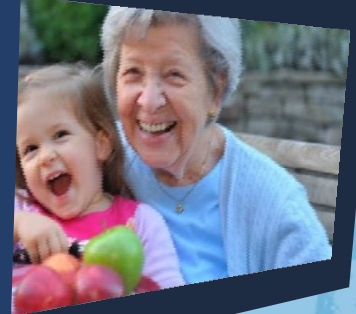




# COMMUNITY NUTRITION conference



## MEAL PRODUCTION RECORDS (MPR) FOR CHILD CARE (H1530)

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Nutrition Specialist



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER



# Acknowledgment Statement

You understand and acknowledge that:

- ☐ the training you are about to take does not cover the entire scope of the program; and that
- ☐ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

# Class Objectives



By the end of this training, participants will be able to:



Identify appropriate MPR form to complete for children served.



Explain the purpose and function of the MPR tool.



Know required information to be documented on a MPR.



State common MPR Findings.





# Overview

- ❑ Introduction
- ❑ Purpose of the MPR
- ❑ Review completed MPR
- ❑ Supporting Resources
- ❑ Conclusion Q & A

01

# Introduction



# Meal Production Record

- ☐ A document that states the meals and snacks served meet the required food components and minimum servings sizes to be eligible for program reimbursement.
- ☐ Child and Adult Care Food Program (CACFP) Contracting Entities (CE) must complete MPR for all meals & snacks served
- ☐ MPR
  - ☐ Provides supporting documentation for meals claimed for reimbursement
  - ☐ Help manage the food service operation



02

## Purpose Of Meal Production Records







## MPR are Useful as:

- ✓ A Management Tool
- ✓ A Compliance Tool



## *As a Management Tool*

- ✓ Evaluate acceptability
- ✓ Plan future meals  
(forecasting)
- ✓ Order food & supplies

## ***As a Compliance Tool***

- ✔ Support meal claims submitted for reimbursement
- ✔ Prove meal pattern requirements were met.





03

Review a  
Completed  
MPR





## MPR Elements



# Meal Production Record

- ☐ MPR are completed daily

## Elements completed prior to meal production:

- ☐ Name of CE
- ☐ CE ID
- ☐ Name of Site
- ☐ Site #
- ☐ Date
- ☐ Menu
- ☐ Food Items Used
- ☐ Changes and substitutions

## Elements completed after or during meal production

- ☐ Quantity prepared
- ☐ Leftovers
- ☐ Meal modifications or special instructions

# Definitions

## A Food Component

- Is one of the food categories (milk, grains, fruit, vegetable, meat/meat alternate) that make up a reimbursable meal.

## A Food Item

- Is a specific food offered within the food components comprising the reimbursable meal.

## A Combination Food

- Contains more than one food item from different food components that cannot be separated, such as a vegetable pizza.



### Daily Meal Production Record - Child Care (H1530)

Contracting Entity Name:		CE ID # (Five Digit):		Date Meal was Served:	
Name of Site:		Site # (Four Digit):		Meal Service:	
				<input type="radio"/> Breakfast <input type="radio"/> AM Snack <input type="radio"/> Lunch <input type="radio"/> PM Snack <input type="radio"/> Supper <input type="radio"/> Evening	
<b>Meal Description</b>		<b>Planned Participation</b>		<b>Leftover/Recycled Food</b>	
<b>Breakfast</b> - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week	<b>Enrolled Children</b>	<b>Totals</b>	<b>Date First Served</b>	<b>Date Re-Served</b>	<b>Food Item and Quantity</b>
	1 Year				
	2 Year				
	3-5 Years				
	6-12 Years				
	13-18 Years				
<b>Supper</b> - Must serve all 5 required components.	Program Staff				
	Non-Program Adults				
<b>Snacks</b> - Must serve 2 of the 5 components.					

