

# Afterschool Snack Program (ASP) Daily Snack Count Record for Grades K-12 in Site/Area Eligible Schools

**School Year 2024-25 (July 1, 2024, through June 30, 2025)**

Complete this form daily and return to the school food service department.

School/site: \_\_\_\_\_ Location: \_\_\_\_\_

Grades served: \_\_\_\_\_ Date: \_\_\_\_\_ Total snacks received by site: \_\_\_\_\_

Today's snack menu \*: \_\_\_\_\_

\* Snack menus must comply with the [ASP Meal Pattern for Grades K-12](#). Snacks must include at least two of the four meal components: 1) milk (low-fat or fat-free, unflavored or flavored); 2) vegetables/fruits; 3) grains/breads (whole grain-rich or enriched); and 4) meats/meat alternates. Juice cannot be served when milk is the only other component. ASP snacks in [Healthy Food Certification](#) (HFC) schools must also comply with the [Connecticut Nutrition Standards](#). For more information, refer to the Connecticut State Department of Education's (CSDE) [Crediting Summary Charts for the ASP Meal Pattern for Grades K-12](#) and [Afterschool Snack Program Handbook](#), and visit the CSDE's [Afterschool Snack Program](#) webpage. **Note:** Schools must complete a daily production record and maintain on file (refer to the CSDE's [ASP Production Record for Grades K-12](#)).

## Daily Student Snack Count

Cross off each number in order as each student receives a complete snack. Students must receive **both meal components** before a reimbursable snack can be counted.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150

Today's attendance: \_\_\_\_\_ Total snacks served (**students only**): \_\_\_\_\_

## Daily Adult Snack Count

Snacks served to adults must be paid for by the adult or the school/organization responsible for the programming.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Total snacks served (**adults only**): \_\_\_\_\_

Comments:

Person completing form: \_\_\_\_\_  
Print name
Signature

## ASP Daily Snack Count Record for Grades K-12 in Site/Area Eligible Schools

For more information, refer to the CSDE's [Afterschool Snack Program Handbook](#) and visit the CSDE's [Afterschool Snack Program](#) webpage, or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This form is available at [https://portal.ct.gov/-/media/sde/nutrition/asp/forms/daily\\_count\\_asp\\_grades\\_k-12\\_site\\_area\\_eligible.pdf](https://portal.ct.gov/-/media/sde/nutrition/asp/forms/daily_count_asp_grades_k-12_site_area_eligible.pdf)

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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](mailto:program.intake@usda.gov)

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