



# Alabama State Department of Education

## National School Lunch Program (NSLP)

### Afterschool Snack Service Program (ASSP) Guidelines



#### SFAs with Eligible Schools Electing to Serve Meal Supplements

SFAs with eligible schools electing to serve meal supplements during afterschool care programs, shall agree to:

- To determine if a school is Area Eligible see “Determining Area Eligibility” and “Reimbursement” below.
- Serve meal supplements which meet the meal requirements.
- Price the meal supplement as a unit.
- Serve meal supplements free or at a reduced price to all children determined by the SFA to be eligible for free or reduced-price school meals.
- If charging for meals, the charge for a reduced-price meal supplement shall not exceed .15 cents.
- Claim reimbursement at the assigned rates only for meal supplements served in accordance with the agreement.
- Claim reimbursement for no more than one meal supplement per child per day.
- Claims for reimbursement must be based on “point of service” meal supplement counts.
- Review each afterschool care program at least two times a year. The first review should be completed within the first four weeks of ASSP operation.
- Provide students with organized and regularly scheduled supervised enrichment programs after the end of the regular school day.
- Have a signed ASSP agreement with the State Agency before beginning an ASSP in the LEA.
- Comply with all requirements of this part.

#### Eligibility

The program must be run by schools eligible to operate the National School Lunch Program (NSLP), and:

- Be operated by a school.
- Retain final administrative and management responsibility for program and site.
- Assume full responsibility for meeting all program requirements.
- Meet state and local health and safety standards.
- Provide care in afterschool setting that is organized and scheduled.
- Provide educational or enrichment activities in a structured and supervised setting.
- Maintain a roster or sign-in sheet as means of determining children present on any given day.
- Students involved in athletic programs may take part in the ASSP, but the ASSP must include an enrichment activity and cannot be run solely for athletic programs.

#### Determining Area Eligibility

There are two types of snack programs a school may be approved to operate: at risk or regular.

- **At Risk (Area Eligible)** – sites located in areas served by a school in which ≥50% of the enrolled students are certified eligible for free and reduced priced meals or located in the attendance area of a school that is.
- **Regular (Non-Area Eligible)** – school serves and claims snacks based on the same eligibility used for lunch and breakfast.

The following data types are the primary data sources to determine whether a site is area eligible:

- School data
  - School data must indicate the proposed meal site is located in the attendance area of a school where at least 50 percent of the children are eligible for free or reduced price school meals.

- **Area eligibility determinations made using school data must be re-determined every five years**, in accordance with the Richard B. Russell National School Lunch Act as outlined in [SP 08-2017 CACFP-04 SFSP 03-2017, Area Eligibility in Child Nutrition Programs, issued December 1, 2016](#).
- Census data
  - LEAs are required to use the most recent census data available.
- CEP data (alternative type of data collection)
  - The individual school's identified student percentage (ISP) is multiplied by a factor of 1.6. If the resulting percentage is at least 50, meal sites within the school's attendance area are considered area eligible.
  - If the school's ISP is at least 31.25, meal sites located in the attendance area of the school are considered area eligible (i.e.,  $31.25\% \times 1.6 = 50\%$ ).
  - Individual school data must be used to determine area eligibility, even if the school is participating in CEP as part of a group or district claiming with a shared ISP.
  - ISP data may only be used to determine area eligibility for schools electing CEP.
  - If a school electing CEP collects alternate household income information to be used for other purposes, school data based on these applications may not be used to determine area eligibility.

## Reimbursement

Schools may claim one snack meal unit, per child, per day. If the child has an 18th birthday during the school year, reimbursement may be claimed for that child's snack through the end of the school year. Reimbursement may be claimed based on area eligibility or student applications for free and reduced-price meals.

- **Area Eligibility** – sites located in areas served by a school in which at least 50% of the enrolled students are certified eligible for free and reduced priced meals – are eligible to receive reimbursement at the free rate.
- Sites not area eligible must maintain documentation of eligibility for all meals served at the free, reduced and/or paid rate. Charges for reduced price snacks cannot exceed .15 cents. No fee can be charged for free category snacks.

Prior to submitting the monthly claim, the SFA should check the daily snack counts with the daily attendance records with the POS. This provides an edit check to prevent overclaiming of snacks.

The ASSP cannot claim meals based on student attendance. Reimbursement is based on the actual number of snacks served to students each day. The snack count must be kept separate from the attendance roster.

Reimbursement applies only to programs providing afterschool snacks for students – not before or during school, weekends, holidays, or vacations. The student's eligibility is based on their school day end, not the systems'.

## Meal Pattern

Afterschool snacks must meet the meal pattern for snacks. Portions for children ages 13 to 18 shall be no less than the portions stipulated for children ages 6 to 12. It is recommended larger portions be served to older children (ages 13-18) based on their greater food energy requirements.

A snack must contain 2 different components from the following four:

- Milk
  - A serving of fluid milk (**8 fl. Oz. / 1 cup**)
    - Only fat-free (unflavored or flavored) or low-fat (unflavored) milk may be offered.
    - Milk variety is not required.
    - Milk may not be served if juice is the only other component of a snack.
    - For Pre-K, the milk requirement decreases to ½ cup and flavored milk may not be served.

- Meat or Meat Alternative
  - A serving of meat or meat alternate (**1 oz. eq.**)
    - The Food Buying Guide, Child Nutrition (CN) Label, or manufacturer's Product Formulation Statement (PFS) are used to credit this component.
    - For Pre-K, the meat/meat alternate requirement decreases to ½ oz eq.
- Vegetables/Fruit
  - A serving of vegetable, fruit, or full-strength vegetable or fruit juice\* (**¾ cup / 6 fl. oz.**)
    - Fruit or vegetable is one component.
    - All juice must be 100% fruit, vegetable, or a combination of fruit and vegetable.
    - Juice may not be served if milk is the only other component of a snack.
    - The Food Buying Guide is used to credit this component.
    - For Pre-K, fruits and vegetables are separate components.
- Grains
  - A serving of whole-grain, enriched bread, or an equivalent serving from grain/bread component (**1 oz. eq.**)
    - Grains must be enriched or whole grain-rich (whole grain-rich items are encouraged).
    - Exhibit A or Product Formulation Statements (PFS) are used to credit this component. A Child Nutrition (CN) label may also be used to credit combination products.
    - There are no restrictions on grain-based desserts or sugar content of cereal for school aged children. Limiting grain-based desserts is encouraged.
    - **For Pre-K**, the grain requirement decreases to ½ oz eq and whole grains must be served in one meal per day. In addition, grain-based desserts may not be served and there are sugar limits for cereal.

## Record Keeping

SFAs participating under this provision must maintain the following records:

- **If all meals are claimed free**, documentation showing the site is in an area served by a school in which at least 50% of the enrolled students are certified for free or reduced-price meals.
- **For all other sites**: Documentation of free and reduced-price eligibility for all students claimed.
- Meal counts – a total for sites qualifying for free reimbursement for all students and for all other sites, meal counts by type (category) for sites.
- Documentation of individual student attendance daily.
- Documentation of compliance with meal pattern requirements
- File ASSP enrichment/education documentation with production record.
- On-Site Review forms (two completed annually) should be kept on file for Administrative Review.