep in mind any special considerations when planning the meals, such as:

- Regional food preferences
- Holidays and other special occasions
- Climate and seasons
- Product availability

Finally, it is important to plan menus according to equipment, space and staffing availability. For more information on menu planning please refer to resources available on the FNS website. Building Blocks for Fun and Healthy Meals is an excellent resource and is located at <http://www.fns.usda.gov/cacfp/nutrition-and-nutrition-education>.

In addition, please refer to the Meal Pattern Requirement section of the manual when planning menus to assure each meal or snack offered meets the meal pattern.

CYCLE MENUS

A cycle menu is a series of menus planned in advance, served for a specific time period, and then repeated. SDE recommends cycles of four to six weeks. Some Institutions use a different cycle menu for each season of the year to include seasonal foods. For example, a summer cycle menu may include tomatoes, berries, melons, and other fruits and vegetables in season. Cycle menus save time and money by allowing menu planners to:

- Plan accurately
- Predict food costs
- Reduce waste
- Repeat grocery orders
- Vary meals
- Make food shopping and preparation more efficient

Meal Pattern Compliance Records

CACFP is a Federal program that provides reimbursement to participating Institutions for providing nutritious meals and snacks to participants. Institutions shall plan for and order meals and snacks on the basis of current participation trends, with the objective of providing only one meal per participant at each meal service. Records of participation and of ordering or preparing meals shall be maintained to demonstrate positive action toward this objective.

Institutions must maintain the following meal pattern compliance records: menu records, standardized recipes, CN Labels and manufacturer's Product Formulation Statements. In addition to the above records, centers must maintain daily dated menu production records. The information provided on these records show the centers have planned and prepared enough food and milk for the meals or snacks served to participants in attendance and the meals and snacks meet meal pattern requirements.

Meal pattern compliance records must be on file for all meals and snacks claimed for reimbursement and must be made available to SDE during program reviews. The following meal pattern compliance records are required:

MENUS

Institutions are required to maintain daily dated menus which list the menu items prepared and served to participants for each meal or snack service. Some Institutions chose to serve several meals or snack services in the day to participants but only request approval for a few of them in the site application. The Institution only needs to document the meals and snacks that are approved in the Institution's site application in MyIdahoCNP to meet CACFP menu record requirements.

Infant Menu Records

Separate menu records must be kept for infant meals. Since infant diets vary, foods offered must be recorded for each individual infant. Infant menus must document:

- Date (month, day, year)
- The infant's name and date of birth
- The type of meal (breakfast, lunch, supper or snack)
- Required meal components per meal type
- Minimum portion size per age group
- All actual food items served for each meal/snack
- Brand of formula or expressed breast milk or breast-fed mom
- If food or formula is supplied by the parent/guardian

For the infant meal or snack to be eligible for reimbursement, the Institution must offer at least the minimum serving portion size for each required meal component.

Formula

SDE requires Institutions to record the amount of food served to infants. Infant menu records must document that formula is offered for each meal or snack where formula is required as a meal pattern component. The brand of infant formula offered must also be documented. Institutions must document the brand of formula offered on a daily, weekly or monthly basis on the individual infant’s menu record. If the brand of formula is not documented on the infant’s menu records, meals and snacks requiring formula as part of the meal pattern may not be claimed for reimbursement.

Expressed Breast Milk (EB)

Expressed breast milk offered to infants must be documented on the infant’s menu record as “EB” each time expressed breast milk is offered as part of a reimbursable infant meal or snack.

Breastfed by Mom (BF)

When the infant is breastfed by mom, document it on the infant’s menu record as “BF”. Meals and snacks with only “BF” documented (no other component offered) may not be claimed for reimbursement.

Parent Supplied (PS)

Food and formula supplied by the parent/guardian must be designated on the infant’s menu record with “PS” for parent-supplied, in addition to the actual food item or formula supplied. For example, if the parent supplies jarred baby food peaches, the infant menu record must document “PS, peaches” for the meal or snack when the item was offered. Staff must designate “PS” every time a required meal pattern component is supplied by the parent/guardian. Staff may not write “PS” on top of the infant menu to cover meals and snacks provided for the entire day, week or month. The “PS” designation is used to verify at least one meal pattern component is supplied by the Center when determining reimbursable meals. If “PS” is not documented on the infant menu, SDE will assume the food or formula was supplied by the center.

