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

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| **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 mealsfor grades K-5 | | Nonreimbursable second meals, adult meals,  and a la carte | | **Time:** | **Time:** | **Time:** |
| Serving  size | Number of servings | Serving  size | Number of servings |
| **Meat/meat alternates** | | | | | | | | | | | |
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| **Grains** | | | | | | | | | | | |
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| **Fruits** | | | | | | | | | | | |
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| **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 | | Nonreimbursable second meals, adult meals, and a la carte | | **Time:** | **Time:** | **Time:** |
| Serving  size | Serving  size | Serving  size | Serving  size |
| **Vegetables** | **Check(🗹) subgroup** | | | | |  | | | | | | | | | | |
| **Dark green** | **Red/ orange** | **Legumes** | **Starchy** | **Other** |
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| **Milk** (Must include at least two different choices of unflavored or flavored low-fat or fat-free milk) | | | | | | | | | | | | | | | | |
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| Other foods, e.g., condiments, desserts (Do not count toward meal pattern) | | | | | | | | | | | | | | | | |
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| **Instructions** |  |
| **Site** **name and** **date**: List the site name and date of meal service.  **Today’s menu:** Write the daily 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 grades K-5. 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).  **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).  **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/ProductionRecordComponentsNSLP\_gradesK-5.docx](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/ProdRecord/ProductionRecordComponentsNSLP_grades9-12.docx).



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