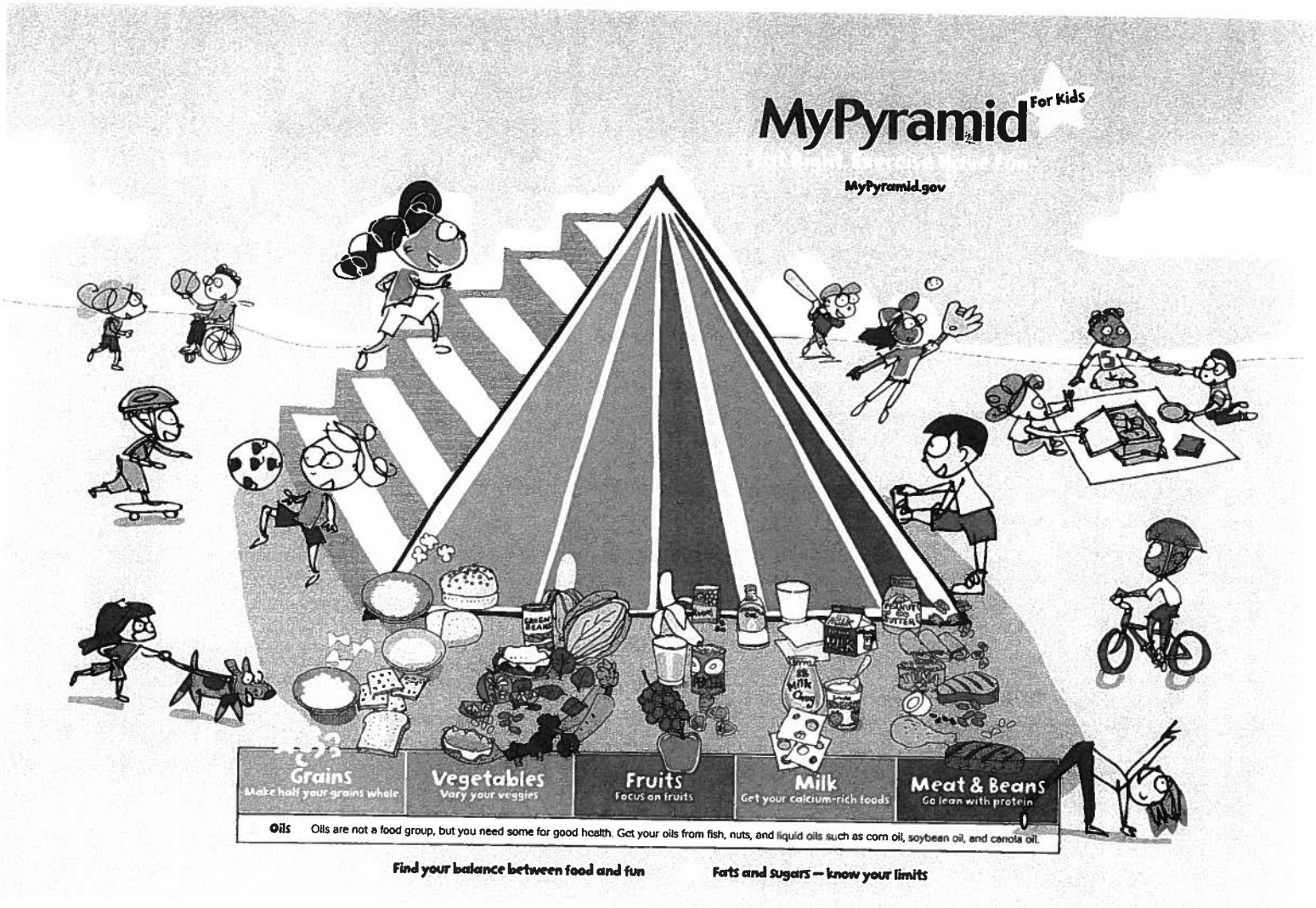


Child & Adult Care Food Program



Simplified Food Buying Guide

Hawaii Department of Education

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Introducing the Simplified Food Buying Guide

The Simplified Food Buying Guide has been designed to eliminate the need for complicated math steps when determining the amount of food to prepare for your center. The new buying guide will also save center personnel valuable time when doing Menu and Production Records (MPRs).

The Simplified Food Buying Guide consists of charts that list foods most often used in child care and adult day care centers. The guide is divided into six sections by different colors.

