Chapter 20: Afterschool Snack Programs

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## Background

The Child Nutrition Reauthorization Act of 1998 enhanced nutrition benefits for all children by authorizing the reimbursement of healthy snacks served to eligible children who participate in afterschool care programs. The intent of these provisions is to encourage and assist schools to operate organized programs of care which include education or enrichment activities known to help improve student achievement and/or reduce or prevent children’s involvement in juvenile crime or other high risk behavior.

The South Carolina Department of Education (SCDE) is responsible for administering the Afterschool Snack Program (ASP) in South Carolina schools and residential child care institutions (RCCIs).

## Agreement with SCDE

All South Carolina schools and RCCIs wishing to participate in the ASP must provide sufficient information to enable SCDE to determine whether or not the afterschool care program is eligible and, if so, whether or not it qualifies for free reimbursement for all snacks based on area eligibility. (See the section entitled “Snack Reimbursement” in this chapter of the *Program Reference Manual* for additional information.) Upon approval, SCDE will complete and/or amend an agreement with the School Food Authority (SFA) to provide for the requirements of the ASP.

## Eligible Programs

To qualify for reimbursements, afterschool care programs must meet the following criteria:

1. The SFA must operate the National School Lunch Program.
2. The SFA must sponsor or operate the afterschool care program. An outside organization can operate the ASP and non-school personnel may work in the program. However, the SFA must retain final administrative and management responsibility for the ASP. Furthermore, the SFA must be the party that enters into the agreement with SCDE and must assume full responsibility for meeting all program requirements. The school may then, if it wishes, arrange with another organization (such as the Parent Teacher Association) to perform the day-to-day operations.
3. The purpose of the SFA’s program must be to provide care in afterschool settings.
   * The program is not required to offer formal child care as recognized by a licensing authority.
   * 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.
4. The program must include educational or enrichment activities.
   * Extracurricular activities (such as the school choir, debate team, drama club, etc.) can only qualify to participate if their basic purpose is to provide afterschool care as defined above.
   * Organized athletic programs engaged in interscholastic sports cannot be approved as an afterschool care program under this provision.
   * Programs which include supervised “open to all” athletic activities along with education or enrichment activities may participate. The key is that they are open to all and do not limit membership for reasons other than space or security considerations, or, where applicable, licensing requirements.
5. The program must have a way of determining which students are present on a given day, such as a roster or sign-in sheet. See Form 25-A, Afterschool Snack Program Roster provided at the end of this chapter of the *Program Reference Manual* for a sample sign-in sheet that can be used or adapted for use.
6. All activities must take place **after** the end of the regular school day. Mid-morning and/or mid-afternoon snacks cann**ot** be provided by the ASP.

### Eligible Sites

Requirements and limitations for sites include the following:

1. The program may be held in a school or a non-school facility.
2. The SFA is not required to be licensed separately to provide day care unless there are specific state or local requirements for this.
3. All sites must meet state and local health and safety standards.

### Eligible Students

Children are eligible to be reimbursed for snacks in the ASP through age 18. If a child’s nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that child for the remainder of the year. Reimbursement may also be claimed for snacks served to individuals, regardless of age, who are determined by SCDE to be mentally or physically disabled.

## Area Eligibility

If an ASP site is Area Eligible, then all snacks served to students are eligible for free reimbursement, regardless of each child’s eligibility for free or reduced-price lunches. In order to qualify as Area Eligible, the ASP site must be located in the attendance area of a school in which 50 percent or more of the enrolled students are eligible for free or reduced-price Child Nutrition Program benefits. For example, if a high school with less than 50 percent of the enrolled students eligible for free or reduced-price benefits 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 benefits, then the high school’s ASP would be Area Eligible. Area eligibility for the ASP will follow the Summer Food Service Program’s (SFSP) policies for area eligibility using school data. Schools determined to be area eligible for the SFSP would also be area eligible as afterschool care facilities.

