

AFTERSCHOOL SNACK PROGRAM GUIDANCE

Schuylkill Haven Area School District



OVERVIEW

The Afterschool Snack Program (ASP) is an extension of the National School Lunch Program and may be administered by schools within participating School Food Authorities (SFAs). The SFA must administer an afterschool program funded by the ACHIEVE grant to offer children and teenagers constructive activities that are safe, fun, and filled with opportunities for learning. Providing snacks for afterschool programs is a great opportunity to help students practice healthy eating, to assist adults in promoting a healthy eating environment, and to strengthen the role of the school as a partner in education and health.

The SFA must retain final *administrative* and *management* responsibility for meeting all ASP requirements related to:

- Eligibility for Participation
- Reimbursement
- Requirements
- Monitoring and Recordkeeping
- General Areas

The SFA must ensure that students are served a nutritionally-balanced snack, appropriate enrichment activities are offered, site eligibility is determined accurately, and the program is well-managed.

ELIGIBILITY FOR PROGRAM PARTICIPATION

To be eligible for the ASP, the following criteria must be met:

- The SFA operates the National School Lunch Program.
- The district or school sponsors or operates an approved afterschool care program that:
 - Provides care for children after school as its primary purpose;
 - Provides organized, regularly scheduled activities in a structured and supervised environment; and
 - Includes an educational or enrichment activity.
 - Note: Extracurricular programs organized primarily for scholastic, cultural, or athletic purposes, such as organized athletic programs engaged in interscholastic or community-level competitive sports, are not eligible to participate.
- The program is in operation during the regular school year. Weekend, holiday, vacation and summer programs are not eligible unless they are part of the regular school year, year-round school or summer school session.
- The SFA retains final administrative and management responsibility for meeting all ASP requirements, including at schools that subcontract the day-to-day operations of the afterschool program. The SFA must ensure that students are served a nutritionally-balanced snack, appropriate enrichment activities are offered, site and eligibility are determined accurately, and the program is well-managed.

- Examples of eligible afterschool programs:
 - Programs offering a variety of educational or enrichment activities may be eligible, such as homework assistance and tutoring, drama activities, chess, physical activity, and extended day programs.
 - Programs may target specific age groups or may accommodate the needs of a wide variety of ages. Programs providing snacks to various age groups also must provide educational or enrichment activities for the various ages of the children served.
 - Programs designed to meet the special needs of enrolled children, such as programs for children with learning disabilities or children who are academically gifted, may be eligible to participate.
 - Afterschool programs that include supervised sporting or recreational activities may participate provided they are “open to all” and do not limit membership for reasons other than space or security concerns.
 - Students who are part of school sports teams and clubs can receive afterschool snacks as part of a broad, overarching educational or enrichment program offered by a school.
 - Afterschool “drop in” programs are acceptable. There is no enrollment requirement, so individual student athletes who attend afterschool programs before or after team practices may receive snacks.

REIMBURSEMENT

Snacks are reimbursed based on whether the program site is area eligible or non-area eligible.

- To qualify for area eligible reimbursement, a site must be located at a school or in the attendance area of a school that has at least 50% of its enrollment eligible for free or reduced price meals. All snacks are served free of charge and reimbursed at the free rate, regardless of an individual student’s eligibility for free or reduced price lunches. 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 afterschool care program located in the high school would be area eligible.
- To determine if a site meets area eligible criteria, please refer to the most recent **building data yearly report** on the Pennsylvania Department of Education (PDE) website to find the percentage of students eligible for free or reduced lunch at your site or within your site’s attendance area.
- Snacks served in afterschool care programs that are non-area eligible will be reimbursed at each individual student’s eligibility status (free, reduced or paid).
- Current reimbursement **rates** are adjusted annually by the federal government and may be viewed **here**.
- The monthly claim for reimbursement for ASP is submitted in the Pennsylvania Electronic Application Reimbursement System (PEARS) as part of the normal claim process.