(1)	Grains/Breads	–	Buff
(2)	Fruits	–	Salmon
(3)	Vegetables	–	Green
(4)	Milk	–	Blue
(5)	Meats/Meat Alternatives	–	Pink
(6)	Index of Foods	–	Canary

The charts in the guide show the amount of food needed for 1–9 servings and 10–100 servings. The serving or portion sizes are given for children 3 to 6 year olds, 6 to 12 years olds, and adults participating in adult day care centers.

At the beginning of each chart is the name of the food item, the purchase unit (by can size or pound), and the serving size. The chart also tells what meal or snack requirement the food item meets.

EXAMPLE

Beef, Ground

Purchase Unit: pound

Serving Size: 1 1/2 ounces

Meal Component Requirement: Meets one serving of Meat/Meat Alternate at lunch or supper for 3 to 6 year olds.

Number of Meals	Pounds Required	Number of Meals	Pounds Required
1	.25	10	1.50
2	.50	20	2.75
3	.50	30	4.00
4	.75	40	5.50
5	.75	50	6.75
6	.75	60	8.25
7	1.00	70	9.50
8	1.25	80	10.75
9	1.25	90	12.25
		100	13.50

The number of cans or pounds of food to prepare is rounded off by the following method:

- .25 = 1/4 can or pound
- .50 = 1/2 can or pound
- .75 = 3/4 can or pound
- .00 = a whole can or pound

The figures were rounded in this way in order to make preparing and completing production records easier. Often it is difficult to understand exactly how much food is needed when dealing with complicated decimals. For instance, if you need 1.89 pounds of fresh carrots, that is approximately 2.00 pounds of carrots. All decimals are rounded up. Because the figures have been rounded up slightly, you may notice that for 1-9 servings, the amount needed will be the same.

Included with the **Simplified Food Buying Guide** is a simplified **Menu and Production Record (MPR)** on page 1-7, to use with the food buying guide. **Please make copies for your center.** A sample on how to complete the MPRs is also included on page 1-9. Remember MPRs are to be filled out on a daily basis. At the top of each form write the center's name and date. When filling out the MPRs, fill in the following information:

- (1) Menu.
- (2) The estimated number to be served.
- (3) The total amount of food prepared, using the **Simplified Food Buying Guide**.

Please note for children 6 to 12 years old and adults participating in adult day care centers:

Three-fourths (3/4 cup) cup total Fruit/Vegetable component is needed at lunch, supper, and snack.* The Fruits and Vegetables sections have the 1/4 cup and 1/2 cup serving sizes. In order to serve 3/4 cup, you will need to choose two different types of fruits or vegetables at lunch and supper totaling at least 3/4 cup per serving. At snack the charts will need to be combined for the 1/4 cup and 1/2 cup serving sizes.

* However, at lunch and supper, you must serve **two** different kinds of fruits and vegetables in order to meet the requirement. At snack, only one type of fruit or vegetable needs to be served to meet the 3/4 cup requirement.

How to Use the Simplified Food Buying Guide

Follow the steps below to determine how much food to prepare:

- (1) Find the food item you need in the guide. Food items are divided into five food components: Grain/Breads, Fruits, Vegetables, Milk, and Meat/Meat Alternates. You may also look for the food item in the Index of Foods section provided at the end of this guide.
- (2) Find the chart with the portion size you will be serving.
- (3) Find the purchase unit you will be using (by can size or by pound).
- (4) Decide on the number of servings needed for the food item. In some cases it will be necessary to add together the amounts from each column to get the total number of pounds or cans to serve.

Below are some examples of how to use this guide.

Q: How many pounds of ground beef are needed for 55 children at lunch?

A: $6.75 + .75 = 7.50$ pounds

Beef, Ground

Purchase Unit: pound

Serving Size: 1 1/2 ounces

Meal Component Requirement: Meets one serving of Meat/Meat Alternate at lunch or supper for 3 to 6 year olds.

Number of Meals	Pounds Required	Number of Meals	Pounds Required
1	.25	10	1.50
2	.50	20	2.75
3	.50	30	4.00
4	.75	40	5.50
5	.75	50	6.75
6	.75	60	8.25
7	1.00	70	9.50
8	1.25	80	10.75
9	1.25	90	12.25
		100	13.50

Q: How many #10 cans of pineapple slices are needed for 80 children at snack?

A: 5.25 #10 cans

Pineapple: sliced or crushed

Purchase Unit: #10 can

Serving Size: 1/2 cup

Meal Component Requirement: Meets one serving Fruit/Vegetable at breakfast and snack for 3 to 6 year olds.

