

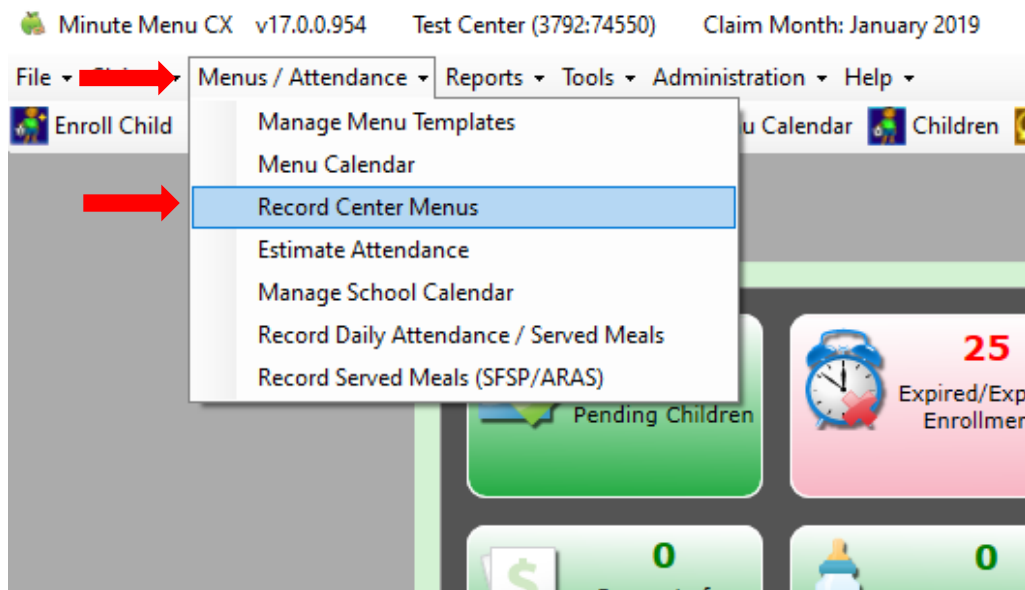
RECORDING MENU AND MENU PRODUCTION RECORDS:

The menu production records determine the quantity of each food component that needs to be served for the given meal and snack. This is the minimum amount required to be serve based on the Meal Patterns Chart per age group and attendance.

Daily meal production records must be accurately completed on site prior to or during meal preparation. In addition, the paperwork must be submitted monthly with the claims report. This is a requirement by TDA and needs to be conducted as follows:

1. Recording the Menu (must be completed at the start of each claim month)

- **Click on Menus/Attendance > Record Center Menus**



- Be sure to select the proper date and meal/snack (shown below):

- Please be sure to **save** all your changes

Once entered, if your center has a **cyclical menu**, you may enter the menu cycle, then **copy & paste** (see below):

Minute Menu CX v17.0.0.954 Test Center (3792:74550) Claim Month: January 2019

File > Claims > Menus / Attendance > **Record Menu**

Enroll Child | Manage Menu Templates | Menu Calendar | Record Center Menus | Estimate Attendance | Manage School Calendar | Record Daily Attendance / Served Meals | Record Served Meals (SFSP/ARAS)

Click on **Menus/Attendance > Menu Calendar**

0 Pending Children | 25 Expired/Expiring Enrollments | Expired/Expiring Income Eligibility Forms Disabled by

Record Menu

Please note that any food that starts with "Tbg-" is a food that will be calculated in PURCHASING quantities according to the Food Buying Guide, when the others are in serving quantities.

Center Menu Calendar

Left click and drag the cursor to **select the cycle menu**, then right click to **copy and paste** for the next cycle.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	February 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	March 1	2
3	4	5	6	7	8	9

Double click any date to edit a meal on that date. To Copy meals, left-click on the first day you wish to copy, then hold down the Shift key and left-click the last day you want to Copy. Then right-click and choose "Copy". To Paste the meals, left-click the day you wish to start the Paste, then right-click and choose "Paste".

Meals listed in lower case are missing foods.

