



National School Lunch Program (NSLP) Afterschool Snack Service Manual

The National School Lunch Program (NSLP) Afterschool Snack Service provides reimbursement for snacks served to children who are participating in after school enrichment or educational programs. The program is funded by the United States Department of Agriculture (USDA) and is administered by the Vermont Agency of Education Child Nutrition Programs. It is designed to give children a nutritional boost while they participate in supervised after school activities that are safe, fun, and educational.

Two federal child nutrition programs provide funding to feed children after school:

- The National School Lunch Program (NSLP) provides reimbursement to school-sponsored afterschool programs for snacks. A school must participate in the National School Lunch Program in order to participate in the Afterschool Snack Service. For programs located at or in the attendance area of a school that has 50% or more of the enrolled students eligible for free or reduced price meals, all snacks served to children are reimbursed at the free rate. Schools under 50% eligibility are reimbursed by category (free, reduced, and paid).
- The Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals provides reimbursement for snacks and supper meals served to afterschool programs that are operated by schools, local government agencies, private and public non-profit organizations, and licensed non-profit and some for-profit child care centers. To participate in CACFP At-Risk Afterschool Meals the program must be located in a school or attendance 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 Afterschool Snack Service through the National School Lunch Program. For more information on the CACFP At-Risk Afterschool Meals School Snack Program, contact Becca Cochran at (802)-479-1192 or Rebecca.cochran@vermont.gov.

Intent to Participate and Program Agreement

Schools can decide to participate in the NSLP Afterschool Snack Service at any point during the school year. Schools wishing to participate must first complete and submit the "Afterschool Snack Service Agreement & Intent to Participate" to be approved by VTAOE CNP staff. This is available on the VT AOE CNP website. Schools must also select that they are participating in the program in their Site Application in the Application Packet on the VT CNPWeb website. This will generate a field to complete with basic logistical information about the site's program operation. The Application Packet will then need to be submitted and then approved by VTAOE CNP staff.

Requirements to Operate the Afterschool Snack Service

Any school that participates in the National School Lunch Program is eligible to operate the Afterschool Snack Service. The School Food Authority (SFA) must have an agreement with the State Agency and must assume full responsibility for meeting all snack program requirements, including ensuring that snacks are served in eligible sites. More specifically, the school agrees to:

- Provide regularly scheduled enrichment or educational activities in an organized, structured, and supervised environment
- Programs that include supervised athletic activities may participate, provided the athletic activity is open to all and does not limit membership for reasons other than space or security. Varsity sports programs may participate in the snack service, if they are not the primary program used to establish snack eligibility.
- Serve snacks that meet USDA meal pattern requirements
- Meet state and local health and safety standards
- Maintain a roster or sign-in sheet to determine the number of children present each 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 at the assigned rates for snacks served
- Monitor Afterschool Snack Service twice a year, once within the first 4 weeks of operation and again before the end of the program year
- For pricing programs, price the snack as a unit, but serve snacks to free status students at no cost
- For pricing programs, charge the reduced-price status students no more than 15 cents for snack
- Sites that are site/area eligible must maintain documentation that the site is served by a school in which at least 50 percent of the enrolled students are eligible for free or reduced-price meals
- Serve snacks free or at a reduced rate to all children who are determined by the SFA to be eligible for free or reduced-price school meals

Eligible Programs:

Any school that is part of a School Food Authority (SFA) that participates in the National School Lunch Program is eligible to operate the Afterschool Snack Service. The school must provide regularly scheduled enrichment or educational activities in an organized, structured, and supervised environment. Programs that include supervised athletic activities may participate, provided the athletic activity is open to all and does not limit membership for reasons other than space or security. Organized athletic programs engaged only in school or community competitive sports, such as varsity athletics, may not be approved as programs eligible for the Afterschool Snack Service. Students who are part of school sports teams and clubs can receive afterschool snacks or meals as part of a broad, overarching educational or enrichment program offered by a school.