Daily Infant Menu Record Form

The Daily Infant Menu Record form provided in MyIdahoCNP under download forms is designed to document each complete reimbursable meal for each infant before the meals are tallied and included in the claim for reimbursement.

DAILY INFANT MENU PRODUCTION RECORD FOR 8 – 11 MONTH OLD INFANTS										DATE: _____			
1) Record date (month/day/year). 2) Record the name & birthdate of each infant. 3) Specify the name of the formula (Document the brand of formula for each meal/snack when different from the formula listed for the infant). 4) Record if the infant is receiving <i>formula</i> , expressed <i>breast milk</i> “EB”, or is <i>breastfed</i> “BF” for each meal/snack. 5) Record actual food offered for each meal/snack (examples: peaches, apple juice, rice cereal). 6) Designate food and/or formula supplied by parent/guardian for each meal/snack as parent supplied, “PS”. Example: “PS, peaches”.													
NAME OF INFANT Birthdate Brand of Formula	BREAKFAST				LUNCH OR SUPPER				AM or PM SNACK				
	Formula, Breast milk 6-8 oz	Infant Cereal 2-4 Tbsp	Veg. and/or Fruit 1-4 Tbsp	Complete Breakfast Served	Formula or Breast milk 6-8 oz	Veg. and/or Fruit 1-4 Tbsp.	Infant Cereal 2-4 Tbsp.	Meat or Meat Alt. 1-4 Tbsp.	Choose one	Complete Lunch or Supper Served	Formula, Breast milk or Fruit juice 2-4 oz	(optional) Bread 0-1/2 slice or 0-2 Crackers	Complete Snack Served
Birthdate: _____ Formula: _____											AM		
											PM		
Birthdate: _____ Formula: _____											AM		
											PM		
Birthdate: _____ Formula: _____											AM		
											PM		
											AM		

Day Care Home Menu Records

Day care homes are required to maintain daily dated menu records for all meals or snacks the day care home serves and claims for reimbursement. Each item on the menu must be the actual item served, i.e. apple, green beans, etc. It is important to denote the meat/meat alternate in a main dish, i.e. beef burrito, chicken fettuccine, etc.

The following are the requirements for day care home menus:

- Date (month, day, year)
- The type of meal (breakfast, lunch, supper, or snack)
- Food items offered/served for each meal/snack and how they contribute to menu pattern required components
- Minimum serving sizes per age group

Center Menu Records

If a center posts a daily, weekly or monthly menu to the public, the menu posted must match the center's daily menu production records. During a SDE or FNS program review of the center, if the menu does not match the menu production record, SDE or FNS will refer to the menu production record as the final menu source since it is the daily working document to plan, prepare and serve the meal or snack.

Example:

Peaches, cheerios and milk was on the posted breakfast menu for the day, but the menu production record listed strawberries, French toast sticks and milk . SDE or FNS will refer to the menu production record to verify that the meal meets the menu pattern.

CENTER MENU PRODUCTION RECORDS

A menu production record is a tool that helps program operators to plan ahead so the correct amount of food is purchased and prepared to meet the CACFP menu pattern. Purchasing and preparing food can take up a lot of time if it's not organized and planned effectively and can result in numerous trips to the grocery store which can be expensive and waste the center's valuable time. Menu production records should be completed in advance of purchasing and preparing the food on the menu. In the end menu production records will save the center time and money by documenting all the information needed to serve meals and snacks on the center's menu.

SDE requires centers to maintain menu production records for the meals and snacks prepared and served to participants. These records demonstrate how the meals or snacks contribute to the required food components, food items, or menu items for each day of operation. In addition, these records must provide sufficient documentation to determine how the meals and snacks contribute to meeting the age serving size requirements.

Well-developed menu production records are a valuable kitchen tool for forecasting future food preparation when the same or similar menu is planned. Adjusting menu choices, removing unpopular menu items, or increasing or decreasing the quantity of a menu item to be produced are all valid uses for information recorded on the menu production record.

