



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:**

CBO Agency: \_\_\_\_\_ CBO Agency Address: \_\_\_\_\_  
Site Coordinator NAME: \_\_\_\_\_ Program Manager NAME: \_\_\_\_\_  
Site Coordinator PHONE: \_\_\_\_\_ Program Manager PHONE: \_\_\_\_\_  
Site Coordinator Email Address: \_\_\_\_\_ Program Manager Email Address: \_\_\_\_\_

**Meal Service (please select one):**

**Line Service:** Supper meals will be available at the school’s dismissal bell. Line will be open for 30 minutes. SNS staff will provide service during supper time, including counting and claiming of the meals. A minimum of 80 served meals must be maintained for this meal service.

**Hand-Off Service:** Supper Meals will be properly packed in thermal bags and handed off to the afterschool program. SNS staff will not be available during meal service time. Afterschool Program staff is responsible for the meal distribution and counting. Meals must be served within 3 hours 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. Student Nutrition 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);

- Take three out of five components, one of which must be a fruit or vegetables, to count as a complete meal; and
  - Track and record daily attendance (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. Student Nutrition 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 or sharing table at any time.**
  5. **Meal Counting and Claiming:**
    - a. **For Line Service:** Student Nutrition Services Staff will record the counts per the Federal requirement. Student Nutrition Area Supervisors will conduct the required Site Monitoring visits.
    - b. **Hand-off Service:** Afterschool Program Staff is responsible for counting each student taking a reimbursable using a tally sheet. This sheet must be returned to the SNS staff the following day.
  6. **Weekly 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. Site 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 Student Nutrition Service Staff to communicate about changes in daily average participation, for example overages, participant increases, or planned field trips. Site 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					
# of Vegetarian Meals					

**\*\*\*SITES FOUND OUT OF COMPLIANCE WILL HAVE THEIR SUPPER TERMINATED\*\*\***

I have reviewed and understand the SUPPER MEAL PROGRAM REQUIREMENTS.

Program Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_