

Afterschool Snack Program Handbook

for Sponsors of the National School Lunch Program



Revised November 2019



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

Afterschool Snack Program Handbook

Connecticut State Department of Education

Revised November 2019

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPHandbook.pdf>

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About This Handbook

The Connecticut State Department of Education's (CSDE) *Afterschool Snack Program Handbook* contains information and guidance on operating the U.S. Department of Agriculture's (USDA) Afterschool Snack Program (ASP) of the National School Lunch Program (NSLP). Each section of the handbook contains links to other sections when appropriate, and to websites with relevant information and resources. These can be accessed by clicking on the blue text throughout the handbook.

The mention of trade names, commercial products, or organizations does not imply approval or endorsement by the CSDE or the USDA. Product names are used solely for clarification.

The ASP has different meal pattern requirements for grades K-12 and preschoolers. Effective October 1, 2017, the U. S. Department of Agriculture's (USDA) final rule, *Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010*, updates the ASP meal pattern for preschoolers (ages 1-4). The final rule does not change the meal pattern for grades K-12.

The contents of this handbook are subject to change. The CSDE will update this handbook as the USDA issues additional policies and guidance for the ASP. Please check the CSDE's [ASP](#) webpage for the most recent version. For more information on the ASP, contact Jackie Schipke at jackie.schipke@ct.gov or 860-807-2123.



CSDE Contact Information

The chart below summarizes the Connecticut county assignments for the school nutrition programs staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education. School food authorities should contact their assigned consultant with any questions regarding the operation of the USDA Child Nutrition Programs.

County	Consultant
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
New Haven County (includes Regions 5, 15, and 16)	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11)	Susan Alston susan.alston@ct.gov 860-807-2081
Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841	

For information on the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP), Fresh Fruit and Vegetable Program (FFVP), and Summer Food Service Program (SFSP), visit the CSDE's [Child Nutrition Programs](#) webpage.

Abbreviations and Acronyms

APP	alternate protein product
CACFP	Child and Adult Care Food Program
CFR	Code of Federal Regulations
CN	Child Nutrition
CNP	Child Nutrition Programs
CSDE	Connecticut State Department of Education
FBG	<i>Food Buying Guide for Child Nutrition Programs</i> (USDA)
FDA	Food and Drug Administration
FNS	Food and Nutrition Service, U.S. Department of Agriculture
HFC	Healthy Food Certification
HACCP	Hazard Analysis Critical Control Points
HHFKA	Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)
LEA	local educational agency
NSLP	National School Lunch Program
OVS	offer versus serve
RCCI	residential child care institution
SBP	School Breakfast Program
SFA	school food authority
USDA	United States Department of Agriculture
WGR	whole grain-rich

1 — Overview

The Afterschool Snack Program (ASP) is operated through the U.S. Department of Agriculture’s (USDA) National School Lunch Program (NSLP). Schools must participate in the NSLP to participate in the ASP.

The ASP is operated in afterschool activities aimed at promoting the health and well-being of children and youth in local communities. Schools must provide children with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities such as mentoring/tutoring programs. Afterschool programs must meet state or local licensing requirements and health and safety standards.



The USDA also allows certain extended day programs to participate in the ASP. For more information, see “[Extended School Days](#)” in section 5.

The ASP provides cash reimbursement to help schools serve healthy snacks to children who are participating in afterschool care programs. The reimbursement rate depends on students’ meal eligibility. In schools where 50 percent or more of enrolled students are eligible for free or reduced-price meals, snacks are reimbursed at the free rate for all children. In schools where less than 50 percent of enrolled students are eligible for free or reduced-price meals, snacks are reimbursed by student eligibility status (free, reduced or paid). For information on the current USDA funding levels for snacks in the ASP, see “[Reimbursement Rates](#)” in section 5.

Section 6 of this handbook includes links to federal and state regulations, policy memoranda, website, resources, forms, and handouts related to the ASP. For additional information and resources, visit the CSDE’s [ASP](#) webpage.



CACFP Afterschool Snacks

The CACFP also provides reimbursement for snacks, and in some cases meals, to afterschool care programs operated by schools, local government agencies, and private non-profit organizations. To participate in the CACFP Afterschool Snack Program or At-risk Afterschool Meals Program, the site must be located in a school or geographic area where 50 percent or more of the enrolled students are eligible for free or reduced-price school meals. For more information, visit the CSDE's [CACFP At-risk Afterschool Care Centers](#) webpage or contact the CSDE's CACFP staff at 860-807-2070.

Criteria for ASP Participation

Any school that is part of a school food authority (SFA) that participates in the NSLP is eligible to operate the ASP. Schools that are approved by the CSDE to operate the ASP must agree to assume full responsibility for complying with all program requirements. To participate in the ASP, the school must meet the preliminary requirements below.

1. The school must be participating in the NSLP.
2. The school must be sponsoring or operating an afterschool care program for children ages 3-18 that:
 - provides regularly scheduled activities in an organized, structured, and supervised environment;
 - includes educational or enrichment activities such as mentoring/tutoring programs; and
 - meets state or local licensing requirements and health and safety standards.



3. The SFA must complete an annual online application for each site and submit to the CSDE for approval. The application must be approved by the CSDE before the site is eligible to receive federal reimbursements. New sites that start during the school year must have approved applications.

Schools can use the CSDE's [ASP School Eligibility Checklist](#) to determine if they meet the criteria for ASP participation.

Residential Child Care Institutions

Any residential child care institution (RCCI) that participates in the NSLP may also participate in the ASP, if the RCCI operates an afterschool care program with enrichment or education activities that meet the criteria for ASP participation (see “Criteria for ASP Participation” above). The ASP requirements for RCCIs and schools are the same.

RCCIs cannot claim reimbursement for snacks served on weekends, holidays, or vacation periods unless the snack is served during an activity that takes place after an education activity that is determined to be an integral part of the curriculum or an actual extension of the local education system. For more information, see “[Time Restrictions](#)” in section 5.

RCCIs are reimbursed for snacks served in the ASP to students ages 18 and younger, and who turn 19 during the school year. Unlike the NSLP and SBP regulations for RCCIs, the ASP does **not** allow RCCIs to receive snack reimbursements for children until age 21.

Student Eligibility

The following students who participate in organized afterschool care programs are eligible to receive snacks through the ASP:

- students ages 18 and younger;
- students who turn 19 during the school year; and
- individuals, regardless of age, who are determined by the CSDE to be mentally or physically disabled.

Schools have significant flexibility in organizing afterschool programs, and in the specific educational or enrichment activities that may be offered. For example, some programs may focus on homework and tutoring, while others offer activities such as drama, chess, and physical activity.

Students who are part of school sports teams and clubs can receive afterschool snacks as part of a broad, overarching educational or enrichment program offered by the school. Afterschool “drop in” programs are also eligible. The ASP does not have an enrollment requirement, so individual student athletes who attend afterschool programs before or after team practices may receive snacks.

Many afterschool programs hire teens to work with children in the program. These teens are also eligible to receive snacks in the ASP.



Application Process

Schools must meet the criteria for participation to be eligible for the ASP (see “[Criteria for Participation](#)” in this section). The SFA should review this handbook to determine if the applicant site is eligible and can comply with the ASP meal patterns for grades K-12 and preschool (if applicable), and operation requirements. For more information, see the CSDE’s [ASP School Eligibility Checklist](#).

For each eligible site, the SFA must complete the steps below.

1. Complete the ASP section (C1-C9) of the Connecticut Online Application and Claiming System for the USDA Child Nutrition Programs (CNP System) Access the CNP System from the CSDE’s [CNP Online System](#) webpage.
2. Request approval by the SFA’s assigned [school nutrition consultant](#). Access the list of CSDE school nutrition consultants from the CSDE’s [Contact Information for School Nutrition Programs](#) webpage.
3. E-mail a sample four-week snack menu for grades K-12 and preschool (if applicable), to Jackie Schipke at jackie.schipke@ct.gov.

The CSDE will review each snack menu for compliance with the ASP meal patterns for grades K-12 and preschool (if applicable). SFAs will be notified by e-mail if the snack menu is approved or needs corrections. The school cannot be approved for ASP operation until the CSDE receives a compliant snack menu for the grade groups being served.

Applications must be submitted at least two weeks before the start of the school’s snack service. SFAs may apply to participate in the ASP at any time during the school year. SFAs must notify their assigned school nutrition consultant to obtain approval for any new ASP sites. For questions regarding the ASP application process, contact Jackie Schipke at jackie.schipke@ct.gov or 860-807-2123.

Meal Pattern Requirements

The ASP meal pattern requirements are different for grades K-12 and preschoolers (ages 1-4). Effective October 1, 2017, the U. S. Department of Agriculture's (USDA) final rule, *Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010*, updated the ASP meal pattern for preschoolers. The final rule does not change the ASP meal pattern for grades K-12.

Effective October 1, 2017, the following requirements apply to ASP snacks for preschoolers but not grades K-12:

- a reimbursable snack must include two of the five components;
- flavored milk cannot be served;
- at least one serving of grains per day must be whole grain-rich (WGR);
- grain-based desserts do not credit;
- the required amount for the grains component changes to ounce equivalents, effective October 1, 2021;
- breakfast cereals cannot contain more than 6 grams of sugar per dry ounce;
- vegetables and fruits are two separate components;
- dried fruit credits as twice the volume served, e.g., $\frac{1}{4}$ cup of dried fruit credits as $\frac{1}{2}$ cup of the fruits component;
- raw leafy greens credit as half the volume served e.g., 1 cup credits as $\frac{1}{2}$ cup of the vegetables component;
- juice credits as the fruits component or vegetables component at no more than one preschool meal (breakfast or lunch) or snack per day;
- yogurt cannot contain more than 23 grams of sugar per 6 ounces (no more than 3.83 grams per ounce); and
- foods cannot be deep-fat fried on site, i.e., cooked by submerging food in hot oil or other fat.



Section 2 provides information and menu planning guidance on the ASP meal pattern for grades K-12. Section 3 provides information and menu planning guidance on the ASP meal pattern for preschoolers. For information on the differences between the ASP meal patterns, see the CSDE's handout, *Comparison of ASP Meal Pattern Requirements for Preschoolers and Grades K-12*.

In addition to the ASP meal pattern requirements, ASP snacks served in public schools are required to meet the Connecticut Nutrition Standards (CNS) if the district chooses the healthy food option of Healthy Food Certification (HFC). The CNS (for HFC public schools) and Smart Snacks (for non-HFC public schools) are also required for any foods available for sale to students during the ASP. For more information, see “Healthy Food Certification” and “Smart Snacks” on the next page.

Serving the same foods to grades K-12 and preschoolers in the ASP

SFAs must consider the different meal pattern requirements when making menu planning and purchasing decisions for ASP snacks. When SFAs serve the same foods to grades K-12 and preschoolers, these foods must comply with the stricter requirements of the preschool meal pattern. For example, since the preschool meal pattern has a sugar limit for yogurt and breakfast cereals but the meal pattern for grades K-12 does not, yogurt and breakfast cereals served to both grade groups must comply with the preschool sugar limits. Other stricter requirements in the ASP preschool meal pattern include the prohibition of low-fat flavored milk and grain-based desserts, and a daily juice limit.

Preschoolers and grades K-12 eating together in the ASP

SFAs that serve ASP snacks to preschoolers and grades K-12 in the same service area at the same time may choose to:

- follow the grade-appropriate ASP meal patterns for each grade group (i.e., use the preschool ASP meal pattern for ages 1-4 and the K-12 ASP meal pattern for grades K-12); or
- serve the K-12 ASP meal pattern to both grade groups.



SFAs must follow the preschool ASP meal pattern when meals are served to preschoolers in a different area or at a different time than K-12 students. The USDA only allows the option to serve the K-12 ASP meal pattern to preschoolers when preschoolers are co-mingled with K-12 students during the ASP snack service. The USDA strongly encourages schools to find ways to serve grade-appropriate meals to preschoolers and grades K-12 to best address their nutritional needs. For more information, see [USDA Memo SP 37-2017: Flexibility for Co-Mingled Preschool Meals: Questions and Answers](#).

Healthy Food Certification

In addition to meeting the ASP meal patterns for grades K-12 and preschoolers, snacks served in public schools that choose the healthy food option of HFC under [Section 10-215f](#) of the Connecticut General Statutes must comply with the CNS. The CNS also applies to any foods available for sale to students during the ASP. The CNS focuses on moderating calories, limiting fat, saturated fat, sodium, and sugars, eliminating trans fat, and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats, and legumes.

Schools should use the CSDE's [List of Acceptable Foods and Beverages](#) webpage to identify commercial snack products that comply with the CNS. This list includes foods that comply with the CNS and beverages that comply with the state beverage statute.

Note: Menu planners must ensure that any commercial snack products served meet the minimum serving sizes specified in the ASP meal patterns. The CSDE's List of Acceptable Foods and Beverages does not identify if a product complies with the required serving sizes for the USDA meal patterns. For grain-based snacks (such as crackers, cookies, and cereal bars), menu planners must compare each product's serving size with the minimum serving weight listed in [Servings for Grains/Breads for K-12 in the ASP](#), or obtain a product formulation statement (PFS) from the manufacturer to document the amount of creditable grains. For guidance on calculating the serving size of grains/breads, see the CSDE's handout, [Calculation Methods for Grains/Breads Servings for Grades K-12 in the ASP](#).

For foods made on site, menu planners must evaluate the recipe's nutrient analysis for compliance with the CNS using the CSDE's Excel worksheets. These worksheets are available in the "How To" section of the CSDE's Connecticut Nutrition Standards webpage. For guidance on evaluating recipes, see the CSDE's handout, [Guidance on Evaluating School Recipes for Compliance with the Connecticut Nutrition Standards](#).

For a list of current HFC districts and more information on HFC, see the CSDE's [HFC](#) and [CNS](#) webpages.

USDA Smart Snacks

The USDA Smart Snacks nutrition standards do not apply to reimbursable snacks served as part of the ASP. However, they apply to any foods available for sale to students during an ASP that operates during the school day. The "school day" is the period from midnight before to 30 minutes after the end of the instructional day. For more information, see the CSDE's [Smart Snacks Nutrition Standards](#) webpage.

Offer versus Serve

The USDA does not allow offer versus serve (OVS) in the ASP. To be claimed as a reimbursable snack, each child must be served at least two snack components. The amount of each component served must meet the minimum serving size requirements for the appropriate age group (grades K-12 or preschool) in the ASP meal pattern. For more information, see “offer versus serve” in the [Glossary](#).



2 — Snack Meal Pattern for Grades K-12

SFAs that operate the ASP for grades K-12 must offer snacks that meet the required food components and serving sizes in the USDA’s ASP meal pattern for grades K-12 (see table 1). The four snack components include milk (low-fat or fat-free, either unflavored or flavored), meat/meat alternates, vegetables/fruits, and grains/breads. Snack menus can include any two of the four components, but must include two different components. For example, a snack of carrot sticks and apple juice does not comply with the ASP meal pattern for grades K-12 because both items are from the vegetables/fruits component. ASP menus must document that each snack complies with the ASP meal pattern for grades K-12. For more information, see “[Snack Menus](#)” in section 5.

The minimum portion sizes are the same for all grades. However, SFAs may need to serve larger portion sizes to meet the nutritional needs of older children.

The resources below assist menu planners with developing compliant snack menus for grades K-12. They are available in the “[Documents/Forms](#)” section of the CSDE’s [ASP](#) webpage.

- ASP Meal Pattern for Grades K-12:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmealpatternK12.pdf>
- ASP Menu Form for Grades K-12:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuformK12.doc>
- ASP Sample Menu for Grades K-12:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPsamplemenuk12.pdf>
- Calculation Methods for Grains/Breads Servings for Grades K-12 in the ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/GrainCalcASP.pdf>
- Menu Planning Guidance for Grades K-12 in the ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmenuguidanceK12.pdf>
- Noncreditable Foods for Grades K-12 in the ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPNoncredk12.pdf>
- Servings for Grains/Breads for Grades K-12 in the ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPgrainsbreadsK12.pdf>
- Serving Sizes for Vegetables and Fruits for Grades K-12 in the ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/aspVFservingK12.pdf>

2 | ASP Meal Pattern for Grades K-12

Note: The ASP meal pattern for grades K-12 is different from the NSLP and SBP patterns for grades K-12. The USDA’s final rule, *Nutrition Standards for the National School Lunch and School Breakfast Programs*, revised the NSLP and SBP meal patterns for grades K-12 beginning in school year 2013-14; however, it did not change the ASP meal pattern for grades K-12. For example, in the ASP meal pattern for grades K-12:

- vegetables and fruits are one component instead of two;
- vegetables and fruits credit based on volume (no different crediting for dried fruit and raw leafy greens);
- the grains/breads component does not include a whole grain-rich requirement; and
- the required amounts for the grains/breads and meat/meat alternates components are in servings, not ounce equivalents.

For more information, see the USDA’s handout, *Comparison of Meal Pattern Requirements for Child Nutrition Programs*.



Table 1. ASP meal pattern for grades K-12	
Serve any two of the following four components (must be two different components) ^{1,2}	Minimum quantities ³ for grades K-12
Milk, fluid ⁴ Low-fat (1%) unflavored milk, fat-free unflavored milk, or fat-free flavored milk	8 fluid ounces (1 cup)
Meat/meat alternates Lean meat, poultry, or fish ⁵	1 ounce
Surimi ⁶	3 ounces
Tofu, soy products, tempeh, or alternate protein products (APPs) ⁷	1 ounce
Cheese	1 ounce
Cottage cheese	¼ cup
Eggs, large	½
Cooked dry beans or peas ⁸	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tablespoons
Peanuts or soy nuts or tree nuts or seeds ⁹	1 ounce
Yogurt or soy yogurt, plain or flavored, unsweetened or sweetened ¹⁰	4 ounces or ½ cup
Vegetables/fruits Vegetables ¹¹ Fruits ¹² Full-strength fruit or vegetable juice ¹³	¾ cup
Grains/breads ¹³ Whole grain or enriched bread	1 slice ¹⁵
Whole grain or enriched bread products, e.g., cornbread, biscuits, rolls, muffins	1 serving ¹⁵
Whole grain, enriched, or fortified ready-to-eat breakfast cereal (dry, cold) ¹⁶	¾ cup or 1 ounce
Whole grain, enriched, or fortified cooked breakfast cereal, cereal grain ¹⁷ , or pasta	½ cup
Whole grain or enriched savory crackers and sweet crackers, e.g., animal crackers and graham crackers ¹⁸	1 serving ¹⁵
Note: Consult <i>Servings for Grains/Breads for Grades K-12 in the ASP</i> for specific serving weights of the grains/breads component.	
◀ See next page for important menu planning notes ▶	

Table 1. ASP meal pattern for grades K-12, *continued***Menu planning notes**

- 1 Snacks must consist of two food items, each from a different food component. For example, a snack of carrot sticks and apple juice does not meet the ASP meal pattern requirements because both items are from the vegetables/fruits component. Use the USDA's [Food Buying Guide for Child Nutrition Programs](#) (FBG) to determine the amount of purchased food that meets the requirements. For processed foods, review the product's Child Nutrition (CN) label or product formulation statement (PFS). For more information, see the CSDE's handouts, [Child Nutrition \(CN\) Labeling Program](#), [Product Formulation Statements](#), [Accepting Processed Product Documentation](#), and [Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP](#); and visit the "Crediting Commercial Processed Products" section of the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage. Foods made on site must have a standardized recipe that documents crediting information. For more information, visit the "Crediting Foods Prepared on Site" section of the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage.
- 2 In addition to meeting the ASP meal pattern requirements, ASP snacks in public schools that choose the healthy food option of Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes must comply with the Connecticut Nutrition Standards (CNS). For more information, visit the CSDE's [HFC](#), [CNS](#), and [List of Acceptable Foods and Beverages](#) webpages.
- 3 Children may be served larger portions but not less than the minimum quantities. Larger portions may be appropriate to meet older children's nutrition needs.
- 4 Milk must be low-fat (1%) (unflavored or flavored) or fat-free (unflavored or flavored). Whole milk and reduced-fat (2%) milk cannot be served.
- 5 A serving is the edible portion of cooked lean meat, poultry, or fish, e.g., cooked lean meat without bone, breading, binders, fillers, or other ingredients.
- 6 Surimi seafood is a pasteurized, ready-to-eat, restructured seafood product usually made from pollock (fish). A CN label or manufacturer's PFS is required to credit surimi seafood differently than this amount.
- 7 APPs must meet the requirements in [appendix A](#) of the NSLP regulations (7 CFR 210). Tofu must contain at least 5 grams of protein in 2.2 ounces (weight) or 1/4 cup (volume). For more information, see the CSDE's handouts, [Requirements for Alternate Protein Products in the NSLP and SBP](#) and [Crediting Tofu and Tofu Products in the NSLP and SBP](#).
- 8 Legumes (cooked dry beans and peas) credit as either the meat/meat alternates component or the vegetables component, but not both in the same snack. For more information, see the CSDE's handout, [Crediting Legumes in the NSLP and SBP](#).

