[VIDEO] Print the Menu Production Record

The Menu Production Record lists the amount of food centers need to serve and purchase to adequately serve children in their care. It may also include actual quantities served and leftover quantities, if recorded (subject to **policy M.01** and **policy M.01f**). Before printing this report, centers/sponsors should record center menus and estimate attendance (at least). Estimating attendance allows centers to plan ahead of time so they can purchase the appropriate quantities of food (as listed on the report). If you print this report after recording actual attendance and/or actual quantities served, the quantities needed based on actual attendance display on this report, as do the actual quantities prepared.

Jess Center Site #: 123		Non Infant Menu Production Record								MM Test
(817) 123-4567		Wednesday 02/27/2019					CE ID :			2145550330

Breakfast

		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants
	Estimated Attendance	0	0	0	1	0	0	1	Planned Participation	1
	Actual Attendance								Non-Program Meals	

Component	Food Served/Planned	1 Yr / 1	2 Yrs / 2	3-5 / 3-5	6-12 / 6-12	13-18 / 13-18	Adult	Qty Needed Per Est Attendance	Qty Needed Per Actual Attendance	Actual Qty Prepared	Special Notes
Brd/Alt	Waffles	1/2 ser	1/2 ser	1/2 ser	1 serv	1 serv	2 serv	1 serv			
Veg											
Fruit	Applesauce	1/4 c	1/4 c	1/2 c	1/2 c	1/2 c	1/2 c	1/2 c			
Meat/Alt	Egg	1/2 itm	1/2 itm	1/2 itm	1 itm	1 itm	2 itm	1 itm			
Milk	Whole Milk	1/2 c									
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	1 c			
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c				

A.M. Snack

		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants
	Estimated Attendance	0	0	5	10	0	0	15	Planned Participation	25
	Actual Attendance								Non-Program Meals	

Component	Food Served/Planned	1 Yr / 1	2 Yrs / 2	3-5 / 3-5	6-12 / 6-12	13-18 / 13-18	Adult	Qty Needed Per Est Attendance	Qty Needed Per Actual Attendance	Actual Qty Prepared	Special Notes
Brd/Alt	Melba Toast	1/2 ser	1/2 ser	1/2 ser	1 serv	1 serv	1 serv				
Veg											
Fruit											
Meat/Alt	Cottage Cheese	1/2 oz	1/2 oz	1/2 oz	1 oz	1 oz	1 oz				
Milk	Whole Milk										
Milk	1%/Skim Milk										
(Choose 2 of 5)											
Milk	Milk Substitute										

Lunch

		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total		Total Including Infants
	Estimated Attendance	0	0	5	10	0	0	15	Planned Participation	25
	Actual Attendance								Non-Program Meals	

Component	Food Served/Planned	1 Yr / 1	2 Yrs / 2	3-5 / 3-5	6-12 / 6-12	13-18 / 13-18	Adult	Qty Needed Per Est Attendance	Qty Needed Per Actual Attendance	Actual Qty Prepared	Special Notes
Brd/Alt	Wild Rice(WG)	.40 oz	.40 oz	.40 oz	.70 oz	.70 oz	1.40 oz	9 oz			
Veg	Broccoli	1/8 c	1/8 c	1/4 c	1/2 c	1/2 c	1/2 c	6 1/4 c			
Fruit	Fruit Cocktail	1/8 c	1/8 c	1/4 c	1/4 c	1/4 c	1/2 c	3 3/4 c			
Meat/Alt	Baked Salmon	1 oz	1 oz	1 1/2 oz	2 oz	2 oz	2 oz	1.72 lb			
Milk	Whole Milk	1/2 c									
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	13 3/4 c			
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c				

02/27/2019 10:28 am CST   All CACFP forms and documents must be kept for three (3) years after the end of the program year.   Alternate Form No. 1530A   Page 1 of 4

Sponsors can use this report when auditing centers to ensure that the correct amounts of food are being prepared and served.

Printing the Menu Production Record From the Record Menu Window

1. Click the **Menus/Attendance** menu and select **Record Center Menus**.
2. Click the **Select Date** box and select the date.
3. Click the **Meal** drop-down menu and select the meal.
4. Record meal components.
5. When finished, click **Save**.
6. Record as many meals, as needed.
7. When finished, estimate attendance.
   a. Click **Estimate Attendance**. The Estimate Attendance window opens.
   b. In the **Auto Calculate** section, select **Estimate Attendance from Last Monday** or **Estimate From Most Recent Attendance**.
   c. Click **Auto Calculate**.
   d. Click **Save**.
   e. Click **Close**.
8. Click **Menu Production Record**. A PDF is generated. You can return to this window, record actual quantities (subject to **policy M.01**), and print the Menu Production Record again to ensure that the correct quantities were served.

Note: You can also click **Print Menu Production Record** in the Estimate Attendance window.

Printing the Menu Production Record from the Reports Menu

1. Estimate attendance. Sponsors can skip this step as long as the center(s) for which they are running the report have estimated attendance and/or recorded actual attendance and actual quantities served (subject to **policy M.01**).
   a. Click the **Menus/Attendance** menu and select **Estimate Attendance**. The Estimate Attendance window opens.
   b. In the **Auto Calculate** section, select **Estimate Attendance from Last Monday** or **Estimate From Most Recent Attendance**.

     c. Click **Auto Calculate**.

     d. Click **Save**.

     e. Click **Close**.

2. Click the **Reports** menu, select **Menus**, and select **Menu Production Record**. The Select Date Range dialog box opens.

3. Click the **Starting Date** box and select the report start date.

4. Click the **Ending Date** box and select the report ending date.

5. Click **Continue**.

Note: You can also click **Print Menu Production Record** in the Estimate Attendance window.