



**Albuquerque Public Schools
After School Snack Program
Policies and Procedures
2024-2025**

Policies and Procedures Training Module

This training module pertains to organizations consuming snacks Off Site School Site.

APS Food and Nutrition Services Personnel

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After School Snack Program

- The New Mexico Department of Education and the Albuquerque Public Schools implemented the After School Program in 1999. The program started with 23 schools and 25 programs.
- The Albuquerque Public Schools After School Snack Program currently has 90 schools participating and receiving a total of 118,559 snacks per month.

After School Snack Program

- The After School Snack Program is under the National School Lunch Program through the New Mexico Public Education Department.
- The After School Snack Programs must offer regularly scheduled educational or enrichment activities that are structured and supervised.

STAFF MEMBERS (PROGRAM OFFICIALS)

- Organizations consuming snacks on school site must have two program officials (staff members) who will be responsible for both the distribution (passing) of the snacks and the completion of all documentation.

Program Official

- Program official is a term used to define a staff member who is qualified to pass snacks after taking an On Line School Site Training Module, AND completing a Program Review Questionnaire in The After School Program.

Staff Members (Program Officials)

- Four staff members must take the After School Snack Training Module.
- All four staff members must submit an After School Snack Program Questionnaire Review.
- Upon completion of the After School Program Training Module and Questionnaire Review are referred as Program Officials.
- This is an annual process.

Program Officials Questionnaire

- Program Questionnaire Reviews that are submitted are filed at the Food and Nutrition Snack Department under the school name not the Program Official's name.
- Program Officials must resubmit their Questionnaire Review to the After School Snack Department if they relocate to another school site with new school site information. This is your responsibility, not your supervisors responsibility.

Program Officials Questionnaire Review

- Program Questionnaire Review is located in the After School Snack Program Website.
- <http://www.aps.edu/food-and-nutrition-services>

Application

- ONE After School Snack Application is required for EVERY After School Program at a school site.
- The APS After School Snack Program Applications must be submitted to APS Food and Nutrition Services for approval.

Program Application


- The program application and all After School Snack Program Questionnaire Reviews from program officials (staff members) must be received before program approval.
- Contact the school cafeteria manager where you will be picking up snacks to find out the status of your application.
- The school's cafeteria manager will notify the program site leader where to locate snacks and distribution summary form was approved.

Program Application

- Your application may remain “PENDING” if:
 1. Snack program application is not complete.
 2. All program questionnaire review are not submitted or answered correctly.
- Approval should take 2 to 3 working days if all paper work has been submitted. Check with the cafeteria manager at your school site, or the APS Snack Department as to the status of your snack application.

APS SNACK PROGRAM APPLICATION

- APS Application must be completed and submitted to APS Food and Nutrition Services.
- Snacks will be provided to the program after snack application approval.

	ALBUQUERQUE PUBLIC SCHOOLS FOOD & NUTRITION SERVICES	APPLICATION STATUS FOR OFFICIAL USE <input type="radio"/> APPROVED <input type="radio"/> DENIED		
AFTER SCHOOL SNACK PROGRAM APPLICATION (MUST BE COMPLETELY FILLED-OUT)				
PROGRAM NAME: <input type="text"/>				
SCHOOL NAME: <input type="text"/>				
PROGRAM MANAGER: <input type="text"/>	EMAIL: <input type="text"/>			
TELEPHONE NUMBER: <input type="text"/>	FAX NUMBER: <input type="text"/>			
SITE LEADER: <input type="text"/>	SITE LEADER EMAIL: <input type="text"/>			
TELEPHONE NUMBER: <input type="text"/>	FAX NUMBER: <input type="text"/>			
NUMBER OF CHILDREN ENROLLED IN PROGRAM: <input type="text"/>				
INSTRUCTIONS PLEASE INDICATE THE NUMBER OF AFTER SHOOOL SNACKS YOU WOULD LIKE TO RECEIVE FOR EACH DAY OF THE WEEK				
MON # <input type="text"/>	TUES # <input type="text"/>	WED # <input type="text"/>	THU # <input type="text"/>	FRI # <input type="text"/>
START-UP DATE FOR SNACKS: <input type="text"/>		ENDING DATE FOR SNACKS: <input type="text"/>		
SNACK SERVING TIME: <input type="text"/>		WEDNESDAY SERVING TIME: <input type="text"/>		
I have read and understand the APS AFTER SHOOOL SNACK PROGRAM Policy and Procedures; I have completed the required training; and, I have verified that each Program Official has completed the APS AFTER SCHOOL SNACK PROGRAM TRAINING.				
SIGNATURE: <input type="text"/>			DATE: <input type="text"/>	
Print completed Form and Email to stephanie.pinon@aps.edu Fax to 505-348-5078 DO NOT SEND VIA JPEG OR ANY OTHER FILE FORMAT				
<input type="button" value="Print Form"/>		<input type="button" value="Reset Form"/>		

