

GEO-SON CHILD CARE SERVICES, INC.
Alternate Electronic Form H1530 Instructions
Daily Meal Production Record (Centers and Emergency Shelters)
12-2008

PURPOSE

To document those meals served daily meet the required food components and minimum serving sizes to be eligible for program reimbursement.

PROCEDURE

When to Prepare

Centers must prepare a meal production record for each meal service daily. They must record the food items used and quantities used on the day of the meal service prior to preparation of the meal (right before preparing the meal when the cook is calculating amount and measuring the food to be prepared).

“Providers are encouraged to plan meals at least two weeks in advance of a meal service to assist in food-purchasing, cost control and the scheduling of food preparation” –TDA CACFP- Child Care Centers Handbook. Menus should be completed using the appropriate USDA meal pattern and DFPS’ Child Care Licensing requirements. The menus should be reviewed in advance to reduce the number of meals disallowed.

It is recommended that the Name of Contracting Organization, Name of Facility, Program (TX) No., Date, Menu, and Planned Participation be completed **prior to day of service, printed and made available to the cook, also a current and accurate menu must be posted where all attending may view it; any changes to meals served should be reflected on the posted menu as well.**

Changes to the Menu, Food Item Used and Quantity Used are recorded on the **day of service** by the person preparing the meal, **prior to the meal service time (approved on site application, *Application Between Contracting Organization and Child Care Center*).**

Once the menus are printed any products, usually Meat/Meat Alternates, which yield “**Brand**” and “**CN Label #**” under the product chosen, must be filled in prior to submittal to the sponsor. If the “**Brand**” and “**CN Label #**” are not included on the submitted menus, **it cannot be guaranteed that the product served during the time of service is reimbursable and may be disallowed.**

NOTICE:

If a center purchases and serves a product without a CN label and the product does not meet CACFP requirements, the meal/snack will not be reimbursable, unless a product analysis/product formulation statement or manufacturer’s specification is provided.

Please see “Additional Information about CN Labels” on the last page of this handout.

If a substitution is made, the item must be added to the menu record. Centers should record the substitution without totally covering the original item.

EXAMPLE: A center served each of the items that were listed on a lunch menu prepared 10 days earlier, except corn which was substituted for green beans. The center must:

- Strike through the words like so, “~~green beans~~”
- Record “corn”.
- Make sure the other components were served as planned
- Initial and date the corrections

Centers must ensure all required information is documented and maintained if an alternate menu is used.

Cycle Menu

“Cycle menus repeat themselves over a period of time, usually three to six weeks. Using cycle menus provides a variety of meals, reduces cost, and makes it easier for providers to plan their children’s favorite combinations. Providers may repeat a non-cycle menu with any frequency that they desire, e.g., one month.” –TDA CACFP-Child Care Centers Handbook

Number of Copies

Sponsored centers complete an original (those with handwritten changes) and make one copy.

Transmittal

The sponsored center submits the original to the sponsor and keeps the copy for their records. Copies must be made available to the cook prior to the time of service, with any changes made to the menu completed in advance or in pen and handwritten. Please note changes by crossing out the error and writing in the actual product served and the actual amount served.

These forms are and will be compared to the receipts submitted in order to ensure that those products bought match those listed/planned and served.

How to Obtain Copies

Copies of our unique electronic 1530 program are available upon request and only to our sponsored centers. Centers may make additional copies of the original (**blank handwritten form**) as needed by downloading Form H1530 from the Texas Department of Agriculture (TDA) website at www.snptexas.org.

Form Retention

Keep Form H1530 for three years from the end of the program year. **Exception:** If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

DETAILED INSTRUCTIONS

Name of Contracting Organization — Enter the name of the contracting organization (GEOS-ON CHILD CARE SERVICES, INC.)

Name of Facility — Enter the name of the childcare center at which meals are served.

Program (TX) No. — Enter the seven-digit program number of the contracting organization.

