



**Albuquerque Public Schools
Energy Booster Meal Program
Policies and Procedures
2024-2025**

ENERGY BOOSTER PROGRAM
Policies and Procedures Training Module

Food & Nutrition Services
&
Early Childhood Education & Care Department

Program Contact Information

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Energy Booster Program

- APS Food and Nutrition Services will offer Energy Booster Meals to programs within APS Schools. These APS Energy Booster Meal programs shall be compliant with ECECD Regulations, and will need ECECD approval (Early Childhood Education & Care Department).
- If you are interested in having a supper meal program at your site and have not had prior approval from ECECD for Energy Booster Meals, visit the APS Energy Booster Website. It is recommended you read the Energy Booster Information Memo, in addition, an APS Energy Booster Meal Application must be submitted for your program at this time. The Food and Nutrition Department will take your application information and submit an approval request to ECECD. You will be contacted when approval for your program has been granted from ECECD.
- Do not take the On-line Energy Booster Training until your program has been approved.

APS Food and Nutrition

- The At Risk Supper Meal Program is a federally funded program managed by the New Mexico Early Childhood Education & Care Department and Family Nutrition Bureau (ECECD).
- APS Food and Nutrition is a sponsor for these meals in the Albuquerque Public Schools and refers to these meals as “Energy Booster Meals”.

Program Eligibility

- ECECD regulations require that, except for emergency shelters, Energy Booster Meal Afterschool Programs must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the National School Lunch Program.
- These meals are reimbursable for ages 3-18 years old.
- Must be age 18 and under; at the start of the year.

Program Requirements

- ECECD requires policy and procedure training for all staff members who will be distributing meals to students. The training module you are currently viewing is meeting this requirement.
- Every program must use a roster for students who are accepting a meal per ECECD regulations.

Program Requirements

- Food and Nutrition services requires one APS Energy Booster Application submitted per program, and one Program Review per staff member. This is an annual process.
- Programs must offer regularly scheduled educational or enrichment activities that are structured and supervised.


Program Requirements

- What are educational/enrichment activities?
 - Academic support, tutoring, arts and crafts, music, mentoring, recreation, computers, nutrition education, etc.
 - Competitive sports is not an eligible activity, but athletes can participate in the meal program at a study hall or other eligible activity after school.

Energy Booster Application Instructions

- One APS Energy Booster Meal Application per program must be completed and submitted to the APS Food and Nutrition Services Department for approval.
- The APS Application contains contact information, number of meals your program will be needing on a daily basis, and your meal serving time.


APS Energy Booster Application

		ALBUQUERQUE PUBLIC SCHOOLS FOOD & NUTRITION SERVICES		APPLICATION STATUS FOR OFFICIAL USE					
				<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED					
ENERGY BOOSTER PROGRAM APPLICATION FORM (MUST BE COMPLETELY FILLED-OUT)									
PROGRAM NAME: <input type="text"/>									
SCHOOL NAME: <input type="text"/>									
<input type="radio"/> ON SITE		<input type="radio"/> OFF SITE		OFF SITE LOCATION: <input type="text"/>					
PROGRAM MANAGER: <input type="text"/>			EMAIL: <input type="text"/>						
TELEPHONE NUMBER: <input type="text"/>			FAX NUMBER: <input type="text"/>						
CONTACT NAME: <input type="text"/>			CONTACT EMAIL: <input type="text"/>						
CONTACT TELEPHONE: <input type="text"/>			CONTACT FAX: <input type="text"/>						
DESCRIBE THE ENRICHMENT OR EDUCATION COMPONENT IN YOUR PROGRAM:									
INSTRUCTIONS PLEASE INDICATE THE NUMBER OF MEALS YOU WOULD LIKE TO RECEIVE FOR EACH DAY OF THE WEEK									
MON #	<input type="text"/>	TUES #	<input type="text"/>	WED #	<input type="text"/>	THU #	<input type="text"/>	FRI #	<input type="text"/>
START-UP DATE FOR MEALS: <input type="text"/>				ENDING DATE FOR MEALS: <input type="text"/>					
MEAL SERVING TIME: <input type="text"/>				NUMBER OF STUDENTS ENROLLED: <input type="text"/>					
I have read and understand the APS ENERGY BOOSTER MEAL Policy and Procedures; I have completed the required training; and, I have verified that each Program Official has completed the APS ENERGY BOOSTER MEAL PROGRAM TRAINING.									
SIGNATURE: <input type="text"/>				DATE: <input type="text"/>					
Print Form		Print completed Form and Email to stephanie.pinon@aps.edu or Fax to 505-348-5078 DO NOT SEND VIA JPEG OR ANY OTHER FILE FORMAT		Reset Form					