Menu production records must document:

- Date (month, day, year the meals were served)
- Site location(s)
- Actual food items served each day
- Substitutions made to the planned menu
- CP (Commercially Prepared) or HM (Home Made) notations for combination food items on menus

provided to SDE or USDA during program review

- Name of recipe matching the item on the menu
- All items to meet the menu pattern weight or volume amounts (ounces, pounds, cups, or number of servings, etc.)
- Planned portions per age group
- Prepared portions per age group
- Served portions per age group

Leftovers – the amount of each food component that was prepared and not served to the participants. For Institutions using family style meal service, recording leftovers, especially the food component that may be re-used, assists the Institutions in determining how much of each food component the participants actually served themselves. This information will be used by SDE during Program reviews to determine if the Institution purchased enough food to meet the meal pattern based on the participant’s service.

The USDA Food Buying Guide (FBG) and the FNS Crediting Handbook are the ultimate references for crediting meal components in CACFP meals. Both resources will be used when determining the amount of food to purchase and prepare on the menu production records.

The FBG is the principal tool to determine the contribution that foods make toward meal requirements regardless if foods are produced on site or purchased commercially. The Crediting Handbook is a supplementary resource with additional information on creditable foods in CACFP. Please note the Crediting Handbook does not replace the Food Buying Guide, but is a valuable supplement.

The FBG is used to determine how much food to purchase or prepare for the number of portions planned, or how to credit one portion of a recipe. The FBG is divided into sections according to meal pattern components: Meat/Meat Alternate, Vegetables/Fruits, Grains/Breads, and Milk. Each section provides information on how to determine the creditable amount or the number of servings of a given size from each purchase unit of the food. For example, the FBG specifies one pound of raw ground beef with no more than 20% fat will provide 11.8 one ounce portions of cooked, drained lean meat.

SDE has two menu production records available for centers: Production Record A and Production Record B. Both are located in MyIdahoCNP under download forms. Centers may also use an approved food service software system with a menu production record or create their own form. The form must be approved by SDE before using in the center. Below is a sample of Production Record A.

Idaho CACFP Production Record																							
Name of Institution: _____										Site: _____					Date: ____/____/____								
BREAKFAST ITEM:	Milk	#) Number of Children Planned For						Amount Needed per Age Group			Total Amount of Food Needed		Serving per Purchase Unit	Number Portions Prepared per Age Group			Total Amount of Food Needed			Number Portions Served per Age Group			Total Amount of Food Leftover
		Minimum Serving Size						1-2	3-5	6-12	Serving Size	Purchase Unit		1-2	3-5	6-12	Serving Size	1-2	3-5	6-12			
		#	size	#	size	#	size	smt	smt	smt				#	#	#		#	#	#			
	Milk, Fluid /whole	0	1/2 cup	0	3/4 cup	0	1 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Milk, Fluid	0	1/2 cup	0	3/4 cup	0	1 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Vegetables & Fruits																						
	1 serving vegetable or 1 serving fruit	0	1/4 cup	0	1/2 cup	0	1/2 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
		0	1/4 cup	0	1/2 cup	0	1/2 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Bread & Bread Alternative																						
	Enriched or whole grain bread	0	1/2 slice	0	1/2 slice	0	1 slice	0	0	0	0.00 slice	BOUYER	0	0	0	0	slice					slice	
	Cereal, cold/dry	0	1/4 cup	0	1/3 cup	0	3/4 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Cooked cereal or grains	0	1/4 cup	0	1/4 cup	0	1/2 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Other:																						
LUNCH/SUPPER ITEM:																							
	Milk																						
	Milk, Fluid /whole	0	1/2 cup	0	3/4 cup	0	1 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Milk, Fluid	0	1/2 cup	0	3/4 cup	0	1 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Vegetables & Fruits (2 servings)																						
	1 serving vegetable or fruit plus 1 serving vegetable or fruit	0	1/8 cup	0	1/4 cup	0	3/8 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
		0	1/8 cup	0	1/4 cup	0	3/8 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Bread & Bread Alternative																						
	Enriched or whole grain bread	0	1/2 slice	0	1/2 slice	0	1 slice	0	0	0	0.00 slice	BOUYER	0	0	0	0	slice					slice	
	Cereal, cold/dry	0	1/4 cup	0	1/3 cup	0	3/4 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Cooked pasta products	0	1/4 cup	0	1/4 cup	0	1/2 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Meat & Meat Alternative																						
	Lean meat, poultry, or fish	0	1 oz	0	1 1/2 oz	0	2 oz	0	0	0	0.00 oz	BOUYER	0	0	0	0	oz					oz	
	Cheese	0	1 oz	0	1 1/2 oz	0	2 oz	0	0	0	0.00 oz	BOUYER	0	0	0	0	oz					oz	
	Eggs	0	1/2 egg	0	3/4 egg	0	1 egg	0	0	0	0.00 egg	BOUYER	0	0	0	0	egg					egg	
	Cooked dry beans or peas	0	1/4 cup	0	3/8 cup	0	1/2 cup	0	0	0	0.00 cup	BOUYER	0	0	0	0	cup					cup	
	Peanut butter	0	2 tbsp	0	3 tbsp	0	4 tbsp	0	0	0	0.00 tbsp	BOUYER	0	0	0	0	tbsp					tbsp	
	Other:																						

