Afterschool Snack Manual

# Overview

The Afterschool Care Program Meal Service provides reimbursement for snacks served to children in afterschool educational and enrichment programs that include students 18 years   
of age or younger. ​​​​​​​​Schools that offer student enrichment programs after the end of the regular school day are eligible to participate in the Afterschool Snack Service through the National School Lunch Program (NSLP). Afterschool snacks give children a nutritional boost and draw them into supervised activities that are safe, fun, and filled with learning opportunities. This program is only available to schools participating in the National School Lunch Program.

# Eligibility

Schools can add an Afterschool Care Program meal service at any time during the year.   
The School Approval Module (SAM) must be updated to reflect the operation. Attachment H Meal Supplement for Afterschool Care Program Assurances must be complete in the School Nutrition Online (SNO). Please note the assurances must be agreed to by the superintendent. The program cannot be operated without first being approved. There are two types of snack programs a school may be approved to operate: at risk or regular.

* **At Risk** - school serves and claims snacks as free when the school is ≥50% free/reduced or located in the attendance area of a school that is.
* **Regular** - school serves and claims snacks based on the same eligibility used for lunch and breakfast.

# Program Qualifications

In order for the Afterschool Care Program to qualify for the snack service, the school must participate in the National School Lunch Program. The program must be sponsored or operated by an SFA; however, the management of the care program may be contracted with another organization. This means that the board must approve the operation of the Afterschool Care Program. The SFA must retain administrative and fiscal responsibility for the program, enter into the agreement with the State Agency, and assume responsibility for meeting all program requirements including serving the snacks only in eligible sites providing the after-school care.

The program must operate afterschool hours, during a supervised afterschool care program. There are no restrictions on the amount of time that must elapse between the end of the school day and snack time.

* Exception may be approved for extended learning days, when at least one additional hour of learning is added to the usual school day (Contact your area consultant and refer to SP04-2011 for more information), Prior approval is required.
* The afterschool care program must:
  + Primarily provide care for children after school.
  + Have organized, regularly scheduled activities in a structured and supervised environment; and
  + Include education or enrichment activities, distinct from any extracurricular programs organized primarily for scholastic, cultural or athletic purposes.
    - Examples of eligible education or enrichment activities include homework assistance, tutoring, supervised “drop-in” athletic programs, extended day programs, drama activities, and arts and crafts programs. Organized interscholastic programs or community-level competitive sports are not eligible to participate. State agencies can provide further information regarding afterschool care program eligibility.

The afterschool program may only operate on days that school is in session. The program may not be operated on weekends, holidays, or school vacations.

Attendance

Children must attend the afterschool program to the extent that they receive supervision and care from the program and must have the opportunity to participate in the enrichment activity provided by the site. A “grab‐and‐go” option where a child picks up a meal and/or snack to consume off‐site is not allowed. The snack must be consumed in a congregate setting.

Multiple activities may be available at various locations within the site. For example, a school site could include a painting activity in the art room, math tutoring in a classroom, and a pick‐up kickball game outside. This would be allowed, as long as the activities are structured and supervised, and the meal and/or snack are consumed on‐site.

# Enrollment

There is no requirement for Program operators to maintain traditional enrollment records for the children that attend their afterschool programs. Afterschool programs may be either drop‐in or enrolled. To support the Claim for Reimbursement, sites are required to maintain attendance records and counts of the number of snacks and/or meals served. This could include daily   
sign‐in sheets, attendance rosters, or with State agency approval, other methods which result  
in accurate recording of daily attendance.

# Meal Counting

The afterschool snack program must maintain a record of the number of snacks served to students each day. The snack count must only include students who take a complete snack. The snack count does not need to be taken at the point of service; however, it must be accurate. A count from the attendance roster or sign-in sheet cannot be used. Programs must maintain a roster or sign-in sheet to determine which children are present on any given day and use this information as an edit check prior to submission of monthly claims for reimbursement. The ASCP cannot count snacks by student attendance. The snack count must be kept separate from the attendance roster. Reimbursement is based on the actual number of snacks served to students each day.

The Number of Snacks served Daily and Snack Production Record Form DE0113 serves to track daily snack counts and as a production record. A different method may be used; however, it must document the same information. Access the form and instructions online at <https://snp.gadoe.org/Programs/Pages/Afterschool-Snack.aspx>

# Meal Claiming

Prior to submitting the monthly claim, the SFA should check the daily snack counts with the daily attendance records. This provides an edit check to prevent overclaiming of snacks.