Required Food Components	Menu	Food Items Used (Enter each food item used)	Quantity Prepared (measurable amount)
Milk - Unflavored Whole - 1 year			
Milk - Unflavored Low -Fat (1%) or Unflavored fat-free (skim) - 2-5 Year			
Milk - Flavored fat-free (skim) - 6 years and older			
Vegetables			
Fruits			
Grains <input type="checkbox"/> WGR			
Meat and/or Meat Alternate			

Substitutions due to Medical or Special dietary needs or disability		
Name of Child	Substitution(s) Made	Item/Component Provided by Parent/Guardian- Y/N

Comments (Record any other meal modifications or special instructions here):

# Contracting Entity Information

Daily Meal Production Record - Child Care (H1530)						
Contracting Entity Name:			CE ID # (Five Digit):		Date Meal Served:	
Name of Site:			Site # (Four Digit):		Meal Service:	
					<input type="radio"/> Breakfast <input type="radio"/> AM Snack <input type="radio"/> Lunch <input type="radio"/> PM Snack	
Meal Description	Planned Participation		Leftover/Recycle			
<b>Breakfast</b> - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week	Enrolled Children	Totals		Date First Served	Date Re-Served	Food Wasted
	1 Year					
<b>Lunch</b> - Must serve all 5 required components.	2 Year					
	3-5 Years					
<b>Supper</b> - Must serve all 5 required components.	6-12 Years					
	13-18 Years					
<b>Snacks</b> - Must serve 2 of the 5 components.	Program Staff					
	Non-Program Adults					

# Meal Description

Daily Meal Production Record - Child Care																				
Contracting Entity Name:		CE ID # (Five Digit):																		
Name of Site:		Site # (Four Digit):		Meal Service: <input type="radio"/> Breakfast <input type="radio"/> AM Sn																
<b>Meal Description</b> <b>Breakfast</b> - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week <b>Lunch</b> - Must serve all 5 required components. <b>Supper</b> - Must serve all 5 required components. <b>Snacks</b> - Must serve 2 of the 5 components.		<b>Planned Participation</b> <table border="1"> <thead> <tr> <th>Enrolled Children</th> <th>Totals</th> </tr> </thead> <tbody> <tr><td>1 Year</td><td></td></tr> <tr><td>2 Year</td><td></td></tr> <tr><td>3-5 Years</td><td></td></tr> <tr><td>6-12 Years</td><td></td></tr> <tr><td>13-18 Years</td><td></td></tr> <tr><td>Program Staff</td><td></td></tr> <tr><td>Non-Program Adults</td><td></td></tr> </tbody> </table>		Enrolled Children	Totals	1 Year		2 Year		3-5 Years		6-12 Years		13-18 Years		Program Staff		Non-Program Adults		<b>Date First Served</b>       
Enrolled Children	Totals																			
1 Year																				
2 Year																				
3-5 Years																				
6-12 Years																				
13-18 Years																				
Program Staff																				
Non-Program Adults																				
<b>Required Food Components</b>		<b>Menu</b>																		
Milk - Unflavored Whole - 1 year																				
Milk - Unflavored Low-Fat (1%) or Unflavored fat-free (skim) - 2-5 Year																				
Milk - Flavored fat-free (skim) - 6 years and older																				
Vegetables																				



# Participation

Daily Meal Production Record - Child Care (H1530)					
Contracting Entity Name:		CE ID # (Five Digit):			
Name of Site:		Site # (Four Digit):		Meal Service:	
				<input type="radio"/> Breakfast <input type="radio"/> AM Snack <input type="radio"/> Lunch	
Meal Description		Planned Participation		Leftovers	
<b>Breakfast</b> - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week	Enrolled Children	Totals	Date First Served	Date Re-Served	
	1 Year				
<b>Lunch</b> - Must serve all 5 required components.	2 Year				
	3-5 Years				
<b>Supper</b> - Must serve all 5 required components.	6-12 Years				
	13-18 Years				
<b>Snacks</b> - Must serve 2 of the 5 components.	Program Staff				
	Non-Program Adults				
Required Food Components			Menu		Food Items (Enter each food used)

Page of

# Food Components

<b>Lunch</b> - Must serve all 5 required components.	2 Year					
	3-5 Years					
<b>Supper</b> - Must serve all 5 required components.	6-12 Years					
	13-18 Years					
<b>Snacks</b> - Must serve 2 of the 5 components.	Program Staff					
	Non-Program Adults					

Required Food Components	Menu	Food Items Used (Enter each food item used)	Quantity
Milk - Unflavored whole - 1 year			
Milk - Unflavored Low-Fat (1%) or Unflavored fat-free (skim) - 2-5 Year			
Milk - Flavored fat-free (skim) - 6 years and older			
Vegetables			
Fruits			
Grains <input type="checkbox"/> WGR			
Meat and/or Meat Alternate			



[illegible]