Energy Booster Program Questionnaire Review

- All staff members who will serve meals must be in compliance with USDA guidelines.
- The Program Review is a test on policy and procedures taken from the Energy Booster Training Module.
- All staff members who will be distributing meals must submit an Energy Booster Meal Program Review to the Food and Nutrition Services Program Department.

Program Questionnaire Review

	ENERGY BOOSTER MEAL PROGRAM REVIEW APS FOOD AND NUTRITION SERVICES	Email	Print
		Reset Form	
NAME:			
PROGRAM NAME:			
NAME OF SCHOOL PROVIDING SNACK:			
DATE:		ORGANIZATION LOCATION:	
1. Every Meal Program must keep a daily roster with students' names and record on this roster when a student accepts a supper meal.		<input type="radio"/> True	<input type="radio"/> False
2. All staff members must view the Energy Booster Meal Power Point Educational Module and submit an Energy Booster Meal Review to Food and Nutrition Services.		<input type="radio"/> True	<input type="radio"/> False
3. You may give out second servings, or have a share box at the site.		<input type="radio"/> True	<input type="radio"/> False
4. The entire Meal must be consumed by student on site.		<input type="radio"/> True	<input type="radio"/> False
5. A Meal can be a "to go" meal.		<input type="radio"/> True	<input type="radio"/> False
6. Meals are offered and accounted for as a unit.		<input type="radio"/> True	<input type="radio"/> False
7. To prevent waste, staff must communicate with the cafeteria manager to increase or decrease meals - with a goal of only 1-5 meals left over daily.		<input type="radio"/> True	<input type="radio"/> False
8. Programs must communicate calendar schedule to cafeteria manager on days off or holidays.		<input type="radio"/> True	<input type="radio"/> False
9. Meals are reimbursed to the Food and Nutrition Services Department with Federal money		<input type="radio"/> True	<input type="radio"/> False
10. It is everyone's responsibility to keep meals waste and cost down.		<input type="radio"/> True	<input type="radio"/> False
Review Key: This drop down list shows the correct answers to the Review Statements:			
PLEASE EMAIL THIS COMPLETED FORM BY PRESSING THE "SUBMIT BY EMAIL" BUTTON AT THE TOP OF THIS FORM OR PRINT THE DOCUMENT AND FAX IT TO 348-5078			


Program Questionnaire Review

- All applications and program reviews will be kept on file at the APS Food and Nutrition Department.
- Auditors will take copies of submitted applications, and reviews when monitoring sites.
- If a staff member has not taken the On-Line Energy Booster Meal Training, or submitted a Program Review Form they will not be allowed to distribute meals to students.

Preparing For Your First Day of Energy Booster Meals

- Have your APS Roster with students name and weekly meal record ready.
- This is a ECECD requirement.
- Rosters are to be filled in daily by a staff member. This procedure should not be taken lightly, these meals are bought with federal funds and USDA requires a record of a name with the meal that was distributed.

APS Roster Form

 <p>FOOD AND NUTRITION SERVICES</p>		ENERGY BOOSTER MEAL ROSTER SCHOOL NAME _____ PROGRAM NAME _____				
		DO NOT REMOVE ROSTER PLACE X IF STUDENT TAKES A MEAL	MONTH _____	YEAR _____		
#	STUDENT NAME	MON	TUE	WED	THU	FRI
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
TOTAL MEALS SERVED EACH DAY:						
TOTAL LEFTOVER MEALS EACH DAY:						
SUPERVISOR'S SIGNATURE: _____						

APS Roster Forms

- Only APS Rosters will be accepted for the Energy Booster Program.
- Rosters are ready for you to print on our APS Food and Nutrition Energy Booster Website. If you would like to personalize your roster by typing in your students names contact Stephanie Pinon, Program Manager, and a roster that you may edit will be provided to you.

