

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

B3

Subject: **AFTER SCHOOL MEAL PROGRAMS**

PURPOSE

The purpose of this procedure is to provide technical information to properly administer the various After School Meals/Snacks Programs offered by Miami-Dade County Public Schools Department of Food and Nutrition.

PROCEDURE

After School Meals and Snack Types:

- After School Meals (Reimbursable Using Rosters)
- After School Meals (Reimbursable Using POS)
- Snack (Non-Reimbursable)

A. After School Meals (Reimbursable Using Rosters)

1. The menu is scheduled and can be found at nutrition.dadeschools.net. If you are unable to serve the scheduled menu, you must make a substitution. Please ensure the menu you serve contains all the components below:
 - a. 2 oz. meat/meat alternate
 - b. 1 bread serving
 - c. 1 fruit (1/4 cup minimum) *
 - d. 1 vegetable (1/2 cup)
 - e. 1 milk (8 ounces)

* A fruit may be substituted with a different vegetable. Two fruits CANNOT be served.

2. Request for After School Meals/Snacks form [FM-3932](#):

- a. Every Friday, the after-school care manager should submit the signed Request for After School Meals/Snacks form which indicates the approximate number of meals requested for the following week.
- b. The food service manager/satellite assistant must maintain a copy on file, and the after-school care manager must maintain the original.
- c. Every day prior to 1:00 PM, the after-school care manager will notify the food service manager/satellite assistant of the exact number of meals needed for that day. The food service manager/satellite assistant will adjust the number of meals accordingly.

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3. Verification of Meals/Snacks Ordered, Received and Served form [FM-0943](#):

- a. On a daily basis upon receipt of the meals, the after-school care manager/designee must verify that the number of meals received is equal to the number of meals ordered. He/She must then record the number of meals received in the "Quantity Received" column. He/She must submit the signed Verification of Meals/Snacks Ordered, Received and Served form to the food service manager/satellite assistant.
- b. The food service manager/satellite assistant must maintain a copy on file, and the after-school care manager must maintain the original.

4. Proper Distribution of Meals:

- a. Each student must be served ALL meal components of the scheduled menu as a unit. All meals must be served in an organized manner:
 - i. Students may line up to receive the meal **OR**
 - ii. Meals can be served from the cart(s) to each student at their table.
- b. Activity leaders are to utilize the After School Meals/Snacks Roster [FM-6118](#) to account for the meals. This form must be completed daily the "A" column (Attendance) and "S" column (Meals/Snacks) must be recorded manually, not electronically. The following instructions appear on this form:
 - i. Student attendance is to be noted in the "A" column with an "X" for present or an "A" for absent.
 - ii. As the student receives the meal, the student's name is marked off in the "S" column with a "1" if meal was received, or a "0" if a meal was not received.
- c. The person distributing the meals must be sure that the student receiving the meal is being marked on the roster as they receive the meal.
- d. When a hot item is to be served as part of the after school meal (e.g. grilled cheese, chicken patty sandwich):
 - i. Place hot item in individually wrapped foil bags.
 - ii. Place wrapped hot items in a conveyor, or stadium bag for activity leaders/after school care manager to pick up.
 - iii. The activity leaders are to serve the hot item along with the remaining cold items at the same time.

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- e. After school care staff is responsible for both the distribution of meals and the clean-up of the area where the meals are served.
 - f. On a daily basis, after all students have been served their meal, the activity leaders must add up the totals from the roster and record these totals in sections E, A, & S in the bottom section. A completed and signed copy of the After School Meals/Snacks Roster must be submitted to the food service manager prior to leaving that day.

Note: Any revisions made by the after-school care program must be communicated to the food service manager/satellite assistant. Any changes must appear on the revised Verification of Meals/Snacks Ordered, Received and Served form [FM-0943](#) and After school Meals/Snacks Roster as applicable and must be submitted to the food service manager/satellite assistant.
 - g. The following day upon receipt of the After School Meals/Snacks Roster the manager/satellite assistant will verify the number of meals served and leftover. The manager/satellite assistant must count the number of meals served to each student (number of "1" s) and check totals recorded in sections E, A, & S. The number of leftover meals is determined by subtracting the number of meals served from the number of meals received by the program. The manager/satellite assistant must sign on the "Verified By" line.
 - h. The manager/satellite assistant must record the counts on the Verification of Meals/Snacks Ordered, Received and Served form.
 - i. The food service manager/satellite assistant and after school care manager must maintain their copies on file.
 - j. The food service manager/satellite assistant will not accept the return of meals not served. The after-school care program will be charged for all meals not served (leftovers) once they have been provided to the program.
5. Every morning after breakfast service, the food service manager/satellite assistant will enter the after school meal counts in the POS using the counts from the Verification of Meals/Snacks Ordered, Receive and Served form:

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- a. Enter the amount of after school meals served the day before in the POS as follows:
 1. Enter Office Time
 2. Click Supl. Session
 3. Click on Snack Serving ON/OFF
 4. Enter serving date (should be previous date)
 5. Click OK
 6. Click Graphic POS
 7. Click 9 Pin
 8. Enter the number of meals served to students (yellow keys); this is the quantity of meals served as recorded on the Verification of Meals/Snacks Ordered, Received and Served form.
 9. On the graphic POS click the applicable key (program code) for after school meals served to the students.
 10. Enter the number of meals not served to students (yellow keys) this is the quantity of leftover meals as recorded on the Verification of Meals/Snacks Ordered, Received and Served form.
 11. On the graphic POS click the applicable key (program code) for meals that cannot be claimed.
 12. Click Bulk
 13. Click Subtotal
 14. Click Total
 15. Click Next
 16. Click Close
 17. Click Supl. Session
 18. Click Day End for Supl. Session
 19. Click Ok
 20. Click File Transfer
 21. Click Start Download
 22. Click Ok

The food service manager/satellite assistant and after school care manager must each complete the **Acknowledgement of Procedure for After School Meals/Snacks Reimbursable Program** form. ([Attachment](#)) Once the form is completed and signed, the food service manager/satellite assistant must scan and email it to the assigned region food service supervisor.