# Leftover/Recycle Food

Daily Meal Production Record - Child Care (H1530)						
Contracting Entity Name:		CE ID # (Five Digit):		Date Meal was Served:		
Name of Site:		Site # (Four Digit):		Meal Service:		
				<input type="radio"/> Breakfast <input type="radio"/> AM Snack <input type="radio"/> Lunch <input type="radio"/> PM Snack <input type="radio"/> Supper <input type="radio"/> Evening		
<b>Meal Description</b>	<b>Planned Participation</b>		<b>Leftover/Recycled Food</b>			
<b>Breakfast</b> - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week	Enrolled Children	Totals	Date First Served	Date Re-Served	Food Item and Quantity	Qty. Replaced
	1 Year					
<b>Lunch</b> - Must serve all 5 required components.	2 Year					
	3-5 Years					
<b>Supper</b> - Must serve all 5 required components.	6-12 Years					
	13-18 Years					
<b>Snacks</b> - Must serve 2 of the 5 components.	Program Staff					
	Non-Program Adults					
<b>Required Food Components</b>		<b>Menu</b>		<b>Food Items Used (Enter each food item used)</b>		<b>Quantity Prepared (measurable amount)</b>
Milk - Unflavored Whole - 1 year						

# Substitutions

Vegetables			
Fruits			
Grains <input type="checkbox"/> WGR			
Meat and/or Meat Alternate			
Substitutions due to Medical or Special dietary needs or disability			
Name of Child	Substitution(s) Made	Item/Component Provided by Parent/Guardian-	
Comments (Record any other meal modifications or special instructions here):			



### Daily Meal Production Record - Child Care (H1530)

Contracting Entity Name	One Nutrition	CE ID # (Five Digit):	10010	Date:	2/12/2019
Name of Site:	ABC	Site # (Four Digit):	2222	Meal Service:	
				<input type="radio"/> Breakfast <input type="radio"/> AM Snack <input checked="" type="radio"/> Lunch <input type="radio"/> PM Snack <input type="radio"/> Evening Snack <input type="radio"/> Supper	

Meal Description	Planned Participation		Leftover/Recycled Food		
	Enrolled Children	Totals	Date First Served	Date Re-Served	Food Item and Quantity
<b>Breakfast</b> - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week	1 Year	25			
	2 Year	3			
	3-5 Years	43			
<b>Lunch</b> - Must serve all 5 required components.	6-12 Years	0			
	13-18 Years	0			
<b>Supper</b> - Must serve all 5 required components.	Program Staff	7			
	Non-Program Adults	0			

Required Food Components	Menu	Food Items Used (Enter each food item used)	Quantity Prepared (measurable amount)
Milk - Unflavored Whole - 1 year	Whole Milk, unflavored	whole milk, unflavored, gallon	10 c (1 gallon W milk)
Milk- Unflavored Low-Fat (1%) or Unflavored fat-free (skim) - 2-5 Years	Low-fat 1% Milk, unflavored	low-fat 1%, unflavored, gallon	38.5 c (2.5 gallons)
Milk - Flavored fat-free (skim) - 6 years and older			
Vegetables	Green Beans, canned	canned, cut, heated drained	2 #10 cans
Fruits	Peaches, fresh	fresh, raw, sliced, size 64 & 60 (medium)	8 lbs
Grains <input checked="" type="checkbox"/> Whole Grain Rich	Whole Wheat HB Bun	whole wheat bun, 2 ounces/56 g	21 buns=42 ounces
Meat and/or Meat Alternate	Hamburger Patties	ground beef fresh or frozen, no more than 20% fat	9 lbs

Substitutions due to Medical or Special dietary needs or disability		
Name of Child	Substitution(s) Made	Item/Component Provided by Parent/Guardian- Y/N

Comments (Record any other meal modifications or special instructions here):

04

## Supporting Resources





# Supporting Resources

- ✓ Food Buying Guide(FBG) and Calculator
- ✓ FBG Helper Sheets
- ✓ Child Nutrition(CN) Labels and Product Formulation Statements
- ✓ Standardized Recipes & Nutrition Facts Labels





United States  
Department of  
Agriculture

## Food Buying Guide for Child Nutrition Programs

[HOME](#) [MEAL COMPONENTS](#) [FOOD ITEMS](#) [TOOLS](#) [APPENDIXES](#) [HELP](#) [LOG OUT](#)

### WELCOME TO THE FOOD BUYING GUIDE

The Interactive Food Buying Guide allows for easy display, search, and navigation of food yield information. In addition, users can compare yield information, create a favorite foods list, and access tools, such as the Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook.

