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. <u>Recording the Menu (must be completed at the start of each claim month)</u>
- Click on Menus/Attendance > Record Center Menus



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



- Please be sure to <u>save</u> all your changes

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



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**

🐞 Minute Menu	u CX v17.0	0.0.954	Healthy I	Plate Solution	ns (3792)	Claim	Month: I	May 2020		
File + Claims +	Menus / A	ttendance	-	ta · Foynic		- Adr	ninistrati	ion 🕶 Help	•	
🏹 Centers 🛐	Crea	ite Menu Te	emplate			ivate Chi	ldren	Claims		
Go paperless, sta	Man Mas Men	iage Menu ter Menu C nu Calendai	Template alendar	s		eForms!			_	
	Reco	ord Center	Menus							
	Estir	nate Atten	dance							
🐞 Manage C	Man Reco Reco	age Schoo ord Daily At ord Served I	l Calenda tendance Meals (SF	r e / Served Me SP/ARAS)	eals	ill be calcula	ated in PUF	RCHASING quar	tities according	g to the
General	Lie	-			Reco	ora M	enu	-		
Center# [Primar Director	000 No 's Na	ect Date: on - Infant Fo Br	Monday ods ead / Alt	February	4, 2019 st		Meal:	Breaktast		~
Email Ac [Center SITE Addi	ddre Site ress	N	leat ∕Alt Veg Fruit	☑ Is this v	vhole grain- sh	-rich?	Rec	ord Actual G	uantities	1
Ce	enter		Milk	Milk						

Select Date: Attendance	Friday 0 - 5 Mo	6 - 11 Mo	1, 20 1 Yr	19 🔲 🔻 2 Yr	3-5 Yr	6 -	Step 1: selected The M	Be sure d is for t onth	e the date the First of
Breakfast	0	0	0	0	0	0	0	0	0
AM Snack	0	0	0	0	0	0	0	0	0
Lunch	0	0	0	0	0	0	0	0	0
PM Snack	0	0	0	0	0	0	0	0	0
Dinner	0	0	0	0	0	0	0	0	0
EV Snack	0	0	0	0	0	0	0	0	0
Auto Calculate Estimate Att Estimate From 	tendance om Most R	From Last lecent Atte	Friday ndance	St	ep 2: Se	elec e' t	t 'Estima hen sele	ate from	Most Rece

elect Date:	Friday	, Februa	ry 1, 20	19 🔲 🔻	1				
	0 - 5 Mo	6 - 11 M	lo 1 Yr	2 Yr	3 - 5 Yr	6 - 12 Yr	13 - 18 1	'r 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	endance	From Last	t Friday						

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 1/1/2020	
Ending Date 1/31/2020 -	NOTE: Be sure to select
Continue Cancel	the proper date range.

