

Afterschool Snack Program (ASP) Production Record for Grades K-12

Sponsor: _____ Week of: _____ to _____

Site: _____ Grades: _____

Snack menus for grades K-12 must include two of the four components: 1) low-fat or fat-free, unflavored or flavored (M); 2) vegetables/fruits (VF); 3) grains/breads (GB); and 4) meat/meat alternates (MMA). Snacks cannot include only two foods from the same component, e.g., carrot sticks and apple juice (both items are from the VF component). Juice cannot be served when milk is the only other component. For more information, refer to the Connecticut State Department of Education’s (CSDE) *Afterschool Snack Program Handbook* and *Crediting Summary Charts for the ASP Meal Pattern for Grades K-12*.

Day of snack service	A	B	C				D	E	F	G	H	I	J
	Food item	Serving size	Components <i>Check (✓) at least 2 for each day</i>				Temperatures <i>Potentially hazardous foods (PHFs) only</i>	Total servings prepared	Total amount of food used	Number of snacks served <i>Complete AFTER snack service</i>			Number of servings leftover <i>(I - G)</i>
			M	VF	GB	MMA				STUDENTS <i>Reimbursable Snacks</i>	ADULTS	TOTAL <i>(G + H)</i>	
Monday	Low-fat milk, unflavored	½ pint (8 fluid ounces)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38° F	100	100	96	4	100	0
	Whole-grain cereal, bowl pack	1 ounce (¾ cup)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	100	100				
Tuesday	Red apple, 138 count	1 each (1 cup)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	100	93	4	97	3
	Whole-grain crackers, 6	1 ounce	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	100	600 (6¼ pounds)				
Wednesday	Whole-grain roll, 1	1 ounce	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	100	100	97	3	100	0
	Low-fat cheese cubes	1 ounce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40° F	100	6¼ pounds				
Thursday	Fat-free Greek yogurt	½ cup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40° F	100	3⅞ gallons	95	3	98	2
	Blueberries	¾ cup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	5 gallons				
	Whole-grain granola (extra food item)	1 tablespoon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA		6 ¼ cups				
Friday	Carrot sticks	¾ cup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	100	29.4 pounds	96	3	99	1
	Peanut butter	2 tablespoons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	100	3⅞ quarts				

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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 Grades K-12](#).
- **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 Grades K-12](#) and [ASP Handbook](#):
- **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 [Crediting Foods 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](#)” section of the CSDE’s [Crediting Foods 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.

ASP Snack Production Record for Grades K-12

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 Grades K-12 (CSDE):

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

Afterschool Snack Program Menu Form for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASP_Menu_Form_grades_K-12.doc

Afterschool Snack Program Production Record for Grades K-12 – Completed Sample (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/Production_Record_ASP_grades_K-12_sample.pdf

Afterschool Snack Program Sample Menu for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Sample_Menu_ASP_grades_K-12.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 ASP Meal Pattern for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Crediting_Summary_Charts_ASP_Grades_K-12.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>

Noncreditable Foods for Grades K-12 in the ASP (CSDE):

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

Resources for the School Meal Patterns for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/MealPattern/Resources_School_Meal_Patterns_grades_K-12.pdf

ASP Snack Production Record for Grades K-12



For more information, refer to the CSDE's *Afterschool Snack Program Handbook* and *Crediting Summary Charts for the ASP Meal Pattern for Grades K-12*, 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_grades_K-12_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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