

Instructions for the Afterschool Snack Program (ASP) Production Records for Grades K-12 and Preschool

The Connecticut State Department of Education's (CSDE) production records for the ASP include the [Afterschool Snack Program \(ASP\) Production Record for Grades K-12](#) and the [Afterschool Snack Program \(ASP\) Production Record for Preschool](#). Complete all information on the applicable form for each age/grade group, following the guidance below. Maintain on file for the [Administrative Review of the school nutrition programs](#).

For guidance on the ASP meal patterns, refer to the CSDE's resources, [Afterschool Snack Program Meal Pattern for Grades K-12](#) and [Afterschool Snack Program Meal Pattern for Preschool](#), and visit the CSDE's [Afterschool Snack Program](#) webpage.

For guidance on the crediting requirements, refer to the CSDE's [Crediting Guide for the School Nutrition Programs](#) and visit the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage and [Crediting Documentation for the Child Nutrition Programs](#) webpage.

How to Access the ASP Production Records

Grades K-12: Access the CSDE's [Afterschool Snack Program \(ASP\) Production Record for Grades K-12](#).

Preschool: Access the CSDE's [Afterschool Snack Program \(ASP\) Production Record for Preschool](#).

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 must be at least the minimum meal pattern quantity.

Column C – Components: Indicate the meal components (at least two) provided for each snack.

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). 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.

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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 quantity 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](#) (FBG) 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 CSDE's resources, [Using Product Formulation Statements in the School Nutrition Programs](#) and [Using Child Nutrition \(CN\) Labels in the School Nutrition Programs](#)). For more information on crediting documentation, refer to the CSDE's resource, [Accepting Processed Product Documentation in the School Nutrition Programs](#), and [USDA Memo SP 05-2025, CACFP 04-2025, SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements](#). For guidance on reviewing PFS forms, visit the USDA's [Child Nutrition Programs: Tips for Evaluating a Manufacturer's Product Formulation Statement](#) webpage. Guidance on how to review a grain PFS is available in the CSDE's resource, [When Commercial Grain Products Require a Product Formulation Statement to Credit in the School Nutrition Programs](#).
- Foods made from scratch must have a standardized recipe that documents crediting information. For information on standardized recipes, refer to the CSDE's [Guide to Menu Documentation for the School Nutrition Programs](#) and the Institute of Child Nutrition's [USDA Recipe Standardization Guide for School Nutrition Programs](#), and visit the "Standardized Recipes" section of the CSDE's Crediting Documentation for the Child Nutrition Programs webpage.

For more information on crediting documentation, visit the CSDE's [Crediting Documentation for the Child Nutrition Programs](#) webpage.

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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

[Accepting Processed Product Documentation in the School Nutrition Programs](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/accepting_processed_product_documentation_snp.pdf) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/accepting_processed_product_documentation_snp.pdf

[Afterschool Snack Program](https://portal.ct.gov/sde/nutrition/afterschool-snack-program) (CSDE website):

<https://portal.ct.gov/sde/nutrition/afterschool-snack-program>

[Afterschool Snack Program Handbook](https://portal.ct.gov/-/media/sde/nutrition/asp/asp_handbook.pdf) (CSDE):

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

ASP Production Record for Grades K-12 (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/asp/forms/production_record_asp_grades_k-12.docx

[Connecticut Nutrition Standards](https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards) (CSDE website):

<https://portal.ct.gov/sde/nutrition/connecticut-nutrition-standards>

[Crediting Documentation for the Child Nutrition Programs](https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs>

[Crediting Guide for the School Nutrition Programs](https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_crediting_snp.pdf) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_crediting_snp.pdf

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[Crediting Summary Charts for the Meal Patterns for the School Nutrition Programs](#)

(CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/crediting_summary_charts_snp.pdf

[Food Buying Guide for Child Nutrition Programs](#) (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

[Food Safety for Child Nutrition Programs](#) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/food-safety-for-child-nutrition-programs>

[Guide to Menu Documentation for the School Nutrition Programs](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_menu_documentation_snp.pdf

[Healthy Food Certification](#) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/healthy-food-certification>

[List of Acceptable Foods and Beverages](#) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/list-of-acceptable-foods-and-beverages>

[Meal Pattern and Crediting Resources for the School Nutrition Programs](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/meal_pattern/resources_school_meal_patterns_snp.pdf

[Meal Patterns and Crediting](#) (CSDE's ASP webpage):

<https://portal.ct.gov/sde/nutrition/afterschool-snack-program/meal-patterns-and-crediting>

[Menu Planning](#) (CSDE's ASP webpage):

<https://portal.ct.gov/sde/nutrition/afterschool-snack-program/documents#menuplanning>

[Records Retention Requirements for the School Nutrition Programs](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/records_retention_snp.pdf

[Standardized Recipes](#) (CSDE's Crediting Documentation for the Child Nutrition Program webpage):

<https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/standardized-recipes>

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[USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements:](https://www.fns.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation)

<https://www.fns.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation>

[USDA Recipe Standardization Guide for School Nutrition Programs](https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/) (Institute of Child Nutrition):

<https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/>

[Using Child Nutrition \(CN\) Labels in the School Nutrition Programs](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/cn_labels_snp.pdf) (CSDE):

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) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/product_formulation_statements.pdf

[When Commercial Grain Products Require a Product Formulation Statement to Credit in the School Nutrition Programs](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/when_commercial_grain_products_require_pfs_snp.pdf) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/when_commercial_grain_products_require_pfs_snp.pdf

For more information on the ASP, visit the CSDE's [Production Records for School Nutrition Programs](#) 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 document is available at https://portal.ct.gov/-/media/sde/nutrition/asp/forms/production_record_asp_instructions.pdf.



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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

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