APPLICATION

- Applications for the After School Snack Program are located in the After School Snack Program website.

<http://www.aps.edu/food-and-nutrition-services>

SNACK CANCELLATIONS

- In order to run an effective program we need to have consistency – please notify the cafeteria manager with ALL changes in your program.
- Examples:
 1. Two weeks before your program ends.
 2. If there are any changes in your snack count.
 3. If the program needs to cancel a snack day, notify manager two days before.

New Staff or Snack Time Change

- Important to Notify the After School Snack Program Department
 - If there is a new program site manager.
 - If there are new Program Officials.
 - If there is a change in serving time from the time noted on your AFS Program Application. Auditors will use the time noted on your application to visit and review your site.

SNACK PROGRAM

- Important - if you **do not** notify the cafeteria manager or The After School Snack Program with changes in your snack program you may put your snack **program in jeopardy**.
- Adequate notice allows Nutrition Services to adjust inventory, and manage employees time more effectively.

SNACKS

- Snacks will be located in the cafeteria dining room inside a snack/milk cooler.
- Snacks will be in a plastic bag or crate labeled with your program name.
- Pick up your labeled program snacks.
- It is very important you pick up the CORRECT program snacks as there might be multiple labeled program snacks inside the cooler.

Correct Snack



After School Program Expectations

- Upon arriving at your center SNACKS must be refrigerated immediately by the Program Official.
- Have a Sign-In Sheet or Attendance Roster.
- Snacks are for ENROLLED STUDENTS in your program.
- Non-enrolled students and staff members who consume a snack are charged the amount USDA reimburses our department for the snack. Money will be given to the Cafeteria Manager.

SNACK TIME

- Snacks are offered and accounted for as a unit.
- Unit = all food items are served together including napkin.
- Students are to accept their snack as a unit.

Snack must be offered with all components at the same time, if not received as a complete pre-packaged unit.



COMPLETE UNIT



OFF SITE SNACK DISTRIBUTION

- Line up students in a single line
- Program Official must offer a complete snack unit to student. Students are allowed to decline the snack if they have not handled the snack.
- Student may NOT get their own snack.
- Per USDA there are NO SECOND SERVINGS.
- The snack program should not have a snack share box for unwanted snack items.
- Students should be instructed to throw away any snack that is unfinished or unwanted that has been distributed to them.

UNWANTED SNACK FOOD ITEM(S)

- Place trash can by your snack distribution area so food items not wanted by student are immediately discarded.



LEFTOVERS

- All undistributed snacks that were not offered to the students are considered “leftovers.”
- LEFTOVERS are to be DISCARDED DAILY. NO EXCEPTIONS, do not distribute to students.
- Off Site refrigerators should not have any leftover snacks at the end of the day. Auditor’s will check inside refrigerator’s.

LEFTOVERS

- It is everyone's responsibility to keep snack waste and cost down. Remember these snacks are bought with federal funds.
- A high number of "leftovers" daily can jeopardize your program.
- Notify Cafeteria Manager to lower snack numbers if there are too many leftovers on a daily basis.


SNACK SHORTAGE

- If you did not receive the correct number of snacks or your enrollment is high that day in your program, you may not take snacks from another program. Every program is held accountable for the snacks provided to them.
- These snacks are paid for with federal funds, we must have accurate accountability from every program.
- Notify your cafeteria manager the next day with your concerns about your program enrollment numbers. You may at that time increase or decrease your snack count.

