|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site:** |  |  | Today’s menu: | Number of meals served | |
| Ages 3-4: |  |
| Grades K-5: |  |
|  |  | Grades 6-8: |  |
| **Date:** |  | Grades 9-12: |  |
|  |  | Second meals *(nonreimbursable):* |  |
|  |  | Adult meals *(nonreimbursable):* |  |
| 🞏 Breakfast 🞏 Lunch | | **Total:** |  |

**Note:** The same portion sizes **cannot** be served to preschoolers (ages 3-4) and grades K-8. Schools may use the same K-5 meal pattern for **preschoolers and grades K-5** only when meals are served both groups in the **same service area** at the **same time**. Schools that serve meals to preschoolers in a different area or at a different time than grades K-5 must use the preschool meal patterns for ages 3-4. For more information, see [USDA Memo SP 37-3017](https://fns-prod.azureedge.net/sites/default/files/cn/SP37-2017os.pdf) and the CSDE’s [Meal Patterns for Preschoolers in School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-Preschoolers-in-School-Nutrition-Programs) webpage.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | 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 | | **Meat/ meat alternates**  (oz eq) | **Grains** (oz eq) *see note 1 on page 2* | **Vegetables** (cups)  *see note 2 on page 2* | | | | | **Fruits**  (cups) | **Milk** (cups)  *see note 3 on page 2* | **Time:** | **Time:** | **Time:** |
| **Serving  size** | Number of servings | Serving  size | Number of servings | Serving  size | Number of servings | Serving  size | Number of servings | Serving  size | Number of servings | Dark green | Red/ orange | Legumes | Starchy | Other |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **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). For information on the meal pattern requirements for grades K-12, see the CSDE’s [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 age/grade group. If applicable, indicate nonreimbursable second meals served to students, nonreimbursable meals for adults, and a la carte sales.  **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 more information, see the CSDE’s handouts, [*Noncreditable Foods for Preschool Meals in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/NoncredPreschool.pdf) and [*Noncreditable Foods for Grades K-12 in the NSLP and SBP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/NoncredSNP.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):** Check (🗹) the meal pattern component for each menu item. For vegetables, check the appropriate subgroup. For more information, see the CSDE’s handout, [*Vegetable Subgroups in the NSLP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/VegSubgroup.pdf).   * **Note 1 – Grains:** Grains must be whole grain-rich (WGR) or enriched. **Preschoolers:** At least one serving per day must be WGR. 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)*.* 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). **Grades K-12:** At least half of the weekly grains must be WGR. The required grain amounts are in oz eq and must provide the 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 – Vegetables:** The vegetable subgroups are required only in the NSLP meal pattern for grades K-12. They are not required in the SBP meal pattern for grades K-12 or the NSLP and SBP meal patterns for preschoolers. For more information, see the CSDE’s handout, [*Vegetable Subgroups in the NSLP*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/VegSubgroup.pdf). * **Note 3 – Milk:** For ages 3-4, meals must include unflavored low-fat (1%) or unflavored fat-free milk. Flavored milk cannot be served. For grades K-12, meals must include at least two choices of unflavored or flavored low-fat or fat-free milk.   **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_PreK-grade12.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). |