

# After School Snack Program



## Handbook for After School Snack Programs Operated through NSLP

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 VERMONT  
DEPARTMENT OF EDUCATION  
CHILD NUTRITION PROGRAMS  
802-828-2447

## After School Snack Program

The After School Snack Program provides reimbursement for snacks served to children who are participating in after school care programs or attending after school care at day care centers. The program is funded by the U.S. Department of Agriculture and is administered by the Vermont Department of Education, Child Nutrition Programs. It is designed to give children a nutritional boost and draw them into supervised after school activities that are safe, fun and educational.

Two federal child nutrition programs are sources of funding to feed children after school:

- The **National School Lunch Program (NSLP)** provides reimbursement to school-sponsored after school programs for snacks. A school must participate in the National School Lunch Program in order to participate in the After School Snack Program. In a school that has 50% or more of the enrolled students eligible for free or reduced price meals, reimbursement is paid at the free rate for snacks served to all children. Schools under 50% eligibility are reimbursed by category (free, reduced, and full price) or basing reimbursement on claiming all snacks as “paid.”
- The **Child and Adult Care Food Program (CACFP)** provides reimbursement for snacks and, in some cases, meals to after school care programs that are operated by schools, local government agencies, and private non-profit organizations. To participate in CACFP After School Snack Program, the school must be located in a school or geographic area with 50% or more of the enrolled students eligible for free or reduced price school meals.

This manual focuses on the operation of an After School Snack Program through the National School Lunch Program. For more information on the CACFP After School Snack Program, contact Laurie Colgan at 802-828-5153.

Schools wishing to participate in the After-School Care Snack component of the School Lunch Program must first complete an ‘Intent to Participate’ Snack Program form, available from Child Nutrition Programs, Vermont Department of Education. Once this is submitted, Child Nutrition programs will contact you regarding the next steps. For more information, call Child Nutrition Programs at 802-828-2447.

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## Requirements to Operate the After School Snack Program

Any school that is part of a School Food Authority that participates in the National School Lunch Program is eligible to operate the After School Snack Program. The school must agree to assume full responsibility for meeting all snack program requirements. More specifically, the school agrees to:

- Provide regularly scheduled enrichment or academic activities in an organized, structured, and supervised environment
- Assure that no organized athletic program engaged in interscholastic sports\* be approved as after school care programs under this provision
- Serve snacks that meet USDA meal pattern requirements
- Meet state and local health & safety standards
- Maintain a roster or sign-in sheet as a means of determining children present on any given day
- Maintain a record of the number of snacks served each day
- Maintain a record of the foods served and the amounts prepared or used each day
- Claim reimbursement for no more than one snack per child per day
- Make the programs open to all children who participate in the after school care program
- Review after school care program at least 2 times per year

\* Organized athletic programs engaged only in school or community competitive sports may not be approved as programs eligible for the After School Snack Program. Examples are youth sports leagues such as a school baseball team or community soccer league. After school programs that include supervised athletic activity may participate provided any child can participate.

## School Responsibilities

Some schools operate the “care” part of the after school program (i.e., the educational component and/or enrichment activities). In many settings, a 21CLC provides activities and supervision in the school setting and the school provides the snack and oversees the program. It is possible for a school to contract with another organization to provide the care part of the after school program. However the school would set the terms of the contract and spell out the programming requirements to make sure the program is operated in compliance with federal regulations. In addition, the SFA would be responsible for providing the snack and must maintain administrative and fiscal responsibility for the after school care program.

There must be a school or SFA employee who knows program rules and regulations and how the After School Snack Program must be operated. This individual could be responsible for training everyone who will be involved with any aspect of operating the

After School Snack Program as well as for conducting the required monitoring reviews. Regulations prohibit food service management company employees from conducting the monitoring reviews so a school employee would have to do these.

**Role of School Food Service Staff.** Usually the school food service staff is responsible for providing the snack and keeping the production records. However, they are not required to stay late to serve the snack or take the meal count. The food service manager may be responsible for conducting monitoring visits and filing the claim for reimbursement.

**Role of After School Care Staff.** The entity that manages the after school care program usually takes responsibility for serving the snacks, keeping an attendance roster, and counting and recording the number of snacks served. The after school care staff needs to receive training by the sponsoring school food authority to assure compliance with regulations and policy governing the After School Snack Program.

## Student Participants

Children age 18 and under can receive snacks as part of the after school care program. If the student turns 19 during the school year, he or she is still eligible for the program. In addition, individuals, regardless of age, who are determined by the State Agency to be mentally or physically disabled and participate in organized after school care can receive snacks

Many after school programs hire teens to work with children in the program. These teens are eligible to receive a snack as well.

## Time Restrictions

An after school care program sponsored by a school under the National School Lunch Program can only be reimbursed for snacks served **after school on a regular school day**. Programs operating on weekends or during school vacations cannot be reimbursed for snacks. During the summer, snacks are not reimbursable unless the after school program takes place after summer school for academic credit.

## Reimbursement Amounts

Each year in July, USDA announces reimbursement rates for free, reduced, and paid meals in the National School Lunch Program and the School Breakfast Program as well as for the After School Snack Program.

The amount of reimbursement paid to each school depends on Free/Reduced price eligibility data from October of the preceding school year.