Information Needed On Roster

- Site Name
- Date
- Students Name
- X-mark next to students name receiving meal.
- Total meals distributed daily.
- Signature of supervisor – staff member in charge of site.

Roster









- **Daily:**

- A staff member must find students name and place an X on the week day the student is receiving a meal.

- **Weekly:**

- Rosters are to be turned in to the cafeteria site supervisor on a weekly basis. If you are an On-Site Program do not take weekly roster outside of the cafeteria, leave in the cooler daily. No Exceptions.

Program Must Fill In Highlighted Areas

   		ENERGY BOOSTER MEAL ROSTER SCHOOL NAME  PROGRAM NAME 				
FOOD AND NUTRITION SERVICES		MONTH 	YEAR			
DO NOT REMOVE ROSTER		PLACE X IF STUDENT TAKES A MEAL				
		PROGRAM WEEK DATES				
#	STUDENT NAME	MON	TUE	WED	THU	FRI
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
TOTAL MEALS SERVED EACH DAY:						
TOTAL LEFTOVER MEALS EACH DAY:						
SUPERVISOR'S SIGNATURE:						

Roster

- Rosters with students names are a confirmation the student received a meal and the only way the Food and Nutrition Department can receive reimbursement from ECECD for those meals at the end of the month.
- Programs must submit completed rosters to cafeteria site supervisor weekly.
- Cafeteria site supervisors will submit the programs original rosters weekly to the Food and Nutrition Department.

APS Energy Booster Roster

Monthly:

- It is very important you do not merge months on your roster.
- The roster needs to be turned into the cafeteria site supervisor for her end of month reports.
- For example, if the last day of month ends on a Monday, October 31, 2024 - turn in your current roster and start a new roster on:
Tuesday, November 1, 2024.

Energy Booster Meals

- The Energy Booster Meals served may be cold, or hot at your site. The APS Food and Nutrition Department will determine on a site by site analysis which best fits your site.
- If your program site will be participating in the Energy Booster hot meal program, your program will be contacted to confirm approval.

Energy Booster Meals

- Meals will be located in the cafeteria dining room, inside a milk cooler.
- Meals will be labeled with your program name.



Meal Distribution

- It is important to pick up the correct program meals, as there might be multiple programs at your site.
- Before meal distribution, staff members should let students know what the Energy Booster Meal consists of that day. This allows the student to decide if he or she would like a meal.
- Do not call the meal a snack.
- There are No second servings.

Meal Distribution

- Meals are offered and accounted for as a unit.
- Unit = all food items are served together, including napkin.
- Students are to accept their meal as a unit.
- All meals must be distributed in the cafeteria. No Exceptions.



Meal Distribution

- Line up students in a single line close to the cooler.
- A trained program staff member is to offer a complete meal unit to student. Students are allowed to decline the meal if they have not handled the meal.
- Students may not get their own meal.

Meal Distribution

- Staff members must record on the weekly roster with an X on the day of week when a student is accepting a meal. This is referred to as point of service.
- Programs are encouraged to distribute and eat meals in the cafeteria. In the event this is not possible, you must distribute meals in the cafeteria, and have each student carry their own meal to the classroom.
- Notify the cafeteria site supervisor, and the Food and Nutrition Department with the location of your classroom where you will be eating your meal.

Meal Distribution

- If a student accepts a meal, walks away, and then changes their mind about wanting the meal. Have the student place the unwanted meal in the share box.
- Do not place meal back in the cooler, this meal will be counted on the roster as a meal given at time of service.
- This is not a to go meal. Students must eat their meals on site.

Meal Distribution

- If there is a second, or third group serving time, you are to record meals on the roster as meals are being distributed at the time each student is accepting a meal.
- Staff must keep all un-served booster meals at 41° or colder at all times in between serving groups.
- Make sure you have recorded all serving times for the different groups on the APS EB Application.

