



APPLICATION DATE: _____

AFTER-SCHOOL PROGRAM NAME: _____ SCHOOL SITE: _____

Program Information:

Hours of program: _____ # of students in after-school program: _____

Program start time: _____ Program end time: _____

Start date for Supper: _____ End date for Supper: _____

Desired Supper time: _____

Days of the week meals will be needed (MONDAY-FRIDAY): _____

Please also provide a copy of Program calendar.

Contact information:

School Address: _____

Program Coordinator NAME: _____ Principal NAME: _____

Program Coordinator PHONE: _____ Principal PHONE: _____

Program Coordinator Email Address: _____ Principal Email Address: _____

The After School Supper Program provides children with regularly scheduled activities in an organized, structured, and supervised environment and must be open to all children, and does not limit participation or membership on the basis of the child's ability. Program is available to Children through age 18 years (19 if the child turns 19 during the school year). Children with disabilities are eligible without regard to age.

Meal Service (please select one):

Line Service: Supper meals will be available after school at the program's specified time. Line will be open for 30 minutes. FNS staff will provide meal service during supper time. Program coordinator or designee will assist with the counting of meals. A minimum of 75 served meals must be maintained for this meal service.

Hand-Off Service: Supper meals will be properly packed and handed off to the afterschool program FNS staff will not be available during meal service time. After School Program staff is responsible for the meal distribution and counting. Meals must be served 1 hour upon receiving meals. This option offers more flexibility for the afterschool program to offer supper.

SUPPER PROGRAM REQUIREMENTS & RESPONSIBILITIES

1. **Supervision During Meal Service:** In order for the meals to be served, After-School Program Staff must be in the cafeteria and at the line during the entire service period. After-school program shall regulate the flow of traffic such that students arrive at the line in a single file. Staff may assist students with gathering the meals at the line. This is to ensure student safety and to support food distribution compliance. Food Service staff, if applicable, will not begin or continue meal service without After School Program Staff present.
2. **Reinforcement of Program Compliance & Regulations:** After School Program Staff will assist with the reinforcement of Federal Meal Program Compliance by ensuring that students:
 - Take no more than one meal;
 - Do NOT take food off campus (unless meals for field trip);
 - Track and record daily meal counts (Student Roster/Sign In Sheets).

3. **Sanitation Standards & Trash Clean Up:** After School Program Staff will work with students to clean up after meal service. Students must be responsible for their personal clean up and disposal of all food items. After School Program Staff are expected to reinforce this message and leave the cafeteria in good condition. Food Service staff (for line service option) will wipe down the tables once the students have cleared them of all items.
4. **School meals are intended for students only. Adults are not allowed to access the meals on the line.**
5. **Meal Counting and Claiming:**
 - a. **For Line Service:** Program Coordinators or designee will assist with the counting of meals. Food Service Administrators will conduct the required Site Monitoring visits.
 - b. **Hand-off Service:** Afterschool Program Staff is responsible for counting each student taking a reimbursable meal using a student roster. This roster must be returned to the FNS staff the following day.
6. **Meal Count Order:** The goal is to ensure that all students have an opportunity to participate in the Supper Meal Program and efforts should be made to make sure as many meals as possible are served. Program coordinators must provide an initial order below, and adjust the weekly order as needed. It is critical for both program Staff and the on-site Food & Nutrition Services Staff to communicate about changes in daily average participation, for example overages, participant increases, or planned field trips. Program coordinators must report program closures and special events when meals will not be served at least one week in advance.

	Monday	Tuesday	Wednesday	Thursday	Friday
# of Regular Meals					

***Note:**

- 1) Prior to receiving approval for the program, principals and/or designee **are required to complete CACFP & civil rights training.**
- 2) All lines must be completed with the required information. An incomplete request will delay processing.

I have reviewed and understand the SUPPER MEAL PROGRAM REQUIREMENTS.

Program Coordinator's Signature: _____ Date: _____

Principal Signature: _____ Date: _____