

**Training Confirmation
At-Risk Supper and Snack Program
Program Coordinator Guidelines
2017 - 2018
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.

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

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

The program coordinator/ site personnel will provide to 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 meal service.

Child Nutrition Services does not provide an At-Risk Supper / Snack Program employee to serve supper meals or snacks.

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 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 No. _____

Coordinator **Alternate** Phone No. _____

Coordinator e-mail address _____

Coordinator Signature _____

Date _____

Please submit completed training confirmations directly to the school cafeteria employee where the meals are prepared or the Cafeteria Manager.

Thank You