

**Hattiesburg Public School District  
Child Nutrition  
Snack Service in the Afterschool Program**

**Guidelines for the Afterschool Snack Program**

- \* Only one reimbursement snack per child per day can be recorded for reimbursement funds. Adults are not eligible for the snack program.**
- \* Students are required to take two snack components to meet USDA meal pattern requirements.
- \* Record keeping forms/sheets are maintained by the program coordinator to record the number of reimbursable snacks served daily.
- \* The program coordinator should notify the child nutrition manager when snacks should not be sent due to school events such as field trips or other cancellations.
- \* The program coordinator should request from the child nutrition manager the appropriate number of snacks for the day based on the previous service day.
- \* The number of snacks ordered should be modified when the number of students attending afterschool care changes.
- \* The number of reimbursable snacks served daily must be reconciled to the number of students on the attendance roster.
- \* The program coordinator must submit to the child nutrition manager an accurate count of reimbursable snacks served to students the following school day.
- \* The program coordinator reconciles the number of snacks received daily to the number of snacks served plus the number of left-over snacks.
  - Leftover snacks will be refrigerated by the program coordinator and returned to the child nutrition manager the following school day.
  - **The revenue for the HPSD After School Snack Program under the National School Lunch Program is from federal reimbursement. The Child Nutrition Program receives \$ .74 reimbursement for a free snack. Accurate snack records are required to receive federal reimbursement.**

**We truly appreciate your assistance with our Afterschool Snack Program!!!**