

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

School Year 2024-25 (July 1, 2024, through June 30, 2025)

Sponsor: ABC School District Site: XYZ site Grades: K-8 Week of: May 6-10, 2024

Snack menus for grades K-12 must include two of the four meal components: 1) 8 fluid ounces unflavored low-fat or fat-free milk; 2) ¾ cup vegetables/fruits (VF); 3) 1 serving grains/breads (GB); and 4) 1 ounce 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, [Afterschool Snack Program Handbook](#) and [Crediting Summary Charts for the ASP Meal Pattern for Grades K-12](#).

Complete 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	½ pint	Milk	38° F	100	100 ½ pints	96	4	100	0
Whole-grain cereal	1-ounce bowl pack	GB	NA	100	100 bowl packs	96	4	100	0
Tuesday									
Fat-free Greek yogurt	½ cup	MMA	40° F	100	100 ½-cup containers	97	3	100	0
Blueberries	¾ cup	VF	NA	100	4¾ gallons	97	3	100	0
Whole-grain granola topping	1 tablespoon	Extra food item	NA	100	6¼ cups	97	3	100	0
Wednesday									
Carrot sticks	¾ cup	VF	NA	100	29.4 pounds	95	3	98	2
Peanut butter	2 tablespoons	MMA	NA	100	3⅞ quarts	95	3	98	2
Thursday									
Red apple, 138 count	1 each (1 cup)	VF	NA	100	100	96	3	99	1
Low-fat cheese cubes	1 ounce	MMA	40° F	100	6¼ pounds	93	4	97	3
Friday									
Whole-grain crackers	1 ounce package	GB	NA	100	100 packages	93	4	97	3
Hummus (MMA crediting documented by PFS)	2-ounce cup	MMA	40° F	100	100 cups	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 Meal Pattern for Grades K-12](#).

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 Meal Pattern for Grades K-12](#) and [Afterschool Snack Program Handbook](#).

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 [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.

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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 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 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 [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_esp_grades_k-12.docx.

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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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