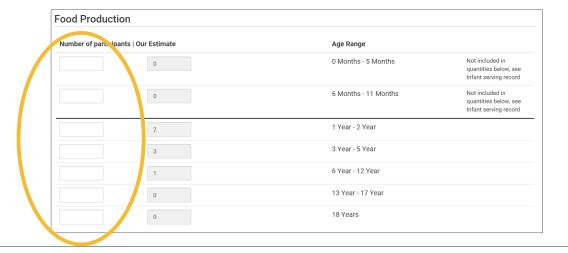Before creating a new food production record:

1. Make sure that a menu is planned. If no menu is planned, the button "Edit Food Production" will not appear.
2. Remember that once a food production record is finalized, the menu can no longer be edited. This is to ensure that the menu always matches the food production record.
3. Remember that only one food production record can be associated with a particular date and meal.
4. Food production records can be deleted at any time, but a menu cannot be changed if a claim has been processed.

To create a new food production record:

- Click on "Menu" on the main dashboard.
- Click on the date and meal for which you would like to generate a food production record.
- Click on the blue "Edit Food Production" button in the lower right corner.
- The food production screen is divided into two parts: Food Production and Milk Production. It is separate because the age ranges for milk are different than the age ranges for food.
  - ° Food production has three columns:
    1. <u>Number of participants</u>: this is the column that will be used to generate the food production estimates. My Food Program will multiply the number of participants in each age range by the minimum portion size requirements associated with that age range. Note: the two infant age ranges are listed, but food for infants is not included in the food production estimates. The system disregards any numbers entered in the first two rows.
    2. <u>Our Estimate</u>: this column is greyed-out because it cannot be edited. Numbers appear here in two circumstances:
       - Based on participant schedule: if information about participant schedules are completed, My Food Program can estimate how many children in each age range are likely to be attending the meal.
       - Based on meal counts: if meal counts have already been taken for the meal, then it will display the number of children in each age range that were checked in.
    3. <u>Age Range</u>: A list of the CACFP age ranges.

Food Production

Number of participants	Our Estimate	Age Range	
	0	0 Months - 5 Months	Not included in quantities below, see Infant serving record
	0	6 Months - 11 Months	Not included in quantities below, see Infant serving record
	2	1 Year - 2 Year	
	3	3 Year - 5 Year	
	1	6 Year - 12 Year	
	0	13 Year - 17 Year	
	0	18 Years	

○ Milk production also has three columns and they behave in the same manner as the food production section. You will note that milk is divided into different age ranges:

1. <u>12-23 months</u>: all these children should be receiving whole milk unless there is a special dietary need or they are still receiving breastmilk.
2. <u>24 months</u>: CACFP regulations allow for a transition month. Milk of any fat percentage can be served during this period.
3. <u>25-35 months</u>: Once a child is 25 months old, they must be receiving skim or 1% milk.

Number of participants	Our Estimate	Milk Age Range
	0	24 Months - 24 Months
	2	12 Months - 23 Months
	0	25 Months - 35 Months
	3	3 Years - 5 Years
	1	6 Years - 17 Years
	0	18 Years

- Complete the fields for "Number of Participants". If there are no participants in a particular age range, you can leave it blank. It is not necessary to type a zero into those fields.
- Click the blue "Estimate Production" button and the estimates will appear at the bottom. To generate the estimates, My Food Program multiplies the number of participants in each age range by the minimum portion size requirements associated with that age range.

Amount	Unit	Food
3.5	oz	Cottage cheese
15	Crackers	Crackers, Triscuit, original

Save

- **NOTE: the units used in the food production records are tied to the food item that you selected on the menu.** If you wish to change the units, you must go back to the menu and select a different food item. For example, if you want your food production record to be pounds, then you need to select a food item with "(in lbs)" in the description. Otherwise, the units will default to those used in the meal pattern requirements (cups, servings, and ounces).
- Edit the estimates to reflect the actual amount of food and fluid milk produced and click "Save" to be returned to the Meal Details screen. You will now see the food production amounts listed on the Meal Details screen.

✏ Food Production 15 Crackers Crackers, Triscuit, original
3.5 oz Cottage cheese