



COMMUNITY NUTRITION *conference*



MEAL PRODUCTION RECORDS FOR ADULT CARE (H1654)

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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 adults served.



Explain the purpose and function of the MPR tool.



Know required information to be documented on a MPR.

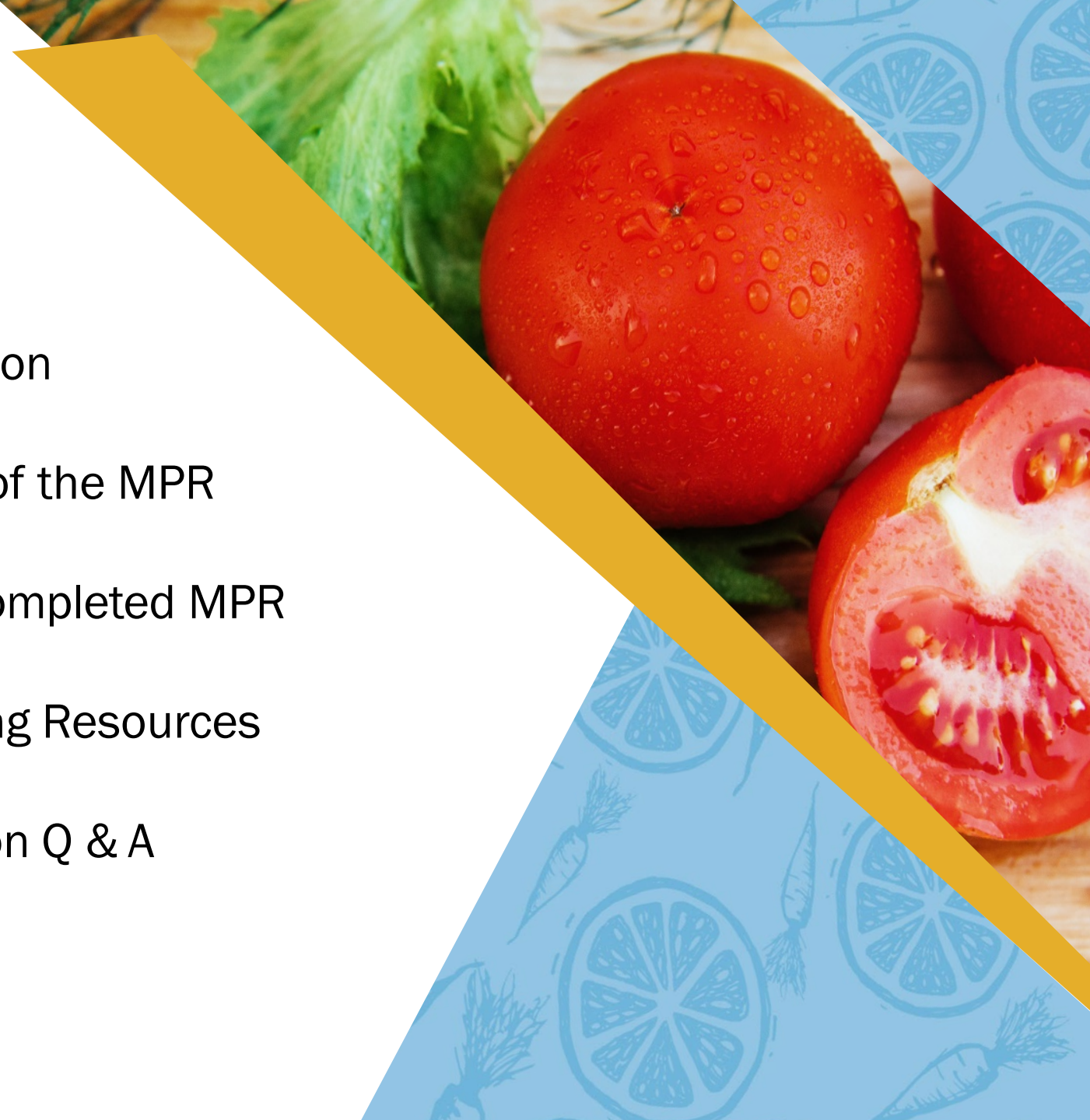


State common MPR Findings.



