INSTRUCTIONS FOR COMPLETING DE FORM 0113

**NUMBER OF SNACKS SERVED DAILY AND SNACK PRODUCTION RECORD**

Page of : Total # of pages. School: Enter name of school. Snack Eligibility: Circle either AREA Eligible or Regular. Single Inventory: Circle Yes or No.

Month/Year: Enter reporting month and year. Number of Days: Enter the number of days snack is served this month.

***Complete Daily:***

* Date: Enter day of month for which snacks are being recorded.
* # Paid: Enter number of reimbursable snacks served to students not approved for free or reduced-price meals (no more than 1 per student).
* # Free: Enter number of reimbursable snacks served to students approved for free meals (no more than 1 per student).
* # Reduced: Enter number of reimbursable snacks served to students approved for reduced-price meals (no more than 1 per student).
* Total: Enter the total number of Free, Reduced and Paid.
* Paid Adults: Enter number of snacks served to all adults other than those served at no charge.
* Other: Enter number of snacks served to eligible adults at no charge.
* 1st Component Menu Item: Record the menu items served to meet the first component. Each menu must contain all required components and items to comply with federal snack regulations.
* Serving Size: Record the serving size used to meet the requirements for the components for the snack program. Use units such as number of portions (items), weight, number of pounds, size of cans, number of recipes, etc. as applicable. Note: USDA commodity food items with an asterisk (\*), highlighter, red pen, or other method.
* Unit Cost: Enter the unit cost for that food item. Foods are to be costed only once, on the day meal is prepared. Optional: If USDA foods are used, enter their cost here, also, noting them with an asterisk, highlighter, etc.
* 2nd Component Menu Item: Record the menu items served to meet the second component.
* Serving Size: Record the serving size used to meet the requirements for the second component for the snack program. Use units such as number of portions (items), weight, number of pounds, size of cans, number of recipes, etc. as applicable. Note: USDA food items with an asterisk (\*), highlighter, red pen, or other method.
* Unit Cost: Enter the unit cost for that food item. Foods are to be costed only once, on the day meal is prepared. Optional: If USDA foods are used, enter their cost here, also, noting them with an asterisk, highlighter, etc.
* Total Food Cost: Enter the total food cost from both components.
* Manager/Director Signature: Person completing the form should sign the form.
* Date: List the date the form was signed.

 This institution is an equal opportunity provider.

Revised June 2016