Sponsor: Site: Ages: Week of:

Preschool snack menus must include two of the five meal components: 1) 4 fluid ounces unflavored low-fat or fat-free milk; 2) ½ cup vegetables; 3) ½ cup fruits;   
4) ½ ounce equivalent (oz eq) grains; and 5) ½ oz eq meats/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 Preschool Meal Pattern*](https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Meal_Pattern_ASP_preschool.pdf), [*Menu Planning Guide for Preschoolers in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Menu_Planning_Guide_Preschool.pdf)*,* *[Afterschool Snack Program Handbook](https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASP_Handbook.pdf),* and[*Crediting Summary Charts for the Preschool Meal Patterns of the School Nutrition Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Crediting_Summary_Charts_SNP_Preschool.pdf)*.*

Compete columns A-F prior to snack service. Complete columns G-J after snack service. For additional guidance, refer to the Instructions on page 2.

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| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** |
| **Food item** | **Serving size** | **Meal component** | **Temperatures  (if applicable)** | **Total servings prepared** | **Total amount of food used** | **Number of snacks served: Students** | **Number of snacks served: Adults** | **Number of snacks served: Total** | **Number of servings leftover** |
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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 Preschool Meal Pattern*](https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Meal_Pattern_ASP_preschool.pdf).

**Column C – Components:** Indicate the meal components (at least two) provided for each snack. For information on the ASP meal pattern and crediting requirements, refer to the CSDE’s [*ASP Preschool Meal Pattern*](https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Meal_Pattern_ASP_preschool.pdf) and [*Menu Planning Guide for the Preschool Meal Patterns of the School Nutrition Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Menu_Planning_Guide_Preschool.pdf)*.*

**Column D – Temperatures (if applicable):** When applicable, check and record food temperatures with a properly calibrated clean and sanitized thermometer. Temperatures should be taken for all Time/Temperature Control for Safety Food (TCS), formerly known as potentially hazardous foods (PHFs). TCS are defined by the Food and Drug Administration’s (FDA) Food Code as foods that require time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. 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.

**Column E – Total servings prepared:** For each meal component, indicate the total number of servings prepared for students.

**Column F – Total amount of food used:** For each meal 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 and the snack includes 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](https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)* to determine the amount of purchased food that meets the requirements.

Commercial processed foods not listed in the FBG require a Child Nutrition (CN) label or product formulation statement (PFS) to document crediting information (refer to the Connecticut State Department of Education’s (CSDE) resources, [*Using Child Nutrition (CN) Labels in the School Nutrition Programs*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/cn_labels_snp.pdf), [*Using Product Formulation Statements in the School Nutrition Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Product_Formulation_Statements.pdf), and [*Accepting Processed Product Documentation in the School Nutrition Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Accepting_Processed_Product_Documentation_SNP.pdf)). Foods made from scratch must have a standardized recipe that documents crediting information. For information on crediting documentation, visit the “[Crediting Commercial Processed Products](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs/Related-Resources#CommercialProducts)” section and “[Crediting Foods Made from Scratch](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs/Related-Resources#ScratchFoods)” section of the CSDE’s [Meal Patterns for Preschoolers in School Nutrition Programs](https://portal.ct.gov/sde/nutrition/meal-patterns-preschoolers-in-school-nutrition-programs/how-to) webpage. The CSDE’s [Preschool Meal Pattern Training for the School Nutrition Programs](https://portal.ct.gov/sde/nutrition/meal-patterns-preschoolers-in-school-nutrition-programs/how-to) provides comprehensive guidance on meeting the preschool meal pattern and crediting requirements.

**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.

# Resources

Afterschool Snack Program (CSDE website):   
[https://portal.ct.gov/sde/nutrition/afterschool-snack-program](http://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 Preschool Meal Pattern CSDE):   
[https://portal.ct.gov/-/media/sde/nutrition/asp/meal\_pattern\_‌asp\_preschool.pdf](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](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](https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Sample_Menu_ASP_ages_3-4.pdf)

Comparison of Afterschool Snack Program (ASP) Meal Pattern Requirements for Preschool and Grades K-12 (CSDE):  
[https://portal.ct.gov/-/media/sde/nutrition/asp/‌comparison\_preschool\_grades\_k-12\_asp.pdf](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](http://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](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](http://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](http://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages)

Menu Planning Guide for the Preschool Meal Patterns of the School Nutrition Programs (CSDE):   
[https://portal.ct.gov/-/media/sde/nutrition/nslp/preschool/‌menu\_planning\_guide\_preschool.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Menu_Planning_Guide_Preschool.pdf)

Preschool Meal Pattern Training for the School Nutrition Programs (CSDE webpage):  
https://portal.ct.gov/sde/nutrition/meal-patterns-preschoolers-in-school-nutrition-programs/how-to

Noncreditable Foods in the Preschool Meal Patterns for the School Nutrition Programs (CSDE):   
[https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/‌noncreditable\_foods\_snp\_preschool.pdf](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](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/‌Preschool/Resources_Preschool_Meal_Patterns.pdf)

For more information, refer to the CSDE’s [*Menu Planning Guide for the Preschool Meal Patterns of the School Nutrition Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Menu_Planning_Guide_Preschool.pdf)and[*Afterschool Snack Program Handbook*](https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASP_Handbook.pdf)and visit the CSDE’s [Afterschool Snack Program](https://portal.ct.gov/SDE/Nutrition/Afterschool-Snack-Program/Documents) webpage, or contact the [school nutrition programs staff](https://portal.ct.gov/SDE/Nutrition/Contact-Information-for-School-Nutrition-Programs) 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_3-5.docx>.

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

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