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 - Adult Day Care (H1654)

Contracting Entity Name:

CE ID # (Five Digit):

Date Meal was Served:

Name of Site:

Site # (Four Digit):

Meal Service:

☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper ☐ Evening

Meal Description
Breakfast - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week
Lunch - Must serve all 5 required components.
Supper - Must serve all 4 required components. Milk is optional.
Snacks - Must serve 2 of the 5 components.

Planned Participation	
Adults	Totals
Enrolled	
Program Staff	
Non-Program	

Leftover/Recycled Food		
Date First Served	Date Re-Served	Food Item and Quantity

Required Food Components	Menu	Food Items Used (Enter each food item used)	Quantity Prepared (measurable amount)
Milk			
Vegetables			
Fruits			
Grains (2 Servings) <input type="checkbox"/> Whole Grain Rich			
Meat and/or Meat Alternate			

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

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

Contracting Entity Information

Daily Meal Production Record - Adult Day Care (H1654)

Contracting Entity Name:

CE ID # (Five Digit):

Date Meal was Served:

Name of Site:

Site # (Four Digit):

Meal Service:

☐ Breakfast ☐ AM Snack ☐

Meal Description	Planned Participation		Leftover/Rec		
Breakfast - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week	Adults	Totals	Date First Served	Date Re-Served	
	Enrolled				
Lunch - Must serve all 5 required components.	Program Staff				
	Non-Program				
Supper - Must serve all 4 required components. Milk is optional.					
Snacks - Must serve 2 of the 5 components.					

Required Food Components	Menu	Food Items Used (Ent

Meal Description

Daily Meal Production Record - Adult Day Care (H1)

Contracting Entity Name:

CE ID # (Five Digit):

Date Meal was Served:

Name of Site:

Site # (Four Digit):

Meal Service:

☐ Breakfast ☐ AM S

Meal Description

Breakfast - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week

Lunch - Must serve all 5 required components.

Supper - Must serve all 4 required components. Milk is optional.

Snacks - Must serve 2 of the 5 components.

Planned Participation

Adults	Totals
Enrolled	
Program Staff	
Non-Program	

Leftovers

Date First Served	Date Re-Served	

Required Food Components

Menu

Food Items Used

Milk

Vegetables

Participation

Daily Meal Production Record - Adult Day Care (H1654)

Contracting Entity Name:

CE ID # (Five Digit):

Date Meal was Served:

Name of Site:

Site # (Four Digit):

Meal Service:

☐ Breakfast ☐ AM Snack ☐ Lun

Meal Description
Breakfast - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week
Lunch - Must serve all 5 required components.
Supper - Must serve all 4 required components. Milk is optional.
Snacks - Must serve 2 of the 5 components.

Planned Participation	
Adults	Totals
Enrolled	
Program Staff	
Non-Program	

Leftover/Recycle		
Date First Served	Date Re-Served	For

Required Food Components	Menu	Food Items Used (Enter e
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Food Components

Supper - Must serve all 4 required components. Milk is optional. Snacks - Must serve 2 of the 5 components.			

Required Food Components	Menu	Food Items Used (Enter each food item used)	Quantity (meas an
Milk			
Vegetables			
Fruits			
Grains (2 Servings) <input type="checkbox"/> Whole Grain Rich			
Meat and/or Meat Alternate			

Quantity Prepared

Menu	Food Items Used (Enter each food item used)	Quantity Prepared (measurable amount)	
Persons due to Medical or Special dietary needs or disability			

Leftover/Recycle Food

Daily Meal Production Record - Adult Day Care (H1654)

Contracting Entity Name:

CE ID # (Five Digit):

Date Meal was Served:

Name of Site:

Site # (Four Digit):

Meal Service:

☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper ☐ Evening

Meal Description
Breakfast - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week
Lunch - Must serve all 5 required components.
Supper - Must serve all 4 required components. Milk is optional.
Snacks - Must serve 2 of the 5 components.