Print Close

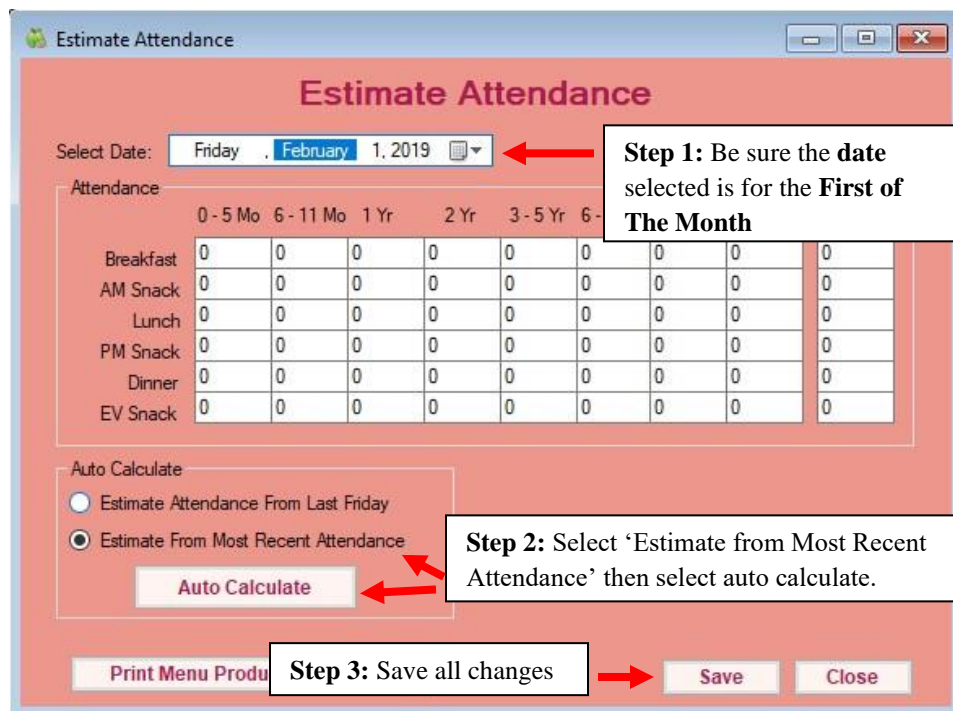
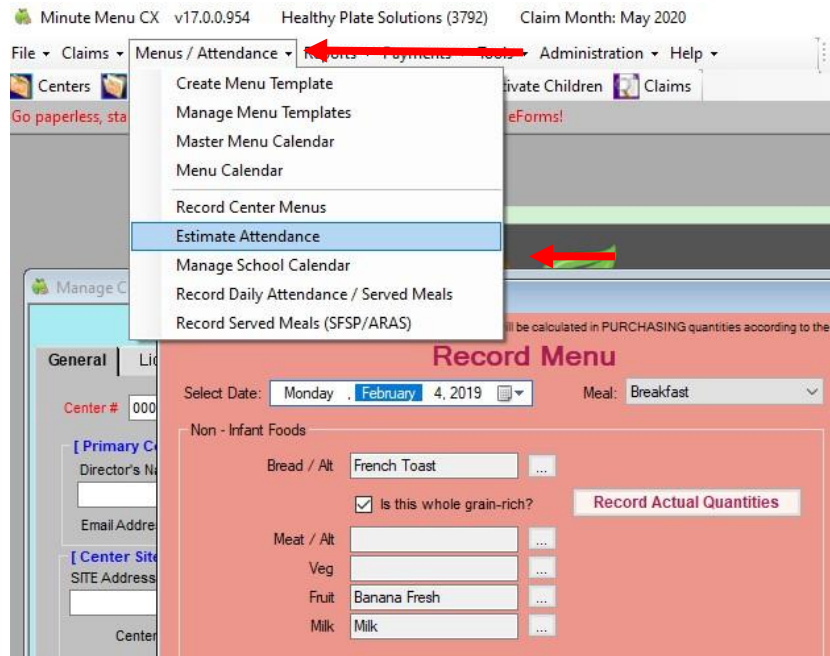
Estimate Attendance

Menu Production Record Monthly Menu Report Delete Save Close

Note: If a meal component on the menu is substituted for a meal or snack on any given day, the substitution must be noted on the posted menu at the center and the change must be reflected in Minute Menu (Food Program Software).

2. Estimating Attendance

- **Purpose:** A helpful planning tool when preparing meals/snacks. Using the estimated attendance count, Minute Menu will generate the serving size calculations for each meal component in the Menu Production Report, the estimate quantity needed may be used as a guide when preparing meals/snacks.
- First, be sure that the menu has been inserted into Minute Menu (the Food Program Software) to estimate attendance.
- In the Food Program Software, click **Menu/Attendance > Estimate Attendance**



Estimate Attendance

Select Date: Friday, February 1, 2019

Attendance

	0 - 5 Mo	6 - 11 Mo	1 Yr	2 Yr	3 - 5 Yr	6 - 12 Yr	13 - 18 Yr	Adult	Total
Breakfast	0	2	2	2	8	5	0	0	19
AM Snack	0	0	0	0	0	0	0	0	0
Lunch	0	4	7	3	12	0	0	0	26
PM Snack	0	4	6	3	14	10	0	0	37
Dinner	0	0	0	0	0	0	0	0	0
EV Snack	0	0	0	0	0	0	0	0	0