Number of Meals	#10 Cans Required	Number of Meals	#10 Cans Required
1	.25	10	.75
2	.25	20	1.50
3	.25	30	2.00
4	.25	40	2.75
5	.50	50	3.25
6	.50	60	4.00
7	.50	70	4.50
8	.50	80	5.25
9	.75	90	5.75
		100	6.50

Q: How many gallons of milk are needed for 22 adults participating in adult day care centers?

A: $1.25 + .25 = 1.50$ gallons

Milk, fluid: reduced fat (2%), lowfat (1%), milk, fat free, skim milk, buttermilk, whole milk, unflavored milk or flavored milk

Purchase Unit: gallon

Serving Size: 1 cup

Meal Component Requirement: One serving of milk at breakfast, lunch, supper, and snack for 6 to 12 year olds and adults participating in adult day care centers.

Number of Meals	Gallons Required	Number of Meals	Gallons Required
1	.25	10	.75
2	.25	20	1.25
3	.25	30	2.00
4	.25	40	2.75
5	.50	50	3.25
6	.50	60	4.00
7	.50	70	4.50
8	.50	80	5.25
9	.75	90	5.75
		100	6.50

MENU PRODUCTION RECORD

Name of Center/Site Aloha Preschool

Month/Day/Year March 25, 2005

CACFP Meal Patterns (for 3-5 year olds)	Menu	Number to be served		Amount of Food	
		Estimated	Actual	Needed	Used*
Breakfast Milk, fluid, 3/4 cup Fruit or Vegetable, 1/2 cup Bread or Cereal, 1/2 slice or 1/3 cup dry cereal or 1/4 cup cooked cereal	Milk Apple Slices Cheerios	1-2 Yr	1-2 Yr	2.25 gallons 8.75 pounds 32.5 ounces	
		5	3-5 Yr		
		40	6-12 Yr		
		Adults	Adults		
Lunch Milk, fluid, 3/4 cup Meat or Meat alternative, 1 1/2 oz Fruit or Vegetable, 1/4 cup Fruit or Vegetable, 1/4 cup Grain or Bread, 1/2 slice	Milk Sliced Roast beef Chopped Broccoli Mashed Potatoes Whole Wheat Bread	1-2 Yr	1-2 Yr	2.25 gallons 8.75 pounds 6.00 pounds 1.75 pounds 2.25 pounds	
		5	3-5 Yr		
		40	6-12 Yr		
		Adults	Adults		
A.M. or P.M. Snack (choose 2 different food components) Milk, fluid, 1/2 cup Meat or Meat Alternative, 1/2 oz Fruit or Vegetable, 1/2 cup Grain or Bread, 1/2 slice	Orange Juice Blueberry Muffins	1-2 Yr	1-2 Yr	6.50 quarts 50 each	
		5	3-5 Yr		
		40	6-12 Yr		
		Adults	Adults		
		1-2 Yr	1-2 Yr		
		3-5 Yr	3-5 Yr		
		6-12 Yr	6-12 Yr		
		Adults	Adults		

Note: For this sample menu, the "3 to 5 year old" amounts were used to determine the "amount of food prepared", even though there were a few "1-2 yr olds"

*Indicate leftovers on the back of the production record.

MENU PRODUCTION RECORD

Name of Center/Site _____

Month/Day/Year _____

CACFP Meal Patterns (for 3-5 year olds)	Menu	Number to be served		Amount of Food	
		Estimated	Actual	Needed	Used*
Breakfast Milk, fluid, 3/4 cup Fruit or Vegetable, 1/2 cup Bread or Cereal, 1/2 slice or 1/3 cup dry cereal or 1/4 cup cooked cereal		1-2 Yr	1-2 Yr		
		3-5 Yr	3-5 Yr		
		6-12 Yr	6-12 Yr		
		Adults	Adults		
Lunch Milk, fluid, 3/4 cup Meat or Meat alternative, 1 1/2 oz Fruit or Vegetable, 1/4 cup Fruit or Vegetable, 1/4 cup Grain or Bread, 1/2 slice		1-2 Yr	1-2 Yr		
		3-5 Yr	3-5 Yr		
		6-12 Yr	6-12 Yr		
		Adults	Adults		
A.M. or P.M. Snack (choose 2 different food components) Milk, fluid, 1/2 cup Meat or Meat Alternative, 1/2 oz Fruit or Vegetable, 1/2 cup Grain or Bread, 1/2 slice		1-2 Yr	1-2 Yr		
		3-5 Yr	3-5 Yr		
		6-12 Yr	6-12 Yr		
		Adults	Adults		

*Indicate leftovers on the back of the production record.