SNACK TALLY SHEET FOR PROGRAMS

- Snack tally sheets are a tool to record names and number of students receiving snacks.
- Required for programs that have over 25 enrolled students.
- Information from snack tally sheet must be transferred to Distribution Summary daily.

SNACK Tally Sheet


After School Snack Program
Tally Sheet
FOOD AND NUTRITION SERVICES

DATE: _____ TODAYS ATTENDANCE: _____
 # SNACKS SERVED: _____ # LEFTOVERS: _____

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

DATE: _____ TODAYS ATTENDANCE: _____
 # SNACKS SERVED: _____ # LEFTOVERS: _____

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

DATE: _____ TODAYS ATTENDANCE: _____
 # SNACKS SERVED: _____ # LEFTOVERS: _____

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

DATE: _____ TODAYS ATTENDANCE: _____
 # SNACKS SERVED: _____ # LEFTOVERS: _____

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

TALLY SHEET BLOCK PROCESS

- TWO STAFF MEMBERS REQUIRED
- ONE STAFF MEMBER FOR TALLY SHEETS
- ONE STAFF MEMBER SERVING SNACKS
- TALLY AS STUDENTS ARE BEING SERVED
- OVER 100 STUDENTS CONTINUE ON NEXT TALLY BLOCK
- COMPLETE BLOCK INFORMATION DAILY
- INFORMATION FROM THE TALLY SHEETS MUST BE TRANSFERRED TO SNACK DISTRIBUTION SUMMARY DAILY.

SNACK TALLY SHEET REQUIREMENTS

Requirements on Tally Sheet

- Attendance
- Date
- Number of snacks served and left over
- Keep Tally Sheets on file
- APS Food and Nutrition Services Auditor will ask for Tally Sheets when monitoring your program.

TALLY SHEETS

- To access Tally Sheets click on Tally Sheet link-located in the After School Snack Website.

<http://www.aps.edu/food-and-nutrition-services>

DISTRIBUTION SUMMARY

- Distribution Summary – is a snack form provided by APS Food and Nutrition Services.
- Every After School Snack Program has to keep daily records of their snack program information. This is a requirement of the New Mexico Department of Education.
- Locate Snack Distribution Summary form in cafeteria that belongs to your program.

DISTRIBUTION SUMMARY

- Locate Snack Distribution Summary Form in cafeteria that belongs to your program. The Distribution Summary will have your program name.
- Program Officials responsibility to fill in these fields:
 - Today's Attendance
 - Number of snacks served today
 - Number of snacks left over for today
 - Signature

Pre-filled Data on Distribution Summary

- Cafeteria Manager will have these fields pre-filled on the Distribution Summary. Program Officials are not to write in these fields. If there is an error please note on message board.
 - School Name
 - School Number
 - Program Name
 - Month and Year
 - Date
 - Number of Snacks Provided Today

DISTRIBUTION SUMMARY STEPS

- Program Official must transfer correct snack roster information onto Snack Distribution Summary Form.
- Fill in:
 - Attendance
 - Number of snacks served
 - Number of snacks left over
 - Signature

Program Distribution Summary Fields

Program must fill in:

- Today's Attendance – Record number of ALL students attending your program for that day.
- Number of Snacks Served Today – Record All snacks that were distributed as a unit to students.
- Number of Left Over Snacks – Record number of leftover snacks – you must subtract number of left over snacks from the number of snacks provided. Check your math for accuracy daily. Cafeteria manager will change number if she finds an error next day.

DISTRIBUTION SUMMARY

- Signature- Program Official is to sign the Distribution Summary, this is a confirmation of distributed snacks. **Must be signed DAILY** – No initials will be accepted. Must be a signature.
- We strongly recommend all staff members take the After School Snack Program Policies and Procedures Training Module to ensure there is always a qualified Program Official to distribute snacks and fill in the Distribution Summary.

DISTRIBUTION SUMMARY

- Off Site Snack Programs are one day behind in filling out their Distribution Summary, due to not having the current day's information when picking up daily snack.
- The Snack Distribution Summary is to be completed the following snack day by the Program Official picking up snacks using transferred Tally Sheet attendance, and snack numbers.
- Do Not remove Snack Distribution Summary from the cafeteria.