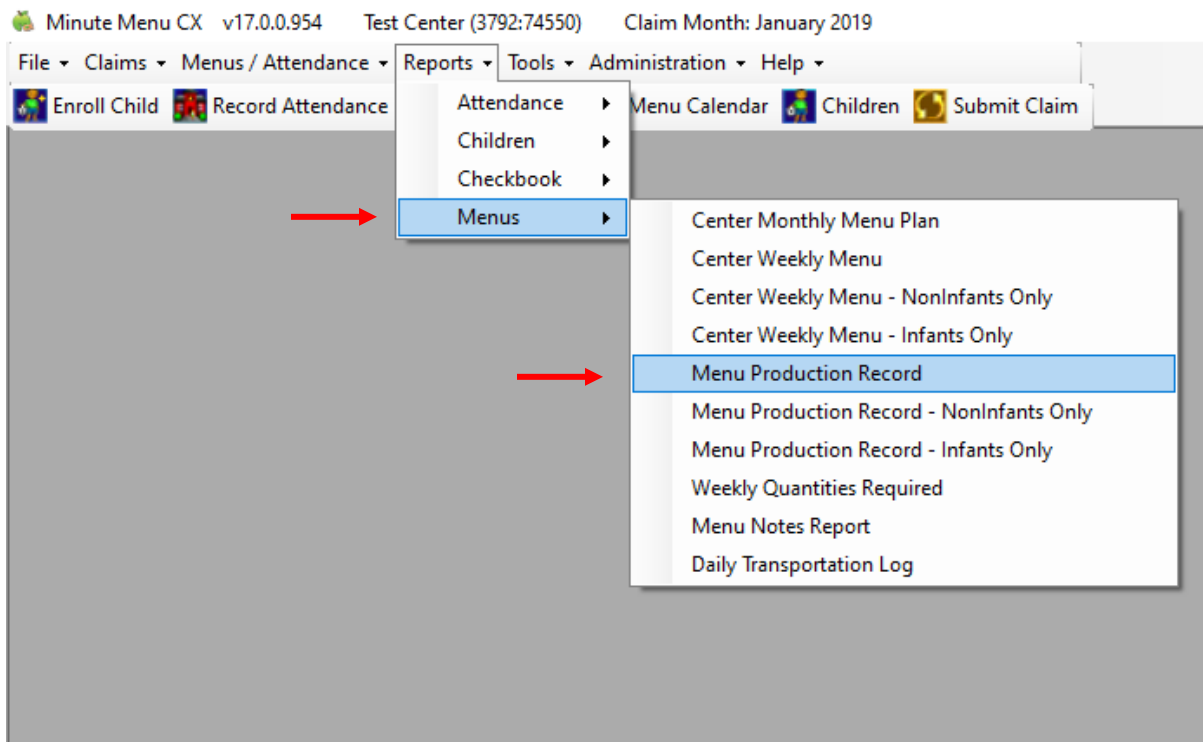
Auto Calculate

Estimate Attendance From Last Friday
 Estimate From Most Recent Attendance

Step 4: Once steps 1-3 are completed and saved, **select Apply to Rest of Month**. Lastly, be sure to **save changes** once complete.

3. Meal Production Records

- Meal Production Records document the quantity of food prepared for meals & snacks served. This **must be completed daily prior to or during meal preparation**. Can be conducted as follows:
- **Option 1**: Handwritten Method
- Once menus are inserted, to view Meal Production Records, click on **Reports > Menu > Menu Production Records > Select the proper Date Range for the Month**. Print and complete Menu Production accurately on a daily basis.



Select Date Range

Starting Date

Ending Date

NOTE: Be sure to select the proper date range.

