

SUPPLEMENTAL CHILD CARE MENU BOOK

for

Child and Adult Care Food Program Participants



OFFICE OF CHILD NUTRITION

Program Year 2022-2023

Jackson, Mississippi



MISSISSIPPI DEPARTMENT OF EDUCATION
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Child and Adult Care Food Program

MENU BOOK

**Mississippi Department of Education
Office of Child Nutrition**

Child or Adult Care Center

Cook or Center Manager

Menus beginning _____

Menus ending _____

USDA requires all records to be kept for a period of three years plus the current program year.

Instructions for Completing the CACFP Menu Book

1. Plan Menus at least two weeks in advance.
2. Follow the meal patterns established by the Child and Adult Care Food Program. Write menus in the book.
3. If menus are printed on another sheet, copy them into the menu book. Include vended meals.
4. Use the "*Food Buying Guide*" and the formula to determine the amount of food to purchase for the menu. Prepare an order or shopping list.
5. **Record Daily:** the actual amount of food used (production), the date and the number of planned meals, for children and adults. Use the formula to determine the amount of food to prepare. Prepare only the amount of food needed for the day's meals.
6. When recording production, show the correct purchase units and the actual amount of each food used.
7. If a food is on the menu and is not served, do not erase it. Mark through the food with one line and indicate the substituted food. Make sure the substituted food meets the meal pattern requirement.
8. Meal counts shall be taken at point of service. Take counts after each child is served a meal. Record meal counts following each meal service on the CACFP-4a meal count forms when each child receives a reimbursable meal.
9. This menu book is documentation that meals meeting requirements are being served. If food and production for meals claimed are not recorded in this book, the meals cannot be claimed for reimbursement. Overclaims (repayment of reimbursement to the Mississippi Department of Education) may be made against the child care center's food account.
10. Bread or Bread Alternative has been changed to "Whole Grain Rich". To meet the requirement for a "Whole Grain" product served once daily make an abbreviated note of this on menu (ex: WG).
11. Age Categories for Infant and 13-18 have been added to record meals served to them.
12. Infant meals are to be recorded in this menu book for food from the kitchen. Jar food and any other food the parent or guardian supplies should be recorded separately in the Infant Menu Book.
13. Milk has been changed to "Milk Fluid" (Type). The type will need to be noted in the menu book. Document all types of milk used for meals.
14. This book shall always remain at center for three years plus the current year. Do not remove it from the center!

HOW TO PLAN MENUS

1. Set aside a definite time for menu planning.
2. Select a quiet place.
3. Collect all materials needed.
4. Prepare an inventory or list of foods on hand.
5. Review the previous menu used. Make notes as menus are used.
6. Consider the use of seasonal and plentiful foods.
7. Be aware of current prices.
8. Plan menus at least **two weeks** in advance of the time they will be served. Using cycle menus saves time and energy. It is recommended that a cycle be three weeks or longer.
9. Follow the established meal pattern as shown in the menu book.
10. If menus are printed on another sheet, they are to be copied into the menu book.
11. Consider budget, staff workload, available equipment, the children's food preferences and nutritional needs.
12. Plan the menus by meal types:
 - A. Breakfast-complete in this order:
 - Juice or fruit or vegetable
 - Grain -Whole Grain Rich Product (WG), must be served once daily
 - Milk Fluid (Type)
 - Meat or meat alternate may be used to meet the grain/bread requirement a maximum of three times a week (One ounce of meat equals 1 ounce equivalent of grains.)
 - B. Lunches-complete in this order:
 - Meat or meat alternate
 - Vegetable
 - Vegetable or fruit
 - Grain-Whole Grain Rich Product (WG), must be served once daily
 - Milk Fluid (Type)
 - C. Snacks-plan and serve two items from the following:
 - Meat or meat alternate
 - Juice or fruit
 - Vegetable
 - Grain-Whole Grain Rich Product (WG), must be served once daily
 - Milk Fluid (Type)
13. Include a variety of foods and preparation methods. Include foods which are sources of vitamin A, vitamin C, and iron.
14. Evaluate menus.

SAMPLE MENU

**For the Week
Beginning:**

October 7, 2019

	<u>DATE:</u>	Infants	Children 1-2 y/o	Children 3-5 y/o	Children 6-12 y/o	Adults	<u>DATE:</u>	Infants	Children 1-2 y/o	Children 3-5 y/o	Children 6-12 y/o	Adults	
	Oct 7 2019						Oct 8 2019						
	MONDAY						TUESDAY						
BREAKFAST				32						25			
Juice or Fruit or Vegetable	Orange Juice	3 - 46 oz cans						Sliced Bananas	8 lbs				
Grains-Whole Grain Rich Product Served once daily at any serving time (WG)								Corn Flakes	1 - 15 oz box				
Milk (Fluid) Type	low-fat (1%)	32 - 1/2 pints						low-fat (1%)	25 - 1/2 pints				
Meat/Meat Alternate (As a bread three days/week max)	scrambled eggs	32 eggs											
LUNCH				34		6				28			
Meat or Meat Alternate	Meat Sauce (ground beef)	5 1/2 lbs						Baked Chicken Thighs	7 lbs				
Vegetable	Cole Slaw	3 3/4 lbs						String Beans	3 - 28 oz cans				
Vegetable or Fruit	Corn	1 #10 can						Fruit Cocktail	5 - 15 oz cans				
Grains	Spaghetti (WG)	1 1/4 lbs						Rice (WG)	1 lb				
Milk Fluid (Type)	low-fat (1%)	34 - 1/2 pints						low-fat (1%)	30 - 1/2 pints				
SUPPLEMENT				34						27			
Select two of the following five components:													
1.Meat or Meat Alternate	peanut butter	1 1/4 lbs											
2.Vegetable													
3.Fruit								kiwi	3 1/4 lbs				
4.Grains	saltine crackers	136 count						pretzel (soft)	1 lb				
5. Milk Fluid (Type)													
SUPPER													
Meat or Meat Alternate													
Vegetable													
Vegetable or Fruit													
Grains													
Milk Fluid (Type)													

For the Week
Beginning:

	DATE:	Infants	Children 1-2 y/o	Children 3-5 y/o	Children 6-12 y/o	Adults	DATE:	Infants	Children 1-2 y/o	Children 3-5 y/o	Children 6-12 y/o	Adults
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Grains												
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DATE:	Infants				Children 1-2 y/o				Children 3-5 y/o				Children 6-12 y/o				Adults
WEDNESDAY					THURSDAY								FRIDAY				

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