



**AFTERSCHOOL CARE SNACK PROGRAM
WEEKLY PRODUCTION RECORD
INSTRUCTIONS**

School: Jackson Elementary
 Program: Girls on the Run
 Week of: Oct. 20, 2014
 Completed by: Angie Prince

COMPLETELY FILL OUT SCHOOL NAME, PROGRAM, WEEK,
WHO COMPLETED THE PRODUCTION RECORD AND ACTUAL
SNACKS SERVED.

Actual Snacks Served:
 Students: 107
 Adults: 2
 Total: 109

Date	Menu Items	Recipe Number or Brand Name and Code Number	Planned Reimbursable Snack Servings		Planned Adult Servings (# of Servings)	Total Amount Prepared (LB or Quantity or Servings)	Leftovers (LB or Quantity or Servings)
			Ages: K-5				
			Serving Size	# of Servings			
List date, even if not serving on that date. Draw a line through the row with that date (see example completed production record).	List all the menu items that contribute to a reimbursable meal. Include all condiments.	List the recipe # or the brand name and product number here. Canned, frozen and fresh FRUIT & veg. - list only product descriptions (apples -113 ct.; peaches - Light syrup or USDA; applesauce - sweetened or un-sweetened, etc. for condiments: record serving SIZES AND NOTE if low fat or low sodium version.	Serving size should represent column in cups or weight in ounces.	List how many portions of each item you think will be taken as part of the snack.	Record all paid adults, food service employee adults and a la carte (including milk purchased for snacks and/or second snacks).	List the amount of food prepared for a reimbursable snack, adults and a la carte (if applicable). This amount is based on the ACSP Menu requirements using the USDA Food Buying Guide, USDA Recipe or District Standardized Recipe.	Record number of leftovers.

NOTES: Notate here any changes in menu, special accommodations, changes in service etc.



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Program: _____
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