

# Food Service Facts

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# 26. Afterschool Snack Programs

## What are "After-School" options?

The National School Lunch Program (NSLP) and The Child and Adult Care Food Program (CACFP) offers cash reimbursement to help schools and after-school programs serve snacks and/or meals to children after their regular school day ends. Afterschool snacks and meals give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities.

## How can children benefit?

Afterschool snacks and meals help ensure that children receive the nutrition they need to learn, play and grow. Organized, structured, and supervised programs that provide snacks allow children to think and behave better and help them make the grade.

## Is my after-school program eligible?

Use this chart to determine which program best serves your needs.

	<b>CACFP – At-Risk Afterschool Meals</b>	<b>NSLP – Afterschool Snack Program (ASP)</b>
<b>Criteria for Reimbursement</b>	If eligible (located in an area served by a 50% free/reduced school), all meals/snacks reimbursed at the free rate.	Income eligibility forms are collected to determine level of reimbursement (claims based on individuals who eat and their eligibility) OR area eligible snack programs serve snacks free to all enrollees in afterschool programs in areas documented at 50% or more eligible
<b>Meals Eligible for Reimbursement</b>	Snack and/or supper on school days. Program may continue on school days out or holidays during the regular school year and serve breakfast or lunch in lieu of supper.	Snacks served after school on school days only
<b>Meal Pattern</b>	CACFP Meal pattern/CACFP Meal Planning Guidelines	Food Based Menu Plan
<b>Number of Reimbursable Meals</b>	Maximum of one snack and one meal per child per day.	Maximum of one snack per program per child per day.
<b>Meal Service Periods</b>	School days, weekends, and holidays during the regular school year	School days only
<b>Types of sites</b>	After school care sites	Schools; non-school sites IF the sponsor exercises control at the site
<b>Documentation</b>	Daily attendance, meal count records, meal production records, nonprofit food service documentation	Meal benefit applications, meal count records, production records

For information about Child and Adult Food Program At-Risk Afterschool Meals, go to <https://cnw.ksde.org>, CACFP, Administrative Handbook, Chapter 13.

## National School Lunch Program Afterschool Snack Program

### Eligible Programs

Reimbursement is available to sponsors serving nutritious snacks to students in programs provided for students after school. School districts are also well positioned to offer afterschool programs, and in the specific educational or enrichment activities that may be offered. For example, some programs may focus on homework and tutoring, while others offer activities including drama, chess and physical activity. To participate in the Afterschool Snack Program (ASP), schools must meet the following criteria:

1. The sponsor must operate the National School Lunch Program in at least one (1) of its attendance centers.
2. The sponsor must enter into an agreement with Child Nutrition & Wellness, Kansas State Department of Education (KSDE) each school year and accept full responsibility for meeting all program requirements.
3. The ASP can be operated by an outside organization within the attendance center and non-school personnel may work in the program. However, the sponsor must retain final administrative and management responsibility for the ASP.
4. The purpose of the sponsor's program must be to provide care in after school settings.
  - ◆ The program is not required to offer formal child care as recognized by a licensing authority.
  - ◆ Programs may be targeted to specific age groups or may accommodate the needs of a wide variety of ages. Programs that provide meals to various age groups also must provide education or enrichment activities for the various ages of the children served.
  - ◆ The program must be organized to provide students with regularly scheduled activities in a setting that is structured and supervised. This does not mean the program must occur daily.
5. The program must include education or enrichment activities.
  - ◆ Programs which include supervised “open to all” athletic or extracurricular activities along with education or enrichment activities may participate. 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.
  - ◆ 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 meals and snacks.
6. Snacks served to children who are attending classes of pre-primary grade in a school (such as Head Start) and who are participating in an eligible afterschool care program after their regularly scheduled school program may be claimed for reimbursement.

7. The program must have a way of determining which students are present on a given day, such as a roster or sign-in sheet.
  - ◆ There is no requirement that the afterschool programs track the specific activities in which the children participate or document that the children participated in the offered activities. As long as appropriate educational or enrichment activities are provided, the site is eligible to serve meals to the children that attend the program.

### Eligible Sites

Requirements and limitations for sites include:

1. The program may be held in a school or a non-school facility.
2. The site must meet state and local health and safety standards and the sponsor must follow applicable licensing requirements.
3. All programs providing child care require licensing by the Kansas Department of Health and Environment. However, “extraordinary education programs” are excluded from licensing requirements. A definition of these programs follows.

