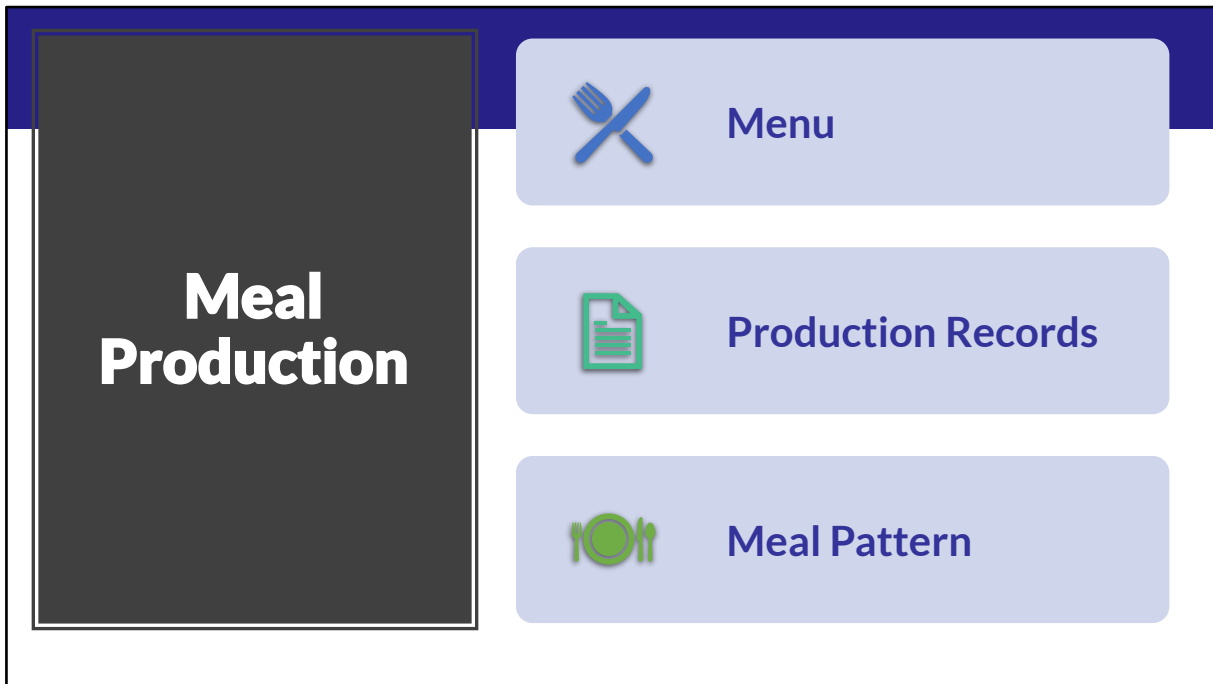




Welcome to Tuesday Talks. Today's Tuesday Talks is on Meal Production. The main concepts covered in today's webinar can assist all programs with determining amounts to prepare.



Meal production is the process of planning and preparing enough food for all participants at a meal service. This involves the menu, production records, and knowledge of the meal pattern serving sizes, which provide minimum amounts that must be served to each participant.

Throughout the webinar, production records will be mentioned as the way to document meal production information. Emergency shelters and family day care home providers are not required to complete production records but may still benefit from the information in this webinar. This webinar may not be applicable for schools that have a meal production process already in place or for programs that receive meals from a vendor.

## Webinar Takeaway

How to use tools to determine amount of food to prepare

- Meal Requirements Calculator
- Food Buying Guide Calculator



Today, we want you to walk away with knowing how to use two resources that will help you determine the amount of food to prepare to meet minimum CACFP serving sizes at meals and snacks. The tools are the Meal Requirements Calculator and the USDA Food Buying Guide Calculator.

