Updated: July 14, 2023

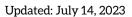


## Afterschool Meal Application Principal/Program Coordinator

- Complete an After School Supper Program Application.
- Submit the Application two (2) weeks prior to the date meals are needed. This will ensure that food is ordered in time for the meals to be served.
- Submit Application using one of these options:
  - Fax: 225-275-3801 Attention: Mary Carter OR E-Mail: mcarter@ebrschools.org
- Cafeteria Manager, Supervisor, and Principal/Program Coordinator will be notified by email when application is approved.
- Complete an application for EACH program within the school site. Each program must be approved before operating.
- Daily attendance roster is required to account for the amount of meals to be prepped.
- Leftovers must not be served as seconds. Meals maybe disallowed by the State/Federal Government.
- Meals must be consumed on site during the operating days and times. No meals must leave the site for consumption at home.
- Program Principal/Coordinator must provide a doctor's note for students with specialized diets and accompany them during meal times.
- If meals are left as Grab & Go in a refrigerator; meals must be served as a unit with all five (5) components. No component can be removed and served separately. Meals maybe disallowed by the State/Federal Government.
- Program Principal/Coordinator must accompany students during meal service and consumption
- Accountability must be taken at the Point of Service once the student is served a meal with all five (5) components.
- Accountability roster/check sheet must be completed and submitted to the Cafeteria Manager.
- Program Principal/Coordinator must attend and complete afterschool meals program training.
- A Justice for All poster must be posted in a visible area where meals are consumed.
- Afterschool meals are only for students enrolled in an approved program.

Principal/Coordinator's Name:	
Principal/Coordinator's Signature:	

The signature above indicates that the Program Principal/Coordinator acknowledges that they understand and will comply with the procedures outlined in the document.





## Afterschool Meal Application

Fax: 225-275-3801 Attention: Mary Carter OR E-Mail: mcarter@ebrschools.org

Today's Date:					
School Name:					
Principal Name::					
Program Name:					
Program Coordinator Name:					
Coordinator Tel. #:					
Total # of Students Enrolled:					
Operating Dates:	Start Date:	End Date:			
Operating Times:	Start Time:	End Time:			
Operating Days:	Check all that applies:				
	Mon.: Tues.: Wed.:	Thurs.: Fri.:			
	Weekend: Sat.: Sun.:	-			
Principal & Coordinator Signatures:	Principal:				
	Coordinator:				
CNP Office Completes Below:					
Type of Site: (CNP Office)	Check One: Cooking	Satellite			
Assigned Manager Name:					
Assigned CNP Staff:	Staff 1: Staff 2:				
Regional Supervisor:					
CNP Office Pre-approval:	Check One: Yes:	No:			



Updated: July 14, 2023

Director/Assist. Director's Final Approval:	Check One:	Yes:	No:
Director/Assist. Director's Signature:			

The signature above indicates that the Program Principal/Coordinator acknowledges that they understand and will comply with the procedures outlined in the document.