An “Extraordinary education program” is established by the board of education of a school district, operated before or after regular school hours during the regular school term, and maintained for any or all of the following purposes:

- ◆ Providing students with additional time to achieve specified objectives or improvement plan outcomes;
- ◆ Giving students remedial instruction or independent study assistance;
- ◆ Affording students an opportunity to strengthen or attain mastery of basic or higher order thinking skills; and
- ◆ Conducting special projects and activities designed to enrich and enhance the educational experience of students.

### Snack Reimbursement

Reimbursement payments are determined based on the characteristics of each individual program site. Two reimbursement options are available.

**Individual Eligibility:** For ASP sites using Individual Eligibility, reimbursement rates are based on the paid, reduced price or free eligibility status of the students served. The approved Application for Free and Reduced Price School Meals used for lunch and breakfast programs are used to determine the students' eligibility for reduced price or free snacks.

**Site Eligibility:** If an ASP site is Site Eligible, then all snacks served to students are eligible for free reimbursement. In order to qualify as Site Eligible, the site must be located in the attendance area of a school in which 50 percent or more of the enrolled students are eligible for reduced price or free Child Nutrition Program benefits. For example, if a high school with less than 50 percent of the enrolled students eligible for reduced price or free benefits is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for reduced price or free benefits, then the high school's ASP would be Site Eligible. The percent of enrolled students certified

eligible for reduced price and free benefits is determined from data reported on the “Principal’s Building Report” submitted to KSDE for the previous year. Rates of reimbursement for the ASP are announced annually by USDA and are distributed to sponsors by KSDE. Current reimbursement rates are available at <https://cnw.ksde.org>, Key Links.

### Pricing and Non-Pricing Snack Programs

Program sites that are Site Eligible are non-pricing. All snacks are claimed at the free snack reimbursement rate and students are not charged for the snack.

Individual eligibility sites may be pricing or non-pricing. These are described below:

**Pricing programs:** Paid and reduced price eligible students pay for their snacks. Students eligible for free snacks are not charged. The sponsor determines the snack charge for students in the paid category and reports that charge to KSDE on the annual Sponsor Application. The reduced price snack charge may not exceed \$.15 per snack.

**Non-Pricing programs:** The sponsor is reimbursed for snacks at the paid, reduced price and free snack rates but students are not charged for the snacks. In non-pricing programs, the cost of the paid and reduced price snack is recovered from other funding sources.

In an ASP using Individual Eligibility, accountability procedures must assure that students are not overtly identified as eligible for reduced price or free snacks. Refer to Chapter 9 for information about approved accountability procedures.

### Limitations on Student Participation

- ◆ A sponsor may claim reimbursement for one snack per child per day.
- ◆ Students are eligible to participate through age 18. If a student’s nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that student for the remainder of the year.
- ◆ Reimbursement may be claimed for snacks served to individuals, regardless of age, who are mentally or physically disabled.

### Time of Operation

The time of day when a snack is reimbursable is based on when an eligible student’s scheduled school day ends. Reimbursement cannot be claimed for snacks served before or during the school day. If a kindergarten program ends at noon and the children remain in school to attend a care program, reimbursement may be claimed for snacks served to those children during their after school care program.

Reimbursement can be claimed for snacks served only on days when school is in session; including during summer school. Reimbursement cannot be claimed for snacks served on weekends, holidays and during vacation periods.

## Snack Meal Pattern

The snack meal pattern defines the food components and portion sizes required for a reimbursable snack. The “Offer or Serve” provision is **NOT** used in the ASP. A reimbursable snack includes two (2) different menu components from the four listed in the following chart:

### Afterschool Snack Program Meal Pattern

Food Components	Ages 1-2	Ages 3-5	Ages 6-12*
<b>Milk</b> Milk must be fat-free (unflavored or flavored), low-fat (unflavored <b>or flavored</b> ), and fat-free or low-fat (lactose reduced or lactose-free). Flavored lactose reduced or lactose-free milk must be fat-free.	½ cup	½ cup	1 cup
<b>Meats or Meat Alternates</b> Refer to the USDA Food Buying Guide for child Nutrition Programs for crediting information.	½ oz eq	½ oz eq	1 oz eq
<b>Grains</b> Refer to USDA Memorandum SP30-2012 Grain Requirements in the National School Lunch Program and School Breakfast Program for grain crediting information.	½ oz eq	½ oz eq	1 oz eq
<b>Fruits and Vegetables</b> All juice must be 100% fruit, vegetable, or a combination of fruit and vegetable. Juice may not be served when milk is served as the only other component.	½ cup	½ cup	¾ cup

\*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.