# Menu is Planned...What's next?

CACFP Menu					
May 20XX					
Meal Patterns	May 24, 20XX	May 25, 20XX	May 26, 20XX	May 27, 20XX	May 28, 20XX
<b>Breakfast</b> • Grains, OR • Meat/Meat alternate (no more than 3 times per week) • Fruit or Vegetable • Milk	Grapes WG Toast Milk				Applesauce Pancakes Milk
<b>Lunch</b> • Meat/Meat alternate • Vegetable • Fruit • Grains • Milk	Oven-Baked Parmesan Chicken Roasted Brussel Sprout Strawberries WG Roll Milk			<b>LUNCH: MAY 27, 20XX</b> Tacos Cucumber Sticks Mixed Fruit Whole Wheat Soft Tortilla Milk	Ham & Cheese in WG Pita Pocket Green Salad Sweet Potato Fries Milk
<b>Snack</b> Select two of the following: • Meat/Meat alternate • Vegetable • Fruit • Grains • Milk	HM Guacamole Salsa Tortilla Chips Milk				Apricot Halves Milk

1 year olds served **Unflavored, Whole Milk**  
 2 years & older served **Unflavored, 1% Milk**  
 WG = whole grain

The first step for meal production is planning the menu. Let's look at a sample meal. Today, we will focus on one lunch where we plan to serve:

- Tacos
- Cucumber sticks
- Mixed Fruit
- Whole wheat soft tortilla
- Milk

# Production Record

Projected Participants		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments <sup>3</sup>
<b>Monday</b>		M/MA	<b>Ground Beef</b>			<input type="checkbox"/> CN Label
1 & 2	20	Vegetable	<b>Cucumber sticks, fresh</b>			<b>Ground Beef: Raw - 80/20</b>
3 to 5	30	Fruit or Veg	<b>Mixed Fruit w/ juice, canned</b>			
6 to 12	15	Grains	<b>Whole Wheat Soft Tortilla - 8'</b>			
13 to 18	0	Whole <sup>1</sup>	#of 1-year-olds: <b>10</b>			
Adult	7	1%/Skim <sup>2</sup>	<b>1% Milk</b>			

All the examples shown today are using the child care component forms and tools. There are separate resources for the adult care component, but the concepts shown today are relevant for all programs.

We need to complete the production record for the meal. The production record is the tool to document the specific food items and amounts to prepare to meet the minimum required serving sizes.

For this meal we are making tacos and will be using ground beef, so that is entered for the M/MA. Next, record the other food items that will be used in the meal:

- Vegetable: Cucumbers
- Fruit: Mixed fruit with juice, canned
- Grain: whole wheat soft tortillas
- Whole and 1% milk

The first step in determining amounts of food to prepare is determining how much is required based on the projected number of participants at the meal and the meal pattern serving sizes. This information is recorded in the Amounts Required column.

Amounts Required is how much must be available in the cooked/prepared form to be served to the participants in TOTAL for all age groups.

# Meal Pattern Chart

CACFP Child Meal Pattern				
Must serve the required components and serving sizes				
Breakfast				
Must serve milk, vegetable or fruit, and either a grain or meat/meat alternate				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
<b>Fluid Milk</b>				
<ul style="list-style-type: none"> <li>1 year olds: Unflavored whole milk</li> <li>2-5 year olds: Unflavored 1% or skim</li> <li>6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Vegetables or Fruits (or portions of both)</b>				
<ul style="list-style-type: none"> <li>Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	¼ cup	½ cup	½ cup	½ cup
<b>Grains</b>				
<ul style="list-style-type: none"> <li>Must be whole-grain-rich, enriched, or fortified</li> <li>All at least one serving per day must be whole grain-rich</li> </ul>				
<b>Meat/Meat Alternates</b>				
<ul style="list-style-type: none"> <li>Must be whole-grain-rich, enriched, or fortified</li> <li>All at least one serving per day must be whole grain-rich</li> </ul>				
<b>Grain-based desserts</b>				
<ul style="list-style-type: none"> <li>Grain-based desserts are not creditable (Refer to CACFP Grains Chart)</li> <li>Cereals must contain no more than 6 grams of sugar per dry ounce</li> </ul>				

Breakfast				
Must serve milk, vegetable or fruit, and either a grain or meat/meat alternate				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18
<b>Fluid Milk</b>				
<ul style="list-style-type: none"> <li>1 year olds: Unflavored whole milk</li> <li>2-5 year olds: Unflavored 1% or skim</li> <li>6-18 year olds: Unflavored or flavored 1% or skim</li> </ul>	½ cup (4 oz)	¾ cup (6 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Vegetables or Fruits (or portions of both)</b>				
<ul style="list-style-type: none"> <li>Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	¼ cup	½ cup	½ cup	½ cup

The CACFP Meal Pattern Chart identifies each age group, along with the minimum serving sizes of each food component that must be served to each participant during the meal or snack. This is how much must be put on the participant's plate or bowl and in the cup. This chart does not help a program determine how much food is required to be purchased and prepared. You will need to use the two resources that we'll discuss next to help with that information.