Planned Participation	
Adults	Totals
Enrolled	
Program Staff	
Non-Program	

Leftover/Recycled Food		
Date First Served	Date Re-Served	Food Item and Quantity

Required Food Components	Menu	Food Items Used (Enter each food item used)	Quantity Prepared (measurable amount)

Substitutions

Fruits			
Grains (2 Servings) <input type="checkbox"/> Whole Grain Rich			
Meat and/or Meat Alternate			
Substitutions due to Medical or Special dietary needs or disability			
Name of Participant	Substitution(s) Made	Item/Component Provided by Participant - Y/N	
Comments (Record any other meal modifications or special instructions here) :			

Daily Meal Production Record - Adult Day Care (H1654)

Contracting Entity N: Senior Fun
Name of Site: Age Advantage

CE ID # (Five Digit):
Site # (Four Digit):

11111 Date Meal was Served: 12/17/2018

2222 Meal Service:

☐ Breakfast ☐ AM Snack ☒ Lunch ☐ PM Snack ☐ Supper ☐ Evening

Meal Description
Breakfast - Must serve all three components. May serve a meat/meat alternative in place of the grains 3 times a week
Lunch - Must serve all 5 required components.
Supper - Must serve all 4 required components. Milk is optional.
Snacks - Must serve 2 of the 5 components.

Planned Participation	
Adults	Totals
Enrolled	41
Program Staff	6
Non-Program	0

Leftover/Recycled Food		
Date First Served	Date Re-Served	Food Item and Quantity

Required Food Components	Menu	Food Items Used (Enter each food item used)	Quantity Prepared (measurable amount)
Milk	1% Unflavored milk & Nonfat Strawberry milk	1% unflavored 1/2 pint milk; nonfat flavored strawberry 1/2 pint milk	10 1/2 pint unflavored & 15 1/2 pint flavored strawberry
Vegetables	Spaghetti & Meat Sauce	USDA spaghetti and meat sauce recipe D-35 on file for review; 3/4 c vegetable	1 X recipe for 50 servings
Fruits	Sliced Peaches	peaches canned, cling, sliced, light syrup 1/4 c serving	1 - #10 can
Grains (2 Servings) <input checked="" type="checkbox"/> Whole Grain Rich	WGDinner Roll & enriched spaghetti	USDA recipe # D-35 1 serving grains; whole grain dinner roll weight ;Exhibit A: Grain Requirements, G-B, 1 serving, each roll weights 25 g	1 X recipe for 50 servings; 4 dozen rolls
Meat and/or Meat Alternate	Spaghetti & Meat Sauce	USDA spaghetti and meat sauce recipe D-35; on file for review	1 X recipe for 50 servings

Substitutions due to Medical or Special dietary needs or disability

Name of Participant	Substitution(s) Made	Item/Component Provided by Participant - Y/N

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

OVS meal service implemented

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](#) [APPENDICES](#) [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

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<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

Peaches, canned <i>Clings or Freestone, Halves, Includes USDA Foods</i>	No. 10 Can (106 oz)	47.10	1/4 cup fruit and liquid (about 1 peach half with juice)	2.20	
	No. 10 Can (106 oz)	32.50	1/4 cup drained fruit, clings	3.10	1 No. 10 can = about 64.0 oz (8-1/8 cups) drained clings
	No. 10 Can (106 oz)	26.60	1/4 cup drained fruit, Freestones	3.80	1 No. 10 can = about 60.0 oz (6-2/3 cups) drained Freestones
	No. 2-1/2 Can (29 oz)	12.90	1/4 cup fruit and liquid	7.80	
	No. 2-1/2 Can (29 oz)	8.50	1/4 cup drained fruit, clings	11.80	1 No. 2-1/2 can = about 17.0 oz (2-1/8 cups) drained clings
	No. 2-1/2 Can (29 oz)	8.00	1/4 cup drained fruit, Freestones	12.50	1 No. 2-1/2 can = about 15.7 oz (2 cups) drained Freestones
 Peaches, canned <i>Clings, Sliced, Light syrup pack, Includes USDA Foods</i>	No. 300 Can (15 oz)	6.36	1/4 cup fruit and liquid	15.80	
	No. 10 Can (105 oz)	50.00	1/4 cup fruit and liquid	2.00	1 No. 10 can = about 105.0 oz (12-1/2 cups) fruit and liquid
	No. 10 Can (105 oz)	36.10	1/4 cup drained fruit	2.80	1 No. 10 can = about 72.0 oz (9 cups) drained peaches

