**AFTERSCHOOL SNACK**

**PROGRAM GUIDANCE**



**North Carolina Department of Public Instruction**

**Safe and Healthy Schools Support Division**

**School Nutrition Services Section**

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Afterschool Snack Program

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# Overview

The Afterschool Snack Program (ASSP) is an extension of the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) National School Lunch Program (NSLP) and may be administered by participating School Food Authorities (SFAs).

Under the NSLP, the SFA must administer an afterschool care program which provides children with regularly scheduled activities in an organized, structured, and supervised environment; and includes educational or enrichment activities. Providing snacks for afterschool programs is a great opportunity to help students practice healthy eating, assist adults in promoting a healthy eating environment, and strengthen the role of FNS as a partner in education as well as health. The NSLP and Child and Adult Care Food Program (CACFP) were expanded through the Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) to provide cash reimbursement for snacks provided to children through age 18 years in certain after school programs.

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

* Eligibility
* Accountability
* Monitoring
* Meal Pattern
* 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 and Reimbursement

There are several criteria that must be met for a site to receive snacks under the ASSP. The after school care program must be:

* Sponsored or operated by the SFA
* Provide organized, supervised, and regularly scheduled activities after the school day ends
* Include an educational or enrichment activity
* Serve students that are Pre-Kindergarten (PK) grade to age 18

Before participating in an ASSP, SFAs must determine if sites are eligible according to the ASSP regulations. A qualifying self-assessment checklist form has been developed to assist SFAs in determining if sites may participate in ASSP. The checklist can be found at: <http://childnutrition.ncpublicschools.gov/programs/assp> and is included in Appendix A of this guidance. Complete one checklist for each afterschool care program participating in the ASSP and keep on file at the School Nutrition Administrative office.

Once the SFA determines site eligibility, the SFA must apply and enter into an agreement with the SA before operation of the program begins. The application process must identify all afterschool care program sites and provide location documentation of the attendance area for the program sites if using the area eligibility option. If the application is approved, the SFA or organization must enter into an agreement with the SA which specifies the terms and conditions of participation in ASSP.

USDA sets reimbursement rates for ASSP in a similar manner as for School Breakfast Program (SBP) and NSLP. Current reimbursement rates are found at: <http://www.fns.usda.gov/school-meals/rates-reimbursement>. SFAs may claim meals based on reimbursement rates by area eligibility or by meal counts according to benefit issuance category of paid, reduced-price, or free meals. Reimbursement for ASSP may be claimed for snacks served to children from PK grades up to age 18 and may also be claimed for children who turn age 19 during the school year.

An ASSP site qualifies for area eligibility if it is located in the attendance area of a school which has at least 50% of its enrollment eligible for free or reduced-price meals. All students participating in an area-eligible ASSP site receive snacks that are reimbursed at the free rate. Data from the appropriate school(s) in the attendance area must be used to establish the area eligibility of a site -- SFA-wide data cannot be used. If an ASSP site is located in an area which has mandated busing of students, data from the individual school building (elementary, middle, or high school) should be used. A site’s area eligibility must be based on the total number of students approved for free and reduced-price meals as of the last day of operation for the most current November, which is the month selected by the SA.

If ASSP sites do not qualify for area eligibility based on the percentage of students eligible to receive free and reduced meals, the SFA would be reimbursed according to the current USDA rates by meal counts for students based on the benefits issuance category. Documentation of Free/Reduced-priced eligibility is required.

# Accountability

Several types of monitoring and documentation are required for efficient and accurate administration and accountability of the ASSP. The SFA must ensure that:

* the site maintains documentation that supports the number of snacks it serves daily and the claims for reimbursement
* there are safeguards in place to ensure that only one snack per child per day is claimed for reimbursement
* age eligibility requirements of students receiving snacks are monitored (students are eligible through age 18 or until the end of the school year if the 19th birthday occurs during the year and students determined to have a mental or physical disability are not subject to age limits)
* adult snacks (including snacks served to students ineligible due to age limitations) are counted separately from student snacks, as the former are not eligible for reimbursement
* an accurate count of snacks served is provided to the SA by the 10th of each month for the reimbursement claim
* records are kept on file for three years
* eligibility status of each student is transferred accurately to the roster if the site does not qualify as area eligible

To accomplish the tasks above, the SFA must regularly maintain the following:

* Attendance rosters
* Daily snack counts
* Daily income record for cash collected
* Accurate reimbursement claims

**Attendance and Meal Count Rosters**

Attendance rosters should list all students who participate in the ASSP. 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.

