

Daily Record of Afterschool Snacks Served

This form is provided by Child Nutrition and Wellness, Kansas State Department of Education (KSDE). For assistance with completing this form, call 785-296-2276. Use of this form is required unless revisions or alternative form has been pre-approved by KSDE. Proposed form revisions must be submitted to KSDE annually, preferably with program renewal documents.

Complete this form daily. Give the completed form to the authorized representative for preparation of reports. The data reported in each column is necessary for computing reimbursement.

Maximum Number Enter the maximum number of students eligible for Paid, Reduced Price, and Free snacks. Enter the total number of eligible students.

Column

a Omit dates snacks are not served.

b Enter number of reimbursable snacks served to students in the Paid category.

c Enter number of reimbursable snacks served to students who are approved for Reduced Price benefits.

d Enter number of reimbursable snacks served to students who are approved for Free benefits.

e Total columns b, c and d.

f Enter the number of non-reimbursable snacks served to students. Non-reimbursable snacks include second snacks and snacks that do not include all required food items.

g Enter the number of snacks served to adults/guests for which payment is received. This column also includes snacks served to children not enrolled in the district/school, parents, grandparents, other guests, etc.

h Enter number of gratis snacks served to all adults who work in the food service operation.

i Enter number of gratis snacks served to all adults who do NOT work in the food service operation.

j Enter the total number of snacks served each day.

Total Days Snacks Served ... Enter the total number of days snacks were served during the month.