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 (21st Community Learning Center) 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 program.

- **Role of School Food Service Staff:** Typically the role of 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 SFA operating or sponsoring the Afterschool Snack Service shall be responsible for conducting monitoring reviews of all program sites at a minimum of twice annually and shall file the monthly claim for snack reimbursement.
- **Role of After School Program Staff:** In the case that food service staff do not stay late, the entity that manages the after school program is responsible for serving the snacks, keeping an attendance roster, and counting and recording the number of snacks served. The after school program staff needs to receive training by the sponsoring school food authority to ensure compliance with Afterschool Snack Service regulations.

Time Restrictions

After school programs sponsored by a school under the National School Lunch Program can only be reimbursed for snacks served after school on a regular school day. The snack service cannot take place until the official school day is over. 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. This is considered part of National School Lunch Program (NSLP) in the Summer. There is the option to serve a snack as part of the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) when school is out for the summer.

Student Participants

Children participating in an approved afterschool program, age 18 and under, and participating children who turn 19 during the school year, are eligible to receive reimbursable snacks through the NSLP. 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.

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 the costs of a snack must be paid by the adult or the school or organization responsible for programming. Any snacks purchased by adults must not be claimed for reimbursement.

Staff Training

Staff need to be trained on program requirements, including program overview and purpose, meal counting and claiming, meal pattern requirements, food safety and sanitation, and civil rights and this must be documented with names, signatures, dates, and topics covered and maintained by the SFA. An NSLP Afterschool Snack Service training PowerPoint is available on the CNP website.

Civil Rights

SFA's must comply with all Child Nutrition Programs Civil Rights requirements, including training and nondiscrimination in program delivery.

The "And Justice for All" (AJFA) non-discrimination poster must be displayed where snack is served. Posters can be obtained by contacting Cheryl Rogers at Cheryl.rogers@vermont.gov or (802)-479-1360. If the same children that participate in the snack program go to the cafeteria for lunch where there is an "And Justice for All" JFA poster, there is no need to have additional posters even if snack service is somewhere else in the building, like the library. However, if the program could include different children that are not regularly in the building, there needs to be a poster at the snack service location.

SmartSnacks

Afterschool Snack is distinctly separate from Smart Snacks. Smart Snack guidelines apply to all food sold during the day on the school campus. The school day is defined as midnight until a half an hour after the last bell/30 minutes after the official end of the school day. This includes food sold in the cafeteria, through fundraisers, and vending machines. Just because a food credits as Smart Snack compliant does not necessarily mean it can or should be served in After School Snack.

Site and Area Eligible vs. Not Site or Area Eligible

Site Eligible: A school is site eligible if it is 50% or more free or reduced (F&R) based on the official published October F&R percentage. Snacks are provided at no cost to all students and reimbursed at the free reimbursement rate for all children regardless of individual eligibility.

Area Eligible: A school is area eligible if another school in the same attendance area is 50% or more free and reduced (F&R) based on the total number of children approved for free and reduced price meals as of the last day of operation for the most recent October (please refer to the [VTAOE's official published October F&R percentage](#)). Snacks are provided at no cost to all students and reimbursed at the free reimbursement rate for all children regardless of individual eligibility.

- **Attendance Area:** In the NSLP Afterschool Snack Service, a site qualifies as area eligible if it is located in the attendance area of a school (i.e., elementary, middle, or high school) which has at least 50 percent of its enrollment eligible for free or reduced-price meals. For example, if a high school with less than 50 percent free or reduced-price school enrollment is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for free or reduced price meals, then the high school's afterschool snack service would be area eligible. If a middle school with less than 50 percent free or reduced-price

school enrollment is located in the same attendance area of an elementary school that has 50 percent or more of the enrolled children eligible for free or reduced price meals, then the middle schools' afterschool snack program would be area eligible. If the high school is eligible, it makes a school located in the same attendance area as the high school, area eligible. Schools with the same grade levels in the same School Food Authority, but not the same attendance area, cannot confer eligibility. Some School Food Authorities do not have defined attendance areas and thus only data from the appropriate individual school may be used to establish eligibility.

