



# Afterschool Snack Program

## Idaho School Nutrition Reference Guide

### OVERVIEW

The Child Nutrition Reauthorization Act of 1998 allows reimbursement for snacks served to children through age 18 (and to individuals who are determined by the State agency to be mentally or physically disabled) who participate in programs organized to provide an afterschool enrichment / educational activity. This program must be run by a school that is approved to operate the National School Lunch Program (NSLP).

### TERMS TO KNOW

**Afterschool Snack Program Review** - A review to be completed twice during the school year: during the first four weeks of the snack program operation and again before the program ends (or June 30th in year round schools). A review form is completed as part of the process; this form is to be kept on file, for three years plus current year, for reviews or audits.

**Area Eligible Sites** - The site is at a school or located within the attendance area of a school in which March free/reduced eligibility is at least 50 percent in the preceding five years. Snacks are served at no charge to all children, and reimbursed at the free rate.

**Non Area Eligible Sites** - Snacks are served at free, reduced price, and paid rates based on approved eligibility documentation.

### WHAT IS THE AFTERSCHOOL SNACK PROGRAM?

The Afterschool Snack Program (ASSP) operates similar to the NSLP. Generally, public or nonprofit private schools of high school grade or under and public or nonprofit private residential child care institutions may participate. Schools and institutions that take part in the ASSP receive funds from the U.S. Department of Agriculture (USDA) for each reimbursable snack served. Sites must serve snacks that meet Federal requirements, and they must offer free or reduced price snacks to eligible children. The following information explains the basics of implementing and monitoring the snack program.

#### Eligible Sites

To be eligible to qualify for reimbursement under the ASSP, sites need to meet the following criteria:

- Must be run by a school that is approved to operate the NSLP
- Must sponsor or operate an afterschool care program to provide educational/enrichment activity

- The school must retain final administrative and management responsibility for the program, including the site
- The school must be the party that enters into the agreement with the State agency and must assume full responsibility for meeting all program requirements

## Eligible Afterschool Programs

To be eligible to qualify for reimbursement under the ASSP, programs need to meet the following criteria:

- The afterschool program **MUST BE** operated by the school and not some other organization. It must be offered after the school day has ended. The school does not have to use the school’s personnel or regular school facilities to run the program.
- Must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised. “Regularly scheduled” does not mean that ASSP must occur daily. Eligible programs do not need to establish a formal enrollment procedure, but they must have a means of determining which children are present on a given day, such as a roster or sign-in sheet.
- Must include educational or enrichment activities (e.g., mentoring or tutoring programs) in organized, structured, and supervised environments. Extracurricular activities such as the school choir, debate team, drama society, etc., can qualify to participate in this program **ONLY** if their basic purpose is to provide afterschool care as defined above. It must be emphasized that under no circumstances can organized athletic programs be approved as afterschool care programs under this provision. ***The programs must be open to all and cannot limit membership for reasons other than space or security considerations.***

## Monitoring

Each ASSP must be reviewed by the school food authority (SFA) two times per year (referred to as an Afterschool Snack Review). The SFA must make the initial review during the first four weeks of snack service each school year. The second review can occur any time before the program ends or June 30<sup>th</sup> for year round schools. These reviews must assess each site’s compliance with counting and claiming procedures, and with the snack meal pattern. The required review form is in MyIdahoCNP under Download Forms.

## Pricing and Student Benefits

Any child at a participating school may purchase a snack through the ASSP. If the site is area eligible, all children participating in the afterschool program may receive a snack at no charge (and the site claims all snacks served as “free”). A school cannot charge children for snacks claimed at the free reimbursement rate. Sites that are not area eligible must use a child’s free and reduced-price status to determine eligibility for the ASSP. Charges for a reduced price snack may not exceed 15 cents. Charges for a paid priced snack should be enough to cover the cost of food and labor. If a program is not area eligible and snacks are claimed as free, reduced, and paid, eligibility categories must be updated to match changes on the master benefit issuance list to ensure accurate claiming of free, reduced, and paid snacks. SFAs that implement a non-

area eligible program must ensure that a child's eligibility status is not disclosed at any point in the process of providing the snack.

## Claiming and Reimbursement

Schools may claim reimbursement for **one full snack, per child, per day**. Seconds and adult snacks cannot be claimed. Only a full snack (one serving from two different components) qualifies as reimbursable.

Children 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 during the remainder of the school year. Reimbursement may also be claimed for individuals who are determined by the State agency to be mentally or physically disabled and are enrolled in the school.