Table 1. ASP meal pattern for grades K-12, continued

Menu planning notes, *continued*

- ⁹ Creditable nuts and seeds include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios and soy nuts. For more information, see the CSDE's handout, *Crediting Nuts and Seeds in the National School Lunch Program and School Breakfast Program*.
- ¹⁰ To increase nutrient variety, yogurt should not be served when milk is the only other snack component.
- ¹¹ Vegetables include fresh, frozen, canned, and rehydrated dried vegetables. Dried vegetables require a PFS. A serving of cooked vegetables must be drained.
- ¹² Fruits include fresh, frozen, canned, and dried. A serving of canned fruit may include the 100 percent juice in which the fruit is packed, but cannot include water or syrup.
- ¹³ Serve whole vegetables and fruits most often. Juice must be full-strength (100 percent) pasteurized juice. Juice cannot be served when milk is the only other snack component.
- ¹⁴ All grains/breads must be whole grain, enriched, or contain a blend of whole and enriched grains. Bran and germ credit the same as enriched and whole grains in the ASP meal pattern. Serve whole grains most often. For more information, see the CSDE's handouts, *Crediting Whole Grains in the NSLP and SBP* and *Crediting Enriched Grains in the NSLP and SBP*.
- ¹⁵ The serving size must meet the applicable weights (groups A-G) or volumes (groups H-I) in *Servings for Grains/Breads for Grades K-12 in the Afterschool Snack Program*, or provide the minimum creditable grains per serving. For more information, see the CSDE's handout, *Calculation Methods for Grains/Breads Servings for Grades K-12 in the ASP*.
- ¹⁶ Breakfast cereals must be whole grain, enriched, or fortified. One serving of breakfast cereal must meet the requirement for either measure (cups) or weight (ounces), whichever is less. For more information, see the CSDE's handout, *Crediting Breakfast Cereals for Grades K-12 in the NSLP and SBP*.
- ¹⁷ Examples of cereal grains include amaranth, barley, brown rice, buckwheat, cornmeal, corn grits, kasha, millet, oats, quinoa, wheat berries, and rolled wheat.
- ¹⁸ The CSDE recommends not serving grain-based desserts more than twice per week. Grain-based desserts are designated by the footnote 1 in the CSDE's handout, *Servings for Grains/Breads for Grades K-12 in the Afterschool Snack Program*. Examples include cookies, animal crackers, graham crackers, granola bars, toaster pastries, sweet rolls, and cake.

Meal Pattern Components

The guidance below assists SFAs with planning snack menus to meet the ASP meal pattern for grades K-12. SFAs must ensure that snack menus provide the required food components and serving sizes in the ASP meal pattern for grades K-12. The four snack components include milk, meat/meat alternates, vegetables/fruits, and grains/breads. Snack menus must include any two of the four components.

SFAs should use the USDA’s *Food Buying Guide for Child Nutrition Programs* (FBG) to determine food yields and crediting information. For processed commercial foods, SFAs must obtain the product’s Child Nutrition (CN) label, if available, or product formulation statement (PFS) to determine crediting information. For more information, see the CSDE’s handouts, *Child Nutrition (CN) Labeling Program*, *Product Formulation Statements*, *Accepting Processed Product Documentation*, and *Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP*.

For additional guidance on crediting foods, see the CSDE’s [Crediting Foods in School Nutrition Programs](#) webpage.

Milk Component

The milk component includes only fluid milk. Milk must be pasteurized, meet all state and local requirements, and contain vitamins A and D at levels specified by the Food and Drug Administration (FDA). SFAs must offer low-fat (1%) milk (unflavored or flavored) or fat-free milk (unflavored or flavored). Whole milk and reduced-fat (2%) milk do not credit.

- **Milk variety:** A variety of milk is not required. SFAs may serve one type of milk to all grades.
- **Serving size:** The minimum serving size is 8 fluid ounces (1 cup) for all grades.
- **Nondairy milk substitutes:** Nondairy milk substitutes, such as soy milk, must meet the USDA’s nutrition standards for fluid milk substitutes. For more information, see the CSDE’s handout, *Allowable Milk Substitutes for Children without Disabilities in School Nutrition Programs*.
- **Crediting restrictions:** SFAs cannot serve milk when juice is the only other snack component. Milk does not credit when cooked in cereals, puddings, cream sauces, or other foods, e.g., quiche and macaroni and cheese.



Meat/Meat Alternates Component

The meat/meat alternates component includes cooked lean meat, poultry, or fish; cheese; cottage cheese; beans and peas (legumes); eggs; nut and seed butters; nuts and seeds; commercial tofu that contains at least 5 grams of protein in 2.2 ounces; tempeh; surimi; alternate protein products (APPs); and yogurt.

- **Serving size:** The ASP meal pattern for grades K-12 lists the meat/meat alternates component in ounces instead of ounce equivalents because the USDA’s final rule, *Nutrition Standards for the National School Lunch and School Breakfast Programs*, does not change the ASP meal pattern for grades K-12. The amount of a food that provides 1 ounce equivalent or 1 ounce of the meat/meat alternates component is the same. The minimum serving size is 1 ounce of the edible portion of cooked lean meat, poultry, or fish, e.g., cooked lean meat without bone, breading, binders, fillers, or other ingredients.
 - Meats without added liquids, binders, and extenders credit on an ounce-per-ounce basis (actual serving weight), e.g., 1 ounce of meat provides 1 ounce of meat/meat alternates.
 - Meat products with added liquids, binders, and extenders (such as water, broth, modified food starch, carrageenan, and soy flour) credit based on the percentage of meat in the product formula, as documented by the manufacturer’s PFS. For more information, see the CSDE’s handouts, *Crediting Deli Meats in the NSLP and SBP* and *Product Formulation Statements*.
- **Legumes:** Legumes (cooked dry beans and peas) credit based on volume. Four tablespoons (¼ cup) of legumes credits as 1 ounce of the meat/meat alternates component. The serving size refers to the amount of cooked legumes without any added liquid, such as the sauce in baked beans. For example, a ¼-cup serving of baked beans that contains sauce and pork fat does not provide the full-required ¼-cup serving of the meat/meat alternates component. Legumes credit as either the meat/meat alternates or vegetables component, but not both in the same snack. For more information, see the CSDE’s handout, *Crediting Legumes in the NSLP and SBP*.

Table 2. Examples of Binders and Extenders *

Agar-agar	Dry or dried whey	Sodium caseinate
Algin (a mixture of sodium alginate, calcium carbonate and calcium gluconate/lactic acid)	Enzyme (rennet) treated calcium-reduced dried skim milk and calcium lactate	Soy flour (APP) ² Soy protein concentrate (APP) ² Starchy vegetable flour
Bread	Gums, vegetable	Tapioca dextrin
Calcium-reduced dried skim milk	Isolated soy protein (APP) ² Locust bean gum	Vegetable starch Wheat gluten
Carrageenan	Methyl cellulose	Whey
Carboxymethyl cellulose (cellulose gum)	Modified food starch Reduced lactose whey	Whey protein concentrate (APP) ²
Cereal	Reduced minerals	Xanthan gum
Dried milk		

¹ Binders and extenders are defined by the USDA Food Safety and Inspection Service (FSIS) Regulations, [9 CFR 318.7](#).

² Products can contain these ingredients if they meet the USDA requirements for APPs. For more information on APPs, see the CSDE's handout, [Requirements for Alternate Protein Products](#).

- Pasta products made of 100 percent legume flours:** Pasta products made of 100 percent legume flours (such as chick pea flour or lentil flour) credit as the meat/meat alternates component based on volume. A ½-cup serving of cooked pasta made of 100 percent legume flours credits as 1 ounce of the meat/meat alternates component. Legume pasta credits as either the meat/meat alternates component or vegetables component, but not both in the same snack. The requirements for crediting these pasta products are summarized in [USDA Memo SP 26-2019: Crediting Pasta Products Made of Vegetable Flour in the Child Nutrition Programs](#)
- Cheese:** A 1-ounce serving of natural cheese (e.g., Colby, Monterey Jack, and Swiss) or process cheese (e.g., American) credits as 1 ounce of the meat/meat alternates component. A 2-ounce (¼ cup) serving of cottage or ricotta cheese, cheese food or cheese spread, and cheese substitutes credits as ½ ounce of the meat/meat alternates component. Cheese substitute, cheese food substitute, and cheese spread substitute must meet the FDA's standard of identity for substitute foods and must be labeled as "cheese substitute," "cheese food substitute," or "cheese spread substitute." Imitation cheese and cheese products do not credit.

- Nuts and seeds:** Creditable nuts and seeds include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soy nuts. A 1-ounce serving of nuts and seeds credits as 1 ounce of the meat/meat alternates component. Acorn, chestnut, and coconut do not credit. For more information, see the CSDE’s handout, *Crediting Nuts and Seeds in the NSLP and SBP*.
- Nut and seed butters:** Creditable nut and seed butters include almond butter, cashew nut butter, peanut butter, sesame seed butter, soy nut butter, and sunflower seed butter. Reduced-fat peanut butter must meet the FDA’s standards of identity for peanut butter (21 CFR 164.150), which requires that products contain at least 90 percent peanuts. The serving size for nut and seed butters is based on *volume* (tablespoons), not weight (ounces). Two tablespoons of nut or seed butter credits as 1 ounce of the meat/meat alternates component. For more information, see the CSDE’s handout, *Crediting Nuts and Seeds in the NSLP and SBP*.
- Alternate protein products (APPs):** APPs must meet the requirements in [appendix A](#) of the NSLP regulations (7 CFR 210). SFAs must obtain documentation from the manufacturer that the product meets the APP criteria. Acceptable documentation includes a CN label, PFS, or signed letter from a company official attesting that the APP meets the USDA’s requirements. For more information, see the CSDE’s handout, *Requirements for Alternate Protein Products*, and the USDA’s handout, *Questions and Answers on Alternate Protein Products*.
- Dried meat, poultry, and seafood products:** Jerky, dried meat sticks, and similar products require a CN label or manufacturer’s PFS to document the meat/meat alternates contribution. SFAs must evaluate the product’s PFS to ensure that it complies with the USDA’s three crediting principles: 1) The creditable meat ingredient listed on the product’s PFS must match or have a similar description as the ingredient listed in the product’s ingredients statement; 2) the creditable meat ingredient listed on the product’s PFS must have a similar description to a food item in the FBG; and 3) the creditable amount cannot exceed the finished weight of the product (i.e., the cooked weight ready for serving). **Note:** Fat content must be 30 percent or less for ground beef or ground pork to credit in Child Nutrition Programs. Products that do not indicate the fat percentage do not credit. The requirements for crediting dried meat are summarized in [USDA Memo SP 21-2019, CACFP 08-2019 and SFSP 07-2019: Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry, and Seafood Products in the Child Nutrition Programs](#). For additional guidance on crediting dried meat products, review the USDA’s webinar, *Moving Forward: Update on Food Crediting in Child Nutrition Programs with Guidance for Dried Meat Products*.

- **Tofu:** Commercial tofu and tofu products must be easily recognizable as meat substitutes, such as a tofu burger or tofu sausage. A product that contains at least 5 grams of protein in a 2.2-ounce serving by weight ($\frac{1}{4}$ cup volume equivalent) credits as 1 ounce of the meat/meat alternates component. For more information, see the CSDE's handout, *Crediting Tofu and Tofu Products in the NSLP and SBP*.
- **Surimi seafood:** Surimi seafood is a pasteurized, ready-to-eat, restructured seafood usually made from pollock (fish). A 3-ounce serving of surimi seafood credits as 1 ounce of the meat/meat alternates component. SFAs must obtain a CN label or manufacturer's PFS to credit surimi seafood differently. The requirements for crediting surimi are summarized in [USDA Memo SP 24-2019](#), [CACFP 11-2019](#) and [SFSP 10-2019: Crediting Surimi Seafood in the Child Nutrition Programs](#). For additional guidance on crediting surimi, review the USDA's webinar, *Additional Meat/Meat Alternate Options for CNPs: Crediting Tempeh and Surimi*.
- **Tempeh:** Tempeh is a fermented soybean cake traditionally made from whole soybeans. A 1-ounce serving of tempeh credits as 1 ounce of the meat/meat alternates component. This method of crediting applies only to tempeh products whose ingredients are limited to soybeans (or other legumes), water, tempeh culture, and for some varieties, vinegar, seasonings, and herbs. If a tempeh product contains other ingredients, SFAs must obtain a CN label or PFS to determine crediting information. The requirements for crediting tempeh are summarized in [USDA Memo SP 25-2019](#), [CACFP 12-2019](#) and [SFSP 11-2019: Crediting Tempeh in the Child Nutrition Programs](#). For additional guidance on crediting tempeh, review the USDA's webinar, *Additional Meat/Meat Alternate Options for CNPs: Crediting Tempeh and Surimi*.
- **Yogurt:** Yogurt includes plain yogurt, flavored yogurt, yogurt with added fruit (either blended or on the bottom), and soy yogurt. The required serving size for yogurt is based on volume (cups) or weight (ounces) and is the same for all types, flavors, and fat contents. A $\frac{1}{2}$ -cup serving (volume) or 4 ounces (weight) credits as 1 ounce of the meat/meat alternates component. To increase nutrient variety, SFAs should not serve yogurt when milk is the only other snack component.
- **Commercial products:** SFAs must ensure that commercial products (such as dried meat sticks, pizza, chicken nuggets, and cheese ravioli) provide the required amount of the components being credited. For example, to credit a commercial pizza as 1 ounce of the meat/meat alternates component, the product's CN label or manufacturer's PFS must indicate that the pizza contains at least 1 ounce of cheese per serving. For more information, see the CSDE's handouts, *Child Nutrition (CN) Labeling Program*, *Product Formulation Statements*, *Accepting Processed Product Documentation*, and *Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP*.

- **Noncreditable meat/meat alternates:** Examples of foods that do not credit include, but are not limited to: bacon; commercial canned soups, e.g., beef barley, beef noodle, turkey or chicken noodle, and turkey or chicken rice; cream cheese; drinkable yogurt; egg whites; frozen yogurt; imitation cheese; products made with tofu that are not easily recognized as meat substitutes; sour cream; tofu that contains less than 5 grams of protein in 2.2-ounce serving by weight; and yogurt in commercial smoothies.. For more information, see the CSDE’s handout, [Noncreditable Foods for Grades K-12 in the ASP](#).

Vegetables/Fruits Component

Vegetables and fruits are one component in the ASP meal pattern for grades K-12 because the USDA’s final rule, [Nutrition Standards for the National School Lunch and School Breakfast Programs](#), does not change the ASP meal pattern for grades K-12. A reimbursable snack cannot include only two servings of vegetables, two servings of fruits, or one serving of vegetables and one serving of fruits. For example, a snack that includes $\frac{3}{4}$ cup of orange juice and $\frac{3}{4}$ cup of carrot sticks is not reimbursable because it contains only one component (vegetables/fruits). Snack menus must include two **different** components.



Vegetables include fresh, frozen, canned, and rehydrated dried vegetables; and pasteurized full-strength vegetable juice. A serving of cooked vegetables must be drained. For example, a serving of canned corn cannot include the water in which it is packed, and a serving of baked beans cannot include the sauce in which it is packed. Legumes credit as either the meat/meat alternates component or vegetables component, but not both in the same snack. Dried vegetables (such as potato flakes) credit when rehydrated if the product’s PFS provides specific documentation on the amount of vegetables per serving. Dried vegetables used for seasonings, such as dried onion and dried parsley, do not credit.

Fruits include fresh, frozen, canned (in light syrup, water, or fruit juice), and dried fruits; and pasteurized full-strength fruit juice. A serving of canned fruit may include the 100 percent juice in which the fruit is packed, but cannot include water or syrup.

- **Serving size:** The minimum serving size is $\frac{3}{4}$ cup for all grades. Vegetables and fruits credit based on the yields in the FBG. SFAs must obtain a PFS (or CN label, if available) to document the crediting of processed commercial combination foods that contain vegetables and fruits, such as vegetable egg rolls, hummus, and fruit-filled turnovers.

- **Legumes:** Legumes credit as vegetables based on the volume served. The serving size refers to the amount of cooked legumes without any added liquid, such as the sauce in baked beans. For example, a $\frac{3}{4}$ -cup serving of baked beans that contains sauce and pork fat does not provide the full-required $\frac{3}{4}$ -cup serving for grades K-12. Legumes credit as either the vegetables/fruits or meat/meat alternates component, but not both in the same snack. For more information, see the CSDE’s handout, *Crediting Legumes in the NSLP and SBP*.
- **Pasta made of vegetable flours:** Pasta made of one or more vegetable flours credits as the vegetables component. A $\frac{3}{4}$ -cup serving of pasta made of 100 percent vegetable flour credits as $\frac{3}{4}$ cup of the vegetables/fruits component. If the pasta product contains other non-vegetable ingredients, SFAs must obtain a PFS to document the crediting information for the actual volume of vegetable flours per serving. Grain-based pasta products that contain small amounts of vegetable powder for color, such as spinach pasta or sun-dried tomato pasta, do not credit. The requirements for crediting pasta products made of vegetable flours are summarized in [USDA Memo SP 26-2019](#), [CACFP 13-2019](#) and [SFSP 12-2019: Crediting Pasta Products Made of Vegetable Flour in the Child Nutrition Programs](#).
- **Vegetables and fruits with added ingredients:** If a menu item or recipe contains added ingredients (such as mayonnaise, salad dressing, sugar, butter, and sauce), only the vegetable or fruit portion credits toward the ASP meal pattern. Examples include baked beans with sauce and pork fat, carrot-raisin salad, coleslaw, potato salad, macaroni salad, and mashed potatoes. For example, a $\frac{3}{4}$ -cup serving of potato salad must contain $\frac{3}{4}$ cup of potatoes, excluding added ingredients such as mayonnaise and seasonings.
- **Coconut:** Fresh and frozen coconut credit, but dried coconut, coconut flour, and coconut oil do not. Coconut water labeled as 100 percent juice credits based on the volume served. Coconut is high in calories and saturated fat, and should be limited in ASP menus. The requirements for crediting coconut are summarized in [USDA Memo SP 34-2019](#), [CACFP 15-2019](#) and [SFSP 15-2019: Crediting Coconut, Hominy, Corn Masa, and Corn Flour in the Child Nutrition Programs](#).
- **Juice:** Juice must be pasteurized full-strength fruit juice, vegetable juice, or combination. It can be fresh, frozen, or made from concentrate. The USDA recommends serving whole fruits (fresh, frozen, canned, and dried) more often than juice. Juice does not provide the same nutritional benefits as whole fruits and vegetables, which provide fiber, fewer calories, and more nutrients.
 - SFAs cannot serve juice when milk is the only other snack component.

