

Sample Completed Afterschool Snack Program (ASP) Preschool Production Record for Ages 3-5

Sponsor: ABC School District Site: XYZ site Ages: 3-4 Week of: May 6-10, 2024

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](#), [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](#).

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.

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
Monday									
Low-fat milk	4 fluid ounces	Milk	38° F	100	3⅞ gallons	96	4	100	0
Whole-grain cereal	1 ounce bowl pack	Grains	NA	100	100 bowl packs	96	4	100	0
Tuesday									
Fat-free Greek yogurt	¼ cup	MMA	40° F	100	6¼ quarts	97	3	100	0
Blueberries	½ cup	Fruits	NA	100	3⅞ gallons	97	3	100	0
Whole-grain granola topping	1 tablespoon	Extra food item	NA	100	6 ¼ cups	97	3	100	0
Wednesday									
Carrot sticks, thinly sliced	½ cup	Vegetables	NA	100	19.6 pounds	95	3	98	2
Peanut butter	1 tablespoon	MMA	NA	100	6¼ cups	95	3	98	2
Thursday									
Cucumber slices	½ cup	Vegetables	NA	100	19.2 pounds	96	3	99	1
Fruit salad	½ cup	Fruits	NA	100	3⅞ gallons	96	3	99	1
Friday									
Whole-grain crackers	½ ounce package	Grains	NA	100	100 packages	93	4	97	3
Low-fat cheese cubes	½ ounce	MMA	40° F	100	3⅞ pounds	93	4	97	3

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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](#).

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](#) and [Menu Planning Guide for the Preschool Meal Patterns of the School Nutrition Programs](#).

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](#) 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](#) 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](#), [Using Product Formulation Statements in the School Nutrition Programs](#), and [Accepting Processed Product Documentation in the School Nutrition Programs](#)). Foods made from scratch must have a standardized recipe that documents crediting information. For information on crediting documentation, visit the "[Crediting Commercial Processed Products](#)" section and "[Crediting Foods Made from Scratch](#)" section of the CSDE's [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage. The CSDE's [Preschool Meal Pattern Training for the School Nutrition Programs](#) 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.

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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 Preschool Meal Pattern (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/asp/meal_pattern_asp_preschool.pdf

Afterschool Snack Program Production Record for Ages 1-2 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/asp/forms/production_record_asp_ages_1-2.docx

Afterschool Snack Program Production Record for Ages 3-4 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/asp/forms/production_record_asp_ages_3-4.docx

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 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

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 the Preschool Meal Patterns of the School Nutrition Programs (CSDE):

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

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 the Preschool Meal Patterns of the School Nutrition Programs](#) 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_3-5_sample.pdf.

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3. email: program.intake@usda.gov

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