Programs Distribution Summary Fields

Program will fill in:

- Today's Attendance – Record number of ALL students attending your program for that day.
- Number of Snacks Served Today – Record All snacks that were distributed as a unit to students.
- Number of Left Over Snacks – Record number of leftover snacks – you must subtract number of left over snacks from the number of snacks provided. Check your math for accuracy daily. Cafeteria manager will change number if she finds an error next day.
- Signature –This is a confirmation of distributed snacks. Must be signed DAILY- No initials will be accepted. Must be a signature.

Four fields to be
filled in daily
by Program
Official.

No initials, must
have signature.

AFTER SCHOOL SNACK PROGRAM - SNACK DISTRIBUTION SUMMARY						SCHOOL NAME	SCHOOL NUMBER
APS FOOD & NUTRITION SERVICES DEPARTMENT							
FORM TO BE FILLED OUT DAILY							
PROGRAM:					MONTH & YEAR:		
#	Date	# of Snacks Provided Today	Today's Attendance	# of Snacks Served Today	# of Left Over Snacks for Today	Signature of After School Official	Message Board
1							MESSAGE
2							
3							
4							
5							
6							REPLY
7							
8							
9							
10							
11							MESSAGE
12							
13							
14							
15							
16							REPLY
17							
18							
19							
20							
21							MESSAGE
22							
23							
TOTALS							

DISTRIBUTION SUMMARY

- Off Site Snack Programs are one day behind in filling out their Distribution Summary, due to not having the current day's information when picking up daily snack.
- The Snack Distribution Summary is to be completed the following snack day by the Program Official picking up snacks using transferred Tally Sheet attendance, and snack numbers.
- Do Not remove Snack Distribution Summary from the cafeteria.

MONITORING

- Your program will continually be monitored by the APS Food and Nutrition Service Staff, and the Public Education Department.
- Your program snack roster will be checked along with the Distribution Summary for accuracy.
- Program Officials Questionnaire Reviews will be checked at the time of monitoring for that school site. If you have moved to a new school site it is important that you update your Review with the APS After School Snack Program. You will not be able to serve snacks at the new location if you have not updated your Review
- All reviews are filed under the school name.

MONITORING

- The snack serving time on your After School Snack Program Application must be followed. Auditor's use your program application to find your serving times to plan a review visit. It is important to notify The After School Snack Program if you change your snack serving time.

Block Claiming

- Block Claiming is a **red flag** to all auditors. You cannot have the same number of students in attendance and meals being served every day weekly, or month.
- Why? Students may be absent, become ill, or may go home early before snacks are distributed. If students go home early before snacks are served, this should automatically make your attendance numbers higher than your snacks being served.

Block Claiming

- Cafeteria Site Supervisors are instructed to review and ask you to correct the Distribution Summary for block claiming as this practice can jeopardize your snack program.

Common Errors Why Snacks Counts don't add up!

- How many ways are there to do snack counts wrong?
 - Program Official forgetting to take snack roster to cafeteria next day to record accurate snack counts.
 - Using attendance figures
 - Trying to remember at the end of the day who was present.
 - Estimating/guessing
 - Careless counting/adding

IMPORTANT

- Keep in mind the Program Site Manager is responsible for ensuring new staff members go online and become Program Officials. Every program must have four available Program Officials at all times to distribute snacks and the complete all documents.
- The After School Snack Program would like to encourage all staff members to become Program Officials in the event of illness or staff turnovers.

RECOMMENDED

TRANSPORTING SNACKS

- Cold Foods/Drinks must be maintained at 40 degrees or below.
- Concern – Snack temperature in transit.
- Off Sites must use ice chests.
- Must use Ice

REVIEW

- It is important to remember these snacks are bought with federal funds, and USDA sets the guidelines everyone must follow.
- All snacks are to be accounted for.
- Per USDA one snack per student.
- Per USDA programs should not have a share box – or location for unwanted snacks.
- The Distribution Summary must be filled in on a daily basis in the event your program is audited.

THANK
YOU!