CACFP MEAL PATTERN FOR CHILDREN AGES 1 THROUGH 12 YEARS

Breakfast

(Select one from each of the three groups)

	Ages 1-2 Years	Ages 3-5 Years	Ages 6-12 Years
Milk, fluid	1/2 cup (4 ounces)	3/4 cup (6 ounces)	1 cup (8 ounces)
Full-strength juice or fruit or vegetables or an equivalent combination of juice or fruit or vegetables	1/4 cup	1/2 cup	1/2 cup
Grains/Breads:			
Bread or	1/2 slice	1/2 slice	1 slice
Corn bread, rolls, muffins, etc., or	1/2 serving	1/2 serving	1 serving
Cold dry cereal or	1/4 cup or 1/3 ounce	1/3 cup or 1/2 ounce	3/4 cup or 1 ounce
Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination	1/4 cup	1/4 cup	1/2 cup

Lunch or Supper

(Five components are needed to meet USDA requirements; two must come from the fruit/vegetable category)

	Ages 1-2 Years	Ages 3-5 Years	Ages 6-12 Years
Milk, fluid	1/2 cup (4 ounces)	3/4 cup (6 ounces)	1 cup (8 ounces)
Fruits and/or vegetables (two or more kinds)	1/4 cup (total)	1/2 cup (total)	3/4 cup (total)
Grains/Breads:			
Bread or	1/2 slice	1/2 slice	1 slice
Corn bread, rolls, muffins, biscuits or	1/2 serving	1/2 serving	1 serving
Cooked pasta or noodle products or	1/4 cup	1/4 cup	1/2 cup
Cooked cereal grains or combination of any equivalent quantity	1/4 cup	1/4 cup	1/2 cup
Meat and meat alternates:			
Lean meat or poultry or fish (edible portion as served)	1 ounce	1 1/2 ounces	2 ounces
or cheese (or cottage cheese, cheese food, or cheese spread)	1 ounce	1 1/2 ounces	2 ounces
or eggs	1	1	1
or cooked dry beans or cooked dry peas	1/4 cup	3/8 cup	1/2 cup
or peanut butter, soy-nut butter, or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp
* or peanuts, soy-nuts, tree nuts, or seeds	1/2 ounce	3/4 ounce	1 ounce
or yogurt, plain, or sweetened and flavored	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup
or any combination of meat/meat alternate			

*Can meet only one-half of the total meat/meat alternate for lunch or supper.

AM or PM Snack

(Select two items from the four groups)

	Ages 1-2 Years	Ages 3-5 Years	Ages 6-12 Years
Milk, fluid	1/2 cup (4 ounces)	1/2 cup (4 ounces)	1 cup (8 ounces)
Full-strength juice or fruit or vegetables or any combination of juice or fruit or vegetables	1/2 cup	1/2 cup	3/4 cup
Grains/Breads:			
Bread or	1/2 slice	1/2 slice	1 slice
Corn bread, rolls, muffins, or biscuits	1/2 serving	1/2 serving	1 serving
or cold dry cereal	1/4 cup or 1/3 ounce	1/3 cup or 1/2 ounce	3/4 cup or 1 ounce
or cooked cereal	1/4 cup	1/4 cup	1/2 cup
or cooked cereal grains or a combination of bread or bread alternate	1/4 cup 1/4 cup	1/4 cup 1/4 cup	1/2 cup 1/2 cup
Meat and meat alternates:			
Lean meat or poultry or fish	1/2 ounce	1/2 ounce	1 ounce
or cheese (or cottage cheese, cheese food, or cheese spread)	1/2 ounce	1/2 ounce	1 ounce
or eggs	1/2 egg	1/2 egg	1 egg
or cooked dry beans or cooked dry peas	1/8 cup	1/8 cup	1/4 cup
or peanut butter, soy-nut butter, or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp
or peanuts, soy-nuts, tree nuts, or seeds	1/2 ounce	1/2 ounce	1 ounce
yogurt, plain, or sweetened and flavored	2 ounces or 1/4 cup	2 ounces or 1/4 cup	4 ounces or 1/2 cup
or any combination of meat/meat alternate			

