

Afterschool Snack Program (ASP) Production Record for Ages 3-4: Completed Sample

Sponsor: _____ Week of: _____ to _____

Site: _____ Ages: _____

Preschool snack menus must include two of the five components: 1) unflavored low-fat or fat-free milk (M); 2) vegetables (V); 3) fruits (F); 4) grains (G); and 5) meat/meat alternates (MMA). Juice cannot be served when milk is the only other component. For more information, refer to the Connecticut State Department of Education's (CSDE) resources, [ASP Meal Pattern for Preschoolers](#), [Menu Planning Guide for Preschoolers in the NSLP and SBP](#), [Afterschool Snack Program Handbook](#), and [Crediting Summary Charts for the Preschool Meal Patterns of the School Nutrition Programs](#).

Day of snack service	A	B	C					D	E	F	G	H	I	J
	Food item	Serving size	Components Check (✓) at least 2 for each day					Temperatures Potentially hazardous foods (PHFs) only	Total servings prepared	Total amount of food used	Number of snacks served Complete after snack service			Number of servings leftover (I - G)
			M	V	F	G	MMA				STUDENTS Reimbursable snacks	ADULTS	TOTAL (G + H)	
Monday	Low-fat milk	4 fluid ounces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38° F	100	100	96	4	100	0
	Whole-grain cereal, bowl pack	½ ounce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	100	100				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Tuesday	Whole-grain roll, 1	½ ounce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	100	100	93	4	97	3
	Low-fat cheese cubes	½ ounce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40° F	100	3⅛ pounds				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Wednesday	Fat-free Greek yogurt	¼ cup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40° F	100	6¼ quarts	97	3	100	0
	Blueberries	½ cup	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	3⅛ gallons				
	Whole-grain granola (extra food item)	1 tablespoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	6 ¼ cups				
Thursday	Carrot sticks, thinly sliced	½ cup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	19.6 pounds	95	3	98	2
	Peanut butter	1 tablespoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	100	6¼ cups				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Friday	Cucumber slices	½ cup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	19.2 pounds	96	3	99	1
	Fruit salad	½ cup	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	3⅛ gallons				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

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Instructions

Complete columns A-F *before* snack service.

- **Column A – Food item:** List each food item from the planned snack menu.
- **Column B – Serving size:** For each food item in column A, list the serving size. The serving size must be **at least the minimum quantity** required by the [ASP Meal Pattern for Preschoolers](#).
- **Column C – Components:** Check (✓) the snack components provided. There must be **at least two** components. For information on the ASP meal pattern and crediting requirements, refer to the CSDE's [ASP Meal Pattern for Preschoolers](#) and [Menu Planning Guide for Preschoolers in the NSLP and SBP](#).
- **Column D – Temperatures for PHFs:** When applicable, check and record the actual temperature of any PHFs with a properly calibrated clean and sanitized thermometer. PHFs support the rapid growth of bacteria and must be kept hot (135° F or hotter) or cold (41° F or colder), per the Food and Drug Administration's (FDA) Food Code. For more information, visit the CSDE's [Food Safety for Child Nutrition Programs](#) webpage.
- **Column E – Total servings prepared:** For each snack component, indicate the total number of servings prepared for students.
- **Column F – Total amount of food used:** For each snack component, indicate the total amount of food used to meet the meal pattern requirements. This is based on the serving size (column B) and the number of planned snacks (column E). For example, if a site serves 100 children a snack of a 1-ounce whole-grain roll with 1 ounce of low-fat cheese, the total food used is 100 rolls and 6.25 pounds of low-fat cheese. Use the USDA's [Food Buying Guide for Child Nutrition Programs](#) to determine the amount of purchased food that meets the requirements. For processed foods, refer to the product's Child Nutrition (CN) label or product formulation statement (PFS). For more information, refer to the CSDE's resources, [Child Nutrition \(CN\) Labeling Program](#), [Using Product Formulation Statements in the School Nutrition Programs](#), [Accepting Processed Product Documentation in the NSLP and SBP](#), and [Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP](#); and visit the “[Crediting Commercial Processed Products](#)” section of the CSDE's [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage. Foods made from scratch must have a standardized recipe that documents crediting information. For more information, visit the “[Crediting Foods Made from Scratch in Preschool Menus](#)” section of the CSDE's [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage.

Complete columns G-J *after* snack service.

- **Column G – Number of snacks served (STUDENTS):** Indicate the total number of snacks taken by students. This is the total number of reimbursable snacks served for the day.
- **Column H – Number of snacks served (ADULTS):** Indicate the total number of snacks taken by adults. Adult snacks are not reimbursable.
- **Column I – Number of snacks served (TOTAL):** Indicate the total number of snacks taken by students and adults. This equals column G plus column H.
- **Column J – Number of servings leftover:** Indicate the total number of servings that were prepared but not served. This equals column I minus column G.

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Resources

Afterschool Snack Program (CSDE website):

<https://portal.ct.gov/SDE/Nutrition/Afterschool-Snack-Program>

Afterschool Snack Program Handbook (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASP_Handbook.pdf

Afterschool Snack Program Meal Pattern for Preschoolers (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Meal_Pattern_ASP_preschool.pdf

Afterschool Snack Program Production Record for Ages 3-4:

Completed Sample (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/Production_Record_ASP_ages_3-4_sample.pdf

Afterschool Snack Program Sample Menu for Ages 3-4 (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Sample_Menu_ASP_ages_3-4.pdf

Comparison of Meal Pattern Requirements for Preschool and

Grades K-12 in the ASP (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Comparison_Preschool_Grades_K-12_ASP.pdf

Connecticut Nutrition Standards (CSDE website):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Crediting Summary Charts for the Preschool Meal Patterns of the School

Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Crediting_Summary_Charts_SNP_Preschool.pdf

Healthy Food Certification (CSDE website):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

List of Acceptable Foods and Beverages (CSDE website):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Menu Planning Guide for Preschoolers in the NSLP and SBP (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Menu_Planning_Guide_Preschool.pdf

Noncreditable Foods for Preschoolers in the NSLP and SBP (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Noncreditable_Foods_SNP_preschool.pdf

Resources for the Preschool Meal Patterns (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Resources_Preschool_Meal_Patterns.pdf

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For more information, refer to the CSDE's *Menu Planning Guide for Preschoolers in the NSLP and SBP* and *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/Production_Record_ASP_ages_3-4_sample.pdf.

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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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