



Supper Program Quick Reference Guidelines for Newly Trained Afterschool Program Employees



The Supper Program is a USDA food program with specific guidelines that must be adhered to. **State auditors and LAUSD auditors observe the Supper Program unannounced.** Deviation from the following directions may result in fiscal action. After attending the Supper Program training, these brief directions will help you get started. Refer to them daily until you have a firm grasp on the requirements. The food service manager can answer questions and concerns you have regarding the Supper Program.

- ___1. Start the supper meal service at the approved starting time. *Starting 5 minutes before or after the approved time is considered a violation.*
- ___2. Make sure the “And Justice For All,” Supper Menu and Health Inspection Report are posted in a visible location near the meal serving area.
- ___3. Children 18 and under and disabled adults may participate in the supper program.
- ___4. Ensure children take a minimum of **3 components**.
- ___5. Use the ASP Supper Grid Sheet to count the program children who take a supper meal. It is imperative that you mark off the numbers on the form **as** the children receive their meal.
- ___6. Use the Community Roster for all non-program children. Their first and last name is required.
- ___7. Stand no more than 2-3 feet from where the children receive their supper meal to count them. This will ensure you can visibly see children take the complete meal.
- ___8. Ask all children who look like they are less than six years old their age. If they say they are five or less, do not provide them with a chocolate milk. They are only allowed to have **white, unflavored milk**.
- ___9. The approved meal service must be open for the full 30 minutes even if all children have received their meals.
You must stay open for any potential children arriving towards the end of the meal service.
- ___10. Supper meals must be consumed on campus. If you see children taking food home, politely tell them to eat their meals on campus before leaving.
- ___11. Submit the ASP Supper Grid Sheet and Community Roster to the cafeteria manager DAILY.
- ___12. Submit the ASP Attendance Roster to the cafeteria manager WEEKLY.