[Food Items Search](#)

[Recipe Analysis Workbook \(RAW\)](#)

[Download Food Buying Guide](#)



MEATS/MEAT ALTERNATES



FRUITS



MILK



VEGETABLES



GRAINS



OTHER FOODS

[FNS](#) | [CNPP](#) | [USDA](#) | [FOIA](#) | [USDA Policies and Links](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Information Quality](#) | [No Fear Act](#) | [Nondiscrimination Statement](#) | [USA.gov](#) | [Whitehouse.gov](#)

## Web-based Interactive Food Buying Guide

<https://foodbuyingguide.fns.usda.gov/Home/Home>

# Food Buying Guide

- ☐ Principal tool to determine meal contribution
- ☐ Current version accessible online
- ☐ Also available as a downloadable Mobile app

<b>Beans, Green, canned</b> <i>Cut, Includes USDA Foods</i>	No. 10 Can (101 oz)	45.30	1/4 cup heated, drained vegetable	2.30	1 No. 10 can = about 60.0 oz (12-7/8 cups) drained, unheated beans
	No. 10 Can (101 oz)	51.10	1/4 cup drained vegetable	2.00	1 No. 10 can = about 60.0 oz (12-7/8 cups) drained, unheated beans
	No. 2-1/2 Can (28 oz)	12.50	1/4 cup heated, drained vegetable	8.00	1 No. 2-1/2 can = about 16.0 oz (3-1/2 cups) drained, unheated beans
	No. 2-1/2 Can (28 oz)	14.10	1/4 cup drained vegetable	7.10	1 No. 2-1/2 can = about 16.0 oz (3-1/2 cups) drained, unheated beans
	No. 300 Can (15 oz)	5.00	1/4 cup heated, drained vegetable	20.00	1 No. 300 can = about 7.4 oz (1-1/4 cups) heated, drained beans; 1 No. 300 can = about 7.7 oz (1-3/8 cups) drained, unheated beans
	No. 300 Can (15 oz)	5.77	1/4 cup drained vegetable	17.40	1 No. 300 can = about 7.7 oz (1-3/8 cups) drained, unheated beans
	Pound	7.17	1/4 cup heated, drained vegetable	14.00	
	Pound	8.10	1/4 cup drained vegetable	12.40	

# FBG Calculator

## Food Buying Guide

Calculator for Child Nutrition Programs



[FBG Calculator](#) [Tutorials](#) [Contact](#) [View/Print Guide](#) [Food Groups](#)

[Register](#) [Log in](#)

• Choose a food group below by clicking on the image. For a keyword search, enter a food item in the search box without the use of punctuation. Then click Q



[Meat / Meat Alternates](#)



[Vegetables](#)



[Fruits](#)



[Grains/Breads](#)



[Milk](#)

