|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sponsor:** |  | **Site:** |  | **Date:** |  |

**Number of Meals and Snacks Served** (*Complete after meal service*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Age groups** | **Breakfast** | **Lunch** | **Snack** |
| 🞎 1-2 |  |  |  |
| 🞎 3-5 |  |  |  |
| 🞎 6-12 |  |  |  |
| 🞎 13-18 (at-risk afterschool care centers and emergency shelters only) |  |  |  |
| Total reimbursable: |  |  |  |
| Total nonreimbursable: |  |  |  |

| **Column 1** | **Column 2** | **Column 3** | Column 4 | | | | | | **Column 5** | **Column 6** | **Column 7** | **Column 8** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meal Pattern Components** | Planned menu items | Recipe name and number or product name and code | **Planned portion size and number of servings** | | | | | | Temperatures (°F) and times | Total servings prepared | Servings left over | Total servings selected |
| Ages 1-2 | | Ages 3-5 | | **Ages 6-12  (or ages 6-18 for  at-risk/emergency)** | |
| Portion  size | Number of servings | Portion  size | Number of servings | Portion  size | Number of servings |
| **Breakfast** |  |  |  |  |  |  |  |  |  |  |  |  |
| Milk |  |  |  |  |  |  |  |  |  |  |  |  |
| Grains (including meat/meat alternate substitution) |  |  |  |  |  |  |  |  |  |  |  |  |
| Fruits and vegetables |  |  |  |  |  |  |  |  |  |  |  |  |
| Noncreditable foods, e.g., condiments |  |  |  |  |  |  |  |  |  |  |  |  |

| **Column 1** | **Column 2** | **Column 3** | **Column 5** | | | | | | **Column 6** | **Column 7** | **Column 8** | **Column 9** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meal Pattern Components** | Planned menu items | Recipe name and number or product name and code | **Planned portion size and number of servings** | | | | | | Temperature (°F)/time | Total servings prepared | Servings left over | Total servings selected |
| Ages 1-2 | | Ages 3-5 | | **Ages 6-12  (or ages 6-18 for  at-risk/emergency)** | |
| Portion  size | Number of servings | Portion  size | Number of servings | Portion  size | Number of servings |
| **Lunch** |  |  |  |  |  |  |  |  |  |  |  |  |
| Milk |  |  |  |  |  |  |  |  |  |  |  |  |
| Meats/meat alternates |  |  |  |  |  |  |  |  |  |  |  |  |
| Vegetables |  |  |  |  |  |  |  |  |  |  |  |  |
| Fruits |  |  |  |  |  |  |  |  |  |  |  |  |
| Grains |  |  |  |  |  |  |  |  |  |  |  |  |
| **Snack: Choose 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| Milk |  |  |  |  |  |  |  |  |  |  |  |  |
| Meats/meat alternates |  |  |  |  |  |  |  |  |  |  |  |  |
| Vegetables |  |  |  |  |  |  |  |  |  |  |  |  |
| Fruits |  |  |  |  |  |  |  |  |  |  |  |  |
| Grains |  |  |  |  |  |  |  |  |  |  |  |  |
| Noncreditable foods, e.g., condiments |  |  |  |  |  |  |  |  |  |  |  |  |

**Instructions**

**Sponsor, site, and** **date:** List the sponsor’s name, site name, and date of meal service.

**Age groups:** Check (🗹) the applicable age groups being served.

**Number of meals and snacks served:** *Complete this section after the meal service*. Indicate the number of reimbursable meals and snacks served to each age group. If applicable, indicate the number of nonreimbursable meals and snacks served, e.g., second meals/snacks and meals/snacks for staff members.

**Column 1 − Meal pattern components:** This column indicates the required meal components for each meal and snack. For information on the CACFP meal patterns for children, refer to the Connecticut State Department of Education’s (CSDE) [*Guide to Meeting the Meal Pattern Requirements for CACFP Child Care Programs*](https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/guide_cacfp_meal_patterns.pdf) and visit the CSDE’s [Meal Patterns for CACFP Child Care Programs](https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs#MealPatternsChildren)webpage.

**Column 2 − Planned menu items:** *Complete this section before the meal service*. List all planned menu items. Include the specific type and amount of all meal choices, milk, leftovers, substitutions, and all noncreditable food items like condiments (refer to the CSDE’s resource, *[Noncreditable Foods for Child Care Programs in the Child and Adult Care Food Program](https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/noncreditable_foods_cacfp.pdf)*)*.* Insert additional rows if needed.

**Column 3 −** **Recipe name and number or food product name and code:** *Complete this section before the meal service*. Indicate the name and number of the recipe for all foods made from scratch. Indicate the product name and code for all commercial products.**Column** **4 −** **Planned portion size and number of servings:***Complete this section before the meal service*. Indicate the planned portion size of each menu item, with the specific unit of measure (e.g., scoop number, measuring cup amount, each, and ladle or spoodle size) and the planned number of servings. This is the total number of servings planned for all meals/snacks (reimbursable and if applicable, nonreimbursable). Use standard abbreviations (e.g., lb = pound, oz = ounces, gal = gallon, qt = quart, c = cup, Tbsp = tablespoon, and tsp = teaspoon) and express measurements in fractions, when applicable (e.g., ¼, ½, and ¾). List each menu item’s meal component contribution in oz eq for meats/meat alternates (MMA) and grains, and volume (cups) for fruits, vegetables, and milk.

