


West Virginia Child and Adult Care Food Program On-Site Production Record						Actual Number Served						Total Amount Prepared	Amount Leftover		
						Bkfst	AM Snack	Lunch	PM Snack	Supper	EVE Snack				
Name of Sponsor/Site:		Date (Day/Month/Year):		1 – 2 Years:											
Completed by:				3 – 5 Years:											
Requirements: 1. Menus must be maintained on a separate document; 2. Menus and production records must match and reflect actual meal service.				6 – 12 Years:											
				Total Meals Served:											
				(#) Number of Children Planned for Minimum Serving Size/Total Amount Needed						Total Amount Prepared	Amount Leftover				
				1 – 2 Years		3 – 5 Years		6 – 12 Years							
Components		Menu Items		# of Children	Serving Size	Total Amount Needed	# of Children	Serving Size	Total Amount Needed	# of Children	Serving Size	Total Amount Needed			
Breakfast 3 components	Milk	Whole													
		1% or Skim													
	Fruit/Vegetable														
	Grain/Bread														
Other:															
Lunch/Supper 5 components	Milk	Whole													
		1% or Skim													
	Fruit/Vegetable														
	Fruit/Vegetable														
	Grain/Bread														
	Meat/Meat Alternate														
Other:															
AM/PM Snacks 2 components	Milk	Whole													
		1% or Skim													
	Fruit/Vegetable														
	Grain/Bread														
	Meat/Meat Alternate														
Other:															