## Recordkeeping Requirements

Sponsors must maintain the following records and retain them for the current year plus five years.

- ◆ Documentation that the program site is located in the attendance area of a school (i.e. elementary, middle, junior high or high school) which has at least 50 percent of its enrollment eligible for reduced price or free meals  
OR
- ◆ Documentation of the reduced price or free eligibility status of all students for whom reduced price or free snack reimbursement is claimed
- ◆ Daily snack counts taken at the point of service – Refer to the Daily Record of Afterschool Snacks Served (Form 9-C).
- ◆ Documentation of each student’s attendance on a daily basis
- ◆ Prototype forms to document compliance with meal pattern requirements are available at <https://cnw.ksde.org>, School Nutrition Programs, Food Service Facts, Chapter 26, Related Forms.

## Monitoring Requirements

The sponsor must review each site two (2) times per year. The first review must occur during the first four (4) weeks that the site is in operation each school year. Use the [Afterschool Snack Program On-Site Monitoring Form](#) for documenting ASP site reviews.

## Afterschool Snacks in Residential Child Care Institutions (RCCIs)

Any RCCI that participates in the National School Lunch or School Breakfast Programs may participate in the ASP as long as the institution operates an after school care program with enrichment or education activities in organized, structured and supervised environments.

RCCIs may **NOT** claim reimbursement for snacks served on weekends, holidays or vacation days unless the snack is served during an activity that takes place after an education activity that is determined to be an integral part of the curriculum or an actual extension of the local education system. The limitation imposed is only for snacks. RCCIs may continue to claim breakfasts and lunches served on weekends, holidays, and school vacations.

The age limitation for the ASP is 18 years old or under. However, if a student turns 19 before the end of the school year that ends on June 30, the RCCI may continue to claim reimbursement for the snacks until the end of that school year. Under no circumstances can an RCCI continue to be reimbursed for snacks served to students after the school year in which they become 19. As soon as a student reaches age 21, the RCCI can no longer claim reimbursement for the student's breakfasts or lunches.

### Snacks Served Prior to End of School Day

**Q** *May students be served a snack before the end of the school day?*

**A** No. For snacks to be reimbursable under the ASP provision, they must be served to students after school as part of an after school program.



### Busing Students to a Site Eligible School

**Q** *May students enrolled at a school building that is not Site Eligible be bused to a school building that is Site Eligible for an education or enrichment activity and have their snacks claimed at the free reimbursement rate?*

**A** Yes. Snacks are claimed based on the location where they are served. All students served at the Site Eligible school are eligible for free snacks regardless of where they attend school.



### Snacks Leaving the Service Area

**Q** *May students take the snack out of the service area?*

**A** No. The snack must be consumed in the service area.

**Students Refusing Food Items**

**Q-1** *May students take only one of the two items offered for the ASP?*

**A** No. For the snack to be reimbursable, the student must take the two required components. If the student takes less than the two components, the snack may not be claimed for reimbursement.

**Q-2** *May a student take two of the same item, such as two milk cartons and omit the other component item?*

**A** No. Students must take two different items that make up the reimbursable school snack.



**Afterschool Snacks in RCCI Facilities**

**Q-1** *Can an RCCI claim reimbursement for a snack served to a child who did not attend school that day (e.g. the child was ill)?*

**A** It would depend on whether the child is participating in an approved after school program on that day. If the child is participating in the approved after school care activity, it doesn't matter that he/she may not have been in school.

**Q-2** *If the after school care activities occur late in the afternoon and coincide with the evening meal, may the RCCI claim that meal as a snack?*

**A** The after school snack is intended to be an additional food benefit that, in all likelihood, would not have been otherwise available to children. Therefore, if an RCCI already has a scheduled evening meal service, as would generally be the case, it would have to serve a separate snack as an additional offering at some other time during the afternoon or evening in order to receive the reimbursement. The snack must always be served in association with the after school education activities in organized, structured and supervised environments.