Schools in Vermont are listed on the [Current Year Area Eligible ASP Site List](#) updated every year and available on the Child Nutrition website. SFAs can also reference the [Free and Reduced Eligibility Reports](#) and contact our office with specific attendance area eligibility questions.

Non-Site or Non-Area Eligible: Schools that have less than 50 percent or more of the enrolled children eligible for free or reduced price meals and are not in the same attendance area of an area eligible school (a school that has 50 percent or more of the enrolled children eligible for free or reduced price meals) must count and claim snacks by free, reduced, and paid status and have eligibility documentation for students.

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¢. Paid-status students are charged the full price, which is determined by the school, but should cover the cost of the snack. 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). The Point of Service system must prevent overt identification of student status.

2. **Non-pricing Program:** No students are charged for snacks. Even though no student is charged for a snack, meal counts must be taken using a roster and snacks claimed based on free, reduced, and paid categories. The Point of Service system must prevent overt identification of student status. 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.

Claim for Reimbursement

Each year in July, USDA announces reimbursement rates for free, reduced, and paid meals in the School Meal Programs, including the NSLP Afterschool Snack Service. The claim rates can be found in the online VT CNPWeb reimbursement system. The amount of reimbursement provided to each school depends on the site type.

The Afterschool Snack claim for reimbursement must be submitted online each month in the VT CNPWeb reimbursement system. 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, and paid). The claim preparer 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 Afterschool Snack Service).

Point of Service Meal Counts

Point of service meal counts must be taken at the time each child receives a reimbursable snack. Snack counts cannot be taken before the snack is served or counted up after the snack service. Counts based on pre-order numbers or attendance are not acceptable or allowable.

Required Recordkeeping

All records must be maintained for at least 3 years, plus the current year. See the Appendix below for sample forms.

At a minimum, schools participating in the Afterschool Snack Service 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.
- **Daily attendance records.** These can be records kept by the after school program or ones that have been developed for the snack program. These records are used as an edit check to ensure the SFA is not claiming more snacks than there are children in attendance on any given day.
- **Daily meal counts.** Daily Point of Service Meal Counts must be taken. 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” 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/site eligible programs** claiming by category (pricing or non-pricing) need to use the roster so students can be identified as free, reduced, and paid status. 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 online claim.

For any type of site, only one snack per child per day can be claimed.

Monitoring Requirements

Each Afterschool Snack Service 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. Even if the SFA only has one site that participates in the NSLP Afterschool Snack Service the monitoring visits must be conducted.

The first review must be conducted within the first four weeks of snack program operation. The second review must be conducted sometime during the remainder of snack program 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.

The review form can be found at the end of this manual and on the VTAOE CNP webpage.

Meal Pattern Requirements

Snacks served as part of the Afterschool Snack Service must meet U.S. Department of Agriculture meal pattern and nutritional requirements.

At a minimum, snacks must consist of two different meal components from the four components. There is no offer vs. serve option for the Afterschool Snack Service. 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. You may offer more than two components and allow the students to choose two different components to constitute their reimbursable snack. For example, a snack of carrot sticks and apple juice does not comply with the Afterschool Snack Service meal pattern for grades K-12 because both items are from the vegetable/fruit component.

Free, potable water must be available during snack serving service, but does not count as a meal component and cannot be advertised as such.

Additional foods may be served. More information is found below.

Grains

Grains must be whole grain or enriched. Although, there is not a whole grain-rich requirement in the Afterschool Snack Service, schools are strongly encouraged to serve whole grain-rich products. These products are already ordered for use in the School Breakfast Program (SBP) and National School Lunch Program (NSLP). Ordering the same products for snack streamlines ordering and avoids the potential of accidentally serving a non-whole grain-rich item in SBP or NSLP. Whole grain-rich products are more nutritionally sound, ensuring more fuel for whichever after school activities students are participating in. Please refer to the [EXHIBIT A: Grain Requirements for Child Nutrition Programs](#) for information on ounce equivalents.

