

Center Sponsors: Print the Menu Production Record

Last Modified on 03/22/2024 12:46 pm
CDT

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.

regression test Site #: 73432		Non Infant Menu Production Record										MM Test	
234325		Friday 03/22/2024										214550330	
Breakfast		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total			Total Including Infants		
Estimated Attendance		1	1	1	0	0	0	3	Planned Participation		3		
Actual Attendance		1	1	1	0	0	0	3	Non-Program Meals		3		
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Qty Needed Per Est	Qty Needed Per Actual	Actual Qty Prepared	Leftover Qty	Special Notes	
Brd/Alt	Sweet Rolls	1/2 serv	1/2 serv	1/2 serv	1 serv	1 serv	2 serv	1 1/2 serv	1 1/2 serv				
Veg	Cauliflower	1/4 c	1/4 c	1/2 c	1/2 c	1/2 c	1/2 c	1 c	1 c				
Fruit	Melon	1/4 c	1/4 c	1/2 c	1/2 c	1/2 c	1/2 c	1 c	1 c				
Meat/Alt	Cottage Cheese	1/2 oz	1/2 oz	1/2 oz	1 oz	1 oz	2 oz	1 1/2 oz	1 1/2 oz				
Milk	Whole Milk	1/2 c							1/2 c				
Milk	1%/Skim Milk		1/2 c	3/4 c	1 c	1 c	1 c	1 1/4 c	3/4 c				
Milk	Milk Substitute	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c		1/2 c				
Milk	Parent Provided Milk	1/2 c	1/2 c	3/4 c	1 c	1 c	1 c		1/2 c				
A.M. Snack		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total			Total Including Infants		
Estimated Attendance		1	1	1	0	0	0	3	Planned Participation		3		
Actual Attendance		1	1	2	1	0	0	5	Non-Program Meals		5		
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Qty Needed Per Est	Qty Needed Per Actual	Actual Qty Prepared	Leftover Qty	Special Notes	
Brd/Alt	Peanut Butter Crackers (Nabs)	1/2 serv	1/2 serv	1/2 serv	1 serv	1 serv	1 serv	1 1/2 serv	3 serv				
Veg													
Fruit	Bananas	.283 lb	.283 lb	.283 lb	.424 lb	.424 lb	.424 lb	.849 lb	1.556 lb				
Meat/Alt	Yogurt	2 oz	2 oz	2 oz	4 oz	4 oz	4 oz	6 oz	12 oz				
Milk	Whole Milk												
Milk	1%/Skim Milk												
(Choose 2 of 5)													
Milk	Milk Substitute												
Milk	Parent Provided Milk												
Lunch		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total			Total Including Infants		
Estimated Attendance		1	1	2	0	0	0	4	Planned Participation		4		
Actual Attendance		1	1	1	0	0	0	3	Non-Program Meals		3		
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Qty Needed Per Est	Qty Needed Per Actual	Actual Qty Prepared	Leftover Qty	Special Notes	
Brd/Alt	White / Wheat Bread	1/2 slic	1/2 slic	1/2 slic	1 slic	1 slic	2 slic	2 slic	1 1/2 slic				
Veg	Lettuce And Tomato	1/8 c	1/8 c	1/4 c	1/2 c	1/2 c	1/2 c	3/4 c	1/2 c				
Fruit	Fruit Cocktail	1/8 c	1/8 c	1/4 c	1/4 c	1/4 c	1/2 c	3/4 c	1/2 c				
Meat/Alt	Tuna	1 oz	1 oz	1 1/2 oz	2 oz	2 oz	2 oz	5 oz	3 1/2 oz				
Milk	Whole Milk	1/2 c							1/2 c				

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

Notes: Sponsors should ensure that they have selected the correct Food Quantity Type in the Food Tool, as this affects the units of measure used on the Menu Production record when calculating quantities. If you are recording individual infant menus, the Menu Production Record for infants only shows quantities for the default infant menu. Ensure that centers have either recorded or estimated attendance.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Menus**.
3. Click the **Select a Report** drop-down menu and select **Menu Production Record**.
4. Click the **Select Center** drop-down menu and select the center for which to print the report. You can also select All Active Centers to print this report for all centers.

5. Click the next drop-down menu and choose from the following: **Both, Non-Infant, or Infant.**
6. Click the **From** box and select the report start date.
7. Click the **To** box and select the report end date.
8. Click **Run**. The report downloads as a PDF.