- Schools in which 50 % or more of the enrolled children are eligible for free or reduced price meals receive the free rate of reimbursement for one after school snack per child per day served to all participating children, regardless of individual eligibility. Depending on additional criteria, programs operated by these schools are either **site eligible** or **area eligible**. (Area eligible and site eligible schools in Vermont are listed on the 50% List for After School Program for the current year. An updated list is available from Child Nutrition Programs each year.)
- Schools that are below the 50% mark for free and reduced price eligible students receive reimbursement at the free, reduced price and full price rates, similar to that of the lunch program. Another option is to claim all snacks as “paid.” Programs at these sites are sometimes called **non-area eligible**.

## Counting, Claiming, and Charging for After School Snacks

**“Fifty-percent schools.”** Children participating in a site eligible or area eligible After School Snack Program cannot be charged for snack. Even though not all children are individually eligible, the majority attending that school or living in that area are. The snack count can be taken by counting the snacks served each day and recording this number on the appropriate form. One snack per child per day can be claimed. The count should not exceed the number of children in attendance.

**Other schools.** Schools that do not meet the 50% criteria have the option of implementing a **pricing program** or a **non-pricing program**.

1. **Pricing program:** With a pricing program, students are charged a fee for the snack based on their eligibility status. Free eligible students cannot be charged for the snack. The maximum charge for reduced price students is set by USDA at 15¢. Over-income students are charged the full price, which is determined by the school. The snack counts for each day must be taken using a roster-style system. Codes can identify each child’s eligibility status so snacks can be totaled and claimed each month by category (i.e., free, reduced, and paid).
2. **Non-pricing Program:** No students are charged for snacks. However, meal counts still must be taken. There are two options for counting and claiming snacks in a non-pricing program.
  - **Using a roster and claiming by category.** In this option, even though no student is charged for a snack, counts are taken using a roster and snacks are claimed based on free, reduced, and paid categories. (See description above and sample completed form on page 13.)

- **Claiming all snacks in paid category.** In this option the snack count can be taken using the same method as for site or area eligible schools, but all snacks are claimed at the “paid” rate no matter what the student’s individual eligibility is.

The difference between the cost of providing the snack and the reimbursement received for the snack may be covered by the school general fund, the organization sponsoring the activity part of the after school program, the parent-teacher organization, or a community group.

**Adults.** Regulations do not permit the cost for snacks served to adults to come out of the food service program budget. A minimum payment to cover costs should be paid by the adult or by the school or organization responsible for the programming.

## Summary of Site Types

Site Type	Criteria	Program Location	Rate Of Reimbursement
<b>Area Eligible</b>	The school <ul style="list-style-type: none"> <li>• Meets the 50% criteria (based on October data)</li> <li>• Is the only school in the community OR is a neighborhood school serving students within specified boundaries OR is the only school in the community serving students in a specific grade or grade range.</li> </ul>	A Program can be operated anywhere in the community or within the attendance area served by a neighborhood school	Free reimbursement rate for all children served, regardless of individual eligibility
<b>Site Eligible</b>	The school <ul style="list-style-type: none"> <li>• Meets the 50% criteria (based on October data)</li> <li>• Is one of two or more schools in the community serving students in a particular age range OR draws students from several towns.</li> </ul>	A Program can only be operated at the school to which the 50% eligibility applies (Otherwise it is a non-area eligible program)	Free reimbursement rate for all children served, regardless of individual eligibility
<b>Non Area Eligible (Neither area eligible nor site eligible)</b>	Based on October data, less than 50% of students enrolled at a school are eligible for free or reduced price meals.	Only at the school that is operating the after school snack program.	Based on individual eligibility <ul style="list-style-type: none"> <li>• free eligible=<i>free rate</i></li> <li>• reduced price eligible=<i>reduced price rate</i></li> <li>• full price eligible = <i>paid rate</i></li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• claim all snacks at the paid reimbursement rate</li> </ul>

## Meal Pattern Requirements

Snacks served as part of the After School Snack Program must meet U.S. Department of Agriculture meal pattern and nutritional requirements. At a minimum, snacks must consist of two different meal components in the appropriate portion sizes.

**After School Snack Program Meal Pattern**

Component	Minimum Serving Size	Examples
Fluid milk	8 oz (1 cup)	Flavored or unflavored milk
Meat/Meat Alternate	1 oz or equivalent (See page 9)	Meat, hard cheese, yogurt, peanut butter, egg, cottage cheese
Vegetable/Fruit	$\frac{3}{4}$ cup	Apples, oranges, kiwi, melon, grapes, carrots, broccoli, lettuce, tomatoes, full strength fruit or vegetable juice
Grain/Bread	1 serving (serving size varies with type of food—see page 10)	Bread, rolls, muffins, cereal, pretzels, crackers, tortilla chips

More information about the Snack Meal Pattern is on page 9. Information about the foods that are not creditable toward meeting the snack requirement can be found on page 10. Sample menus are provided on page 11 and a Sample Completed Meal Production Record is on page 12.