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](#)

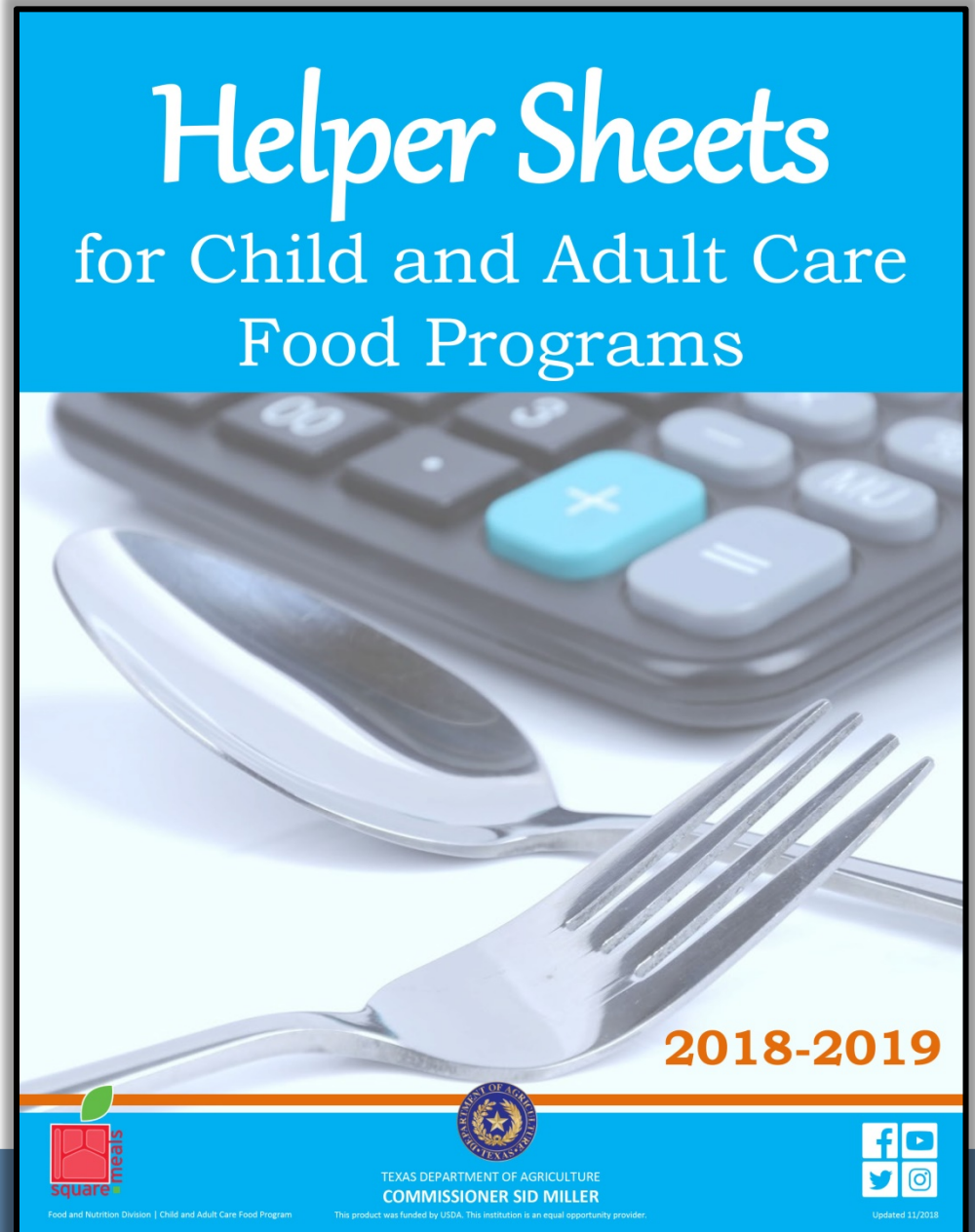


[Other Foods](#)

