

AFTER-SCHOOL SNACKS PRODUCTION RECORDS



**AFTER-SCHOOL SNACK MEAL PATTERN
AND PRODUCTION RECORD REQUIREMENTS**

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SNACKS IN AFTER-SCHOOL CARE PROGRAMS

MEAL PATTERN AND DOCUMENTATION REQUIREMENTS

Sections 107 and 108 of Public Law 105-336, the Child Nutrition Reauthorization Act of 1998, enhanced the nutrition benefits for all children, especially older children, by authorizing reimbursement for snacks served to children through age 18 (and to students, regardless of age, who are determined by the state agency to be mentally or physically disabled), who participate in programs organized to provide after-school care. The intent of these provisions is to assist schools and public and private nonprofit organizations to operate organized programs of care which include education or enrichment activities known to help reduce or prevent children's involvement in juvenile crime or other high risk behavior.

The U.S. Department of Agriculture intends to keep any record-keeping burden to the minimum necessary to ensure that federal reimbursement is properly paid. School food authorities must maintain production records and documentation of compliance with snack meal pattern requirements. (Records must be retained for the time periods required in 7 CFR 210.23[c].) The purpose of this booklet is to assist you in meeting these requirements.

Schools may claim reimbursement for one snack, per child, per day. Snacks must meet the meal pattern set forth in 7 CFR section 210.10(n). Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12. We recommend schools offer larger portions for older children (ages 13–18) based on their greater food energy requirements.

Special Nutritional Needs

Schools must make substitutions in after-school snacks for students who are considered to have a disability under 7 CFR part 15b and whose disability restricts their diet. Schools may also make substitutions for students who do not have a disability but who cannot consume the after-school snack because of medical or other special dietary needs. Substitutions must be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by Food and Nutrition Services. Such statement must, in the case of a student with a disability, be signed by a physician or, in the case of a student who is not disabled, by a recognized medical authority.

NATIONAL SCHOOL LUNCH PROGRAM MEAL PATTERN

AFTER-SCHOOL SNACKS

SELECT TWO OF THE FOUR COMPONENTS FOR A REIMBURSABLE SNACK			
FOOD COMPONENTS AND FOOD ITEMS ¹	CHILDREN AGES 1 and 2	CHILDREN AGES 3–5	CHILDREN AGES 6–12 ¹
Milk Fluid milk	4 fl oz (1/2 cup)	4 fl oz (1/2 cup)	8 fl oz (1 cup)
Vegetable or Fruit ^{2, 9} Juice ² , fruit, and/or vegetable	1/2 cup	1/2 cup	3/4 cup
Grains/Breads ^{3, 4} Bread or Cornbread or biscuit or roll or muffin or Cold dry cereal ⁴ or Cooked cereal grains or Cooked pasta or noodles	1/2 slice 1/2 serving 1/4 cup or 1/3 oz ⁴ 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz ⁴ 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz ⁴ 1/2 cup 1/2 cup
Meat/Meat Alternate ^{5, 6, 7} Lean meat or poultry or fish ⁵ or Alternate protein products ⁶ or Cheese or Egg (large) or Cooked dry beans or peas or Peanut or other nut or seed butters or Nuts and/or seeds ⁷ or Yogurt ⁸	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1/8 cup 1 tbsp 1/2 oz ⁷ 2 oz or 1/4 cup	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1/8 cup 1 tbsp 1/2 oz ⁷ 2 oz or 1/4 cup	1 oz 1 oz 1 oz 1/2 large egg 1/4 cup 2 tbsp 1 oz 4 oz or 1/2 cup

¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

² Full strength vegetable and/or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.

³ Grains/Breads must be whole-grain or enriched, or made from whole-grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole-grain, enriched, or fortified. See FCS Instruction, 783.1 Rev. 2 for serving size details.

⁴ Either volume (cup) or weight (oz), whichever is less.

⁵ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁶ Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

⁷ Nuts and seeds are generally not recommended to be served to children ages 1–3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁸ Yogurt may be plain or flavored, unsweetened, or sweetened – commercially prepared.

⁹ Juice may not be served when milk is the only other component.

ADDITIONAL AFTER-SCHOOL SNACK MEAL PATTERN INFORMATION

Snacks must contain two different components from the following four groups:

1. Milk

A serving of fluid milk as a beverage, or on cereal, or used in part for both.

2. Meat/Meat Alternate

A serving of meat or meat alternate. Nuts and seeds and their butters listed in program guidance are nutritionally comparable to meat or other meat alternates based on available nutritional data. Acorns, chestnuts, and coconuts are excluded and shall not be used as meat alternates due to their low protein content. Nut or seed meals or flours shall not be used as a meat alternate except as defined under 7 CFR Part 210 Appendix A: Alternate Foods for Meals of this part.