There is no offer vs. serve option for the After School Snack Program. Each child must be served at least two of the four components for a snack to be considered reimbursable. The amount served must meet minimum serving size requirements

## Required Recordkeeping

At a minimum, schools participating in the After School Snack Program must maintain the following records on a daily basis:

- **Daily snack production records.** This record must provide information about what food is served, what portion sizes were used, how many snacks were prepared, and how much total food was used to produce the snacks. This documents compliance with the meal pattern components and portion sizes served. See pages 9 and 10 for meal pattern requirements and page 12 for a sample completed production record.
- **Daily attendance records.** These can be records the after school care program staff keep or ones that have been developed for the snack program. Using these records as an edit check allows the SFA to be sure it is not claiming more snacks than there are children in attendance on any given day.

- **Daily meal counts.** A sample form that is appropriate for taking meal counts for both pricing and non-pricing programs is on page 13. Totals from these sheets each day need to be entered into the “Consolidated Daily Snack Count Sheet.”
  - **Area or site eligible school sites** claiming all snacks as “free” and **non-area eligible programs** claiming all snacks as “paid” need a count of students served snack each day. Use the form for attendance and mark the students who are served snack then total the number of snacks served.
  - Non-area eligible programs claiming by category (pricing or non-pricing) need to use the roster so students can be identified as free eligible, reduced price eligible, and ineligible for free or reduced price. Discuss with approving official and/or claims official who will be responsible for totaling snacks by category for each day and entering into the Consolidated Daily Snack Count Sheet. The claims official must have the Consolidated Daily Snack Count Sheet. **in order to file the on line claim.**
- For any type of site, only one snack per child per day can be claimed.

## Monitoring Requirements

Each After School Snack Program must be reviewed by the school food authority two times per year. This responsibility cannot be delegated to a representative of a food service management company. The reviews must assess each site’s compliance with counting and claiming procedures, and the snack meal pattern.

**First review:** Must be conducted each year within the first four weeks of snack program operation.

**Second review:** Another review must be conducted sometime during the remainder of the time the After School Snack Program is in operation.

**Note:** If problems are found during either of these reviews, corrective action must be assigned and at least one follow-up review must be conducted to ensure that the corrective action has been implemented.

## Claiming Reimbursement

The After School Snack claim for reimbursement must be submitted on line each month with the school lunch claim. The person who completes the claim will need the Consolidated Daily Snack Count Sheet for reporting the number of snacks served by category (free, reduced, paid). S/he will also need to report the enrollment for the snack program and the average daily attendance. These numbers will not be the same as the numbers for the lunch and/or breakfast program (unless every child is enrolled in the After School Snack Program).

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# Snack Meal Pattern

After School Snack Program

**To meet minimum requirements, each snack must contain 1 full serving of a creditable food from two of the four meal components shown below.**

Please note that:

- Additional foods may be served.
- Larger serving sizes are allowed (and recommended for older children).
- Juice may not be served when milk is served as the only other component.

Meal Component	Minimum Quantity Required Ages 6-18
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**1. MILK (Must be *fluid milk* served as a beverage or to pour over cereal, or both )**

Flavored, unflavored, whole, 2%, 1%, skim	8 fluid oz. (1 cup)
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**2. MEAT/MEAT ALTERNATE (quantity of *edible portion* as served)**

Lean meat, poultry or fish	1 oz
Hard cheese (e.g., Cheddar)	1 oz
Cottage cheese	2 fluid oz (¼ cup)
Yogurt (commercial)	4 fluid oz (½ cup)
Large egg	½ egg
Cooked dry beans or peas	¼ cup
Peanut butter or other nut or seed butters	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds, or an equivalent quantity of any combination of the above meat/meat alternate	1 oz

**3. VEGETABLES/FRUITS**

Fresh, canned, frozen fruits and vegetables or full-strength (100%) vegetable/fruit juice	<b>6 fluid oz (¾ cup)</b> (not ½ cup)
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**4. GRAINS/BREADS (Must be *enriched, fortified, or whole grain*)**

Refer to the back of this sheet or the “Grains/Bread Guidance” sheet for information on what makes up a serving of grains/breads.	1 serving (based on “Grains/Bread Guidance” or information on back of this sheet)
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**Grains/Breads Serving Size  
For After School Snack Program**

First ingredient must be enriched, fortified, or whole grain.

Saltines and similar crackers Hard pretzels Bread Sticks	20 grams or .7 oz.
Bagels (plain) Breads/rolls (enriched white, wheat, rye, whole wheat, Italian, French, etc.) Graham crackers, Animal Crackers Tortilla chips Taco shells	25 grams or .9 oz
Pancakes Plain cookies Cornbread or corn muffins Waffles	31 grams or 1.1 oz
Granola Bars (plain) Muffins (except corn)	50 grams or 1.8 oz
Cookies with nuts, raisins, fruit purees) Grain fruit bars Granola bars with nuts, raisins, etc.)	63 grams or 2.2 oz
Barley Oatmeal, other cooked cereal Rice (enriched white, brown) Pasta	½ cup cooked
Ready to eat breakfast cereal (cold, dry)	¾ cup or 1 oz. (whichever is less)

**Foods That Do Not Count  
as a Snack Component**

(These foods can be served, but small amounts are recommended since many are high in fat and/or sugar.)

