

# National School Lunch Program (NSLP) Afterschool Snack Service in School Year 2023-2024

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# Topics

- Signing Up for the Program
- Area Eligibility
- Enrichment Programming
- Meal Counting and Claiming
- Staff Training
- Meal Pattern Requirements
- Food Safety and Sanitation
- Monitoring Reviews
- Administrative Review
- Additional Information

# Basic Qualifications

- The program must be operated by a School Food Authority (SFA) where at least one school participates in the National School Lunch Program (NSLP).
- Snack cannot be served until the school day is over.
- The site must offer enrichment programming provided by the SFA.
- Sites can decide to participate any time during the school year.

# Signing Up for the Program

# Program Agreement & NSLP Afterschool Snack Service in Online School Meals Application Packet

- If the snack program is not checked off your SFA Program Agreement, submit an updated agreement.
- In the [Harvest Child Nutrition System](#), in the SNP Application Packet, in the Site Application(s), in the Program Participation tab, check off “After School Snack Program” and then enter the start and end times of snack service.
- In the “Meal Charges” tab of the Site Application(s):
  - Indicate whether snack is Non-Pricing or Pricing. If Pricing indicate the amount charged to the reduced-price and paid status students.
- Complete the “After School Snack Program” tab of the Site Application(s).
  - Contact Information
  - Time School Day Ends
  - Area vs. Non-Area Eligible
  - Enrichment Activities Provided
  - Question about switching to CACFP At-Risk Afterschool Meals
- Submit the Site Application(s) and the overall SNP Application Packet.

# Area Eligibility

# Note on Special Provisions

- Vermont's Universal Meals Law does not cover snack, only breakfast and lunch.
- Provision 2 and Community Eligibility Provision (CEP) operation does not automatically make the site area eligible.
- Area eligibility is based on the Free and Reduced % from the previous school year in the [2022-2023 Free and Reduced Eligibility Report](#).

# Eligibility Options in the Harvest Child Nutrition System

In the After School Snack Program tab of the Site Application:

- If the site is 50% or more F&R, it will automatically display as “Attendance Area Eligible – Eligible based on the site (claim all snacks free).”
- If a school in the attendance area is 50% or more F&R, select “Attendance Area Eligible – Eligible based on another site (claim all snacks free).” Enter the name of the site in the text box.
- If not eligible, select “Non-Area Eligible (claim all snacks free, reduced, and full price).”



# Attendance Area

- 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 that has 50 percent or more of the enrolled children eligible for free or reduced-price meals, then the afterschool program located in the high school would be area eligible.
- If a middle school with less than 50 percent free or reduced-price school enrollment is located in the attendance area of an elementary school that has 50 percent or more of the enrolled children eligible for free and reduced meals, then the afterschool program located in the middle school would be area eligible.
- If the high school in the attendance area is eligible, it makes all schools in the attendance area eligible.
- Schools with the same grade levels in the same attendance area cannot confer eligibility.
- Schools with school choice cannot use attendance area eligibility.

# Area Eligible Sites

- Operating as an area eligible site means that all students receive snacks at no cost and the SFA receives the free reimbursement rate for all snacks.

# Non-Area Eligible Sites

- Snacks are tracked and claimed by free, reduced, and paid status.
- Reduced-price status students can be charged no more than 15 cents for snack.
- If non-pricing, program funds can be used to serve snack at no charge to the students.

# CEP schools that are not area eligible

- Schools that have at least 25% Identified Student Percentage (ISP) can participate in CEP. Often schools with lower ISPs are grouped with other schools.
- For NSLP Afterschool Snack Service, these sites must use their individual ISP to determine if they are area eligible. If their ISP is under 31.25%, they are non-area eligible and must claim snacks under their CEP claiming percentages.
- Program funds can be used to cover the difference between the reimbursement and the cost of offering snacks at no charge.

# Enrichment Programming

# Enrichment Programming

- Enrichment programming must be offered by the SFA, the child does not necessarily have to participate to receive snack. Groups such as homework help or after school tutoring are common examples.
- Programs that include supervised athletic activities may participate, provided the athletic activity is open to all and does not limit membership for reasons other than space or security.

