

Using Production Records in the Child and Adult Care Food Program

The U.S. Department of Agriculture’s (USDA) regulations for the Child and Adult Care Food Program (CACFP) require that CACFP facilities must document compliance with the CACFP meal patterns and maintain records of food purchases. Production records are not required except for CACFP child care centers that follow the National School Lunch Program (NSLP) meal pattern. However, the Connecticut State Department of Education (CSDE) encourages all CACFP child care programs and adult day care centers to use production records because they provide appropriate documentation that meals and snacks meet the CACFP meal patterns.

A production record is a working tool that outline the type and quantity of foods that need to be purchased and available for the meal service. Production records document that CACFP sites serve reimbursable meals and snacks. They also provide valuable information to help CACFP facilities with menu planning, forecasting products and amounts, purchasing foods, controlling waste, identifying acceptable menu items, and conducting a nutrient analysis of menus. Table 1 summarizes what production records should include and when CACFP staff should complete the information.

Table 1. Information to include on production records

Complete before meal service	Complete after meal service
<ul style="list-style-type: none"> • Name of site • Age groups • Meal date • Meal type (breakfast, lunch, supper, or snack) • All planned menu items including the specific type and amount of all meal choices, food components, types of milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods • Recipe name and number or product name and code • Planned serving size and number of servings for reimbursable meals for each age group, and, if applicable, nonreimbursable meals, e.g., meals for CACFP staff and incomplete meals served to children 	<ul style="list-style-type: none"> • Temperatures (complete throughout meal service) ¹ • Total amount/quantity of food prepared (based on the FBG) for each food item or menu item, e.g., number of servings, pounds, cans, and pieces • Amount of leftover food for each food item or menu item • Total amount of food served • Number of reimbursable meals served to each age group • Number of nonreimbursable meals served, e.g., meals for CACFP staff and incomplete meals served to children
<p>¹ Staff should record temperatures throughout the meal service to ensure that hot foods are held at 135 °F or above and cold foods are held at 41 °F or below. For additional guidance, visit the CSDE’s Food Safety for Child Nutrition Programs webpage.</p>	

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CACFP sponsors that do not use production records should develop an alternate system to document the amount of purchased foods and the serving sizes provided for each meal and snack. Menu planners should use the USDA's *Food Buying Guide for Child Nutrition Programs* to determine how many servings a specific quantity of food will provide. In addition, all CACFP sponsors must maintain the required crediting documentation for commercial products and foods made from scratch. This includes the planned menu, standardized recipes, Child Nutrition (CN) labels, product formulation statements, and documentation to reflect any substitutions to the planned menu.

Sample Production Records

The CSDE provides several sample production records that CACFP sponsors may use or adapt to fit individual program needs. The forms for adult day care centers are available in the "[Production Records for CACFP Adult Day Care Centers](#)" section of the CSDE's Meal Patterns for CACFP Adult Day Care Centers webpage. The forms for child care programs are available in the "[Production Records for CACFP Child Care Programs](#)" section of the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

Guidance for Completing Production Records

Production records must be completed correctly to provide accurate documentation of reimbursable meals. When using production records, CACFP facilities should ensure that staff follow the guidance below.

- Use a production record for each site, including satellite locations.
- Complete all information. Check that information is not missing or incomplete.
- Record the information legibly (handwriting can be read).
- Use the proper weight or volume measure for each food item. For example, use cups for fruits and vegetables instead of ounces (refer to "[Volume versus weight](#)").
- Enter the number of servings, pounds, cans, or pieces (not the number of portions prepared) in the column for the total quantity of food used.
- List the specific type and amount of each food item separately. Do not indicate foods as assorted choices. For example, instead of "assorted juices," list apple juice, orange juice, and pineapple juice. Instead of "assorted fruits and vegetables," list fruit choices," or "vegetable choices," list each type of fruit and vegetable.
- List the type of milk served to each age group.
- List all condiments, e.g., ketchup, mustard, and salad dressing.
- List portion sizes accurately. Ensure that the listed portion sizes are the same as the amount being served to children.
- List all items prepared for the meal including daily items and alternate meal choices.
- Accurately record the "planned" servings for each age group.
- List nonreimbursable meals and snacks (e.g., meals for CACFP staff and incomplete meals served to children) separately from reimbursable meals and snacks.

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- Add any extra amounts of food needed during the meal service period.
- Indicate if any substitutions are made to the planned menu items.
- Indicate if leftovers are used.

CACFP facilities should maintain production records on file with other CACFP documentation. The CSDE will review menu documentation (including production records, if available) during the Administrative Review of the CACFP.