Bacon Bacon Bits Butter/Margarine Chili Sauce Coconut Cream Cream Cheese Dips made with Sour Cream Frosted Brownies Frozen Yogurt Ice Cream Ice Cream cones Jams, Jellies Jell-o Ketchup Mayonnaise Oreo Cookies Pepperoni Popcorn Popsicles Potato Chips Puddings (canned or prepared from mix) Ranch Dressing Relish Salad Dressings Taco Sauce Tofu
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**SAMPLE MENUS FOR AFTER SCHOOL SNACK PROGRAMS (NSLP)**

<b>Mixed Berries</b> ( $\frac{3}{4}$ cup) <b>Low fat Yogurt</b> ( $\frac{1}{2}$ cup)	<b>Apple Slices</b> ( $\frac{3}{4}$ cup) with Peanut Butter (Optional) <b>Low-fat White or Chocolate Milk</b> (1 cup)
<b>Blueberry Muffin</b> (must weigh at least 1.8 oz) <b>Low-fat White or Chocolate Milk</b> (1 cup)	<b>Strawberry/Peach/Pineapple Kabobs</b> ( $\frac{3}{4}$ cup total) <b>Waffle</b> (must weight at least 1.1 oz)
<b>Sliced Peaches</b> ( $\frac{3}{4}$ cup) <b>Cottage Cheese</b> ( $\frac{1}{4}$ cup) or <b>Cheese Stick</b> (1 oz)	<b>Pumpkin Bread or Muffin</b> (1.8 oz. slice or larger) <b>Pineapple Juice</b> ( $\frac{3}{4}$ cup)
<b>Cold Cereal</b> ( $\frac{3}{4}$ cup or 1 oz, whichever is less) <b>Low-fat Milk</b> (1 cup) Banana (optional))	<b>Baked Apple with Raisins</b> • 1 medium apple + $\frac{1}{4}$ cup raisins <b>Cheese Cube</b> (1 oz)
<b>Oatmeal Raisin Cookie</b> (must weigh at least 2.2 oz) <b>Fresh Apple Slices</b> ( $\frac{3}{4}$ cup)	<b>Plain Granola Bar</b> (must weigh at least 1.8 oz ) <b>Cheese Stick</b> (1 oz )
<b>Nachos with Cheese &amp; Salsa</b> • Whole corn tortilla chips (about $\frac{2}{3}$ cup, must weigh at least 0.9 oz) • 1 oz cheese • Optional salsa	<b>Taco Salad</b> • Broken tortilla shells (about $\frac{2}{3}$ cup, must weigh at least 0.9 oz) • Lettuce, tomato, and onion (total of $\frac{3}{4}$ cup) • Shredded cheese and condiments optional (Note: An alternate might be 1 oz shredded cheese, with vegetables and condiments optional)
<b>Cheese Cube</b> (1 oz) <b>Whole Wheat Crackers</b> ( about 8 crackers, must weigh at least 0.7 oz)	<b>Macaroni and Cheese</b> • At least $\frac{1}{2}$ cup macaroni and 1 oz cheese per serving
<b>Fresh Made Applesauce</b> ( $\frac{3}{4}$ cup) <b>Graham Crackers</b> (about 4 crackers, must weigh at least 0.9 oz) with Peanut Butter (optional)	<b>French Toast or French Toast Sticks</b> (2.2 oz ) <b>Orange Slices</b> ( $\frac{3}{4}$ cup )
<b>Grilled Cheese</b> • Whole wheat bread (1 slice bread, must weigh at least 0.9 oz) • 1 oz cheese	<b>Broccoli, Carrot and Cauliflower Pieces</b> ( $\frac{3}{4}$ cup total) w/dip <b>Wheat crackers</b> – (about 8 shredded wheat type, must weigh at least 0.7 oz )
<b>Ham and Cheese Wrap</b> • ( $\frac{1}{2}$ of 12" wrap, must weigh at least .9 oz. • $\frac{1}{2}$ oz sliced ham and $\frac{1}{2}$ oz sliced cheese • Spread and vegetables optional	<b>Pancake</b> (about 4 in. diameter, must weight at least 1.1 oz) <b>Strawberries</b> ( $\frac{3}{4}$ cup) w/yogurt topping (optional)
<b>Fresh Strawberries</b> ( $\frac{3}{4}$ cup) <b>Low-fat Yogurt</b> ( $\frac{1}{2}$ cup)	<b>Soft Whole Wheat Pretzel</b> (must weigh at least 0.9 oz) <b>Apple Cider</b> $\frac{3}{4}$ cup
<b>Teddy Grahams</b> (at least 0.9 oz) <b>Low-fat White or Chocolate Milk</b> (1 cup)	<b>Spaghetti and Meatballs (or Meat Sauce)</b> • At least $\frac{1}{2}$ cup spaghetti and 1 oz meat/meat alternate equivalent per serving
<b>Raw Vegetables</b> ( $\frac{3}{4}$ cup) with Yogurt Dip (optional) <b>Graham Crackers</b> (about 4 crackers, must weigh at least 0.9 oz)	<b>Low-fat Yogurt</b> ( $\frac{1}{2}$ cup) <b>Wheat Crackers</b> (8 shredded wheat type, must weigh at least 0.7 oz )