- If SFAs serve 4-fluid ounce ($\frac{1}{2}$ cup) juice cartons, the snack menu must include an additional $\frac{1}{4}$ cup of the vegetables/fruits component to meet the full-required $\frac{3}{4}$ -cup serving for grades K-12. To be reimbursable, this snack menu must also include the minimum serving size of either the grains/breads component or meat/meat alternates component.
- **Whole fruits:** The meal pattern contribution of whole fresh fruit varies depending on the type and size (count pack). To credit an individual piece of fresh fruit (whole or cut-up) as the full vegetables/fruits component, one piece must provide $\frac{3}{4}$ cup of fruit. Only a few types of whole fruits provide at least $\frac{3}{4}$ cup of fruit in one piece, such as a 125-138-count apple, size 56-64 nectarine, size 56 peach, and 120-count pear.

Since many types of fresh fruit provide less than $\frac{3}{4}$ cup of fruit, SFAs must ensure that one piece of fresh fruit provides the full-required serving. For example, a 113-count orange credits as $\frac{5}{8}$ cup of fruit, which is less than the full-required $\frac{3}{4}$ -cup serving. To credit as the full vegetables/fruits component, the snack menu must include an additional $\frac{1}{8}$ cup of the vegetables/fruits component. The additional serving may be from the same fruit, a different fruit, or a vegetable. Alternatively, the snack menu could include the full serving of two additional snack components (grains/breads, meat/meat alternates, and milk) and offer the fruit as an “extra” snack item. For more information, see the CSDE’s handout, *Serving Sizes for Vegetables and Fruits for Grades K-12 in the ASP*.

- **Noncreditable vegetables:** Examples of foods that do not credit include, but are not limited to: chili sauce; dehydrated vegetables used for seasoning; cream vegetable soups (e.g., cream of broccoli and cream of mushroom); home-canned products (for food safety reasons); ketchup; pickle relish; and snack-type foods made from vegetables such as potato chips.
- **Noncreditable fruits:** Examples of foods that do not credit include, but are not limited to: fruit snacks (e.g., fruit roll-ups, fruit leathers, fruit wrinkles, fruit twists, yogurt-covered fruit snacks); banana chips; home-canned products (for food safety reasons); jams, jellies, and preserves; and juice drinks that are not 100 percent juice such as grape juice drink, orange juice drink, pineapple-grapefruit drink, cranberry juice cocktail, and lemonade.

Grains/Breads Component

The ASP meal pattern for grades K-12 refers to the “grains/breads” component instead of the grains component because the USDA’s final rule, *Nutrition Standards for the National School Lunch and School Breakfast Programs*, does not change the ASP meal pattern for grades K-12. For information on the differences in the grains component between the ASP meal patterns, see the CSDE’s handout, *Comparison of Requirements for the Grains Component in the School Nutrition Programs*.

- Creditable grains:** All grain menu items must be whole grain, enriched, or contain a blend of whole and enriched grains. Bran and germ credit the same as enriched and whole grains. Products that are 100 percent whole grain, such as whole-wheat bread and brown rice, provide the best nutrition and should be served most often. For more information, see the CSDE’s handouts, *Crediting Whole Grains in the NSLP and SBP* and *Crediting Enriched Grains in the NSLP and SBP*. **Note:** Bran and germ do not credit in the NSLP, SBP, and SSO meal patterns for grades K-12.
- Serving size:** The minimum required amount is 1 serving. All grain menu items must meet the minimum weights (groups A-G) or volumes (groups H-I) for the appropriate grain group in the USDA’s grains/breads serving size chart (summarized in the CSDE’s handout, *Servings for Grains/Breads for K-12 in the ASP*); or provide the minimum creditable grains per serving (14.75 grams for groups A-G and 25 grams for group H). For foods made on site, SFAs may use the USDA’s grains/breads serving size chart if the recipe includes the weight of the prepared serving after cooking or baking. Otherwise, SFAs must determine the grains/breads serving from the amount of creditable grains in one serving of the recipe. For more information, see the CSDE’s handout, *Calculation Methods for Grains/Breads Servings for Grades K-12 in the ASP*.
- WGR foods:** The ASP does not have a WGR requirement. However, SFAs may choose to serve WGR foods in the ASP for consistency with school meals. For more information, see the CSDE’s handouts, *Grain Ounce Equivalents for Grades K-12 in the NSLP and SBP*, *Whole Grain-rich Criteria for Grades K-12 in the NSLP and SBP*, and *Crediting Whole Grains in the NSLP and SBP*.



- **Breakfast cereals:** Cooked and ready-to-eat (RTE) breakfast cereals must be whole grain, enriched, or fortified. The minimum serving size for RTE breakfast cereals is $\frac{3}{4}$ cup or 1 ounce, whichever is less. The minimum serving size for cooked breakfast cereals is $\frac{1}{2}$ cup cooked or 25 grams dry. For best nutrition, choose whole-grain, low-sugar cereals. For more information, see the CSDE's handout, *Crediting Breakfast Cereals for Grades K-12 in the NSLP and SBP*.
- **Grain-based desserts:** Grain-based desserts are designated by the footnote 1 in the CSDE's handout, *Servings for Grains/Breads for K-12 in the ASP*. Examples include sweet crackers (such as graham crackers and animal crackers), cookies, sweet pie crusts, doughnuts, cereal bars, granola bars, sweet rolls, pastries, toaster pastries, cake, and brownies. Most grain-based desserts are high in fat, added sugars, and sodium. The USDA recommends not serving grain-based desserts more than twice per week. For example, if a SFA serves graham crackers on Monday and granola bars on Thursday, the snack menu should not include any other grain-based desserts that week.
- **Popcorn:** A 3-cup (1 ounce) serving of plain popped popcorn credits as 1 serving of the grains/breads component. The minimum creditable amount is $\frac{3}{4}$ cup ($\frac{1}{4}$ ounce). Menu planners must consider the appropriateness of the serving size, and may want to consider serving a smaller amount of popcorn with another creditable grain. For example, SFAs could provide 1 serving of the grains/bread component from $\frac{3}{4}$ cup of popcorn ($\frac{1}{4}$ serving) in a snack mix with $\frac{3}{4}$ serving of pretzels and cereal. SFAs must obtain a PFS to document the crediting information for commercial foods that contain popcorn as an ingredient, such as a popcorn snack mix. SFAs must have a standardized recipe to document the crediting information for popcorn that is an ingredient in foods prepared on site. Crediting information for popcorn is summarized in [USDA Memo SP 23-2019](#), [CACFP 10-2019](#) and [SFSP 9-2019: Crediting Popcorn in the Child Nutrition Programs](#). **Note:** To prevent the risk of choking, the USDA recommends that SFAs consider children's age and developmental readiness when deciding whether to offer popcorn.

Noncreditable Foods

Noncreditable foods do not credit in the ASP meal pattern for grades K-12. Examples include potato chips, pudding, ice cream, gelatin, cream cheese, bacon, fruit roll-ups, and condiments (e.g., syrup, jam, ketchup, mustard, mayonnaise, and butter). Some noncreditable foods may be offered as extra foods, e.g., maple syrup on pancakes, salad dressing on tossed greens, and condiments such as ketchup or mustard on sandwiches. For more information, see the CSDE's handout, *Noncreditable Foods for Grades K-12 in the ASP*.

- Water does not credit as a snack component. SFAs may offer water in addition to, but not in place of, the two required snack components. If milk or juice is one of the two snack components, SFAs cannot offer a choice between water and milk or juice.
Note: The [Healthy Hunger-Free Kids Act](#) requires that SFAs must make drinking water available to children at no charge where meals are served during the meal service, including the ASP. However, SFAs cannot promote or offer water or any other beverage as an alternative selection to fluid milk throughout the food service area. For more information, see [USDA Memo SP 49-2016 and CACFP 18-2016: Resources for Making Potable Water Available in Schools and Child Care Facilities](#), [USDA Memo SP 28-2011: Water Availability During National School Lunch Program Meal Service](#), and [USDA Memo SP 19-2018: Clarification on the Milk and Water Requirements in the School Meal Programs](#).
- Snack menus that include a noncreditable food must also include the full serving of at least two creditable food components. For example, a snack menu of strawberry gelatin (noncreditable food), whole-grain crackers (grains/breads component), and low-fat unflavored milk (milk component) contains three items but only two components. This snack is only reimbursable if the milk and crackers provide the minimum required serving.
- To ensure that ASP snacks meet children's nutritional needs, the CSDE encourages SFAs to use discretion when serving noncreditable foods. Noncreditable foods are typically higher in added sugar, saturated fats, and sodium; and contain few nutrients. Menu planners should read labels, be aware of the ingredients in foods, and limit the frequency and amount of less nutritious choices.



3 — Snack Meal Pattern for Preschoolers

The ASP meal pattern for preschoolers (ages 1-4) is defined by the U. S. Department of Agriculture’s (USDA) final rule, *Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010* (81 FR 24348), and the [final rule corrections](#) (81 FR 75671). SFAs that operate the ASP for preschoolers must offer snacks that meet the required food components and serving sizes in the USDA’s ASP meal pattern to preschoolers (see table 3). The five snack components include milk, meat/meat alternates, vegetables, fruits, and grains. Reimbursable snacks must include any two of the five components.

ASP menus must document that each snack complies with the ASP meal pattern for preschoolers. For more information, see “[Snack Menus](#)” in section 5.

The resources below assist menu planners with developing compliant preschool snack menus. They are available on CSDE’s [ASP](#) webpage. The CSDE’s guide, *Menu Planning Guide for Preschoolers in the NSLP, SBP, and ASP*, provides detailed information on crediting foods in the preschool meal patterns.

- ASP Meal Pattern for Preschoolers:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmealpatternpreschool.pdf>
- ASP Menu Form for Ages 1-2:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuform12.doc>
- ASP Menu Form for Ages 3-4:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuform34.doc>
- ASP Sample Menu for Ages 3-4:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPsamplemenu34.pdf>
- Grain Ounce Equivalents for Preschoolers in the NSLP, SBP, and ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Preschoolozeq.pdf>
- Grain Servings for Preschoolers in the NSLP, SBP, and ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/PreschoolGrains.pdf>
- Menu Planning Guidance for Preschoolers in the ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmenuguidancepreschool.pdf>
- Noncreditable Foods for Preschoolers in the NSLP, SBP, and ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Noncredpreschool.pdf>
- Serving Sizes for Vegetables and Fruits for Preschoolers in the ASP:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/aspVFservingpreschool.pdf>

Table 3. ASP meal pattern for preschoolers		
Serve any two of the following five components (must be two different components) ^{1,2}	Minimum Quantities	
Food Components	Ages 1-2	Ages 3-4
Milk, fluid ³ Age 1: Unflavored whole milk Ages 2-4: Unflavored low-fat (1%) or unflavored fat-free (skim) milk	4 fluid ounces (½ cup)	4 fluid ounces (½ cup)
Meat/meat alternates Lean meat, poultry, or fish ⁴	½ ounce	½ ounce
Surimi ⁵	2 ounces	2 ounces
Tofu, soy products, tempeh, or alternate protein products (APPs) ⁶	½ ounce	½ ounce
Cheese	½ ounce	½ ounce
Cottage cheese	⅛ cup	⅛ cup
Egg, large	½	½
Cooked dry beans or peas ⁷	⅛ cup	⅛ cup
Peanut butter, soy nut butter, or other nut or seed butters	1 tablespoon	1 tablespoon
Peanuts, soy nuts, tree nuts, or seeds ⁸	½ ounce	½ ounce
Yogurt or soy yogurt, plain or flavored, unsweetened or sweetened ⁹	2 ounces or ¼ cup	2 ounces or ¼ cup
Vegetables ^{10,11}	½ cup	½ cup
Fruits ^{11,12}	½ cup	½ cup
Grains ^{13,14,15} WGR or enriched bread	½ slice ¹⁶	½ slice ¹⁶
WGR or enriched bread product, e.g., biscuit, roll, or muffin	½ serving ¹⁶	½ serving ¹⁶
WGR, enriched, or fortified cooked breakfast cereal ¹⁷ , cereal grain ¹⁸ , or pasta	¼ cup	¼ cup
WGR, enriched, or fortified ready-to-eat (RTE) breakfast cereal (dry, cold) ^{17,19}	¼ cup or ⅓ ounce	⅓ cup or ½ ounce
◀ See next page for important menu planning notes ▶		

Table 3. ASP meal pattern for preschoolers, *continued***Menu planning notes**

- ¹ Snack must include the minimum serving of two of the five components. Only one of the two components may be a creditable beverage. The USDA's *CACFP Best Practices* recommends serving a vegetable or fruit for at least one snack component. Use the USDA's *Food Buying Guide for Child Nutrition Programs* (FBG) to determine the amount of purchased food that meets the requirements. For processed foods, review the product's Child Nutrition (CN) label or product formulation statement (PFS). For more information, see the CSDE's handouts, *Child Nutrition (CN) Labeling Program*, *Product Formulation Statements*, *Accepting Processed Product Documentation*, and *Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP*; and visit the "Crediting Commercial Processed Products" section of the CSDE's *Meal Patterns for Preschoolers in School Nutrition Programs* webpage. Foods made on site must have a standardized recipe that documents crediting information. For more information, visit the "Crediting Foods Prepared On Site" section of the CSDE's *Meal Patterns for Preschoolers in School Nutrition Programs* webpage.
- ² In addition to meeting the ASP meal pattern requirements, ASP snacks in public schools that choose the healthy food option of Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes must comply with the Connecticut Nutrition Standards (CNS). For more information, visit the CSDE's *HFC*, *CNS*, and *List of Acceptable Foods and Beverages* webpages.
- ³ Flavored milk cannot be served.
- ⁴ A serving is the edible portion of cooked lean meat, poultry, or fish, e.g., cooked lean meat without bone, breading, binders, fillers, or other ingredients. The USDA's *CACFP Best Practices* recommends serving only lean meats, nuts, and legumes; limiting processed meats to one serving per week; and serving only low-fat or reduced-fat natural cheese.
- ⁵ Surimi seafood is a pasteurized, ready-to-eat, restructured seafood product usually made from pollock (fish). A CN label or manufacturer's PFS is required to credit surimi seafood differently than these amounts.
- ⁶ APPs must meet the requirements in [appendix A](#) of the NSLP regulations (7 CFR 210). Tofu must contain at least 5 grams of protein in 2.2 ounces (weight) or ¼ cup (volume). For more information, see the CSDE's handouts, *Requirements for Alternate Protein Products in the NSLP and SBP* and *Crediting Tofu and Tofu Products in the NSLP and SBP*. A 1-ounce serving of tempeh credits as 1 ounce of the meat/meat alternates component if the product's ingredients include only soybeans (or other legumes), water, tempeh culture, and for some varieties, vinegar, seasonings, and herbs. If a tempeh product contains other ingredients, a CN label or PFS is required to document crediting information.
- ⁷ Legumes (cooked dry beans and peas) credit as either the meat/meat alternates component or the vegetables component, but not both in the same snack. For more information, see the CSDE's handout, *Crediting Legumes in the NSLP and SBP*.

Table 3. ASP meal pattern for preschoolers, *continued***Menu planning notes, *continued***

- ⁸ Creditable nuts and seeds include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soy nuts. **Note:** Children younger than 4 are at the highest risk of choking. The USDA recommends that any nuts or seeds served to young children are in a prepared food and are ground or finely chopped. For more information, see the CSDE’s handout, *Crediting Nuts and Seeds in the NSLP and SBP*.
- ⁹ Yogurt and soy yogurt cannot contain more than 23 grams of total sugars per 6 ounces (no more than 3.83 grams per ounce). For more information, see the CSDE’s handout, *Crediting Yogurt for Preschoolers in the NSLP, SBP, and ASP*.
- ¹⁰ Vegetables include fresh, frozen, canned, and rehydrated dried vegetables. Dried vegetables require a PFS. A serving of cooked vegetables must be drained. Vegetables credit based on volume, except raw leafy greens such as lettuce and spinach credit as half the volume served (e.g., 1 cup credits as ½ cup of vegetables), and tomato paste and puree credit based on the volume as if reconstituted (see the FBG). The USDA’s *CACFP Best Practices* recommends at least one serving per week of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables. For more information, see the CSDE’s handout, *Vegetable Subgroups in the CACFP*.
- ¹¹ Pasteurized full-strength juice can meet the vegetables or fruits component at only one preschool meal or ASP snack per day, between all meals and snacks served to preschoolers. Juice includes all fruit and vegetable juice, frozen pops made from 100 percent juice, pureed fruits and vegetables in smoothies, and juice from canned fruit in 100 percent juice. The USDA’s *CACFP Best Practices* recommends serving whole fruits (fresh, canned, dried, and frozen) more often than juice. For more information, see the CSDE’s handouts, *Crediting Juice for Preschoolers in the NSLP, SBP, and ASP* and *Crediting Smoothies for Preschoolers in the NSLP, SBP, and ASP*.
- ¹² The fruits component includes fresh fruit, frozen fruit, dried fruit, and canned fruit. Serve canned fruit in juice, water, or light syrup. A serving of canned fruit may include the 100 percent juice in which the fruit is packed, but cannot include water or syrup. Dried fruit credits as twice the volume served, e.g., ¼ cup of raisins credits as ½ cup of the fruits component. The USDA’s *CACFP Best Practices* recommends serving whole fruits (fresh, frozen, canned, and dried) more often than juice.
- ¹³ To credit as the grains component, a creditable grain (whole, enriched, bran, or germ) must be the first ingredient (excluding water), or the greatest ingredient by weight. For information on identifying creditable grains, see the CSDE’s handout, *How to Identify Creditable Grains for Preschoolers in the NSLP, SBP, and ASP*.
- ¹⁴ At least one serving per day must be WGR. The USDA’s *CACFP Best Practices* recommends at least two servings of WGR grains per day. For the preschool meal patterns only, WGR foods contain 100 percent whole grains or contain a blend of whole grains (at least 50 percent) and enriched grains. For more information, see the CSDE’s handout, *Whole Grain-rich Criteria for Preschoolers in the NSLP, SBP, and ASP*.

Table 3. ASP meal pattern for preschoolers, *continued***Menu planning notes, *continued***

- ¹⁵ Except for sweet crackers (such as graham crackers and animal crackers), grain-based desserts cannot credit. Examples include cookies, sweet pie crusts, doughnuts, cereal bars, granola bars, sweet rolls, pastries, toaster pastries, cake, and brownies. The CSDE recommends not serving sweet crackers more than twice per week between all meals and snacks. For more information, see the USDA's handout, *Grain-Based Desserts in the CACFP*.
- ¹⁶ Through September 30, 2021, grains must meet the applicable weights (groups A-E) volumes (groups H-I) in the USDA's grain servings chart, or provide the minimum creditable grains per serving. For more information, see the CSDE's handouts, *Grain Servings for Preschoolers in the NSLP, SBP, and ASP* and *Calculation Methods for Grain Servings for Preschoolers in the NSLP, SBP, and ASP*. Effective October 1, 2021, the required amounts for the grains component change to ounce equivalents. For more information, see the CSDE's handout, *Grain Ounce Equivalents for Preschoolers in the NSLP, SBP, and ASP*.
- ¹⁷ Breakfast cereals cannot contain more than 6 grams of sugars per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal). For more information, see the CSDE's handout, *Crediting Breakfast Cereals for Preschoolers in the NSLP, SBP, and ASP*.
- ¹⁸ Examples of cereal grains include amaranth, barley, buckwheat, cornmeal, corn grits, kasha, millet, oats, quinoa, wheat berries, and rolled wheat.
- ¹⁹ Effective October 1, 2021, the required amount for RTE breakfast cereals changes to ounce equivalents. The required volume for ages 1-4 (½ ounce equivalent) is ½ cup of flaked or round cereal, ¾ cup of puffed cereal, and ⅛ cup of granola.

