

GUIDELINES FOR MENU SHEETS

- 1.** Date the days at the top of the menu sheets.
- 2.** You are allotted 5 menus sheets per month, if you make a mistake, just cross it out. If you need more copies for some reason, feel free to make some extra copies.
- 3.** Menus (in addition to attendance records and meal count sheet) are to be recorded on a daily basis. If not current to the last meal on the day prior to a visit ALL meals and snacks will be disallowed.
- 4.** If you fill out a menu in advance, you must record any change that occurs in the menu as it is served at the meal/snack service.
- 5.** Sign each weekly menu sheet: “I CERTIFY THAT THIS IS A TRUE AND ACCURATE RECORD OF FOOD SERVICE TO ENROLLED CHILDREN IN MY FAMILY CHILD CARE HOME.”
- 6.** Record required meal components in the corresponding line. Write down all components served, not simply the name of the dish.
- 7.** Ensure that each child receives at least the minimum serving size of each component.
- 8.** It is your responsibility to ensure that your menus are legible
- 9.** No abbreviations may be used on menus. All components must be written out.
- 10.** If no children in care for a particular week, just save the menu sheet as an extra. There is no reason to sign it and submit it.