

Afterschool Supper Meal Program

Frequently Asked Questions, SY 2016-17

What is the Supper Program?

The Supper Program is a federally funded, child nutrition program that offers free supper meal at eligible schools. Supper meals are served during the afterschool time. All children under the age of 18 can receive a meal at no cost on a first come first serve basis.

Is there any cost to the site?

There are no costs to the After School Programs (ASP) or the school to participate.

What type of supper meal service are available?

Student Nutrition Services (SNS) offers two different service options to accommodate the need of the After School Program. SNS will work with each program individually to determine the best-fitting option.

- 1) **Cafeteria Line Service:** Hot supper meals are set up and served by a SNS staff for 30 min after the regular school's dismissal bell. SNS staff will be responsible for serving, recording meal counts, and cleaning of the cafeteria tables after service. A minimum of 80 served meals must be maintained for this meal service.
- 2) **Hand-Off Service:** Supper meals are packed in thermal bags and handed off to the afterschool program. Meals will be distributed by ASP staff at an established meal time. ASP is responsible for the distribution, enforcing a reimbursable meal, counting each meal served, and cleaning at the end of the service. This option offers more flexibility for ASP to schedule supper at a more desirable time.

What students will be served?

Per federal regulations, a supper meal includes five components: protein, grain, fruit, vegetable, and milk. Students must take at least three components, one must be either a fruit or a vegetable, in order to count as a reimbursable meal.

If a student is allergic to any of the food on the menu, what is the protocol?

Special meal is available for students with dietary restriction. Prior to making any accommodations, the student's physician must complete and submit the *Medical Statement to Request Special Meals and/or Accommodations* to Student Nutrition Services for approval. A student does not need to submit an additional form if they have already have one on record with SNS.

If one of the programs on site goes on a field trip, do the students get bag meals or do they cancel the meals served on site?

Bagged meals are available for ordering in cases of field trips. ASP staff should submit a bag lunch request online at sfusd.edu. Please be sure to adjust the meals served in the cafeteria to avoid duplicate ordering.

What is expected of ASP staff to participate in the supper program?

ASP must provide daily supervision and instructions to their students during the entire meal serving period. ASP 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 and reinforce compliance by ensuring that

students: 1) Take no more than one meal; 2) Do NOT take food off campus (unless meals for field trip); 3) Take the minimum required meal components to count as a complete meal; and 4. Maintain and record daily attendance (Sign In Sheets).

How will the extra trash be handled?

Student Nutrition and Custodial Services will adjust workflow schedules before the implementation of the Supper Program and will oversee wiping the tables, sweeping the floor, and taking out the garbage. The ASP staff are expected to ensure students clear off the tables and put all trash items in the appropriate receptacles. ASP staff are expected to leave the cafeteria or serving area in good condition.

What is the process of ordering supper meals?

The initial food order is submitted as part of the application. While ASP Staff is not required to submit a physical weekly order form, ASP Staff and SNS must maintain a constant communication regarding changes in program enrollment, special events, or program closure that affects meal count. Orders can be changed 72 hour prior to the serve date, not counting the day of service.

Will the site coordinator/program staff have any input on the number of meals ordered?

Yes, the ASP staff will control the amount of meals ordered. Even though Student Nutrition Services is not charging for left over (unclaimed) meals, it is imperative ASP order only the number of meals expected to be served. Student Nutrition will be monitoring waste very closely and will work with the ASP on how to order if necessary. If excessive wastage continues, SNS reserves the right to automatically adjust numbers based on site's average daily participation (ADP) in order to avoid waste.

Who can I contact for assistance regarding the daily operation of the program?

Student Nutrition staff is available during the day to assist and help answer any questions you may have. In addition, an Area Supervisor and ordering clerk is assigned to each school to support the daily operations of the program. Area Supervisors will conduct frequent sites visits to ensure program is in compliance.

Can adults and staff eat the meals?

No. School meals are intended for youth under the age of 18 only. Adults and staff are not allowed to access the any food from the line or from the sharing table.

What is a sharing table?

The federal regulations require students to take at least three components – one of the items must be a fruit or vegetable. A 'share table' is set up daily where students can leave sealed and unconsumed food items. Students wanting seconds are encouraged to take from the share table. Any leftover items from the share table need to be disposed onsite, no food items are allowed to leave campus.

Who is responsible for the daily meal count?

This is dependent on who distributes the meals. For Service Option 1, SNS staff will be responsible for serving and counting the meals. For Service Option 2, your program is responsible for counting the meals using a tally sheet. This sheet must be returned to the SNS staff the following day to be recorded in the computer.