

NSLP After School Snack Program Quick Guide

For the Menu Planner

PROGRAM ELIGIBILITY

- If the program is located at a school or in the attendance area of a school where at least 50% of the enrolled children are eligible for free and reduced-price meals based on the October Survey, the program is “**Area Eligible**”.
- If the program is located at a school or in the attendance area of a school where less than 50% of the enrolled children are eligible for free and reduced-price meals based on the October Survey, the program is “**Non-Area Eligible**”.

ENRICHMENT

To participate in the ASSP, the afterschool program must be sponsored by the SAU and offer regularly scheduled educational or enrichment activities open to all children. Sports teams alone cannot participate.

COUNTING AND CLAIMING

- **Area Eligible** – Count the total number of snacks served at the point of service (POS) using a snack count form or tic sheet. Claim all reimbursable snacks served to children in the ‘free’ category.
- **Non-Area Eligible** – Count snacks by student name at the POS by name and eligibility (free, reduced, paid). Claim reimbursable snacks served to children in the appropriate category (free, reduced, paid).
- Leftover snacks, seconds and snacks selected by adults may not be claimed.

MENU PLANNING

- A complete snack must contain two different components in their full serving size.
- Two items from the same component cannot be served (ex. Apple and carrots)
- Two beverages cannot be served as a snack
- To be counted for reimbursement, a student must select both items.
- If a food is not found in the Food Buying Guide, it is not creditable towards school meal pattern requirements and therefore the snack is non-reimbursable.

FOOD COMPONENTS

The serving sizes listed below are for ages 6-12. Larger portions may be provided for older students if you choose.

1) **Fruit & Vegetable**

- Serving size is $\frac{3}{4}$ cup (Note: this is a critical difference compared to breakfast and lunch)
- Juice may not be offered when milk is the other component

2) **Grains**

- Grains may be whole grain or enriched
- Serving size is a 1 ounce equivalent. Examples include:
 - 0.8 oz. pretzels or snack crackers
 - 1 oz. slice of bread or graham crackers
 - 2 oz. or 55 gm cereal bar, granola bar or muffin
 - 1 oz. or 28 gm dry cereal
 - 3 cups of popped popcorn

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3) *Meat/Meat Alternate*

- Serving size is a 1 ounce equivalent. Examples include:
 - 2 Tbsp. nut butter
 - 4 oz. Yogurt
 - 1 oz. cheese

4) *Milk*

- Serving size is 8 ounces of fluid milk
- Can be low-fat (unflavored) or fat-free (flavored or unflavored)
- It is not required to offer a variety of types
- Milk substitutes must meet milk requirements

Additional Requirements

- Production records must include portion sizes of the items served and be kept for 3 years plus the current year
- On-site monitoring must be completed within the first 4 weeks of the start of program and again later in the year. More frequent visits are strongly encouraged. This should be documented using a monitoring form. A sample form can be found on the Maine Child Nutrition website.
- USDA civil rights training is required for all program staff.

For After School Care Program On-Site Staff

- ✓ The program providing snacks for your after-school program receives Federal subsidy for each eligible snack served to a student
- ✓ To be considered an eligible snack, the following must be true:
 - Two different food components are offered
 - The child selects full servings of both food components
- ✓ To be eligible for reimbursement, the student must take both items offered. If they do not want one of the items they can put the item they do not want on a “share table”.
- ✓ Accountability, meaning marking down that a student took a complete snack, must happen as the child is taking the complete snack
 - *Using attendance or a head count is not an acceptable means of accountability*
- ✓ Allowing a child to only take a portion of the snack, or one item, means the snack cannot be marked as complete and the program providing the snacks receive reimbursement.
- ✓ Unserved snacks are returned to the school foodservice operation.
- ✓ Program staff must complete the USDA civil rights training.

Example

Today's Snack Menu: 1 oz. Graham Crackers & 8 oz. Milk

Requirements:

- The child must take both items offered for snack (Graham crackers AND milk)
- If they don't want one of the items, for example the milk, they:
 - a) can take the milk anyway and can put it on a share table
 - b) not take either of the items
- As each child takes a complete snack, a checklist is used to account for each snack taken by a child