Meal Pattern Components

The guidance below assists SFAs with planning snack menus to meet the ASP meal pattern for preschoolers. SFAs must ensure that snack menus provide the required food components and serving sizes in the ASP meal pattern for preschoolers. The five snack components include milk, meat/meat alternates, vegetables, fruits, and grains. Snack menus must include any two of the four components.

SFAs should use the FBG to determine food yields and crediting information. For processed commercial foods, SFAs must obtain the product’s CN label, if available, or PFS to determine crediting information. For more information, see the CSDE’s handouts, *Child Nutrition (CN) Labeling Program*, *Product Formulation Statements*, *Accepting Processed Product Documentation*, and *Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP*.

For additional guidance on crediting foods in preschool meals and ASP snacks, see the CSDE’s guide, *Menu Planning Guide for Preschoolers in the NSLP, SBP, and ASP*, and visit the “Documents/Forms” section of the CSDE’s *Meal Patterns for Preschoolers in School Nutrition Programs* webpage.

Milk Component

The milk component includes only fluid milk. Milk must be pasteurized, meet all state and local requirements, and contain vitamins A and D at levels specified by the Food and Drug Administration (FDA). The ASP meal pattern for preschoolers requires unflavored whole milk for age 1 and unflavored low-fat (1%) or fat-free milk for ages 2-4. Flavored milk cannot be served to preschoolers. For more information, see the USDA’s handout, *Serving Milk in the CACFP*.



- **Milk variety:** A variety of milk is not required. SFAs may serve one type of unflavored milk to all children.
- **Serving size:** The minimum serving size is 4 fluid ounces (½ cup) of milk.
- **Nondairy milk substitutes:** Nondairy milk substitutes, such as soy milk, must meet the USDA’s nutrition standards for fluid milk substitutes. For more information, see the CSDE’s handout, *Allowable Milk Substitutes for Children without Disabilities in School Nutrition Programs*.

- **Crediting restrictions:** SFAs cannot serve milk when juice is the only other snack component. Milk does not credit when cooked in cereals, puddings, cream sauces, or other foods, e.g., quiche and macaroni and cheese.).

Meat/Meat Alternates Component

The meat/meat alternates component includes cooked lean meat, poultry, or fish; cheese; cottage cheese; beans and peas (legumes); eggs; nut and seed butters; nuts and seeds; commercial tofu that contains at least 5 grams of protein in 2.2 ounces; tempeh; surimi; alternate protein products (APPs); and yogurt that contain no more than 23 grams of total sugars per 6 ounces. The USDA's *CACFP Best Practices* recommends serving only lean meats, nuts, and legumes; limiting processed meats to one serving per week; and serving only low-fat or reduced-fat natural cheese.

- **Serving size:** The ASP preschool meal pattern lists the meat/meat alternates component in ounces instead of ounce equivalents. The amount of a food that provides 1 ounce equivalent or 1 ounce of the meat/meat alternates component is the same. The minimum serving size is $\frac{1}{2}$ ounce of the edible portion of cooked lean meat, poultry, or fish, e.g., cooked lean meat without bone, breading, binders, fillers, or other ingredients.
 - Meats without added liquids, binders, and extenders credit on an ounce-per-ounce basis (actual serving weight), e.g., 1 ounce of meat provides 1 ounce of meat/meat alternates.
 - Meat products with added liquids, binders, and extenders (such as water, broth, modified food starch, carrageenan, and soy flour) credit based on the percentage of meat in the product formula, as documented by the manufacturer's product formulation statement (PFS). For more information, see the CSDE's handouts, *Crediting Deli Meats in the NSLP and SBP* and *Product Formulation Statements*.
- **Legumes:** Legumes (cooked dry beans and peas) credit based on volume. Two tablespoons ($\frac{1}{8}$ cup) of legumes credits as $\frac{1}{2}$ ounce of the meat/meat alternates component. The serving size refers to the amount of cooked legumes without any added liquid, such as the sauce in baked beans. For example, a $\frac{1}{8}$ -cup serving of baked beans that contains sauce and pork fat does not provide the full-required $\frac{1}{8}$ -cup serving of the meat/meat alternates component. Legumes credit as either the meat/meat alternates component or vegetables component, but not both in the same snack. For more information, see the CSDE's handout, *Crediting Legumes in the NSLP and SBP*.

- Pasta products made of 100 percent legume flours:** Pasta products made of 100 percent legume flours (such as chick pea flour or lentil flour) credit as the meat/meat alternates component based on volume. A ¼-cup serving of cooked pasta made of 100 percent legume flours credits as ½ ounce of the meat/meat alternates component. Legume pasta credits as either the meat/meat alternates component or vegetables component, but not both in the same snack. The requirements for crediting these pasta products are summarized in [USDA Memo SP 26-2019](#), [CACFP 13-2019](#) and [SFSP 12-2019: Crediting Pasta Products Made of Vegetable Flour in the Child Nutrition Programs](#).
- Cheese:** A ½-ounce serving of natural cheese (e.g., Colby, Monterey Jack, and Swiss) or process cheese (e.g., American) credits as ½ ounce of the meat/meat alternates component. A 1-ounce (⅛ cup) serving of cottage or ricotta cheese, cheese food or cheese spread, and cheese substitutes credits as ½ ounce of the meat/meat alternates component. Cheese substitute, cheese food substitute, and cheese spread substitute must meet the FDA’s standard of identity for substitute foods and must be labeled as “cheese substitute,” “cheese food substitute,” or “cheese spread substitute.” Imitation cheese and cheese products do not credit.
- Nuts and seeds:** Creditable nuts and seeds include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soy nuts. A ½-ounce serving of nuts and seeds credits as ½ ounce of the meat/meat alternates component. Acorn, chestnut, and coconut do not credit. For more information, see the CSDE’s handout, [Crediting Nuts and Seeds in the NSLP and SBP](#).
- Nut and seed butters:** Creditable nut and seed butters include almond butter, cashew nut butter, peanut butter, sesame seed butter, soy nut butter, and sunflower seed butter. Reduced-fat peanut butter must meet the FDA’s standards of identity for peanut butter ([21 CFR 164.150](#)), which requires that products contain at least 90 percent peanuts. The serving size for nut and seed butters is based on volume (tablespoons), not weight (ounces). One tablespoon of nut or seed butter credits as ½ ounce of the meat/meat alternates component. For more information, see the CSDE’s handout, [Crediting Nuts and Seeds in the NSLP and SBP](#).
- Alternate protein products (APPs):** APPs must meet the requirements in [appendix A](#) of the NSLP regulations (7 CFR 210). SFAs must obtain documentation from the manufacturer that the product meets the APP criteria. Acceptable documentation includes a CN label, PFS, or signed letter from a company official attesting that the APP meets the USDA’s requirements. For more information, see the CSDE’s handout, [Requirements for Alternate Protein Products](#), and the USDA’s handout, [Questions and Answers on Alternate Protein Products](#).

- **Dried meat, poultry, and seafood products:** Jerky, dried meat sticks, and similar products require a CN label or manufacturer's PFS to document the meat/meat alternates contribution. SFAs must evaluate the product's PFS to ensure that it complies with the USDA's three crediting principles: 1) The creditable meat ingredient listed on the product's PFS must match or have a similar description as the ingredient listed in the product's ingredients statement; 2) the creditable meat ingredient listed on the product's PFS must have a similar description to a food item in the FBG; and 3) the creditable amount cannot exceed the finished weight of the product (i.e., the cooked weight ready for serving). **Note:** Fat content must be 30 percent or less for ground beef or ground pork to credit in Child Nutrition Programs. Products that do not indicate the fat percentage do not credit. The requirements for crediting dried meat are summarized in [USDA Memo SP 21-2019](#), [CACFP 08-2019](#) and [SFSP 07-2019: *Crediting Shelf-Stable, Dried and Semi-Dried Meat, Poultry, and Seafood Products in the Child Nutrition Programs*](#). For additional guidance on crediting dried meat products, review the USDA's webinar, [Moving Forward: Update on Food Crediting in Child Nutrition Programs with Guidance for Dried Meat Products](#).
- **Tofu:** Commercial tofu and tofu products must be easily recognizable as meat substitutes, such as a tofu burger or tofu sausage. A product that contains at least 5 grams of protein in a 2.2-ounce serving by weight (¼ cup volume equivalent) credits as 1 ounce of the meat/meat alternates component. For more information, see the CSDE's handout, [Crediting Tofu and Tofu Products in the NSLP and SBP](#).
- **Surimi seafood:** Surimi seafood is a pasteurized, ready-to-eat, restructured seafood usually made from pollock (fish). A 2-ounce serving of surimi seafood credits as ½ ounce of the meat/meat alternates component. SFAs must obtain a CN label or manufacturer's PFS to credit surimi seafood differently. The requirements for crediting surimi are summarized in [USDA Memo SP 24-2019](#), [CACFP 11-2019](#) and [SFSP 10-2019: *Crediting Surimi Seafood in the Child Nutrition Programs*](#). For additional guidance on crediting surimi, review the USDA's webinar, [Additional Meat/Meat Alternate Options for CNPs: Crediting Tempeh and Surimi](#).
- **Tempeh:** Tempeh is a fermented soybean cake traditionally made from whole soybeans. A ½-ounce serving of tempeh credits as ½ ounce of the meat/meat alternates component. This method of crediting applies only to tempeh products whose ingredients are limited to soybeans (or other legumes), water, tempeh culture, and for some varieties, vinegar, seasonings, and herbs. If a tempeh product contains other ingredients, SFAs must obtain a CN label or PFS to document crediting information. The requirements for crediting tempeh are summarized in [USDA Memo SP 25-2019](#), [CACFP 12-2019](#) and [SFSP 11-2019: *Crediting Tempeh in the Child Nutrition*](#).

Programs. For additional guidance on crediting tempeh, review the USDA’s webinar, [Additional Meat/Meat Alternate Options for CNPs: Crediting Tempeh and Surimi](#).

- Yogurt:** Yogurt includes plain yogurt, flavored yogurt, yogurt with added fruit (either blended or on the bottom), and soy yogurt. Yogurt cannot contain more than 23 grams of total sugars per 6 ounces (no more than 3.83 grams per ounce). The required serving size for yogurt is based on volume (cups) or weight (ounces) and is the same for all types, flavors, and fat contents. A ¼-cup serving (volume) or 2 ounces (weight) credits as ½ ounce of the meat/meat alternates component. To increase nutrient variety, SFAs should not serve yogurt when milk is the only other snack component. For more information, see the CSDE’s handout, [Crediting Yogurt for Preschoolers in the NSLP, SBP, and ASP](#).
- Commercial products:** SFAs must ensure that commercial products (such as dried meat sticks, pizza, chicken nuggets, and cheese ravioli) provide the required amount of the components being credited. For example, to credit a commercial pizza as ½ ounce of the meat/meat alternates component, the product’s CN label or manufacturer’s PFS must indicate that the pizza contains at least 1 ounce of cheese per serving. For more information, see the CSDE’s handouts, [Child Nutrition \(CN\) Labeling Program](#), [Product Formulation Statements](#), [Accepting Processed Product Documentation](#), and [Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP](#).
- Noncreditable meat/meat alternates:** Examples of foods that do not credit include, but are not limited to: bacon; commercial canned soups, e.g., beef barley, beef noodle, turkey or chicken noodle, and turkey or chicken rice; cream cheese; drinkable yogurt; egg whites; frozen yogurt; imitation cheese; products made with tofu that are not easily recognized as meat substitutes; sour cream; tofu that contains less than 5 grams of protein in 2.2-ounce serving by weight; yogurt that contains more than 23 grams of total sugars per 6 ounces; and yogurt in commercial smoothies. For more information, see the CSDE’s handout, [Noncreditable Foods for Preschoolers in the NSLP, SBP, and ASP](#).



Vegetables Component

Vegetables include fresh, frozen, canned, and rehydrated dried vegetables; and pasteurized full-strength vegetable juice. A serving of cooked vegetables must be drained. For example, a serving of canned corn cannot include the water in which it is packed, and a serving of baked beans cannot include the sauce in which it is packed. Dried vegetables (such as potato flakes) credit when rehydrated if the product's PFS provides specific documentation on the amount of vegetables per serving. Dried vegetables used for seasonings, such as dried onion and dried parsley, do not credit.

The USDA's *CACFP Best Practices* recommends at least one serving per week of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables. For more information, see the CSDE's handout, *Vegetable Subgroups in the CACFP*.



- **Serving size:** The minimum serving size is $\frac{1}{2}$ cup. Vegetables credit based on the volume served, except for raw leafy greens such as spinach and lettuce, which credit as half the volume served. For example, $\frac{1}{2}$ cup of raw leafy greens credits as $\frac{1}{4}$ cup of the vegetables component. Consult the FBG for yields of specific vegetables. SFAs must obtain a PFS (or CN label, if available) to document the crediting of processed commercial combination foods that contain vegetables, such as vegetable egg rolls and hummus.
- **Legumes:** Legumes credit based on the volume served. The serving size refers to the amount of cooked legumes without any added liquid, such as the sauce in baked beans. For example, a $\frac{1}{2}$ -cup serving of baked beans that contains sauce and pork fat does not provide the full-required $\frac{1}{2}$ -cup serving for preschoolers. Legumes credit as either the vegetables component or meat/meat alternates component, but not both in the same snack. For more information, see the CSDE's handout, *Crediting Legumes in the NSLP and SBP*.
- **Pasta made of vegetable flours:** Pasta made of one or more vegetable flours credits as the vegetables component. A $\frac{1}{2}$ -cup serving of pasta made of 100 percent vegetable flour credits as $\frac{1}{2}$ cup of the vegetables component. If the pasta product contains other non-vegetable ingredients, SFAs must obtain a PFS to document the crediting information for the actual volume of vegetable flours per serving. Grain-based pasta products that contain small amounts of vegetable powder for color, such as spinach pasta or sun-dried tomato pasta, do not credit. The requirements for crediting pasta products made of vegetable flours are summarized in [USDA Memo SP 26-2019](#), [CACFP 13-2019](#) and [SFSP 12-2019: Crediting Pasta Products Made of Vegetable Flour in the Child Nutrition Programs](#).

- **Vegetables with added ingredients:** If a menu item or recipe contains added ingredients (such as mayonnaise, salad dressing, sugar, butter, and sauce), only the vegetable portion credits toward the ASP meal pattern. Examples include baked beans with sauce and pork fat, carrot-raisin salad, coleslaw, potato salad, macaroni salad, and mashed potatoes. For example, a ½-cup serving of potato salad must contain ½ cup of potatoes, excluding added ingredients such as mayonnaise and seasonings.
- **Vegetable juice:** Vegetable juice must be pasteurized 100 percent full-strength juice or a combination of vegetable and fruit juices. Vegetable juice counts with all other juices toward the daily juice limit of no more than one serving per day. For more information, see “Juice” under the “Fruits Component” below.
- **Noncreditable vegetables:** Examples of foods that do not credit include, but are not limited to: chili sauce; dehydrated vegetables used for seasoning; cream vegetable soups (e.g., cream of broccoli and cream of mushroom); home-canned products (for food safety reasons); ketchup; pickle relish; and snack-type foods made from vegetables such as potato chips.

Fruits Component

Fruits include fresh, frozen, canned (in light syrup, water, or fruit juice), and dried fruits; and pasteurized full-strength fruit juice. The USDA’s *CACFP Best Practices* recommends serving whole fruits (fresh, frozen, canned, and dried) more often than juice. Juice does not provide the same nutritional benefits as whole fruits and vegetables, which provide fiber, fewer calories, and more nutrients.



- **Serving size:** The minimum serving size is ½ cup. Fruits credit based on the volume served, except for dried fruit such as raisins and mixed dried fruit, which credits as twice the volume served. For example, ¼ cup of raisins credits as ½ cup of the fruits component. Consult the FBG for the yields and crediting of specific fruits. SFAs must obtain a PFS (or CN label, if available) to document the crediting of processed commercial combination foods that contain fruits.
- **Juice:** Juice must be pasteurized full-strength (100 percent) fruit juice, vegetable juice, or combination. It can be fresh, frozen, or made from concentrate.
 - Pasteurized full-strength juice (fruit, vegetable, or combination) can meet the vegetables or fruits component at only one preschool meal or ASP snack per day. The juice limit includes all fruit and vegetable juice, frozen pops made from 100 percent juice, pureed fruits and vegetables in smoothies, and juice

from canned fruit in 100 percent juice. For more information, see the CSDE's handouts, *Crediting Juice for Preschoolers in the NSLP, SBP, and ASP* and *Crediting Smoothies for Preschoolers in the NSLP, SBP, and ASP*.

- The meal pattern contribution of frozen fruit juice (such as full-strength frozen juice pops) is based on the fluid volume prior to freezing. Menu planners must request this information from the manufacturer. For more information, see the CSDE's handout, *Product Formulation Statements*.
- Juice blends (combination of full-strength fruit juices or full-strength fruit and vegetable juices) credit based on the first ingredient. If the first ingredient is a fruit juice, the juice blend credits as the fruits component. If the first ingredient is a vegetable juice, the juice blend credits as the vegetables component.
- **Canned fruit:** A serving of canned fruit may include the 100 percent juice in which the fruit is packed, but cannot include water or syrup. The juice from canned fruit counts toward the preschool juice limit if the SFA credits the juice toward the fruits component. Juice from canned fruit does not count toward the preschool juice limit if the SFA plans the juice as an extra food that does not credit toward the preschool meal patterns. For more information, see the CSDE's handout, *Crediting Juice for Preschoolers in the NSLP, SBP, and ASP*.
- **Whole fruits:** The meal pattern contribution of whole fresh fruit varies depending on the type and size (count pack) of the fruit. To credit an individual piece of fresh fruit (whole or cut-up) as the full fruits component, one piece must provide $\frac{1}{2}$ cup of fruit. Since some types of fresh fruit provide less than $\frac{1}{2}$ cup of fruit, SFAs must ensure that one piece provides the full-required serving. For example, a clementine credits as $\frac{3}{8}$ cup of the fruits component, which is less than the full-required $\frac{1}{2}$ -cup serving. A snack menu with one clementine would require an additional $\frac{1}{8}$ cup of fruit to credit as the fruits component. In this example, students must take both fruit items to count as the full serving of the fruits component. OVS is not allowed in the ASP. For more information, see the CSDE's handout, *Serving Sizes for Vegetables and Fruits for Preschoolers in the ASP*.
- **Coconut:** Fresh and frozen coconut credit, but dried coconut, coconut flour, and coconut oil do not. Coconut water labeled as 100 percent juice credits based on the volume served, but must be included when determining if the menu meets the preschool juice limit. Coconut is high in calories and saturated fat, and should be limited in ASP menus. The requirements for crediting coconut are summarized in [USDA Memo SP 34-2019](#), [CACFP 15-2019](#) and [SFSP 15-2019](#): *Crediting Coconut, Hominy, Corn Masa, and Corn Flour in the Child Nutrition Programs*.

- **Noncreditable fruits:** Examples of foods that do not credit include, but are not limited to: fruit snacks (e.g., fruit roll-ups, fruit leathers, fruit wrinkles, fruit twists, yogurt-covered fruit snacks); banana chips; home-canned products (for food safety reasons); jams, jellies, and preserves; and juice drinks that are not 100 percent juice such as grape juice drink, orange juice drink, pineapple-grapefruit drink, cranberry juice cocktail, and lemonade.

Grains Component

The grains component includes a wide variety of products, such as breads, biscuits, bagels, rolls, tortillas, and muffins; snack products, such as crackers (including animal crackers and graham crackers), hard pretzels, hard bread sticks, and tortilla chips; cereal grains, such as buckwheat, brown rice, bulgur, and quinoa; ready-to-eat (RTE) breakfast cereals; cooked breakfast cereals (instant and regular), such as oatmeal, farina, and cream of wheat; bread products used as an ingredient in another menu item, such as combination foods, e.g., breading on fish or poultry and pizza crust in pizza; and pasta products, such as macaroni, spaghetti, noodles, orzo, and couscous.