Date — Enter the date the meals were served.

Required Food Components — Form H1530 has pre-printed the required food components on the form for the breakfast, snack and lunch/supper meal services. Refer to the handbook for meal pattern requirements. **On our electronic form the meal components required for a reimbursable meal, are listed on the left side of the page before the meal title.**

Menu — Enter the menu to be prepared at each meal service. It is recommended that the menu be recorded **prior to day of service**. If substitutions are made to the menu those substitutions are made on the **day of service, prior to the meal service time approved on Site Application**. Mark through the original food or beverage; print the substitute food or beverage and initial.

Food Items Used — *FOOD ITEMS USED, RECIPES or CN Labels*. Food Items Used should be listed how the food item or beverage was purchased according to the *Food Buying Guide* (FBG). See examples below. List recipe number or name and have that recipe on file to review for documentation that the required amount has been prepared. **If the product has a CN Label, list the CN unique 6-digit product identification number appearing in the upper right hand corner of the CN logo (*Remember you must keep copies of CN labels you are using on file at all times).** Food Items Used should be recorded the **day of service, prior to the meal service time approved on the Site Application**.

Food Items Used is Food As Purchased, which is consistent with the *FBG*. Use the *FBG* Column 1 – Food as Purchased – and enter the food as purchased for each menu/food item for Food Items Used.

Examples: Beef, ground, fresh or frozen Market Style, no more than 30% fat; apricots, canned halves unpeeled; potatoes, fresh White or Russet 120 count (approx.6 oz each) whole; pasta elbow macaroni regular dry; milk, fluid skim or nonfat.

If using standardized recipes, state the recipe number or name (Baked Scrambled Eggs – USDA CCC #D-15). Recipe is kept on file for Field Office Monitor (FOM) to review.

If using a CN Label product list the CN unique 6-digit product identification number appearing in the upper right hand corner of the CN logo.

*****Quantity Needed** — This value is automatically generated using: the amount of planned children per age group (x) the amount of product needed for each age group. This is closer to the actual amount necessary, you may choose to supply more than what is automatically calculated. If you choose to serve more than what is needed, make the change by writing the actual amount in the “Quantity Used” category.

*****EXAMPLE:**

| Food Items Used | Quantity Needed | Quantity Used |
|------------------------|------------------------|----------------------|
| Green Beans, #10 can | 3.25 (cans) | 4.00 (cans) |

Quantity Used — Enter the **measurable amount** of each food item prepared opposite the category name in the column Quantity Used. Refer to the *FBG* to determine the amount needed for the planned number of program meals. Enter the total amount of food or recipe used/prepared for each food item. Use the description in its pre-cooked/ready to use form in the *FBG* Column 2 – Purchase Unit – and record amounts in a **measurable unit** i.e., number of: ounces, grams, pounds, cans (state can sizes #10, #300, #2-1/2), gallons, quarts, pints, tablespoons, or teaspoons. Measurable units also include cups and fractions of a cup. Quantity Used is recorded the **day of service, prior to the meal service time approved on Site Application**.

NOTICE:

****Measurable units DO NOT include: 1 slice of cheese, 1 head of lettuce, 1 can (8 each) biscuits, 1 slice of bread, 1 tortilla, 3 crackers, 2 cookies, 1 package of animal crackers or bowl of cereal. These food items must show a measurable amount i.e.: 1 oz. Cheese, ½ pound of lettuce, 1 biscuit = 64 grams, 1 oz slice bread, ½ oz tortilla, ½ oz crackers, cookies 50 grams, 1 pkg animal crackers 32 grams or 1 oz. and ¾ cup of dry ready to eat cereal.**

This information is found on the *Nutrition Facts Label*, product analysis or CN Label of a commercial purchased item. Another helpful tool is Exhibit A Grains/Breads chart found in the FBG on page 3-15. **

If using standardized recipes, state the amount made i.e., 2 X Recipe (double) or 1 ½ X Recipe or ½ the Recipe. Recipe is kept on file for FOM to review.