Non Infant Menu Production Record										Healthy Plate Solutions	
Monday, 06/29/2020										CE ID: 05001	
										(844) 325-8265	
Breakfast		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants	
	Estimated Attendance	2	4	9	7	0	0	22	Planned Participation	24	
	Actual Attendance								Non-Program Meals		
Component	Food Served/Planned	Rqd Serving Size By Age					Qty Needed Per Estimated	Qty Needed Per Actual	Actual Qty Prepared	Special Notes	
		1	2	3-5	6-12	13-18	Adult				
Brd/Alt	Rice Chex(WG)	1/2 c	1/2 c	1/2 c	1 c	1 c	1 1/2 c	14 1/2 c			
Veg											
Fruit	Apple Sauce Canned	1/4 c	1/4 c	1/2 c	1/2 c	1/2 c	1/2 c	9 1/2 c			
Meat/Alt											
Milk	Whole Milk	1/2 c						1 c			
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	0.99 gal			
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c				
Lunch		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants	
	Estimated Attendance	4	3	9	0	0	0	16	Planned Participation	18	
	Actual Attendance								Non-Program Meals		
Component	Food Served/Planned	Rqd Serving Size By Age					Qty Needed Per Estimated	Qty Needed Per Actual	Actual Qty Prepared	Special Notes	
		1	2	3-5	6-12	13-18	Adult				
Brd/Alt	Whole Wheat Bread(WG)	.4 oz	.4 oz	.4 oz	.7 oz	.7 oz	1.4 oz	6.4 oz			
Veg	Beans / Green - Frozen	1/8 c	1/8 c	1/4 c	1/2 c	1/2 c	1/2 c	3 1/8 c			
Fruit	Apple Sauce Canned	1/8 c	1/8 c	1/4 c	1/4 c	1/4 c	1/2 c	3 1/8 c			
Meat/Alt	Beef Sausage	1 oz	1 oz	1 1/2 oz	2 oz	2 oz	2 oz	1.29 lb			
Milk	Whole Milk	1/2 c						2 c			
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	8 1/4 c			
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c				
P.M. Snack		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants	
	Estimated Attendance	4	3	12	9	0	0	28	Planned Participation	30	
	Actual Attendance								Non-Program Meals		
Component	Food Served/Planned	Rqd Serving Size By Age					Qty Needed Per Estimated	Qty Needed Per Actual	Actual Qty Prepared	Special Notes	
		1	2	3-5	6-12	13-18	Adult				
Brd/Alt	Ritz Crackers(WG)	.4 oz	.4 oz	.4 oz	.7 oz	.7 oz	.7 oz	13.9 oz			
Veg	Apple Juice 100%	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1/2 c	16 1/4 c			
Fruit											
Meat/Alt											
Milk	Whole Milk										
Milk	1%/Skim Milk										
(Choose 2 of 5)											
Milk	Milk Substitute										

IMPORTANT NOTES:

1. Be sure to **complete the 'Actual Attendance'** (top of each meal/snack) for all claimed meals and snacks.
2. The serving sizes listed are the minimum required amount to be served for each age group by the State. **These numbers are used to calculate how many servings of each meal component needs to be served for the children in attendance for the given meal/snack.**
3. The **total quantity** prepared for each component must be recorded in the **'Actual Qty Prepared'** column
4. Once estimate attendance has been calculated, **Minute Menu will populate the 'Qty Needed Per Estimate'** which may be used as a guide when preparing meals.

See below for **example:**

Non Infant Menu Production Record										Healthy Plate Solutions (281) 325-0365																																																																																															
Monday 06/29/2020										CE ID : 05001																																																																																															
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Component</th> <th rowspan="2">Food Served/Planned</th> <th colspan="6">Rqd Serving Size By Age</th> <th rowspan="2">Qty Needed Per Estimated</th> <th rowspan="2">Qty Needed Per Actual</th> <th rowspan="2">Actual Qty Prepared</th> <th rowspan="2">Special Notes</th> </tr> <tr> <th>1</th> <th>2</th> <th>3-5</th> <th>6-12</th> <th>13-18</th> <th>Adult</th> </tr> </thead> <tbody> <tr> <td>Brd/Alt</td> <td>Ritz Crackers(WG)</td> <td>.4 oz</td> <td>.4 oz</td> <td>.4 oz</td> <td>.7 oz</td> <td>.7 oz</td> <td>7 oz</td> <td>13.9 oz</td> <td></td> <td>14 oz</td> <td></td> </tr> <tr> <td>Veg</td> <td>Apple Juice 100%</td> <td>1/2 c</td> <td>1/2 c</td> <td>1/2 c</td> <td>3/4 c</td> <td>3/4 c</td> <td>1/2 c</td> <td>16 1/4 c</td> <td></td> <td>16.5 c</td> <td></td> </tr> <tr> <td>Milk</td> <td>Whole Milk</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Milk</td> <td>1%/Skim Milk</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Milk</td> <td>(Choose 2 of 5)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Milk</td> <td>Milk Substitute</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Component	Food Served/Planned	Rqd Serving Size By Age						Qty Needed Per Estimated	Qty Needed Per Actual	Actual Qty Prepared	Special Notes	1	2	3-5	6-12	13-18	Adult	Brd/Alt	Ritz Crackers(WG)	.4 oz	.4 oz	.4 oz	.7 oz	.7 oz	7 oz	13.9 oz		14 oz		Veg	Apple Juice 100%	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1/2 c	16 1/4 c		16.5 c		Milk	Whole Milk											Milk	1%/Skim Milk											Milk	(Choose 2 of 5)											Milk	Milk Substitute																
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Attendance x Serving by Age

Rice Chex:
 $4(1/2) + 9(1/2) + 7(1) = 13.5 c$

Apple Sauce Canned:
 $4(1/4) + 9(1/2) + 7(1/2) = 9 c$

Milk:
 $4(1/2) + 9(3/4) + 7(1) = 15.75 c \text{ or } .98 gal$

Units of Measurement: When Recording menu production quantities be sure to use proper Units of Measurements such as Pounds, Ounces, Cups, Gallons, etc. **NOT** bags, boxes, package, cans, etc.