Meal Components

- A ECECD Energy Booster Afterschool Meal must include five servings of the following four components:
 1. Milk
 2. Vegetable – 1/2 Cup
 3. Fruit – 1/4 Cup
 4. Grains
 5. Meat or meat alternate

Taking a Food Component Off-Site

- Child can take off-site one component to eat at a later time.
 - 1 vegetable – or
 - 1 fruit – or
 - 1 grain

Unwanted Food Item(s)

- Place trash can by your meal distribution area so trash, and unwanted food items, may be thrown out daily at the end of the program.



Undistributed Meals To Students

- All undistributed energy booster meals left in the cooler at the end of the afternoon are noted on the Distribution Summary as leftovers.
- The cafeteria staff will count leftover meals and check Distribution Summary and Roster Forms for accuracy every morning.
- If there is a discrepancy the staff will correct the paper work and notify you.

Undistributed Meals To Students

- Program goal is to never have more than five leftover Energy Booster After School Meals. Minimizing waste in food and federal funds.
- The cafeteria site supervisor at your school site will increase or decrease meals as needed.
- The cafeteria staff has been instructed to pay attention to decrease meals if there are too many leftovers on a daily basis.

Distribution Summary Form

- Distribution Summary Form – is provided by the APS Food and Nutrition Services to all programs. This form is very important, as it validates program meal count accountability. The cafeteria site supervisor uses this form daily to maintain production, meal counts and inventory for audits.

Distribution Summary

- Form located by or in milk cooler.
- Form will have your program name.

ENERGY BOOSTER MEAL DISTRIBUTION SUMMARY		SCHOOL NAME		SCHOOL NUMBER			
APS FOOD & NUTRITION SERVICES DEPARTMENT							
FORM TO BE FILLED OUT DAILY							
PROGRAM:				MONTH & YEAR:			
#	Date	# of Meals Provided Today	Today's Attendance	# of Meals Served Today	# of Left Over Meals for Today	Signature of After School Official	Message Board
1							MESSAGE
2							
3							
4							
5							REPLY
6							
7							
8							
9							MESSAGE
10							
11							
12							
13							REPLY
14							
15							
16							
17							MESSAGE
18							

Distribution Summary

- The Site Supervisor will have school, program, month, year, date and number of meals provided, fields pre-filled.
- Staff members are not to write or erase the pre-filled fields. If there is an error note it on the message board.

ENERGY BOOSTER AFTER SCHOOL MEAL DISTRIBUTION SUMMARY						SCHOOL NAME	SCHOOL NUMBER
APS FOOD & NUTRITION SERVICES DEPARTMENT							
FORM TO BE FILLED OUT DAILY							
PROGRAM:				MONTH & YEAR:			
#	Date	# of Meals Provided Today	Today's Attendance	# of Meals Served Today	# of Left Over Meals for Today	Signature of After School Official	Message Board
1							MESSAGE
2							
3							
4							
5							REPLY
6							
7							
8							
9							MESSAGE
10							
11							
12							
13							REPLY
14							
15							
16							
17							MESSAGE
18							

Distribution Summary

- It is the programs responsibility to fill in these fields daily:
 - Today's Attendance.
 - Number of meals served.
 - Number of meals left over.
 - Signature

ENERGY BOOSTER MEAL DISTRIBUTION SUMMARY						SCHOOL NAME	SCHOOL NUMBER
APS FOOD & NUTRITION SERVICES DEPARTMENT							
FORM TO BE FILLED OUT DAILY							
PROGRAM:					MONTH & YEAR:		
#	Date	# of Meals Provided Today	Today's Attendance	# of Meals Served Today	# of Left Over Meals for Today	Signature of After School Official	Message Board
1			↓	↓	↓	↓	MESSAGE
2							
3							
4							
5							REPLY
6							
7							
8							
9							MESSAGE
10							
11							
12							
13							REPLY
14							
15							
16							
17							MESSAGE
18							

Information needed on Distribution Summary

- Attendance – record number of ALL students attending your program for that day.
- Number of meals served – record number of meals that were distributed to students.
- Number of left over meals – record number of undistributed meals left in cooler. Your numbers meals served and leftover should match the number of meals provided by the cafeteria for your program that day.
- Signature – confirmation you received meals.

Distribution Summary

- Staff members must fill in Distribution Summary Form immediately after serving meals. ECECD considers this point of service.
- Do not remove Distribution Summary form from the cafeteria. Site Supervisor will need this form every morning to do production.

