

To: Authorized Representatives of Child Nutrition Programs
National School Lunch Program

From: Child and Adult Nutrition Services

Date: August 17, 2017

Subject: Monitoring Form and Updates for Snacks After School Program

Memo Number: SNP 224-1

This memo replaces the previous memo on this topic dated March 22, 2000, memo number NSLP-36. 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.

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. Questions about this memo can be referred to a SD Dept. of Education Child and Adult Nutrition Services staff member.

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 CRF 210.10 9n) 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 Care Institutions (RCCIs), only those children who are enrolled and attending school may have their snack 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) as 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

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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 210.223(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 mal supplement (snack) as a unit.
12. If charging for 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.

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 snack/supplements, respectively, served for each day of operation.

The following list of questions is 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

NSLP Afterschool Snack On-Site Monitoring Form

Each Afterschool Snack Program must be reviewed by School Food Authority (SFA) two times per year. The first review must be conducted during the first four weeks of each school year.

Snack Site Reviewed: _____

Date of Review: _____ **First Review** _____ **Second Review** _____

Program Requirements	Yes	No	N/A	Comments
1. Accountability				
• Are snack counts recorded at the time they are served?				
• Are daily attendance rosters maintained?				
• Is only one snack per child per day recorded/claimed?				
• Are all snacks claimed served to eligible students only?				
If the site is not area eligible:				
• Is free and reduced price meal documentation maintained?				
• Are snacks claimed based on daily participation by eligibility?				
• Are students claimed in the correct eligibility category?				
• Does the meal counting system prevent overt identification of students' eligibility status?				

2. Menus and Production Records:				
Menu for Date of Review	Portion Size			
• Does today's menu meet requirements?				
• Are production records complete for each day?				
• Do each day's records reflect that menus meet component and serving size requirements?				
• Is water available on serving line or accessible by children from source adjacent to the serving area?				

3. Safety and Sanitation:				
• Do facilities/equipment promote good sanitation practices?				
• Do personnel observe good hygiene and sanitation practices?				

4. Educational/Enrichment Component:				
• Provides educational or enrichment activities in an organized, structured, and supervised environment after the end of the school day, on weekends, or on holidays during the school year				
Describe:				
Corrective Action Needed: (Complete Corrective Action Plan on Back)				
Signature of Person Conducting On-Site Monitoring			Title	
Signature of Afterschool Snack Staff at Site			Title	