**After School Snack Program - Production Record**

Week of School Mgr. Signature

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Menu:**  **Date:** | | **(2)**  Food item | | **(3)**  Actual  Portion  Size | | **(4)**  Temp for TCS food | | **(5)**  Number of portions prepared for students | | **(6)**  Number of portions served to students | | **(7)**  Number of portions  Leftover | | **(8)**  Total reimbursable snacks served to students | |
| **Monday** | \*Meat/Mt/alt. | |  | |  | |  | |  | |  | |  | |  | |
| \*Fruit/Veg. | |  | |  | |  | |  | |  | |  | |
| \*Grain | |  | |  | |  | |  | |  | |  | |
| \*Milk | |  | |  | |  | |  | |  | |  | |
| **(1) Menu:**  **Date:** | | | Food item | | Actual  Portion  Size | | Temp for TCS food | | Number of portions prepared for students | | Number of portions served to students | | Number of portions  Leftover | | Total reimbursable snacks served to students | |
|
| **Tuesday** | Meat/Mt/alt | |  | |  | |  | |  | |  | |  | |  | |
| Fruit/Veg. | |  | |  | |  | |  | |  | |  | |
| Grain | |  | |  | |  | |  | |  | |  | |
| Milk | |  | |  | |  | |  | |  | |  | |
| (1) Menu:  Date: | | | Food item | | Actual  Portion  Size | | Temp for TCS food | | Number of portions prepared for students | | Number of portions served to students | | Number of portions  Leftover | | Total reimbursable snacks served to students | |
| **Wednesday** | Meat/Mt/alt | |  | |  | |  | |  | |  | |  | |  | |
| Fruit/Veg. | |  | |  | |  | |  | |  | |  | |
| Grain | |  | |  | |  | |  | |  | |  | |
| Milk | |  | |  | |  | |  | |  | |  | |
| (1) Menu:  Date: | | | Food item | | Actual  Portion  Size | | Temp for TCS food | | Number of portions prepared for students | | Number of portions served to students | | Number of portions  Leftover | | Total reimbursable snacks served to students | |
| **Thursday** | Meat/Mt/alt | |  | |  | |  | |  | |  | |  | |  | |
| Fruit/ Veg. | |  | |  | |  | |  | |  | |  | |
| Grain | |  | |  | |  | |  | |  | |  | |
| Milk | |  | |  | |  | |  | |  | |  | |
| **(1)** Menu:  Date: | | | Food item | | Actual  Portion  Size | | Temp for TCS food | | Number of portions prepared for students | | Number of portions served to students | | Number of portions  Leftover | | Total reimbursable snacks served to students | |
| **Friday** | Meat/Mt/alt | |  | |  | |  | |  | |  | |  | |  | |
| Fruit/Veg. | |  | |  | |  | |  | |  | |  | |
| Grain | |  | |  | |  | |  | |  | |  | |
| Milk | |  | |  | |  | |  | |  | |  | |

\*Please refer to page **I**-15 of the USDA Food Buying Guide for Reimbursable Snack Menu Requirements.

**After School Snack Program**

**Production Record Instructions**

**Column 1 – [MENU: and DATE]**

Enter menu items. Please refer to page 1-15 of the USDA Food Buying Guide for Reimbursable Snack Menu Requirements. Enter the date of snack service.

**Column 2 – [FOOD ITEM]**

From the menu written in column 1, list by meal component, the food to be prepared and served.

**Column 3 – [ACTUAL PORTION SIZE]**

Record the actual serving/portion size offered. Refer to the appropriate age group from the ASSP meal pattern requirements, USDA Food Buying Guide, and Exhibit A attached to *USDA Memorandum SP30‐2012: Grain Requirements in the National School Lunch Program and School Breakfast Program* for more information. Please note that the portion size and component contribution are not always the same -- for example, the portion size of hard pretzels may be .8 oz by weight and the component contribution may be 1 oz eq of Grain.

**Column 4 – [TEMP FOR TCS foods]**

When applicable, check and record the actual temperature of any time-temperature controlled for safety (TCS) food with a properly calibrated, clean and sanitized thermometer. Hot foods must be cooked to the appropriate safe minimum temperature. Check and record the actual temperature of any TCS foods when removed from cold or hot holding before placement on the serving line or delivery for service. Cold foods must register 41 degrees F. or lower and hot foods 135 degrees F. or higher.

TCS foods support the rapid growth of bacteria and require time or temperature control to be served safety. TCS foods must be kept hot (135 degrees F or hotter) or cold (41 degrees F or colder).  The Food Code (2013) identifies TCS foods as an animal FOOD that is raw or heat-treated; a plant FOOD that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.

**Column 5 – [NUMBER OF PORTIONS PREPARED FOR STUDENTS]**

Record the total number of complete portions/servings that you prepared 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 PORTIONS SERVED TO STUDENTS]**

Enter the number of portions of each food item provided to students in the appropriate block.

**Column 7 – [NUMBER OF PORTIONS LEFTOVER]**

Record 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. **Date to Use** – Date marking of TCS foods that are prepared in the operation is required. TCS cannot be saved for future use unless they are under direct and constant supervision of the School Nutrition Manager, temperatures below 41 degrees or above 135 degrees are monitored and recorded on the ASSP production record at the end of service, and the foods were not offered on a self-service line. If all of these conditions are not met, the TCS food must be discarded. All TCS foods that meet these conditions must be used within three days from the date of production. The leftover TCS food must also be date marked with as use by date no longer than 72 hours from the time of original service. Remember to discard the food if it is not used by the date marked.

The three-day rule applies to all foods that were prepared in-house, such as meat/cheese sandwiches and to opened packages of non-TCS commercially processed food, such as a 24-pack of muffins.

Some types of food do not have to be used within three days after placement on a serving line. Commercially processed foods that are in unopened packages that have been on a serving line or that have been displayed in a refrigerated case, such as a milk box, do not have to be used within three days if kept at appropriate temperatures. Commercially processed, non-TCS foods that are in unopened packages, such as packages of crackers or cookies, do not have to be used within three days. This type of food is shelf-stable and protected from external contaminants so food quality and safety is a minimal concern; however, these items must be used by the date that is stamped on the package.

It is important to note that if a package is damaged in any way, the food cannot be salvaged -- it must be discarded. Also, if the item is a TCS food and it has been at unsafe temperatures it must be thrown out.

Unopened cartons of milk that have not been served to students do not need to be used within three days; However, milk must be used by the data stamped on the carton AND must be kept refrigerated or on ice during the entire snack service period. Once any food item, including milk, is served to a student as part of the snack, it is SERVED, and cannot be returned under any circumstances.

Time as a Public Health Control Procedures (TPHC) may be used for TCS foods offered in the ASSP. Refer to the Commercial Kitchen HACCP plan for additional information for these written procedures.

**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.