Fruit/Vegetables

In the Afterschool Snack Service, the fruit serving size is $\frac{3}{4}$ cup. This can be confusing because of the $\frac{1}{2}$ fruit or vegetable requirement in Offer vs. Serve (OVS) in NSLP and SBP. Fruits and vegetables are the same component in the Afterschool Snack Service.

Note the serving size of juice is 6 ounces and most juice comes in 4 ounce serving size. If SFAs serve 4-fluid ounce (1/2 cup) juice cartons, the snack menu must include an additional $\frac{1}{4}$ cup of the vegetable/fruit component to meet the full $\frac{3}{4}$ -cup serving of the vegetable/fruit component. Juice may not be served when milk is served as the only other component.

Milk

As of School Year 2018-2019, 1%-flavored milk is allowed in addition to fat-free flavored and un-flavored; however, whole milk or reduced-fat (2%) milk cannot be served. There is no requirement to have a choice of milks in the snack program.

Meat/Meat Alternate

Tofu is allowed as a meat alternate. The tofu must contain 5 grams of protein per 1-ounce equivalent ($\frac{1}{4}$ cup or 2.2 ounces by weight).

Non-Creditable Foods - Foods That Do Not Count as a Snack Component

Non-creditable foods, such as potato chips, pudding, ice cream, gelatin, cream cheese, bacon, and fruit roll-ups, cannot credit as a component or food item in the Afterschool Snack Service meal pattern. Some non-creditable foods can be offered as extra foods, e.g., maple syrup on pancakes, salad dressing with vegetables, and condiments such as ketchup and mustard on sandwiches.

Sample Snacks

- $\frac{3}{4}$ cup strawberries and 4-ounce yogurt
- $\frac{1}{2}$ hardboiled egg and $\frac{3}{4}$ cup carrots
- 1 ounce cheese and 1 serving crackers
- $\frac{3}{4}$ cup 100% orange juice and 1 ounce equivalent muffin
- 1 ounce (2 tablespoons) nut butter and $\frac{3}{4}$ cup apples
- 8 ounces fat-free chocolate milk and $\frac{3}{4}$ cup banana

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NSLP Afterschool Snack Service Meal Pattern

Serve any Two of the following four components (must be two Different components)	Minimum Quantities for Grades K-12
Milk, Fluid Low-fat (1%) unflavored or low-fat (1%) flavored milk, fat-free unflavored milk or fat-free flavored milk	8 fluid ounces (1 cup)
Meat/Meat Alternates Lean meat or poultry or fish	1 ounce
Tofu, soy products, or alternate protein products (APP)	1 ounce
Cheese	1 ounce
Cottage cheese	¼ cup
Eggs, large	½
Cooked dry beans or peas	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tablespoons
Peanuts or soy nuts or tree nuts or seeds	1 ounce
Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½ cup
An equivalent quantity of any combination of the above meat/meat alternates	
Vegetables/Fruits Fresh, canned, frozen fruits and vegetables Full-strength fruit or vegetable juice An equivalent quantity of any combination of the above vegetables and fruits	¾ cup
Grains/Breads Whole grain or enriched bread	1 slice *
Whole grain or enriched bread products, e.g., cornbread, biscuits, rolls,	1 serving *
Whole grain, enriched, or fortified ready-to-eat breakfast cereal (dry, cold)	¾ cup or 1 ounce
Whole grain, enriched, or fortified cooked breakfast cereal, cereal grain, or pasta	½ cup
Whole grain or enriched savory crackers and sweet crackers, e.g., animal crackers and graham crackers	1 serving *
An equivalent quantity of any combination of the above grains and breads	

Menu Planning Notes:

Reimbursable snacks must consist of two food items, each from a different component. For example, a snack of carrot sticks and apple juice does not comply with the Afterschool Snack Service Meal Pattern for Grades K-12 because both items are from the vegetables/fruits component. Use the [USDA Food Buying Guide](#) to determine the amount of purchased food that meets these requirements.

