

Intent to Participate

After School Snack Program Application

The National School Lunch Program (NSLP) provides reimbursement for snacks served to children participating in a school sponsored after school care program. The school is responsible for all aspects of program operations and is to ensure that program meets the following requirements:

- (a) Provide children with regularly scheduled activities in an organized, structured, and supervised environments; and
- (b) Includes enrichment or educational activities as part of the program; and
- (c) Site activities must be distinct from extracurricular programs organized primarily for scholastic, cultural, or other purposes. Therefore, those programs designed to provide snacks solely to competitive **interscholastic sports teams are not eligible for snacks** through ASCP.

After School Program Coordinator/Supervisor wishing to participate in the After School Snack Program must complete and return application to the Child Nutrition Service Director a minimum of 2 weeks before the after school program is scheduled to begin.

Snack Program Information

Describe the educational/enrichment component of the After School Program: 	
Time school day ends:	Meal Service Time:
Date After School Snack Program will begin:	
Months Program will operate: <input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May	
Days of week Program will operate: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri	
Program Site Information: Site Name: _____ Address: _____ City/St/Zip _____	Estimated Participation: _____
After School Program Coordinator/Supervisor: Name: _____ Phone # : _____ E-mail: _____	

Point of Service:

Please read the following options and select the method most appropriate.

Option 1:

- A. The program coordinator/teacher will use the tally sheet as a point of service.
- B. The program coordinator/teacher will be instructed on the correct number of components that must be taken for program compliance.
- C. The program coordinator/teacher will record "S" on the Daily Attendance & Snack Count Sheet as the students pick up the reimbursable meal.
- D. At the end of the meal service, the program coordinator/teacher will count up the number of meals and place her totals on the tally sheet along with their initials.
- E. The tally sheet will be returned to the Food Service employee at the beginning of the next day along with leftover items.
- F. Daily Attendance must be recorded on the attached "Daily Attendance & Snack Count Record" for each After School Program. Attendance records will be kept on file for three years plus the current school year.

Option 2:

- A. Program coordinator/teacher will take participants to the cafeteria and go through the line.
- B. Students are to input their Student ID numbers for claiming/counting purposes.
- C. Attendance must be provided for each After School Program daily. Program coordinators/Principals must make supporting attendance documentation through a computer generated report or hard copy documentation. Attendance records will be kept on file for three years plus the current school year.

If Option 1 is selected please provide the following (Attach additional sheets if necessary):

Person(s) who will take the snack count and record attendance:

Name: _____	Phone # _____	E-mail: _____
Name: _____	Phone # _____	E-mail: _____
Name: _____	Phone # _____	E-mail: _____
Name: _____	Phone # _____	E-mail: _____
Name: _____	Phone # _____	E-mail: _____

Agreement to After School Snacks Policies & Procedures

- Only 2 components are required to be offered for the afterschool snack program.
- Students select both of the meal components which include:
 - A. 1 oz of bread and one 6 oz. serving of 100% juice; or
 - B. 1 oz of bread and ½ pint of milk
- The program coordinator/teacher will pick-up the snack from the Cafeteria Manager by the end of the school day; or
- Students are to be sent to the cafeteria and go through the line.
- The number of After School Snacks to be distributed will be determined by an attendance roster of the program.

Mercedes Child Nutrition Services

- Snack must be served between 3:30 PM- 4:30 PM, CNS must be notified if the meal is served outside of this time frame.
- List of Enrollment must be submitted by the first day of operation to Cafeteria Manager.
- Daily Attendance Rosters must be submitted to CNS staff daily.
- Program Coordinator/Supervisor must be able to provide supporting documentation (i.e., curriculum, lesson plans, etc.) that shows that their after school program meets the minimum requirement.
- If at any point in time the above described policies and procedures are not being followed the CNS department has the right to discontinue after school snack services.

Signature of After School Program Coordinator

Date