Here is an example of a roster showing attendance and meal count information on the same form:



**Daily Income Records**

If the ASSP is not operated in an area-eligible location, the program must keep a daily income record for cash collected for paid and reduced-price snacks served. This record may be produced from a computerized point of sale software or may be a handwritten document. An example is provided on the following page.



**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 using <https://www.ncchildnutrition.org/Splash.asp>. Claims are due by the 10th of each month following the month of snack service. No snack meals can be claimed prior to agreement approval for the ASSP.

# Monitoring

Regular monitoring by the SFA for program compliance is expected. At least two on-site program reviews must be conducted for each ASSP. The first review must be conducted within four weeks of starting the ASSP and the remaining review must be completed prior to the conclusion of program operations. The on-site reviews must assess each site’s compliance with ASSP requirements, such as meal counting and claiming procedures and the meal pattern. The on-site review form may be downloaded at <http://childnutrition.ncpublicschools.gov/programs/assp> and is also included in Appendix B of this guidance.

Any additional documentation qualifying program participation at each site must also be kept on file at the School Nutrition administrative office.

# Meal Pattern and 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 ASSP 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 below; 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 ASSP to the extent that is practical.

**Daily Meal Pattern**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Age Group**  **1-2** | **Age Group**  **3-5** | **Age Group**  **6-12** |
| **Milk** | ½ cup | ½ cup | 1 cup |
| **Meats or Meat Alternates** | ½ oz eq | ½ oz eq | 1 oz eq |
| **Grains** | ½ oz eq | ½ oz eq | 1 oz eq |
| **Fruits and Vegetables** | ½ cup | ½ cup | ¾ cup |

**Food Components**

Fluid Milk

* Only fat-free (unflavored or flavored) or low-fat (unflavored) milk may be offered.
* For operational ease, milk variety is not required in the ASSP meal service.
* Milk may not be served if juice is the only other component of a snack.

*Grains*

* The minimum daily offering varies by age group (refer to the chart above).
* Refer to Exhibit A attached to *USDA Memorandum SP30‐2012: Grain Requirements in the National School Lunch Program and School Breakfast Program* for grain crediting information. May also be credited by Child Nutrition (CN) Label for combination products, or manufacturer’s Product Formulation Statement (PFS) information.
* All grains offered must be enriched or whole grain-rich (whole grain-rich items are encouraged).

Meats/Meat Alternates

* The minimum daily offering varies by age group (refer to the chart above).
* The Food Buying Guide, Child Nutrition (CN) Label, or manufacturer’s Product Formulation Statement (PFS) is used to credit this component.

Fruit/Vegetable

* The Food Buying Guide is used to credit this component.
* All juice must be 100% fruit, vegetable, or a combination of fruit and vegetable.
* Juice may not be served if milk is the only other component of a snack.

**Menus**

A cycle menu is a series of menus planned for a specific period of time, for example, 2 weeks. The menu is different for each day during the cycle. At the end of the cycle, the menus are repeated in the same order; because the series of menus start again, it is called a cycle menu. Using a cycle menu is encouraged in order to:

* save time for menu planning and preparation
* consistently meet the meal pattern
* be cost efficient
* help control inventory

