|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | Number of meals served *(complete this section after meal service)* | | | |
| **CACFP sponsor:** |  |  | Age group | AM snack | PM snack | Evening snack |
| **Site:** |  |  | Ages 1-2: |  |  |  |
| **Date:** |  |  | Ages 3-5: |  |  |  |
|  | |  | Ages 6-12: |  |  |  |
|  | |  | Ages 13-18: |  |  |  |
|  | |  | **Total reimbursable meals:** |  |  |  |
|  | |  | Nonreimbursable meals: |  |  |  |
|  | | | **Total meals:** |  |  |  |

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| **Food component**  *Review the* [*CACFP Meal Patterns for Children*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/CACFP_meal_pattern.pdf) *for required components and serving sizes* | | **Column 1** | **Column 2** | Column 3 | | | | | | | | **Column 4** | | **Column 5** | **Column 6** | **Column 7** |
| **Menu item** | **Recipe number or product name** | Portion size and amount prepared | | | | | | | | **Temperatures:** Take corrective action if not at target temperature | | **Total quantity of food used**  *e.g., number of servings, pounds, cans* | **Amount leftover** | **Total amount served**  *(column 5 minus column 6)* |
| Ages 1-2 | | Ages 3-5 | | **Ages 6-18** | | **Nonreimbursable meals** | |
| Portion  size | Number of portions | Portion  size | Number of portions | Portion  size | Number of portions | Portion  size | Number of portions | Time: | Time: |
| **AM Snack**  **(Choose 2 of 5)** | **Milk** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vegetables** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fruits** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Grains** \* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Meat/meat alternates** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other foods *Do not credit* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **PM Snack  (Choose 2 of 5)** | **Milk** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vegetables** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fruits** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Grains** \* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Meat/meat alternates** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other foods *Do not credit* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Evening Snack  (Choose 2 of 5)** | **Milk** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vegetables** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fruits** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Grains** \* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Meat/meat alternates** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other foods *Do not credit* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* Indicate “WGR” next to whole grain-rich (WGR) menu items.For more information, refer to the Connecticut State Department of Education’s (CSDE) resource, [*Meeting the Whole Grain-rich Requirement for the CACFP*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/WGR_Requirement_CACFP.pdf).

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| **Instructions**  Complete the production record following the guidance below. For additional guidance, refer to the CSDE’s resource, *[Using Production Records in the CACFP](http://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Using_Product_Formulation_Statements_CACFP.pdf).* | |
| **Number of meals served:** *Complete this section after the meal service.* Indicate the number of reimbursable meals served to each age group. Indicate 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 the specific type and amount of all meal choices, milk, leftovers, substitutions, all other food items such as noncreditable foods (e.g., desserts and condiments), and any substitutions. For information on the CACFP meal pattern requirements, refer to the CSDE’s resource, [*CACFP Meal Patterns for Children*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/CACFP_Meal_Pattern.pdf)*,* and visit the CSDE’s [Meal Patterns for CACFP Child Care Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs) webpage. For information on “other” foods, refer to the CSDE’s resource, [*Noncreditable Foods in CACFP Child Care Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Noncreditable_Foods_CACFP.pdf). For more resources, refer to “CSDE Meal Pattern and Menu Planning Resources” below.  **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 servingsforall planned menu items served to each age group, and to CACFP staff, if applicable. | **Temperatures (column 4):** *Complete this section throughout the meal service.* List each food’s temperature and the time it was taken. Hold hot foods at 135 °F or above. Hold cold foods at 41 °F or below. For more information, visit the CSDE’s [Food Safety for Child Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs) webpage.  **Total quantity of food used (column 5):** *Complete this section after the meal service*. 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 and 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 6):** *Complete this section after the meal service*. 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 5) is 150 hamburgers, indicate the number of leftovers (e.g., 10 hamburgers), not the weight (e.g., 2 pounds).  **Total amount served (column 7):** *Complete this section after the meal service*. Subtract “Amount leftover” (column 6) from “Total quantity of food used” (column 5) to determine the total amount of food served |
| **CSDE Meal Pattern and Menu Planning Resources**  Crediting Foods: <https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Related-Resources#CreditingFoods>  Meal Patterns for CACFP Child Care Programs: [https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Documents)  Menu Forms: <https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Documents#MenuForms>  Menu Planning: <https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Related-Resources#MenuPlanning>  Sample Menus: <https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Documents#SampleMenus> | |
| For a complete list of meal pattern resources, refer to the CSDE’s resource, [*Resources for the CACFP Meal Patterns*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/Resources_CACFP_Meal_Patterns.pdf)*.* For a summary of the crediting requirements for each component, refer to the CSDE’s [*Crediting Summary Charts for the CACFP Meal Patterns for Children*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Crediting_Summary_Charts_CACFP.pdf). | |

For more information, refer to the CSDE’s resource, [*Using Production Records in the CACFP*](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/ProdRecord/Using_Production_Records_CACFP.pdf), and visit the CSDE’s [Meal Patterns for CACFP Child Care Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs) and [Crediting Foods in CACFP Child Care Programs](https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs) webpages or contact the [CACFP staff](https://portal.ct.gov/SDE/Nutrition/CACFP-Contact) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/ProdRecord/‌Production_Record_CACFP_Shelter_snack.docx>.

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