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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Column 1** | **Column 2** | Column 3 | | | | | | | | **Column 4** | | | **Column 5** | **Column 6** | **Column 7** |
| **Planned menu item** | **Recipe name and number or product name and code** | Planned serving size and number of servings | | | | | | | | 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 grades K-5 | | Reimbursable meals for grades 6-8 | | Reimbursable meals for grades 9-12 | | Nonreimbursable second meals, adult meals, and a la carte | | **Time:** | **Time:** | **Time:** |
| Serving  size | Number of servings | Serving  size | Number of servings | Serving  size | Number of servings | Serving  size | Number of servings |
| **GRAINS** including meat/meat alternates substitutions *(see notes 1 and 2 on page 2)* | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **FRUITS** including vegetable substitutions | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **MILK** (At least two different choices of unflavored or flavored low-fat or fat-free milk) | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other foods, e.g., condiments, desserts (Do not count toward meal pattern) | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Instructions** |  |
| **Site** **and** **date**: List the site name and date of meal service.  **Today’s menu:** For information on the meal pattern requirements, see the Connecticut State Department of Education’s (CSDE) [Meal Patterns for Grades K-12 in School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-School-Nutrition-Programs)webpage and the CSDE’s publication, [*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 grade group. If applicable, indicate nonreimbursable second meals served to students and nonreimbursable meals for adults.  **Planned menu item (column 1):** List all planned menu items under each component. Include all meal choices, types of milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods. For more information, see the CSDE’s handout, [*Noncreditable Foods for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/NoncredSNP.pdf).   * **Note 1 – Grains:** Grains must be whole grain-rich (WGR) or enriched. At least half of the weekly grains must be WGR. Grains must provide the ounce equivalents (oz eq) (applicable weights or volumes) in [*Grain Ounce Equivalents for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Grainsozeq.pdf)*,* or the minimum creditable grains per serving. For more information, see the CSDE’s handouts, [*Calculation Methods for Grain Ounce Equivalents for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/GrainCalc.pdf) and [*Whole Grain-rich Criteria for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/WGRCriteria.pdf)*.* * **Note 2 – Meat/meat alternates:** Menu planners may substitute 1 ounce equivalent of meat/meat alternates for 1 ounce equivalent of grains, after offering 1 ounce equivalent of grains. For more information, see the CSDE’s publication, [*Menu Planning Guide for School Meals for Grades K-12*](https://portal.ct.gov/SDE/Nutrition/Menu-Planning-Guide-for-School-Meals)*.*   **Recipe name and number or food product name and code (column 2):** Indicate the recipe name (and recipe number, if available) or name of 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.  **Temperatures (column 4):** *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 5):** *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 breakfast sandwiches. 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 6):** *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 servings of canned fruit, indicate the number of leftovers (e.g., 10 servings), not the weight (e.g., 2 pounds).  **Total amount served (column 7):** 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, see the CSDE’s handout, [*Requirements for Production Records in School Nutrition Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/ProductionRecords.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) in the Connecticut State Department of Education, 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/NSLP/Forms/ProdRecord/ProductionRecordComponentsSBP_gradesK-12.docx>.



|  |  |
| --- | --- |
| In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.  Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.  To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;  (2) fax: (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 age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, 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: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov). |