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| Montana Department of<br>Public Health and Human Services | Policy |
| | MT CACFP 2008-5 Rev 2 |
| | Section: All Institutions |
| Child and Adult Care Food Program | Subject: Food Production Materials |
| | Date Revised: 1/1/2015 |

# FOOD PRODUCTION MATERIALS

Food production materials include a written menu, standardized recipes for cooked, baked or combination foods, a market list of the foods needed, and food preparation instructions to perform the work. These materials are necessary in all food service operations to manage food and labor costs and to maintain the quantity and quality of food served. Food production materials are original and specific to each food service operation. These materials once created can continue in use until the institution changes them.

Food production materials include the following:

1. Menu
2. Standardized recipes as applicable
3. Market order
4. Food production instructions

Day care centers use either food production materials or vendor agreements and food delivery receipts to document foods served and meals claimed to the CACFP.

Day care homes use *Minute Menu* software to create food production materials sufficient to document foods served and meals claimed to the CACFP.

At-risk Afterschool Programs and Outside School Hours Programs are required to maintain menus and amounts of foods served per participant or maintain food delivery receipts if used, but these programs are not required to maintain additional food production materials. The reason for this exception is that that child attendance, food service personnel and the availability of food varies widely from day to day, creating significant unknowns in meal planning and food production.

The menu used for each meal claimed to the CACFP, must be marked by date.

Food delivery receipts if used by day care centers, must be marked by date and must be covered by a written agreement with the food service vendor. This agreement must be current within the past twelve months or more frequently if circumstances change.

Examples of menus, standardized recipes, market orders, food production instructions, vendor agreements, and food delivery receipts which meet federal CACFP rules and this state agency policy are available on the state agency's CACFP website.

[Reference: 7 CFR Part 226.15(e)(10)]