

INSTRUCTIONS FOR DAILY MEAL PRODUCTION RECORD – INFANTS (H1530-A)

Contracting entities, sites, and day care home providers that care for infants must provide meals that comply with the Child and Adult Care Food Program (CACFP) infant meal patterns as required by the United States Department of Agriculture (USDA).

The *Daily Meal Production Record – Infants* is provided to document those meals daily to demonstrate they are eligible for reimbursement. The *Daily Meal Production Record – Infants* must be completed prior to the meal service. Changes to the menu and substitutions must be recorded the day of the meal service, prior to serving the meal, and must be initialed (do not use white out or mark completely through the menu item, simply line through and write in the change).

- A food component is one of the food categories that comprise 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 **and are not reimbursable in infant meals**.

Contracting entities may develop their own meal production form but must ensure it contains all required elements.

CONTRACTING ENTITY (CE) AND SITE/PROVIDER INFORMATION

Name of Contracting Entity (CE) – Enter the name of the contracting entity.

CE ID – Enter the five-digit CE ID that has been assigned to the organization by the Texas Unified Nutrition Programs System (TX-UNPS).

Name of Site/Provider – Enter the name of the site or provider where the meal is being served.

Site/Provider # – Enter the four-digit site number or enter the five-digit provider number that has been assigned to the site/provider by TX-UNPS.

Date – Enter the date the meals were served.

MEAL PRODUCTION AND MENU INFORMATION

Required Food Components – The required food components and service sizes have been pre-printed. Infant cereal and infant formula must be iron fortified.

Menu – Enter the menu for each meal service.

- Specify the brand of infant formula used, or specify breast milk.
- If a mother comes on-site to directly breastfeed her child indicate this meal as breastfed (BF) or mother breastfed (MBF), and leave the quantity used blank.
- When an infant is developmentally ready to accept other components the CE or site/provider **must** provide those components and **must** document the specific components provided in the menu. Examples: dry rice iron-fortified infant cereal; pureed apricots; pureed green beans; or ground chicken.
- If serving yogurt, maintain documentation, such as the product label containing the nutrition facts, to demonstrate the yogurt met the sugar restriction,
- If serving a ready-to-eat breakfast cereal maintain documentation, such as the product label containing the nutrition facts, to demonstrate the ready-to-eat breakfast cereal met the sugar restriction.

Quantity Prepared – Enter the actual **measurable amount** of each component (optional for day care home providers). The actual measurable amount may not equal the amount needed for planned participation if the actual participation is obtained prior to preparation of the meal and it is determined more or less of each item is required to ensure a reimbursable meal for each infant participating in the meal service.

Reference the CACFP Handbooks, Section 4000, for additional information on infant meal pattern requirements.

Planned Participation – Enter the planned number of infants for each meal service, by age group. It is recommended that the planned participation be recorded prior to the day of the meal service for planning and purchasing purposes.

Actual Participation (optional entry) – Enter the actual number of infants for each meal service, by age group. This section is completed on the day of the meal service.

Daily Meal Production Record - Infants (H1530-A)
(Child Care Centers, Emergency Shelters, and Day Care Homes)

Name of Contracting Entity	CE ID	Name of Site/Provider	Site/Provider #	Date
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Age Group	Required Food Components	Menu	Quantity Prepared	Planned Participation	Actual Participation
Birth thru Five Months	Breakfast 4-6 fluid ounces breastmilk or infant formula	Breakfast			
	Lunch and/or Supper 4-6 fluid ounces breastmilk or infant formula	Lunch			
		Supper			
	Snack 4-6 fluid ounces breastmilk or infant formula	A.M.			
		P.M.			
		Evening			
Six thru Eleven Months	Breakfast 6-8 fluid ounces breastmilk or infant formula and 0-4 Tbsp. infant cereal or 0-4 Tbsp. meat, fish, poultry, whole egg, or 0-4 Tbsp. cooked dry beans or dry peas, or 0-2 oz. cheese or 0-4 oz. cottage cheese, or 0-4 oz or ½ cup of yogurt, or a combination of the above* and 0-2 Tbsp. vegetable or fruit or a combination of both*	Breakfast			
		Lunch			
			Supper		
	Lunch and/or Supper 6-8 fluid ounces breastmilk or infant formula and 0-4 Tbsp. infant cereal or 0-4 Tbsp. meat, fish, poultry, whole egg, or 0-4 Tbsp. cooked dry beans or dry peas, or 0-2 oz. cheese or 0-4 oz. cottage cheese, or 0-4 oz or ½ cup of yogurt, or a combination of the above* and 0-2 Tbsp. vegetable or fruit or a combination of both*	A.M.			
		P.M.			
		Evening			
	Snack 2-4 fluid ounces breastmilk or infant formula and 0-½ slice bread, or 0-2 crackers, or 0-4 Tbsp. infant cereal or ready-to-eat breakfast cereal* and 0-2 Tbsp. vegetable or fruit, or a combination of both*	A.M.			
		P.M.			
		Evening			

*A serving of this component is required when the infant is developmentally ready to accept it.