Children may be served larger portions, but not less than the minimum quantities. Large portions may be appropriate to meet older children's nutritional needs.

Milk must be low-fat (1%) unflavored or flavored or fat-free, unflavored or flavored. Whole milk, reduced fat (2%) milk cannot be served.

A serving is the edible portion of cooked, lean meat, poultry, or fish, e.g., cooked lean meat without the bone, breading, binders, fillers, or other ingredients.

APP must meet the requirements in appendix A of the NSLP regulations (7 CFR 210). Tofu must contain at least 5 grams of protein per 2.2 ounces (weight) or ¼ cup (volume).

Creditable nuts and seeds include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios, and soy nuts.

To increase nutrient variety, yogurt should not be served when milk is the only other snack component.

Serve whole vegetables and fruits most often. Juice must be full-strength (100 percent) pasteurized juice. Juice cannot be served when milk is the only other snack component.

Grains/Breads must be whole grain or enriched, or made from whole grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole grain, enriched, or fortified.

One serving of breakfast cereal must meet the requirement for either measure (cups) or weight (ounces), whichever is less.

Example of cereal grains include amaranth, barley, brown rice, buckwheat, corn meal, corn grits, kasha, millet, oats, quinoa, wheat berries, and rolled wheat.

NSLP Afterschool Snack Service Production Record

School/Site: _____

Week of: _____

	A	B	C	D	E	F	G	H
	Check (✓) Menu Components for each day (must have at least 2 components)	Snack Menu	Number of Planned Snacks	Serving Size	Amount needed to meet requirements (A x D)	Total Amount Prepared	# Students Served	# Adults Served
Monday	<input type="checkbox"/> M/MA (1 oz. eq.) <input type="checkbox"/> Milk (8 ounces) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving)							
Tuesday	<input type="checkbox"/> M/MA (1 oz. eq.) <input type="checkbox"/> Milk (8 ounces) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving)							
Wednesday	<input type="checkbox"/> M/MA (1 oz. eq.) <input type="checkbox"/> Milk (8 ounces) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving)							
Thursday	<input type="checkbox"/> M/MA (1 oz. eq.) <input type="checkbox"/> Milk (8 ounces) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving)							
Friday	<input type="checkbox"/> M/MA (1 oz. eq.) <input type="checkbox"/> Milk (8 ounces) <input type="checkbox"/> F/V (¾ cup) <input type="checkbox"/> G/B (1 serving)							

Area Eligible NSLP Afterschool Snack Service Daily Meal Count Sheet

Directions: Use a separate copy of this form for each snack. Be sure to count snacks as they are served to students (not before or counted up after). Counts based on attendance are not acceptable.

SFA Name: _____ Site/School Name: _____

Site Supervisor's Name:																			Date:			
First Meals Served to Children: Cross out the appropriate number as each student receives the complete meal. Circle last number crossed out. Do not include second meals or meals served to adults in this section.																						
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	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63		
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84		
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105		
Total Meals Served (last count from above)																			=			

Comments:

Site Supervisor's Name:																			Date:			
First Meals Served to Children: Cross out the appropriate number as each student receives the complete meal. Circle last number crossed out. Do not include second meals or meals served to adults in this section.																						
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	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63		
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84		
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105		
Total Meals Served (last count from above)																			=			

Comments:

I certify that the above information is true and correct:

Signature of Site Supervisor: _____ Date: _____

Consolidated Daily Snack Count Record for NSLP Afterschool Snack Service

School/Site: _____
 Month/Year: _____

Keep a separate Daily Attendance and Meal Count Record for each Afterschool Snack Service site. Use the **Date** column of this sheet (below) as a calendar. Enter snack counts for Site/Area Eligible snacks in that section of the form for the corresponding date. If recording Non-Site/Non-Area Eligible snacks, enter the counts by category each day. Total the column(s) at the end of the calendar month. (Also, to double-check your addition for non-area eligible snack counts, total figures across each line and down each column in each section of the form.)