# Meal Requirements Calculator

### Meal Requirements Calculator

This workbook includes worksheets for breakfast, lunch, supper and snacks. Each contain the required food components and minimum CACFP meal pattern serving sizes for each age group.

**HOW TO USE THIS WORKBOOK:**

- Select a meal service by clicking on the tab for Breakfast, Lunch & Supper or Snacks.
- At the top of the page where it says "START HERE," enter the projected number of children that will eat for each age group:
 

**START HERE: Enter projected number of children here**

Ages of Participants	
1-2	2
3-5	10
6-18	10
Adults*	1
<b>TOTAL</b>	<b>23</b>

\*EXAMPLE
- The numbers will populate onto the worksheet and calculate the minimum amount of food required to be prepared for each component:
 

BREAKFAST			
Ages of Children	Projected Number	Required Serving Size	Amounts Required
1-2	2	0.25 cup	1.25
3-5	10	0.5 cup	5
6-18	10	0.5 cup	5
Adults*	1	0.5 cup	1.5
<b>Total Needed (Cups)</b>			<b>12.75</b>

MILK			
Ages of Children	Projected Number	Required Serving Size	Amounts Required
1	2	0.5 cup	1
2	10	0.5 cup	5
3-5	10	0.75 cup	7.5
6-18	10	1 cup	10
Adults*	1	0.75 cup	2.25
<b>Total Needed (Cups)*</b>			<b>25.75</b>

\*Total cups of milk needed includes only 1% /skim milk
- Record total amounts needed on the production record in the "Amounts Required" column:
 

Projected Participants	Breakfast Component	Foods to be Served	Amounts Required	Amounts to be Prepared
Monday	N/A	Strawberries	12.75 cups	
1 & 2	F/V			
3 to 5	Grains			
6 to 12	Whole	# of 1-year-olds	1	
13 to 18	1% Skim			

Total needed cups is the amount needed for children ages 2 and older. The amount needed for 1-year-olds is in green, and is in addition to Total Needed Cups at the bottom.

Determines Amounts Required

The first tool to help with meal production is the Meal Requirements Calculator which was developed to calculate the Amounts Required. It is found under GM 12.

The Meal Requirements Calculator uses the:

1. Projected number of participants;
2. Multiplied by the Serving Sizes for each age group listed on the Meal Pattern Chart;
3. Then the totals are documented under the Amounts Required column on the Production Record.

Next, I'll walk you through the steps on how to use the Meal Requirements Calculator.

## Meal Requirements Calculator

*This workbook includes worksheets for breakfast, lunch/supper and snacks. Each contain the required food components and minimum CACFP meal pattern serving sizes for each age group.*

**HOW TO USE THIS WORKBOOK:**

- Select a meal service by clicking on the tab for Breakfast, Lunch & Supper or Snacks.
- At the top of the page where it says "START HERE," enter the projected number of children that will eat for each age group:
 

**START HERE: Enter projected number of children here**

Ages of Participants	Projected Number
1-2	5
3-5	10
6-18	10
Adults*	3
<b>TOTAL</b>	<b>28</b>

**EXAMPLE**
- The numbers will populate onto the worksheet and calculate the minimum amount of food required to be prepared for each component:
 

**BREAKFAST**

Ages of Children	Projected Number	Required Serving Size	Amounts Required
1-2	5	0.25 cup	1.25
3-5	10	0.5 cup	5
6-18	10	0.5 cup	5
Adults*	3	0.5 cup	1.5
<b>Total Needed (Cups)</b>			<b>12.75</b>

**Milk**

Ages of Children	Projected Number	Required Serving Size	Amounts Required	
1	3	0.5 cup	1.5	Whole
2	2	0.5 cup	1	1%/skim
3-5	10	0.75 cup	7.5	1%/skim
6-18	10	1 cup	10	1%/skim
Adults*	3	0.75 cup	2.25	1%/skim
<b>Total Needed (Cups)*</b>			<b>20.75</b>	

\*Total cups of milk needed includes only 1%/skim milk
- Record total amounts needed on the production record in the 'Amounts Required' column:
 

Projected Participants	Breakfast Component	Foods to be Served	Amounts Required	Amounts to be Prepared
Monday	M/MA*			

