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.
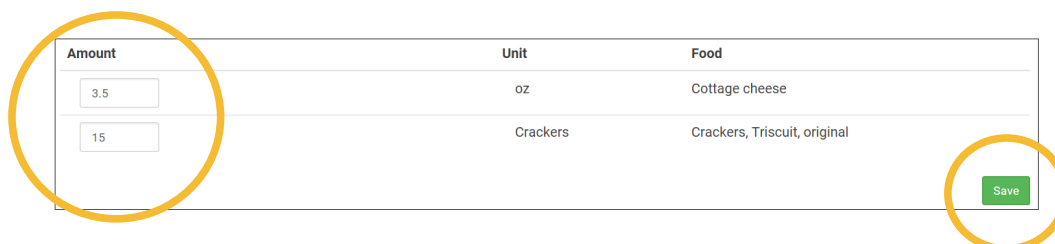5. In order to see the output of a Food Production Record, look under Reports.

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.
- Food production has three columns:
  1. Number of participants: 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.
  2. Our Estimate: 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 participants 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 participants in each age range that were checked in.
  3. Age Range: A list of the CACFP age ranges.

Food Production

Number of participants	Our Estimate	Age Range
	0	1 year olds
	0	Transition Month (24 months)
	0	2 year olds
25	0	3-5 year olds
	0	6-12 year olds
	0	13-18 year olds
	0	Adults

Estimate Production

Amount	Unit	Food
25	oz	Cottage Cheese (in oz)
75	Crackers	Crackers, Triscuit, WGR (each)

Record Use of Leftover/Recycled Food   Record Substitution for Special Dietary Needs   Save

- 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.

- **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.