**CHILD & ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR ADULT DAY CARE PROGRAM**

FOOD COMPONENTS	BREAKFAST	LUNCH	SUPPER	SUPPLEMENT*
Milk¹				
Milk, fluid	1 cup	1 cup	None	1 cup
Vegetables and/or Fruits				
Vegetable(s) and/or Fruit(s) or Full-strength vegetable or fruit juice or an equivalent combination of vegetable(s), fruit(s), and juice	1/2 cup 1/2 cup	1 cup total (two or more servings)	1 cup total (two or more servings)	1/2 cup 1/2 cup
Grains/Bread				
Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold, dry, cereal or Cooked cereal or Cooked pasta or noodle product or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate	2 slices 2 servings 1-1/2 cups or 2 oz. 1 cup 1 cup 1 cup	2 slices 2 servings 1 cup 1 cup 1 cup	2 slices 2 servings 1 cup 1 cup 1 cup	1 slice 1 serving 3/4 cup or 1 oz. 1/2 cup 1/2 cup 1/2 cup
Meat and Meat Alternates	none			
Lean meat or poultry or fish or Cheese or Eggs, Large or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat/meat alternates		2 oz 2 oz 1 egg 1/2 cup 4 Tbsp 1 oz = 50%	2 oz 2 oz 1 egg 1/2 cup 4 Tbsp 1 oz = 50%	1 oz 1 oz 1 egg 1/4 cup 2 Tbsp 1 oz 4 oz or 1/2 cup

*For a Supplement (snack) choose only two of the four components.

¹Yogurt may be substituted to meet the milk requirement at any meal except one. One meal or snack each day must contain fluid milk. Yogurt may not be substituted for milk and meat/meat alternate in a single meal.

GENERAL GUIDANCE FOR MEETING USDA MEAL PATTERN

FOR CHILDREN AGES 1 THROUGH 12 YEARS

MILK

1. All milk must be served in fluid form. Whole milk, lowfat milk, skim milk, cultured buttermilk, or flavored milk made from fluid milk must meet state and local standards.

GRAINS/BREADS

1. Bread, grains, pasta or noodle products must be made of enriched or whole grain meal or flour.
2. Cooked whole grain or enriched pasta or noodle products, including macaroni, spaghetti, rice, bulgar and corn grits, or an equivalent quantity or any combination of these foods.
3. Cereal must be whole grain, enriched, or fortified.
4. Cold dry cereal portions must be determined by measuring volume (cup) or weight (ounce), whichever is less.
5. Cookies may be served as part of a snack not more than twice a week.

FRUIT/VEGETABLE

1. Two or more kinds of vegetable(s) and/or fruit(s) must be served at lunch or supper. No less than 1/8 cup may be served to meet part of the fruit/vegetable component.
2. It takes six carrot sticks measuring 4 x 1/2" to equal 1/4 cup, it takes four celery sticks measuring 3 x 3/4" to equal 1/4 cup; therefore, at snack time, at least two types of raw vegetables must be provided to ensure acceptance of the 1/2 cup or 3/4 cup portion requirement.
3. Dried beans or dried peas may count as a vegetable or meat alternate, but not as both components in the same meal.
4. Full-strength vegetable or fruit juice may meet not more than one-half of the requirement for vegetable(s) and/or fruit(s) for lunch or supper.
5. Juice may not be served when milk is the only other component at snacks except in certain adult day care centers.
6. Canned soups must be reconstituted one-to-one. One cup reconstituted soup equals 1/4 cup of the fruit/vegetable requirement. Only vegetable soups may be counted.
7. Raisins must be supplemented at breakfast and at snacks.

MEAT/MEAT ALTERNATE










1. Meat or meat alternate portion sizes include cooked, edible portion only.
2. Nuts or seeds must be combined with another meat/meat alternate at lunch or supper. Only one-half or less of the requirement can be met with nuts or seeds. One ounce equals one ounce meat/meat alternate. **NUTS OR SEEDS ARE NOT SUITABLE FOR SMALL CHILDREN** who may choke or not chew well.
3. Peanut butter and other nut butters should be served in combination with another meat or meat alternate for lunch or supper.

OTHER

1. Additional food may be added to improve the nutrition of participating children over one year of age.
2. A cup means a standard measuring cup. One cup equals eight ounces.
3. Exceptions to or substitutions for the meal pattern shall be made only with a physician's written statement that includes the recommended alternate food(s). If it is necessary for a parent to supply a particular item for medical reasons, the meal may be claimed for reimbursement if the provider supplies at least one required meal component.
4. Any time food is provided by parents for parties or nonmedical reasons, the meal cannot be claimed for reimbursement.

