

General Infant Meal Record Instructions:

The principles of completion for all form types are the same.

1. Complete the infant's full name (first and last names)
2. Add the infant's birthdate and/or the infant's age in months
3. Check box or otherwise indicate if the child is receiving breast milk (in a bottle) or formula
4. If the infant is receiving formula, check the box indicating who is providing it
5. Fill in the name of the formula being used. The formula must be iron-fortified, or "with iron."
6. Each form must demonstrate the meal served to infants in each age group meets at least the minimum federal requirements.
7. Fill in the food served.
8. Fill in the amount of the food served.
9. Optional: fill in the amount of food eaten. This is for the center to inform the parents of what and how much the child ate, and meets licensing requirements.
10. Enter the time the components/meal was served.
11. Make sure infant meal records show a complete meal is served before claiming.
12. Group the meals into breakfast, lunch, dinner, snacks to appropriate meals are claimed.