Measureable Amounts					
Yes	No		Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ounces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	head of lettuce
<input type="checkbox"/>	<input checked="" type="checkbox"/>	slice of cheese	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	bowl of cereal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	can (8 each) biscuits
<input checked="" type="checkbox"/>	<input type="checkbox"/>	grams	<input type="checkbox"/>	<input checked="" type="checkbox"/>	slice of bread
<input checked="" type="checkbox"/>	<input type="checkbox"/>	cans (state can size)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	tortilla
<input checked="" type="checkbox"/>	<input type="checkbox"/>	quarts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	crackers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	pints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	gallons
<input checked="" type="checkbox"/>	<input type="checkbox"/>	tablespoons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	teaspoons

- **Option 2: Electronic (Preferred Method)**
- Once menus are inserted, to complete Meal Production Records, click on **Menus/Attendance > Record Center Menus > Menu Production Record**. Be sure to **select the proper date and meal**.

Minute Menu CX v17.0.0.954 Test Center (3792:74550) Claim Month: January 2019

File - Claims - **Menus / Attendance** - Reports - Tools - Administration - Help

Enroll Child Manage Menu Templates Menu Calendar **Record Center Menus** Estimate Attendance Manage School Calendar Record Daily Attendance / Served Meals Record Served Meals (SFSP/ARAS)

Menu Calendar Children Submit Claim

Pending Children Expired/Expiring Enrollments 25 Expired/Expiring Income Eligibility Forms Disabled by

Record Menu

Please note that any food that starts with "fbg-" is a food that will be calculated in PURCHASING quantities according to the Food Buying Guide, when the others are in serving quantities.

Record Menu

Select Date: Thursday, February 28, 2019 Meal: Breakfast

Meal Time: 12:00p - 12:00p

Served Meals

	Actuals	Estimates
Infants 0-5 mo:	0	0
Infants 6-11 mo:	0	0

Non - Infant Foods

Bread / Alt: Rice Chex

Is this whole grain-rich?

Record Actual Quantities

Meat / Alt:

Veg:

Fruit: Apple Sauce Canned

Milk: Milk

Infant Foods

0-5 Months:

Breast Milk / Formula: Breast Milk / Iron Fort. Inf:

6-11 Months:

Breast Milk / Formula: Breast Milk / Iron Fort. Inf:

Infant Cereal: Infant Rice Cereal

Meat / Alt:

Vegetable:

Fruit: Apple Sauce Canned

Use Menu Template

Special Notes

Non-Infants

Infants

Estimate Attendance

Menu Production Record Monthly Menu Report Delete Save Close

Click on 'Record Actual Quantities' to record prepared quantities. **NOTE:** Quantities that are **initially recorded** using the **Handwritten Method**, must also be recorded using the steps above.