School/Site: Anytown School

Week of: 9/25/06

AFTER SCHOOL SNACK PRODUCTION RECORD  
NSLP After-School Snack Program

	A	B	C	D	E	F	G	H
	Check (✓) Menu Components for each day (must ✓ at least 2 required components)	Snack Menu	No. of Planned Snacks	Serving Size	Amount needed to meet requirements (A x D)	Total Amount Prepared	# Students Served	# Adults Served
Monday	<input checked="" type="checkbox"/> M/MA (1 oz) <input type="checkbox"/> Milk (1/2 pt) <input checked="" type="checkbox"/> F/V (3/4 cup) <input type="checkbox"/> G/B (1 serving) <input checked="" type="checkbox"/> Other	String Cheese Apples Water	44	1 oz 1 apple	44 1-oz pkg 44 apples	44 1-oz pkg 44 apples	39	2
Tuesday	<input type="checkbox"/> M/MA (1 oz) <input checked="" type="checkbox"/> Milk (1/2 pt) <input type="checkbox"/> F/V (3/4 cup) <input checked="" type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other	Milk Graham Crackers	48	8-oz milk .9 oz. (4 squares)	48 8-oz cartons 3 lb graham crackers	48 8-oz cartons 3 boxes (14.4oz each) graham crackers	47	1
Wednesday	<input checked="" type="checkbox"/> M/MA (1 oz) <input type="checkbox"/> Milk (1/2 pt) <input type="checkbox"/> F/V (3/4 cup) <input checked="" type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other	Nachos Salsa Water	45	.9 oz (2/3 cup) tortilla chips 1 oz cheese 1/4 cup salsa	3 lb tortilla chips 45 oz cheddar cheese #10 can salsa	3 lb tortilla chips 3 lb cheddar #10 can salsa	45	0
Thursday	<input checked="" type="checkbox"/> M/MA (1 oz) <input type="checkbox"/> Milk (1/2 pt) <input type="checkbox"/> F/V (3/4 cup) <input checked="" type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other	Peanut Butter Bagels Water	40	2 Tbsp p.b. 1/2 bagel	5 cups peanut butter 20 3 oz. bagels	1/2 #10 can p.b. 20 bagels	35	2
Friday	<input type="checkbox"/> M/MA (1 oz) <input checked="" type="checkbox"/> Milk (1/2 pt) <input checked="" type="checkbox"/> F/V (3/4 cup) <input checked="" type="checkbox"/> G/B (1 serving) <input type="checkbox"/> Other	Oatmeal Raisin Cookie Milk or Apple cider	35	2 cookies (1.1 oz each) 8 oz. milk OR 6 oz (3/4 cup) cider	Oatmeal cookie recipe for 4 doz. 30 8-oz cartons milk 1/2 gal cider	70 cookies 30 8-oz cartons milk 1/2 gal. cider	32	2

<b>School/Site:</b> <u>Midtown Elementary</u> <b>Month/Year:</b> <u>February 2009</u>	<b>DAILY ATTENDANCE AND SNACK COUNT RECORD</b> <b>NSLP After-School Snack Program</b>
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Use a separate sheet for each site. Enter the names of children enrolled in the After-School Snack Program in the left column. For each day the snack program operates, place a checkmark in the "date box" if the child is in attendance, then cross the checkmark if the child is served (or takes) a snack that meets the meal pattern requirements. Snack count total should not total more than the attendance count on any given day. This form may be used for area/site eligible sites or non-area eligible sites.

Or use these indicators to record attendance and snacks served: **A**-Absent    **S**-Received Reimbursable Snack    **N**-Present, No Snack

Total the snacks from this sheet and enter them in the "Consolidated Daily Meal Count Record" each day. Make copies of this form as needed

	Date						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Student Name	*Code	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
<b>Jason Benoit</b>	#					S		S	S	S	A	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
<b>Jennifer Benoit</b>	#					S		S	A	A	S	S	S	S	S	S	S	S	S	A	S	S	S	S	S	S	
<b>Natasha Brown</b>	%					A		A	S	S	S	S	S	S	S	S	A	S	S	S	S	S	A	N	S	S	
<b>Nevaeh Brown</b>	%					S		S	S	S	N	S	S	A	N	S	S	S	S	S	S	S	S	S	A	S	
<b>Jane Bullard</b>	%					A		N	S	S	S	S	S	S	S	S	A	S	S	S	N	S	S	S	S	S	
<b>Jeff Bullard</b>	%					S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
<b>Courtney Dailey</b>	*					N		N	N	S	N	N	N	S	S	S	S	N	S	S	S	S	S	S	S	S	
<b>Marianna Dodge</b>	%					S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
<b>John Dubois</b>	%					S		S	S	S	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
<b>Nathan Freeman</b>	#					S		S	S	S	S	S	S	S	S	A	A	S	S	S	S	S	S	S	S	S	
<b>Kristen Marshall</b>	#					S		S	S	S	S	S	S	S	S	S	S	S	S	A	S	S	S	S	S	S	
<b>Mary Scott</b>	%					S		S	S	S	S	S	S	A	S	A	S	S	S	S	S	S	S	A	S	S	
<b>Bella Solace</b>	%					S		S	A	A	A	A	A	N	S	A	S	N	N	A	S	A	A	S	A	A	
<b>Vinnie Solace</b>	#					S		S	S	S	S	S	S	S	S	S	S	S	S	A	S	A	A	S	S	S	
<b>Ainsley Worth</b>	#					A		A	A	A	A	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
*# snacks served to free eligible	8 <i>elig</i>					6		6	7	7	6	8	8	6	8	6	6	7	7	7	7	7	6	6	6	7	
*# snacks served to reduced price eligible	1 <i>elig</i>					0		0	0	1	0	0	0	1	1	1	1	0	1	1	1	1	1	1	1	1	
*# snacks served to ineligible students	6 <i>ineli g</i>					5		5	4	4	5	5	6	6	6	5	5	6	6	3	6	5	5	6	6	6	

