

Afterschool Snack Program

Training for Afterschool Program Staff

The purpose of afterschool snack is to encourage student participation in supervised afterschool activities in a safe environment. Snacks are free-of-charge to those who take part in afterschool programming and are reimbursed by the United States Department of Agriculture (USDA).

Steps to Serve Snack

1. Complete online application.
2. Participate in a training with the school's cafeteria manager.
3. Make arrangements with cafeteria staff to receive snacks and to return accountability sheet by the next business day.

Eligibility

Program Eligibility

An afterschool program is eligible if it is organized primarily to provide activities after regular school hours and for students who participate in an extended school day.

- Programs must provide participants with regularly scheduled activities in an organized, structured, and supervised environment.
- Programs must include educational or enrichment activities.
- After-school program opportunities must be open to all. A limited enrollment program such as an intramural sports team cannot receive meals unless there are other after-school opportunities that are open to all.
- Programs may not charge for or include a fee for participants to receive meals or snacks.

Participant Eligibility

- Be 2 - 18 years old or turning 19 during the school year.
- Persons with a disability – physical or mental - are eligible regardless of age.
- Young people need not participate in the offered activities to receive a snack.
- Participants need not attend the school where the Afterschool program is held.

Program Procedures

Snack Service

1. Arrange to receive snack items prior to the conclusion of the cafeteria staff's regular shift.
2. Afterschool program staff will serve a complete snack to program participants.
 - A complete snack consists of both items on the menu – participants must receive both items.
 - Each participant may receive only one complete snack.
 - Unwanted items may be left on a share-table. Dispose of perishable items after snack.
3. Snacks must be served on site. One non-perishable item may be taken home.

Accountability

Only afterschool staff that participated in training may complete daily accountability.

1. A tally sheet is provided with snack each day. All fields must be completed.
2. Record snacks as each participant is served.
 - Not Before, Not After.
3. Return the tally sheet to the cafeteria manager by the next school day.

Important: A lapse in tally sheets will result in temporary hold being placed on snack service. The cafeteria manager will provide one warning before escalating the issue to their superior.

Justice for All

The **Justice for All** poster must be displayed in a prominent place in the location where snack is distributed. Please contact your school's cafeteria manager if you require a 'Justice for All' poster.

- Meals are served to all eligible people who attend the afterschool program. No exceptions.
- Alternate snacks are not served (except in case of shortage or for health considerations).
- No person is made to wait and no group prioritized.
- An eligible person must not be denied a snack for any reason.
- Snacks are not to be used as a punishment or reward.

Monitoring and Site Reviews

Snack programs will be reviewed by Food and Nutrition Staff (FNS) and Maryland State Department of Education (MSDE). Monitors conducting a review will observe meal serve and will request to see pertinent records. A program's success is based on its ability to accurately follow meal service and accountability procedures. A failure may result in the discontinuation of snack service.

Coordinator Agreement

I have completed training and agree to follow all program procedures. I understand that failure to follow all procedures can result in cancellation of snack service.

Afterschool Staff Member	Signature	Date

Cafeteria Manager	Signature	Date