- **Creditable grains:** Creditable grains are whole grains, enriched grains, bran and germ. **Note:** Bran and germ credit in the preschool meal patterns for the NSLP, SBP and ASP; and in the ASP meal pattern for grades K-12. However, they do not credit in the NSLP and SBP meal patterns for grades K-12. Products that are 100 percent whole grain, such as whole-wheat bread and brown rice, provide the best nutrition and should be served most often. For more information, see the CSDE’s handouts, [How to Identify Creditable Grains for Preschoolers in the NSLP, SBP, and ASP](#), [Crediting Whole Grains in the NSLP and SBP](#) and [Crediting Enriched Grains in the NSLP and SBP](#).
- **WGR requirement:** At least one serving of grains per day must be WGR, between all meals and ASP snacks served to preschoolers. The USDA’s [CACFP Best Practices](#) recommends at least two servings of WGR grains per day. For the preschool meal patterns, WGR foods contain 100 percent whole grains or contain a blend of whole grains (at least 50 percent) and enriched grains. A commercial food meets the preschool WGR criteria if a whole grain is listed as the first ingredient (or second after water), and the next two grain ingredients (if any) are whole grains, enriched grains, bran, or germ. A food made on site meets the preschool WGR criteria if the combined weight of all whole grains is equal to or greater than the combined weight of all enriched grains in the SFA’s standardized recipe. For more information, see the CSDE’s handouts, [Whole Grain-rich Criteria for Preschoolers in the NSLP, SBP, and ASP](#) and [Crediting Whole Grains in the NSLP and SBP](#), and [USDA Memo CACFP 09-2018: Grain Requirements in the CACFP: Questions and Answers](#). For best nutrition, serve whole grains most often.

- Serving the same grains to preschoolers and grades K-12:** The crediting and WGR criteria for the NSLP and SBP meal patterns are different for preschoolers and grades K-12. Except for grain-based desserts, grain foods that meet the crediting and WGR criteria for grades K-12 will also meet the preschool crediting and WGR criteria. However, grain foods that meet the preschool crediting and WGR criteria may or may not meet the crediting and WGR criteria for grades K-12. If SFAs serve the same grain foods to grades K-12 and preschoolers, these foods must comply with the crediting and WGR criteria for grades K-12. If SFAs serve the same cooked and RTE breakfast cereals to grades K-12 and preschoolers, these cereals must meet the crediting and WGR criteria for grades K-12 and the preschool sugar limit. SFAs cannot serve the same grain-based desserts to grades K-12 and preschoolers because grain-based desserts do not credit in the preschool meal patterns. The only exceptions to these requirements are when SFAs choose to follow: the K-5 meal pattern for preschoolers and grades K-5 who eat in the same service area at the same time; or the ASP K-12 meal pattern for preschoolers and grades K-12 who eat in the same service area at the same time. For more information on the meal pattern requirements for preschoolers and grade K-12 eating together, see section 1 of CSDE’s guide, [Menu Planning Guide for Preschoolers in the NSLP, SBP, and ASP](#), and [USDA Memo SP 37-2017: Flexibility for Co-Mingled Preschool Meals: Questions and Answers](#). For information on the differences between the grains component for preschoolers and grades K-12, see the CSDE’s handout, [Comparison of Meal Pattern Requirements for the Grains Component in School Nutrition Programs](#).
- Serving size:** Through September 30, 2021, the required preschool amount for the grains component is $\frac{1}{2}$ serving. All grain menu items must meet the minimum weight (groups A-G) or volume (groups H-I) for the appropriate grain group in the USDA’s grain servings chart, or provide the minimum creditable grains per serving. To credit as $\frac{1}{2}$ serving, foods in groups A-G must contain 7.38 grams of creditable grains and foods in groups H-I must contain 13 grams of creditable grains. For more information, see the CSDE’s handouts, [Grain Servings for Preschoolers in the NSLP, SBP, and ASP](#) and [Calculation Methods for Grain Servings for Preschoolers in the NSLP, SBP, and ASP](#).

The USDA’s grain servings chart applies to all creditable commercial grain products. SFAs may also use this chart for creditable grain foods made on site, if the standardized recipe indicates the weight of the prepared (cooked) serving. If the standardized recipe does not provide this information, the SFA must calculate the average weight per serving



by weighing at least four samples of the cooked product. For more information, see the CSDE's handout, [Yield Study Data Form](#).

Note: Effective October 1, 2021, the required preschool amount for the grains component is $\frac{1}{2}$ ounce equivalent. All grain menu items must meet the minimum weight (groups A-G) or volume (groups H-I) for the appropriate grain group in the USDA's ounce equivalents chart, or provide the minimum creditable grains per serving. To credit as $\frac{1}{2}$ serving, foods in groups A-G must contain 8 grams of creditable grains and foods in groups H-I must contain 14 grams of creditable grains. For more information, see the CSDE's handout, [Grain Ounce Equivalents for Preschoolers in the NSLP, SBP, and ASP](#).

- **Breakfast cereals (cooked and RTE):** To credit as the grain component, breakfast cereals must list a creditable grain as the first ingredient or be fortified; and must meet the preschool sugar limit (no more than 6 grams of sugar per dry ounce). To be WGR, breakfast cereals must list a whole grain as the first ingredient; be fortified; and meet the preschool sugar limit. For more information, see the CSDE's handout, [Crediting Breakfast Cereals for Preschool Meals in the NSLP, SBP, and ASP](#).
 - **Serving size for cooked breakfast cereals (group H):** Through September 30, 2021, the required preschool serving is $\frac{1}{4}$ cup cooked or 13 grams dry. Effective October 1, 2021, the required preschool amount is $\frac{1}{2}$ ounce equivalent ($\frac{1}{4}$ cup cooked or 14 grams dry).
 - **Serving size for RTE breakfast cereals (group I):** Through September 30, 2021, the required preschool serving is $\frac{1}{4}$ cup or $\frac{1}{3}$ ounce for ages 1-2; and $\frac{1}{3}$ cup or $\frac{1}{2}$ ounce for ages 3-4. Effective October 1, 2021, the required preschool amount is $\frac{1}{2}$ ounce equivalent, which equals $\frac{1}{2}$ cup of flaked or round cereal, $\frac{3}{4}$ cup of puffed cereal, and $\frac{1}{8}$ cup of granola.
- **Grain-based desserts:** Except for sweet crackers (such as graham crackers and animal crackers), grain-based desserts do not credit in the ASP preschool meal pattern. Examples include cookies, sweet pie crusts, doughnuts, cereal bars, granola bars, sweet rolls, pastries, toaster pastries, cake, and brownies. The CSDE recommends not serving sweet crackers more than twice per week between all preschool meals and ASP snacks. For more information, see the USDA's handout, [Grain-Based Desserts in the CACFP](#), and [USDA Memo CACFP 16-2017: Grain-Based Desserts in the Child and Adult Care Food Program](#).

Noncreditable Foods

Noncreditable foods do not credit in the ASP meal pattern for preschoolers. Examples include potato chips, pudding, ice cream, gelatin, cream cheese, bacon, fruit roll-ups, and condiments (e.g., syrup, jam, ketchup, mustard, mayonnaise, and butter). Some noncreditable foods may be offered as extra foods, e.g., maple syrup on pancakes, salad dressing on tossed greens, and condiments such as ketchup or mustard on sandwiches. For more information, see the CSDE’s handout, *Noncreditable Foods for Preschoolers in the NSLP, SBP, and ASP*.

- Water does not credit as a snack component. SFAs may offer water in addition to, but not in place of, the two required snack components. If milk or juice is one of the two snack components, SFAs cannot offer a choice between water and milk or juice. **Note:** The [Healthy Hunger-Free Kids Act](#) requires that SFAs must make drinking water available to children at no charge where meals are served during the meal service, including the ASP. However, SFAs cannot promote or offer water or any other beverage as an alternative selection to fluid milk throughout the food service area. For more information, see [USDA Memo SP 49-2016 CACFP 18-2016: Resources for Making Potable Water Available in Schools and Child Care Facilities](#), [USDA Memo SP 28-2011: Water Availability During National School Lunch Program Meal Service](#), and [USDA Memo SP 19-2018: Clarification on the Milk and Water Requirements in the School Meal Programs](#).
- Snack menus that include a noncreditable food must also include the full serving of at least two creditable food components. For example, a snack menu of strawberry gelatin (noncreditable food), whole-grain crackers (grains/breads component), and low-fat unflavored milk (milk component) contains three items but only two components. This snack is only reimbursable if the milk and crackers provide the minimum required serving.
- To ensure that ASP snacks meet children’s nutritional needs, the CSDE encourages SFAs to use discretion when serving noncreditable foods. Noncreditable foods are typically higher in added sugar, saturated fats, and sodium; and contain few nutrients. Menu planners should read labels, be aware of the ingredients in foods, and limit the frequency and amount of less nutritious choices.



4 — Menu Planning

SFAs must have a written snack menu that complies with the ASP meal pattern for each age group being served. For information on menu forms and sample menus, see “[Snack Menus](#)” in section 5.

SFAs must be able to document that all foods served in reimbursable snacks meet the meal pattern components and serving sizes. SFAs should use the FBG to identify food yields and meal pattern crediting information. The FBG helps menu planners:

- determine how much food to purchase to meet the minimum portion size of each food component in the ASP meal patterns; and
- evaluate the contribution of recipes to the ASP meal patterns.

The FBG contains yield information for common types and customary sizes of meat/meat alternates, grains, fruits, and vegetables. It includes commercially available foods and USDA-donated commodities.

Crediting Commercial Foods

Commercially prepared foods served in the ASP must provide the amount of the meal pattern components being credited. For example, to credit a commercially prepared burrito as 1 ounce of the meat/meat alternates component, the manufacturer’s documentation must indicate the specific amount of meat, beans, and cheese in one serving. To credit commercial products, SFAs must obtain either:

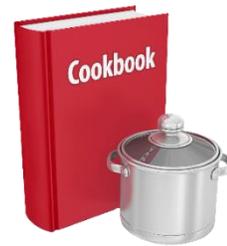
- the original CN label from the product carton or a photocopy or photograph of the CN label shown attached to the original product carton; or
- a PFS signed by an official of the manufacturer stating the amount of each meal pattern component contained in one serving of the product.



Without this documentation, SFAs cannot use commercial products to credit toward the ASP meal pattern components. For guidance on accepting product documentation, see the CSDE’s handouts, [Child Nutrition \(CN\) Labeling](#), [Product Formulation Statements](#), and [Accepting Processed Product Documentation](#), and [CSDE Operational Memo No. 10-15: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements](#).

Crediting Foods Made On Site

SFAs must have standardized recipes on file for foods made on site. For example, if a snack menu for grades K-12 credits macaroni and cheese as the meat/meat alternates and grains/breads components, the recipe must indicate that each serving contains 1 ounce of cheese and $\frac{1}{2}$ cup of pasta. For more information, see section 2 of the CSDE's guide, *Menu Planning Guide for School Meals for Grades K-12*, and the CSDE's *Standardized Recipe Form*.



Planning Healthy Snacks

The nutrition quality of ASP snack menus is determined by the types of foods selected by the menu planner. The CSDE strongly encourages menu planners to develop snack menus that reflect the principles of the *Dietary Guidelines for Americans* and provide a variety of nutrient-rich choices. Nutrient-rich foods provide substantial amounts of naturally occurring vitamins, minerals, and other nutrients with relatively few calories. Examples include fruits, vegetables, whole grains, low-fat or nonfat dairy products, lean meat, skinless poultry, fish, and eggs.

The examples below show how different food choices within the same food component can vary in nutrient content.

- **Meat/meat alternates:** A 1-ounce serving of skinless turkey breast provides fewer calories and less fat and sodium than a 1-ounce serving of beef salami. Note: Meat products with binders and extenders credit based only on the actual amount of meat without the weight of the binders and extenders.
- **Vegetables:** A $\frac{3}{4}$ -cup serving of baked potato provides fiber, more nutrients, and fewer calories than $\frac{3}{4}$ cup of oven-baked french fries.
- **Fruits:** A $\frac{3}{4}$ -cup serving of fresh fruit salad provides fiber, more nutrients, and fewer calories than $\frac{3}{4}$ cup of 100 percent apple juice.
- **Grains:** A 1-ounce serving of 100 percent whole-grain bread provides more fiber and nutrients, fewer calories, and less fat than a 1-ounce corn muffin made with 50 percent whole-grain flour and 50 percent enriched flour.

Snack menus that regularly include processed enriched grains (such as crackers, cookies, and baked goods) and juice do not provide optimum nutrition.

Tips for Healthy Snack Menus

Snack menus should include a variety of fruits, vegetables, whole grains, and lean meats each week. Menu planners can provide healthy choices for children by following the tips below.

- Balance the number of snack components served each week. Each component should be served at least two or three times.
- Serve 100 percent whole grains. For information on identifying whole grains, see the CSDE’s handout, *Crediting Whole Grains in the NSLP and SBP*. For menu planning ideas and recipes, see the USDA’s *Tools for Schools: Serving Whole Grain-Rich* webpage.
- Serve a different meat/meat alternate at least three days per week.
- Serve legumes at least once per week. The USDA recipes and resources below assist menu planners with incorporating legumes into school menus.
 - Team Nutrition Recipes and Cookbook Toolkit: <https://www.fns.usda.gov/tn/team-nutrition-recipes-and-cookbook-toolkit>
 - USDA Recipes for Schools: <https://www.fns.usda.gov/usda-recipes-schools>
 - What’s Cooking? USDA Mixing Bowl: <https://whatscooking.fns.usda.gov/>
- Serve a different fruit or vegetable each day of the week. Serve dark green and orange vegetables most often. For more information, see the CSDE’s handout, *Vegetable Subgroups in the CACFP*.
- Replace juice with whole or cut-up fruits and vegetables. If juice is served, serve only 100 percent citrus juices and citrus juice blends, e.g., orange juice, pineapple juice, and grapefruit juice.
- Try new foods and recipes. For menu planning ideas, see the CSDE’s resource list, *Menu Planning and Food Production*.



The USDA’s handout, *CACFP Best Practices*, provides recommendations to further improve the nutritional quality of preschool meals and ASP snacks by increasing vegetables, fruits, and whole grains, and reducing added sugars and saturated fats. These recommendations are also beneficial for grades K-12.

Tables 4-8 provide sample menu ideas for each snack component..

Table 4. ASP snack menu ideas for the milk component ^{1,2}**Serving size for milk**

Ages 1-4: 4 fluid ounces

Grades K-12: 8 fluid ounces

**Age 1**

- Unflavored whole milk
- Unflavored whole lactose-free or lactose-reduced milk

Ages 2-4

- Unflavored fat-free milk
- Unflavored lactose-free or lactose-reduced fat-free milk
- Unflavored low-fat (1%) milk
- Unflavored lactose-free or lactose-reduced low-fat milk

Grades K-12

- Unflavored fat-free milk
- Unflavored lactose-free or lactose-reduced fat-free milk
- Unflavored low-fat (1%) milk
- Unflavored lactose-free or lactose-reduced low-fat milk
- Flavored fat-free milk
- Flavored lactose-free or lactose-reduced fat-free milk
- Flavored low-fat milk
- Flavored lactose-free or lactose-reduced low-fat milk

¹ Milk must meet the specific fat content and flavor requirements of ASP meal patterns for preschoolers and grades K-12. A variety of milk is not required. SFAs may serve one allowable milk to all ages.

² Milk cannot be served when juice is the only other snack component.

Table 5. ASP snack menu ideas for the meat/meat alternates component**Serving size for meat/meat alternates**Ages 1-4: ½ ounce ²Grades K-12: 1 ounce ²

- Meat, fish and poultry, e.g., beef, chicken, ham, pork, tuna, turkey
- Cheese, reduced-fat or low-fat recommended, e.g., cheddar, Colby, cottage, part-skim mozzarella cheese stick, Swiss
- Eggs, e.g., hard-boiled, egg salad
- Legumes (cooked dry beans and peas), e.g., black beans, chick peas (garbanzos), edamame, hummus, kidney beans, lentils, navy beans, refried beans, split peas, three-bean salad, white beans, split peas, three-bean salad
- Tofu, soy products, or alternate protein products (APP) ¹
- Nuts and seeds ², e.g., almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soy nuts
- Nut and seed butters, e.g., almond butter, almonds, cashew butter, cashews, peanut butter, peanuts, pumpkin seeds, soy nut butter, soy nuts, sunflower seed butter, sunflower seeds, tahini
- Yogurt (low-fat) or soy yogurt ³
- Yogurt smoothies made with pureed fruits and vegetables ^{3, 4}



¹ APP must meet the requirements in appendix A of the NSLP regulations (7 CFR 210). Tofu must contain at least 5 grams of protein in 2.2 ounces (weight) or ¼ cup (volume). For more information, see the CSDE's handouts, *Requirements for Alternate Protein Products in the NSLP and SBP* and *Crediting Tofu and Tofu Products in the NSLP and SBP*.

² Children younger than 4 are at the highest risk of choking. The USDA recommends that any nuts or seeds served to young children are in a prepared food and are ground or finely chopped. For more information, see the CSDE's handout, *Crediting Nuts and Seeds in the NSLP and SBP*.

³ For the preschool meal patterns, yogurt and soy yogurt cannot contain more than 23 grams of total sugars per 6 ounces (no more than 3.83 grams per ounce). For more information, see the CSDE's handout, *Crediting Yogurt for Preschoolers in the NSLP, SBP, and ASP*.

⁴ Yogurt credits as the meat/meat alternates component in smoothies made on site by the SFA. For information on crediting smoothies, see the CSDE's handouts, *Crediting Smoothies for Grades K-12 in the NSLP and SBP* and *Crediting Smoothies for Preschoolers in the NSLP, SBP, and ASP*.

Table 6. ASP snack menu ideas for the vegetables component

Serving size for vegetables

Ages 1-4: ½ cup

Grades K-12: ¾ cup

- Fresh or frozen vegetables, e.g., acorn squash, asparagus, broccoli, Brussels sprouts, butternut squash, cabbage (green and red), carrots, cassava, cauliflower, celery, chard, chayote, Chinese cabbage, collard greens, corn, cucumbers, eggplant, green beans, jicama, kale, lettuce (arugula, Boston, Bibb, green, red, romaine), mushrooms, okra, peas (green), peppers (green, orange, red), potatoes, radishes, snap peas, snow peas, spaghetti squash, spinach, sweet potatoes, tomatoes, turnip, yellow squash, zucchini squash ¹
- 100 percent vegetable juice, e.g., tomato, mixed vegetables ^{2,3}
- Canned vegetables, e.g., corn, green beans ²
- Coleslaw
- Salsa, e.g., vegetable, mango
- Salads ⁴, e.g., garden salad, mixed greens, carrot-raisin salad, three-bean salad
- Smoothies made with pureed fruits and vegetables and yogurt ⁵
- Vegetable soup ⁶



¹ Serve dark green and orange vegetables most often. For more information, see the CSDE's handouts, [Vegetable Subgroups in the NSLP](#) and [Vegetable Subgroups in the CACFP](#).

² Read labels for sodium content and choose varieties lowest in sodium.

³ Juice is less nutritious than whole fruits and vegetables. Serve whole fruits and vegetables most often. Juice cannot be served when milk is the only other snack component. For preschoolers, juice can meet the vegetables component or fruits component at only one preschool meal or snack per day.

⁴ For the preschool meal patterns, raw leafy greens such as lettuce or spinach credit as half the volume served, e.g., ½ cup of lettuce credits as ¼ cup of the vegetables component.

⁵ Pureed fruits and vegetables in smoothies credit only as juice in the ASP meal patterns for preschoolers and grades K-12. For the preschool meal patterns, juice can meet the vegetables or fruits component at only one preschool meal or ASP snack per day. For more information, see the CSDE's handouts, [Crediting Juice for Preschoolers in the NSLP, SBP, and ASP](#) and [Crediting Smoothies for Preschoolers in the NSLP, SBP, and ASP](#).

