

[VIDEO] Menu Production Record

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CDT

The Menu Production Record lists the amount of food you need to serve and purchase to adequately serve participants in your care. It may also include actual quantities served, if recorded. Before printing this report, you should record menus and estimate attendance (at least). Estimating attendance allows you plan ahead of time, so you 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.

For more information, see [Estimate Attendance](#) and [Record Actual Quantities Served](#).

KidKare9 Site #: 1		Non Infant Menu Production Record							KidKare9		
(000) 555-1234		Wednesday 01/16/2019							(000) 555-1234		
A.M. Snack		1 Yr	2 Yrs	3-5 Yrs	6-12 Yrs	13-18 Yrs	Adults	Total	Planned Participation	Total Including Infants	
Estimated Attendance											
Actual Attendance		1	1	1	0	0	0	3		3	
		Rqd Serving Size By Age						Qty Needed Per	Qty Needed Per	Actual	Special Notes
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Est Attendance	Actual Attendance	Qty Prepared	
Brd/Alt	Bagel - Whole Grain(WG)	1/2 ser	1/2 ser	1/2 ser	1 serv	1 serv	1 serv		1 1/2 serv	2 c	
Veg	Acorn Squash	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1/2 c		1 1/2 c	3 c	
Fruit	Apple Slices	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1/2 c		1 1/2 c	4 c	
Meat/Alt	Egg	1/2 itm	1/2 itm	1/2 itm	1/2 itm	1/2 itm			1 1/2 itm	1 oz	
Milk	Whole Milk	1/2 c							1/2 c	1 c	
Milk	1%/Skim Milk	1/2 c	1/2 c	1 c	1 c	1 c			1 c	1 c	
(Choose 2 of 5)											
Milk	Milk Substitute	1/2 c	1/2 c	1/2 c	1 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	Planned Participation	Total Including Infants	
Estimated Attendance											
Actual Attendance											
		Rqd Serving Size By Age						Qty Needed Per	Qty Needed Per	Actual	Special Notes
Component	Food Served/Planned	1	2	3-5	6-12	13-18	Adult	Est Attendance	Actual Attendance	Qty Prepared	
Brd/Alt	Pita Bread - Whole Grain(WG)	1/2 slic	1/2 slic	1/2 slic	1 slic	1 slic	1 slic				
Veg	Broccoli	1/2 c	1/2 c	1/2 c	3/4 c	3/4 c	1/2 c				
Fruit											
Meat/Alt	Hummus	1/8 c	1/8 c	1/8 c	1/4 c	1/4 c	1/4 c				
Milk	Whole Milk										
Milk	1%/Skim Milk										
(Choose 2 of 5)											
Milk	Milk Substitute										

02/27/2019 1:08 pm 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 5

Notes: Before printing this report, ensure that you have selected the correct Food Quantity Type in the Food List, as this affects the units of measure used on the Menu Production record when calculating quantities. For more information about selecting a Food Quantity Type, see [Add and Edit Foods](#).

If you are recording individual infant menus, the Menu Production Record for infants only shows quantities for the default infant menu. For infant quantities on individual infant menus, see [Print the Infant Feeding Report](#).

You can print the Menu Production Record from two locations:

- The Reports page.
- The Daily Menu page.

Required Permissions: You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the Menu Production Record.

Printing the Report from the Reports Page

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
 - **Category:** Meals & Attendance
 - **Report:** Menu Production Record
 - **From/To:** Select a start and end date for the report.
3. Click **Run**. A PDF downloads.

Printing the Report from the Daily Menu Page

When you print the Menu Production Record from the Daily Menu page, it only prints for one day. You cannot select any additional days to include.

1. From the menu to the left, click **Food Program**.
 2. Click **Daily Menu**.
 3. Click **Menu Production Record**. A PDF downloads.
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