3. Vegetable/Fruit

A serving of vegetable(s) or fruit(s) or full-strength vegetable or fruit juice, or an equivalent quantity of any combination of these foods. **Juice may not be served when milk is served as the only other component.**

4. Breads/Grains

A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made with whole-grain or enriched meal or flour; or a serving of cooked whole-grain or enriched pasta or noodle products such as macaroni, or cereal grains such as rice, bulgur or corn grits; or an equivalent quantity of any combination of these foods.

AFTER-SCHOOL SNACK PATTERN FOR INFANTS

Birth through Three Months	Four Months through Seven Months	Eight Months through Eleven Months
4–6 fluid oz formula ¹ or breast milk ²	4–6 fluid oz formula ¹ or breast milk ²	2–4 fluid oz formula ¹ breast milk ² , or fruit juice ³ , 0–1/2 bread or 0–2 crackers ⁴

¹ Infant formula shall be iron-fortified.

² It is recommended that breast milk be served in place of formula from birth through 11 months.

³ Fruit juice shall be full-strength.

⁴ Bread and bread alternates shall be made from whole-grain or enriched meal or flour. A serving of this component shall be optional.

To improve the nutrition of participating children over one year of age, additional foods may be served with the snack as desired.

(Caution: children under five years of age are at the highest risk of choking. USDA recommends that nuts and/or seeds be served to them ground or finely chopped in a prepared food.)

DAILY AFTER-SCHOOL SNACK PRODUCTION RECORD INSTRUCTIONS

1. Enter the calendar date showing month, day, and year.
2. Record the day's menu, including condiments.
3. Enter the name of each food item planned to meet snack pattern requirements.
4. Enter the planned portion size of each item, for example:
Peanut butter – 2 tbsp.
Applesauce – 1/2 cup.
Wheat bread – 1 slice.
5. Enter the number of children served.
6. Enter the actual quantity used of each ingredient or item used to meet the meal pattern requirements. Use the USDA Food Buying Guide to calculate the quantities needed.

Use weights, measures, or numbers as appropriate, for example:

Turkey ham – 10 pounds.
Peaches – #10 can.
Bagels – 24 each.

7. Enter the number of adults served.

SAMPLE AFTER-SCHOOL SNACK MENUS FOR CHILDREN AGES 6 THROUGH 12

Date	Snack Menu	Food Items	Planned Portion	# Children Served	Actual Quantity Used	# Adults Served
9/1/02	Yogurt	Low Fat Yogurt	4 oz	20	80 oz	0
	Crackers	Saltine Crackers	8 each	20	(20 – 1/2 cup portions) 1 pound	0

Date	Snack Menu	Food Items	Planned Portion	# Children Served	Actual Quantity Used	# Adults Served
9/2/02	Juice	100% Orange Juice	1/2 cup	10	1-12 oz can	0
	Peanut Butter	Peanut Butter	2 tbsp	10	10 oz	0
	Celery Sticks	Celery	1/4 cup	10	1 pound	0

Duplicate and use the blank After-School Snack Pattern Production Records on page S-5 to document snacks in your school.

AFTER-SCHOOL SNACK PRODUCTION RECORDS

Local Education Agency _____ School _____

Date	Snack Menu	Food Items	Planned Portion	# Children Served	Actual Quantity Used	# Adults Served

Date	Snack Menu	Food Items	Planned Portion	# Children Served	Actual Quantity Used	# Adults Served

Date	Snack Menu	Food Items	Planned Portion	# Children Served	Actual Quantity Used	# Adults Served

Date	Snack Menu	Food Items	Planned Portion	# Children Served	Actual Quantity Used	# Adults Served

INSTRUCTIONS FOR USING Production Record Sample Form No. 1 FOR BREAKFAST, LUNCH, OR SNACKS

The purpose of this form is to provide you a format for documenting production information to meet program requirements and communicate essential production information among staff. **To use this form, you must have standardized recipes with meal pattern contribution information (see standardized recipe sample in this manual) and product information for all processed-type products (such as corn dogs, burritos, or chicken nuggets) as supporting documents.**

Procedure for using *Production Record Sample Form No. 1*:



