

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03; 8/06	2/12	7	7.7
CHAPTER Chapter 7 – Meal Service		SUBJECT Production Records – Minimum Requirements for Food Service Contractors			

Production records are required for all centers receiving catered meals. At-risk after school centers receiving payment from CACFP must keep full and accurate records pertaining to the food service operation. Production records supplied by food service management companies, caterers, and other food service contractors must include the following information, at a minimum:

1. The **menu name and food item used** and its form such as: “Hamburger on bun” is the menu name and 3.2 oz. ground beef patty and hamburger bun are the food items used.
2. The actual **amount of each food item prepared** (and delivered) such as: $\frac{3}{4}$ gallon of milk, one, #10 can green beans, or three pound of ground beef if the food is delivered in bulk with serving instructions for portioning, or 48, $\frac{1}{4}$ cup servings of green beans if food is portioned by the caterer.
3. The **total number of servings prepared** and served for all the meals/snacks claimed for CACFP reimbursement.

The center personnel will be responsible for documenting the number of participants and non-participant adults served on the meal count records. Modifications can be made if the food service contractor can provide adequate documentation to verify that minimum serving size requirements are met. Modifications which will be acceptable for each component group are:

Meat/Meat Alternate

For meat/meat alternate items which are preformed into identical weight serving sizes such as hamburger patties, fish fillets, chicken patties, etc., the food service company can state on the production record the number of preformed portions which were provided. In addition to the number provided, the food service contractor must supply documentation indicating the cooked weight of the meat portion of the product. This information must be in the form of a Child Nutrition (CN) label or product analysis sheet which has been signed by the manufacturer. Refer to Section 7.6 for additional information on documentation required for commercially processed food.

For casserole type items such as spaghetti, chili, etc., the company can supply the standardized recipe prepared for the center. The recipe must indicate the pounds of meat used and the number of servings obtained from the recipe with the meat/meat alternate contribution per serving.

Fruit/Juice/Vegetable

If the food is delivered in bulk containers, i.e., steam table pans, the food service contractor must supply the serving instructions and standardized serving utensils. Standardized serving utensils include: scoop/disher, spoodle, ladle that provides a consistently accurate serving size.

For Example:

<u>Product</u>	<u>Serving Utensil</u>
Green Beans	1/2 cup slotted spoodle
Diced Pears	#8 scoop (1/2 cup serving)

Cook’s spoons, such as solid, slotted or perforated spoons are *not* acceptable portion tools since this utensil provides no measure of consistent serving size.

If food is individually portioned for delivery, the food service contractor should designate the number of servings per unit. For example, one, #10 can diced pears yields 24, half-cup servings diced pear servings (#8 scoop).

For vegetable casseroles or fruit dessert recipes, it will be necessary for the company or center to identify the total amount of fruit/vegetable used in the product or the amount of fruit/vegetable provided on a per serving basis. This can be done by supplying a standardized recipe, product analysis, CN label, or other method which has been approved by the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance.

Grains/Breads

When slices of bread are provided, the food service contractor shall document the number of slices provided and the weight of each slice. For example, one loaf white sandwich bread yields 22, 1 oz. slices of bread. Note: Do not include the bread heels in the yield, only usable bread slices.

When bread alternates are provided such as muffins, rolls, biscuits, etc., the company shall document the number of muffins and the weight of each muffin. A recipe, ingredient label, CN label, or product analysis sheet must be supplied to assure that the product is a creditable bread alternate.

If rice, spaghetti, or other pasta is used to meet the grains/bread component, total amount used could be provided or information on the bread alternate included in the portion control procedure.

Milk**

Food service contractor shall document the type of milk: fat-free (skim) or low-fat (1%) and the amount and size of serving units provided such as: 5 gallons skim chocolate milk, 10 half-gallons low-fat white milk.

Each at-risk after school center must notify and receive approval from MDHSS-BCFNA to use the “offer versus serve” meal service option at supper. The sponsor or center must request the intent to utilize offer versus serve in the Center Info Sheet “General Comments” box (line 65) in the on-line applications/claims database. During monitoring reviews, food and milk purchases will be verified to determine if offer versus serve is implemented in compliance as described in Section 7.9.

**The Health, Hunger-Free Kids Act of 2010 made changes to the meal requirements for facilities participating in the CACFP. Effective October 1, 2011, adult day care centers must serve *only* fat free (skim) or low-fat (1%) fluid milk. Refer to Section 7.2 for additional information on meal pattern requirements.