Child Nutrition (CN) label or Manufacturer's Product Formulation Statements (MPFS)

Either a CN Label or Product Formulation Statement is required for all commercial combination food items that are served and counted toward meal pattern components. For more information on CN Labels or Manufacturer's Product Formulation Statements refer to the Meal Pattern Requirement section of the CACFP Manual.

Program Review Findings and Meal & Snack Disallowances

SDE coordinators observe a meal service and examine menus and production records as part of a program review. When menus and production records are not available to support the meals claimed for reimbursement, those meals will be disallowed and fiscal action may occur if the disallowance is over the allowed threshold.

MENU AND PRODUCTION RECORD FINDINGS AND DISALLOWANCES

- Missing **date** on menus or menu production records
- Missing menu or menu production record for meal or snack claimed for reimbursement
- Missing meal or snack component in menu or menu production record
- Missing planned, prepared, and served quantities per age group on menu production record or record does not support enough food was planned, prepared or served to participants to meet the meal pattern
- Missing Child Nutrition (CN) Labels or Manufacturer's Product Formulation Statements for commercial combination foods
- Missing recipes for homemade combination foods

In centers, if the center is missing a menu production record or the record is incomplete or inaccurate but has the daily posted menu, the center shall provide SDE or FNS their food and milk receipts and monthly inventory to verify the menu was served to the participants. The center is responsible for providing the verification to SDE or FNS. If the receipts or monthly inventory does not support the meal(s) or snacks(s) were served for the missing records, or enough food was available to prepare and serve the meal to the participants in attendance, then the meals and snacks claimed will be disallowed. Food and milk receipts are required to be maintained by the center but SDE does not require monthly inventory records, they are an option for SDE to review when a menu production record is missing or missing components. Missing menu production records will still be a finding on the review.

Some centers use approved food service software systems for menu, recipe and inventory records. The systems calculate the amount of food and milk necessary to serve each meal or snack for the center each day. If a center that uses a software system that provides documentation to support that enough food was available to prepare and serve the meals and snacks to participants in attendance for each meal and snack claimed for reimbursement, the center is not required to complete menu production records.

Definition of a Monthly Inventory Record

A list and quantity of all food and milk available in the center during the month to prepare the meals and snacks served in the center. The monthly inventory is must be derived from either a perpetual or physical inventory system or both.

Questions and Answers

CAN A CENTER ONLY COMPLETE THE PLANNED SECTION OF THE MENU PRODUCTION RECORDS?

No, Centers must complete the planned, prepared and served quantities for each meal pattern component offered on the menu to meet the meal pattern.

ON THE MENU PRODUCTION RECORDS ARE THE LEFTOVERS REQUIRED TO BE RECORDED?

Recording leftovers on the menu production records is not required but is a best practice. For Institutions using family style meal service, recording leftovers, especially the food component that may be re-used, assists the Institutions in determining how much of each food component the participants actually served themselves. This information will be used by SDE during Program reviews to determine if the Institution purchased enough food to meet the meal pattern based on the participant's service.

CAN AN INFANT MEAL OR SNACK BE CLAIMED IF THE INFANT DOES NOT EAT ALL OF THE OFFERED COMPONENTS?

Yes. If all of the required meal or snack components have been offered the meal or snack may be claimed for reimbursement.