

After School Snack Program Production Record Instructions

Top of Form

Week of: Enter Monday's date for serving week.

School: Enter school or site.

Supervisor Sig.: Supervisor should sign and verify production record is correct

Column 1 – [DATE]

-Enter the date of snack service.

Column 2 – [FOOD ITEM]

-Use your After School Snack Program menu.

-List the items from your menu next to the correct meal component.

Column 3 – [ACTUAL SERVING SIZE]

-Record the serving size based on the appropriate age group.

-Use the After School Snack Program Meal Pattern, Form # 71, to insure serving sizes are correct.

-Portions for children ages 13 through 19 shall be no less than the portions stipulated for children ages 6 through 12.

-It is recommended that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

Column 4 – [TIME/TEMPERATURE]

-Check and record the actual temperature of any potentially hazardous foods with a properly calibrated, clean and sanitized thermometer.

-Check and record the actual temperature & time of food:

- After cooking
- When it is delivered and received
- When it is removed from cold or hot holding equipment
- Always before placement on the serving line or immediately before service

-Cold foods must register 41° F or lower and hot foods 135° F or higher.

Column 5 – [NUMBER OF SERVINGS SERVED TO STUDENTS]

-Record the total number of complete servings that you provided for students to take for this snack meal.

-Enter the total beside each of the components to correspond with the menu for the day.

Column 6 – [NUMBER OF SERVINGS SERVED TO ADULTS]

-Record the total number of complete servings that you provided for adults to take for this snack meal.

-Enter the total beside each of the components to correspond with the menu for the day.

Column 7 – [NUMBER OF SERVINGS LEFTOVER]

-Record the total number of individual servings prepared (*made available*) but not served.

-Include all leftover prepared servings that are to be used as leftovers, that are to be discarded, or that were spoiled or damaged.

Column 8 – [TOTAL REIMBURSABLE SNACKS SERVED TO STUDENTS]

-After the snack service has ended, record the **total number of reimbursable snacks taken by students.**

-In order to be a reimbursable snack, each student must take two or more different components.

-Only one reimbursable snack is allowed for each student.

After School Snack Program - Production Record

Week of: _____ School: _____ Supervisor Sig.: _____

Snacks claimed must contain at least two different components of the four components offered.

(1) Date:		(2) Food item	(3) Actual Serving Size	(4) Time/Temp	(5) Number of servings for students	(6) Number of servings for adults	(7) Number of servings Leftover	(8) Total reimbursable snacks served to students
Monday	*Meat/Mt/alt.							<input style="width: 100%; height: 100%;" type="text"/>
	*Fruit/Veg.							
	*Bread/Grain							
	*Milk							
Date:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Tuesday	Meat/Mt/alt							<input style="width: 100%; height: 100%;" type="text"/>
	Fruit/Veg.							
	Bread/Grain							
	Milk							
Date:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Wednesday	Meat/Mt/alt							<input style="width: 100%; height: 100%;" type="text"/>
	Fruit/Veg.							
	Bread/Grain							
	Milk							
Date:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Thursday	Meat/Mt/alt							<input style="width: 100%; height: 100%;" type="text"/>
	Fruit/ Veg.							
	Bread/Grain							
	Milk							
Date:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Friday	Meat/Mt/alt							<input style="width: 100%; height: 100%;" type="text"/>
	Fruit/Veg.							
	Bread/Grain							
	Milk							