

Montana Department of Public Health and Human Services	Internal Policy
	MT CACFP 2008-5 Rev 3
Child and Adult Care Food Program	Section: All Institutions
	Subject: Food Production Records
	Date Revised: 04/01/2021

Food Production Records

A Food Production record is a written record of the quantity of food prepared for each menu item served. Production records help document whether an adequate amount of food was prepared and served to enrolled participants to meet the CACFP meal pattern requirements.

The calculation of the “cost of food used” at the end of each month. In this case, monthly food inventory production records must be maintained. The inventory records to ensure that enough food was available and prepared to support the number of meals claimed.

For Day Care Homes:

Providers use Minute Menu software to create menus and foods used. This system is sufficient for meals served and claimed.

For Child Care Centers:

Written menus marked by date are required. Standardized recipes for foods served or food production records for meals served, are required. For centers using a food service vendor for meals, food delivery receipts are required instead of standardized recipes or food production records. Food delivery receipts must be marked by date, signed by the receiving person, and must be covered by a written agreement with the vendor current within the past twelve months or more frequently if circumstances change.

For Afterschool and Outside School Hours Programs:

For programs serving snacks only, written menus marked by date and with amounts of food served per participant are required; standardized recipes or food production records are not required. For programs serving breakfast, lunch and/or supper meals, the food preparation record requirements are the same as for childcare centers.

References: [7 CFR Part 226.15(e)(10)]

This Institution is an equal opportunity Provider.