Table 1

Common Can and Jar Sizes

Can size (Industry term)*	Average net weight of fluid measure per can**	Average Volume per can	Principal products
8 oz 	8 oz	1 cup	Ready-to-serve soups, fruits, vegetables
No. 1 picnic 	10 1/2 oz to 12 oz	1 1/4 cups	Condensed soups, some fruits, vegetables, meat, fish
No. 300 	14 oz to 16 oz (1 lb)	1 3/4 cups	Some fruits and meat products
No. 303 	16 oz (1 lb) to 17 oz (1 lb 1 oz)	2 cups	Small cans: fruits and vegetables, some meat and poultry products, ready-to-serve soups
No. 2 	20 oz (1 lb 4 oz) or 18 fl oz (1 pt 2 fl oz)	2 1/2 cups	Juices, ready-to-serve soups, some fruits
No. 2 cylinder 	24 fl oz	3 cups	Family size: juices, soups
No. 2-1/2 	26 oz (1 lb 4 oz) or 30 fl oz (1 lb 14 oz)	3 1/2 cups	Family size: fruits, some vegetables
No. 3 cylinder 	51 oz (3 lb 3 oz) or 46 fl oz (1 qt 14 fl oz)	5 3/4 cups	Condensed soups, some vegetables, meat and poultry products, fruit and vegetable juices
No. 10 	6 lb (96 oz) to 7 lb 5 oz (117 oz)	12 cups to 13 2/3 cups	Institutional size: fruits, vegetables, some other foods

*Can sizes are industry terms and do not necessarily appear on the label.

**The net weight on can or jar labels differs according to the density of the contents.

Source: *Food Buying Guide for Child Nutrition Programs*: U.S. Department of Agriculture, Revised 2001.

Figure 1
Can Size Template

Lie a can on its side directly on this actual size template to help you determine what size can it is.

