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| **Site:** | |  |  | Today’s menu: | Number of meals served | |
|  | |  | Ages 3-4: |  |
| **Date:** | |  | Second meals *(nonreimbursable):* |  |
|  |  | | Adult meals *(nonreimbursable):* |  |
| 🞏 Breakfast 🞏 Lunch | | | **Total:** |  |

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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 | | Nonreimbursable second meals, adult meals, and a la carte | | **Meat/meat alternates** (ounces) | **Grains** (servings) *see note 1 on page 2* | **Vegetables** (cups) | **Fruits** (cups) | **Milk** (cups)  *see note 2 on page 2* | **Time:** | **Time:** | **Time:** |
| Serving  size | Number of servings | Serving  size | Number of servings |
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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, see 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 the CSDE’s publication, [*Menu Planning Guide for Preschoolers in the NSLP, SBP, and ASP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/MPGpreschool.pdf).  **Number of meals served:** *Complete this section* ***after*** *the meal service*. Indicate the number of reimbursable meals served to ages 3-4. If applicable, indicate nonreimbursable second meals served to students and nonreimbursable meals for adults.  **Planned menu item (column 1):** List all planned menu items including all meal choices, food components, types of milk, leftovers, substitutions, and all other food items such as condiments and other noncreditable foods. For information on noncreditable foods, see the CSDE’s handout, [*Noncreditable Foods for Preschool Meals in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/NoncredPreschool.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):** Indicate the meal pattern component contribution for each menu item.   * **Note 1 – Grains:** Grains must be whole grain-rich (WGR) or enriched. Except for sweet crackers (such as graham crackers and animal crackers), grain-based desserts cannot credit in preschool meals. For more information, see the CSDE’s handouts, [*Whole Grain-rich Criteria for Preschoolers in the NSLP, SBP, and ASP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/WGRCriteriaPreschool.pdf)*,* and[*Crediting Enriched Grains in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditEnrichedGrains.pdf). Through September 30, 2021, the required grain amounts are in **servings**, and | must provide the applicable weights or volumes in [*Grain Serving Sizes for Preschoolers in the NSLP, SBP, and ASP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/PreschoolGrains.pdf)*,* or the minimum creditable grains per serving*.* Beginning October 1, 2021, the required amounts change to **ounce equivalents** (oz eq) and must provide the applicable weights or volumes in [*Grain Ounce Equivalents for Preschoolers in the NSLP, SBP, and ASP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Preschoolozeq.pdf)*,* or the minimum creditable grains per serving. For more information, see the CSDE’s handout,[*Calculation Methods for Grain Servings for Preschoolers in the NSLP, SBP, and ASP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/GrainCalcPreschool.pdf).   * **Note 2 – Milk:** Meals for ages 3-4 must include unflavored low-fat (1%) or unflavored fat-free milk. Flavored milk cannot be served to preschoolers.   **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, 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/ProductionRecord\_ages3-4.docx](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/ProductionRecord_ages1-4.docx).



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