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| --- | --- | --- | --- | --- | --- |
| **Site:** |  |  | Menu: | Number of meals served | |
| Reimbursable meals: |  |
| **Date:** |  | Nonreimbursable meals: |  |
| **Grade group (check one):** 🞎 K-5 🞎 6-8 🞎 9-12 | |  |  |
| **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 | Servings left over | Total servings selected |
| Portion  size | Number of servings | Grains  and MMA  (oz eq) | Fruits, and vegetable substitutions(cups) | Milk (cups) | Time 1: | Time 2: | Time 3: |
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**Instructions**

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

**Grade group:** Check (🗷) the grade group being served (grades K-5,   
grades 6-8, or grades 9-12).

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

**Today’s menu:** List the daily menu including all meal choices. For information on the SBP 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. **Note:** Effective July 1, 2024, the USDA final rule, [*Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans*](https://www.federalregister.gov/documents/2024/04/25/2024-08098/child-nutrition-programs-meal-patterns-consistent-with-the-2020-2025-dietary-guidelines-for)*,* establishes a combined grains and MMA meal component in the SBP and removes the requirement for schools to offer 1 oz eq of grains each day at breakfast. Schools may offer grains, MMA, or a combination of both, to meet the minimum daily and weekly oz eq.

* **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 in 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). For commercial processed products with insufficient information to determine crediting, oz eq must be based on the product’s PFS. 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).
* **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)*.*
* **Fruits, including vegetable substitutions (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 and vegetable juices.
* **Milk (cups):** List all milk choices. Meals must include 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 number of servings actually prepared for the meal service.

**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_sbp_grades_K-12.docx>.

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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)

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