Non Infant Menu Production Record											Healthy Plate Solutions								
Monday, 05/20/2020											CE ID: 05001								
Breakfast											1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants
Estimated Attendance											2	4	9	7	0	0	22	Planned Participation	24
Actual Attendance																		Non-Program Meals	
Component	Food Served/Planned	Rqd Serving Size By Age						Qty Needed Per Estimated	Qty Needed Per Actual	Actual Qty Prepared	Special Notes								
Brd/Alt	Rice Chex(WG)	1/2 c	1/2 c	1/2 c	1 c	1 c	1 1/2 c	14	1/2 c										
Veg	Apple Sauce Canned	1/4 c	1/4 c	1/2 c	1/2 c	1/2 c	1/2 c	9	1/2 c										
Meat/Alt	Whole Milk	1/2 c						1	c										
Milk	1%/Skim Milk	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c	0.99	gal										
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c												
Lunch											1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants
Estimated Attendance											4	3	9	0	0	0	16	Planned Participation	18
Actual Attendance																		Non-Program Meals	
Component	Food Served/Planned	Rqd Serving Size By Age						Qty Needed Per Estimated	Qty Needed Per Actual	Actual Qty Prepared	Special Notes								
Brd/Alt	Whole Wheat Bread(WG)	4 oz	4 oz	4 oz	7 oz	7 oz	1.4 oz	6.4	oz										
Veg	Beans / Green - Frozen	1/8 c	1/8 c	1/4 c	1/2 c	1/2 c	1/2 c	3	1/8 c										
Fruit	Apple Sauce Canned	1/8 c	1/8 c	1/4 c	1/4 c	1/4 c	1/2 c	3	1/8 c										
Meat/Alt	Beef Sausage	1 oz	1 oz	1 1/2 oz	2 oz	2 oz	2 oz	1.29	lb										
Milk	Whole Milk	1/2 c						2	c										
Milk	1%/Skim Milk	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c	8	1/4 c										
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c												
P.M. Snack											1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants
Estimated Attendance											4	3	12	9	0	0	28	Planned Participation	30
Actual Attendance																		Non-Program Meals	
Component	Food Served/Planned	Rqd Serving Size By Age						Qty Needed Per Estimated	Qty Needed Per Actual	Actual Qty Prepared	Special Notes								
Brd/Alt	Ritz Crackers(WG)	.4 oz	.4 oz	.4 oz	.7 oz	.7 oz	.7 oz	13.9	oz										
Veg	Apple Juice 100%	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1/2 c	16	1/4 c										
Fruit																			
Meat/Alt																			
Milk	Whole Milk																		
Milk	1%/Skim Milk																		
(Choose 2 of 5)																			
Milk	Milk Substitute																		

- There are a couple methods to calculate the quantity of food needed to be prepared and served for meals/snacks.
 - o **Method 1:** Using the ‘Actual Attendance’ count, you can calculate the serving sizes required for each age group by multiplying the serving size by the total children in attendance for that age group.

Example:
 ¼ cups of Apple Sauce is required to be served in breakfast for each 2-year-old child and ½ cups for each 3-year-old child. Therefore, if 10 two-year-old are in attendance and 5 three-year-old are in attendance we would calculate a total of 5 cups of Apple Sauce to be served.
10 two-year-old children x .25 cups of Apple Sauce = 2.5 cups
5 three-year-old children x .5 cups of Apple Sauce = 2.5 cups
Total of 5 cups of Apple Sauce is needed.

- o **Method 2:** Once the **estimate attendance** has been entered, Minute Menu will calculate the quantity needed to be prepared given the estimate number of children for the given meal or snack. You may use these numbers as a guide when preparing food. Remember, **these numbers are an estimate**, therefore if attendance exceeds this number or is less than the given estimate, **the quantity of food that is prepared must reflect the amount needed for the ‘actual attendance.’**
- Once quantities are calculated, toggle back to the Food Program Software (Minute Menu), click on ‘**Record Actual Quantities**’ to enter the prepared quantity of food (shown below).

Minute Menu CX v17.0.0.954 Test Center (3792:74550) Claim Month: January 2019

File - Claims - Menus / Attendance - Reports - Tools - Administration - Help

Enroll Child Record Attendance Record Menus Menu Calendar Children Submit Claim

0 Pending Children
25 Expired/Expiring Enrollments
Expired/Expiring Income Eligibility Forms Disabled by

Record Menu

Please note that any food that starts with "fbg-" is a food that will be calculated in PURCHASING quantities according to the Food Buying Guide, when the others are in serving quantities.

Select Date: Thursday, February 28, 2019 Meal: Breakfast

Meal Time: 12:00p - 12:00p

Non - Infant Foods

Bread / Alt: Rice Chex **Record Actual Quantities**

Is this whole grain-rich?

Meat / Alt: _____

Veg: _____

Fruit: Apple Sauce Canned

Milk: Milk

Served Meals	Actuals	Estimates
Infants 0-5 mo:	0	0
Infants 6-11 mo:	0	0
1 yr:	0	0
2 yr:	0	0
3-5 yr:	0	0
6-12 yr:	0	0
13-18 yr:	0	0
Adults:	0	0
Totals:	0	0

[Use Menu Template](#)

Special Notes
Non-Infants:

Infants:

[Estimate Attendance](#)
 [Menu Production Record](#)
 [Monthly Menu Report](#)
 [Delete](#)
 [Save](#)
 [Close](#)

Record Actuals ✕

Select Date: Thursday, February 28, 2019 Meal: Breakfast

Non - Infant Foods

	Qty	
Bread / Alt: Rice Chex	15	ounces (oz)
<input checked="" type="checkbox"/> Is this whole grain-rich?		
Meat / Alt: _____		
Veg: _____		
Fruit: Apple Sauce Canned	10	cups (c)
Milk: Whole Milk	2	cups (c)
Milk: 1% / Skim Milk	1.5	gallons (gal)
Milk: Substitute Milk		

