|  |  |  |  |
| --- | --- | --- | --- |
| SFSP sponsor: |  |  | Number of meals served *(Complete this section after meal service)* |
| Site: |  |  | Meal type | [ ]  Lunch [ ]  Supper | Snack |
| Date: |  |  | Reimbursable meals: |       |       |
|  |  |  | Nonreimbursable meals: |       |       |
|  |  | **Total meals:** |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Food components**Refer to the [SFSP Meal Patterns](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/How-To#MealPatterns) for the required components and servings. | Column 1 | Column 2 | Column 3 | **Column 4** | **Column 5** | **Column 6** | **Column 7** |
| Menu item | Recipe number or product name | Serving size and amount prepared | Temperatures: Take corrective action if not at target temperature | Total quantity of food used e.g., number of servings, pounds, cans | Amount leftover | Total amount served (column 5 minus column 6) |
| Reimbursable meals | Nonreimbursable meals |
| Serving size | Number of servings | Serving size | Number of servings | Time:      | Time:      |
| **Lunch/Supper** | Milk |       |       |       |       |       |       |       |       |  |  |  |
| Vegetables/fruits(serving 1) |       |       |       |       |       |       |       |       |  |  |  |
| Vegetables/fruits(serving 2) |       |       |       |       |       |       |       |       |  |  |  |
| Grains/breads |       |       |       |       |       |       |       |       |  |  |  |
| Meat/meat alternates |       |       |       |       |       |       |       |       |  |  |  |
| Other foods *Do not credit* |       |       |       |       |       |       |       |       |  |  |  |
| **Snack (Choose 2 of 4)** | Milk |       |       |       |       |       |       |       |       |  |  |  |
| Vegetables/fruits |       |       |       |       |       |       |       |       |  |  |  |
| Grains/breads |       |       |       |       |       |       |       |       |  |  |  |
| Meat/meat alternates |       |       |       |       |       |       |       |       |  |  |  |
|  | Other foods *Do not credit* |       |       |       |       |       |       |       |       |  |  |  |

**Instructions**

|  |  |
| --- | --- |
| **Site** **and** **date**: List the site name and date of meal service.**Number of meals served:** *Complete this section* ***after*** *the meal service.* Indicate the number of reimbursable meals served to children, and the number of nonreimbursable meals, if applicable, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2% of all first meals.**Menu item (column 1):** List all planned menu items. Include noncreditable foods (e.g., desserts and condiments), and any substitutions. For guidance on the SFSP meal pattern requirements, visit the [Meal Patterns for the SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/How-To#MealPatterns) and [Crediting Foods in the SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents) sections of the CSDE’s SFSP webpage. For information on “other” foods, refer to the CSDE’s resource, [*Noncreditable Foods in the Summer Food Service Program*](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Noncreditable_Foods_SFSP.pdf). **Recipe number or food product (column 2):** Indicate the recipe (and recipe number, if available) or name of food product used. Include the form (e.g., fresh, frozen, or canned) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar).**Serving size and amount prepared (column 3):** Indicate the serving size and number of servingsforall planned menu items served to children, and to SFSP staff, if applicable. | **Total quantity of food used (column 4):** *Complete this section* ***after*** *the meal service*. Indicate the total amount of food used to prepare the number of planned meals indicated in column 3. For single-serving items like hamburgers or oranges, record the total number of items or servings prepared, e.g., 100 oranges, 250 servings of hamburgers. For all other items, indicate the amount of food used with as much detail as possible, e.g., “3 10-lb. boxes,” “2 #10 cans” or “1½ recipes.”**Temperatures (column 5):** *Complete this section* ***throughout*** *the meal service.* List each food’s temperature and the time it was taken. Hold hot foods at 135 °F or above. Hold cold foods at 41 °F or below. For more information, visit the CSDE’s [Food Safety for Child Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs) webpage.**Amount leftover (column 6):** *Complete this section* ***after*** *the meal service*. Indicate the amount of food leftover for each menu item. If the item can be counted, record the number, e.g., 10 oranges. If the item can be measured in volume, record the estimated amount, e.g., “half of a full-size steam table pan” or “2 quarts.” Use consistent measurements. For example, if the total quantity of food used (column 5) is 150 hamburgers, indicate the number of leftovers (e.g., 10 hamburgers), not the weight (e.g., 2 pounds).**Total amount served (column 7):** *Complete this section* ***after*** *the meal service*. Subtract “Amount leftover” (column 5) from “Total quantity of food used” (column 4) to determine the total amount of food served. |

**Meal Pattern and Menu Planning Resources**

The resources below provide an overview of the requirements for the SFSP meal pattern components. For a complete list of meal pattern resources, refer to the CSDE’s [Resources for the Summer Food Service Program Meal Patterns.](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/Resources_SFSP_Meal_Patterns.pdf)For guidance on menu planning, visit the “[Menu Planning for the SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/How-To#MenuPlanning)” section of the CSDE’s SFSP webpage.

* Crediting Summary Charts for the SFSP Meal Patterns (CSDE):
[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingsfsp/crediting\_summary\_charts\_sfsp.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Crediting_Summary_Charts_SFSP.pdf)
* Requirements for the Grains/Breads Component of the Summer Food Service Program Meal Patterns (CSDE):
[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingsfsp/component\_grains\_breads\_sfsp.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Component_Grains_Breads_SFSP.pdf)
* Requirements for the Meat/Meat Alternates Component of the Summer Food Service Program Meal Patterns (CSDE):
[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingsfsp/component\_mma\_sfsp.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Component_MMA_SFSP.pdf)
* Requirements for the Milk Component of the Summer Food Service Program Meal Patterns (CSDE):
[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingsfsp/component\_milk\_sfsp.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Component_Milk_SFSP.pdf)
* Requirements for the Vegetables/Fruits Component of the Summer Food Service Program Meal Patterns (CSDE):
[https://portal.ct.gov/-/media/sde/nutrition/sfsp/creditingsfsp/component\_vegetables\_fruits\_sfsp.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Component_Vegetables_Fruits_SFSP.pdf)

For more information, visit the [Meal Patterns for the SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/How-To#MealPatterns) and [Crediting Foods in the SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents) sections of the CSDE’s SFSP webpage, or contact the [Summer Meals staff](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Contact) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/‌MealPattern/Production\_Record\_SFSP\_Lunch\_Supper\_Snack.docx](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/Production_Record_SFSP_Lunch_Supper_Snack.docx).

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:program.intake@usda.gov

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