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B. After School Meals (Reimbursable Using POS) – Offer vs Serve.

1. The menu is scheduled and can be found at nutrition.dadeschools.net. If unable to offer the scheduled menu, make sure all the components are offered. The components are as noted below:
 - a. 2 oz. meat/meat alternate
 - b. 1 bread/grain
 - c. 1 fruit (1/4 cup minimum)
 - d. 1 vegetable (1/2 cup)
 - e. 1 milk (8 ounces)

Note: Students must select a minimum of three (3) different components (one must be a fruit or a vegetable) and a maximum of five (5) components.

2. Enter after school meals through the POS register as follows:
 - a. Day End must be completed
 - b. Exit WAN connection
 - c. Enter Fastrak
 - d. Day End should be showing in RED
 - e. On a top tab, click on Supl. Session
 - f. Click on **Supper** Serv On/Off – ON
 - g. Turn on Alana register
 - h. Enter password
 - i. Students participating in the afterschool program will go through the serving line and selected items.
 - j. After selecting items, students will enter their ID number on Keypad.
 - k. Employee must check the name on the screen as student enters ID number to make sure is the correct student and that the student have correct items. (Per OVS guidelines).
 - l. Employee must press the after-school key (program code) that corresponds to the program being served.
 - m. Employee must then press **subtotal**, **total** and **next** to conclude the transaction.

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- n. After meal service is finished, click on Supl. Session in FasTrak program.
 - o. Click Day End Supl. Session.
 - p. Follow commands when finished.
 - q. Computer will automatically go into WAN.
3. Programs must submit a daily attendance to the food service manager/satellite assistant.
 4. Leftover meal items are handled the same as for breakfast and lunch.

C. Snack - Non-Reimbursable

The snack menu is scheduled and can be found at nutrition.dadeschools.net. If you are unable to serve the scheduled menu, you must make a substitution. Please ensure the menu you serve contains two (2) of the components below:

- a. 2 oz. meat/meat alternate
 - b. 1 bread serving
 - c. 1 fruit (1/4 cup minimum)
 - d. 1 vegetable (1/2 cup)
 - e. 1 milk (8 ounces)
1. Request for After School Meals/Snacks form [FM-3932](#):
 - a. Every Friday, the after-school care manager should submit the signed Request for After School Meals/Snacks form which indicates the approximate number of snacks requested for the following week.
 - b. The food service manager/satellite assistant must maintain a copy on file, and the after-school care manager must maintain the original.
 - c. Every day prior to 1:00 PM, the after-school care manager will notify the food service manager/satellite assistant of the exact number of snacks needed for that day. The food service manager/satellite assistant will adjust the number of meals accordingly.
 2. Verification of Meals/Snacks Ordered, Received and Served form [FM-0943](#):
 - a. On a daily basis upon receipt of the snacks, the after-school care manager/designee must verify that the number of snacks received is equal to the number of snacks ordered. He/She must then record the number of snacks received in the "Quantity Received" column. He/She must submit the signed

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Verification of Meals/Snacks Ordered, Received and Served form to the food service manager/satellite assistant.

- b. The food service manager/satellite assistant must maintain a copy on file, and the after school care manager must maintain the original.

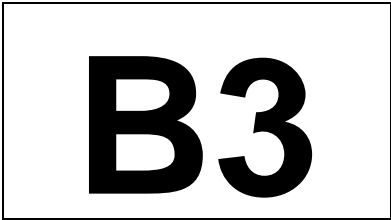
3. Distribution of Snacks:

- a. After school care staff is responsible for both the distribution of snacks and the clean-up of the area where the snacks are served.
- b. The food service manager/satellite assistant will not accept the return of snacks not served. The after-school care program will be charged for all snacks once they have been provided to the program.

4. Every morning after breakfast service, the food service manager/satellite assistant will enter the after-school snack counts in the POS using the counts from the Verification of Meals/Snacks Ordered, Received and Served form:

- a. Enter the amount of after school snacks served the day before in the POS as follows:
 - 1. Enter Office Time
 - 2. Click Supl. Session
 - 3. Click on Snack Serving ON/OFF
 - 4. Enter serving date (should be previous date)
 - 5. Click OK
 - 6. Click Graphic POS
 - 7. Click 9 Pin
 - 8. Enter the number of snacks served to students (yellow keys); this is the quantity of meals served as recorded on the Verification of Meals/Snacks Ordered, Received, and Served form.
 - 9. On the graphic POS click the key labeled YMCASP (program code) for after school meals served to the students.
 - 10. Click Bulk
 - 11. Click Subtotal
 - 12. Click Total
 - 13. Click Next
 - 14. Click Close
 - 15. Click Supl. Session
 - 16. Click Day End for Supl. Session
 - 17. Click Ok

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18. Click File Transfer
19. Click Start Download
20. Click Ok

For Action By: Principals, Food Service Managers, Satellite Assistants and After School Care Program Managers

Refer Questions to: Department of Food and Nutrition

Created: August 2015

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