

**CHILD CARE CENTERS
 MONTHLY MILK PURCHASE SUMMARY**
NUTRITION DEPARTMENT
Instructions:

- Sponsors are required to serve meals that comply with CACFP meal pattern and portion sizes.
 - Milk is a food component required for breakfast, lunch and supper, and thus has been chosen as a performance indicator.
 - By completing this form, sponsors will be able to determine if enough milk was purchased for the number of meals claimed.
 - Sponsors are encouraged to complete this form monthly or at a minimum, 4 times per year. It can be completed by site or at the sponsor level.
 - If a sponsor finds a problem with amount of milk purchased, they are encouraged to continue to evaluate milk usage monthly until the problem is resolved.
 - Sponsors should file the completed forms and it will be evaluated when the sponsor is reviewed.
- Complete Section I with details about the facility.
- Complete Section II with number of meals claimed during the month. Do not include infant meals. Only include snacks at which milk was served.
- Complete Section III to determine the average milk portion served at your facility.
- Complete Section IV to determine the amount of milk purchased to support the number of meals claimed.
- Complete Section V to compare the amount of milk purchased to meals claimed. If you purchase less milk than the amount of milk that was needed to support the meals you claimed, there is a problem and corrective action must be taken. Further evaluation of the amount of milk that is being served in each classroom will usually let you know where the problem originates. If a milk shortage continues you are not allowed to claim those meals.

SECTION I: DATA

NAME OF SITE _____

LICENSED CAPACITY OR ENROLLMENT _____

MONTH _____

SECTION II: MEALS CLAIMED FOR REPORTING MONTH

Breakfast (do not include infant breakfasts)..... _____

Lunch (do not include infant lunches)..... + _____

Supper (do not include infant suppers)..... + _____

 Snack (indicate the number of snacks served
with milk – do not include infants).... + _____

TOTAL MEALS CLAIMED = _____

SECTION III: MILK PORTION SIZE

To determine the milk portion size to use: If the site serves meals to mixed age groups, use the smaller number of ounces unless more than half of the children are from the older age group. If more than half of the children are from the older age group, use an average of the two amounts.

Choose one:

- 4 oz if the majority of the children are 1-2 yr.
- 5 oz if children are 1-5 yr with the majority being 3-5 yr.
- 6 oz if the majority of the children are 3-5 yr.
- 7 oz if children are 3-12 yr with the majority being 6-12 yr.
- 8 oz if the majority of the children are ages 6-12.

SECTION IV: MILK CALCULATION
Milk Purchases/Milk Usage:

 # 8 Ounce Cartons
of Milk Purchased _____ × 8 oz = _____ oz

 # Gallons of Milk
Purchased _____ × 128 oz = _____ oz

 # ½ Gallons of Milk
Purchased _____ × 64 oz = _____ oz

TOTAL MILK PURCHASED → _____ oz

 Milk Portion Size ounces - **From Section III** ÷ _____

**NUMBER OF MEALS THAT COULD
BE SERVED BASED ON MILK
PURCHASED** → = _____

SECTION V: MILK COMPARISON

- Total Meals Claimed - **From Section II** _____
- Number of meals that could be served based on milk purchased - **From Section IV** _____
- Results** - Is the number on line 1 smaller than the number on line 2?
(Check one)

☐ Yes **Good!** Enough milk was purchased for the number of meals claimed.

☐ No **Action Needed!** You are not purchasing and serving the children enough milk. You must resolve this problem immediately.

Document Action Taken: