

**South Carolina Department of Social Services  
Child and Adult Day Care Food Program (CACFP)  
DAILY MENU PRODUCTION WORKSHEET**

(1) Date:						
Meal Pattern	Menu (2)	Food Item Used (3)	Quantity Used (4)	Size Serving (5)	A P (6)	P A (7)
Breakfast	Milk, Fluid Juice or Fruit or Vegetable Bread/Bread Alternate (2 or more)					
AM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Bread/Bread Alternate Meat/Meat Alternate					
Lunch	Milk, Fluid Vegetable and/or Fruit (2 or more) Bread/Bread Alternate (2 or more) Meat/Meat Alternate					
PM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Bread/Bread Alternate Meat/Meat Alternate					
Supper	Vegetable and/or Fruit (2 or more) Bread/Bread Alternate (2 or more) Meat/Meat Alternate					

AP - Adult Participants

PA - Program Adults

## INSTRUCTIONS FOR DSS FORM 1657

Item Number:

1. Enter the calendar date showing month, day and year.
2. Enter all menu items served on this date for the appropriate meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: stew beef would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the bread/bread alternate requirement.
4. Enter the quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number (e.g., stew beef, 10 lbs; potatoes, 3 lbs.; etc.).
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie, 1/2 cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight or number (such as medium apple).
6. Enter the number of adult participants served at each meal/snack.
7. Enter the program adults served at each meal/snack (if applicable).