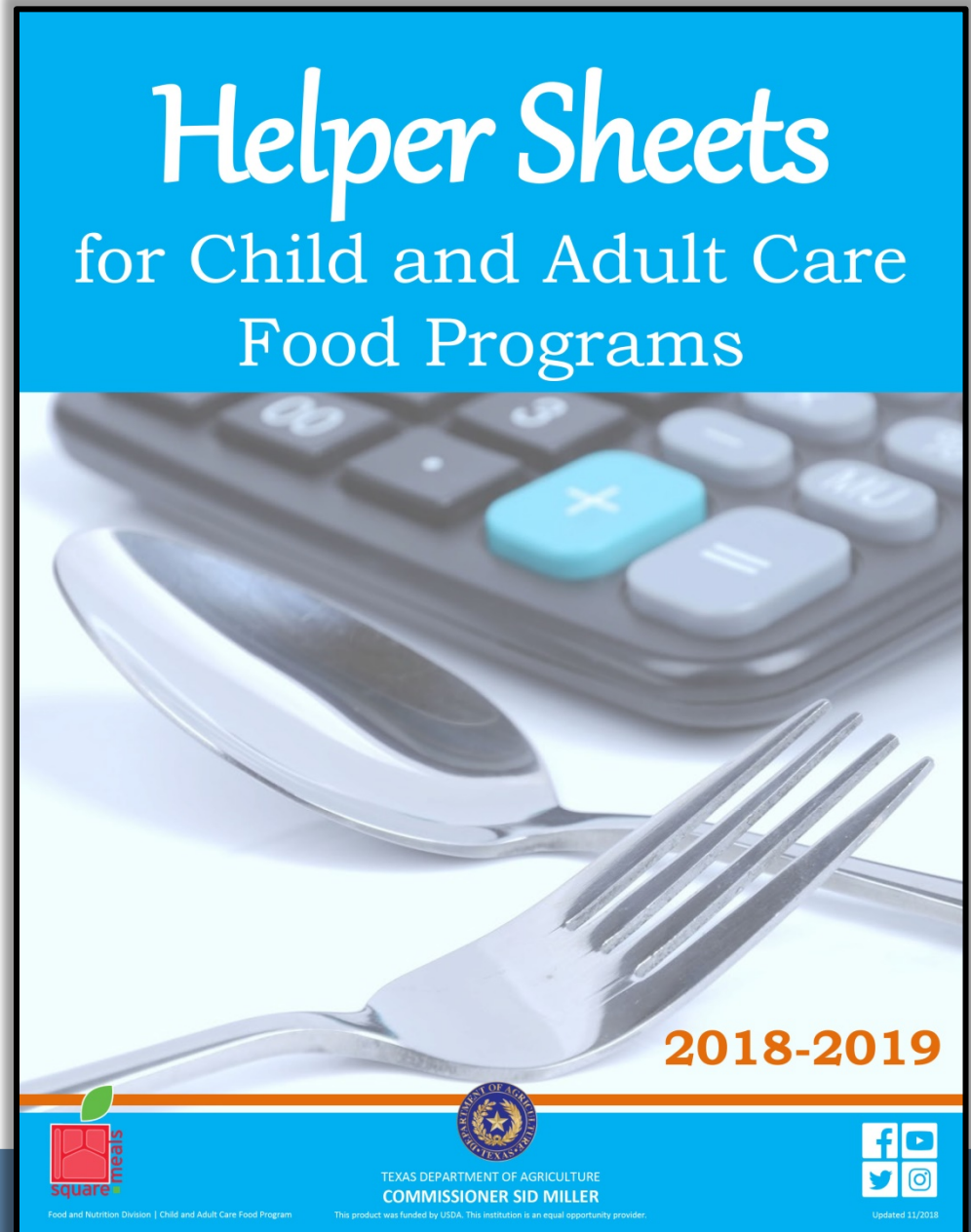


[Other Foods](#)

<http://fbg.theicn.org/>

# Helper Sheets

- ☐ Helpful in determining amounts to purchase for number and serving sizes of participants served.

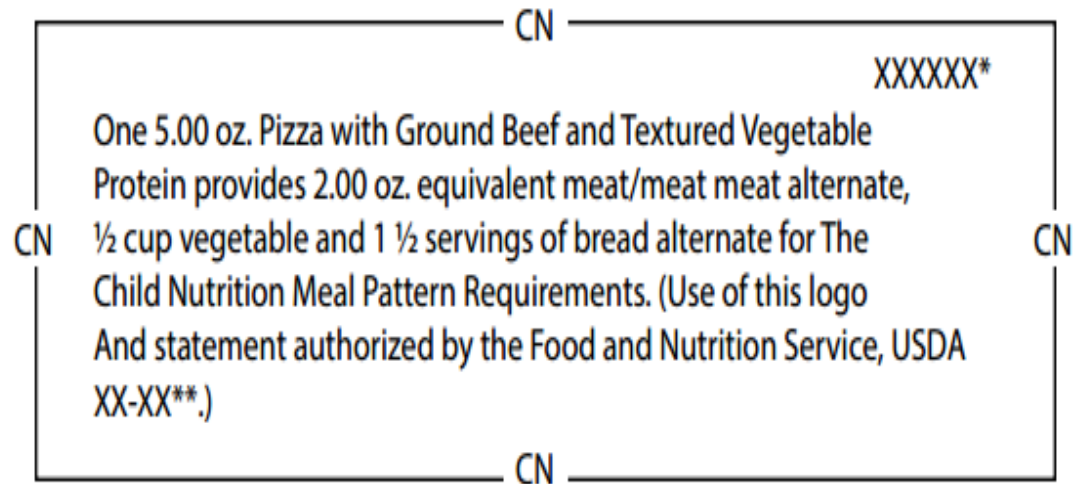




# CN Labels

- ☐ Voluntary labeling program administered by the USDA
- ☐ Tells how a commercially prepared product contributes to the meal pattern
- ☐ Is an identifiable logo