Meal count information from this consolidated sheet is used to complete the online Afterschool Snack Claim for Reimbursement. At the end of each month, make a copy of this sheet for NSLP Afterschool Snack Service records and give the original of this form to the person who completes the online Claims for Reimbursement each month.

	Site/Area Eligible Afterschool Snacks	Or	Non-Site/Non-Area Eligible Afterschool Snacks			
Date	Total Site/Area Eligible Snacks		Free	Reduced	Paid	Total Non-Site/Non-Area Eligible Snacks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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16						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
Totals						

On-Site Monitoring Form for NSLP Afterschool Snack Service

Directions: A representative of a school that is operating the Afterschool Snack Service must monitor the program at least twice a year, once within the first four weeks of operation, and again before the end of the program. By regulation, a representative of a food service management company cannot conduct these reviews. Keep the completed form on site with other program materials. The monitoring visits are a helpful opportunity for the SFA to assess the operation of the Child Nutrition Programs, stay informed and aware of what is taking place at each site, and to address any potential problems.

Site Information:

School/Site Name: _____

What time does the school day end? _____

What time does snack service take place? _____

On-Site Visit Information:

Review Date: _____

Arrival Time: _____ Departure Time: _____

SFA Reviewer: _____ Afterschool Snack Staff Interviewed: _____

Educational and Enrichment Programming:

What programming is offered? _____

Eligibility:

- Site Eligible- (claim all snacks free)
- Attendance Area Eligible- based on another site (claim all snacks free)
 - Name and Free and Reduced % of qualifying site: _____
- Non-Area Eligible (claim snacks at free, reduced, and paid rates)
 - Does the counting and claiming system prevent overt identification of children receiving free or reduced price meals? Yes No

Pricing or Non-Pricing:

- Pricing (students are charged for paid and reduced-price snacks)
 - No more than 15 cents may be charged for reduced-price snack
- Non-Pricing

What is source of the funds to cover the cost of the snacks for the Reduced-Price and Paid status students?

Menus and Production Records:

Do menus/production records on file document that snacks served meet meal pattern component and serving size requirements? Yes No

Are students required to take two different components? Yes No

Day of On-Site Review Snack Menu:

Record all components and serving sizes.

Component	Serving Size	Comments
1.		
2.		

Meal Counting and Claiming:

Are snacks served as a unit? Yes No

Is there an accurate Point of Service (POS) counting system in place? Yes No

Indicate the POS method used:

- Electronic register
- Paper roster
- Other

Is there an appropriate and accurate system to document daily attendance? Yes No

Day of On-Site Review Meal Counts:

How many snacks are provided/served on the day of review? _____

What is the reviewer’s count of snacks served on the day of review? _____

Is there a difference between counts? If yes, why? _____

Was the claim submitted for the previous month correctly based on the number of snacks counted and reported at the site? (Meal count documentation and Meal Records must support the number of snacks claimed) Yes No

Staffing and Training:

Is there appropriate supervision? Yes No

Have staff received training? Yes No

If yes, what training topics were covered? _____

Is training documentation maintained on file? Yes No

Civil Rights:

Is the “And Justice for All” nondiscrimination poster prominently visible? Yes No

Food Safety and Sanitation:

Are proper food safety and sanitation practices followed during the preparation, storage, service, and handling of leftover snacks? Yes No

Corrective Action:

The monitoring is not complete unless it is signed by the reviewer and the site official at the school.

Signatures:

_____	_____	_____
Program Reviewer	Title	Date
_____	_____	_____
School/Site Representative	Title	Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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3. email: program.intake@usda.gov.

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