- Area eligible sites (at least 50 percent of students are eligible for free or reduced price meals in NSLP) can claim reimbursement at the free rate for snacks served to all children eligible for snacks, regardless of each individual child's eligibility for free or reduced price lunches and breakfasts.
- Non-area eligible sites (do not meet the 50 percent threshold) will receive reimbursement at the free, reduced-price, or paid rate depending on the eligibility status of the children receiving the snack.

Sites may be classified as Attendance Area Eligible (claim all snacks free) in two ways:

- Eligible based on the site itself having at least 50 percent of students eligible for free or reduced price meals in NSLP.
- Eligible based on the site being in the attendance area of another school site that has at least 50 percent of students eligible for free or reduced price meals in NSLP.

Once a site establishes area eligibility, the eligibility is effective for a period of five years (USDA guidance from Eligibility Manual for School Meals).

## Times of Operation

The ASSP applies to schools that provide care for children **after** their school day has ended. Under no circumstances may a school be reimbursed for snacks served in programs operated before or during the child's school day. Schools are not eligible to receive reimbursement for snacks served on a day no school is scheduled (i.e., four day week schools cannot serve reimbursable snacks on Friday if this is their non-school day), including weekends, holidays, and during school vacation periods. Children's eligibility is based on when their scheduled school day ends and not on whether or not the school continues in session. For example, if a kindergarten program ends at noon but the children remain in school under a care program as described above, snacks served to these children may be reimbursed under this provision. The program can be started at any point in the year, with approval from the State agency.

## Meal Pattern

Afterschool snacks must contain at least two different components from the following four components and students must select at least two different components (in minimum quantities) to have a reimbursable snack:

- A serving (8 ounces) of low-fat plain, or fat free plain, or flavored fluid milk; flavored milk is NOT allowable for children five years old and under unless the children are co-mingled with K-5 students in the same service area at the same time (per SP37-2017: *Flexibility for Co-Mingled Preschool Meals: Questions and Answers*)
- A serving (1 ounce equivalent) of meat or meat alternate
- A serving (1 ounce equivalent) of whole grain or enriched bread, cereal, or other grain, or an equivalent quantity of any combination of these foods
- A serving (3/4 cup) of vegetable(s) or fruit(s) or 100% vegetable or fruit juice (6 fl oz), or an equivalent quantity of any combination of these foods

Snacks with only the following are **NOT reimbursable**:

Two fluid foods (e.g., milk and 100% juice)

Two foods from the same food component (e.g., 100% fruit juice and carrots)

## Record Keeping

At a minimum, SFA's participating in the ASSP must maintain the following records:

- If all snacks are claimed free (area eligible), documentation that the site is located in an area served by a school in which at least 50 percent of the students with access to the NSLP are certified eligible for free or reduced price meals
- For sites that are not area eligible, documentation of free and reduced price eligibility for all children for whom free and reduced priced snacks are claimed (e.g., Free and Reduced Price Applications on file)
- Meal counts at area eligible sites showing the total reimbursable snacks served to children. Meal counts at sites that are not area eligible showing the total reimbursable snack counts by type (free, reduced, or paid)
- Snack counts consolidated at the end of the month, reflecting the counts entered in the claim for reimbursement
- Documentation of child's attendance and receipt of snack on a daily basis (roster or sign in sheet)
- Production Records, with changes or substitutions noted on the daily menu, for each snack showing compliance with meal pattern and noting number of portions prepared, served, and leftover
- Annual training documents (agenda, dated sign-in sheets)
- Afterschool Snack Program Review forms

## Additional Requirements

- Schools wishing to participate in the ASSP must provide sufficient information in the annual NSLP Renewal Application in MyIdahoCNP to enable the State agency to

determine whether or not the program is eligible. Qualification for free reimbursement for all meals based on area eligibility will be determined by the State agency.

- Potable water must be made available for children in the snack service area.
- Civil rights requirements must be met: the “And Justice for All” poster must be visible in the snack service area, staff must be trained annually, written procedures for receiving and handling civil rights complaints must be readily available to staff, and the non-discrimination statement must be present on pertinent materials.

## **WHY IS THE AFTERSCHOOL SNACK PROGRAM IMPORTANT?**

Under the ASSP, nutritious snacks are available to students, after the school day has ended, in a supervised setting. The program aims to assist schools and public/private nonprofit organizations to operate organized programs of care, which include education or enrichment activities, to keep children occupied in constructive activities in a positive social setting to reinforce healthy choices and productive behavior.

## **RESOURCES**

Additional resources may be available for this topic. Please check the Idaho School Nutrition Reference Guide website for copies of manuals, user guides and helpful links to relevant subject matter.

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### **For Questions Contact**

Child Nutrition Programs

Idaho State Department of Education

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- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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