|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recipe name:** |  | **Category:** |  | **Recipe number:** |  |

|  |  |  |
| --- | --- | --- |
| **Ingredients** | **For \_\_\_\_\_\_\_ servings** | **Directions** |
| **Weight** | **Measure** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |   |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serving size and yield** |  | **Cooking time and temperature** |  | **SFSP Meal pattern contribution (based on serving size)** |
| Serving size: |  |  |  | **Temperature** | **Time** |  | Meat/meat alternates: |  | ounces |
|  | Conventional: |  |  |  | Grains/breads: |  | servings 1 |
| Yield: |  |  | Convection: |  |  |  | Vegetables: |  | cups |
|  |  |  |  |  | Fruits: |  | cups |

1 Servings must meet the applicable weight (groups A-G) or volume (groups H-I) in [*Servings for Grains/Breads in the Summer Food Service Program*](https://portal.ct.gov/SDE/Nutrition/-/media/SDE/Nutrition/SFSP/MealPattern/Servings_Grains_Breads_SFSP.pdf.)*,* or provide the minimum creditable grains per serving. For more information, refer to the CSDE’s resource, [*Calculation Methods for Grains/Breads Servings in the Summer Food Service Program*](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Grain_Calculation_SFSP.pdf)*.*

**Instructions**

The U.S. Department of Agriculture (USDA) defines a standardized recipe as a recipe that “has been tried, adapted, and retried several times for use by a given foodservice operation and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients.” Complete the *Standardized Recipe Form for the SFSP* (page 1) using the guidance below.

* **Recipe information:** List the recipe name, category (e.g., entrees, vegetables, fruits, grains), and number.
* **Ingredients:** List the ingredients in the order of preparation. For each ingredient, indicate the specific type and form of food, e.g., “rice, long-grained, cooked,” “corn, canned,” “macaroni, uncooked,” “cheese, cheddar, grated,” and “ground beef, raw.” For guidance on ingredient descriptions, refer to the USDA’s [*Food Buying Guide for Child Nutrition Programs*](https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)*.*
* **Weight and measure:** List the weight and volume measure of each ingredient. Use standard abbreviations for units of measure, e.g., teaspoon (tsp), tablespoon (Tbsp), cup (c), quart (qt), gallon (gal), ounce (oz), pound (lb), and fluid ounces (fl oz). List quantities in common units, e.g., 1 lb 4 oz instead of 20 oz, 2 gal 3 cups instead of 35 cups, and ½ cup instead of 8 Tbsp. For more information, refer to the Institute of Child Nutrition’s (ICN) [*Basics at a Glance*](https://theicn.org/icn-resources-a-z/basics-at-a-glance/)poster and the “[Weights and Measures](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents#WeightsMeasures)” section of the CSDE’s SFSP webpage.
* **Directions:** List detailed step-by-step instructions for preparation, cooking, and serving, including equipment (e.g., number and size of pans), oven temperature and cooking time, and serving directions and utensils. Include food safety guidelines for proper thawing, internal cooking, holding, serving, and storage temperatures. Indicate Critical Control Points (CCPs) as

appropriate for the recipe, e.g., “CCP: Cool to 41 °F or lower within 4 hours,” “CCP: Heat to 165° F or higher for at least 15 seconds,” and “CCP: Hold for hot service at 135° F or higher.” For more information, visit the “[Hazard Analysis Critical Control Point (HACCP)](https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs/Documents#HACCP)” section of the CSDE’s [Food Safety for Child Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs) webpage.

* **Serving size and yield:** Indicate serving size, i.e., the amount of a single portion in volume or weight, such as ½ cup or 2 ounces. Indicate yield, i.e., the total weight or volume and number of servings available for service after production is complete, such as “50 servings: 23 pounds 4 ounces” and “50 servings: 1 quart 2 ¼ cups.” Determine the yield and servings by measuring and counting the actual servings made from the recipe.
* **Cooking time and temperature:** Indicate the oven temperature and cooking time for conventional and convection ovens, if applicable,
* **Meal pattern contribution (based on serving size):** Indicate how one serving of the recipe credits toward the [SFSP meal patterns](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/How-To#MealPatterns). Use the USDA’s [*Food Buying Guide for Child Nutrition Programs*](https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)to determine crediting information for recipe ingredients. For information on the SFSP crediting requirements, visit the “[Crediting Foods in the SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents)” section of the CSDE’s SFSP webpage. For a list of meal pattern resources, refer to the CSDE’s [*Resources for the Summer Food Service Program Meal Patterns*](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/Resources_SFSP_Meal_Patterns.pdf).

#### For resources on developing and using standardized recipes, visit the “[Crediting Foods Made from Scratch](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents#CreditingFoodsScratch)” section of the CSDE’s SFSP webpage. For examples of standardized recipes for Child Nutrition Programs, visit the ICN’s [Child Nutrition Recipe Box](https://theicn.org/cnrb/) website.

For more information, visit the “[Crediting Foods Made from Scratch](https://portal.ct.gov/sde/nutrition/summer-food-service-program/documents#CreditingFoodsScratch)” section of the CSDE’s [Crediting Foods in the SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents) webpage or contact the [Summer Meals staff](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Contact) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Standardized\_Recipe\_‌Form\_SFSP.docx](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/%E2%80%8CStandardized_Recipe_Form_SFSP.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.

