Form H1530-A
Instructions

Daily Meal Production Record for Infants
(Child Care Centers, Emergency Shelters and Day Care Homes)

12 - 2008

PURPOSE

To document that infant meals served daily at Child Care Centers, Emergency Shelters and Day Care Homes are 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 Planned Participation be completed prior to day of service.

Changes to the Menu and Quantity Used must be recorded the day of service, prior to the meal service time approved on Form H1537, Application Between Sponsoring Organization and Day Care Home or H1538, Application Between Contracting Organization and Child Care Center.

Number of Copies

Day Care Home providers and sponsored Child Care facilities complete one original Form H1530-A and one copy. Independent Centers and Emergency Shelters complete one original Form H1530-A.

Transmittal

Day Care Home providers and sponsored Child Care facilities retain the copy for their files and submit the original to their sponsor. Sponsors keep the original in their files. Independent Centers and Emergency Shelters keep the original in their files.

How to Obtain Copies

Make additional copies as needed or download Form H1530-A by accessing the Texas Department of Agriculture (TDA) website at www.snptexas.org.
Form Retention

Keep Form H1530-A 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 Child Care Center or Day Care Home provider or Emergency Shelter at which meals are served.

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

**Date** — Enter the date the meals were served.

**Required Food Components** — Form H1530-A has pre-printed the required food components, specific serving sizes and amounts for each food component per age group for infants for each meal service. Infant cereal and Infant formula must be iron-fortified. Refer to the handbook for additional information.

**Menu** — Enter the menu for each meal service. It is recommended that the menu be recorded **prior to day of service.** State the brand of Iron-Fortified Infant Formula (IFIF) used and/or Breast Milk (BM). When the infant is developmentally ready to accept other components, specify the components served. Examples: dry rice iron-fortified infant cereal (IFIC); pureed apricots; pureed mixed vegetables; or ground chicken. 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 H1537 or H1538.** Mark through the original food or beverage; print the substitute food or beverage and initial.

**Quantity Used** — Enter the measurable amount of each menu item prepared opposite the category name in the column Quantity Used. This entry is optional for **Day Care Homes.** The meal production record for infants states the quantity/amounts needed to meet program requirements for each age group. Refer to *Feeding Infants A Guide for Use in the Child Nutrition Programs,* United States Department of Agriculture, Food and Nutrition Service, FNS-258 and *Feeding Infants During the First Year,* Texas Department of Agriculture, Food and Nutrition Division, training materials for additional information on quantities
and menu items to serve infants. Quantity Used must be stated in a measurable amount i.e., 1 Tablespoon, 4 ounces, or ¼ cup.

**Planned Participation** — Enter the planned number of infant meals for each meal service, for:

- Infants, by age group

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 formula 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.