\* **Non Area/Site Eligible programs:** *Shaded areas for program administrator use only.*

\* **Area /Site eligible schools:** *Shaded areas are not applicable.*



# AFTER SCHOOL SNACK PROGRAM MONITOR FORM

## NSLP After School Snack Program

**Directions:** A representative of the school that is operating the After School Snack Program must monitor Program operations at least twice during the year. (By regulation, a food service management company representative cannot conduct these reviews.) The review includes observing the snack program in operation. The first monitoring visit is to be made during the first four weeks that the snack program is in operation each school year. The second is to be conducted some time during the remainder of the school year.

**Review Number**

Circle Review Number:	<b>1st of 2</b> <small>(To be conducted during first four weeks of operation)</small>	<b>2nd of 2</b> <small>(To be conducted during remainder of school year time during which ASP operates)</small>	<b>Follow-up</b> <small>(If corrective action was required)</small>
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**Site Information**

1. School Name: <b>Anytown School District</b>		Site: <b>Southside Elementary School</b>	
2. Reviewer Name: <b>Mollie Monitor</b>		Date: <b>9/28/09</b>	
3. Name(s) of After-School Program Personnel Interviewed: <b>Joan Morrison (After School Care Program Coordinator) &amp; Jim Ambrose (Food Service Manager)</b>			
4. Is this a Site or Area Eligible Program (the school is on DOE's current 50% list for ASP)? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no			
5. If this is not a Site or Area Eligible Program, complete the information on the next line.			
<input checked="" type="checkbox"/> Non-Pricing Program	Number of Students in ASP Approved Free: <u>23</u>	Number of Students in ASP Approved Reduced: <u>4</u>	Number of Students in ASP Over-Income / Paid: <u>38</u>
<input type="checkbox"/> Pricing Program:			

**Menus and Production Records**

1. Are menus posted for the week?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
2. Are menus retained on file?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3. Do menus consistently meet meal pattern and serving size requirements?	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
4. Are there snack production records on file to support the snack menus	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5. Are the production records complete so that it can be determined that sufficient food was prepared for the number of snacks served?	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

**Day of Review**

1. Snack Menu Observed: <b>Fruit Bowl, Cracker Assortment, Water</b>
2. Menu/Food Items & Portion Sizes Served: <b>1 whole fruit per child and 2 pkgs snack crackers per child .75 oz each</b>
3. Number of children served: <u>33</u>
4. Describe how meal counts are taken and recorded: <b>A roster has been set up so attendance and meal counts are recorded on the same sheet. The attendance is taken as Kids come in (checkmark). When snack is served the kids who have a complete snack are marked with a line across the checkmark.</b>
5. What enrichment and/or educational activities are children involved in? <b>homework help, drama activities, nutrition and cooking class</b>
6. Are the children appropriately supervised? <b>yes</b> Explain. <b>One adult and one teen helper was with each group of children.</b>

## Instructions for Completing the Monitor Form for After-School Snack Program

### Review Number:

Circle the review that is being conducted.

- 1<sup>st</sup> of 2 - This is the first of the two reviews.
- 2<sup>nd</sup> of 2 - This is the second of the two reviews.
- Follow-up is the review required to verify that errors found in a previous review were corrected and that the corrective action that was required has been implemented.

### Site Information:

1. Enter School Food Authority Name and site of after school snack program. Example: *Montpelier School District. Site: State Street School.*
2. Enter name of reviewer and the Date. Example: *Jane Smith. September 23,2006.*
3. Enter name of After School Care Program Manager/Coordinator. Example: *Betsy Jones*
4. If the site is either area eligible or site eligible check yes. (Refer to the current "50% list for After School Snack Program.) If your school is not on the list, check No and answer question 5.
5. If the program is not area or site eligible, indicate if the program is a pricing or non-pricing program. Record the number of students enrolled that are approved as free eligible, reduced-price eligible, and over-income.

### Menus and Production Records:

1. Indicate if the planned menus for the After School Snack are posted for the week. This is not a requirement, but a nice way to advertise the program.
2. Indicate if the snack menu records are kept on file. Records must be completed and kept on file.
3. Indicate if the snack menus contain a minimum of two of the four meal components.  
Meal Pattern Requirement Reminders:
  - ① Full portion sizes of two different meal components must be served, as a minimum.
  - ② Juice and milk cannot be served as the only two components at snack.
  - ③ Cookies and sweet dessert-type items can be served no more than twice per week.
  - ④ Non-creditable food items cannot be counted as one of the two required components at snack.
4. Check the menu production records to see if the required information is provided.
5. Determine if sufficient food was prepared to meet minimum requirements.