# Meal Counting and Claiming

# Meal Counts

- Point of Service (POS) meal counts must be taken at the time each child receives a reimbursable snack.
- Snack counts cannot be taken before the snack is served or counted after snack service is over.
- Counts based on pre-order numbers or attendance are not allowed.
- Can use electronic POS system, paper count sheet, or some form of electronic spreadsheet.
- Non-area eligible programs must track by student name and confidentiality and anonymity must be maintained to prevent overt identification of eligibility status.



# Attendance Records

- Maintain attendance records, such as sign-in sheets.
- Attendance records are based on children in the enrichment programs and children that just come to receive a snack.
- These serve as edit checks, to prevent claiming more snacks than children in attendance.
- Report Total Monthly Attendance and Number of Operating Days in the monthly Claim for Reimbursement and the system will calculate Average Daily Attendance.

# School Year 2023-2024 Reimbursement Rates

Rate	Non-Area Eligible	Area Eligible
Free	\$1.17	\$1.17
Reduced	\$0.58	N/A
Paid	\$0.10	N/A

# Adults

- Can choose to provide snacks at no cost to program adults.
- Program adults are those involved in the operation and implementation of the snack program.
- Snacks provided to non-program adults must be priced so that they cover the cost.
- If snacks are served to adults, they must be tracked and reported in the monthly Claim for Reimbursement, although no reimbursement is provided for snacks served to adults.

# Staff Training

# Staff Training

- Everyone involved needs be trained on program requirements and this must be documented with names, signatures, dates, and topics covered.
- Often the folks operating the snack service are different than the ones working in the other meal programs, such as 21<sup>st</sup> century grant staff.

# Staff Training Required Topics

- Program Overview and Purpose
- Meal Counting and Claiming
- Meal Pattern Requirements
- Food Safety and Sanitation
- Civil Rights- use the Child Nutrition Programs Civil Rights Training available on the [Child Nutrition Programs Homepage](#)
- Site Logistics

# “And Justice For All” Non-Discrimination Posters

- The poster must be prominently displayed at the site.
- To get posters, please contact Marc Grimes at [Marc.Grimes@vermont.gov](mailto:Marc.Grimes@vermont.gov).



# Documentation

- “Menu”/Production Records/Labels (including Product Formulation Statements and Child Nutrition (CN)-Labels)/Invoices/Receipts
- Daily Meal Counts
- Consolidated Meal Counts for filing the monthly Claim for Reimbursement
- Attendance Records
- Monitoring Forms

All records must be saved for 3 years, plus the current year.



# Meal Pattern Requirements

# NSLP Afterschool Snack Service Meal Pattern

Component	Serving Size
Milk	1 cup/8 fluid ounces
Vegetables and Fruits	$\frac{3}{4}$ cup
Grains	1 ounce
Meat/Meat Alternate (M/MA)	1 ounce

# Milk

- Fluid milk
  - Low-fat (1%) unflavored milk
  - Low-fat (1%) flavored milk
  - Fat-free unflavored milk
  - Fat-free flavored milk

# Vegetable and Fruit Component

- $\frac{3}{4}$  cup is the serving size of fruit or vegetable
- 100% juice can fulfill the entire fruit/vegetable requirement
- Keep in mind that most pre-packaged juice comes in a 4-ounce serving size, which is only  $\frac{1}{2}$  cup. The additional  $\frac{1}{4}$  cup could be met by offering another serving of fruit or vegetable.

# Grain Component

- Grains served in the NSLP Afterschool Snack Service must be whole grain or enriched. Although, there is not a whole grain-rich requirement in the NSLP Afterschool Snack Service, we strongly encourage schools to serve whole grain-rich products.
- Ordering the same products for snack streamlines ordering and avoids the potential of accidentally serving a non-whole grain-rich item in breakfast and lunch.
- It took a great deal of effort for students to respond favorably to whole grain-rich items, it is counter-productive and confusing to get them out of that habit.
- Whole grain-rich products are more nutritionally sound providing the children with the fuel they need to learn, play, and grow.

