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Arkansas Department of Human Services	AR CACFP 2013-5
Division of Child Care and Early Childhood Education	Section: All Institutions
Child and Adult Care Food Program	Subject: Food Production Records
	Effective date: 04/16/2013

### FOOD PRODUCTION RECORDS

A food production record provides documentation for the CACFP of the menu, foods used, amounts of food, and the number of servings prepared.

Food production records include the following elements:

1. Name of facility/institution
2. Date of meal service.
3. Menu (ordinary terms used to describe the main dish, additional foods, and milk).
4. Foods used (at a minimum, include the foods used to meet the CACFP required meal components).
5. Units (cup, fl. Oz., gal., lb, oz., #10 can, slice, whole, etc.)
6. Serving size (6 fl. Oz., ½ cup, ½ slice, 1 whole, etc.)
7. Amount of food prepared. This is the total amount of food enough to meet the CACFP meal component requirements.
8. Number of servings prepared. Include CACFP participants plus any attending adults.

All facilities/institutions preparing their own meals are required to prepare food production records for CACFP containing all 8 elements listed above.

Day care homes are required to maintain elements numbered 1, 2, and 4.

Facilities/institutions **contracting** their meal service are required to have the following: 1). Menu; 2). Serving sizes; 3). Delivery receipt/invoice.