

REMINDERS & DEADLINES

The After School Snack Program

For use by SFAs only—Do not submit to Child Nutrition Programs

PRIOR TO SNACK PROGRAM OPERATION (New SFAs):

Task	Date Completed
1. Request Information from Vermont Department of Education, Child Nutrition Programs.	
2. Read the After School Snack Program handbook and use <i>50% School Eligibility List</i> to determine site eligibility. Is the school listed in the <i>50% School Eligibility List</i> ? If “No,” the Program is not site eligible or area eligible and the school must decide whether to operate a pricing program or non-pricing program. See the information sheet “Pricing and Non-Pricing Programs in the After School Snack Program” or page 4 of the <i>After School Snack Program Handbook</i> for more information on pricing and non-pricing programs.	
3. Complete and submit the “Intent to Participate” form. Be sure to include specific dates for the Monitoring Visits by an employee of the SFA or school (not a food service management company employee),	
4. Once approval has been granted, Child Nutrition Programs will update your on-line application so that claims can be filed.	

DURING SNACK PROGRAM OPERATION (All SFAs)

Timeline	Task	Date Completed												
Weekly or Monthly	<ul style="list-style-type: none"> Develop menus for the After School Snack Program 													
Daily	<ul style="list-style-type: none"> Keep production records of snacks prepared Take attendance and record appropriately for each site. Take a count of children receiving a reimbursable snack at each site. Record using a form provided by the state agency or an approved alternate. 													
Monthly (by calendar month)	Provide snack count records for each site in a timely manner for each calendar month to staff person responsible for submitting the Claim for Reimbursement.	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Sept</td> <td>Dec</td> <td>Mar</td> <td>June</td> </tr> <tr> <td>Oct</td> <td>Jan</td> <td>Apr</td> <td></td> </tr> <tr> <td>Nov</td> <td>Feb</td> <td>May</td> <td></td> </tr> </table>	Sept	Dec	Mar	June	Oct	Jan	Apr		Nov	Feb	May	
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Nov	Feb	May												
Within 1 st 4 weeks of Snack Program operation	Conduct a Monitoring Review of program operations at each site. Use the form provided by Child Nutrition Programs. First day: _____ End of 4 weeks: _____													
After Monitoring Review	If there is corrective action, give a deadline and conduct a follow-up review													
At least once during the remaining months of operation	Conduct the second Monitoring Review of program operations. Use the form provided by Child Nutrition Programs.													