Afterschool Snack Program (ASP) Snack Production Record for Grades K-12

Sponsor: ABC Public Schools   **Week of:** September 9 **to** September 13, 2019

Site: XYZ School   **Grades:** K-5

ASP snacks for grades K-12 must include at least **two** of the four components, which include low-fat unflavored or fat-free flavored or unflavored milk (M), vegetables/fruits (VF), grains/breads (GB); and meat/meat alternates (MMA). Snacks cannot include only two foods from the same component, e.g., carrot sticks and apple juice (both items are from the VF component). Juice cannot be served when milk is the only other component. For more information, see the Connecticut State Department of Education's (CSDE) *ASP Meal Pattern for Grades K-12* and *ASP Handbook*.

Day of snack service	A — Food item	B — Serving size	C — Components Check (✓) at least 2 for each day — M	VF	GB	MMA	D — Temperatures Potentially hazardous foods (PHFs) only	E — Total servings prepared	F — Total amount of food used	G — Number of snacks served STUDENTS Reimbursable snacks	H — ADULTS	I — TOTAL (G + H)	J — Number of servings leftover (I - G)
Monday	Low-fat milk	½ pint (8 fluid ounces)	☑	☐	☐	☐	38° F	100	100	96	4	100	0
	Whole-grain cereal, bowl pack	1 ounce (¾ cup)	☐	☐	☑	☐	NA	100	100				
Tuesday	Red apple, 138 count	1 each (1 cup)	☐	☑	☐	☐	NA	100	100	93	4	97	3
	Whole-grain crackers, 6	1 ounce	☐	☐	☑	☐	NA	100	600 (6 ¼ pounds)				
Wednesday	Whole-grain roll, 1	1 ounce	☐	☐	☑	☐	NA	100	100	97	3	100	0
	Low-fat cheese cubes	1 ounce	☐	☐	☐	☑	40° F	100	6 ¼ pounds				
Thursday	Fat-free Greek yogurt	½ cup	☐	☐	☐	☑	40° F	100	3 ⅛ gallons	95	3	98	2
	Blueberries	¾ cup	☐	☐	☐	☐	NA	100	5 gallons				
	Whole-grain granola (extra food item)	1 tablespoon	☐	☐	☑	☐	NA		6 ¼ cups				
Friday	Carrot sticks	¾ cup	☐	☑	☐	☐	NA	100	29.4 pounds	96	3	99	1
	Peanut butter	2 tablespoons	☐	☐	☐	☑	NA	100	3 ⅛ quarts				
			☐	☐	☐	☐							

Instructions

Complete columns A-F *before* snack service.

- **Column A – food item:** List each food item from the planned snack menu.
- **Column B – Serving size:** For each food item in column A, list the serving size. The serving size must be **at least the minimum quantity** required by the *ASP Meal Pattern for Grades K-12*.
- **Column C – Components:** Check (✓) the snack components provided. There must be **at least two** components. For information on the ASP meal pattern and crediting requirements, see the CSDE's *ASP Meal Pattern for Grades K-12* and *ASP Handbook:*
- **Column D – Temperatures for PHFs:** When applicable, check and record the actual temperature of any PHFs with a properly calibrated clean and sanitized thermometer. PHFs support the rapid growth of bacteria and must be kept hot (135° F or hotter) or cold (41° F or colder), per the Food and Drug Administration's (FDA) Food Code. For more information, visit the CSDE's Food Safety for Child Nutrition Programs webpage.
- **Column E – Total servings prepared:** For each snack component, indicate the total number of servings prepared for students.
- **Column F – Total amount of food used:** For each snack component, indicate the total amount of food used to meet the meal pattern requirements. This is based on the serving size (column B) and the number of planned snacks (column E). For example, if a site serves 100 children a snack of a 1-ounce whole-grain roll with 1 ounce of low-fat cheese, the total food used is 100 rolls and 6.25 pounds of low-fat cheese. Use the USDA's *Food Buying Guide for Child Nutrition Programs* (FBG) to determine the amount of purchased food that meets the requirements. For processed foods, review the product's Child Nutrition (CN) label or product formulation statement. For more information, see the CSDE's handouts, *Child Nutrition (CN) Labeling Program*, *Product Formulation Statements*, *Accepting Processed Product Documentation*, and *Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP;* and visit the "Crediting Commercial Processed Products" section of the CSDE's Crediting Foods in School Nutrition Programs webpage. Foods made on site must have a standardized recipe that documents crediting information. For more information, visit the "Crediting Foods Prepared on Site" section of the CSDE's Meal Patterns for Preschoolers in School Nutrition Programs webpage.

Complete columns G-J *after* snack service.

- **Column G – Number of snacks served (STUDENTS):** Indicate the total number of snacks taken by students. This is the total number of reimbursable snacks served for the day.
- **Column H – Number of snacks served (ADULTS):** Indicate the total number of snacks taken by adults. Adult snacks are not reimbursable.
- **Column I – Number of snacks served (TOTAL):** Indicate the total number of snacks taken by students and adults. This equals column G plus column H.
- **Column J – Number of servings leftover:** Indicate the total number of servings that were prepared but not served. This equals column I minus column G.

A sample completed production record is available at https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordK12sample.pdf.

Resources

ASP (CSDE website):
https://portal.ct.gov/SDE/Nutrition/Afterschool-Snack-Program

ASP Handbook (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPHandbook.pdf

ASP Meal Pattern for Grades K-12 (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmealpatternK12.pdf

ASP Sample Menu for Grades K-12 (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuformK12.pdf

Comparison of Meal Pattern Requirements for Preschool and Grades K-12 in the ASP (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPpreschoolK12.pdf

Connecticut Nutrition Standards (CSDE website):
https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards

Healthy Food Certification (CSDE website):
https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification

List of Acceptable Foods and Beverages (CSDE website):
https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages

Menu Planning Guidance for Grades K-12 in the ASP (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmenuguidanceK12.pdf

Noncreditable Foods for Grades K-12 in the ASP (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPNoncredK12.pdf

Serving Size for Vegetables and Fruits for Grades K-12 in the ASP (CSDE):
https://portal.ct.gov/-/media/SDE/Nutrition/ASP/aspVFservingK12.pdf

For more information, review the CSDE's *ASP Handbook* and visit the CSDE's ASP webpage or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordK12sample.pdf.

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1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

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