### Individual Eligibility

All sites which are not in areas served by a school in which at least 50 percent of the enrolled children are eligible for free or reduced-price meals must claim snacks using Individual Eligibility. For ASP sites using Individual Eligibility, reimbursement rates are based on the free, reduced-price and paid eligibility status of each individual student served. Each student’s eligibility for free or reduced-price snacks must be documented and is determined using the “Free and Reduced-Price School Meals Family Application” form provided in Chapter 3 – Policy Statement of this *Program Reference Manual*. Accountability procedures must assure that students are not overtly identified as eligible for free or reduced-price snack (for example, through the use of colored tickets). Refer to Chapter 12 – Counting & Claiming for additional information on approved procedures.

## Snack Reimbursement

Schools may claim reimbursement for one snack per child per day. Reimbursement rates for the ASP are effective from July 1 to June 30 and are announced annually by the U.S. Department of Agriculture (USDA). They are distributed to SFAs by SCDE at the beginning of each school year. Current reimbursement rates are available from [www.fns.usda.gov/cnd/lunch](http://www.fns.usda.gov/cnd/lunch)

Program sites that are Area Eligible are all non-pricing. Sites that use Individual Eligibility may choose to 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 do not pay. Note that under no circumstances may a school charge children for snacks claimed at the free reimbursement rate. The SFA determines the snack charge for students in the paid and reduced-price categories and reports those charges annually to SCDE on the “Application for Participation” (see Chapter 3 – Application for Participation provided in this *Program Reference Manual* for additional information). The reduced-price snack charge may not exceed $0.15 per snack.

### Non-Pricing Programs

The SFA is reimbursed for snacks at the current free, reduced-price and paid snack rates but students are not charged for the snacks. In non-pricing programs, the cost of the reduced-price and paid snack is recovered from other funding sources. For program sites that are Area Eligible, all snacks are claimed at the free snack reimbursement rate and students are not charged for the snack.

## Times of Operation

The time of day when a snack is reimbursable is based on when an eligible student’s scheduled school day ends.

Reimbursement may **not** be claimed:

* For snacks served before or during the student’s school day.
* For snacks served on weekends, holidays or during vacation periods.

Reimbursement **may** be claimed:

* + - * For programs that take place only after a student’s school day has ended.
      * For students in a kindergarten program which ends at noon if the children remain in school to attend an afterschool care program.
      * For older students enrolled in schools that have split sessions (i.e. for older students enrolled in the early session who then remain on campus to participate in an approved afterschool care program even though the school continues to operate a later academic session).

## Snack Meal Pattern

The snack meal pattern defines the food components and portion sizes required by USDA regulations (7-CFR-210.10 a (j) and 210 (n)) for a reimbursable snack. The portions shown below are for students ages 6-12. If financial resources are available, larger portions are recommended for older students ages 13-18 due to their greater food energy requirements.

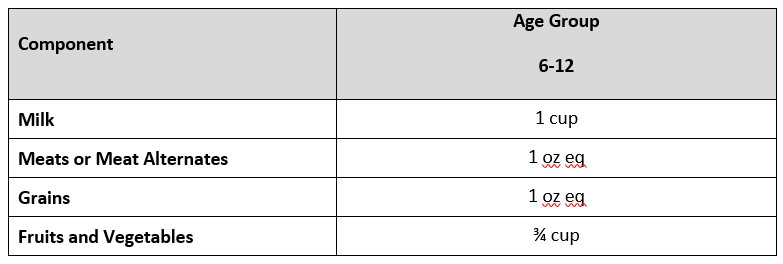
A reimbursable snack includes at least two components from the four listed below based on age groups. **Juice may not be served when milk is served as the only other component**.

1 cup (8 ounces) Fluid Milk

1 oz Meat/Meat Alternate

¾ cup Vegetable or Fruit (V/F)

1 serving Grains (G)



Although there are several combinations of acceptable snack menus, below are a few sample menus.