### Day of Review:

1. Record the planned menu for the After-School Snack, if there is a planned menu posted. If not, ask the After School Program Director what has been planned for the day.
2. Record the food items served for the snack.
3. Record the number of children served and claimed for snack.
4. Briefly describe the procedure used to take the point of service snack count e.g., roster, check sheet, etc.). Indicate who takes the count and the forms/records that the daily count is recorded on. Area Eligible programs need only a point of service count of the total number of children served. Programs located in schools that are not area eligible must take the meal count by category - free, reduced price and paid - without overt identification of the eligible children. Non-pricing programs claiming only paid reimbursement may take a point of service count of the total number of children served.
5. Briefly describe the activities provided for children (e.g., homework help, snowshoeing, computer instruction, etc).
6. Comment on the supervision of the children (e.g., one adult for 15 children, 2 adults and a high school student for 25 students, etc.).

**Training**

1. Has staff attended training in snack program requirements?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
2. What topics were covered? <i>Snack components and serving sizes, non-creditable foods, required recordkeeping, review of forms and information to include, practice determining a countable snack</i>		
3. Is documentation on file?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no

**Recordkeeping**

1. Are there record records of daily attendance and snack count? Are the records complete, up to date, and kept on file?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
2. Are snack production records completed daily?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
3. Is the master list of enrolled children complete and current?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
4. Does the school or food service program have applications on file for all children approved as eligible for free and reduced price meals?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA (area eligible only)
5. Are records given to the food service manager on a regular basis?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> NA (operated by food service program)
6. Is the "...And Justice for All" poster on display?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	

**Sanitation**

1. Are sanitary procedures followed in the service of snacks	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
2. Do all children wash their hands before meal service?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no

**Corrective Action**

1. Check if the following apply	2. Explanation of any checked items and corrective action to be taken
<ul style="list-style-type: none"> <li><input type="checkbox"/> No records</li> <li><input checked="" type="checkbox"/> Incomplete records</li> <li><input checked="" type="checkbox"/> Meal pattern errors</li> <li><input type="checkbox"/> Poor sanitation</li> <li><input type="checkbox"/> Counted incomplete snacks</li> <li><input type="checkbox"/> Counted more than one snack per child.</li> <li><input type="checkbox"/> Other</li> </ul>	<p><i>On 9/28 fruit juice and raw vegetables with ranch dip were served for snack. There was no second component. (meat/meat alternate, milk, or grain/bread item). Jim will review each month's menu with Joan to be sure there are at least two components in each snack. He will submit October's menu to the reviewer. The production records had menu and serving size information, but no total amounts prepared. Jim will work to improve the production records and submit production records for October.</i></p> <p><i>Other than these two findings the program is running smoothly and the records are very organized.</i></p>
3. Person responsible for corrective action: <u>Joan Morrison and Jim Ambrose</u> Date due: <u>11/01/06</u>	

**Signatures**

<p><u>Mollie Monitor</u> School or Food Service Representative Conducting the Review</p>	<p><u>Joan Morrison</u> Snack Program Supervisor or Representative</p>
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### **Training:**

1. Training is not required but strongly recommended. Indicate if the after-school care program staff has attended training in snack program requirements. It is important that after school program staff know how to keep records and take the meal count if they are the ones responsible. The school food authority, food service director/manager or the State Agency may have provided training.
2. If yes, record the topics covered in the training.
3. Indicate if documentation of the training is on file. It is recommended that documentation of training be kept on file.

### **Recordkeeping:**

1. Indicate if these records are complete, up to date daily, and on file.
2. Indicate if the snack production records are completed each day of the program.
3. Indicate if the master list of enrolled children is complete and current.
4. Indicate if the school or food service manager has free and reduced price meal applications on file for all children approved as free or reduced price eligible.
5. Indicate if there is a procedure in place for the food service manager to receive the snack production records and meal counts for Claim preparation purposes.
6. Indicate if there is a "...And Justice for All" poster on display in the meal service area.

### **Sanitation:**

1. Indicate if the proper sanitary procedures are followed in the preparation and service of snack. For example:
  - Fresh fruit is thoroughly washed prior to serving.
  - Pre-cut produce, milk, cheese, yogurt, and similar food is refrigerated until serving. Left-over food is returned to the refrigerator or cooler.
  - If snacks are served, the server washes hands thoroughly prior to snack service.
  - If snacks are self-serve, the snack items are individually wrapped or portioned and presented in a manner that prevents cross contamination (such as from unwashed hands, too many children trying to help themselves at the same time, etc.)
  - Food contact surfaces are clean.
  - Sponges or wiping cloths are cleaned and sanitized prior to use on food contact surfaces or in the area where the snack is served.
  - Hot food is cooked to the appropriate temperature or reheated to 165°F and held at 135°F or higher.
2. Indicate if the children wash their hands or use hand sanitizer prior to snack service. This is not a requirement but highly recommended!