⁶ Soups made on site by the SFA credit based on the amount of vegetables contained per serving, which must be documented by the school's standardized recipe. Commercial soups credit based on the FBG. A 1-cup serving of commercial lentil, pea, or bean soup credits as ½ cup of the vegetables component. A 1-cup serving of all other allowable commercial vegetable soups credits as ¼ cup of the vegetables component. For more information, see the CSDE's handout, [Crediting Soup in the NSLP and SBP](#).

Table 7. ASP snack menu ideas for the fruits component

Serving size for fruits

Ages 1-4: ½ cup

Grades K-12: ¾ cup

- Fresh or frozen fruit, e.g., apples, apricots, avocados, bananas, blueberries, cantaloupe, cherries, grapes (red and green), honeydew melon, kiwis, mangos, nectarines, oranges, papayas, peaches, pears, pineapple, plums, raspberries, strawberries, watermelon
- 100 percent fruit juice, e.g., apple cider, orange, grape, pineapple ¹
- Canned fruit in juice or water, e.g., applesauce, apricots, peaches, pears, pineapple tidbits ²
- Fruit salad (mixed fruits)
- Dried fruit, e.g., raisins, apple chips, apricots, prunes ³
- Dried fruit and nut trail mix
- Smoothies made with pureed fruits and vegetables and yogurt ⁴



¹ Juice cannot be served when milk is the only other snack component. Juice is less nutritious than whole fruits and vegetables. The USDA's *CACFP Best Practices* recommends serving a variety of fruits and choosing whole fruits (fresh, canned, dried, or frozen) more often than juice. For the preschool meal patterns, juice can meet the vegetables component or fruits component at only one preschool meal or snack per day. For more information, see the CSDE's handout, *Crediting Juice for Preschoolers in the NSLP, SBP, and ASP*.

² A serving of canned fruit may include the 100 percent juice in which the fruit is packed, but cannot include water or syrup. The juice from canned fruit counts toward the preschool juice limit if the SFA credits the juice toward the fruits component.

³ For the preschool meal patterns, dried fruit (such as raisins, dried apricots, and dried mixed fruit) credits as twice the volume served, e.g., ¼ cup of raisins credits as ½ cup of the fruits component.

⁴ Pureed fruits and vegetables in smoothies credit only as juice in the ASP meal patterns for preschoolers and grades K-12. For the preschool meal patterns, juice can meet the vegetables or fruits component at only one preschool meal or ASP snack per day. For more information, see the CSDE's handouts, *Crediting Juice for Preschoolers in the NSLP, SBP, and ASP* and *Crediting Smoothies for Preschoolers in the NSLP, SBP, and ASP*.

Table 8. ASP snack menu ideas for the grains component ¹**Serving size for grains**Ages 1-4: ½ serving ²Grades K-12: 1 serving ²

- Animal crackers ^{3,4}
- Bagels
- Biscuits
- Bread
- Breadsticks
- Breakfast cereal ⁵
- Brown rice
- Cinnamon toast
- Cooked grain salads, e.g., bulgur, couscous, and quinoa
- Crackers
- Dry cereal mix ⁵
- English muffin
- French bread
- French toast sticks
- Graham crackers ^{3,4}
- Granola bars
- Macaroni
- Melba toast
- Muffins, e.g., corn, blueberry
- Noodles
- Oyster crackers
- Pancakes
- Pasta
- Pizza crust
- Pretzels (hard, soft)
- Rice cakes
- Rolls
- Soft tortillas
- Toast
- Tortilla chips
- Waffles
- Whole-wheat bread, rolls, and buns



¹ Serve 100 percent whole grains most often and serve WGR products instead of enriched products.

² For specific serving sizes, refer to the appropriate grain serving size chart. For grades K-12, use *Servings for Grains/Breads for Grades K-12 in the ASP*. For preschoolers, use *Grain Servings for Preschoolers in the NSLP, SBP, and ASP*, through September 30, 2021, and *Grain Ounce Equivalents for Preschoolers in the NSLP, SBP, and ASP*, effective October 1, 2021.

³ Except for animal crackers and graham crackers, grain-based desserts do not credit in the preschool meal patterns. As a best practice, the USDA encourages preschool menus to limit sweet crackers because of their higher sugar content. The CSDE recommends not serving sweet crackers more than twice per week between all preschool meals and ASP snacks. For more information, see the USDA's handout, *Grain-Based Desserts in the CACFP*.

⁴ Grain-based desserts credit in the ASP meal pattern for grades K-12. However, the CSDE recommends limiting all grain-based desserts (including sweet crackers) to no more than twice per week; they are typically higher in added sugars, saturated fats, and sodium.

⁵ For the preschool meal patterns, breakfast cereals cannot contain more than 6 grams of sugar per dry ounce (no more than 21.2 grams of sucrose and other sugars per 100 grams of dry cereal). For more information, see the CSDE's handout, *Crediting Breakfast Cereals for Preschool Meals in the NSLP, SBP, and ASP*.

Water Availability

The [Healthy, Hunger-Free Kids Act of 2010](#) (Public Law 111-296) requires that schools and institutions participating in the NSLP (including the ASP) and SBP must make plain potable water available to children at no cost during the meal service. The water must be available without restriction in the location where meals are served. Water must also be made available for meals and snacks that are served outside of the cafeteria such as meals served in a classroom or during in-school suspension.



SFAs can implement this requirement in a variety of ways, such as:

- offering water pitchers and cups on tables or in an area that is easily accessible to all children during meals and snacks; and
- providing a water fountain or a faucet that allows students to fill their own bottles or cups with drinking water. The location of the water fountain must be in the foodservice area or immediately adjacent, such as a water fountain that is right outside the door to the foodservice area and accessible to all students during the meal period.

While water must be made available to students during meal service, water is **not** a meal pattern component and is not part of the reimbursable snack. Students are not required to take water. Program operators cannot promote or offer water or any other beverage as an alternative selection to fluid milk throughout the food service area.

The USDA does not provide separate funding for this provision and SFAs cannot claim reimbursement for water. However, reasonable costs associated with providing potable water would be an allowable cost to the nonprofit food service account.

For more information, see [USDA Memo SP 49-2016 CACFP 18-2016: Resources for Making Potable Water Available in Schools and Child Care Facilities](#), [USDA Memo SP 28-2011: Water Availability During National School Lunch Program Meal Service](#), and [USDA Memo SP 19-2018: Clarification on the Milk and Water Requirements in the School Meal Programs](#).



5 — Program Requirements

In addition to meeting the meal pattern requirements, the ASP must comply with all operation requirements indicated below.

Time Restrictions

An afterschool care program sponsored by a school under the NSLP can only be reimbursed for snacks served after school on a regular school day. Programs operating on weekends or during school vacations cannot be reimbursed for snacks. During the summer, snacks are not reimbursable unless the afterschool program takes place after summer school for academic credit.

Extended School Days

ASP snacks can be served in schools operating expanded learning times that are longer than the traditional school day. A school operating longer than the traditional school day may be eligible for NSLP reimbursement if it operates a school day that is at least one hour longer than the minimum number of school-day hours required for the comparable grade levels by the local educational agency (LEA) in which the school is located. When requesting approval for snacks in these programs, LEAs must submit information to the CSDE on the length of their school day, and the length of the school day of comparable schools. The CSDE will use this information to determine eligibility for ASP participation. For more information, see [CSDE Operational Memorandum No. 15-11: Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program \(NSLP\)](#).

Operation Dates

The SFA must notify the CSDE of any changes in the beginning and ending dates of the ASP operation. For information on the CSDE's school nutrition consultants, see the CSDE's handout, [County Assignments for School Nutrition Programs](#).

Food Safety

The afterschool care program facilities must meet state and local health and safety standards. SFAs must include the ASP in the district's Hazard Analysis and Critical Control Points (HACCP) food safety plan. Temperatures for potentially hazardous foods (PHFs) should be recorded on the ASP daily production record or documented elsewhere. For more information, see the CSDE's [Food Safety for Child Nutrition Programs](#) webpage.



Snack Charges

Snacks must be served free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced-price school meals under [7 CFR part 245](#). The ASP must comply with the charge criteria indicated below.

- The snack price for reduced-eligible children cannot exceed 15 cents.
- The SFA establishes the snack price charged to paying children.
- USDA regulations do not permit the food service program budget to cover the cost of snacks served to adults. A minimum payment to cover costs should be paid by the adult, or the school/organization responsible for the programming.

Snack Menus

SFAs must maintain menu records that document the service of reimbursable snacks to students. The CSDE recommends developing a cycle menu for ASP snacks. A cycle menu is a series of menus planned for a specific period of time, such as a four weeks, with a different menu for each day. Cycle menus can help SFAs comply with the meal pattern requirements, increase variety, control food cost, control inventory, and save time.

The CSDE’s sample ASP menu forms help menu planners include the required snack meal pattern components in the appropriate portion sizes. The CSDE’s sample 10-week snack menus provide menu ideas for grades K-12 and preschoolers.

- ASP Menu Form for Ages 1-2:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuform12.doc>
- ASP Menu Form for Ages 3-4:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuform34.doc>
- ASP Menu Form for Grades K-12:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuformK12.doc>
- ASP Sample Menu for Ages 3-4:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPsamplemenu34.pdf>
- ASP Sample Menu for Grades K-12:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPsamplemenuK12.pdf>

These forms are available under “Menu Forms” in the “[Documents/Forms](#)” section of the CSDE’s [ASP](#) webpage.



Production Records

The USDA regulations require that all schools and institutions participating in the ASP must complete daily menu production records that document the service of reimbursable snacks to students. A production record is a working tool that outlines the type and quantity of foods used to prepare ASP snacks. Production records must demonstrate how snacks contribute to the required food components for each day of operation. For additional guidance, see the CSDE’s handout, *Requirements for Production Records in School Nutrition Programs*.

The CSDE’s sample production record forms for grades K-12 and preschoolers assist SFAs with providing the required information. A sample completed version shows SFAs how to complete the form.

- ASP Production Record for Ages 1-2:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecord12.doc>
- ASP Production Record for Ages 3-4:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecord34.pdf>
- ASP Production Record for Grades K-12:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordK12.doc>
- Sample Completed ASP Production Record for Ages 3-4:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecord34sample.pdf>
- Sample Completed ASP Production Record for Grades K-12:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordK12sample.pdf>

These forms are available under “Production Records” in the “[Documents/Forms](#)” section of the CSDE’s [ASP](#) webpage.

Counting and Claiming

The ASP must maintain a record of the number of snacks served to students each day. Programs must maintain a roster or sign-in sheet to determine which children are present on any given day, and use this information as an edit check prior to submission of monthly claims for reimbursement. The ASP cannot claim student attendance. Reimbursement is based on the actual number of snacks served to students each day.



The procedures for counting and claiming snacks depend on whether the school is site/area eligible. In site/area eligible schools, 50 percent or more of enrolled children are eligible for free and reduced-price meals. These percentages are calculated annually by the CSDE based on October data from the previous school year. For more information, see the CSDE's [Area Eligibility for Child Nutrition Programs](#) webpage.

Site/area eligible

Site eligible or area eligible schools cannot charge children for snacks. While not all children are individually eligible, the majority of children attending that school or living in that area qualify for free meals. Staff may take snack counts by counting the snacks served each day and recording this number on the appropriate form. The CSDE forms listed below can be used by site/area eligible schools:

- ASP Daily Snack Count Record for Grades K-12 for Site/Area Eligible Schools:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPcountK12.doc>
- ASP Daily Snack Count Record for Preschoolers for Site/Area Eligible Schools:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPcountpreschool.doc>
- ASP Daily Snack Count and Production Record for Grades K-12 for Site/Area Eligible Schools:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordcountK12.doc>
- ASP Daily Snack Count and Production Record for Preschoolers for Site/Area Eligible Schools:
<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordcountpreschool.doc>

These forms are available under “Forms for Schools that are Site/Area Eligible” in the “[Documents/Forms](#)” section of the CSDE’s [ASP](#) webpage.

SFAs may claim only one snack per child per day. Prior to submitting the monthly claim, the SFA must check the daily snack counts with the daily attendance records. This provides an edit check to prevent overclaiming of snacks.

Not site/area eligible

Schools that are not site/area eligible can choose to implement a pricing program or, if the program has other funding sources, offer all snacks free of charge (nonpricing program).

- **Pricing program:** The ASP charges a snack fee to students based on their eligibility status. Free-eligible students cannot be charged. The maximum charge allowed for reduced-eligible students is 15 cents. Full-paying students are charged full price, which is determined by the SFA.

Schools and institutions must record the snack counts for each day by **individual student** using a roster-style or similar system. The school site must total and claim snacks each month by category, i.e., free, reduced, and paid. ASP staff must ensure that there is no overt identification of students receiving free or reduced-price snacks.

Schools and institutions must institute a collection procedure that collects no more than 15 cents from children eligible for reduced-price snacks and an established local price for full-paying students. For more information on the requirements for collection procedures, see the CSDE's [Meal Counting and Claiming for School Nutrition Programs](#) webpage.

- **Nonpricing program:** The ASP offers snacks free of charge to all students. The school must still take meal counts based on individual student eligibility. This option is allowed only if the program has other funding sources. The difference between the cost of providing the snack and the reimbursement received must be covered by the school general fund, the organization sponsoring the afterschool care program, a parent organization, or other community group. The nonprofit food service account cannot absorb this cost.

SFAs have two options for counting and claiming snacks in a nonpricing program.

1. Use a roster and claim by eligibility category. With this option, no student is charged for a snack but the school takes counts using a roster, and claims snacks based on free, reduced, and paid categories.

2. Claim all snacks in the paid category. With this option, the school takes the counts using the same method as site or area eligible programs, but all snacks are claimed at the “paid” rate regardless of the student’s individual eligibility status.

The CSDE attendance and snack count forms listed below can be used by schools that are not site/area eligible. These forms are available on the CSDE’s [ASP](#) webpage.

- ASP Monthly Attendance and Snack Count Record for Schools that are not Site/Area Eligible:
<http://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPdailyon.doc>
- ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools:
<http://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmonthlyon.doc>

These forms are available under “Forms for Schools that are not Site/Area Eligible” in the “[Documents/Forms](#)” section of the CSDE’s [ASP](#) webpage.

Reimbursement Rates

Funding for the ASP is determined by area eligibility or the income eligibility of the children enrolled in the afterschool program. All snacks served at site/area eligible afterschool sites are eligible for the free rate of reimbursement. Afterschool sites that do not qualify as site/area eligible receive reimbursement based on the income eligibility categories of participating children. The USDA releases the reimbursement rates for free, reduced, and paid meals in the Child Nutrition Programs in July of each year. For more information, visit the CSDE’s [Reimbursement Rates for Child Nutrition Programs](#) webpage.

Claims Submission

The SFA must submit online monthly snack reimbursement claims with the NSLP claim. After submitting the claim, the SFA must maintain the claim documentation on file. This includes daily snack counts and daily attendance records. For schools that are not site/area eligible, the daily snack counts must be recorded by student eligibility category.

Prior to submitting the monthly claim, the SFA must check the daily snack counts with the daily attendance records as an edit check to prevent overclaiming of snacks. Snack reimbursement is limited to one snack per child per day.

Monitoring

The SFA must review each ASP a minimum of two times each year. The reviews must assess each site's compliance with the appropriate USDA meal pattern (grades K-12 and preschoolers), and counting and claiming procedures.

- **First review:** The SFA must complete the first review within the first four weeks of ASP program operation each school year.
- **Second review:** The SFA must complete a second review sometime during the remainder of the time that the ASP is in operation.



The SFA must keep signed and dated copies of the completed on-site monitoring forms on file, including detailed findings and corrective action. If problems are found during the reviews, the SFA must assign corrective action and conduct at least one follow-up review to ensure that corrective action has been implemented. The CSDE's form, *ASP Onsite Monitoring Form*, is available on the [ASP](#) webpage.

Recordkeeping

The SFA must maintain all records pertaining to ASP operations, as indicated below.

- Dated daily menus must reflect the snack components served to students. For information on the CSDE's sample menu forms, see "[Snack Menus](#)" in this section.
- Daily production records must document the foods served, the portion sizes used and the number of snacks prepared and served to students. Production records are required document the snack menu's compliance with the ASP meal pattern requirements. For information on the CSDE's sample production records, see "[Production Records](#)" in this section.
- Daily snack counts must document the number of snacks served to students each day. Each ASP site must record this information daily.
 - **Site/area eligible schools:** The CSDE's snack count forms for site/area eligible schools include the *ASP Daily Snack Count Record for Site/Area Eligible Schools* (for grades K-12 or preschoolers) or *ASP Daily Snack Count and Production Record for Site/Area Eligible Schools* (for grades K-12 or preschoolers) and the *ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools*. Schools can use the *ASP Daily Snack Count and Production Record for*

Site/Area Eligible Schools (for grades K-12 or preschoolers) in place of the *ASP Production Record* (for grades K-12 or preschoolers) and the *ASP Daily Snack Count Record for Site/Area Eligible Schools* (for grades K-12 or preschoolers). Table 8 summarizes this information. For more information, see “[Site/Area Eligible](#)” under “Counting and Claiming” in this section.

- **Not site/area eligible schools:** Schools that are not site/area eligible must record the daily snack counts by student eligibility category. The CSDE’s snack count forms for these schools include the *ASP Daily Attendance and Snack Count Record for Schools that are Not Site/Area Eligible* and the *ASP Monthly Attendance and Snack Count Record for Schools that are Not Site/Area Eligible*. For more information, see “[Not Site/Area Eligible](#)” under “Counting and Claiming” in this section.
- Attendance rosters must document the children in attendance at each site each day. These records may be kept by the afterschool care program staff or may be developed specifically for the ASP. Attendance rosters are used as an edit check to determine that the SFA is not claiming more snacks than the number of students in attendance on any day. Site/area eligible schools can use total attendance. Schools that are not site/area eligible must record the snack counts for each day by individual student.
- Household applications for meal benefits or other eligibility documentation (if not area or site eligible) must be on file for each student.
- On-site monitoring forms must document the afterschool care program’s compliance with the ASP meal pattern, and counting and claiming procedures. The CSDE’s [ASP Onsite Monitoring Form](#) is available on the CSDE’s [ASP](#) webpage. For more information, see “[Monitoring](#)” in this section.

The USDA regulations require that SFAs must make all accounts and records pertaining to its school food service available upon request to the CSDE and USDA for audit or review. The SFA must maintain all ASP accounts and records, including approved and denied free and reduced-price applications, for a period of three years after the date of the final claim for reimbursement for the fiscal year to which they pertain. If audit findings have not been resolved, the records must be retained beyond the three-year period, as long as required for resolution of the issues raised by the audit.

Table 8. ASP forms for site/area eligible schools

Grades K-12

- | | | |
|--|-----------|--|
| <ul style="list-style-type: none"> • ASP Daily Snack Count Record for Grades K-12 for Site/Area Eligible Schools • ASP Production Record for Grades K-12 | or | <ul style="list-style-type: none"> • ASP Daily Snack Count and Production Record for Grades K-12 for Site/Area Eligible Schools |
|--|-----------|--|

and

- ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools

Preschoolers

- | | | |
|---|-----------|---|
| <ul style="list-style-type: none"> • ASP Daily Snack Count Record for Preschoolers for Site/Area Eligible Schools • ASP Production Record for Grades K-12 | or | <ul style="list-style-type: none"> • ASP Daily Snack Count and Production Record for Preschoolers for Site/Area Eligible Schools |
|---|-----------|---|

and

- ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools



Civil Rights

SFAs must display the USDA’s “[And Justice for All](#)” poster in all areas where snacks are served. The poster must be printed on 11-inch by 17-inch paper.

