

South Carolina
School Food Service Program Reference Manual
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Chapter 25 – Afterschool Snack Program

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Chapter 25 – Afterschool Snack Program

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 reimbursement, afterschool care programs must meet the following criteria:

1. At least one of the Schools/sites in 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.

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- 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 can **not** 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. If the SFA is required, due to state or local requirements, to be licensed, then the license is required for participation in the ASP.
3. All non-licensed 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.

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 or by contacting the Office of Nutrition Programs, SCDE at (803) 734-8188. Reimbursement payments are determined based on the characteristics of each individual program site. Two reimbursement options are available.

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

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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.

Claiming Reimbursement When the Child Missed School

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

A Yes, if and only if, the child did participate in an approved afterschool program on that day. Whether or not he/she attended school that day does not matter.

Pricing and Non-Pricing Programs

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.

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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 two different Food-Based menu components from the four listed below based on age groups. Juice may not be served when milk is served as the only other component.

- ½ -1 cup (8 ounces) Fluid Milk
- ½ -¾ cup Vegetable or Fruit (V/F)
- 1 serving Grains (G)
- ½ -1 ounce Meat/Meat Alternate (M/MA)

Minimum requirements for snack (supplement) food components and amounts to be served are shown in the chart below and are provided as a reference for planning and ensuring that the snacks being offered meet the established meal supplement standards. (Please note that juice may not be served when milk is served as the only other component.)

MEAL SUPPLEMENT CHART FOR CHILDREN			
SNACK (SUPPLEMENT) FOR CHILDREN	CHILDREN 1 AND 2	CHILDREN 3 THROUGH 5	CHILDREN 6 THROUGH 12
(Select two different components from the four listed.)			
Milk, fluid (1% or fat-free)	½ cup	½ cup	1 cup
Meat or meat alternate ¹	½ ounce	½ ounce	1 ounce
Juice or fruit or vegetable	½ cup	½ cup	¾ cup
Bread, whole grain and/or Cereal enriched and/or cereal cold dry or hot cooked	½ slice ¼ cup ² ¼ cup	½ slice 1/3 cup ³ ¼ cup	1 slice ¾ cup ⁴ ½ cup

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For additional information on foods creditable for the above snack components, see Chapter 19 – Food-Based Menu Planning provided in this *Program Reference Manual*.

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

Low-fat Chocolate Milk (8 fl oz)Milk	Apple Juice (3/4 cup)..... V/F
Banana (1 medium)V/F	Tortilla Chips (.9 oz) G with salsa (1/4 cup)
Apple Juice (3/4 cup)V/F	Low-fat Chocolate Milk (8 fl oz) Milk
Low-fat American Cheese Cubes (1 oz)M/MA	Raisin Bread (.9 oz.)..... G with light cream cheese (1 oz)
Peanut Butter Sandwich	Low-fat Flavored Yogurt (4 oz)M/MA
* Wheat Bread (.9 oz).....G	Sliced Peaches (3/4 cup) V/F
* Peanut Butter (2 Tbsp)M/MA	
* Jelly (1 Tbsp)	
Low-fat Milk, unflavored (8 fl oz)Milk	Orange Juice (3/4 cup)..... V/F
Graham Crackers (.9 oz).....G	Pretzel Sticks (.9 oz)G
Pineapple Chunks (3/4 cup)V/F	Low-fat Milk (8 fl. oz)Milk
Bagel (.9 oz)G	Oatmeal Raisin Cookie (2.2. oz).....G
with light cream cheese (1 oz)	

Students Refusing Food Items

Q-2 *May students take only one of the two food items offered for the ASP?*

A Yes but if they do, the snack may **NOT** be claimed for reimbursement. For the snack to be reimbursable, the student must take the minimum amounts of the two required components.



Q-3 *May a student take two of the same item (e.g. two milk cartons) and refuse the other component item (e.g. a banana)?*

A In order to have a reimbursable snack, the student must take two different items.

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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. Form 25-B, 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. Form 25-A, 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). Form 25-C, 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 Form 25-D, 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.

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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.

Claiming the Evening Meal as a Snack in an RCCI

Q-4 *If the afterschool care activities occur late in the afternoon and coincide with the evening meal, may the RCCI claim that meal as a snack?*

A No. The afterschool 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 afterschool education activities in organized, structured, and supervised environments.