Dimensional Food Can Standards

Height

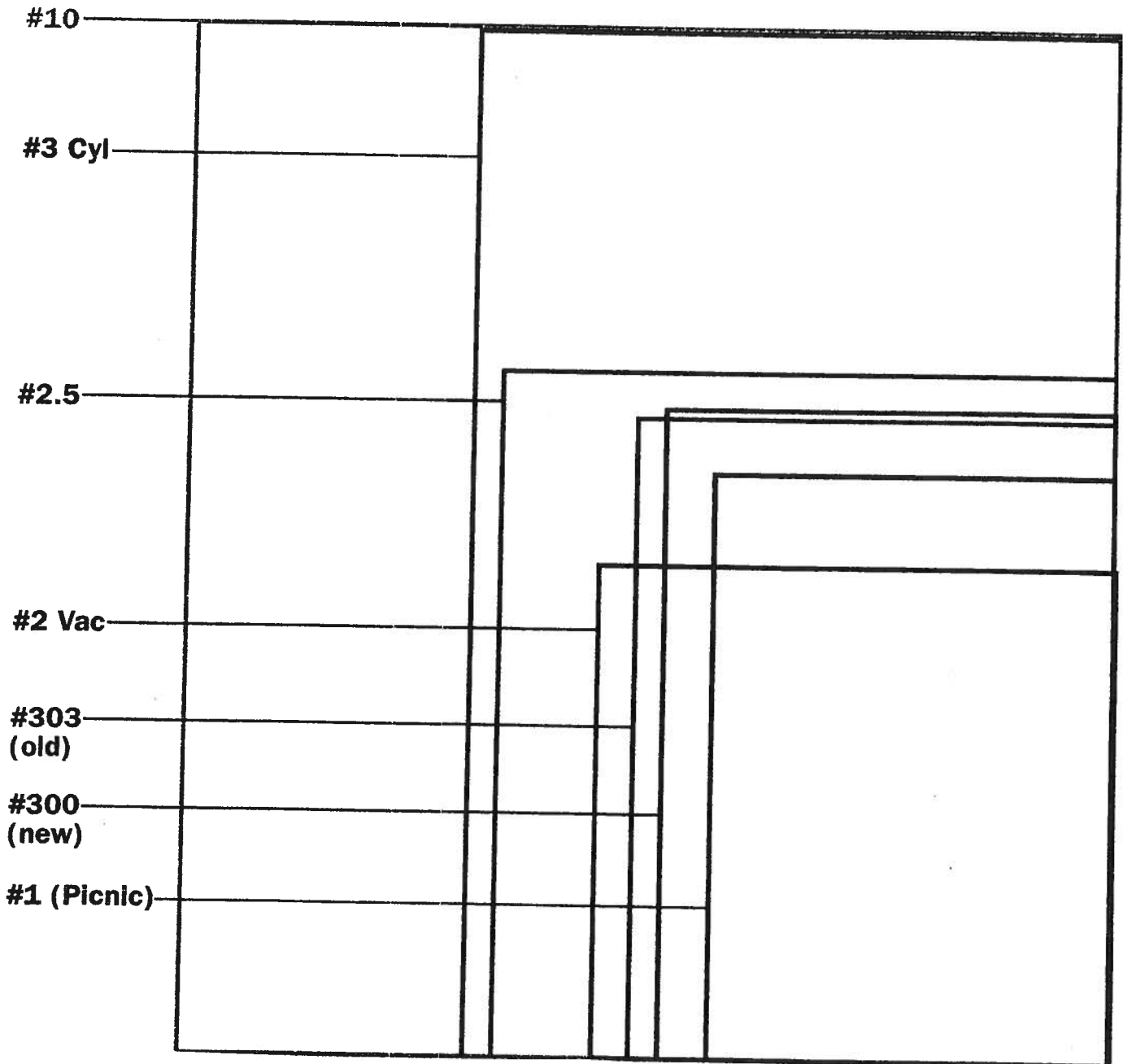


Figure 2
Can Size Template

Position the top side of a can directly on this actual size template to help you determine what size can it is.