**Total Needed Cups is the amount needed for children ages 2 and older. The amount needed for 1 year olds is in green, and is in addition to**

Recorded webinar includes a video that reviews how to use the Meal Requirements Calculator



# Production Record: Amounts Required



## Production Record- Lunch/Supper



Projected Participants		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments <sup>3</sup>
<b>Monday</b>		M/MA	<b>Ground Beef</b>	<b>106 oz</b>		<input type="checkbox"/> CN Label <b>Ground Beef: Raw - 80/20</b>
1 & 2	<b>20</b>	Vegetable	<b>Cucumber sticks, fresh</b>	<b>20 cups</b>		
3 to 5	<b>30</b>	Fruit or Veg	<b>Mixed Fruit w/ juice, canned</b>	<b>16 cups</b>		
6 to 12	<b>15</b>	Grains	<b>Whole Wheat Soft Tortillas (8")</b>	<b>22 tortillas</b>		
13 to 18	<b>0</b>	Whole <sup>1</sup>	#of 1-year-olds: <b>10</b>	<b>5 cups</b>		
Adult	<b>7</b>	1%/Skim <sup>2</sup>	<b>1% Milk</b>	<b>48 cups</b>		

I have recorded the totals from the meal requirements calculator onto the production record, as shown on this slide. For example, the calculator showed that we need 106 ounces of meat/meat alternate, 20 cups of cucumbers and 22 tortillas, so I recorded those amounts in the amounts required column for each component. Again, these are the total amounts that must be available to serve to the participants. Next, we will use this information to determine how much to purchase and prepare.

# Grains



Amounts Required: 22 tortillas

Number of tortillas in package:

10 Tortillas

$22 / 10 = 2.2$ , Round up to 3

To determine how many tortillas to purchase, take the total amount needed from the Amounts Required column that was determined from the Grains Calculator (which is 22 tortillas) and divide by the number of tortillas in the package (which is 10). So, 22 divided by 10 is 2.2. Round up to 3 packages to purchase. For the other items, we'll use another tool.