### **Corrective Action:**

1. Check the appropriate boxes if any the items apply during the review. Write an explanation of the findings during the review and describe the actions that must be taken to correct the problems or deficiencies found during the review.
2. Indicate the person responsible for making sure the corrections are made.
3. Indicate the date by which the corrections must be made.

### **Signatures**

Signatures of both the food service program representative (or other school official) conducting the review and the person responsible for the snack program (or designated representative) must be recorded on the bottom of the review sheet.

## GLOSSARY OF TERMS

**After School Snack Program**—The After School Snack Program provides reimbursement for snacks served to children who participate in after school care programs or attend after school care at day care centers. To qualify for snack reimbursement the after school program must provide regularly scheduled enrichment or academic activities in an organized, structured, and supervised environment.

**Area-eligible Program**—If 50% or more of the students enrolled in a school are eligible for free or reduced price meals (as indicated on the *50% School Eligibility List*) and the school is (1) the only school in the community serving a particular grade range of students (K-6, for example); or (2) a neighborhood school serving a specific geographic area of a town or city, then After School Snack Programs can be operated anywhere in the “service area” for the school and the free reimbursement rate is paid for all students participating in the snack program regardless of individual eligibility.

**Attendance Record**—This is the record of students who attend the after school program on each day of operation. An attendance record cannot be used as a substitute for a Snack Count Record. However, meal counts can be recorded on the same sheet as attendance. (See the form DAILY ATTENDANCE AND SNACK COUNT RECORD.) Attendance records are required by regulation.

**Claim for Reimbursement**—A Claim for Reimbursement is the means by which schools report the number of students enrolled in the After School Snack Program and the number of snacks by category (free, reduced, paid) that were served during a calendar month. The Claim for Reimbursement is submitted to the State Agency through the On Line Child Nutrition Program and provides the data required in order for reimbursement to be calculated and paid.

**Monitoring Reviews**—These are reviews conducted by an employee of the school to document that the Program is being operated according to regulations. Corrective action is required if the program is not in compliance. Regulations require schools to conduct one monitoring review within the first four weeks of operation and a second one before the program ends operation at the end of the school year. These records are kept

**Non-Area Eligible School**—This is a school in which less than 50% of the students enrolled in the school are eligible for free or reduced price meals (i.e., the school is not on the *50% School Eligibility List*). This school can still participate in the After School Snack Program; however, reimbursement is paid at the free, reduced price, and full-price rate based on the individual eligibility of students participating in the After School Snack Program. Or all snacks can be claimed at the “paid” reimbursement rate.

**Non-Pricing Program**—This is an After School Snack Program that does not charge children for the snack. An After School Snack Program in an area eligible or site eligible location is automatically a non-pricing program because all snacks are reimbursed at the free rate, regardless of individual eligibility. After School Snack Programs at non-area eligible sites can be operated as non-pricing programs. No child is charged for snacks, but the meal count must be taken and reimbursement claimed based on the individual eligibility of students that were served snacks. Another option is to count all students in one category and claim all snacks as “paid.”

**Pricing Program**—This is an After School Snack Program in a non-area eligible school that charges children for the snack based on their individual eligibility. Free eligible students cannot be charged for their snack. Reduced price eligible students can be charged no more than \$.15.

The school decides how much to charge students who are over income for free or reduced price meals.

**Reimbursement Rates**—Reimbursement rates are the amount to be paid per snack by category (free, reduced, paid). Reimbursement is paid for one snack per student served as part of the After School Snack Program each day it operates. The per snack reimbursement rate depends on the type of site. (See Area Eligible Program, Non-Area Eligible Program, and Site Eligible Program.) Reimbursement rates are published each year in July.

**Site-eligible Program**—If 50% or more of the students enrolled in a school are eligible for free or reduced price meals (as indicated on the *50% School Eligibility List*) and the school is (1) only one of several schools in a community serving students in a particular grade range; or (2) a school that draws students from several towns (such as a Union High School), then the free reimbursement rate can be paid for all snacks only if the After School Snack Program is operated at the eligible school (i.e., site).

**Snack Count Record**—In order for schools to receive reimbursement there must be a record of the number of snacks served. For area eligible and site eligible programs, the count is the number of snacks served to children. For non-area eligible programs, schools can use a roster or other means to record on a daily basis which children received a snack. (These records would allow the school to claim snack reimbursement by category.) If non-area eligible schools choose to just count snacks served to children, reimbursement is paid at the “paid” rate. Snack count records must be kept on a daily basis and consolidated onto a monthly summary count sheet that will be used as the basis for filing a claim for reimbursement. Snack count records are required by regulation.

**Snack Meal Pattern**—In order for snacks to be eligible for reimbursement, regulations require that each snack served contain a minimum of one serving from two of the following four meal components: fluid milk; meat/meat alternate; grain/bread; fruit/vegetable in the required amounts.

**Snack Production Record**—Production records are written records of the foods served for snack and the total amount prepared. Snack production records are required by regulation.

**50% School Eligibility List**—This is a list of schools in which 50 percent or more of the children enrolled at the school are eligible for free or reduced price meals as of October 31. The list is published in February of the following year. Schools on this list receive the free rate of reimbursement for snacks served to all children participating in the Program, regardless of individual eligibility. Often this list is referred to as “The 50% List.”