

Daily Menu Production Worksheet/Menus as Prepared and Served

Comments/Special Dietary Needs:

Date: _____

Number of Sites being prepared for: _____

(Copy of this needs to be sent to each site with the delivery slip so the sites know the serving requirements)

Meal Type	Menu	Qty. Served: Meat/Meat Alternate	Qty. Served: Grains/Breads	Qty. Served: Fruit/Veg/Juice 2 different fruits or vegetables at Lunch/Supper Or full-strength fruit juice (limit fruit juice to once a day) to total at least ½ cup	Qty. Served: Milk (Note: If serving 8 oz. of milk in cups-need to use at least a 10 oz. cup)	Leftovers (what was left over and how was it used)
Breakfast Total Children Prepared for: _____ Total Adults Prepared for: _____		(Optional for Breakfast) 2 oz. X _____ = Total _____ (# of servings needed) Description of Item Served Total Quantity of Product Used: CN#	1 serving X _____ = (# of servings needed) Total _____ Description of Item Served & Total Quantity of Product Used:	1/2 cup _____ X _____ = (item served) (# of servings) Total _____ needed Description of Item Served & Total Quantity of Product Used:	Min. 1 cup (8 fl. Oz) per child X _____ = Total _____	
Lunch Total Children Prepared for: _____ Total Adults Prepared for: _____		2 oz. X _____ = Total _____ (# of servings needed) Description of Item Served & Total Quantity of Product Used: CN#	1 serving X _____ = (# of servings needed) Total _____ Description of Item Served & Total Quantity of Product Used:	1/2 cup _____ X _____ = (item served) (# of servings) Total _____ needed ¼ cup _____ X _____ = (item served) (# of servings) Total _____ needed Description of Items Served & Total Quantity of Product Used:	Min. 1 cup (8 fl. Oz) per child X _____ = Total _____	

Snack Total Children Prepared for: _____ Total Adults Prepared for: _____	Choose 2 of the components)	2 oz. X _____ = Total _____ (# of servings needed) Description of Item Served & Total Quantity of Product Used:	1 serving X _____ = (# of servings) Total _____ needed Description of Item Served & Total Quantity of Product Used:	3/4 cup _____ X _____ = (item served) (# of servings) Total _____ needed Description of Item Served & Total Quantity of Product Used:	Min. 1 cup (8 fl. Oz) per child X _____ = Total _____	
Supper Total Prepared for: _____ Total Adults Prepared for: _____		2 oz. X _____ = Total _____ (# of servings needed) Description of Item Served & Total Quantity of Product Used: CN#	1 serving X _____ = (# of servings) Total _____ needed Description of Item Served & Total Quantity of Product Used:	1/2 cup _____ X _____ = (item served) (# of servings) Total _____ needed 1/4 cup _____ X _____ = (item served) (# of servings) Total _____ needed Description of Items Served & Total Quantity of Product Used:	Min. 1 cup (8 fl. Oz) per child X _____ = Total _____	

In the SFSP Program, a maximum of two meals or one meal and snack may be served each day. Camps or migrant sites may serve 3 meals or 2 meals and a snack with SDE approval.

I understand that this information is being given in connection with the receipt of Federal Funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Signature of person preparing the meal: _____ **Date:** _____

(Print this worksheet front to back so the signature is on the sheet)