|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SFSP sponsor  |       |  | Today’s menu | Number of meals served *(Complete after meal service)* |
| Site: |       |
| Date: |       | Reimbursable: |  |
| Meal type: [ ]  Breakfast [ ]  Lunch [ ]  Supper | Nonreimbursable: |  |
| [ ]  AM snack[ ]  PM snack | **Total:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Column 1** | **Column 2** | Column 3 | **Column 4** | **Column 5** | **Column 6** | **Column 7** |
| **Menu item**Review the [SFSP Meal Patterns](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/How-To#MealPatterns) for the required components and servings. | Recipe number or food product  | 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:      |
| **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>
* 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>
* 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>
* 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>
* 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>

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\_Components.docx](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/%E2%80%8CMealPattern/Production_Record_SFSP_Components.docx).

|  |  |
| --- | --- |
| In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/‌default/files/documents/ad-3027.pdf](https://www.usda.gov/sites/default/files/documents/ad-3027.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:1. mail: U.S. Department of AgricultureOffice of the Assistant Secretary for Civil Rights1400 Independence Avenue, SWWashington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:program.intake@usda.gov

This institution is an equal opportunity provider. | The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov. |