				No	on Infant I	Menu P	roducti	on Record				05004		Healthy Plate Solutio	ons
Breakfast		1 Yr	2	Yrs	3-5 Yrs	6-12	Yrs	13-18 Yrs	Adults	To	tal			Total Including Infant	05
Dieukiust	Estimated Attendance	2	2	4	9	7		0		0	22	Planned Parti	cipation	24	
	Actual Attendance					1						Non-Program	m Meals		
Component	Food Served/Planned	3	R(2	d Servi 3-5	ng Size B 6-12	y Age 13-18	Adult	Qty Need Per Estima	led Qty ated Pe	Needed er Actual	Qty	Actual Prepared		Special Notes	
Brd/Alt	Rice Chex(WG)	1/2 c	1/2 c	1/2 c	1 c	1 c	1 1/2	14 1/2 c							_
Veg		11223-002		1000005	1.021520	0.000	0.00000-00	10005002555							
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		000000000	0399160	10/01/25	2003043	20.0154	2013.045	03.0703638							
Milk	Whole Milk	1/2 c		1				1 c							
Milk	1%/Skim Milk	000000000	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	8.0.500.0000							
Lunch	1	1 Yr	2	Yrs	3-5 Yrs	6-12	Yrs	13-18 Yrs	Adults	То	tal			Total Including Infants	3
Lunch	Estimated Attendance		1	3	9	0		0		0	16	Planned Parti	icipation	18	
	Actual Attendance		1			1						Non-Program	m Meals		_
Component	Food Served/Planned	1	R	ad Servi 3-5	ng Size B 6-12	y Age 13-18	Aduli	Qty Need Per Estima	led Qty ated Pe	Needed r Actual	Qtv	Actual Prepared		Special Notes	
Brd/Alt	Whole Wheat Bread(WG)	.4 oz	4 oz	4 oz	7 oz	7 oz	1.4 07	6.4 oz			T				_
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			1				
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			1				
Meat/Alt	Beef Sausage	1 oz	1 oz	1 1/2	0; 2 oz	2 oz	2 oz	1.29 lb			1				
Milk	Whole Milk	1/2 c	20055055	22002030	10 31/1005	201222	2683650	2 c			1				
Milk	1%/Skim Milk	12000000	1/2 c	3/4 c	1 c	1 c	1 c	8 1/4 c			1				
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c	0.000000							
PM Spack		1 Yr	2	Yrs	3-5 Yrs	6-12	Yrs	13-18 Yrs	Adults	То	tal			Total Including Infants	s
I .M. ORACK	Estimated Attendance	4	1	3	12	9		0		0	28	Planned Parti	cipation	30	_
	Actual Attendance											Non-Program	m Meals		
			R	d Servi	ng Size B	v Age		Qty Need	led Qty	Needed	1 - 3	Actual			-
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Per Estima	ated Pe	r 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	1.12						
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			1				
Fruit											1				
Meat/Alt				1							1				
Milk	Whole Milk										1				
Milk	1%/Skim Milk										1				
(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, <u>Minute Menu will populate the 'Oty Needed Per Estimate'</u> which may be used as a guide when preparing meals.

See below for <u>example:</u>

				N	ion Infant M	Menu I	Product 06/29/20	ion Record			c	CE 10):05001		Healthy Plate Solutions (281) 325-0365	s 5
Breakfast		1 Yr	2	Yrs	3-5 Yrs	6-1	2 Yrs	13-18 Yrs	1	Adults	Tot	tal			Total Including Infants	1
	Estimated Attendance			4	9	7		0		0		22	Planned Pa	rilcipation	24	
	Actual Attendance	0		4	9	1	1	princeso				20	Non-Proof	am Meals	24	
Component	Food Served/Planned	1	Rq	d Serv	ing Size I	By Age	a Adul	Oty Nee Per Estim	ded tated	Qty N d Per.	leeded Actual	Qt	Actual ty Preparer		Attendance x	Serving by Age
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		1		T	140	Rice	Chev	
Veg				1		+	-					1	146		$\frac{1}{2}$	
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				1	90	4(1/	(1/2) + 9(1/2) + 7(1/2)	(1) = 13.5 c
Meat/All	(1500)			ĺ.		Í.	1	0.000000000				1	141.6253			
Milk	Whole Milk	1/2 c						1 c				1			1.0	1
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	0.99 gal			- 61	1	lagi	Арр	le Sauce Canne	20:
Milk	Milk Substitute	1/2 c	1/2 c	3/4 C	1 c	1 C	1 c			1	- 81 - 3		2	4(1/	(4) + 9(1/2) + 7((1/2) = 9 c
Lunch		1 Yr	27	/rs	3-5 Yrs	6-1	2 Yrs	13-18 Yrs	A	dults	Tot	al	1			
	Estimated Attendance	4	4	3	9	0		0	1	0		16	Fignant P	N/C:11		
	Actual Attendance	4		3	9				1			16	Non-Proc	IVIIII	K:	
Component	Food Served/Planned	1	Rq 2	d Serv 3-5	ing Size 8 6-12	By Age 13-1	6 Adult	Oty Need Per Estim	ied ated	Qty N Per /	eeded Actual	Qt	Actual v Prepared	4(1/	(2) + 9(3/4) + 7((1) = 15.75 c <i>or</i> .98 gal
Brd/Alt	Whole Wheat Bread(WG)	4 0Z	.4 oz	.4 oz	.7 oz	.7 oz	1.4 02	6.4 oz		1		16	5 07			
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				1				
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				1.	16			
Meat/Alt	Beef Sausage	1 oz	1 oz	1 1/2	0: 2 oz	2 oz	2 02	1.29 lb		1		1 4	1C			
Milk	Whole Milk	1/2 c						2 c				1	.5165			
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	8 1/4 c				1	26			
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c			_		8	5.56			
PM Snack		1 Yr	2 2	'rs	3-5 Yrs	6-12	2 Yrs	13-18 Yrs		dutts	Tota	al	T	1	Total Includion Infante	
I Ondok	Estimated Attendance	4		3	12	9		0	1	0		28	Flanned Par	ticination	30	i
	Actual Attendance	4		3	12	9						20	Non-Proora	m Masis	20	1
Component	Food Served/Planned	1	Rqc 2	Servi	ng Size B	y Age 13-18	Adult	Qty Need	ied	Qty No	bebee	0	Actual		Spacial Notes	
Brd/Alt	Ritz Crackers(WG)	4 oz	4 oz	4 07	7 02	7 07	17.07	13 9 07	anda	FULP	Giuta	1 1	r Fiepareu	1	opecial Notes	-
Veg	Apple Juice 100%	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1/2 0	18 1/4 0				1 "	4 0Z			
Fruit	inplie chief too to	112.0			0/40	0140	112 0	10 114 0				14	50			
Meat/Alt									- 1							
Milk	Whole Milk											1			2	
Mik	1%/Skim Milk															
(Choose 2 of 5)																
Milk	Milk Substitute															