Volume versus Weight

The amounts listed in production records must reflect the servings required by the CACFP patterns. The CACFP meal patterns indicate the servings of the food components by weight (ounces) or volume (fluid ounces). For example, the servings for the vegetables component and fruits component are indicated by volume (cups). The servings of most foods in the meat/meat alternates component are indicated by weight (ounces). However, volume is required for some meat/meat alternates such as peanut butter (tablespoons), cottage cheese (cups), and legumes (cups).

Volume and weight measurements are not the same. Volume is the amount of space an ingredient occupies in a measuring container. Volume measures include teaspoon, tablespoon, fluid ounce, cup, pint, quart, and gallon.

Listing incorrect serving sizes on production records is a common compliance issue. An example is listing the serving for a fruit or vegetable as “4 ounces” instead of “½ cup.” This does not document that the fruit or vegetable serving meets the meal pattern requirements because these two measurements are not the same. A serving of 4 ounces by weight may or may not equal ½ cup of fruits or vegetables.



The weight of a specific volume of food varies depending on the density of the food. For example, a ½-cup serving of lettuce weighs less than a ½-cup serving of cooked butternut squash. A 1-cup serving of whole-grain flaked cereal weighs less than 1 cup of baked beans. For many foods, a specific measure of volume does not equal the same measure of weight. There are some exceptions, such as yogurt (a ½-cup serving of yogurt equals 4 ounces by weight) and certain types of canned fruits and vegetables. For information on the weight equivalent of servings measured by volume, refer to the USDA’s *Food Buying Guide for Child Nutrition Programs*.

Menu planners should use the USDA’s *Food Buying Guide for Child Nutrition Programs* to determine the amount of a food that meets the required meal pattern serving, and must ensure that menu documentation records reflect this amount. For example, the servings of vegetables, fruits, peanut butter, and legumes must be listed by volume, not weight.

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For information on weights and measures, refer to the Institute of Child Nutrition's (ICN) resource, *Basics at a Glance*, and visit the “Weights and Measures” section of the CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage or the “Weights and Measures” section of the CSDE’s Crediting Foods in CACFP Child Care Programs webpage.

Resources

Basics at a Glance Portion Control Poster (ICN):

<https://theicn.org/icn-resources-a-z/basics-at-a-glance/>

Crediting Foods in CACFP Adult Day Care Centers (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Adult-Day-Care-Centers>

Crediting Foods in CACFP Child Care Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs>

Food Buying Guide for Child Nutrition Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Meal Patterns for CACFP Adult Day Care Centers (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Adult-Centers>

Meal Patterns for CACFP Child Care Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs>

Menu Planning for CACFP Adult Day Care Centers (CSDE’s Meal Patterns for CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Adult-Centers/Related-Resources/#MenuPlanning>

Menu Planning for CACFP Child Care Programs (CSDE’s Meal Patterns for CACFP Child Care Programs webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs/Related-Resources/#MenuPlanning>

Portion Control (CSDE’s Crediting Foods in CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Adult-Day-Care-Centers/Documents/#PortionControl>

Portion Control (CSDE’s Crediting Foods in CACFP Child Care Programs webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs/Documents/#PortionControl>

Production Records for CACFP Adult Day Care Centers (Documents/Forms section of the CSDE’s Meal Patterns for CACFP Adult Day Care Centers):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Adult-Centers/Documents/#ProductionRecords>

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Production Records for CACFP Child Care Programs (Documents/Forms section of the CSDE's Meal Patterns for CACFP Child Care Programs):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Adult-Centers/Documents#ProductionRecords>

Resource List for Menu Planning and Food Production in Child Nutrition Program (CDE):

https://portal.ct.gov/-/media/SDE/Nutrition/Resources/Resources_Menu_Planning.pdf

Resources for the CACFP Meal Patterns (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/MealPattern/Resources_CACFP_Meal_Patterns.pdf

Standardized Recipe Form for the CACFP (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/Standardized_Recipe_Form_CACFP.docx

Weights and Measures (CSDE's Crediting Foods in CACFP Adult Day Care Centers webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Adult-Day-Care-Centers/Documents#WeightsMeasures>

Weights and Measures (CSDE's Crediting Foods in CACFP Child Care Programs webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs/Documents#WeightsMeasures>

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For more information, visit the [Production Records for CACFP Adult Day Care Centers](#) or [Production Records for CACFP Child Care Programs](#) sections of the CSDE's CACFP webpages or contact the [CACFP staff](#) at the CSDE, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/ProdRecord/Using_Production_Records_CACFP.pdf.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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