

# NSLP Afterschool Snack Service

# Topics

- Signing Up for the Program
- Enrichment Program
- Site/Area Eligible vs. Non-Site/Area Eligible
- Staff Training
- Meal Pattern
- Documentation
- Food Safety and Sanitation
- Monitoring Visits

# Signing Up for NSLP Afterschool Snack Service

- Self-operated sites can decide to participate at any point throughout the year.
- In your Site Application, select the program and generates a field to fill out.
  - Days of operation
  - Time of service
  - Contact information
  - Site/Area vs. Non-Site/Area Eligible
- Application Packet will then need to be re-submitted and re-approved.
- Food Service Management Company (FSMC) sites must have NSLP Afterschool Snack Service included in their contract or go out to bid as it constitutes a material change.

# Afterschool Snack Service Agreement & Intent to Participate

- Complete the Afterschool Snack Service Agreement and Intent to Participate
  - Provide information for all interested schools
- This document contains:
  - Logistical information
  - Civil rights assurance statement
  - Certification statement

# Basic Qualifications

- Schools must participate in the NSLP to participate in the Afterschool Snack Service.
- Snack cannot be served until the school day is over.
- Schools must provide enrichment programming.

# Enrichment Programming

- Enrichment program has to be offered, the child does not necessarily have to participate. Groups such as homework help or after school tutoring are common examples.
- 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.

# Site/Area Eligible Sites

If your site is “site/area eligible” all students are claimed at the free rate and not charged for snacks served.

## Site/Area Eligible Qualification:

- Located at a school with 50% or more F&R
- In the “attendance area” of a school with 50% or more F&R
- 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 afterschool program located in the high school would be area eligible. If a middle school with less than 50 percent free or reduced-price school enrollment is located in the 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 afterschool program located in the middle school would be area eligible. If the high school in the attendance area is eligible, it makes all schools in the attendance area eligible. Schools with the same grade levels in the same attendance area cannot confer eligibility.

# Non-Site/Area Eligible

- Students are claimed by Free, Reduced, and Paid status
- Reduced price snack can be no more than 15 cents
- Other non-school food service account funds can be used to serve snack at no charge to the students.



# Meal Counts

- Roster with student names to track snacks.
- Site/area vs. non-site/area eligible with student names
- Maintain confidentiality and prevent overt identification in non-area eligible programs

# Point of Service (POS) Meal Counts

Point of service (POS) meal counts must be taken after each child receives a reimbursable meal. Meal counts cannot be taken before the meal is served or counted up after the meal service. Counts based on pre-order numbers, attendance numbers, or counting trays/plates are not allowable.

# Attendance Records

- Maintain attendance records, such as sign-in sheets.
- These serve as edit checks, to prevent claiming more snacks than kids in attendance.

# School Year 2019-2020 Reimbursement Rates

Rate	Site/Area Eligible	Non-Site/Area Eligible
Free	0.94	0.94
Reduced	N/A	.47
Paid	N/A	.08

# Staff Training

- Often the folks operating the snack service are different than the ones working in the other meal programs, such as 21<sup>st</sup> century grant staff.
- They need to be trained on program requirements and this must be documented with names, signatures, dates, and topics covered.

# Staff Training Required Topics

- Program Overview and Purpose
- Meal Counting and Claiming
- Meal Pattern Requirements
- Food Safety and Sanitation
- Civil Rights
- Recordkeeping Requirements

# “And Justice for All” Non-Discrimination Poster

- The “And Justice for All” non-discrimination poster must be displayed where snack is served.
- Contact Cheryl Rogers, at [Cheryl.rogers@Vermont.gov](mailto:Cheryl.rogers@Vermont.gov) or (802)-828-1590 to order posters.

# NSLP Afterschool Snack Service Meal Pattern

Component	Serving Size
Milk	1 cup/8 fluid ounces
Vegetables and Fruits	$\frac{3}{4}$ cup
Grains	1 ounce
Meat/Meat Alternate	1 ounce



# Grain Component

Grains served in the NSLP Afterschool Snack Service must be whole grain or enriched. Although, there is not a whole grain-rich requirement in the Afterschool Snack Service, we strongly encourage schools 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. It took a great deal of effort for students to respond favorably to whole grain-rich items, it is counter-productive to get them out of that habit. Whole grain-rich products are more nutritionally sound, ensuring more fuel for whatever activities the students are participating in. and to not confuse the kids and more nutritionally sound.

# Vegetable and Fruit Component

- $\frac{3}{4}$  **cup** is the serving size of fruit or vegetable
- 100% juice can fulfill the entire fruit/vegetable requirement
- Keep in mind that most pre-packaged juice comes in a 4 ounce serving size

# Change in Meal Pattern Requirements

- As of School Year 2018-2019, programs may serve flavored, low-fat (1%) milk

# Meal Pattern Reminders

- No Offer vs. Serve
- Two different components
  - For example, carrots sticks and apple slices do not constitute a reimbursable snack because both items are from the Vegetable and Fruit component
- Cannot be milk and juice (no liquid snack, needs to be more substantive)

# Snack Examples

- $\frac{3}{4}$  cup strawberries and 4-ounce yogurt
- $\frac{1}{2}$  hardboiled egg and  $\frac{3}{4}$  cup carrots
- 1 ounce cheese and 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

# Non-Creditable Foods

Non-creditable foods, such as potato chips, pudding, ice cream, gelatin, cream cheese, bacon, ketchup, and fruit roll-ups cannot credit in the ASP 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.

# Water Availability

- Free, potable water must be made available during snack service.
- However, water is not a meal pattern component.

# Non-Co-Mingled Pre-K

If the POS is separate, such as the Pre-K students' meals are brought to their classroom, or they eat at a separate time than the other students, the meals are non-comingled and must follow the CACFP meal pattern.



# Documentation

- “Menu”/Production Records
- Daily Meal Counts
- Consolidated Meal Counts for Filing the Claim for Reimbursement
- Attendance Records
- Monitoring Forms

All records must be saved for 3 years, plus the current year.

# Food Safety and Sanitation

- Gloves and/or proper utensils for food service
- Handling/storage of snacks and leftovers

# 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.

# Required Monitoring Visits

- Programs are required to complete an on-site review form twice per year and the first visit must occur in the first four weeks of snack service. This is not conducted by the State Agency.
- Even if the SFA only has one site that participates in the NSLP Afterschool Snack Service, the monitoring visits must be done.
- A representative of the school that is operating the program or a peer food service staff from another school or SU should be the monitor.
- By regulation, a Food Service Management Company representative cannot conduct these reviews.

# Administrative Review

- The state agency has the option to do just a paperwork review or to review paperwork *and* watch actual snack service
- We have made observing snack service a priority.
- We will review paperwork, including:
  - Production Records for Meal Pattern Compliance
  - Monitoring Forms
  - Daily Meal Counts based on applicable POS
  - Consolidated Meal Counts for Filing the Claim for Reimbursement
  - Attendance Records

# CACFP At-Risk After School Meals

The Child and Adult Food Program (CACFP) At-Risk After School Meals Program provides the option to serve a snack or supper at a school, in or in the attendance area of a school, that is 50% or more free and reduced-price eligible.

For more information, please contact Becca Cochran at (802)-828-1610 or [Rebecca.cochran@vermont.gov](mailto:Rebecca.cochran@vermont.gov).

# Snack in the summer

If you would like to continue to serve a snack during the summer time, please look into the Summer Food Service Program or Seamless Summer Options.

# Contact Information

Jamie Curley

(802)-828-2010

[Jamie.curley@Vermont.gov](mailto:Jamie.curley@Vermont.gov)



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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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