Low-fat Chocolate Milk (8 fl oz) Milk

Banana (1 medium) V/F

Apple Juice (3/4 cup) V/F

Low-fat American Cheese Cubes (1 oz) M/MA

Peanut Butter Sandwich

\* Wheat Bread (.9 oz) G

\* Peanut Butter (2 Tbsp) M/MA

\* Jelly (1 Tbsp)

Low-fat Milk, unflavored (8 fl oz) Milk

Graham Crackers (.9 oz) G

Pineapple Chunks (3/4 cup) …V/F

Bagel (.9 oz) …G

with light cream cheese (1 oz)

Apple Juice (3/4 cup) V/F

Tortilla Chips (.9 oz) G

with salsa (1/4 cup)

Low-fat Chocolate Milk (8 fl oz) Milk

Raisin Bread (.9 oz.) G

with light cream cheese (1 oz)

Low-fat Flavored Yogurt (4 oz) M/MA

Sliced Peaches (3/4 cup) V/F

Orange Juice (3/4 cup) V/F

Pretzel Sticks (.9 oz) G

Low-fat Milk (8 fl. oz) Milk

Oatmeal Raisin Cookie (2.2. oz) G

## Monitoring Requirements

Local SFAs are required to monitor each ASP site two times per year. The first of these on-site monitoring visits must occur during the first four weeks that the site is in operation each school year. All reviews completed by the SFA must be fully documented and are subject to audit by SCDE and/or by USDA. The On-Site Review of Afterschool Snack Program, provided in this chapter of the *Program Reference Manual,* may be used to conduct and document each visit or local SFAs may develop and use their own similar monitoring form.

## Record Keeping Requirements

SFAs participating in the ASP must maintain the following records and retain them for the current year plus three years.

1. If all snacks are claimed free, documentation must be maintained showing that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals.
2. For all other sites, documentation of free and reduced-price eligibility for all children for whom free and reduced-price snacks are claimed must be on file. The “Free and Reduced-Price School Meals Family Application” form provided in Chapter 3 – Policy Statement of this *Program Reference Manual* should be used and filed as documentation of each student’s eligibility status.
3. Documentation of each student’s attendance on a daily basis. Names of participating children must be included in this information. The Afterschool Snack Program Roster, provided in this chapter of the *Program Reference Manual*, may be used to record this information as well as daily snack counts described below. If preferred, documentation of attendance and daily snack counts may be kept on two separate forms, either or both of which may be developed by the SFA.
4. Daily snack counts taken at the point of service. Area eligible sites may record the total number of snacks served. Individual eligible sites must record the number of snacks served in each eligibility category (i.e. free, reduced-price and paid). The Daily Afterschool Snack Count Form, provided in this chapter of the *Program Reference Manual*, may be used to record this information. If preferred, the SFA may develop and use their own form.
5. Menus and production records must be maintained to serve as documentation of compliance with meal pattern requirements. Any changes in planned menus must be noted. SFA’s may use the Monthly Production Record for Afterschool Snacks provided in this chapter of the *Program Reference Manual*, the South Carolina Statewide Food Production Record (Form 20-A) provided in Chapter 20 – Food Production Records.

# Afterschool Snacks in Residential Child Care Institutions (RCCIs)

Any residential child care institution (RCCI) that participates in the National School Lunch or School Breakfast Programs may participate in the ASP as long as the institution operates an afterschool 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 either.

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| Questions and Answers |

**Q1:** What is the NSLP Afterschool Snack Service?

**A1:** The National School Lunch Program Afterschool Snack Service is a federally-assisted snack service that provides cash reimbursement to encourage or assist schools in serving snacks to children after the regular school day. The afterschool snack component of the NSLP helps children fully engage in afterschool programming by filling the hunger gap many children face in the afternoon and early evening. Children participating in an approved afterschool care program age 18 and under, and participating children who turn 19 during the school year, are eligible to receive reimbursable snacks through the NSLP.

