

**Daily Meal Production Record
(Centers and Emergency Shelters)**

12-2008

PURPOSE

To document that meals served daily meet the required food components and minimum serving sizes to be eligible for program reimbursement.

PROCEDURE

When to Prepare

It is recommended that the Name of Contracting Organization, Name of Facility, Program (TX) No., Date, Menu, and Planned Participation be completed **prior to day of service**.

Changes to the Menu, Food Item Used and Quantity Used are recorded on the **day of service, prior to the meal service time approved on Form H1538, *Application Between Contracting Organization and Child Care Center***.

Number of Copies

Sponsored centers and sponsored emergency shelters complete an original and one copy. Independent centers and independent emergency shelters complete an original.

Transmittal

The sponsored center or sponsored emergency shelter submits the original to the sponsor and keeps the copy for their records. The independent center or independent emergency shelter keeps the original for their records.

How to Obtain Copies

Make additional copies as needed or download Form H1530 by accessing the Texas Department of Agriculture (TDA) website at www.snptexas.org.

Form Retention

Keep Form H1530 for three years from the end of the program year.

Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

DETAILED INSTRUCTIONS

Name of Contracting Organization — Enter the name of the contracting organization.

Name of Facility — Enter the name of the childcare center or emergency shelter at which meals are served.

Program (TX) No. — Enter the seven-digit program number of the contracting organization.

Date — Enter the date the meals were served.

Required Food Components — Form H1530 has pre-printed the required food components on the form for the breakfast, snack and lunch/supper meal services. Refer to the handbook for meal pattern requirements.

Menu — Enter the menu to be prepared at each meal service. It is recommended that the menu be recorded **prior to day of service**. If substitutions are made to the menu those substitutions are made on the **day of service, prior to the meal service time approved on Form H1538**. Mark through the original food or beverage; print the substitute food or beverage and initial.

Food Items Used — *FOOD ITEMS USED, RECIPES or CN Labels*. Food Items Used are listed as how the food item or beverage was purchased according to the *Food Buying Guide* (FBG). See examples below. List recipe number or name and have that recipe on file to review for documentation that the required amount has been prepared. If the product has a CN Label list the CN unique 6-digit product identification number appearing in the upper right hand corner of the CN logo. Food Items Used are recorded the **day of service, prior to the meal service time approved on Form H1538**.

Food Items Used is Food As Purchased, which is consistent with the *FBG*. Use the *FBG* Column 1 – Food as Purchased – and enter the food as purchased for each menu/food item for Food Items Used.

Examples: Beef, ground, fresh or frozen Market Style, no more than 30% fat; apricots, canned halves unpeeled; potatoes, fresh White or Russet 120 count

(approx.6 oz each) whole; pasta elbow macaroni regular dry; milk, fluid skim or nonfat.

If using standardized recipes, state the recipe number or name (Baked Scrambled Eggs – USDA CCC #D-15). Recipe is kept on file for Field Office Monitor (FOM) to review.

If using a CN Label product list the CN unique 6-digit product identification number appearing in the upper right hand corner of the CN logo.

Quantity Used — Enter the **measurable amount** of each food item prepared opposite the category name in the column Quantity Used. Refer to the *FBG* to determine the amount needed for the planned number of program meals. Enter the total amount of food or recipe used/prepared for each food item. Use the description in its pre-cooked/ready to use form in the *FBG* Column 2 – Purchase Unit – and record amounts in a **measurable unit** i.e., number of: ounces, grams, pounds, cans (state can sizes #10, #300, #2-1/2), gallons, quarts, pints, tablespoons, or teaspoons. Measurable units also include cups and fractions of a cup. Quantity Used is recorded the **day of service, prior to the meal service time approved on Form H1538.**

Measurable units DO NOT include: 1 slice of cheese, 1 head of lettuce, 1 can (8 each) biscuits, 1 slice of bread, 1 tortilla, 3 crackers, 2 cookies, 1 package of animal crackers or bowl of cereal. These food items must show a measurable amount i.e.: 1 oz. Cheese, ½ pound of lettuce, 1 biscuit = 64 grams, 1 oz slice bread, ½ oz tortilla, ½ oz crackers, cookies 50 grams, 1 pkg animal crackers 32 grams or 1 oz. and ¾ cup of dry ready to eat cereal. This information is found on the *Nutrition Facts Label*, product analysis or CN Label of a commercial purchased item. Another helpful tool is Exhibit A Grains/Breads chart found in the *FBG* on page 3-15.

If using standardized recipes, state the amount made i.e., 2 X Recipe (double) or 1 ½ X Recipe or ½ the Recipe. Recipe is kept on file for FOM to review.

This information documents that the planned menu and the required minimum serving amount/quantity was prepared.

Planned Participation — Enter the planned number of Program Meals, for each meal type, for:

- Children, by age group;
- Adults (organization staff who perform administrative or program duties for the Child and Adult Care Food Program, CACFP); and
- Non-program meals (persons who do not perform duties related to the CACFP).

Note: Emergency shelters may claim children through the age of 18 and residents of any age that have disabilities. Record these meals in the "Age 6-18" column.

This information is used for planning (purchasing) purposes it is highly recommended to complete this information **prior to day of service**.

Note: Contractors may add 5% to these amounts to insure enough food or beverage is available at the time of meal service. These planned numbers are usually higher than the numbers recorded on Form H1535, *Daily Meal Count and Attendance Record*, which are taken **at the point of service**, and reflect the actual number of program meals served.

ARCHIVE