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

Helper Sheets

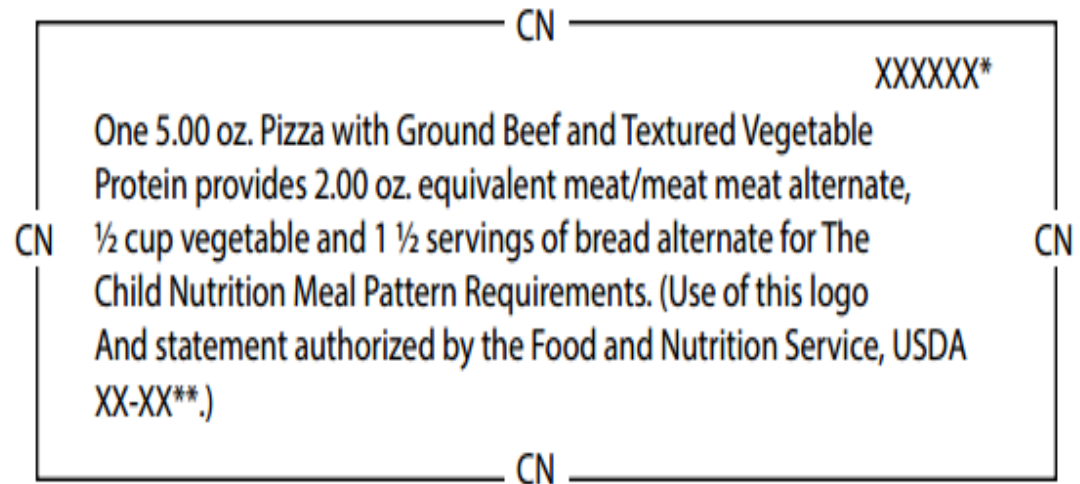
- ❑ Helpful in determining amounts to purchase for number and serving sizes of participants served.



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		
A. Total Creditable M/MA Amount¹				

*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. Total Creditable APP Amount¹					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)					

*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.

¹Total 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.

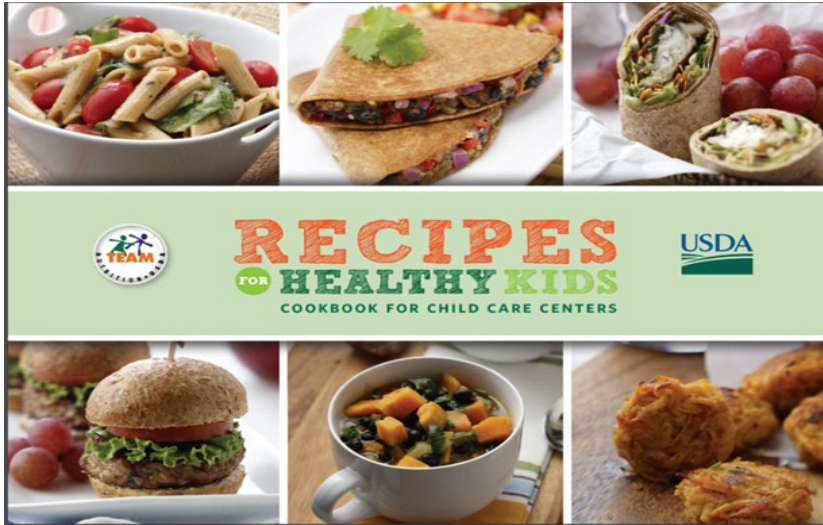
Signature _____

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 15% 4%

Trans Fat

Cholesterol 50mg 20%

Sodium 150mg 15%

Total Carbohydrate 10g 3%

Dietary Fiber 5g

Sugars 3g

Protein 10%

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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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

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