Dimensional Food Can Standards

Diameter

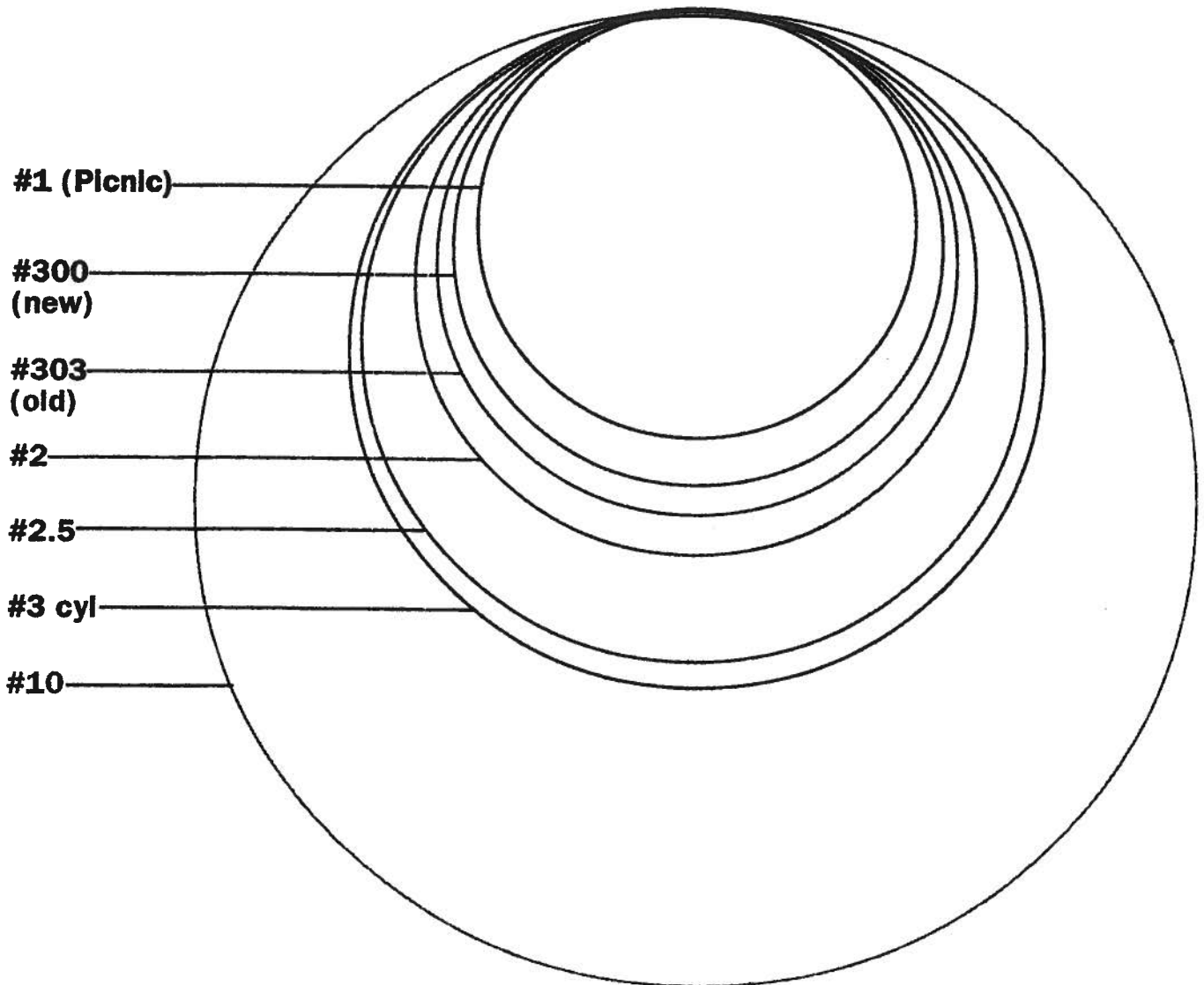


Table 2**Volume Equivalents**

1 tablespoon = 3 teaspoons = 0.5 fluid ounces	7/8 cup = 14 tablespoons = 7 fluid ounces
1/8 cup = 2 tablespoons = 1 fluid ounce	1 cup = 16 tablespoons = 8 fluid ounces
1/4 cup = 4 tablespoons = 2 fluid ounces	1/2 pint = 1 cup = 8 fluid ounces
1/3 cup = 5-1/3 tablespoons = 2.65 fluid ounces	1 pint = 2 cups = 16 fluid ounces
3/8 cup = 6 tablespoons = 3 fluid ounces	1 quart = 2 pints = 32 fluid ounces
1/2 cup = 8 tablespoons = 4 fluid ounces	1 gallon = 4 quarts = 128 fluid ounces
5/8 cup = 10 tablespoons = 5 fluid ounces	1 pound = 16 ounces
2/3 cup = 10-2/3 tablespoons = 5.3 fluid ounces	
3/4 cup = 12 tablespoons = 6 fluid ounces	

Source: *Food Buying Guide for Child Nutrition Programs*: U.S. Department of Agriculture, Revised 2001.

Scoops or dishers, ladles, and serving spoons of standard sizes are fairly dependable measures for portioning and serving food quickly. To ensure that you get your expected yield, you must take care in portioning.

You might use scoops or dishers for portioning such foods as drop cookies, muffins, meat patties, and some vegetables and salads. The number on the scoop handle or scraper shows the number of scoopfuls to make 1 quart. Table 3 shows the approximate measure of each scoop or disher in cups, tablespoons, and teaspoons.

Table 3**Scoop and Disher Equivalents**

Scoop or disher number	Level measure
6	2/3 cup
8 *	1/2 cup
10 *	3/8 cup
12 *	1/3 cup
16 *	1/4 cup
20	3 1/3 tablespoons
24	2 2/3 tablespoons
30 *	2 tablespoons
40	1 2/3 tablespoons
50	3 3/4 teaspoons
60	1 tablespoon

*Commonly used sizes

Source: *Food Buying Guide for Child Nutrition Programs*: U.S. Department of Agriculture, Revised 2001.

You may use ladles to serve soups, stews, creamed dishes, sauces, gravies, and other similar products. The sizes of ladles shown in Table 4 are the ones most frequently used in serving food. The higher the number on a ladle, the larger the size.

Table 4

Ladle Equivalents

Number on ladle	Approximate measure
1 ounce	1/8 cup
2 ounce	1/4 cup
4 ounce	1/2 cup
6 ounce	3/4 cup
8 ounce	1 cup
12 ounce	1 1/2 cups

Source: *Food Buying Guide for Child Nutrition Programs*: U.S. Department of Agriculture, Revised 2001.

Although the ladles are labeled ounce, they are actually fluid ounce, which is a volume, not a weight, measurement.

You may use a serving spoon (solid or perforated) instead of a scoop. Because these spoons are not identified by number, make your own chart that shows the approximate measure of the spoons. Measure or weigh the quantity of food from the various sizes of spoons you use to obtain the number of spoonfuls you will need for the required serving size. Indicate if the spoon is to be filled level, rounded, or heaping.

Table 5

Guide for Substituting Cans

	Can size you have	No. 10	No. 3 Cyl.	No. 2 1/2	No. 2	No. 303	No. 300
Can size in yield table	No. 10	1.0	2.1	3.7	5.3	6.5	7.4
	No. 3 Cyl.	0.5	1.0	1.8	2.6	3.1	3.3
	No. 2 1/2	0.3	0.6	1.0	1.5	1.8	2.0
	No. 2	0.2	0.4	0.7	1.0	1.3	1.5
	No. 303	0.2	0.3	0.6	0.8	1.0	1.2
	No. 300	0.1	0.3	0.5	0.7	0.9	1

Source: *Food Buying Guide for Child Nutrition Programs*: U.S. Department of Agriculture, Revised 2001.

To use Table 5, find the column with the can size you have. Then, find the row with the can size given in the yield table. The number where the column and row intersect is the required number of cans of the size you have. As an example, you can use 1.5 No. 2 cans in place of each No. 2 1/2 can (see highlighted number in chart).