# USDA Food Buying Guide (FBG)



<https://foodbuyingguide.fns.usda.gov/>

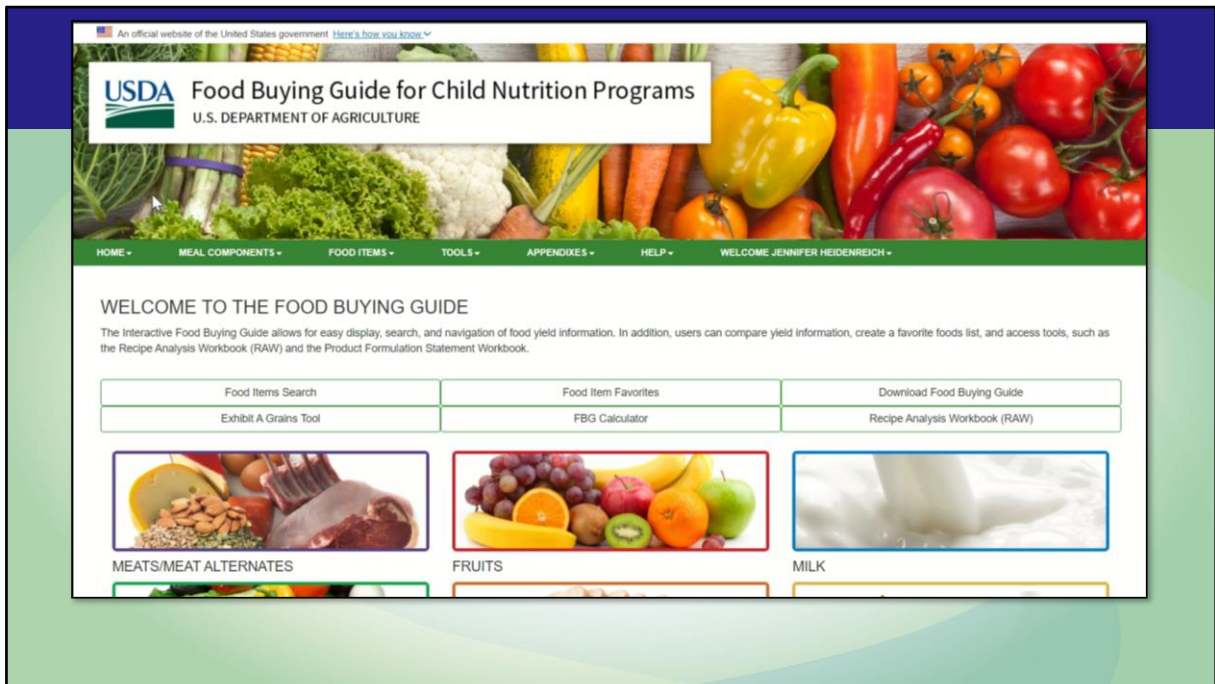
Determines  
Amounts to  
be Prepared

To determine how much food to purchase for other food components, use the USDA Food Buying Guide Calculator. The Food Buying Guide Calculator is found at the website located on the slide, you can also access it under Guidance Memorandum 12.

This tool has an extensive list of commonly served food items for each of the food components and includes various ways foods may be purchased, for example, raw or cooked meat, canned, fresh, or frozen fruits and vegetables, and in varying sizes. This information plays a role in determining how much actually needs to be purchased and prepared for the meal or snack.

The amounts from the Food Buying Guide calculator will go under the Amounts to Be Prepared on the production record.

Let's find the food items needed for the lunch using this calculator.



Recorded webinar includes a video that reviews how to use the Food Buying Guide Calculator

# FBG Shopping List

**Shopping List**

**Name:** Meal Production

Buy Purchase Units	Purchase Unit	Food Item Description	Number of Servings	Serving Size	Exact Quantity
9.00	Pound	<b>Beef, Ground, fresh or frozen, no more than 20% fat. Includes USDA Foods, (Like IMPS #136), cooked lean meat</b>	106	1 oz	8.9831
<b>9.00</b>	<b>Pound</b>	<b>Total</b>	<b>106</b>		<b>8.9831</b>
8.25	Pound	<b>Cucumbers, fresh, Whole, Unpared , pared vegetable sticks (about 3 sticks, 3 inch by 3/4 inch sticks)</b>	20	1 cup	8.25
<b>8.25</b>	<b>Pound</b>	<b>Total</b>	<b>20</b>		<b>8.25</b>
2.00	No. 10 Can (106 oz)	<b>Fruit, Mixed, canned, Fruit Cocktail (peaches, pears, pineapple, grapes, cherries), fruit and liquid</b>	16	1 cup	1.6
<b>2.00</b>	<b>No. 10 Can (106 oz)</b>	<b>Total</b>	<b>16</b>		<b>1.6</b>
1.00	Gallon	<b>Reduced-fat milk (2%), or non-fat, lactose-free milk, Lactose-reduced milk, Cultured milk such as Cultured buttermilk, Cultured kefir milk, and Cultured acidophilus milk, Acidified milk such as Acidified kefir milk and Acidified acidophilus milk, and Ultra High Temperature (UHT) Milk; (includes unflavored or flavored), milk (1/2 pint milk)</b>	5	1 cup	0.5
<b>1.00</b>	<b>Gallon</b>	<b>Total</b>	<b>5</b>		<b>0.5</b>
3.00	Gallon	<b>Milk, fluid, Pasteurized Nonfat milk, Low-fat milk (1%), Reduced-fat milk (2%), Whole milk, Lactose-free milk, Lactose-reduced milk, Cultured milk such as Cultured buttermilk, Cultured kefir milk, and Cultured acidophilus milk, Acidified milk such as Acidified kefir milk and Acidified acidophilus milk, and Ultra High Temperature (UHT) Milk; (includes unflavored or flavored), milk (1/2 pint milk)</b>	48	1 cup	3.0000
<b>3.00</b>	<b>Gallon</b>	<b>Total</b>	<b>48</b>		<b>3.0000</b>

Amounts to be Prepared on the Production Record

Here is the full shopping list for all the foods for our lunch. The information from the FBG shopping list can be used to enter the Amounts to be Prepared on the Production Record. Refer to the Buy Purchase Units column.