1. Record **Name of School/Site**.
2. Record the **Date**.
3. Check the appropriate box to indicate which meal this form is being used for – **Breakfast, Lunch, or Snack**.
4. Write the **Menu** or paste a copy from a printed menu, in the space provided.
5. Record the **Planned Number of Students to be Served**. Separate this number by grade/age group if you plan to serve different portion sizes to different grade/age groups.
6. Record the **Actual Number of Students Served**. Separate this number by grade/age group if you served different portion sizes to different grade/age groups.
7. Record the **Planned Number of Adults to be Served**.
8. Record the **Actual Number of Adults Served**.
9. Record the **Planned Number of Milk by Type**. Separate the number of milk to be served by type (Non-Fat, 1%, 2%, Whole) and by color (circle white, chocolate, other).
10. List all **Food and Menu Items** contributing to the meal component requirements for reimbursable snacks. Include name of item and form (such as shredded lettuce, canned peaches, or 15% fat raw ground beef).
11. Record **Food Temperatures** according to your Hazard Analysis and Critical Control Points Plan (HACCP).
12. List **Recipe or Product Name/Reference Number** for standardized recipes and processed-type food products (such as pizza or sandwiches).

13. Record the **Planned Portion Size** of each food/menu item to be served.

Volume versus Weight – It Makes a BIG Difference! Volume measurements refer to teaspoons, cups, quarts, and their equivalents such as 3 teaspoons equal 1 Tablespoon or 4 quarts equal 1 gallon. Weight is how heavy a substance is. Weight is determined using a scale to measure ounces and pounds. Many people think that 1 cup of an ingredient always weighs 8 ounces. However, only 1 cup of water will assuredly weigh 8 ounces. If something other than water is measured in a cup, it will equal 8 fluid ounces, but it will NOT necessarily weigh 8 ounces. The confusing issue here is distinguishing ounces from fluid ounces. Ounces are weighed and fluid ounces are measured by volume. For example: 1 cup all purpose flour weighs 4 ounces.

14. Record the **Grade/Age Group** related to the portion size information in column 13. If a menu serves more than one age or grade group at a site, you may use one production record, but notations for each age/grade group must be clear.
15. Record the **Planned Number of Servings** of each food/menu item to be served. The menu planner must forecast, or predict, the approximate number of servings needed for each menu item. Record this information in a way that is appropriate for the menu item.
16. Record the **Planned Quantity of Food to be Used**. Record this information in a way that is appropriate for the food or menu item. Example: 76 pounds of chicken nuggets, 93 hamburger buns, 8 pounds raw baby carrots, 5-#10 cans diced peaches in light syrup.
17. Record the **Actual Number of Servings** of each food/menu item served.
18. Record the **Actual Quantity of Food Used**.
19. Record **Leftovers and/or Substitutions**. Notes in this column should be considered when planning future menus. The goal of menu planning in the Child Nutrition Programs is to plan and prepare a maximum of one meal per child per day by meal type (breakfast, lunch, snack).
20. List all **Condiments or Other Foods**. These are menu or food items that do not contribute to the food-based meal pattern requirements but must be recorded because they are a source of calories and certain nutrients.

Production Record Sample Form No. 1

1. Name of School/Site: _____

2. Date: _____ 3. Check: ☐ Breakfast ☐ Lunch ☐ Snack


4. Write/Paste Menu Here:

5. Planned # of Students to be Served: _____ 6. Actual # of Students Served: _____
Grade/Age Group _____ Grade/Age Group _____
Grade/Age Group _____ Grade/Age Group _____
Grade/Age Group _____ Grade/Age Group _____

7. Planned # of Adults to be Served: _____ 8. Actual # of Adults Served: _____
Adults _____ Adults _____

9. Planned Number of Milk by Type:

Non-Fat (W/C/O) _____ 1% (W/C/O) _____ 2% (W/C/O) _____ Whole (W/C/O) _____ Other (W/C/O) _____

10. Food/Menu Item	11. Food Temperature	12. Recipe/Product Reference #	13. Planned Portion Size	14. Grade/Age Group	15. Planned # Servings	16. Planned Quantity of Food to be Used	17. Actual # Servings	18. Actual Quantity of Food Used	19. Leftovers and/or Substitutions
									
20. Condiments or Other Foods									

SAMPLE FOUR-WEEK MENU CYCLE FOR AFTER-SCHOOL SNACKS

Week 1

	Participants Ages 6–12 Years	Participants Ages 13–18 Years
Mon	Lowfat milk (8 oz) Sliced peaches in light syrup (3/4 cup)	Lowfat milk (8 oz) Corn muffin (1.1 oz) Sliced peaches in light syrup (3/4 cup)
Tue	Lowfat chocolate milk (8 oz) Wheat crackers (.7 oz)	Lowfat chocolate milk (8 oz) Granola bar (2.2 oz) Apple, sliced (1 med)
Wed	Grape juice (3/4 cup) Lowfat American cheese cubes (1 oz)	Grape juice (3/4 cup) Lowfat American cheese cubes (1 oz) Whole wheat crackers (.7 oz)
Thu	Soft Pretzel (.9 oz) Broccoli flowerets (3/4 cup) w/lowfat ranch salad dressing (2 tbsp) Water	Soft Pretzel (.9 oz) Broccoli flowerets (3/4 cup) w/lowfat ranch salad dressing (2 tbsp) Turkey slices (1 oz) Water
Fri	Lowfat milk (8 oz) Oatmeal-raisin cookie (2.2 oz)	Lowfat milk (8 oz) Oatmeal-raisin cookie (2.2 oz) Orange (1 med)

