



ACKNOWLEDGEMENT OF PROCEDURES FOR AFTER SCHOOL MEALS/SNACKS REIMBURSABLE PROGRAM



TO: _____, Food Service Supervisor

FROM: _____, Food Service Manager/Satellite Assistant

School Name: _____ Program Name: _____

The information in this memo has been thoroughly reviewed with the after school care manager of the after school care program. All questions/concerns have been addressed.

Signature of Food Service Manager/Satellite Assistant

Date

TO: _____, Food Service Supervisor

FROM: _____, After School Care Manager

School Name: _____ Program Name: _____

The information in this memo has been thoroughly explained to me by the food service manager/satellite assistant. All my questions/concerns have been addressed. This training will be provided to all after school care activity leaders.

Signature of After School Care Manager

Date

A signed copy must be submitted to your region food service supervisor.