[Delete](#)
 [Save](#)
 [Close](#)

Non Infant Menu Production Record										Healthy Plate Solutions	
Thursday 03/19/2020										CE ID : 05001	
										(281) 325-0365	
Breakfast		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants	
	Estimated Attendance	8	9	29	44	0	0	90	Planned Participation	91	
	Actual Attendance	9	6	30	35	0	0	80	Non-Program Meals	81	
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Qty Needed Per Estimate	Qty Needed Per Actual	Actual Qty Prepared	Special Notes
Brd/Alt	Grits	1/4 c	1/4 c	1/4 c	1/2 c	1/2 c	1 c	33 1/2 c	28 3/4 c	36 c	
Veg											
Fruit	Peaches #10 can	1/4 c	1/4 c	1/2 c	1/2 c	1/2 c	1/2 c	40 3/4 c	36 1/4 c	42 c	
Meat/Alt											
Milk	Whole Milk	1/2 c						4 c	4 1/2 c	5 c	
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	4.4 gal	3.74 gal	4 1/2 gal	
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c		3/4 c	1 c	
Lunch		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants	
	Estimated Attendance	8	9	29	44	0	0	90	Planned Participation	91	
	Actual Attendance	9	6	30	35	0	0	80	Non-Program Meals	81	
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Qty Needed Per Estimate	Qty Needed Per Actual	Actual Qty Prepared	Special Notes
Brd/Alt	Whole Wheat Bread(WG)	.4 oz	.4 oz	.4 oz	.7 oz	.7 oz	1.4 oz	3.08 lb	2.66 lb	3 lb	
Veg	Beans / Green - Canned	1/8 c	1/8 c	1/4 c	1/2 c	1/2 c	1/2 c	31 3/8 c	26 7/8 c	2 c	
Fruit	Oranges - Fresh	1/8 c	1/8 c	1/4 c	1/4 c	1/4 c	1/2 c	20 3/8 c	18 1/8 c	5 c	
Meat/Alt	Beef Ground	1 oz	1 oz	1 1/2 oz	2 oz	2 oz	2 oz	9.29 lb	8.13 lb	2 lb	
Milk	Whole Milk	1/2 c						4 c	4 1/2 c	5 c	
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	4.4 gal	3.74 gal	4 1/2 gal	
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c		3/4 c	1 c	
P.M. Snack		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants	
	Estimated Attendance	8	9	29	43	0	0	89	Planned Participation	90	
	Actual Attendance	9	5	30	33	0	0	77	Non-Program Meals	78	
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Qty Needed Per Estimate	Qty Needed Per Actual	Actual Qty Prepared	Special Notes
Brd/Alt	Whole Wheat Bread(WG)	.4 oz	.4 oz	.4 oz	.7 oz	.7 oz	.7 oz	3.04 lb	2.55 lb	4 lb	
Veg											
Fruit	Orange Juice 100%	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1 c	55 1/4 c	46 3/4 c	56 c	
Meat/Alt	Peanut Butter	1 tbsp	1 tbsp	1 tbsp	2 tbsp	2 tbsp	2 tbsp	132 tbsp	110 tbsp	123 tbsp	
Milk	Whole Milk										
Milk	1%/Skim Milk										
(Choose 2 of 5)											
Milk	Milk Substitute										

Note: The ‘Qty Needed Per Actual’ will populate once attendance has been recorded in Minute Menu. These calculations can be used to cross check the accuracy of the prepared quantities that are recorded. ‘Actual Qty Prepared’ must be equal to or greater than the ‘Qty Needed Per Actual’

Below is a **list of items to be made ready by the center for claim submission**. Shipping labels for UPS will be emailed to you in a separate email. Please follow instructions on the shipping label to either drop off the packet with the label to UPS or inform us to arrange for pick up when ready.

1. CACFP Compliance Checklist - this is to ensure that the center has all checks in place to be compliant for the Food Program on a monthly basis. This must be done once a month (on any date) and must be included in each monthly packet.

2. Child Enrollment Forms and Income Eligibility Forms for NEWLY ENROLLED & EXPIRED CHILDREN along with Infant Feeding Forms (part of Enrollment form for infants ages 0 - 11 months). Please keep copies for yourself.

3. Receipts - Food and Non Food related original receipts for food program (please include all REQUIRED MILK receipts). *For individual receipts exceeding \$750, please provide proof of payment (either check copy or credit card statement).*

4. CN Labels for CN items such as chicken nuggets, pizza, fish sticks, corn dogs, etc. if applicable.

5. Time Distribution Sheets - Please complete for EACH EMPLOYEE that has CACFP duties. Please ensure that the administrator also signs all forms and employees sign on their own form. Instructions are also attached for your reference. *Please provide pay stubs for all employees claiming on Time Distribution Sheets for Food Program.*

6. Training Registers signed for New Employees who now have Time Distribution Sheets for the Food Program.

7. Weekly Attendance Reports printed and signed on a weekly basis if using electronic Point of Service method. If not using minute menu mobile or tablet POINT OF SERVICE marks, then provide copies of Form H1535 Attendance Report done manually with **attendance "X" on it with signature and date**.