This information documents that the planned menu and the required minimum serving amount/quantity was prepared.

Planned Participation — Enter the planned number of Program Meals, for each meal type, for:

- Children, by age group;
- Adults (organization staff who perform administrative or program duties for the Child and Adult Care Food Program, CACFP); and
- Non-program meals (persons who do not perform duties related to the CACFP).

**Centers must enter the actual amount of children, in each age group, that will attend the meal or (at time of service) that actually attended the meal. Any changes made to the number of children planned for must also reflect in the “Quantity Needed” and “Quantity Used” sections.

This information is used for planning (purchasing) purposes it is highly recommended to complete this information **prior to day of service**.

Note: Contractors may add 5% to these amounts to insure enough food or beverage is available at the time of meal service. These planned numbers are usually higher than the numbers recorded on Form H1535, *Daily Meal Count and Attendance Record*, which are taken **at the point of service**, and reflect the actual number of program meals served.

Additional Information about CN Labels etc.

(As listed in the TDA CACFP-Child Care Centers Handbook Sec. 4114)

Commercially prepared products (e.g. ravioli, pizza, egg rolls, Smuckers Uncrustables, etc.) must have one of the following in order to identify the food's contribution to the meal pattern requirements:

- Child nutrition (CN) label
- A product analysis/product formulation statement from the food manufacturer (or)
- Manufacturers specification

For menu items in which the above documents cannot be obtained, it is recommended that additional food items are served that meet the meal pattern requirement to reduce the risk that the meal will be disallowed.

CN LABELS

Products containing the CN label will have the following information printed on the principal display panel of the label:

- Product name
- Ingredients listed in descending order by weight
- Inspection legend for the appropriate inspection
- Establishment number (for meat, poultry, and seafood items only).
- Manufacturers or distributor's name and address
- CN label statement. The CN Label statement must be an integral part of the product label and include the following information:
 - CN logo, the distinctive border around the CN statement
 - Six-digit product identification number which will appear in the upper right hand corner of the CN label statement.
 - A statement of the product's contribution toward meal pattern requirements for the Child Nutrition Programs.
 - A statement specifying that the use of the CN logo and label statement is authorized by USDA FNS.
 - The month and year the label was approved by FNS.

CN labels are limited to entrée items (main dish products) which contribute a minimum of 0.5 ounces equivalent meat/meat alternate toward meal pattern requirements. Examples of these products include but are not limited to beef patties, cheese or meat pizzas, meat or cheese bean burritos, egg rolls, and breaded fish portions.

PRODUCT ANALYSIS / PRODUCT FORMULATION STATEMENTS

A product analysis / product formulation statement from a food manufacturer must contain:

- A detailed explanation of what the product actually contains
- The amount of each ingredient in the product by weight or measure, as appropriate.
- A certifying statement as to the contribution of the product to the meal pattern
- The signature of a high-ranking official employed by the manufacturer

Centers must submit the documentation to the sponsor:

- To review the manufacturer's product analysis or product formulation statement before the center serves, to determine the credibility of information provided by the manufacturer.
- To ensure the proper documentation is maintained on each commercially prepared product used to meet USDA meal pattern requirements.
- To assure that the food product meets specifications and has the correct code number.

Sample product formulation statements that have been developed to assist centers when documenting the creditable amount of food in products to meet meal pattern requirements can be found on the FNS CN Labeling website at:

<http://www.fns.usda.gov/cnd/cnlabeling/foodmanufacturers.htm>

MANUFACTURER'S SPECIFICATION

Manufacturer's specifications can be acquired from the manufacturer of the product to identify the food's contribution to the meal pattern requirements.

For menu items in which a manufacturer's specification cannot be obtained, it is recommended that additional food items be served that meet the meal pattern requirement to be counted towards a creditable and reimbursable meal.