Form H1654
Instructions

Daily Menu Record
12-2008

PURPOSE

To document that meals served daily meet the required food components and minimum serving sizes to be eligible for program reimbursement.

PROCEDURE

When to Prepare

It is recommended that the Name of Contracting Organization, Name of Facility, Program (TX) No., Date, Menu, and Number Served be completed prior to day of service.

Changes to the Menu, Food Items Used, and Amount Prepared are recorded on the day of service, prior to the meal service time approved on Form H1651, Application Between Contracting Organization and Adult Day Care Center.

Leftovers (if Offer vs. Serve) and Number of Complete Seconds are recorded after the meal service is completed on the day of service.

Number of Copies

Sponsored adult centers complete an original and one copy. Independent adult centers complete an original.

Transmittal

The sponsored adult center submits the original to the sponsor and keeps the copy for their records. The independent adult center keeps the original for their records.

How to Obtain Forms

Make additional copies as needed or download Form H1654 from the Texas Department of Agriculture (TDA) website at www.snptexas.org.
Form Retention

Keep Form H1654 for three years from the end of the program year. 
Exception: If audit findings, claims or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

DETAILED INSTRUCTIONS

Name of Contracting Organization — Enter the name of the contracting organization.

Name of Facility — Enter the name of the adult day care center at which the meals are served.

Program (TX) No. — Enter the contracting organization's seven-digit program (TX) number.

Date — Enter the date the meals were served.

1. Meal Type Food Components — Form H1654 has pre-printed the required food components on the form for the breakfast, snack and lunch/supper meal services. Refer to the handbook for meal pattern requirements.

2. Menu — Enter the menu to be prepared at each meal service. It is recommended that the menu be recorded prior to day of service. If substitutions are made to the menu those substitutions are made on the day of service, prior to the meal service time approved on Form H1651. Mark through the original food or beverage; print the substitute food or beverage and initial.

3. Food Items Used — FOOD ITEMS USED, RECIPES or CN Labels. Food Items Used are listed as how the food item or beverage was purchased according to the Food Buying Guide (FBG). See examples below. List recipe number or name and have that recipe on file to review for documentation that the required amount has been prepared. If the product has a CN Label list the CN unique 6-digit product identification number appearing in the upper right hand corner of the CN logo. Food Items Used are recorded the day of service, prior to the meal service time approved on Form H1651.
Food Items Used is Food As Purchased, which is consistent with the FBG. Use the FBG Column 1 – Food as Purchased – and enter the food as purchased for each menu/food item for Food Items Used.

**Examples:** Beef, ground, fresh or frozen Market Style, no more than 30% fat; apricots, canned halves unpeeled; potatoes, fresh White or Russet 120 count (approx. 6 oz each) whole; pasta elbow macaroni regular dry; milk, fluid skim or nonfat.

If using standardized recipes, state the recipe number or name (Baked Scrambled Eggs – USDA CCC #D-15). Recipe is kept on file for FOM to review.

If using a CN Label product list the CN unique 6-digit product identification number appearing in the upper right hand corner of the CN logo.

**4. Amount Prepared** — Enter the measurable amount of each food item prepared opposite the category name in the column Amount Prepared. Refer to the FBG to determine the amount needed for the planned number of program meals. Enter the total amount of food or recipe used/prepared for each food item. Use the description in its pre-cooked/ready to use form in the FBG Column 2 – Purchase Unit – and record amounts in a measurable unit i.e., number of ounces, grams, pounds, cans (state can sizes #10, #300, #2-1/2), gallons, quarts, pints, tablespoons, or teaspoons. Measurable units also include cups and fractions of a cup. Amount Prepared is recorded the day of service, prior to the meal service time approved on form H1651.

Measurable units DO NOT include: 1 slice of cheese, 1 head of lettuce, 1 can (8 each) biscuits, 1 slice of bread, 1 tortilla, 3 crackers, 2 cookies, 1 package of animal crackers or bowl of cereal. These food items must show a measurable amount such as: 1 oz. Cheese, ⅛ pound of lettuce, 1 biscuit = 64 grams, 1 oz slice bread, ½ oz tortilla, ½ oz crackers, cookies 50 grams, 1 pkg. animal crackers 32 grams or 1 oz. and ¼ cup of dry ready to eat cereal. This information is found on the Nutrition Facts Label, product analysis or CN Label of a commercial purchased item. Another helpful tool is Exhibit A Grains/Breads chart found in the FBG on page 3-15.

If using standardized recipes, state the amount made i.e., 2 X Recipe (double) or 1 ½ X Recipe or ½ the Recipe. Recipe is kept on file for FOM to review.

This information documents that the planned menu and the required minimum serving amount/quantity was prepared.
5. **Leftovers** — Enter the amount of leftovers for each food (menu) item from the current meal service, as applicable. Examples: i.e., 6 whole-wheat rolls; 10-½ pints skim unflavored milk; and 2 cups meat sauce. Only centers participating in ‘Offer vs. Serve’ complete the leftover entry.

6. **Number Served** — Enter the number of adults enrolled in the program. Enter the number of program adults (those who work in the food service program) and the number of non-program adults.

The entry, **Number Served**, means **Planned Participation**.

It is recommended that this information be completed **prior to day of service** and is used for planning (purchasing) purposes.

**Note**: Contractors may add 5% to these amounts to insure enough food or beverage is available at the time of meal service. These planned numbers are usually higher than the numbers recorded on Form H1535, *Daily Meal Count and Attendance Record*, which are taken at the point of service, and reflect the actual number of program meals served.

**Number of Complete Seconds** — Enter the number of complete seconds served to enrolled adults, program adults, and non-program adults. Contractors must plan for one meal per person per day. To receive reimbursement for second meals, contractors must demonstrate that excess meals were prepared for good reasons beyond their control. Refer to the handbook for information on second meals.

**Vended or Food Service Management Companies (FSMC)**: The **Daily Menu Record** (Menu, Food Items Used and Amount Prepared) is completed by the FSMC or Vender and delivered to the adult day care facility daily with the meals.