The [NSLP K-8 meal pattern option](https://portal.ct.gov/sde/nutrition/meal-patterns-school-nutrition-programs/documents#LunchMealPatterns) is useful for grade configurations that prevent students from being separated into the required K-5 and 6-8 grade groups. An example is schools where students in grades K-8 or grades 5-8 eat together during the same lunch period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site:** |  |  | Menu:  | Number of meals served |
| Reimbursable meals: |  |
| **Date:** |  | Nonreimbursable meals: |  |
| **Offer versus serve (OVS):** 🞎 yes 🞎 no | **Total:** |  |

| **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** | **Column 7** | **Column 8** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Planned menu items | Recipe name and number or product name and code | Planned portion size and number of servings | Meal component contribution | Temperatures (°F) | Total servings prepared | Servingsleft over | Total servings selected |
| Portion size | Number of servings | MMA oz eq | Grains oz eq | Vegetable Subgroups cupsDG = dark green RO = red/orange BPL = beans, peas, lentilsS = starchy O = other | Fruits cups | Milk cups | Time 1: | Time 2: | Time 3: |
| DG | RO | BPL | S | O |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Instructions**

**Site** **name and** **date**: List the site name and date of meal service.

**Offer versus serve (OVS):** Indicate if OVS is implemented for this meal service.

**Menu:** List the daily menu including all meal choices. For information on the NSLP meal patterns, refer to the Connecticut State Department of Education’s (CSDE) *[Guide to the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12](https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_meal_patterns_nslp_sbp_k12.pdf)* 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/documents)webpage.

**Number of meals served:** *Complete this section after the meal service*. Indicate the number of reimbursable meals served to students. If applicable, indicate the number of nonreimbursable meals served, e.g., second student meals and adult meals.

**Column 1 − 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 in the National School Lunch Program and School Breakfast Program Meal Patterns for grades K-12*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/noncreditable_foods_snp_grades_k-12.pdf))*.*

**Column 2 −** **Recipe name and number or food product name and code:** *Complete this section before the meal service*. Indicate the name and number of the standardized recipe for all foods made from scratch. Indicate the product name and code for all commercial products. Indicate the six-digit material code for all USDA Foods (refer to the USDA’s [USDA Foods Database](https://www.fns.usda.gov/usda-fis/usda-foods-database)). **Column 3 − Planned portion size and number of servings:***Complete this section before the meal service*. Forall planned menu items, indicate the planned portion size 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, including reimbursable meals and if applicable, nonreimbursable meals, e.g., second student meals and adult meals. 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).

**Column 4 − Meal component contribution:** Following the guidance below, list each menu item’s meal component contribution in oz eq for 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-school-nutrition-programs#CommercialProducts)” section of the CSDE’s Crediting Foods in School Nutrition 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 [*Crediting Guide for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12*](https://portal.ct.gov/-/media/sde/nutrition/mpg/guide_crediting_nslp_sbp_k12.pdf)*.*
* **Grains (oz eq):** Indicate thecorrect quantity for each type of grain. List groups A-G (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 National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/grain_oz_eq_snp_grades_k-12.pdf))or the minimum creditable grains per serving (refer to the CSDE’s resource, [*Calculation Methods for Grain Ounce Equivalents for the National School Lunch Program and School Breakfast Program Meal Patterns for Grades K-12*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/grain_calculation_snp_grades_k-12.pdf)*,* and visit the “[Ounce Equivalents](https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/documents#OunceEquivalents)” section of the CSDE’s Crediting Foods in School Nutrition Programs webpage). The oz eq for commercial processed products with insufficient information to determine crediting 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 School Nutrition Programs*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/when_commercial_grain_products_require_pfs_snp.pdf)). Indicate if grains are whole grain-rich (WGR) (refer to the “[Whole Grain-rich Requirement](https://portal.ct.gov/sde/nutrition/crediting-foods-in-school-nutrition-programs/documents#WGR)” section of the CSDE’s Crediting Foods in School Nutrition Programs webpage).
* **Vegetables (cups):** Include the form of the food, e.g., fresh, frozen, canned, or dried. For lunch, indicate the vegetable subgroup contribution (refer to the CSDE’s [*Vegetable Subgroups in the National School Lunch Program*](https://portal.ct.gov/-/media/sde/nutrition/nslp/crediting/vegetable_subgroups_nslp.pdf)*.* 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 all milk choices. Meals must offer a variety (at least two choices) of low-fat or fat-free milk, either unflavored or flavored. At least one choice must be unflavored.

**Column 5 − Temperatures:** *Complete this section throughout the meal service.* 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, [*Requirements for Production Records in the National School Lunch Program and School Breakfast Program*](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_nslp_grades_K-8_option.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>, 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

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.

