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| **Site:** |  |  | Today’s menu | Number of meals served |
|  |  | Grades K-5: |  |
| **Date:** |  | Grades 6-8: |  |
|  | Grades 9-12: |  |
| Second meals (nonreimbursable): |  |
|  |  | Adult meals (nonreimbursable): |  |
|  | **Total:** |  |

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| **Column 1** | **Column 2** | Column 3 | **Column 4** | **Column 5** | **Column 6** | **Column 7** |
| **Planned menu item** | **Recipe name and number or product name and code** | Planned serving size and number of servings | Temperatures: Take corrective action if not at target temperature | **Total quantity of food used**(e.g., number of servings, pounds, cans, pieces) | **Amount leftover** | **Total amount served** |
| Reimbursable meals for grades K-5 | Reimbursable meals for grades 6-8 | Reimbursable meals for grades 9-12 | Nonreimbursable second meals, adult meals,and a la carte | **Time:** | **Time:** | **Time:** |
| Serving size | Number of servings | Serving size | Number of servings | Serving size | Number of servings | Serving size | Number of servings |
| **Grains** including meat/meat alternates substitutions (refer to notes 1-2 on page 2) |
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| **Fruits** including vegetable substitutions |
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| **Milk** Must include at least two different milk choices (low-fat or fat-free, unflavored or flavored). At least one choice must be unflavored. |
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| Other foods, e.g., condiments, desserts (do not count toward meal pattern) |
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| **Instructions** |  |
| **Site** **and** **date**: List the site name and date of meal service.**Today’s menu:** Write the daily menu. For information on the meal pattern requirements, refer to the Connecticut State Department of Education’s (CSDE) [*Menu Planning Guide for School Meals for Grades*   *K-12*](https://portal.ct.gov/SDE/Nutrition/Menu-Planning-Guide-for-School-Meals) and visit the CSDE’s [Meal Patterns for Grades K-12 in School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-School-Nutrition-Programs)webpage.**Number of meals served:** *Complete this section after the meal service*. Indicate the number of reimbursable meals served to each grade group. If applicable, indicate nonreimbursable second meals served to students and nonreimbursable meals for adults.**Planned menu item (column 1):** List all planned menu items under each component. Include the specific type and amount of all meal choices, milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods. For more information, refer to the CSDE’s resource, [*Noncreditable Foods for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/NoncreditableFoodsSNPgradesK-12.pdf).* **Note 1 – Grains:** At least 80 percent of grains must be WGR. Grains must meet the required weights (groups A-E) or volumes (groups H-I) in [*Grain Ounce Equivalents for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Grain_Oz_Eq_SNP_grades_K-12.pdf)or provide the minimum creditable grains per serving (refer to [*Calculation Methods for Crediting Grains for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Grain_Calculation_SNP_grades_K-12.pdf)).For more information, refer to the CSDE’s guide, [*Meeting the Whole Grain-rich Requirement for the NSLP and SBP Meal Patterns for Grades K-12*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/WGR_Requirement_SNP_grades_K-12.pdf)*.*
* **Note 2 – Meat/meat alternates:** Menu planners may substitute 1 ounce equivalent of meat/meat alternates for 1 ounce equivalent of grains, after offering 1 ounce equivalent of grains. For more information, refer to the CSDE’s [*Menu Planning Guide for School Meals for Grades K-12*](https://portal.ct.gov/SDE/Nutrition/Menu-Planning-Guide-for-School-Meals)*.*

**Recipe name and number or food product name and code (column 2):** Indicate the recipe name (and recipe number, if available) or name of food product used. Include the form (e.g., fresh, frozen, or canned) and packing medium (e.g., canned in juice or light syrup, or frozen with added sugar). | **Planned serving size and number of servings (column 3):** Indicate the serving size and number of servingsforall planned menu items. If applicable, include planned nonreimbursable second meals served to students, nonreimbursable meals for adults, and a la carte sales.**Temperatures (column 4):** *Complete this section throughout the meal service.* 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. 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.**Total quantity of food used (column 5):** *Complete this section after the meal service*. Indicate the total amount of food used to prepare the number of planned meals indicated in column 3. For single-serving items like hamburgers or oranges, record the total number of items or servings prepared, e.g., 100 oranges or 250 servings of breakfast sandwiches. For all other items, indicate the amount of food used with as much detail as possible, e.g., “3 10-lb. boxes,” “2 #10 cans” or “1½ recipes.”**Amount leftover (column 6):** *Complete this section after the meal service.* Indicate the amount of food leftover for each menu item. If the item can be counted, record the number, e.g., 10 oranges. If the item can be measured in volume, record the estimated amount, e.g., “half of a full-size steam table pan” or “2 quarts.” Use consistent measurements. For example, if the total quantity of food used (column 5) is 150 servings of canned fruit, indicate the number of leftovers (e.g., 10 servings), not the weight (e.g., 2 pounds).**Total amount served (column 7):** *Complete this section after the meal service.* Subtract “Amount leftover” (column 7) from “Total quantity of food used” (column 6) to determine the total amount of food served. |

For more information, refer to the CSDE’s resource, [*Requirements for Production Records in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/Requirements_Production_Records_NSLP_SBP.pdf), and visit the CSDE’s [Production Records for School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Production-Records-for-School-Nutrition-Programs) website, or contact the [school nutrition programs staff](https://portal.ct.gov/SDE/Nutrition/Contact-Information-for-School-Nutrition-Programs) 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/NSLP/Forms/ProdRecord/‌Production\_Record\_Components\_SBP\_grades\_K-12.docx](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/%E2%80%8CProduction_Record_Components_SBP_grades_K-12.docx).

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2. fax: (833) 256-1665 or (202) 690-7442; or
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