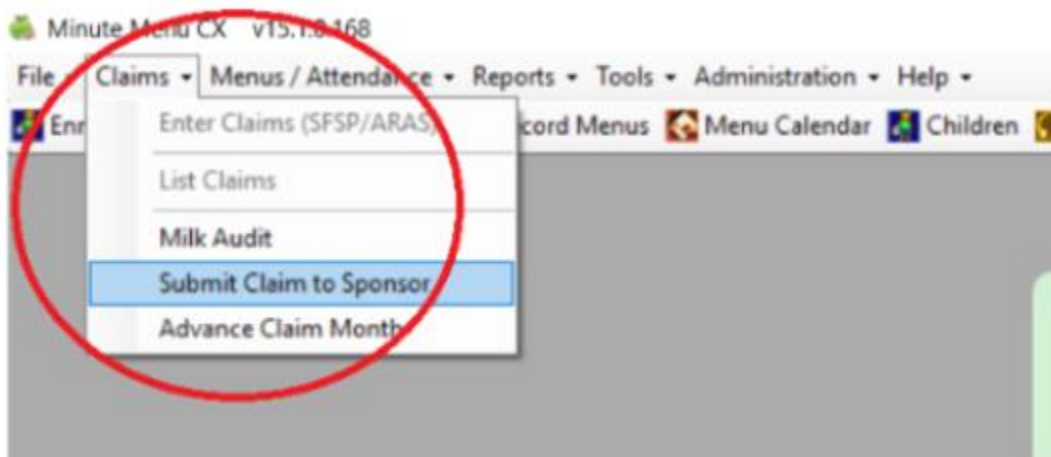
8. Menu Production Record Forms printed and recorded on Minute Menu. If done handwritten, please provide **both**.

9. NCI attendance list and roster from CCAA vendor portal

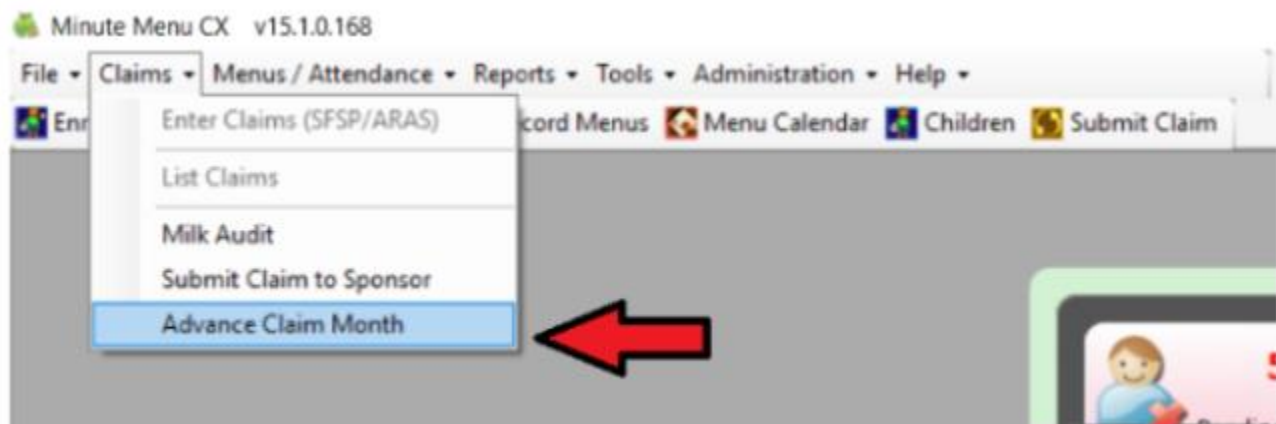
Also, please submit your claim to us when you are ready. Please ensure the following are complete before claim submission:

1. **All students enrolled** in that month are completely enrolled into the system
2. **All attendances and meal counts** for all claimed meals are marked
3. **All menu production records** are marked completed for the days and meals claimed.

Once the above is done, please submit the claim as shown below:



To ADVANCE to next month and start noting menu, attendance, and menu production record for next month, please advance claim month as shown below:



****Claims are filed once a week on Thursdays ONLY. In order for your claim to be filed on a given Thursday, we must receive your paperwork in our office 2 business days prior.***