On-Site Review of Afterschool Snack Program

Directions: School Food Authorities (SFAs) must review each Afterschool Snack Program (ASP) site two times per school year. The first review must be conducted within the first four weeks of the snack program's operation. This form may be used for both reviews. File the completed forms for audit and review purposes.

School District/SFA: _____ Program Name: _____

ASP Operational Start Date: ___/___/____ ASP Operational End Date: ___/___/____

ASP Contact Person: _____ Reviewer: _____

ASP Operates: Mon Tue Wed Thu Fri Time Snack is Served: _____

Site is: Area Eligible (all snacks claimed as free) **OR** Individual Eligible (claimed according to child's eligibility status)
 Non-pricing (no students charged for snacks) **OR** Pricing (reduced-price and paid students charged for snacks)

Program Requirements:	1 st Review Date			2 nd Review Date		
	Yes	No	NA	Yes	No	NA
1. Monitoring: a. Have all corrections requested during last site monitoring been implemented?						
2. Accountability: a. Are daily attendance rosters maintained? b. Are snack counts taken at the point of service? c. Do all students take all required food components? d. If no, are the snacks which do not meet requirements recorded as non-reimbursable snacks? e. Are students claimed in the correct eligibility category? (If Area Eligible, all students are free.) f. If site is an Individual Eligible program, does the meal count system prevent overt identification of students' eligibility status? g. Were daily income records maintained for cash collected, if applicable? h. Were claims for reimbursement correctly filed (i.e. only one snack per child per day in the correct eligibility category)? i. Are all snacks claimed served only to enrolled students?						
3. Menus and Production Records: a. Does the menu on the day of monitoring meet requirements? Specify below: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st REVIEW 2nd REVIEW </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Menu _____ Portion Size _____ Menu _____ Portion Size _____ </div> b. Are production records and menus maintained for each day? c. Do production records reflect that menus meet component and serving size requirements?						
4. Safety and Sanitation: a. Are facilities/equipment adequate to allow good sanitation practices? b. Do personnel use good hygiene and sanitation practices?						
5. Educational Component: a. Is there an education component during afterschool care? Describe.						
1st Review Corrections Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____ Signature and Title of ASP Reviewer Date	2nd Review Corrections Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____ Signature and Title of ASP Reviewer Date					

Daily Afterschool Snack Count Form

Program Name: _____

DATE:	Total snacks received/ prepared:											
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.											
	1	2	3	4	5	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31	32	33	34	35	36
	37	38	39	40	41	42	43	44	45	46	47	48
	49	50	51	52	53	54	55	56	57	58	59	60
Snack Supervisor's Initials:	Total Snacks Served to Students:						No. Snacks Served to Adults:					

DATE:	Total snacks received/ prepared:											
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.											
	1	2	3	4	5	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31	32	33	34	35	36
	37	38	39	40	41	42	43	44	45	46	47	48
	49	50	51	52	53	54	55	56	57	58	59	60
Snack Supervisor's Initials:	Total Snacks Served to Students:						No. Snacks Served to Adults:					

DATE:	Total snacks received/ prepared:											
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.											
	1	2	3	4	5	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31	32	33	34	35	36
	37	38	39	40	41	42	43	44	45	46	47	48
	49	50	51	52	53	54	55	56	57	58	59	60
Snack Supervisor's Initials:	Total Snacks Served to Students:						No. Snacks Served to Adults:					

Daily Afterschool Snack Count Form Continued

DATE:	Total snacks received/ prepared:											
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.											
	1	2	3	4	5	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31	32	33	34	35	36
	37	38	39	40	41	42	43	44	45	46	47	48
	49	50	51	52	53	54	55	56	57	58	59	60
Snack Supervisor's Initials:	Total Snacks Served to Students:						No. Snacks Served to Adults:					

DATE:	Total snacks received/ prepared:											
TODAY'S SNACK MENU	Mark each number as a snack is served. Count only one snack per child per day.											
	1	2	3	4	5	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31	32	33	34	35	36
	37	38	39	40	41	42	43	44	45	46	47	48
	49	50	51	52	53	54	55	56	57	58	59	60
Snack Supervisor's Initials:	Total Snacks Served to Students:						No. Snacks Served to Adults:					

