

After School Snack Service Quick Guide

For the Menu Planner

MENU PLANNING

- The ASSP uses food based menu planning.
- Complete snacks consist of two different food components in their full serving size.
- 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.
- Production records must include portion sizes of the items served and be kept for 3 years plus the current year.

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

For serving sizes of grains, reference: USDA Memo SP 30-2012 Updated Exhibit A: Whole Grain-Rich Ounce Equivalency (Oz. Eq.) Requirements for School Meal Programs

3) **Meat/Meat Alternate**

- Serving size is a 1 ounce. 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

- The only snacks eligible for reimbursement are complete snacks (two different components) that have been selected by a student.
- Leftover snacks, seconds and snacks selected by adults may not be claimed.
- 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.

After School Snack Service Quick Guide

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
 - Full servings of both food components are selected by the child
- ✓ 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 program that provided them

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
- At the end of service, unserved graham crackers and milk are returned to the program that provided the snacks.