

## After School Snack Program – Weekly Menu Production Record

Week of: \_\_\_\_\_ School: \_\_\_\_\_ Age/Grades: \_\_\_\_\_

(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Prepared student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
<b>Monday</b>	M/MA							_____
	F/Veg							
	B/Gr							
	Milk							
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Prepared student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
<b>Tuesday</b>	M/MA							_____
	F/Veg							
	B/Gr							
	Milk							
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Prepared student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
<b>Wednesday</b>	M/MA							_____
	F/Veg							
	B/Gr							
	Milk							
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Prepared student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
<b>Thursday</b>	M/MA							_____
	F/Veg							
	B/Gr							
	Milk							
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Prepared student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
<b>Friday</b>	M/MA							_____
	F/Veg							
	B/Gr							
	Milk							

Snacks claimed must contain at least two different components of the four components: Meat/Meat Alternate (M/MA), Fruits/Vegetables (F/Veg), Breads/Grains (B/Gr), and Milk. Juice may not be served if milk is the only other component of a snack.

Manager/Supervisor Signature: \_\_\_\_\_

## Instructions for Completing the Menu Production Record

### **Top of Form**

**Week of:** Enter the week of service starting with Monday's date

**School:** Enter the school or site

**Age/grades:** Enter the age/grade groups of students served (e.g. K-5, 6-8, 9-12, PK-2, PK -8, etc.)

### **Daily Table**

**Column 1: Date** – Enter the date of snack service.

**Column 2: Food Item** – Use your snack program menu. List the items from your menu next to the correct meal component.

**Column 3: Serving Size** – Record the serving size per food item listed. Use the ASP meal pattern requirements to ensure serving sizes are correct.

**Column 4: Planned Student Servings** - Record the planned, or anticipated number, of servings for each food item served to students participating in the snack program.

**Column 5: Prepared Student Servings** - Record the actual number of student servings that were prepared for each food item offered.

**Column 6: Time/Temp of TCS Food** - For food safety documentation, record the time and temperature of any TCS, or potentially hazardous food. These are foods that require time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

**Column 7: Leftovers** - Record the number of individual servings prepared (made available) but not served. Use any extra space to make notes if leftover servings are to be used as leftovers or discarded.

**Column 8: Reimbursable Snacks** - After the snack service has ended, record the total number of reimbursable snacks taken by students. Reimbursable snacks must contain two food components in the minimum required portion size for the age/grade group served. Only one reimbursable snack is allowed for each student.

### **Tips**

- Snack menus should be planned in advance and offer a nutritious variety of food items throughout the week.
- The top of the form and columns 1 – 4 should be completed in advance by the menu planner. The planned menu, product information, and available participation data are used to complete these sections.
- On the day of service, columns 5 – 8 are completed by site food service staff. If more or less students are anticipated to participate in the snack service that day, adjust the actual number of student servings prepared.

## SAMPLE - After School Snack Program – Weekly Menu Production Record

Week of: 9/4/17 – 9/8/17      School: Sunnyside Middle School      Age/Grades: 6-8

(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Actual student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
<b>Monday</b>	M/MA	Yogurt	4 oz.	27	23	38°F; 3:45p	3	<u>20</u>
	F/Veg	Grapes, black, seedless	¾ cup	27	23	n/a	2	
	B/Gr							
	Milk							
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Actual student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
9/5/17								
<b>Tuesday</b>	M/MA	Deli Ham	1 oz. eq.	35	36	40°F; 3:45p	0	<u>36</u>
	F/Veg							
	B/Gr	Whole grain roll	1 oz. eq.	35	36	n/a	0	
	Milk							
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Actual student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
9/6/17								
<b>Wednesday</b>	M/MA							<u>34</u>
	F/Veg							
	B/Gr	Bagel	1 oz. eq.	35	37	n/a	2	
	Milk	1% White Milk	1 cup	35	37	38°F; 3:44p	3	
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Actual student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
9/7/17								
<b>Thursday</b>	M/MA	Hummus	¼ cup	25	25	39°F; 3:40p	0	<u>25</u>
	F/Veg	Carrots, Celery, Broccoli	¾ cup	25	25	n/a	0	
	B/Gr							
	Milk							
(1) Date:		(2) Food item	(3) Serving Size	(4) # Planned student servings	(5) # Actual student servings	(6) Time/Temp of TCS food	(7) # Leftover	(8) # Reimbursable snacks
9/8/17								
<b>Friday</b>	M/MA	Cheese stick, mozzarella	1 oz.	35	30	40°F; 3:45p	3	<u>27</u>
	F/Veg	Apple slices	¾ cup	35	30	n/a	3	
	B/Gr							
	Milk							

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Manager/Supervisor Signature: Marty Flowers