Week 2

	Participants Ages 6–12 Years	Participants Ages 13–18 Years
Mon	Lowfat flavored yogurt (4 oz) Banana (1 med) Water	Lowfat flavored yogurt (4 oz) Green grapes (3/4 cup) Tortilla chips (.9 oz) w/salsa (2 tbsp) Water
Tue	Lowfat milk (8 oz) Bagel (.9 oz) w/light cream cheese (1 tbsp)	Lowfat milk (8 oz) Bagel (.9 oz) w/light cream cheese (1 tbsp) Applesauce w/cinnamon (3/4 cup)
Wed	Lowfat milk (8 oz) Carrot sticks/pepper strips (3/4 cup) w/lowfat ranch dressing (2 tbsp)	Lowfat milk (8 oz) Cereal (3/4 cup) Banana (1 med) Water
Thu	Orange juice (3/4 cup) Soft bread sticks (.9 oz) w/spaghetti sauce (2 tbsp)	Turkey ham, julienne (1 oz) Soft bread sticks (.9 oz) w/spaghetti sauce (2 tbsp) Salad-in-a-bag: mixed salad greens (3/4 cup) w/lowfat Italian dressing (2 tbsp) Water
Fri	Lowfat chocolate milk (8 oz) Cereal bar (2.2 oz)	Lowfat chocolate milk (8 oz) Graham crackers (.9 oz) Mixed fruit in light syrup (3/4 cup)

SAMPLE FOUR-WEEK MENU CYCLE FOR AFTER-SCHOOL SNACKS

Week 3

	Participants Ages 6–12 Years	Participants Ages 13–18 Years
Mon	Pineapple chunks (3/4 cup) Blueberry muffin square (1.8 oz) Water	Pineapple chunks (3/4 cup) Blueberry muffin square (1.8 oz) Lowfat flavored yogurt (4 oz) Water
Tue	Red or green grapes (3/4 cup) Mozzarella string cheese (1 oz) Water	Lowfat milk (8 oz) Carrot sticks/pepper strips (3/4 cup) w/lowfat ranch dressing (2 tbsp) Saltine or round crackers (.7 oz)
Wed	Lowfat milk (8 oz) Raisin bread (.9 oz) w/light cream cheese (1 tbsp)	Lowfat milk (8 oz) Raisin bread (.9 oz) w/light cream cheese (1 tbsp) Peach cup (3/4 cup)
Thu	Lowfat chocolate milk (8 oz) Mixed fruit in light syrup (3/4 cup)	Lowfat chocolate milk (8 oz) Cereal bar (2.2 oz) Pear (1 med)
Fri	Lowfat milk (8 oz) Cereal (3/4 cup) Water	Red or green grapes (3/4 cup) Cheese crackers (.7 oz) Ham slices (1 oz) Water

Week 4

	Participants Ages 6–12 Years	Participants Ages 13–18 Years
Mon	Lowfat chocolate milk (8 oz) Carrot sticks (3/4 cup) w/lowfat ranch salad dressing (2 tbsp)	Lowfat chocolate milk (8 oz) Carrot sticks (3/4 cup) w/lowfat ranch salad dressing (2 tbsp) Trail mix: oat cereal (3/4 cup), raisins (2 tbsp) and chocolate chips (1 tbsp)
Tue	Lowfat milk (8 oz) Nachos: tortilla chips (.9 oz) w/salsa (2 tbsp)	Lowfat milk (8 oz) Brownie (4 oz) Orange (1 med)
Wed	Apple juice (3/4 cup) Turkey ham cubes (1 oz)	Apple juice (3/4 cup) Nachos: tortilla chips (.9 oz) w/salsa (2 tbsp) Mozzarella string cheese (1 oz)
Thu	Sliced pears in light syrup (3/4 cup) English muffin (.9 oz) w/peanut butter (1 tbsp) Water	Sliced pears in light syrup (3/4 cup) English muffin (.9 oz) w/peanut butter (1 tbsp) Lowfat milk (8 oz) Water
Fri	Lowfat milk (8 oz) Pretzel sticks (.9 oz) Water	Plums in light syrup (3/4 cup) Pretzel sticks (.9 oz) Lowfat cheddar cheese cubes (1 oz) Water