<u>Units of Measurement:</u> 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.

Meas	sureab	le Amounts			
Yes	No		Yes	No	
M		ounces		×	head of lettuce
	×	slice of cheese	¥		pounds
	×	bowl of cereal		×	can (8 each) biscuits
V		grams		×	slice of bread
V		cans (state can size)		×	tortilla
V		quarts		×	crackers
V		pints	¥		gallons
V		tablespoons	V		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.

ciulins	Wenus / Attendance +	Rep 13 10013 Hamilhist	ration • Help •	
roll Child	Manage Menu Te	mplates (u Calendar 關 Children <u> S</u> ubmi	it Claim
	Menu Calendar			
	Record Center M	enus	←	
	Estimate Attenda	nce		
	Manage School C	alendar		
	Record Daily Atte	ndance / Served Meals	25	Expired/Expiring
	Record Served Mi	eais (SFSP/ARAS)	Expired/Expiring	Eligibility Forms
	👸 Record Menu	renand enhance	Phraiments	Distolation
	Please note that any food that	starts with "fbg-" is a food that will be ca	culated in PURCHASING quantities according	to the Food Buying Guide, when the others are in serving quant
		Record I	Menu	
	Select Date: Thursda	y , February 28, 2019 🔲 🖛	Meal: Breakfast	×
	Non - Infant Foods			Meal Time
	Bread / Al	t Rice Chex		12:00p - 12:00p
			Peccerd Actual Quantities	Served Meals <u>Actuals Estimates</u>
		Is this whole grain-rich?	Record Actual Quantities	Infants 0-5 mo: 0 0
	Meat / Al	t		Infants 6-11 mo: 0 0
	Veç		Click on 'Record	l Actual Quantities' to
	Frui	Apple Sauce Canned	record prepared q	uantities. NOTE:
	Mill	K Milk	Quantities that are	e initially recorded using
				Mathad must also he
	Infant Foods		the Handwritten	Method, must also be
	0-5 Months		recorded using the	e steps above.
	Breast Milk / Formu	la Breast Milk / Iron Fort, Infr		
				Use Menu Template
	6-11 Months	Durant Mills / June Fast Jufe		Special Notes
	Breast Milk / Formu	a breast Milk / Iron Font. Init		Non-Infants
	Meat / A			
	Vegetabl			
	Fn	it Apple Sauce Canned	~	Infants
	Estimate Attendar	nce		

