



**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 On 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 108,288 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.
- 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)

- Two staff members must take the After School Snack Training Module.
- Two 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.



# 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.

	<b>ALBUQUERQUE PUBLIC SCHOOLS</b> FOOD & NUTRITION SERVICES	<b>APPLICATION STATUS</b> FOR OFFICIAL USE <input type="radio"/> APPROVED <input type="radio"/> DENIED		
<b>AFTER SCHOOL SNACK PROGRAM APPLICATION</b> (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"/>				
<b>INSTRUCTIONS</b> 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 <a href="mailto:stephanie.pinon@aps.edu">stephanie.pinon@aps.edu</a> 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

- 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 Department 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.

# After School Program Expectations

- 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 assessed the amount of money USDA reimburses the Food and Nutrition Department for the snack. Money is to be given to the cafeteria manager.
- Snacks must be refrigerated, before and after snack time. No exceptions.
- Per Environmental Health, “outside food” cannot be stored in the APS cooler.

# No Outside Food



# 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 SNACKS



# 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





# SNACK TIME DISTRIBUTION

- All snacks must be distributed in the cafeteria by a Program Official, no exceptions.
- Snacks must be distributed out of the snack cooler.
- In case of multiple programs, and the distribution of snacks are at the same time you may place crate of snacks on a cafeteria table closest to snack cooler and distribute snacks.

# SNACK DISTRIBUTION

- Line up students in a single line close to the snack cooler, or cafeteria table.
- Program Official must offer a complete snack unit to student. Students are allowed to decline the snack if they have not handled the snack.
- Students may NOT get their own snack.
- There are NO SECOND SERVINGS.
- The snack program should not have a snack share box or a designated location 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.



# SNACK DISTRIBUTION

- This is not a to go snack. Students must eat their snacks on school site.
- Program Officials should not leave unattended snacks on a table or an opened snack cooler.
- After school snack programs will generally eat their snacks in the cafeteria, if this is not the case for your program please note on your application where your program will be consuming their snacks at your school.

# SNACK DISTRIBUTION

In the event there is a supervised planned activity outside in the playground by a Program Official:

- Snacks should be distributed out of or by the snack cooler.
- Students should receive and carry their own snack after distribution in the cafeteria to the designated area.
- Snacks should never be taken outside or the classroom for distribution.

# SNACK DISTRIBUTION

- Tutoring Programs have the option of students eating their snack in the cafeteria or taking their snack to a tutoring classroom.
- Students should receive and carry their own snack after distribution in the cafeteria to their tutoring classroom.
- Snacks must never be taken to the classroom for distribution.

# LEFTOVERS

- The snack that is not distributed to the students may remain in cooler if served from there or returned immediately from the near by table to the snack cooler, and is noted on the Distribution Summary as a leftover.
- Make sure you call the cafeteria manager or leave a message on the Distribution Summary to adjust your snack numbers if you are having too many leftovers.

# LEFTOVERS

- A high number of “leftovers” daily can jeopardize your program.
- These snacks are paid for with federal funds, all programs must strive for minimum waste and accurate accountability.




# 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.
- Notify your cafeteria manager the next day with your concerns about your program enrollment numbers. You may at that time increase your snack count. You may use your message board located on your Distribution Summary.

# 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**  
**FOOD AND NUTRITION SERVICES Tally Sheet**

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

- Requirement 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 the APS Food and Nutrition Services.
- Every after school snack program must keep a roster and daily records of their program snack information. This is a requirement of the New Mexico Department of Education.

# 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

# Distribution Summary

AFTER SCHOOL SNACK PROGRAM - SNACK DISTRIBUTION SUMMARY							
					SCHOOL NAME		SCHOOL NUMBER
APE 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							REPLY
6							
7							
8							
9							MESSAGE
10							
11							
12							
13							REPLY
14							
15							
16							
17							MESSAGE
18							
19							
20							
21							REPLY
22							
23							
TOTALS							



# Pre-filled Data on Distribution Summary

- Cafeteria Manager will have six pre-filled fields 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

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							REPLY
6							
7							
8							
9							MESSAGE
10							
11							
12							
13							REPLY
14							
15							
16							
17							MESSAGE
18							
19							
20							
21							REPLY
22							
23							
TOTALS							

# 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

- Program Officials Must Complete Distribution Summary IMMEDIATELY AFTER SERVING SNACKS. No Exceptions.
- It is not your responsibility to count the snacks before serving, the kitchen staff has done this for you.
- Do Not remove the Snack Distribution Summary from cafeteria.

# DISTRIBUTION SUMMARY

- The message board on Snack Distribution Summary may be used as a form of communication to cafeteria personnel.
- The cafeteria manager has been instructed to count all leftover snacks in the snack cooler, and check the math on the Distribution Summary every morning. If the manager finds a discrepancy in math or the count of leftovers, she is instructed to correct the form.

Communicate  
with cafeteria  
staff using the  
Message Board

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							REPLY
6							
7							
8							
9							MESSAGE
10							
11							
12							
13							REPLY
14							
15							
16							
17							MESSAGE
18							
19							
20							
21							REPLY
22							
23							
TOTALS							

# Key for Milk Cooler

- A snack cooler key will be given to a Program Official (staff member).
- The Program Official will sign a Key Authorization Form.
- Key must not be taken home, transferred, or loaned out. Find a safe place to keep your key on site where all of your staff can access it.



# Key for Snack Cooler

- Key will be turned in at the end of the school year; or earlier, if the program ends.
- The Person/Program will incur a fee of \$5.00 if a replacement is needed.
- Monies will be paid to the cafeteria manager.

# CLEAN UP TIME

- If your program, consume a snack in the cafeteria:
  - Use the Sanitizer Solution and Cloth, or Sanitizer Spray Bottle provided by APS Food Service to wipe down the tables.
- Floors are to be swept.
- Trash from your program should be thrown out daily.
- If there are multiple programs in your cafeteria, each program is responsible for their own trash, cleaning tables, and sweeping program area.

# Sanitizer Solution and Cloth



# MONITORING

- Your program will continually be monitored by the APS Food & Nutrition Service Staff, and the Public Education Department.
- The snack serving time on your After School Snack Program Application must be followed. It is important to notify The After School Snack Program if you change your snack serving time. Auditors will use the time of your application to visit your site.

# MONITORING

- The auditor(s) will always confirm the Program Officials have a current Questionnaire Review on file when reviewing your school site. If you have moved to a new school site it is important that you update your Questionnaire Review with the APS After School Snack Program, otherwise you will not be able to serve snacks at the new location.

# Block Claiming

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

# Block Claiming

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

# Common Errors Why Snack Counts that don't add up!

- How many ways are there to do snack counts wrong?
  - Using attendance figures instead of snacks served.
  - Trying to remember at the end of the day who was present.
  - Estimating/guessing/anticipating
  - Sloppy Recording
  - Careless counting/adding
  - Not recording snack count on Distribution Summary immediately after serving snacks.



# IMPORTANT

Keep in mind the Program Site Manager is responsible for ensuring new staff members go online and become Program Officials. Every program must always have 2 Program Officials at all times to distribute snacks and to 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.

# 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.
- One snack per student. No second servings.
- Per USDA guidelines this snack program does not have a share box, or a designated location for unwanted snack food items.
- The Distribution Summary must be filled in on a daily basis in the event your program is audited.

THANK  
YOU!