SFAs must ensure that civil rights requirements are met according to 7 CFR 210.23(b) of the [NSLP regulations](#). SFAs must provide civil rights training each year for all ASP staff. For more information, visit the CSDE’s [Civil Rights for Child Nutrition Programs](#) webpage.

The USDA nondiscrimination statement must be included on materials related to the ASP. Its inclusion is not required on snack menus.

USDA nondiscrimination statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Staff Responsibilities

There must be at least one school or SFA employee who understands the USDA rules and regulations for ASP operations. This individual is responsible for training everyone who is involved with any aspect of operating the ASP, and conducting the required ASP monitoring reviews. For more information, see “[Monitoring](#)” in this section.

The food service and afterschool care staff share responsibility for compliance with the food safety plan and the district HACCP requirements.

Role of food service staff

School food service personnel are typically responsible for providing the snack, and completing and maintaining production records. However, they are not required to stay late to serve snacks or take meal counts. The food service manager may be responsible for conducting the monitoring visits and completing the monthly claim for reimbursement.

Role of afterschool care staff

The afterschool care program staff is usually responsible for serving the snacks, keeping the attendance roster, and counting and recording the number of snacks served. The afterschool care program staff must be trained by the SFA to ensure compliance with the USDA regulations and policies governing the ASP.



6 — Resources

This section includes links to federal and state regulations, policy memoranda, websites and the CSDE’s guides, resource lists, forms, and handouts.

CSDE Forms and Handouts

These documents and forms are available on the CSDE’s [ASP](#) webpage or the direct links listed below.

ASP eligibility

ASP Eligibility Checklist:

<http://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPeligcheck.doc>

Civil rights

“And Justice for All” civil rights poster (USDA):

<https://fns-prod.azureedge.net/sites/default/files/cr/Justice-poster-general.pdf>

Connecticut Nutrition Standards

These documents are available in the “How To” section of the CSDE’s [Connecticut Nutrition Standards](#) webpage or the direct links listed below.

Guidance on Evaluating School Recipes:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/EvalRecipe.pdf>

Summary of CNS:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/SummaryCNS.pdf>

Worksheet 1: Snacks:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet1.xlsx>

Worksheet 2: Yogurt and Pudding:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet2.xlsx>

Worksheet 3: Smoothies:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet3.xlsx>

Worksheet 4: Fruits and Vegetables:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet4.xlsx>

Worksheet 5: Soups:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet5.xlsx>

Worksheet 6: Cooked Grains:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet6.xlsx>

Worksheet 7: Entrees Sold Only A La Carte:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet7.xlsx>

Worksheet 8: Non-entree Combination Foods:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet8.xlsx>

Worksheet 9: Nutrient Analysis of Recipes:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet9.xlsx>

Worksheet 10: Evaluating Recipes for Sugars:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/CNSworksheet10.xlsx>

Crediting foods for grades K-12

These documents are available on the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage or the direct links listed below.

Accepting Processed Product Documentation:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/AcceptDoc.pdf>

Allowable Milk Substitutes for Children without Disabilities in School Nutrition Programs:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SpecDiet/Milksub.pdf>

Calculation Methods for Grains/Breads Servings for Grades K-12 in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/GrainCalcASP.pdf>

Child Nutrition (CN) Labeling Program:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CNlabel.pdf>

Crediting Breakfast Cereals for Grades K-12 in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditCereals.pdf>

Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditMMA.pdf>

Crediting Deli Meats in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditDeli.pdf>

Crediting Enriched Grains in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditEnrichedGrains.pdf>

Crediting Juice for Grades K-12 in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditJuice.pdf>

Crediting Legumes in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditLegumes.pdf>

Crediting Nuts and Seeds in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditNuts.pdf>

Crediting Smoothies for Grades K-12 in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Creditsmoothie.pdf>

Crediting Soup in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditSoup.pdf>

Crediting Tofu and Tofu Products in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditTofu.pdf>

Crediting Whole Grains in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditWholeGrains.pdf>

Grain Ounce Equivalents for Grades K-12 in School Nutrition Programs:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Grainsozeq.pdf>

Grain Servings for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/PreschoolGrains.pdf>

Noncreditable Foods for Grades K-12 in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPNoncredK12.pdf>

Product Formulation Statements:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/PFS.pdf>

Requirements for Alternate Protein Products:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/APPreq.pdf>

Servings for Grains/Breads for Grades K-12 in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPgrainsbreadsK12.pdf>

Serving Sizes for Vegetables and Fruits for Grades K-12 in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/aspVFsservingK12.pdf>

Vegetable Subgroups in the NSLP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/VegSubgroup.pdf>

Whole Grain-rich Criteria for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/WGRCriteriaPreschool.pdf>

Crediting foods for preschoolers

These documents are available in the “[Documents/Forms](#)” section of the CSDE’s [Meal Patterns for Preschoolers in School Nutrition Programs](#) webpage or the direct links listed below.

Accepting Processed Product Documentation:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/AcceptDoc.pdf>

Allowable Milk Substitutes for Children without Disabilities in School Nutrition Programs:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SpecDiet/Milksub.pdf>

Calculation Methods for Grain Servings for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/GrainCalcPreschool.pdf>

Child Nutrition (CN) Labeling Program:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CNlabel.pdf>

Crediting Breakfast Cereals for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditCerealsPreschool.pdf>

Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditMMA.pdf>

Crediting Deli Meats in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditDeli.pdf>

Crediting Enriched Grains in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditEnrichedGrains.pdf>

Crediting Juice for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditJuicePreschool.pdf>

Crediting Legumes in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditLegumes.pdf>

Crediting Nuts and Seeds in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditNuts.pdf>

Crediting Smoothies for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditSmoothiePreschool.pdf>

Crediting Soup in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditSoup.pdf>

Crediting Tofu and Tofu Products in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditTofu.pdf>

Crediting Whole Grains in the NSLP and SBP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditWholeGrains.pdf>

Crediting Yogurt for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CreditYogurtPreschool.pdf>

Grain Ounce Equivalents for Preschoolers in the NSLP, SBP, and ASP (Effective October 1, 2021):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/Preschooloeq.pdf>

Grain Servings for Preschoolers in the NSLP, SBP, and ASP (October 1, 2017 through September 30, 2021):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/PreschoolGrains.pdf>

How to Identify Creditable Grains for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/IdentifyCreditableGrainsPreschool.pdf>

Noncreditable Foods for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Noncredpreschool.pdf>

Product Formulation Statements:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/PFS.pdf>

Serving Sizes for Vegetables and Fruits for Preschoolers in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/aspVFsservingPreschool.pdf>

Vegetable Subgroups in the CACFP:

<https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/VeggroupCACFP.pdf>

Whole Grain-rich Criteria for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/WGRCriteriaPreschool.pdf>

Meal patterns

ASP Meal Pattern for Grades K-12:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmealpatternK12.pdf>

ASP Meal Pattern for Preschoolers:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmealpatternpreschool.pdf>

ASP Menu Form for Ages 1-2:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuform12.doc>

ASP Menu Form for Ages 3-4:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuform34.doc>

ASP Menu Form for Grades K-12:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmenuformK12.doc>

ASP Sample Menu for Ages 3-4:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPsamplemenu34.pdf>

ASP Sample Menu for Grades K-12:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPsamplemenuK12.pdf>

Comparison of Meal Pattern Requirements for Preschoolers and Grades K-12 in the Afterschool Snack Program (ASP) of the National School Lunch Program (NSLP):

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPComparisonPreschoolK12.pdf>

Menu Planning Guidance for Grades K-12 in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmenuguidanceK12.pdf>

Menu Planning Guidance for Preschoolers in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPmenuguidancepreschool.pdf>

Servings for Grains/Breads for Grades K-12 in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPgrainsbreadsK12.pdf>

Serving Sizes for Vegetables and Fruits for Grades K-12 in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/aspVFsgivingk12.pdf>

Serving Sizes for Vegetables and Fruits for Preschoolers in the ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/aspVFsgivingpreschool.pdf>

Snack counting forms and production records

ASP Daily Snack Count and Production Record for Grades K-12 for Site/Area Eligible Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordcountK12.doc>

ASP Daily Snack Count and Production Record for Preschoolers for Site/Area Eligible Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordcountpreschool.doc>

ASP Daily Snack Count Record for Grades K-12 for Site/Area Eligible Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPcountK12.doc>

ASP Daily Snack Count Record for Preschoolers for Site/Area Eligible Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPcountpreschool.doc>

ASP Monthly Attendance and Snack Count Record for Schools that are not Site/Area Eligible:

<http://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPdailynon.doc>

ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools:

<http://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPmonthlynon.doc>

ASP Production Record for Ages 1-2:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecord12.doc>

ASP Production Record for Ages 3-4:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecord34.pdf>

ASP Production Record for Grades K-12:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordK12.doc>

Sample Completed ASP Production Record for Ages 3-4:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecord34sample.pdf>

Sample Completed ASP Production Record for Grades K-12:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/ASPproductionrecordK12sample.pdf>

CSDE Guides

Accommodating Special Diets in School Nutrition Programs:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SpecDiet/ASDsnp.pdf>

Action Guide for Child Care Nutrition and Physical Activity Policies:

https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Action_Guide.pdf

Action Guide for School Nutrition and Physical Activity Policies:

https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Action_Guide.pdf

Afterschool Snack Program Handbook:

<https://portal.ct.gov/-/media/SDE/Nutrition/ASP/ASPHandbook.pdf>

Guide to Competitive Foods in HFC Public Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsGuideHFC.pdf>

Guide to Competitive Foods in Non-HFC Public Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsGuideNonHFC.pdf>

Guide to Competitive Foods in Private Schools and Residential Child Care Institutions:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsPrivateRCCI.pdf>

Menu Planning Guide for Preschoolers in the NSLP, SBP, and ASP:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Preschool/mpgpreschool.pdf>

Menu Planning Guide for School Meals for Grades K-12 in the NSLP and SBP:

<https://portal.ct.gov/SDE/Nutrition/Menu-Planning-Guide-for-School-Meals>

Offer versus Serve Guide for School Meals:

<https://portal.ct.gov/SDE/Nutrition/-/media/SDE/Nutrition/NSLP/OVS/OVSGuide.pdf>

Smarter Lunchrooms Action Guide:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SmarterLunch/SLAG.pdf>

For information on USDA manuals and guides, visit the CSDE's [Manuals and Guides for Child Nutrition Programs](#) webpage.

CSDE Resource Lists

The CSDE resource lists are available on the CSDE's Resources for Child Nutrition Programs webpage at <https://portal.ct.gov/SDE/Nutrition/Resources-for-Child-Nutrition-Programs>.

Child Nutrition Programs:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesCNP.pdf>

Competitive Foods:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesSCHOOLFD.pdf>

Dietary Guidelines and Nutrition Information:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesDG.pdf>

Food Safety:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesFDSAFE.pdf>

Health and Achievement:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesACHIEVE.pdf>

Menu Planning and Food Production:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesMP.pdf>

Nutrition Education:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesNUTRED.pdf>

Physical Activity and Physical Education:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesPA.pdf>

Promoting Healthy Weight:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesOB.pdf>

Special Diets:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesSPDIET.pdf>

Wellness Policies for Schools and Child Care:

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesWP.pdf>

USDA Regulations and Policy

Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools (7 CFR 245):

<https://www.ecfr.gov/cgi-bin/text-idx?SID=4c211a738d6109939c6054a6286ac109&mc=true&node=pt7.4.245&rgn=div5>

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296):

<https://www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act>

National School Lunch Program Regulations (7 CFR 210). [https://www.ecfr.gov/cgi-](https://www.ecfr.gov/cgi-bin/text-idx?SID=4c211a738d6109939c6054a6286ac109&mc=true&node=pt7.4.210&rgn=div5)

[bin/text-idx?SID=4c211a738d6109939c6054a6286ac109&mc=true&node=pt7.4.210&rgn=div5](https://www.ecfr.gov/cgi-bin/text-idx?SID=4c211a738d6109939c6054a6286ac109&mc=true&node=pt7.4.210&rgn=div5)

Questions and Answers on Alternate Protein Products (APP) (USDA):

<https://fns-prod.azureedge.net/sites/default/files/APPindustryfaqs.pdf>

Questions and Answers on Connecticut Statutes for School Foods and Beverages (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/cgsqa.pdf>

USDA Final Rule (81 FR 24347): CACFP Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010

<https://www.fns.usda.gov/cacfp/fr-042516>

USDA Final Rule (84 FR 50287): Delayed Implementation of Grains Ounce Equivalents in the Child and Adult Care Food Program:

<https://www.federalregister.gov/documents/2019/09/25/2019-20808/delayed-implementation-of-grains-ounce-equivalents-in-the-child-and-adult-care-food-program>

USDA Final Rule Corrections (81 FR 75671): Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010:

<https://www.federalregister.gov/documents/2016/11/01/2016-26339/child-and-adult-care-food-program-meal-pattern-revisions-related-to-the-healthy-hunger-free-kids-act>

USDA Memo CACFP 02-2018: Grain Requirements in the CACFP: Questions and Answers:

<https://www.fns.usda.gov/cacfp/grain-requirements-child-and-adult-care-food-program-questions-and-answers>

- USDA Memo CACFP 08-2017: Questions and Answers on the Updated Meal Pattern Requirements for the Child and Adult Care Food Program:
<https://www.fns.usda.gov/cacfp/questions-and-answers-updated-meal-pattern-requirements-child-and-adult-care-food-program>
- USDA Memo CACFP 09-2017: Vegetable and Fruit Requirements in the Child and Adult Care Food Program; Questions and Answers:
<https://www.fns.usda.gov/cacfp/vegetable-and-fruit-requirements-cacfp-qas>
- USDA Memo CACFP 15-2016: Optional Best Practices to Further Improve Nutrition in the Child and Adult Care Food Program Meal Pattern:
<https://www.fns.usda.gov/cacfp/optional-best-practices-further-improve-nutrition-cacfp>
- USDA Memo CACFP 16-2017: Grain-Based Desserts in the Child and Adult Care Food Program:
<https://www.fns.usda.gov/cacfp/grain-based-desserts-child-and-adult-care-food-program>
- USDA Memo SP 01-2016, CACFP 01-2016 and SFSP 01-2016: Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs:
<https://www.fns.usda.gov/procuring-local-meat-poultry-game-and-eggs-child-nutrition-programs>
- USDA Memo SP 04-2011 and CACFP 01-2011: Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the NSLP and the CACFP:
<https://www.fns.usda.gov/eligibility-expanded-learning-time-programs-afterschool-snack-service-nslp-and-cacfp>
- USDA Memo SP 10-2012 (v9): Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch and School Breakfast Programs”:
<https://www.fns.usda.gov/qas-final-rule-nutrition-standards-national-school-lunch-and-school-breakfast-programs>
- USDA Memo SP 10-2014, CACFP 05-2014 and SFSP 10-2014 (v3): Smoothies Offered in Child Nutrition Programs:
<https://www.fns.usda.gov/smoothies-offered-child-nutrition-programs>
- USDA Memo SP 11-2011, CACFP 02-2011 and SFSP 01-2011: Effects of Busing on Area Eligibility in the CACFP, SFSP, and Afterschool Snack and the Seamless Summer Option served through NSLP:
<https://www.fns.usda.gov/effects-busing-area-eligibility-cacfp-sfsp-and-afterschool-snack-and-seamless-summer-option-served>
- USDA Memo SP 11-2015 (v2), CACFP 10-2105 and SFSP 13-2015: CN Labels Copied with a Watermark Acceptable Documentation:
<https://www.fns.usda.gov/cn-labels-copied-watermark-acceptable-documentation>

USDA Memo SP 11-2015 (v2), CACFP10-2015 and SFSP13-2015: CN Labels Copied with a Watermark:

<https://www.fns.usda.gov/cn-labels-copied-watermark-acceptable-documentation>

USDA Memo SP 19-2018: Clarification on the Milk and Water Requirements in the School Meal Programs:

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2018/SP19-2018s.pdf>

USDA Memo SP 27-2015, CACFP 09-2015 and SFSP 12-2015: Administrative Review Process Regarding the Child Nutrition (CN) Label, Watermarked CN Label and Manufacturer's Product Formulation Statement:

<https://www.fns.usda.gov/administrative-review-process-regarding-child-nutrition-cn-label-watermarked-cn-label-and>

USDA Memo SP 28-2011: Water Availability during National School Lunch Program Meal Service:

<https://www.fns.usda.gov/water-availability-during-nslp-meal-service>

USDA Memo SP 30-2012: Grain Requirements for the National School Lunch Program and School Breakfast Program:

<https://www.fns.usda.gov/grain-requirements-national-school-lunch-program-and-school-breakfast-program>

USDA Memo SP 49-2016 and CACFP 18-2016: Resources for Making Potable Water Available in Schools and Child Care Facilities:

<https://www.fns.usda.gov/resources-making-potable-water-available-schools-and-child-care-facilities-0>

USDA Memo SP 53-2016 and CACFP 21-2016: Crediting Tofu and Soy Yogurt Products in the School Meal Programs and the CACFP:

<https://www.fns.usda.gov/crediting-tofu-and-soy-yogurt-products-school-meal-programs-and-cacfp>

USDA Memo TA 07-2010 (v.3): Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements:

<https://fns-prod.azureedge.net/sites/default/files/cn/TA07-2010v3os.pdf>

Websites

Afterschool Snack Program (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Afterschool-Snack-Program>

Afterschool Snack Program (USDA):

<https://www.fns.usda.gov/school-meals/afterschool-snacks>

Afterschool Snack Program Resources (USDA Healthy Meals Resource System)

<http://healthymeals.nal.usda.gov/resource-library/child-nutrition-program-resources/afterschool-snack-program>

Best Practices Sharing Center (USDA):

<http://healthymeals.nal.usda.gov/best-practices>

Beverage Requirements (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Beverage-Requirements>

Child Nutrition (CN) Labeling (USDA):

<https://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>

Competitive Foods (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Competitive-Foods>

Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs>

Connecticut General Statutes for School Foods and Beverages (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Requirements-for-School-Foods-and-Beverages/Regulations>

Crediting Foods for Grades K-12 in School Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-School-Nutrition-Programs>

Dietary Guidelines for Americans (USDA):

<https://health.gov/dietaryguidelines/>

Evaluating Foods for Compliance with Connecticut Nutrition Standards (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To>

FNS Instructions for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/FNS-Instructions-for-Child-Nutrition-Programs>

Food Buying Guide for Child Nutrition Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Food Distribution Program (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Food-Distribution-Program-USDA-Foods>

Food Labeling Guide (Food and Drug Administration):

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006828.htm>

Food Safety for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs>

Healthy Food Certification (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296):

<https://www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act>

Laws and Regulations for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Laws-and-Regulations-for-Child-Nutrition-Programs>

List of Acceptable Foods and Beverages (CSDE):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Manuals and Guides for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Manuals-and-Guides-for-Child-Nutrition-Programs>

Menu Planning for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Menu-Planning>

Menu Planning Guide for School Meals (Grades K-12) (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Menu-Planning-Guide-for-School-Meals>

MyPlate (USDA):

<https://www.choosemyplate.gov/>

National School Lunch Program (CSDE):

<https://portal.ct.gov/SDE/Nutrition/National-School-Lunch-Program>

National School Lunch Program (USDA):

<https://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>

Operational Memos for School Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Lists/Operational-Memoranda-for-School-Nutrition-Programs>

Policy Memos for School Meals: National School Lunch Program, School Breakfast Program and Special Milk Program (USDA):

<https://www.fns.usda.gov/school-meals/policy>

Production Records for School Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Production-Records-for-School-Nutrition-Programs>

Program Guidance for School Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Program-Guidance-School-Nutrition-Programs>

Recipes (USDA):

<http://healthymeals.nal.usda.gov/recipes>

Resources for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Resources-for-Child-Nutrition-Programs>

School Meals Legislation and Regulations (USDA):

<https://www.fns.usda.gov/school-meals/program-legislation-regulations>

School Wellness Policies (CSDE):

<https://portal.ct.gov/SDE/Nutrition/School-Wellness-Policies>

School Wellness Policy Resources (USDA):

<http://healthymeals.nal.usda.gov/local-wellness-policy-resources>

Special Diets in School Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Special-Diets-in-School-Nutrition-Programs>

Team Nutrition (USDA):

<https://www.fns.usda.gov/tn/team-nutrition>

Tuesday Tidbits (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Tuesday-Tidbits>

USDA Foods (USDA):

<https://www.fns.usda.gov/fdd/food-distribution-programs>

For additional websites and resources related to school nutrition programs, visit the CSDE's [Program Guidance for School Nutrition Programs](#) webpage.

