

**Michigan Department of Education
Child and Adult Care Food Program**

Menu Substitution Log Instructions

This form is used to consolidate menu substitutions by sponsors who use the same menu for more than one classroom or site. All menu substitutions made in individual classrooms/sites must be recorded on the individual classroom/site menus. To reduce paperwork, keep one master menu on file and record all classroom/site substitutions on the menu substitution log.

1. Record the month and year at the top of the form.
2. When a classroom or site substitutes a menu item from the planned menu, record the following items on the menu substitution log:
 - name of the site
 - date
 - the meal (Breakfast, A.M. Snack, etc)
 - the food item on the menu that will be served
 - the substituted food
 - the name of the staff person approving the food substitution.

Note: As a management tool, you may wish to know the reason for the substitution. If so, instruct staff to record the reason for the substitution.

3. Keep the menu substitution log on file with the master menu.