# Production Record: Amounts to be Prepared




## Production Record- Lunch/Supper



Projected Participants		Component	Foods to be Served	Amounts Required	Amounts to be Prepared	Comments <sup>3</sup>
<b>Monday</b>		M/MA	<b>Ground Beef</b>	<b>106 oz</b>	<b>9 pounds</b>	<input type="checkbox"/> CN Label <b>Ground Beef: Raw - 80/20</b>
1 & 2	<b>20</b>	Vegetable	<b>Cucumber sticks, fresh</b>	<b>20 cups</b>	<b>8.25 pounds</b>	
3 to 5	<b>30</b>	Fruit or Veg	<b>Mixed Fruit w/ juice, canned</b>	<b>16 cups</b>	<b>2 - #10 cans</b>	
6 to 12	<b>15</b>	Grains	<b>Whole Wheat Soft Tortillas - 8"</b>	<b>22 tortillas</b>	<b>3 packages (10 ea.)</b>	
13 to 18	<b>0</b>	Whole <sup>1</sup>	#of 1-year-olds: <b>10</b>	<b>5 cups</b>	<b>1 Gallon</b>	
Adult	<b>7</b>	1%/Skim <sup>2</sup>	<b>1% Milk</b>	<b>48 cups</b>	<b>3 Gallons</b>	

As the final step, enter the amounts for each food component from the food buying guide calculator in the Amounts to be Prepared column of the Production Record.

# Resources

 [12: Meal Requirements: 1-18 Years](#)

[CACFP Meal Pattern \(Ages 1-18\)](#)

[Appendix A: Alternate Protein Products](#)

[New Meal Pattern Q&A's](#)

## Meal Planning and Production Records

- [Meal Requirements Calculator](#)
- [Food Buying Guide Calculator](#)
  - [Food Buying Guide Calculator Instructions](#)
- [Serving Size Guide](#)
- Production Records
  - [Breakfast, Lunch/Supper, Snack](#) (Weekly)
  - [All Meals](#) (Daily)
  - [Instructions for Production Records](#)

## Food Buying Guide Mobile App



[www](#) [Guidance Memorandum 12](#)

This is the end of the presentation portion of today's webinar. Since we did cover all requirements of meal production, we have other resources available. On the GM webpage, under GM 12, are additional resources under the Meal Planning and Production Records section.

As you can see, both the Meal Requirement and Food Buying Guide calculators I demonstrated today are included here. The following tools are also included in this section:

- Instructions for using the FBG Calculator and the Production Records; and
- Production Record templates

There is also a FBG App that can be downloaded on your phone or tablet for iPhone or android devices. This is great if you are shopping in the store and need to make a food substitution. You can use the app to determine how much to purchase. Search 'Food Buying Guide' and look for the icon on the right side of your screen within the App store or Google Play.

# E-Learning Course: Production Records Lesson

The image shows a screenshot of the CACFP Training website. On the left, the 'CACFP E-Learning Courses' section lists three program types: 'Child Care Centers, Outside of School Hours, Emergency Shelters, and Head Starts', 'Adult Day Centers', and 'At-Risk Afterschool Centers'. A blue arrow points from the first program type to a second screenshot on the right. This second screenshot shows a dropdown menu for the 'Child and Adult Care Food Program (CACFP)' with the following items: 'CACFP Overview', 'Household Size Income Statements (HSIS)', 'Household Size-Income Record (HSIR)', 'CACFP Meal Pattern (1-18 years)', 'Special Dietary Needs Requests', and 'Production Records'. A blue arrow points to the 'Production Records' option in the menu. At the bottom of the slide, there is a logo for 'www CACFP E-Learning Course'.

For a full training on Production Records, we have the Production Records lesson in the CACFP E-Learning Course. The link on the slide goes to the Training web page. Under the CACFP E-Learning Courses Section, click on your type of program to go to the specific lessons. This is a great tool when training new staff.



# Questions?

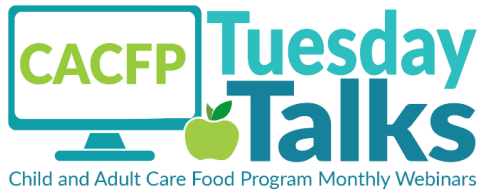
**Consultants by  
County**



[www Consultants by County](http://www.Consultants by County)

If you have questions about these resources or the CACFP, please reach out to your assigned consultant. You can find your consultant at the *Consultants by County* link on this slide.

## Next CACFP Tuesday Talks



Using Product Labels to  
Credit Yogurt, Cereal &  
Combination Foods

June 22, 2021

2:00 – 2:30 p.m.

Our next Tuesday Talks is scheduled for June 22nd and will be on Using Product Labels to Credit Yogurt, Cereal & Combination Foods.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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Thank you for viewing this CACFP Tuesday Talks webinar.