				No	on Infant I	Menu P	roducti	on Record		CE II			Healthy Plate Solutions
Breakfast		1 Yr	2	Yrs	3-5 Yrs	6-12	Yrs	13-18 Yrs	Adults	Total			Total Including Infants
Dreukiust	Estimated Attendance		2	4	9	7		0	0	22	Planned Partici	pation	24
	Actual Attendance									1	Non-Program	Meals	
2823 07	2557 25577 6455470 555		R	qd Servi	ng Size B	y Age		Qty Need	ed Qty	Needed	Actual		NN
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Per Estima	ated Per	Actual Q	y Prepared		Special Notes
Brd/Alt	Rice Chex(WG)	1/2 c	1/2 c	1/2 c	1 C	1 c	1 1/2	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				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	1	3	9	0		0	0	16	Planned Partici	pation	18
	Actual Attendance										Non-Program	Meals	
Component	Food Served/Planned	1	R 2	qd Servi 3-5	ng Size B 6-12	y Age 13-18	Adult	Qty Need Per Estima	led Qty atec Per	Needed Actual Q	Actual y 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	o: 2 oz	2 oz	2 oz	1.29 lb					
Milk	Whole Milk	1/2 c		110103032430		59,025534	2402010	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						
PM Spack		1 Yr	2	Yrs	3-5 Yrs	6-12	Yrs	13-18 Yrs	Adults	Total			Total Including Infants
	Estimated Attendance		1	3	12	9		0	0	28	Planned Partici	pation	30
	Actual Attendance										Non-Program	Meals	
			R	gd Servi	ng Size B	y Age		Qty Need	ed Qty	Needed	Actual		1
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Per Estima	ated Per	Actual Q	y Prepared		Special Notes
Brd/Alt	Ritz Crackers(WG)	.4 oz	.4 oz	.4 oz	.7 oz	.7 oz	.7 oz	13.9 oz	12	2			
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		1			
Fruit										1			
Meat/Alt		1		1			L						
Milk	Whole Milk												
Milk	1%/Skim Milk												
(Choose 2 of 5)				1						1			
Milk	Milk Substitute												

- There are a couple methods to calculate the quantity of food needed to be prepared and served for meals/snacks.

• **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:

¹/₄ **cups of Apple Sauce** is required to be served in breakfast for each 2-year-old child and ¹/₂ 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.

- 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).

ſ		0	Expire	25 d/Expiring	Expired/Expiring Income Eligibility Forms)
💑 Record Menu	Pending	Children	Enro	aliments III and	Disabled hv	[
Please note that any food that sta	rts with "fbg-" is a food th	at will be calculat	ed in PURCHASING o	uantities according to the Fo	od Buying Guide, when the oth	ers are in serving quant
	Rec	ord Me	enu			
Select Date: Thursday	February 28, 2019		Meal: Breakfast	~		
Non - Infant Foods					Meal Time 12:00p - 1	2·00p
Bread / Alt	Rice Chex				Served Meals	2.000
	Is this whole gra	sin-rich?	Record Actua	I Quantities	Infants 0-5 mo:	tuals Estimates 0 0
Meat / Alt					Infants 6-11 mo:	0 0
Veg					1 yr:	0 0
Fruit	Apple Sauce Canned	i			2 yr: 3-5 yr:	0 0
Milk	Milk				6-12 yr:	0 0
					13-18 yr:	0 0
Infant Foods					Adults:	0 0
a F.M. J			Qty		Totais.	0 0
0-5 Months	Breast Milk / Iron Fr	et lof:				
breast Milk 7 Fornula	Dicuse Mile 7 Hori 10				Use Menu T	emplate
6-11 Months					Special Notes	
Breast Milk / Formula	Infant Rice Cereal	nt. Inite	_		Non-Infants	
Meat / Alt	in ant nice celedi			~		
Vegetable					and an	
Fruit	Apple Sauce Canne	d		~	Infants	

