Department of Education and Cultural Affairs

MAR 2 2 2000

SUBJECT: Update to the Snacks After School Program NSLP 36

TO: Authorized Representatives
National School Lunch Program

FROM: Sandra Kangas, Director
Child and Adult Nutrition Services

A copy of this memo should be provided to the Food Service Director, and the original placed with the numbered memo series from Child and Adult Nutrition Services (CANS). Copies of previous memos can be obtained from the CANS office.

This memo is provided to give additional guidance and information regarding the implementation of the Snacks After School segment of the National School Lunch Program. In the 1999-2000 Combined Agreement, Part 3 – Site/Attendance Centers for School Nutrition Programs, (J), pertains to information that schools must complete if they want to participate in the Snacks After School program option. The words snacks and supplement are used interchangeably throughout the information provided. The following provisions specify fundamental SFA requirements:

1. Serve and claim snacks solely as part of a snack after school care program, or programs, the SFA operates, each such program providing regularly-scheduled education or enrichment activities in an organized, structured, and supervised environment.
2. Meet any State or local licensing, health and safety requirements for operating a snack after school care program.
3. Claim for reimbursement only those meal supplements (snacks) served during snack after school care programs that meet the meal pattern for supplements as set forth in 7 CFR 210.10 (n) and 210.10a (j).
4. Claim for reimbursement only those after school snacks served on school days. Any snacks served before or during the child's school day, or on weekends, holidays, or vacation periods, may not be claimed for reimbursement. After school snacks may be claimed on days when summer school is in session if this summer school is an integral part of the curriculum or an extension of the local education program. For Snack After School care programs in Residential Child

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Care Institutions (RCCIs), only those children who are enrolled and attending school may have their snacks claimed for reimbursement.

5. Claim reimbursement for no more than one snack per child per day. Children from birth to age 18 years, except that the age limitations provided by Section 12 (d) (A) states: In General. –The term "child" includes an individual, regardless of age, who—(i) is determined by a State educational agency, in accordance with regulations described by the Secretary to have one or more disabilities; and (ii) is attending any nonresidential public or nonprofit private school of high school grade or under, for the purpose of participating in a school program established for individuals with disabilities. (If a student's nineteenth birthday occurs during the school year, snacks may be served and reimbursement claimed for that student for the remainder of the school year.)
6. Keep a roster list, sign-in sheet, or other means to determine by name, which children are present on a given day.
7. Claim snacks in the correct reimbursement category. All snacks will be served free and claimed in the free category for any site that 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. All sites not eligible to claim all snacks free on this basis must claim each snack according to the eligibility category – free, reduced price, or paid – of the child to whom the snack is served.
8. Count and record the number of snacks served each day, at the time they are served, by correct claiming category.
9. Maintain the following records, and follow the retention requirements per 7 CFR 210.23 (c):
   - If all meals are claimed free based on the site's eligibility (see 7, above), maintain documentation establishing each site's eligibility;
   - For all other sites, documentation of free and reduced price eligibility for all children for whom free and reduced price snacks are claimed;
   - Meal counts, by type, for each site for each serving day;
   - Documentation of individual children's attendance on a daily basis; and,
   - Menus and production records to document compliance with snack pattern requirements.
10. Review each Snack After School care program two times a year; the first review shall be made during the first four weeks that the care program is in operation each school year.
11. Price the meal supplement (snack) as a unit.
12. If charging for snacks, serve snacks at a free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced price school meals under 7 CFR part 245.
13. If charging for snacks, the charge for a reduced price snack shall not exceed 15 cents.

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ON-SITE REVIEW WORKSHEET
For
SNACK AFTER SCHOOL PROGRAM

School food authorities (SFA's) administering the Snack After School Program must review each snack after school program two times a year; the first review shall be made during the first four weeks that the school is in operation each year. The time frame referring to the first four weeks of school is interpreted to be the first four weeks of *snack service.*

If the review discloses problems with a school's meal counting or claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conducts a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the state agency under section 210.7 (c) of this part and that the counting system, as implemented, yields the actual number or reimbursable free, reduced price and paid snacks/supplements, respectively, served for each day of operation.

The following list of questions are recommended to complete the on-site review requirement:

SCHOOL DISTRICT _____

SCHOOL SITE _____

Dates of Operation: Starting ____/____/____ Ending ____/____/____

Hours of Operation: From _____ To _____

Time of Review: _____ P.M.

_____ _____ _____
School Site Signature Title Date

_____ _____ _____
School Food Authority Signature Title Date

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YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
____	____	1. Is there a nondiscrimination poster on display in a prominent place by the serving line?
____	____	2. Are snacks served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
____	____	3. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
____	____	4. Do snacks meet the menu as planned?
____	____	5. Do snacks meet meal pattern requirements (2 of the 4 required components)?
____	____	6. Are snacks served as a unit?
____	____	7. Can the person responsible for monitoring snacks identify a reimbursable snack to be in compliance with the Child and Adult Nutrition Services approved policy?
		8. Does this person know the school's policies for handling:
____	____	▲ Lost, stolen, forgotten, or destroyed tickets, tokens, IDs?
____	____	▲ Visiting student snacks?
____	____	▲ Adult guest's snacks?
____	____	▲ Adult employee's snacks?
____	____	9. Does the system prevent overt identification?
____	____	10. Are snacks served during assigned meal times, at the end of a school day?
____	____	11. Is there an educational enrichment activity planned in conjunction with the Snack After School Program?
____	____	12. Are snacks planned and prepared with one meal per child in mind?
____	____	13. Are snacks served as second snacks excessive?
____	____	14. Is the method used for counting snacks in compliance with the Point of service requirement or with the Child and Adult Nutrition Services approved alternate policy? (Meal counts cannot be completed in the classroom).
____	____	15. Is someone trained as a backup for the meal counter person?
____	____	16. Is a current eligibility roster maintained and available to the appropriate personnel?
____	____	17. Is the method for counting meals by eligibility category accurate?

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____ ____ 18. Are daily snack counts for all serving lines, snack periods, etc., correctly totaled and recorded?

____ ____ 19. Is there a method of recording nonreimbursable snacks (distinguishing them from reimbursable snacks)?

____ ____ 20. Is the point of service snack count used to determine the school's claim for reimbursement?

____ ____ 21. Are school level edit checks completed and documented?

For programs which work with cash intake:

____ ____ 22. Is there a second-party count of cashier's cash intake?

____ ____ 23. Is cash reconciled daily and are differences recorded?

____ ____ 24. Is it ensured that counts are not adjusted or "backed out" to correspond with cash intake?

EXPLANATIONS:

CORRECTIVE ACTION PLAN:
Recommended corrective Action for above "no" answers:

FOLLOW-UP VISIT:
Corrective Action taken by school and date implemented.