

## **FOOD & NUTRITION SERVICE GUIDELINE AFTER SCHOOL SNACKS**

### **PROCEDURE FOR ORDERING AFTER SCHOOL SNACKS:**

Proper record keeping is required for sack meals as with any other type of meal service. Documentation required includes student rosters, id numbers for students participating in the after school program, accurate meal counts taken at the point of service and food production records.

The main objective is to ensure that each student served received a high quality, safe, reimbursable after school snack.

### **Two Weeks In Advance**

The Food & Nutrition Service must receive the request for after school snacks at least two (2) weeks prior to the scheduled start of the program. This allows ample ordering time for food supplies. Requests received after the two-week deadline may not be approved. Emailed or phone orders will not be accepted.

### **Forms**

The forms that follows is to be used to ease the process of providing reimbursable after school snacks and maintaining the necessary records.

*Please fax order to 618-7347*

FOOD & NUTRITION SERVICES  
REQUEST FOR AFTER SCHOOL SNACKS

CAMPUS \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

# OF STUDENTS ENROLLED IN AFTERSCHOOL PROGRAM \_\_\_\_\_

DATE PROGRAM WILL BEGIN: \_\_\_\_\_

DATE PROGRAM WILL END: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL/PROGRAM ADMINISTRATOR

**Campus Responsibility**

2 Week advance notice is required, request not meeting this timeline will be denied. Federal reimbursement may be claimed for one after school snack per child per day. A list of names and id numbers of the students receiving the snack must be submitted to the Food Service manager the day after the service. Snack checklist/ticket completely filled out must be returned to manager, ticket should have all columns filled out. Any leftover snacks must be discarded and cannot be saved by the campus for other programs or to be served at a later date. Please consult with cafeteria manager on how to handle leftovers.

**FNS Manager Responsibility**

Manager ensures that all snacks are claimed for reimbursement by entering total snacks into pos system daily. Rosters are used to enter id numbers and as back up documentation for snacks served. Of the meal components below manager must ensure that at least 2 must be offered and taken by the student. There is no offer vs. serve. An after school snack menu is available for review.

MEAL COMPONENT	PORTION SIZE
Fluid Milk	8 oz.
Meat/Meat Alternate	1 oz.
Juice or Fruit or Vegetable	¾ cup
Bread and or Cereal	1 slice or 1/2cup

FNS Approval by: \_\_\_\_\_

*Revised 9-2011*