**SAMPLE CYCLE SNACK MENU**

Note: Refer to *Exhibit A attached to USDA Memorandum SP30‐2012: Grain Requirements in the National School Lunch Program and School Breakfast Program* to determine accurate portion sizes for all grain items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Whole Grain-rich Blueberry Muffin, 2 oz  Apple Juice, ¾ cup | Hard Pretzels, .8 oz  Skim Chocolate Milk, 1 cup | Carrot Sticks, 3/8 cup  Celery Sticks, 3/8 cup  Low-fat Ranch Dip, 1 oz  1% Unflavored Milk, 1 cup | Low-fat Cheese Stick, 1 oz  Whole Grain-rich crackers, .8 oz  Water | Whole Apple, 125 ct, 1 cup  Skim Chocolate Milk, 1 cup |
| Bagel, 1 oz  Low-fat cream cheese, 1 oz  Orange Juice, ¾ cup | Low-fat yogurt, 4 oz  Graham Crackers, 1 oz  Water | Ready to Eat Cereal, 1 oz eq  1% Unflavored Milk, 1 cup | Whole Grain-rich Bread, 1 oz  Peanut Butter, 2 Tbsp  Water | Animal Crackers, 1 oz  Grape Juice, ¾ cup |

**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 ASSP production record template and instructions are included in Appendix C of this guidance and are also posted at: <http://childnutrition.ncpublicschools.gov/programs/assp>.

**Meal Service**

There are no restrictions on the amount of time that must elapse between lunch service and ASSP. In addition, there is no time limit between the end of school and snack time, but the service of a snack must occur after the school day has ended and during the operation of the site’s afterschool care program. Programs that operate in “expanded learning time” sites are also eligible to participate in and receive reimbursement from the ASSP. Prior approval by the SA is required. Refer to *USDA Memorandum SP4-2011* for additional information about expanded learning.

The ASSP may only operate on days that school is in session including summer school. Thus, the ASSP may not be operated on weekends, holidays, or school vacations.

Offer versus Serve (OVS) is not allowed for the ASSP so each student must be served at least two of the required components in the full portion size required by the meal pattern.

The afterschool care program must be sponsored or operated by a SFA; however, the management of the care program may be contracted with another organization. Even so, the SFA must retain administrative and fiscal responsibility for the ASSP, enter into the agreement with the SA, and assume responsibility for meeting all ASSP requirements including serving the snacks only in eligible sites providing the after school care.

# General Areas

There are additional civil rights and food safety compliance areas related to operation of the ASSP. During an Administrative Review of the ASSP, they are included in the General Area of the Review. The SFA must make certain that food safety and civil rights requirements are met according to 7 CFR 210.13(c) and 210.23(b), respectively.

Additional information and continuing education resources about civil rights may be found at: <http://childnutrition.ncpublicschools.gov/front-page/information-resources/civil-rights>.

The “Justice for All” poster may be downloaded from: <http://www.fns.usda.gov/cr/and-justice-all-posters> and should be displayed in the areas where snacks are served. The nondiscrimination statement that is approved for use in North Carolina School Nutrition Programs is found in Appendix D.

Food safety practices must be an important part of a high quality ASSP. The SFA must develop a written food safety program that covers any storage, preparation, and service of the ASSP foods by following similar Hazard Analysis Critical Control Point (HACCP) procedures and meeting the same food safety inspection requirements as for the NSLP. HACCP plan templates are available at: <http://childnutrition.ncpublicschools.gov/front-page/information-resources/haccp-food-safety>. Be sure to add the ASSP to the existing HACCP plan (in the School Description section) for the school kitchen preparing and serving the snack menu.

# Review of the ASSP

Operation of the ASSP is reviewed by the State Agency (SA) during Technical Assistance (TA) Reviews and the Administrative Review (AR). Below are some common findings observed during program reviews:

* Checklist for Qualifying an After School Snack Program is not available for each site or not completed prior to startup of snack service
* Two ASSP on-site reviews not conducted, one within the first 4 weeks of operation
* Production Record indicates inadequate portion sizes for meal components
* Meal counts not taken at the point of service
* Meal counts incorrectly consolidated for the claim for reimbursement

Afterschool snack site eligibility concerns, counting/claiming problems, and inappropriate, inadequate and/or missing components would result in violations of program requirements. If a violation is identified, technical assistance is provided and immediate corrective action is required. A required corrective action plan should explain the action(s) taken to correct the violation and procedures the SFA and site will implement to ensure such violations do not occur in the future. Fiscal action will be taken when appropriate -- USDA requires fiscal action if snacks are claimed for adults or ineligible students (e.g., age limitations) or if snacks are missing a component. In addition, USDA allows fiscal action for repeated milk type violations (i.e., higher fat content milk, flavoring).

