

# AFTER SCHOOL SNACK PROGRAM REQUEST FORM

## FAX Number: 972.968.6392

SCHOOL: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

PROGRAM REQUESTING SNACKS: \_\_\_\_\_

TIME SNACKS NEEDED: \_\_\_\_\_

DAY/DAYS SNACKS NEEDED:      M      TU      W      TH      F

DATE RANGE NEEDED: From \_\_\_\_\_ to \_\_\_\_\_ *(Snack Programs can only be approved for 20+ operating days at a minimum)*

APPROXIMATE NUMBER OF STUDENTS EACH DAY: \_\_\_\_\_

Please verify the following	Yes	No
CFBISD has <b>administrative and management responsibility</b> for this program.		
This after school program is open to all students and <b>does not limit</b> membership.		
This after school program includes <b>education or enrichment activities</b> that operate for at <b>least 1 hour</b> .		
The program <b>takes place after the school</b> day (after the last official instructional period ends).		

The **school** will need to assume responsibility for the following:

- Providing the cafeteria manager with a count by 1:00 p.m.
- School staff will pick up the snacks from the cafeteria and distribute to the students in the after school program.
- School personnel will distribute the sealed snack to the students, one complete bagged snack per student must be distributed.
- School Personnel will list students receiving snacks on the attendance form and leave in the cooler in the cafeteria at the end of the program each day. This form is an audit record and the basis for which we claim reimbursement.

The **cafeteria manager** will:

- Not begin to distribute snacks, until a confirmation email is received from the Student Nutrition Office approving the program.
- Direct the cafeteria staff to prepare the snacks and package them in sealed bags.
- Place the number of snack ordered in coolers with a copy of the After School Snack Roster to record the student names that receive snacks before leaving for the day, for the school staff to pick up.
- Each morning, empty and clean the cooler(s).
- Determine the count from the Roster form and enter into her daily records the snack. The roster should be filed for audit.
- In the event that a school is not classified for “free snacks” the manager will prepare a monthly statement of what is owed for snacks. Payment will be made to the cafeteria through the Finance Office.

I understand that the school will be responsible for distributing snacks and collecting the names of students. I also understand that Student Nutrition will only be able to recover the cost of one (1) snack provided to each student. In the event more snacks are consumed that student’s names returned on the list, the school will be billed for any excess or damaged snacks. **(Please provide account code below)**

Account coding for snack expenses: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

***Procedure for Payment for Non-Free Schools and Excess Snacks:***

*Excess or Non-free school snacks will be billed to the accounting code above. Student Nutrition will provide the appropriate paperwork to the Finance Office for funds to be transferred to cover the cost of the snack at the end of the month. The customer will receive a copy of the bill.*

\_\_\_\_\_  
School Principal