



## POLICY FOR AFTER SCHOOL SNACK SY 2018-2019

### For Snacks Served On Site

Children enter the serving room and line up at the service counter. A child takes a complete snack from the line and then proceeds to the cashier/counter. The cashier/counter visually verifies that the child has a complete reimbursable snack and marks through a number on the Afterschool Snack Program (ASSP) Daily Meal Count Sheet. The cashier/counter will mark through each number beginning with a 001 as a snack is served (001).

After the snack meal service is complete, the ASSP Daily Meal Count Sheet will be totaled by the cashier/counter. A second-party check of the snack meal counts will also be conducted by administrative personnel. In addition, administrative personnel will conduct edit checks on a daily basis to ensure that the number of snacks served and counted do not exceed the number of snacks delivered/prepared or the number of children in attendance.

PCS is the system being used to manage and assess students' data. Our school will use this computerized system to implement and maintain After School Snack Program. PCS Revenue Control System, Inc. has set up a snack serving session. Which will accurately count, record and report through this system to consistently yield correct claims prior to the submission of the claim for reimbursements.

The Snack serving session will process the data transferred from the point-of-service (POS) roster from cashier/counter which is reviewed by administrative personnel to compile the claim for reimbursements. This review by a second party will be daily and monthly snack count prior to submitting the Reimbursement claim of Afterschool Snack production and meal count records.

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I have read the above procedure, understand it, and this is the procedure we have chosen for counting reimbursable meals.

*Audrey Franklin*

Sponsor Signature

July 3, 2018

Date

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