Distribution Summary

- Message Board:
May be used as a form of communication to cafeteria personnel.

ENERGY BOOSTER MEAL DISTRIBUTION SUMMARY							SCHOOL NAME	SCHOOL NUMBER
APS FOOD & NUTRITION SERVICES DEPARTMENT								
FORM TO BE FILLED OUT DAILY								
PROGRAM:					MONTH & YEAR:			
#	Date	# of Meals Provided Today	Today's Attendance	# of Meals Served Today	# of Left Over Meals for Today	Signature of After School Official	Message Board	
1							MESSAGE	
2								
3								
4								
5							REPLY	
6								
7								
8								
9							MESSAGE	
10								
11								
12								
13							REPLY	
14								
15								
16								
17							MESSAGE	
18								

Distribution Summary

- If your program is an Off Site Program – A site who will be taking meals off school grounds, continue to read the next 4 slides.
- If your program is an On Site Program – A site who will be consuming meals on school grounds, skip the next 4 slides and continue with the slide titled Block Claiming.

Off Site – Undistributed Meals

All leftover undistributed meals must be thrown daily. No exceptions. Auditors will check refrigerators when visiting your site.

Block Claiming

- **Block Claiming** – A program having the same number for attendance and served meals every day.
- Reasons why submitting the same meal numbers for attendance and meals daily for multiple days are unacceptable:
 - Students are absent
 - Students going home early before meal is served.
 - Students refusing meal.

Block Claiming

- Block Claiming is a **red flag** to all auditors. You cannot have the same number of students in attendance and meals being served every day of the week, or for the entire month.
- Cafeteria Site Supervisors are instructed to review the Distribution Summary for block claiming, as this practice can jeopardize your meal program.

Meal Counts

Meal counts are expected to be 100% accurate!

- Do not guess.
- Do not estimate.
- Roster records must match Distribution Summary meals served daily. If there are twenty students on the roster who participated in eating meals that day there should be twenty meals served recorded on the Distribution Summary.

Milk Cooler

- A key will be provided to the program.
- Program leader will sign a Key Authorization Form.
- This key must not be taken home, transferred, or loaned out. Find a safe place to keep your key on site where all staff has access to it.
- The key will be turned in at the end of the school year, or at the end of the program.
- The person/program will incur a fee of \$5.00 for a replacement key.

CLEAN UP TIME

- If your program consume a meal in the cafeteria:
 - Use the Sanitizer Solution and Cloth, or Sanitizer Spray Bottle provided by APS Food Service to wipe down the tables.
 - Floors are to be swept.
 - Trash from your program should be thrown out daily.
 - If there are multiple programs in your cafeteria, you are responsible for your own trash, cleaning your tables and sweeping your program area.
 - Be considerate of other programs, leave a area clean.

Sanitizer Solution and Cloth



Staff Turnover

It is the programs responsibility to ensure all staff members have taken the APS Energy Booster Meal Training and submit a Program Review before participating in the distribution of meals to students.

Monitoring

- Your program will be continually monitored by ECECD and APS Food and Nutrition Services Department.
- The meal serving time on your application must be followed. Auditor's use these recorded times to go to your site.
- If there are questions or changes you must notify Stephanie Pinon, Program Manager.

Energy Booster Review

- It is extremely important to remember these meals are bought with federal funds, and USDA sets the guidelines everyone must follow.
- One meal per student.
- All meals are to be accounted for and consumed on site. Energy Booster meals are not a to go meal.

Energy Booster Review

- Rosters and the Distribution Summary must be completed on a daily basis and left in the cafeteria.
- Staff members who have taken the Energy Booster Online Training and submitted a Program Review are the only ones who may distribute meals to students.
- It is highly recommended all staff members take the training and submit a review due to staff turnover.

THANK
YOU!

The image features the words "THANK YOU!" in a 3D, blocky font. The word "THANK" is positioned above "YOU!". Both words are rendered in a light blue color with a gradient and a metallic sheen. The letters have a thick, dark blue shadow that tapers to a point at the bottom, creating a strong sense of depth and perspective. The entire graphic is centered on a plain white background.