The ASCP cannot claim student attendance. Reimbursement is based on the actual number of snacks served to students each day. The snack count must be kept separate from the attendance roster.

Snacks cannot be claimed when school is not in session, on the weekends, holidays, or school vacations SFAs may claim reimbursement for no more than one afterschool snack per child per day. Any excess snacks that are produced can be served but cannot be claimed. It is up to the SFA to determine how leftovers or extras will be tracked and/or monitored.

# Meal Pattern

The Afterschool Snack Service provides a nutritional boost to fill the afternoon hunger gap for school children. Snacks served through the NSLP Afterschool Snack Service must include full servings of two of any of the following four food components: fluid milk, meat/meat alternate, vegetable/fruit, and grains.

Students must take both components for the snack to be reimbursable. Water must be available in addition to the two components. Water does not count as one of the two components.

Offer versus Serve (OVS) is not allowed. Students must be served at least two of the required components in the full portion size required. Choices are allowed. Review the meal pattern chart and food components section for more information on what must be served.

## K-12 Daily Meal Pattern

|  |  |
| --- | --- |
| **Components Serving Size** | |
| Milk | 8 fl. oz.  1 cup |
| Vegetables and Fruit  Juice | 3/4 cup  6 fluid ounces |
| Grains | 1 oz eq |
| Meat/Meat Alternates | 1 oz eq |

## Food Components

### Fluid Milk

* Only fat-free (unflavored or flavored) or low-fat (unflavored) milk may be offered.
* Milk variety is not required.
* Milk may not be served if juice is the only other component of a snack.
* For Pre-K, the milk requirement decreases to ½ cup and flavored milk may not

be served.

### Grains

* Grains must be enriched or whole grain-rich (whole grain-rich items are encouraged).
* Exhibit A or Product Formulation Statements (PFS) are used to credit this component.   
  A Child Nutrition (CN) label may also be used to credit combination products.
* There are no restrictions on grain-based desserts or sugar content of cereal for school aged children. Limiting grain-based desserts is encouraged.
* For Pre-K, the grain requirement decreases to ½ oz eq and whole grains must be served in one meal per day. In addition, grain-based desserts may not be served and there are sugar limits for cereal.

### Meats/Meat Alternates

* The Food Buying Guide, Child Nutrition (CN) Label, or manufacturer’s Product Formulation Statement (PFS) are used to credit this component.
* For Pre-K, the meat/meat alternate requirement decreases to ½ oz eq.

### Fruit/Vegetable

* Fruit and vegetable are one component.
* All juice must be 100% fruit, vegetable, or a combination of fruit and vegetable.
* Juice may not be served if milk is the only other component of a snack.
* The Food Buying Guide is used to credit this component.
* For Pre-K, fruits and vegetables are separate components.

## Cycle Menus

Cycle menus are recommended for the afterschool snack program. A cycle menu is a rotating list of menus used over a certain time period. The length of the cycle depends on the size of your operation, budget, and student food preferences.

Cycle menus create a more efficient procurement and forecasting process. Cycle menus save time for menu planning and preparation, control cost and inventory. When planned correctly, they ensure the meal pattern is consistently met.

## Production Records

Production records are used to document the menu, components and quantities served.   
The production records support the claim for reimbursement, ensuring the amount of food served is reflective of the number of meals claimed for reimbursement. The document is signed to indicate that the manager attests to the accuracy of the information. In Georgia, the DE 113 serves as a production record and documents the number of snacks served daily. You can access the DE 113 online at:  <https://snp.gadoe.org/Programs/Pages/Afterschool-Snack.aspx>

# Monitoring

Regular monitoring by the SFA is required to ensure program compliance. At least two on-site program reviews must be conducted each year for each afterschool snack program. The first review must be conducted within the first four weeks of starting the afterschool program. The remaining review may be conducted at any time after the first review, but prior to the end of the program.

The on-site reviews must assess each site’s compliance with program requirements, including meal counting and claiming and meal pattern. The onsite review form may be downloaded online at: <https://snp.gadoe.org/Programs/Pages/Afterschool-Snack.aspx>.

The completed onsite review forms must be kept on file for five years plus the current year.

# References

1. 7 CFR 210.10 (o) Afterschool Snacks
2. SP 04-2011 Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in NSLP and CACFP
3. SP 11-2011 Effects of Busing on Area Eligibility in CACFP, SFSPR and ASP and SSO thru NSLP
4. How Do they Compare? Child Nutrition Program Meal Pattern Requirements (1/19/2017)
5. SP 08-2017 Area Eligibility in the Child Nutrition Programs
6. Attachment V