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| **Site:** |  |  | Today’s menu: | Number of meals served |
| Ages 3-4: |  |
| Grades K-5: |  |
|  |  | Grades 6-8: |  |
| **Date:** |  | Grades 9-12: |  |
|  |  | Second meals (nonreimbursable): |  |
|  |  | Adult meals (nonreimbursable): |  |
| 🞏 Breakfast 🞏 Lunch | **Total:** |  |

**Note:** The same portion sizes **cannot** be served to preschoolers (ages 3-4) and grades K-8. Schools may use the same K-5 meal pattern for **preschoolers and grades K-5** only when meals are served to both groups in the **same service area** at the **same time**. Schools that serve meals to preschoolers in a different area or at a different time than grades K-5 must use the preschool meal patterns for ages 3-4. For more information, review [USDA Memo SP 37-3017](https://fns-prod.azureedge.net/sites/default/files/cn/SP37-2017os.pdf) and visit the “[Serving the Same Menu to Preschoolers and Grades K-12](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs#ServingSameMenuPreschoolersGradesK-12)” section of the CSDE’s [Meal Patterns for Preschoolers in School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs) webpage.

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| **Column 1** | **Column 2** | Column 3 | **Column 4** | **Column 5** | **Column 6** | **Column 7** | **Column 8** |
| **Planned menu item** | **Recipe name and number or product name and code** | Planned serving size and number of servings | **Meal component contribution** | **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 ages 3-4 | Reimbursable meals for grades K-5 | Reimbursable meals for **grades 6-8** | Reimbursable mealsfor **grades 9-12** | Nonreimbursable second meals, adult meals, and a la carte | **Meat/meat alternates**(oz eq) | **Grains** (oz eq) *See note 1 on page 2* | **Vegetables** (cups)*See note 3 on page 2* | **Fruits**(cups) | **Milk** (cups)*See note 4 on page 2* | **Time:** | **Time:** | **Time:** |
| **Serving size** | Number of servings | Serving size | Number of servings | Serving size | Number of servings | Serving size | Number of servings | Serving size | Number of servings | Dark green | Red/orange | Legumes | Starchy | Other |
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| **Instructions** |  |
| **Site** **and** **date**: List the site name and date of meal service.**Meal type:** Check (🗹) the meal type provided (breakfast or lunch).**Today’s menu:** Write the daily menu. For information on the preschool meal pattern requirements, refer to the Connecticut State Department of Education’s (CSDE) [Meal Patterns for Preschoolers in School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs)webpage and refer to the CSDE’s [*Menu Planning Guide for Preschoolers in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Menu_Planning_Guide_Preschool.pdf)*.* For information on the meal pattern requirements for grades K-12, 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 and 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)*.***Number of meals served:** *Complete this section after the meal service*. Indicate the number of reimbursable meals served to each age/grade group. If applicable, indicate nonreimbursable second meals served to students, nonreimbursable meals for adults, and a la carte sales.**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 information on noncreditable foods, refer to the CSDE’s resources, [*Noncreditable Foods for Preschoolers in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Noncreditable_Foods_SNP_preschool.pdf) and [*Noncreditable Foods for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Noncreditable_Foods_SNP_grades_K-12.pdf).**Recipe name and number or food product name and code (column 2):** Indicate the recipe name (and recipe number, if available) or the name of the 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.**Meal pattern contribution (column 4):** Check (🗹) the meal pattern component for each menu item. For vegetables, check the appropriate subgroup. For more information, refer to the CSDE’s resource, [*Vegetable Subgroups in the NSLP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/VegetableSubgroupsNSLP.pdf). **Note:** The vegetable subgroups are required in the NSLP meal pattern but not the SBP meal pattern.* **Note 1 – Grains for preschoolers:** Grains must be whole grain-rich (WGR) or enriched. At least one serving per day must be WGR. Except for sweet crackers (such as graham crackers and animal crackers), grain-based desserts cannot credit in preschool meals. For more information, refer to the CSDE’s resources, *[Meeting the Whole Grain-rich Requirement for the CACFP](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/WGR_Requirement_CACFP.pdf),* [*Crediting Whole Grains in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Credit_Whole_Grains_SNP.pdf)*,* and [*Crediting Enriched Grains in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Credit_Enriched_Grains_SNP.pdf)*.* Grains must meet the required weights (groups A-E) or volumes (groups H-I) in [*Grain Ounce Equivalents for Preschoolers in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Grain_Oz_Eq_SNP_preschool.pdf), or provide the minimum creditable grains per serving. For more information, refer to the CSDE’s resource, [*Calculation Methods for Grain Ounce Equivalents for Preschoolers in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Grain_Calculation_SNP_preschool.pdf)*,* and visit the “[Ounce Equivalents](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs/Related-Resources#OunceEquivalents)” section of the CSDE’s Meal Patterns for Preschoolers in School Nutrition Programs webpage.
 | * **Note 2 – Grains for grades K-8:** 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 3 – Vegetables:** The vegetable subgroups are required only in the NSLP meal pattern for grades K-12. They are not required in the SBP meal pattern for grades K-12 or the NSLP and SBP meal patterns for preschoolers. For more information, refer to the CSDE’s resource, [*Vegetable Subgroups in the NSLP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Vegetable_Subgroups_NSLP.pdf).
* **Note 4 – Milk:** For ages 3-4, meals must include unflavored low-fat (1%) or unflavored fat-free milk. Flavored milk cannot be served. For grades K-12, meals must include at least two choices of allowable milk (low-fat or fat-free, either unflavored or flavored). At least one choice must be unflavored.

**Temperatures used (column 5):** *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 6):** *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 hamburgers. 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 7):** *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 hamburgers, indicate the number of leftovers (e.g., 10 hamburgers), not the weight (e.g., 2 pounds).**Total amount served (column 8):** *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\_PreK-12.docx](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/%E2%80%8CProduction_Record_Components_SBP_grades_PreK-12.docx).

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