# Resources

<http://childnutrition.ncpublicschools.gov/programs/assp>

<http://childnutrition.ncpublicschools.gov/information-resources/menu-planning-production/menu-planning-production/mealpattrn-assp.pdf>

<http://www.fns.usda.gov/school-meals/afterschool-snacks>

USDA Memorandum SP4-2011

# Appendix A: Checklist for Qualifying an After School Snack Program

*This form is a self-assessment for School Food Authorities (SFA) to determine if program criteria are met prior to program approval. Complete one checklist for each ASSP and keep on file at the School Nutrition Administrative office.*

|  |  |
| --- | --- |
| Supervising School Food Authority (SFA): | ASSP Site Name: |
| Program Start Date: | Program End Date: |
| Time School Day Ends: | Time ASSP Starts: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Program Criteria** | **Yes** | **No** | **If yes, include a description of procedures if indicated below.**  **If “No”, document how the SFA will make corrections to comply with ASSP Regulations.** |
| Is the ASSP sponsored and/or operated by the SFA? |  |  |  |
| Is the ASSP organized, supervised, structured and regularly scheduled? |  |  |  |
| Does the ASSP include an educational or enrichment component? |  |  | Describe educational/enrichment component: |
| Does the ASSP have a reliable, accurate collection procedure for snack counts and claims? |  |  | Describe collection procedure: |
| Does the ASSP have an accurate cash management procedure for non-area eligible sites? |  |  |  |
| Does the ASSP use the appropriate, approved production record and are they complete and up-to-date? |  |  |  |
| Are students participating in the ASSP of school age/grade PK-18? |  |  | List ages/grades participating in ASSP: |
| Have School Nutrition personnel been assigned to conduct the required on-site reviews? |  |  |  |

**Please provide detailed responses to the following for this site:**

1. Describe the ASSP schedule (i.e. days of the week, hours of operation, etc.).
2. How is the ASSP organized?
3. Who supervises the ASSP?

**If the site is operated as area eligible, please provide the information below:**

1. Describe the process that was used to determine area eligibility for the ASSP.
2. List the F&R% as of most recent November: % Free & Reduced
3. Date used to determine eligibility:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Site Applicant Signature |  | Site Applicant Printed Name |  | Date |
|  |  |  |  |  |
| Approving Official Signature |  | Approving Official Printed Name |  | Date |

# Appendix B: ASSP On-Site Review Form

Complete two on-site reviews for each ASSP and keep on file at the School Nutrition Administrative office. The first review must be completed within the first 4 weeks of operation and the remaining annual review should be completed at any subsequent time during the program operation.

|  |  |  |  |
| --- | --- | --- | --- |
| **School Food Authority:** |  | | |
| **ASSP Site Name:** |  | | |
| **ASSP Monitor Name:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Describe the system for determining the eligibility status of children (non-area eligible sites only). | | | |
| 1. Describe the system for counting meals. Include statements regarding the identification, classification, and counting by category. | | | |
| 1. Describe the system for transmitting daily meal counts to the school nutrition administrative office. | | | |
| 1. Is a daily attendance roster maintained? | | | Yes  No |
| 1. Is a daily participation roster maintained? | | | Yes  No |
| 1. Does the site have menus and production records documenting that reimbursable snacks are served? | | | Yes  No |
| 1. Are snacks served as a unit? | | | Yes  No |
| 1. Are the meal count procedures prepared by the district and submitted to the North Carolina Department of Public Instruction School Nutrition Services Section being followed? | | | Yes  No |
| 1. Is the meal counting and claiming system adequate to provide accurate reimbursement claims? | | | Yes  No |
| 1. Comments: | | |  |
| 1. For any “No” answer above, please describe the corrective actions taken to resolve the non-compliance concern. | | | |
| Date corrective action completed: |  | Date of follow-up review: |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Monitor Signature |  | Site Supervisor Signature |

# Appendix C: Food Production Record and Instructions

The ASSP Food Production Record form and instructions can be downloaded from: <http://childnutrition.ncpublicschools.gov/programs/assp>

A sample completed Production Record is provided on the following page.



# Appendix D: Nondiscrimination Statement

"The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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