**Q2:** Who administers the NSLP Afterschool Snack Service?

**A2:** The NSLP Afterschool Snack Service is administered on the Federal level by the Food and Nutrition Service, an agency of the U.S. Department of Agriculture. Within individual states, it is administered by state agencies, which operate the snack service through agreements with local school food authorities (SFAs). SFAs are ultimately responsible for the administration of the snack service.

**Q3:** What are the requirements for sites to participate?

**A3:** The SFA must participate in the NSLP lunch component in order for a site operated by the SFA to operate the NSLP Afterschool Snack Service. Additionally, the site must sponsor or operate an approved afterschool care program to be eligible (see question 4).

**Q4:** What types of afterschool care programs are eligible?

**A4:** In order to participate in the NSLP Afterschool Snack Service, the afterschool care program must:

* Primarily provide care for children after school;
* Have organized, regularly scheduled activities in a structured and supervised environment; and
* Include education or enrichment activities, distinct from any extracurricular programs organized primarily for scholastic, cultural or athletic purposes.

Examples of eligible education or enrichment activities include: homework assistance, tutoring, supervised “drop-in” athletic programs, extended day programs, drama activities, and arts and crafts programs. Organized interscholastic programs or community-level competitive sports are not eligible to participate. State agencies can provide further information regarding afterschool care program eligibility.

**Q5:** What are the nutritional requirements for the snack service?

**A5:** Snacks served through the NSLP Afterschool Snack Service must include full servings of two of any of the following four food components:

* Fluid milk.
* Meat or meat alternate.
* Vegetable or fruit, or full-strength vegetable or fruit juice.
* Whole-grain or enriched bread (or an equivalent serving of a bread product) or a serving of cooked whole-grain or enriched pasta or noodle products.

Juice must not be served when fluid milk is served as the only other component.

**Q6:** What are the snack reimbursement rates?

**A6:** State agencies reimburse SFAs for snacks in accordance with the reimbursement rates prescribed by FNS. The [reimbursement rates](https://www.fns.usda.gov/school-meals/rates-reimbursement) are adjusted annually.

Snacks served in afterschool care programs that are area eligible will be reimbursed at the free rate, regardless of an individual student’s eligibility for free or reduced price lunches. Snacks served in afterschool care programs that are not area eligible will be reimbursed at the free, reduced price, and paid rate depending on each individual child’s eligibility status.

**Q7:** How do sites establish area eligibility?

**A7:** An afterschool care program site is area eligible if it is located at a school or in the attendance area of a school where at least 50 percent of the enrolled children are 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 with 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.

**Q8:** How is eligibility determined at sites that are not area eligible?

**A8:** Sites that are not area eligible must document participating children’s individual eligibility status. In most cases, children participating in the NSLP Afterschool Snack Service will have an eligibility determination for the NSLP. The SFA sponsoring the afterschool care program could use participating children’s eligibility status for the NSLP to document individual eligibility for the snack service. If an approved free or reduced price application or direct certification match is not on file for a child, the SFA will earn the paid rate of reimbursement for snacks served to that child unless the child’s household applies and is approved for free or reduced price benefits.

**Q9:** What records must be maintained?

**A9:** Area eligible sites must record and report the total number of snacks served each day. Non-area eligible sites must record and report the number of snacks served each day by category of reimbursement (i.e., free, reduced price, or paid). Area eligible sites must maintain documentation to demonstrate area eligibility. All sites must maintain documentation of compliance with the meal pattern.

After School Snack Program Review Form


Afterschool Snack Program Roster

Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_

**Directions:** Record the date of the month. As each student is served the snack, mark an “X” in the box under the date the snack is served. Students must take all required food items in order to claim a reimbursable meal for that child. Total columns for each day snacks are served (or total by code/eligibility status if applicable).

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|  | | Dates | | | | | | | | | | | | | | | | | | | | | | | | |
| Students’ Names | Code\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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\* If applicable, code roster to prevent overt identification of eligibility for child nutrition benefits.

