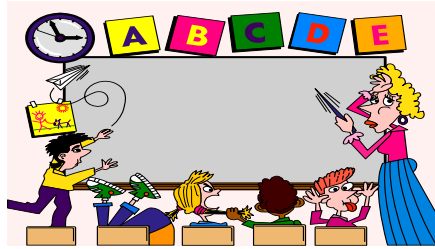


**Richland County School District One
Student Nutrition Services
2009-10
After School Snack Program**



(One Application per Program)

Name of School/Organization: _____

Address: _____

Telephone: _____ Fax: _____

Type of Program: (tutorial, enrichment, etc.) _____

Days Snacks Needed

Monday Tuesday Wednesday Thursday Friday

Number of Snacks Needed Daily _____

Coordinator/Contact person: _____

Telephone: _____ e-mail Address: _____

Program Start Date: _____ Program End Date: _____

Attention: Student Nutrition Services - District Mail Code 760
Phone: 231-6953
Fax: 231-6962
e-mail: Mr. Edouard Jones at ejones@richlandone.org

I understand that rosters must be e-mailed by 8:00 a.m. every Monday AND the next business day at the end of a month. I also understand only one month can be put on a roster and I will be charged \$1.25 for all unaccounted snacks.

Coordinator's Signature

Date

Principal's Signature

Date

If number of days or snacks change, you must contact the manager listed in your agreement packet ASAP.

RICHLAND COUNTY SCHOOL DISTRICT ONE

Student Nutrition Services After School Snack Procedures

****PLEASE READ CAREFULLY***

Updated June 30, 2009

1. A completed application must be received for each program being held at each school wanting to participate in the program.
2. Rosters must be e-mailed to Mr. Edouard Jones at ejones@richlandone.org before **8:00 a.m. every Monday and the next business day** after the end of the month.
3. Do not combine months on a roster (**only 1 month per roster**).
4. Only **one** snack per child will be provided.
5. All snacks must be served as a whole unit.
6. Adults are not eligible to partake of the snacks provided.
7. Any increase or decrease in number of snacks needed must be called into the manager listed in your agreement packet ASAP.
8. **All undistributed snack items must be returned to the designated area in the cafeteria daily. The daily distribution list will be compared to the weekly/monthly roster(s). All snack unaccounted for will be charged to the coordinator at \$1.25 per snack.**
9. Snack deliveries will be provided within a 10-day window of request.
10. After School Snack Roster Forms must be used each day. List each child in the program by teacher on the roster sheet(s).
 - Complete the top portion to include the month and year, date of week, school name, teacher, and room number.
 - At the end of each day, total the number of snacks provided for the day.
 - At the end of the week, write the total number of snacks provided in the top box, on the appropriate week number and e-mail the form to Mr. Edouard Jones at ejones@richlandone.org or fax to Student Nutrition Services at 231-6962.
11. **Continuance in the snack program will be based upon adherence to the above procedures.**
12. Please feel free to make additional copies of the roster.

Richland County School District One

Student Nutrition Services

201 Park Street

Columbia, SC 29201

After School Snack in the National School Lunch Program

Questions & Answers

Revised June 30, 2009

1. What are "After School Snacks?"

After school snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities.

2. Is my after school care program eligible?

The after school care program must provide children with regularly scheduled educational or enrichment activities in a supervised environment.

3. What type of snacks will be served in my program?

In order to be reimbursed, the snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal.

4. Can my program receive snacks free?

There are two ways to qualify for free snacks.

1. If your school's enrollment is receiving 50 percent or more free or reduced price meals under the National School Lunch/School Breakfast Program, your school qualifies for free snacks.
2. You may qualify as "Area Qualified". For example, if a high or middle school is less than 50 percent free or reduced but is located in an attendance zone where the feeder schools are receiving 50 percent or more free or reduced price meals, the program will receive free snacks.

After school programs funded through grants with a food line in the budget may not be eligible to receive snacks free. Check your program guidelines. Snacks can be provided to these programs for a small fee.

5. How do I apply for after school snacks?

To apply for after school snacks, you must complete an application. You can obtain a copy of the application at www.richlandone.org.

6. What records must be maintained?

The following records must be maintained:

1. A daily roster must be maintained at sites where all children receive snacks.
2. If the site is not eligible to receive snacks free, you must record and report the number of snacks served each day. The status for students in these programs can be sent to schools by calling 231-6953.
3. You will be sent the correct roster for your school location.

7. Who do I contact if I have a problem with my snacks?

You may contact the manager listed in your agreement packet and/or Student Nutrition Services at 231-6953.

8. Who do I contact if I have questions about the program?

You may contact SNS at 231-6953.

All rosters must be received in Student Nutrition Services by 8:00 a.m. every Monday and the next business day after the end of the month. **Do Not Put More Than One Month On A Roster.**

Rosters may be faxed to Student Nutrition Services at 231-6962 or e-mailed to Mr. Edouard Jones at ejones@richlandone.org.