💑 Record Actuals

Select Date: Thursday	, February 28, 2019 🕔	 Meal: 	Breakfast	~
Non - Infant Foods		Qty		
Bread / Alt	Rice Chex	15	ounces (oz)	~
	🔽 Is this whole grain-r	ich?		
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		- Misseud	~

Х

				No	n Infant I Thu	Menu Pr rsday 0	oductio 3/19/20	on Record 20		С	E ID	: 05001		Healthy Plate Solutions (281) 325-0365
Breakfast		1 Yr	2	rs	3-5 Yrs	6-12	Yrs	13-18 Yrs	Adults	Tota	al			Total Including Infants
Dieukiust	Estimated Attendance	8		9	29	44		0	0		90	Planned Participa	ation	91
	Actual Attendance	9		6	30	35		0	0		80	Non-Program M	eals	81
			Ra	d Servir	ng Size B	v Age		Qty Neede	d Qty M	Veeded		Actual		and the test
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Per Estimat	tec Per	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	с	36	c		102
Veg	0.000428		10010094	0005002010		1,000,000			1 DE MEREP	10.12				
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	с	42	c		
Meat/Alt	12-26/3/A216225/4/11/16/21/2/232/2	CLOCKER AND	1011054	500000000	COLORADO.	1.111.000		1.409936712007		10.02	1000-000			
Milk	Whole Milk	1/2 c						4 c	4 1/2 0	5	5 c	1		
Milk	1%/Skim Milk	11-12-04-524	1/2 c	3/4 c	1 c	1 c	1 c	4.4 gal	3.74 g	al	4 1/	2 gal		
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c	000005380	3/4 c	227.0	1 c			
Lumah	1	1. Vr	2	/re	3.5 Vre	6.12	Vrs	13-18 Vre	Adulte	Tota	al			Total Including Infants
Lunch	Estimated Attendance	- 111		9	29	44	113	0	Addits	100	90	Dianned Participa	tion	91
	Actual Attendance	9	1	6	30	35		0	0		80	Non-Program M	eals	81
			Ra	d Servir	na Size B	Ade v		Qtv Neede	ed Qtv N	leeded		Actual		
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Per Estimat	tec Per	Actual	Qtv	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 lt)	1			
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 0	2 oz	2 oz	2 oz	9.29 lb	8.13 lb		2	lb		
Milk	Whole Milk	1/2 c	1010000	0.111/0/2000			111000-527-4.5	4 c	4 1/2 0		c			
Milk	1%/Skim Milk	0.0000000	1/2 c	3/4 c	1 c	1 c	1 c	4.4 gal	3.74 a	al	1/	2 gal		
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c		3/4 c		c			
	1				1	6 42	Ven	10.40.1/		Tet	-	1		Tatal laskudias Infanta
P.M. Snack	E-P	<u>1 Yr</u>	2	rs	3-5 YIS	0-12	TIS	13-18 Yrs	Adults	1014	al			
	Estimated Attendance	0	-	9	29	43	-	0	0	1	89 77	Planned Participa	not	79
	Actual Attenuance	3			- Cine D	33	-	Ob: Nooda	d Oty	hobool		Actual	eals	10
Component	Food Served/Planned	1	2	3-5	6-12	y Age 13-18	Adult	Per Estimat	tel Per	Actual	Qtv	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 lk			
Vea														
Fruit	Orange Juice 100%	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1 0	55 1/4 c	46 3/4	c	56	c		
Meat/Alt	Peanut Butter	1 tbsn	1 tbsn	1 tbsr	2 then	2 tbsn	2 thsn	132 tbsp	110 #	osp	123	tbsp		
Milk	Whole Milk	1	, asp		[1.0.0 morp						
Milk	1%/Skim Milk													
(Choose 2 of 5)	Cost Shirt Willy													
Milk	Milk Substitute													
		_			-								_	

<u>Note:</u> 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 <u>once a month</u> (on any date) and must be included in <u>each monthly packet.</u>

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 <u>MILK</u> 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 <u>handwritten</u>, 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 <u>2 business days prior.</u>