

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

School Year 2025-26 (July 1, 2025, through June 30, 2026)

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

School/site: _____ **Location:** _____

Daily Snack Production Record

Meal component <i>Choose two of five</i>	Food item used	Food unit	Number of units used
Milk, 1 cup			
Vegetables, $\frac{3}{4}$ cup			
Fruits, $\frac{3}{4}$ cup			
Grains, 1 ounce equivalent			
Meats/meat alternates, 1 ounce equivalent			

Snack menus must include the minimum serving of two of the five meal components in the [ASP Meal Pattern for Grades K-12](#): 1) low-fat or fat-free milk, unflavored or flavored with no more than 10 grams of added sugars per 8 fluid ounces; 2) vegetables; 3) fruits; 4) whole grain-rich or enriched grains; and 5) meats/meat alternates. Juice cannot be served when milk is the only other meal component. For more information, refer to the Connecticut State Department of Education's (CSDE) [Crediting Guide for the School Nutrition Programs](#), and visit the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage and [Afterschool Snack Program](#) webpage. ASP snacks in [Healthy Food Certification](#) (HFC) schools must also comply with the [Connecticut Nutrition Standards](#).

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

Attendance: _____ **Total snacks served to students:** _____

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
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----

Total snacks served to adults: _____

Comments:

Name of person completing form: _____ Signature: _____

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

For more information on the ASP, visit 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_production_record_asp_grades_k-12_site_area_eligible.pdf

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, audiotope, 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>, 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 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

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.

