



**RICHMOND PUBLIC SCHOOLS
SCHOOL NUTRITION SERVICES DEPARTMENT
STANDARD OPERATING PROCEDURE**

Procedure No.:001	
Classification: Operations	Effective Date: 09/01/2015
	Revised: March 2018
Level: School Level	Revision Effective:
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SUBJECT: AFTERSCHOOL SNACK PROGRAMS APPLICATION PROCESS	

A. R.O.A.D. PROGRAM INFORMATION

In an effort to provide support to students who participate in an after-school program, the Richmond Public Schools Nutrition Services Department (RPS-SNS Dept.) has enrolled in USDA Child and Adult Care Food Program (CACFP). This program provides the funding source for RPS SNS to offer all schools the Richmond On-site After-school Dining Program (R.O.A.D). This program will provide a nutritious supplement to students at no charge, who participate in an organized educational enrichment activity after the regular school hours during the school year.

RPS-SNS Dept. has Three (3) R.O.A.D. program options:

1. MINI-SNACK PROGRAM (MSP- 2pc.)

- Offers the student a nutritional snack consisting of only 2 items such as:
Sample Menu: Cheez-it Crackers & 6 oz. 100% Fruit Juice

The menu for this program is based on a **TWO (2) WEEK cycle**. A student **MUST** select both items. They **MAY NOT** decline any of the 2 items in order for the snack to remain at **NO CHARGE**.

2. SUPER SNACK PROGRAM (SSP-5pc.): OVS (Offer-vs-Serve)

- Offers the student a nutritional snack consisting of 5 items such as:
Sample Menu: Italian Combo Wrap: Cheese, Turkey Ham, Turkey Pepperoni & Turkey Salami, Carrot Sticks w/ Ranch Dip, 100% Fruit Juice, Milk

The menu for this program is based on a **TWO (2) WEEK cycle**. A student may select all (5) or select (4) or (3) items. One of the items **MUST** be a fruit or a vegetable.

3. SATURDAY ACADEMY:

- ❖ This may be utilized on Saturdays or any other non-operating school day.
- ❖ This offers students a nutritional supplement, consisting of an AM or PM meal, with the option of a MSP-2pc.
Sample Menu- AM meal: Assorted Cereal Kit w/ a snack and 100% Fruit Juice, Pineapple tidbits, & Milk
Sample Menu- PM meal: Turkey and Ham sandwich, celery sticks w/Ranch Dip; 100% Fruit Juice, Milk
Sample Menu- MSP-2pc.: Graham Crackers & Milk

Food Items for the AM/PM Meal are based on a Three (3) week cycle menu.

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B. APPLICATION PROCEDURES & APPROVAL PROCESS:

1.

a. Each School's Afterschool Meal Program will only be activated AFTER an application for the R.O.A.D Program (Exhibit A) has been completed by a school's program coordinator/leader, and submitted to the SNS Dept. by one of the following:

- **Email: sroberso@RVASchools.net**
- **Fax: 804-780-8278**
- **Hand delivered to SNS Central Office: 1461 Commerce Road, Suite B 23224**

b. Along with the submission of the school's program application, the school program coordinator will submit the **R.O.A.D Program Training Schedule form (Exhibit B)**, with the application.

c. **The school Program Leader must coordinate with the Cafeteria Manager, a mutually convenient time and date for all parties to attend training together. This time should be noted on the Training Schedule form and should be a minimum of five(5) working days after the application submission date.**

2. **RPS SNS Dept. Central Office** staff will review the school's application to determine if it meets the USDA guidelines. The School's Program must have documentation to support the educational enrichment program offered; a sports activity alone does not qualify. **This process should take no longer than five (5) working days.**

3. Once the program application has been reviewed, the **Program Coordinator/Leader** and the **Cafeteria Manager** will receive a confirmation email. This email will inform all parties of the pre-approved application and confirm the date and time of the scheduled accountability training.

4. **The Program Coordinator and Cafeteria Manager are required to RSVP via email or fax, confirming their attendance at training on the scheduled date and time before the Program can begin.**

5. **The Program Coordinators/Designee, Program Leaders, and the school's Cafeteria Manager MUST attend the Accountability Training conducted by a RPS SNS Dept. Accounting Staff member BEFORE the final program approval.**

6. Accountability Training will run for **approximately 30- 45 minutes** at the **SNS Central Office**, located at the **1461 Commerce Road, Suite B, 23224**.

7. **After training, the Program Coordinator and Cafeteria Manager** will be given a program start date.

Note: The entire application processing, training, approval and program start date, should take approximately 12-15 working days