# Meal Pattern Reminders

- No Offer vs. Serve (OVS)
- Two different components
  - For example, carrot sticks and apple slices do not constitute a reimbursable snack because both items are from the Vegetable and Fruit component
- Snack cannot be just milk and juice (no liquid snack, it needs to be more substantial)

# Snack Examples

- $\frac{3}{4}$  cup strawberries and 4-ounce yogurt
- $\frac{1}{2}$  hardboiled egg and  $\frac{3}{4}$  cup carrots
- 1-ounce cheese and 1-ounce equivalent crackers
- $\frac{3}{4}$  cup 100% orange juice and 1-ounce equivalent muffin
- 4 ounces (2 tablespoons) nut butter and  $\frac{3}{4}$  cup apples
- 8 ounces fat-free chocolate milk and  $\frac{3}{4}$  cup banana
- $\frac{3}{4}$  cup salsa and 1 ounce-equivalent tortilla chips

# Non-Creditable Foods

- Non-creditable foods, such as potato chips, pudding, ice cream, gelatin, cream cheese, bacon, and fruit roll-ups cannot credit in the ASP meal pattern.
- Some non-creditable foods can be offered as extra foods, e.g., maple syrup on pancakes, salad dressing with vegetables, and condiments such as ketchup and mustard on sandwiches.



# Water Availability

- Free, potable water must be made available during snack service.
- However, water is not a meal pattern component.

# Food Safety and Sanitation

# Basic Food Safety and Sanitation Reminders

- Change gloves after each task, washing hands in between
- Use proper utensils for food service, such as tongs for ready-to-eat fruit
- Store snacks and leftovers safely
- Wear proper hair restraints, such as hairnets or hats

# Monitoring Reviews

# Required Monitoring Reviews

- This is not conducted by the State agency, this is conducted by the SFA.
- Programs are required to complete a review twice per year.
- The first review must occur in the first four weeks of snack service and the second must occur prior to the end of program operation.
- Even if the SFA only has one site or one site that participates in the NSLP Afterschool Snack Service, the monitoring review must be done.
- A representative of the school that is operating the program or a peer food service staff from another school or SU should be the monitor.
- By regulation, a Food Service Management Company (FSMC) representative cannot conduct these reviews.

# School Nutrition Programs Administrative Review

# Administrative Review (AR)

- These are conducted by the State agency.
- During the Administrative Review, for selected sites, we have the option to observe snack service and review paperwork or conduct a paperwork-only review.
- Paperwork reviewed includes:
  - Production Records for Meal Pattern Compliance
  - Monitoring Forms
  - Daily Meal Counts based on applicable POS
- SFAs receiving a review in SY23-24 have been notified via email.
  - [School Nutrition Program Administrative Review List School Year 2023-2024](#)

# Common AR Findings

- Monitoring was not conducted within the first 4 weeks of program operation.
- Not taking Point of Service (POS) meal counts.
- Not ensuring students have 2 different components.
- Documentation, including attendance records, meal count sheets, and production records, not filled out thoroughly and completely.



# Additional Information

# VT AOE Child Nutrition Programs

## NSLP Afterschool Snack Service Webpage

### [Vermont NSLP Afterschool Snack Service Webpage](#)

- [Vermont NSLP Afterschool Snack Service Manual](#)
- [NSLP Afterschool Snack Service 2023-2024 Training](#)
- [On-Site Monitoring Form for NSLP Afterschool Snack Service](#)
- [NSLP Afterschool Snack Service Meal Pattern](#)

# CACFP At-Risk After School Meals

- The Child and Adult Care Food Program (CACFP) At-Risk After School Meals Program provides the option to serve a snack or supper at a school, in or in the attendance area of a school, that is 50% or more free and reduced-price eligible.
- For more information, please contact Becca Cochran at (802)-828-1610 or [rebecca.cochran@vermont.gov](mailto:rebecca.cochran@vermont.gov).

# Contact Information

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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; or
- 2. fax:**  
(833) 256-1665 or (202) 690-7442; or
- 3. email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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