

**COLLECTION PROCEDURE  
Afterschool Snack Program**

A meal counting and collection procedure must be established for the Afterschool Snack Programs. In collecting payments for Afterschool Snacks to substantiate the reimbursement claims,

1. Whether you are claiming all snacks as free or categorical you must develop a meal counting and collection procedure.
2. Please describe in detail the procedure you will use for the Afterschool Snack Program.

The method of coding for all categories must be inconspicuous.