Glossary

Afterschool Snack Program (ASP): The USDA’s federally assisted snack program implemented through the National School Lunch Program (NSLP). The ASP provides cash reimbursement to help schools serve snacks to children in afterschool activities aimed at promoting the health and well-being of children and youth. Schools must provide children with regularly scheduled activities in an organized, structured and supervised environment that includes educational or enrichment activities, e.g., mentoring/tutoring programs. Programs must meet state or local licensing requirements and health and safety standards. For more information, visit the CSDE’s [Afterschool Snack Program](#) webpage.

alternate protein products (APP): APPs are generally single ingredient powders that are added to foods. Some examples include soy flours, soy concentrates, soy isolates, whey protein concentrate, whey protein isolates, and casein. APPs include vegetable protein products. The USDA has specific requirements for the crediting of APP in Child Nutrition Programs. For more information, see the CSDE’s handout, [Requirements for Alternate Protein Products in the NSLP and SBP](#).

area eligible schools: Schools that have 50 percent or more of children eligible for free and reduced-price meals, and that are used to determine if other sites located in the attendance area of an area eligible school are eligible. Percentages are calculated annually by the CSDE based on October data from the previous school year. For more information, visit the CSDE’s [Area Eligibility for Child Nutrition Programs](#) webpage.

bran: Bran (such as oat bran, wheat bran, corn bran, rice bran, and rye bran) is the seed husk or outer coating of cereal grains such as wheat, rye, and oats. **Note:** Bran credits in the ASP meal patterns for preschoolers and grades K-12, and in the NSLP and SBP meal patterns for preschoolers. However, bran does not credit in the NSLP and SBP meal patterns for grades K-12.

cereal grains: The seeds that come from grasses. Cereal grains can be whole grain (such as amaranth, barley, buckwheat, corn, millet, oats, quinoa, rice, rolled wheat, rye, sorghum, triticale, wheat, and wheat berries) or enriched, such as cornmeal, corn grits, and farina.

Child Nutrition (CN) label: A statement that clearly identifies the contribution of a food product toward the meal pattern requirements, based on the USDA’s evaluation of the product’s formulation. Products eligible for CN labels include main dish entrees that contribute to the meat/meat alternates component of the meal pattern requirements, e.g., beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions. The CN label will usually indicate the contribution of other meal components (such as vegetables, grains, and fruits) that are part of these products. For more information, see the

CSDE's handout, [Child Nutrition \(CN\) Labeling Program](#), and visit the USDA's [Child Nutrition \(CN\) Labeling](#) webpage.

Child Nutrition Programs: The USDA's federally funded programs that provide nutritious meals and snacks to children, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, Special Milk Program (SMP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO) of the NSLP, Fresh Fruit and Vegetable Program (FFVP), and Child and Adult Care Food Program (CACFP). The CACFP also provides nutritious meals and snacks to the frail elderly in adult day care centers. For more information, visit the CSDE's [Child Nutrition Programs](#) webpage.

combination foods: Foods that contain more than one food component such as pizza, burritos, and a smoothie made with milk and fruit. For example, macaroni and cheese contains pasta (grains) and cheese (meat/meat alternate). Combination foods generally cannot be separated (such as pizza or a burrito) or are not intended to be separated (such as hamburger on a bun or turkey sandwich).

Connecticut Nutrition Standards: State nutrition standards developed by the Connecticut State Department of Education per Section 10-215e of the Connecticut General Statutes. The CNS address the nutritional content of all foods sold to students separately from reimbursable school meals. The standards limit calories, fat, saturated fat, sodium and added sugars, eliminate trans fat, and promote more nutrient-rich foods such as fresh fruits, vegetables, whole grains, low-fat dairy, legumes and lean meats. All schools in any district that chooses to comply with HFC under Section 10-215f of the Connecticut General Statutes must follow the CNS for all sources of food sales to students, including school cafeterias, vending machines, school stores, fundraisers, and any other sources. The CNS also apply to snacks served in the Afterschool Snack Program. For more information, visit the CSDE's [Connecticut Nutrition Standards](#) webpage.

creditable food: A food or beverage that can be counted toward meeting the meal pattern requirements for a reimbursable meal or snack in the USDA Child Nutrition Programs. For more information, visit the CSDE's [Crediting Foods in School Nutrition Programs](#) webpage.

cycle menu: A series of menus planned for a specific period of time, with a different menu for each day. Cycle menus can help schools comply with the meal pattern requirements, increase variety, control food cost, control inventory, and save time.

Dietary Guidelines for Americans: A federal document that provides science-based advice for Americans ages 2 and older to promote health and to reduce risk for chronic diseases through diet and physical activity. The *Dietary Guidelines for Americans* is published jointly every five years by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture, and forms the basis of federal food, nutrition education and information programs. For more information, visit the [Dietary Guidelines](#) webpage.

edible portion: The portion of a food that can actually be eaten after the nonedible parts are removed, for example, cooked, lean meat without bone, and fruit without seeds or pits.

endosperm: The soft, white inside portion of the whole-grain kernel. The endosperm contains starch, protein, and small amounts of B vitamins.

enriched grains: Refined grains (such as wheat, rice, and corn) and grain products (such as cereal, pasta, and bread) that have some vitamins and minerals added to replace the nutrients lost during processing. The five enrichment nutrients are added within limits specified by the FDA, and include thiamin (B₁), riboflavin (B₂), niacin (B₃), folic acid, and iron. For more information, see the CSDE’s handout, *Crediting Enriched Grains in the NSLP and SBP*.

enrichment: Adding back nutrients (usually vitamins or minerals) originally present in a food that were lost during processing. Enrichment nutrients are added back in approximately the same levels as were originally present in the food. For more information, see “enriched grains” in this section.

extra foods: See “noncreditable foods” in this section.

food components: The four food groups in the ASP meal pattern for grades K-12 (milk, vegetables/fruits, grains/breads and meat/meat alternates) and the five food groups in the ASP meal pattern for preschoolers (milk, fruits, vegetables, grains, and meat/meat alternates).

fortification: Adding nutrients (usually vitamins or minerals) that were not originally present in a food or beverage or adding nutrients at levels that are higher than originally present. Fortification is used both for naturally nutrient-rich products based on scientifically documented health needs (e.g., fortifying milk with vitamin D to increase the body’s absorption of calcium), and to enhance the perceived nutritional value of products with little or no natural nutritional value, e.g., fortifying “energy” bars made from processed flour with multiple vitamins and minerals. Fortification nutrients are added to products in varying amounts, from small percentages up to amounts greater than recommended intakes.

full-strength fruit or vegetable juice: An undiluted product obtained by extraction from sound fruit. Full-strength juice may be fresh, canned, frozen or reconstituted from concentrate and may be served in either liquid or frozen state or as an ingredient in a recipe. The name of the full-strength fruit or vegetable juice as it appears on the label must include the words “juice” or “full-strength juice” or “100 percent juice” or “reconstituted juice” or “juice from concentrate.” For more information, see the CSDE’s handouts, *Crediting Juice for Grades K-12 in the NSLP and SBP* and *Crediting Juice for Preschoolers in the NSLP, SBP, and ASP*.

germ: The vitamin-rich sprouting section of the whole-grain kernel. Germ is not a whole grain. **Note:** Germ credits in the ASP meal patterns for preschoolers and grades K-12, and the NSLP and SBP meal patterns for preschoolers. However, germ does not credit in the NSLP and SBP meal patterns for grades K-12.

Hazard Analysis Critical Control Points (HACCP): A preventative food safety program to control food safety hazards during all aspects of food service operations. HACCP reduces the risk of foodborne hazards by focusing on each step of the food preparation process from receiving to service.

Healthy Food Certification: A state statute (Section 10-215f of the Connecticut General Statutes) that requires each board of education or governing authority for all public schools participating in the NSLP to certify annually to the CSDE whether they will follow the CNS for all foods sold to students separately from reimbursable meals. Districts that choose to implement the CNS receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free, and reduced) served in the district in the prior school year. For more information, see “Connecticut Nutrition Standards” in this section and visit the CSDE’s [Healthy Food Certification](#) webpage.

hominy: A traditional food in Mexican and Native American cultures that is commonly served as a vegetable or milled grain product, e.g., hominy grits. Hominy is made from whole kernels of maize (dried field corn) that have been soaked in an alkaline solution (nixtamalized). This process removes the hull and germ, causes the corn to puff up to about double its normal size, and increases the bioavailability of certain nutrients, such as calcium and niacin.

juice drink: A product resembling juice that contains full-strength juice along with added water and possibly other ingredients, such as sweeteners, spices or flavorings. Juice drinks cannot be counted toward meeting meal pattern requirements.

local educational agency (LEA): A public board of education or other public or private nonprofit authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties that is recognized in a state as an administrative agency for its public or private nonprofit elementary schools or secondary schools. The term also includes any other public or private nonprofit institution or agency having administrative control and direction of a public or private nonprofit elementary school or secondary school, including residential child care institutions, Bureau of Indian Affairs schools, and educational service agencies and consortia of those agencies, as well as the state educational agency in a state or territory in which the state educational agency is the sole educational agency for all public or private nonprofit schools.

meal pattern: The required food components and minimum serving sizes that schools and institutions participating in the USDA Child Nutrition Programs must provide to receive federal reimbursement for meals and snacks served to children. For more information, see sections 2 and 3.

meat alternates: Foods that provide similar protein content to meat. Meat alternates include alternate protein products, cheese, eggs, cooked dry beans or peas, nuts and seeds and their butters (except for acorn, chestnut and coconut), yogurt, soy yogurt and commercial tofu containing at least 5 grams of protein in a ¼-cup (2.2 ounces) serving. For more information, see the CSDE’s handouts, *Crediting Deli Meats in the NSLP and SBP*, *Crediting Legumes in the NSLP and SBP*, *Crediting Nuts and Seeds in the NSLP and SBP*, *Crediting Tofu and Tofu Products in the NSLP and SBP*, and *Crediting Commercial Meat/Meat Alternate Products in the NSLP and SBP*.

MyPlate: Released in June 2011, MyPlate is the USDA’s food guidance system to translate the *Dietary Guidelines for Americans* into a healthy eating plan. MyPlate emphasizes consuming more fruits, vegetables, whole grains and low-fat dairy. For more information, visit the [Choose MyPlate](#) website.

natural cheese: Cheese that is produced directly from milk such as cheddar, Colby, Monterey Jack, mozzarella, muenster, provolone, Swiss, feta, and brie. Natural cheese also includes pasteurized blended cheese that is made by blending one or more different kinds of natural cheese. Natural cheeses do not include pasteurized process cheese (e.g., American), pasteurized process cheese food, pasteurized process cheese spread, or pasteurized process cheese products.

National School Lunch Program (NSLP): The USDA’s federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. The NSLP provides nutritionally balanced, low-cost or free lunches to children each school day. It was established under the National School Lunch Act, signed by President Harry Truman in 1946. For more information, visit the CSDE’s [National School Lunch Program](#) webpage.

nixtamalization: A process in which dried corn is soaked and cooked in an alkaline (slaked lime) solution. This process increases the bioavailability of certain nutrients and provides a nutritional profile similar to whole-grain corn. Nixtamalized corn is used to make hominy, masa harina (corn flour), corn masa (dough from masa harina), and certain types of cornmeal. Nixtamalized corn credits as a whole grain.

noncreditable foods: Foods and beverages that do not count toward any meal pattern components in the USDA Child Nutrition Programs. For more information, see the CSDE’s handouts, *Noncreditable Foods for Grades K-12 in the ASP* and *Noncreditable Foods for Preschoolers in the NSLP, SBP, and ASP*.

nutrient-dense foods: Foods that provide substantial amounts of naturally occurring vitamins, minerals and other nutrients with relatively few calories. Nutrient-dense foods include lean sources of protein and/or complex carbohydrates that are low in total fat and saturated fats. Examples include fruits, vegetables, whole grains, low-fat or nonfat dairy products, lean meat, skinless poultry, fish, eggs, and beans. Foods and beverages that are not

nutrient dense supply calories (from fat, added sugars, and processed carbohydrates) but relatively small amounts of nutrients (and sometimes none at all), unless fortified.

nutrient-rich foods: See “nutrient-dense foods” in this section.

offer versus serve (OVS): A concept that applies to menu planning and the determination of reimbursable school meals in the NSLP and SBP. OVS allows students to decline a certain number of food components or items in the meal. All required meal components must be offered to each student. In the NSLP, students must select at least ½ cup of fruits or vegetables and the full portion (minimum serving size) of at least two other components. In the SBP, students must select at least three food items including at least ½ cup of fruit (or vegetable substitutions, if offered). OVS must be implemented in senior high schools for lunch but is optional for breakfast. For junior high, middle schools and elementary schools, OVS is optional for both breakfast and lunch. OVS does not apply to the ASP. For more information, see the CSDE’s guide, *Offer versus Serve Guide for School Meals*.

potable water: Water that is safe for human consumption.

primary grain ingredient: The first listed grain ingredient in the product’s ingredients statement.

product fact sheet: See “product specification sheet” in this section.

product formulation statement (PFS): An information statement obtained from the manufacturer that provides specific information about how a product credits toward the USDA’s meal pattern requirements, and documents how this information is obtained citing Child Nutrition Program resources or regulations. All creditable ingredients in this statement must match a description in the USDA’s *Food Buying Guide for Child Nutrition Programs*. The PFS must be prepared on company letterhead with the signature of a company official and the date of issue. Unlike a CN label, a PFS does not provide any warranty against audit claims. SFAs must check the manufacturer’s crediting information for accuracy prior to including the product in reimbursable meals. For more information, see the CSDE’s handouts, *Product Formulation Statements* and *Accepting Processed Product Documentation*.

product specification sheet: Manufacturer sales literature that provides various information about the company’s products. These materials do not provide the specific crediting information that is required on a product formulation statement and cannot be used to determine a product’s contribution toward the USDA meal pattern components.

production record: A working tool that outlines the type and quantity of foods used to prepare ASP snacks. Production records must demonstrate how snacks contribute to the required food components for each day of operation. The USDA regulations require that all schools in the ASP must complete daily menu production records. For more information, see

the CSDE’s handout, [Requirements for Production Records in School Nutrition Programs](#), and visit the CSDE’s [Production Records for School Nutrition Programs](#) webpage.

reimbursable snacks: Snacks that meet the requirements of the USDA regulations for the NSLP.

residential child care institution (RCCI): RCCIs include, but are not limited to homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. A long-term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for 30 days or more.

refined grains: Grains that have been processed to remove the bran and germ, making the product less nutritious than whole grains. Refined grains may or may not be enriched. For more information, see “enriched grains” in this section.

School Breakfast Program (SBP): The USDA’s federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. The SBP provides nutritionally balanced, low-cost or free breakfasts to children each school day. The program was established under the Child Nutrition Act of 1966 to ensure that all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors. For more information, visit the CSDE’s [School Breakfast Program](#) webpage.

school food authority (SFA): The governing body that is responsible for the administration of one or more schools and has the legal authority to operate the USDA school nutrition programs, e.g., National School Lunch Program, School Breakfast Program, Afterschool Snack Program, and Special Milk Program.

serving size or portion: The weight, measure or number of pieces or slices of a food or beverage. Schools must provide the minimum serving sizes specified in the USDA meal patterns for meals and snacks to be reimbursable.

site eligible schools: Schools that have 50 percent or more of enrolled children eligible for free and reduced-price meals. Percentages are calculated annually by the CSDE based on October data from the previous school year. For more information, visit the CSDE’s [Area Eligibility for Child Nutrition Programs](#) webpage.

Smart Snacks: The USDA’s nutrition standards for competitive foods sold to students on school campus during the school day in public schools, private schools and RCCIs participating in the NSLP and SBP. The Smart Snacks nutrition standards apply to the cafeteria, vending machines, school stores, fundraisers, and any other sources of food and beverage sales. The “school day” is the period from midnight before to 30 minutes after the

end of the official school day. Smart Snacks does not apply to reimbursable snacks in the ASP. For more information, visit the CSDE's [Smart Snacks Nutrition Standards](#) webpage.

standard of identity for food: The mandatory government requirements that determine what a food product must contain to be marketed under a certain name in interstate commerce. These standards protect consumers by ensuring a label accurately reflects what is inside, e.g., mayonnaise is not an imitation spread, ice cream is not a similar, but different, frozen dessert. Standards for meat and poultry products are developed by the USDA. For other food products, standards are set by the Food and Drug Administration (FDA).

standardized recipe: A recipe that a given food service operation has tested and adapted for use. This recipe produces the same good results and yield every time when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients. Standardized recipes include specific information such as ingredients, weights and measures, preparation directions, serving directions, yield and portion size. For more information, see section 2 of the CSDE's [Menu Planning Guide for School Meals for Grades K-12](#) and the CSDE's [Standardized Recipe Form](#).

surimi: Pasteurized, ready-to-eat, restructured seafood product usually made from pollock (fish). A 3-ounce serving of surimi credits as 1 ounce of the meat/meat alternates component.

tempeh: A highly nutritious fermented soybean cake traditionally made from whole soybeans. 1-ounce serving of tempeh credits as 1 ounce of the meat/meat alternates component.

USDA Foods: Foods that are available to the USDA Child Nutrition Programs through the CSDE Food Distribution Program. For more information, visit the USDA's [Food Distribution Program](#) webpage and the CSDE's [Food Distribution Program](#) webpage.

wheat bread: Bread that often has wheat flour or enriched wheat flour (not whole-wheat flour) as an ingredient. Wheat bread is not whole grain unless it is labeled "whole-wheat bread." This bread is low in fiber unless the manufacturer has added fiber.

whole foods: Foods that are unprocessed or minimally processed and do not contain added ingredients such as fat, sugars or sodium.

whole fruits and vegetables: Fresh, frozen, canned, and dried fruits and vegetables that are unprocessed or minimally processed and do not contain added ingredients such as fat, sugars, or sodium.

whole grains: Grains that consist of the entire kernel, including the starchy endosperm, the fiber-rich bran, and the nutrient-rich germ. All grains start out as whole grains, but many are processed to remove the bran and germ, which also removes many of the nutrients. Whole grains are nutrient rich, containing vitamins, minerals, fiber, antioxidants and health-enhancing phytonutrients such as lignans and flavonoids. Examples of whole grains include whole wheat, whole oats, oatmeal, whole-grain cornmeal, brown rice, whole rye, whole barley, wild rice, buckwheat, and bulgur (cracked wheat).

whole grain-rich (WGR): For preschool meals in the NSLP, SBP and SSO, and preschool snacks in the ASP, WGR foods contain 100 percent whole grain or contain at least 50 percent whole grains and any other grain ingredients are enriched. The WGR definition for preschool meals and snacks is different from the WGR definition for grades K-12 in the NSLP (including the SSO) and SBP. For more information, see the CSDE's handout, [Whole Grain-rich Criteria for Preschoolers in the NSLP, SBP, and ASP](#). The ASP meal pattern for grades K-12 does not have a WGR requirement.

whole-wheat bread: Bread that contains the whole grain, including the fiber-rich bran and germ. Whole-wheat flour will be listed as the first ingredient.





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