## Sample CN Logo:



\* CN identification number

\*\* Month and Year of original approval

# Product Formulation Statements

- ☐ Manufacturer provided statement
- ☐ Tells how a commercially prepared product contributes to the meal pattern
- ☐ Written and designed by individual manufacturers

## Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: \_\_\_\_\_ Code No.: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Case/Pack/Count/Portion/Size: \_\_\_\_\_

### I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
		X		
		X		
		X		
<b>A. Total Creditable M/MA Amount<sup>1</sup></b>				

\*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

### II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacturer's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		+ by 18	
		X		+ by 18	
		X		+ by 18	
<b>B. Total Creditable APP Amount<sup>1</sup></b>					
<b>C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)</b>					

\*Percent of Protein As-Is is provided on the attached APP documentation.

\*\*18 is the percent of protein when fully hydrated.

\*\*\*Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

<sup>1</sup>Total Creditable Amount must be rounded down to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do not round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased \_\_\_\_\_

Total creditable amount of product (per portion) \_\_\_\_\_

(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a \_\_\_\_\_ ounce serving of the above product (ready for serving) contains \_\_\_\_\_ ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

# Standardized Recipes



# Nutrition Labels

## Understanding Food Ingredient Labels



Food labels were designed to help consumers become smarter shoppers when choosing a healthy diet.



The FDA requires manufacturers to list all ingredients on the label of most packaged and/or prepared foods.

Most food labels are regulated by the FDA, but meat and poultry labels are regulated by the USDA Food and Safety Inspection Service (FSIS)



### FOOD LABELS ARE LISTED FROM HIGHEST TO LOWEST BY QUANTITY.

The first three products generally represent the largest portion of what you are eating.

Most food additives are therefore found toward the end of the ingredient list - this indicates they are used in very small amounts in the food.

Certified Colors are listed by name.

#### INGREDIENTS:

Whole Grain, Canola Oil, Rice Flour, Corn Syrup, Fructose, Salt, Soy Lecithin, Glycerin, Natural Flavors.

### Nutrition Facts

Serving Size 100 g

Amount Per Serving

Calories 250      Calories from fat 10

% Daily Value\*

Total Fat 4%      4%

Saturated Fat 1 5%      4%

Trans Fat

Cholesterol 50mg      28%

Sodium 150mg      15%

Total Carbohydrate 10g      3%

Dietary Fiber 5g

Sugars 3g

Protein 16%

Vitamin A 1%      Vitamin C 3%

Calcium 2%      Iron 2%

\*Percent Daily Values are based on a

2,000 calorie diet. Your daily values

may be higher or lower depending on

your calorie needs.

#### INGREDIENTS:

Whole Grain, Canola Oil, Rice Flour, Corn Syrup, Fructose, Salt, Soy Lecithin, Glycerin, Natural Flavors.





## Review Findings

# PY 16

Top 5 Violations	Question	Findings
V-0409	Do records of purchases/acquisitions of food support the menu listed on meal production records?	93
V-0400	Does the meal analysis indicate correct quantities of food are prepared?	76
V-0403	Do meal production records show compliance with meal components?	69
V-0402	Do meal production records contain sufficient documentation of specific food items used?	62
SV-0412	Are the quantities used completed on a daily basis before the meal service?	40

# PY 17

Top 5 Violations	Question	Findings
V-0409	Do records of purchases/acquisitions of food support the menu listed on meal production records?	112
V-0400	Does the meal analysis indicate correct quantities of food are prepared?	91
SV-0405	Based on the meal analysis, is the quantity of each component sufficient to meet meal pattern requirements for the number of meals served?	61
V-0402	Do meal production records contain sufficient documentation of specific food items used?	57
V-0403	Do meal production records show compliance with meal components?	54

# PY 18

Top 5 Violations	Question	Findings
V-0408	Do records of purchases/acquisitions of food support that there were sufficient quantities of food purchased for the reimbursable meals claimed?	99
V-0401	Do meal production records show compliance with meal component requirements?	69
V-0402	Do meal production records contain sufficient documentation of specific food items used?	58
SV-0412	Are the quantities used completed on a daily basis before the meal service?	39
V-0403	Does the meal analysis indicate correct quantities of food are prepared for each age group?	33



# Questions



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mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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