REQUIREMENTS

- Snacks are served after the children’s regular school hours.
- Reimbursement is authorized for snacks served to children through age 18 (including students who turn 19 during the school year) and to individuals with mental or physical disabilities, regardless of age, who participate in the afterschool care program.
- Snacks comply with established meal pattern requirements as stated in 7 CFR 210.10(o), with the recommendation of increasing serving sizes for older children (ages 13-18). The Afterschool Snack meal pattern charts for infants, preschoolers, and K-12 can be found on PEARS, Download Forms, Afterschool Snack Program section.
- The snack is priced and offered as a unit to all students, regardless of individual eligibility status.
- Schools may charge children who are eligible for paid or reduced-price snacks; however, no more than \$0.15 may be charged for a reduced-price snack.
- One snack per child per day may be claimed for reimbursement.

MONITORING AND RECORDKEEPING

- Regular monitoring by the SFA for program compliance is required. At least **two** on-site program monitoring reviews must be conducted for each ASP site during each school year by the SFA, as stated in **7 CFR 210.9(c)**. The first review must be conducted within the first four weeks that the ASP is in operation each school year.
- The on-site monitoring reviews must assess each site’s compliance with ASP requirements, such as meal counting and claiming procedures and the meal pattern. The on-site monitoring form may be downloaded on PEARS, Download Forms, Afterschool Snack Program section, **PDE004** . Completed monitoring forms must be maintained on file.
- Additional documentation that must be maintained in order to claim snacks for reimbursement:
 - For **area eligible** sites:
 - Documentation indicating the area eligible site is at a school, or is located in an area served by a school, in which at least 50 percent of the enrolled students are eligible for free or reduced priced school meals.
 - Documentation of individual children’s attendance on a daily basis.
 - Total number of reimbursable snacks served daily.
 - Documentation of compliance with meal pattern requirements, including menus and production records.
 - For **non-area eligible** sites:
 - Documentation of free or reduced price eligibility for all children for whom free or reduced price snacks are claimed.
 - Documentation of individual children’s attendance on a daily basis.
 - Daily number of reimbursable snacks by eligibility type (free, reduced, or paid).
 - Documentation of compliance with meal pattern requirements, including menus and production records.

GENERAL AREAS

Attendance and Meal Count Rosters

Attendance rosters should list all students who participate in the ASP. Accurate counts for the number of reimbursable snacks served daily are required. The counts must be taken at the point of service for the snacks. Computerized point of service (POS) meal counts may be used to capture daily snack meal counts. If a computerized POS is not used, the counts may be indicated on the attendance roster as long as there is a clear distinction of the students who are present and those who receive the snack.

Reimbursement Claims

Each site must maintain written procedures explaining how reimbursable snacks will be counted and consolidated to produce an accurate monthly claim for reimbursement. The claim for reimbursement is filed in a similar manner as the claim for lunches. No snack meals can be claimed prior to agreement approval for the ASP.

Meal Production Records

Afterschool snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities. SFAs must plan menus using the existing United States Department of Agriculture Meal Patterns for ASP and a food based menu planning approach is used. In order to be reimbursed, each snack must contain at least two different components from those listed in the chart (Appendix B); the offer versus serve (OVS) provision is not allowed. Students age 12 and older may be served larger portions based on their food needs; however, they may not be served less than the minimum quantities listed for ages 6-12.

It is recommended to adopt breakfast and lunch menu planning practices such as offering whole grain-rich foods and including a variety of fruits and vegetables; however, when offering milk as an afterschool snack component, schools must offer only fat-free and low-fat milk. If low fat milk is offered it must be unflavored as is required in the NSLP. For operational ease, offering milk variety is not required. It is also recommended to offer water in the ASP to the extent that is practical.

Production Records

Production records are used to document the menu, meal components, and component portion size offered, served, and leftover each day. This information must support the total number of snacks claimed for reimbursement. The signature on the document indicates that the site manager attests to the review and accuracy of the information.

The ASP production record template and instructions are included in Appendix C of this guidance and is accessed on PEARS, Download Forms, Forms section, PDE013.

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