

Menu: Food Production: Creating New Food Production Records



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 four columns:
 1. Numbers for Production Record: these are the numbers that are manually entered by the center to be used in food production calculations.
 2. Estimate from Schedules: these numbers will always be zero.
 3. Actual Meal Counts: this column will be filled in for dates that are TODAY or in the PAST and will include the actual counts of each participant in each age category.
 4. Age Range: A list of the CACFP age ranges.


Food Production			Breakfast 03/08/2021
Numbers for Production Record	Estimate from Schedules	Actual Meal Counts	Age Range
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1 year olds
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Transition Month (24 months)
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	2 year olds
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	3-5 year olds
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	6-12 year olds
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	13-18 year olds
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	Adults

[Estimate Production](#)

- Complete the fields for “Number for Production Records”. 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
<input type="text" value="1"/>	Cup	Whole Milk for 1 yr olds (in cups)
<input type="text" value="3.5"/>	Cup	1% Milk for 2 yrs+ (in cups)
<input type="text" value="4"/>	Ounces	English Muffins, Enriched (in oz)
<input type="text" value="2.5"/>	Cup	Apples, fresh or canned (in cups)

- **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**

- 1 Cup Whole Milk for 1 yr olds (in cups)
- 3.5 Cup 1% Milk for 2 yrs+ (in cups)
- 4 Ounces English Muffins, Enriched (in oz)
- 2.5 Cup Apples, fresh or canned (in cups)