

Training Confirmation
At-Risk Supper and Snack Program
Program Coordinator Guidelines
2023-2024
Allentown School District
Child Nutrition Services

Child Nutrition Services has provided instruction to the program coordinator on the At-Risk Supper and Snack Program requirements outlined below:

The Civil Rights and CACFP Training PowerPoint must be viewed by all who handle food distribution.

Child Nutrition Services requires 10 business day notice for program start-up

The program coordinator/site personnel will ensure the students take all required meal components.

The program coordinator/site personnel will provide the Child Nutrition Coordinator/Supervisor a daily record indicating both the students in attendance and those taking the meal. This information must be available the morning after the meal service.

Child Nutrition services does not provide an At-Risk Supper/Snack Program employee to serve meals.

Each program site will be reviewed by Child Nutrition Services.

The Pennsylvania Department of Education (PDE) will also review program sites to ensure compliance. Review sites are randomly selected by PDE.

I have read and understand the guidelines of Child Nutrition Services, At-Risk Supper and Snack Program. I have reviewed the required Civil Rights/CACFP Training and understand my responsibilities regarding the program and that failure to follow these guidelines may impact continued participation in this program.

Program Name _____

Program Coordinator _____

Coordinator Phone # _____

Coordinator Signature _____

CNS Manager Signature _____

Date _____

Please submit completed training confirmations directly to the Child Nutrition Services Manager.