



# MENU RECORD

## INSTRUCTIONS

The Menu Record is used to record food served to children ages one and over. A record of the food actually served to children is required for every meal and snack claimed for reimbursement. No menu record, no reimbursement.

### EACH MENU RECORD MUST INCLUDE:

1. **Date** the food was served – example: 10/1/08;
2. **Meal type** – breakfast, lunch, pm snack, etc.;
3. **Name of center or room**, if the centers or rooms use different menus; and
4. **List of foods** served for each meal and snack.

### HOW TO RECORD FOOD ON THE MENU RECORD:

- List the food/beverage for each meal/snack, including any substitutions. Do not use generic terms such as juice, cereal, cookie, etc.

**Instead of...**

Juice  
Cereal  
Vegetables  
Salad

**List...**

Orange juice  
Cheerios, oatmeal, Kix  
Carrots, peas, broccoli  
Lettuce and tomato

- List specific food components that contribute to the meal pattern. When serving a combination food with more than one component, designate the foods that contribute to the meal pattern with an asterisk (\*). Record the combination food on the menu.

**Instead of...**

Lasagna

**List...**

Ground Turkey\*  
Mozzarella Cheese\*  
Lasagna Noodles\*  
HM Lasagna

Pizza

Mozzarella Cheese\*  
Ham\*  
Pizza Crust\*  
HM Pizza

Sloppy Joe

Ground Beef\*  
Bun\*  
Sloppy Joe

Burrito

Pinto Beans and Cheese\*  
Tortilla\*  
HM Burrito

- List sandwich bread, hot dog bun, pizza crust, pasta, etc., on the grains/bread line.
- Write HM to designate homemade main entree items such as pizza, macaroni and cheese, ravioli, and chicken pot pie. Use recipes that provide the required component amounts. See the Food Buying Guide for Child Nutrition Programs or Child Care Recipes for detailed instructions on determining food amounts to purchase and prepare. These are available on the Child and Adult Care Food Program (CACFP) website at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp). Recipes for homemade items should be on file at the preparation site. Write CN on the menu record for all CN (Child Nutrition) labeled combination foods.
- If you use School Lunch Menus...

The menu record requirements for the CACFP differ from the National School Lunch Program (NSLP). CACFP institutions must identify the food components, which contribute to the CACFP meal pattern requirements on the menu record. School lunch menus are often used as a "marketing tool" to encourage students to participate. Production records are used in the NSLP to document meal components.

When a school lunch menu is used, it may be necessary to make notations on the menu record to meet CACFP requirements. When terms such as Peter Rabbit Sticks or Gobbler Sandwich are listed on the menu record, write the name of the actual food served next to or by the "marketing" term on the menu. Example: Write carrot sticks next to the Peter Rabbit Sticks and Turkey on Whole Wheat Bread next to the Gobbler Sandwich on the menu.

- Use a separate menu record for each month. Do not include any days from another month.
- Record any substitutions on the menu that may take place on the actual serving day, even if just substituting one item for one child. Remember, the menu is a record of the food actually served, not planned.
- Record all food/beverage substitutions on the menu served to children with disabilities or special dietary needs. The Medical Exception Statement for Food Substitution form is used for both situations below. This form can be found on the CACFP website under "Other Forms and Instructions".
- Review the menus to be sure meals and snacks meet meal pattern requirements. Claim only those meals and snacks approved on the CACFP application and that meet CACFP meal pattern requirements.
- Include the non-discrimination statement on all menus distributed to parents.
- Cycle menus must be dated by day, month, and year. Record substitutions on cycle menus.