

NSLP Afterschool Snack Service in School Year 2022-2023

Jamie Curley
Child Nutrition Coordinator

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.
- Sites must provide enrichment programming.
- Can decide to participate any time during the school year.

Signing Up for the Program

NSLP Afterschool Snack Service Intent to Participate and Program Agreement and NSLP Afterschool Snack Service List

- Complete the NSLP Afterschool Snack Service Intent to Participate and Program Agreement
- This document contains:
 - Logistical information
 - Civil rights assurance statement
 - Certification statement
- Complete the NSLP Afterschool Snack Service List
- Submit these documents to the State agency for review and approval

NSLP Afterschool Snack Service in Online School Meals Application Packet

- In the Harvest Child Nutrition System, in the SNP Application Packet, in the Site Application, in the Program Participation tab, check off “After School Snack Program” and then enter the start and end times of service.
- Complete the “After School Snack Program” tab.
 - Contact Information
 - Time School Day Ends
 - Area vs. Non-Area Eligible
 - Enrichment Activities Provided

Area Eligibility

Note for School Year 2022-2023 Operation

- Provision 2 operation does not automatically make the site area eligible. Eligibility is based on the Free and Reduced % from the previous school year in the [2021-2022 Free and Reduced Eligibility Report](#).
- Community Eligibility Provision (CEP) operation does not automatically make the site area eligible. You must use individual site Identified Student Percentage (ISP), even if it is grouped with other sites for CEP purposes.

Area Eligibility Flexibility Options

- We do not have the same blanket area eligibility waiver that we had in School Year 2021-2022.
- We have two area eligibility flexibilities:
 - If the school or a school in the attendance area was 50% F&R or higher in School Year 2019-2020
 - If the school or a school in the attendance area's individual Identified Student Percentage (ISP) is 31.25% or higher (as $31.25\% \times \text{CEP multiplier of } 1.6 = 50\%$), even if the school does not intend to participate in the Community Eligibility Provision (CEP), as reported in the Community Eligibility Provision Data Collection in the Harvest Child Nutrition System.

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 using an area eligibility flexibility, select “Alternative Option as instructed by the State Agency” and provide the explanation in the text box that appears.
- 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 snack can be no more than 15 cents.
- Other non-child nutrition program funds can be used to serve snack at no charge to the students.

Enrichment Programming

Enrichment Programming

- Enrichment programming has to be offered, the child does not necessarily have to participate in order 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.
- 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 2022-2023 Reimbursement Rates

Rate	Non-Area Eligible	Area Eligible
Free	1.08	1.08
Reduced	0.54	N/A
Paid	0.09	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 adult snacks.

Staff Training

Staff Training

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

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 where snack is served.
- To get posters, please contact Marc Grimes at Marc.Grimes@vermont.gov.



Documentation

- “Menu”/Production Records/Labels/Invoices
- 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.

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 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
- 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
- Store snacks and leftovers safely
- Wear proper hair restraints, such as hairnets or hats

Monitoring Reviews

Required Monitoring Reviews

- 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. This is not conducted by the State agency, this is conducted by the SFA.
- This review may be conducted off-site in SY22-23.
- Even if the SFA only has 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

- During the Administrative Review, State agencies 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 SY22-23 have been notified via email.

Additional Information

VT AOE Child Nutrition Programs

NSLP Afterschool Snack Service Webpage

<https://education.vermont.gov/student-support/nutrition/school-meals/after-school-snacks-and-meals>

- Vermont NSLP Afterschool Snack Service Manual
- NSLP Afterschool Snack Service 2022-2023 Training Slides
- On-Site Monitoring Form for NSLP Afterschool Snack Service
- NSLP Afterschool Snack Service Intent to Participate and Program Agreement
- NSLP Afterschool Snack Service Site List

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.

Contact Information

Jamie Curley

(802)-828-2010

jamie.curley@vermont.gov

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(833) 256-1665 or (202) 690-7442; or
3. email:
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