* **MMA (oz eq):** Indicate thecorrect quantity for each type of MMA. List commercial processed products like pizza and chicken nuggets in oz eq, based on their Child Nutrition (CN) label or product formulation statement (PFS) (refer to the “[Crediting Commercial Processed Products](https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/documents#CommercialProducts)” section of the CSDE’s Crediting Foods in CACFP Child Care Programs webpage). List lean meat, poultry, and fish, natural and processed cheese, and nuts and seeds in ounces (1 ounce = 1 oz eq); eggs by each (½ large egg = 1 oz eq); nut and seed butters in tablespoons (2 tablespoons = 1 oz eq); beans, peas, and lentils, and cottage cheese in cups (¼ cup = 1 oz eq); and yogurt by volume or weight (½ cup or 4 ounces = 1 oz eq). For more information, refer to the CSDE’s *[Guide to Meeting the Meal Pattern Requirements for CACFP Child Care Programs](https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/guide_cacfp_meal_patterns.pdf).* **Note:** MMA may substitute for grains at breakfast up to three times per week.
* **Grains (oz eq):** Indicate thecorrect quantity for each type of grain. List groups A-E (baked goods like breads, rolls, muffins, crackers, and pancakes) by weight (ounces) and groups H-I (e.g., cooked cereal grains like rice, pasta, and quinoa) by volume (cups), based on the required quantity for 1 oz eq (refer to the CSDE’s [*Grain Ounce Equivalents for the Child and Adult Care Food Program*](https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/grain_oz_eq_cacfp.pdf))or the minimum creditable grains per serving (refer to the CSDE’s resource, [*Calculation Methods for Grain Ounce Equivalents in the Child and Adult Care Food Program*](https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/grain_calculation_cacfp_oz_eq.pdf)*.* If a commercial processed products has insufficient information to determine crediting, the oz eq must be based on the product’s PFS (refer to the CSDE’s [*When Commercial Grain Products Require a Product Formulation Statement to Credit in the Child and Adult Care Food Program*](https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/when_commercial_grain_products_require_pfs_cacfp.pdf)*s*). Indicate “WGR” next to whole grain-rich (WGR) menu items (refer to the “[Whole Grain-rich Requirement](https://portal.ct.gov/sde/nutrition/crediting-foods-in-cacfp-child-care-programs/how-to#WGR)” section of the CSDE’s Crediting Foods in CACFP Child Care Programs webpage).   
  **Note:** Grain-based desserts do not credit in the CACFP meal patterns for children.
* **Vegetables (cups):** Include the form of the food, e.g., fresh, frozen, canned, or dried. Include all vegetable juices.
* **Fruits (cups):** Include the form of the food (e.g., fresh, frozen, canned, or dried) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar). Include all fruit juices.
* **Milk (cups):** List the type of milk for each age group, i.e., unflavored whole milk for age 1, and unflavored low-fat (1%) or fat-free milk for ages 2 and older. Flavored low-fat or fat-free milk may be served to ages 6 and older but the USDA’s [CACFP best practices](https://www.fns.usda.gov/cacfp/optional-best-practices-further-improve-nutrition-cacfp) recommend serving only unflavored milk.
* **Column 5 −** **Temperatures (°F) and times:** *Complete this section throughout the meal service, as applicable.* For Time/Temperature Control for Safety Food (TCS), formerly known as potentially hazardous foods, list each food’s temperature and the time it was taken. Hold hot foods at 135 °F or above. Hold cold foods at 41 °F or below. Take corrective action if a food is not at target temperature. 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 6 −** **Total** **servings prepared:** *Complete this section after the meal service.* Indicate the total planned number of servings. If any changes occur during the meal service, update the total servings accordingly.

**Column 7− Servings left over:** *Complete this section after the meal service.* Indicate the total number of servings left over for each menu item.

**Column 8 − Total servings selected:** *Complete this section after the meal service*. Indicate the total number of servings selected during the meal service. Subtract “Servings left over” (column 7) from “Total servings prepared” (column 6).

Indicate any additional notes about the meal service, such as substitutions made, planned use for leftovers (e.g., refrigerated for use in future meals, frozen for future use in the cycle menu, or discarded) and other relevant information.

For more information, refer to the CSDE’s resource, [*Using Production Records in the Child and Adult Care Food Program*](https://portal.ct.gov/-/media/sde/nutrition/cacfp/forms/prodrecord/using_production_records_cacfp.pdf), and visit the “[Production Records](https://portal.ct.gov/sde/nutrition/meal-patterns-cacfp-child-care-programs/documents#ProductionRecords)” section of the CSDE’s Meal Patterns for CACFP Child Care Programs webpage or contact the [CACFP staff](https://portal.ct.gov/SDE/Nutrition/CACFP-Contact) 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/cacfp/forms/prodrecord/production_record_cacfp_‌breakfast_lunch_snack.docx>.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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](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)

This institution is an equal opportunity provider.The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).

