



Illinois State Board of Education

School-based Afterschool Snack Program

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What is the Afterschool snack program?

- A federally funded snack program that operates in public and nonprofit private school and residential childcare institutions
- The intent is to assist schools to operate organized programs of care which include educational or enrichment activities



Topics

- Area Eligible vs. Non-Area Eligible
 - Educational/Enrichment Activities
- Staff Training
- Meal Pattern
- Recordkeeping
- Monitoring

Program requirements

- Must be operated by a school food authority that that participates in NSLP
 - SFA must retain financial, administrative and management responsibility of the program
- must provide organized, supervised and structured activities
- Must include educational or enrichment activities
 - Examples incl homework help or afterschool tutoring



Program requirements (cont'd)

- Must operate only after the school day has ended
 - Cannot be reimbursed for snacks served before/during the school day
- Can operate only when school is in session
 - Not reimbursable on weekends, holidays or school vacations
 - Athletic teams do not qualify however, supervised athletic activities may participate, provided the athletic activity is open to all and does not limit membership for reasons other than space or security.



Area Eligible sites

- Located at a school or in attendance area of a school with 50% or more F&R
 - Ex A-If a high school with <50% F and R is located within the attendance area of a middle school that has >50% F and R, then the HS afterschool program would be area eligible.
 - Ex B-If a middle school with <50% F and R is located within the attendance area of an elementary school that has >50% F and R, then the MS afterschool program would be area eligible.
 - all students are claimed at the free rate and not charged for snacks served.



Non-Area Eligible

- Students are claimed by Free, Reduced, and Paid status
- Must maintain eligibility documentation for each student
- Other non-school food service account funds can be used to serve snack at no charge to the students



Reimbursement Rates (SY 21-22)

RATE	AREA ELIGIBLE	NON-AREA ELIGIBLE
FREE	1.00	1.00
REDUCED	N/A	.50
PAID	N/A	.06



Eligible students and meals

- Those under age 18 (at the start of the school year)
- Cannot be served until school day ends
- Only one snack per participant per day
- Those that operate on weekends or school breaks are not eligible



Recordkeeping

- Daily meal counts for area eligible site
- Daily meal counts by category for non-area eligible site
- Documentation of student attendance on daily basis
- Daily production records to ensure compliance with meal pattern requirements
- All records must be saved for 3 years, plus the current year

Attendance records

- Maintain attendance records, such as sign-in sheets
- These serve as edit checks, to prevent claiming more snacks than students in attendance



Staff training

- the adults operating the snack service are typically not the daytime food service staff
- They need to be trained on program requirements and required documentation
- Training must be documented with names, signatures, dates, and topics covered.



Staff training topics

- Program Overview and Purpose
- Meal Counting and Claiming
- Meal Pattern Requirements
- Food Safety and Sanitation
- Civil Rights



Meal pattern-must select 2 of 4

COMPONENT	SERVING SIZE
MILK	1 CUP OR 8 FLUID OZ
VEGETABLES and FRUITS	$\frac{3}{4}$ CUP
GRAINS	1 OUNCE
MEAT/MEAT ALTERNATE	1 OUNCE



Vegetable and Fruit component

- **$\frac{3}{4}$ cup** is the serving size of fruit or vegetable
- 100% juice can fulfill the entire fruit/vegetable requirement
- Keep in mind that most pre-packaged juice comes in a 4 ounce serving size

Milk

- Fluid milk, low-fat (1%) or fat-free unflavored milk, fat-free flavored milk



Non-creditable foods

- Non-creditable food items, such as potato chips, pudding, ice cream, gelatin, cream cheese, bacon, and fruit roll-ups will not count towards the meal pattern.
- Condiments are ok as long as they are served with the creditable menu items
 - e.g., maple syrup on pancakes, salad dressing with vegetables, and condiments such as ketchup and mustard on sandwiches.



Meal Pattern Reminders

- Two different components
 - For example, carrot sticks and apple slices do not constitute a reimbursable snack because both items are from the Vegetable and Fruit component
- Cannot be milk and juice (no liquid snack, needs to be more substantial)
- Items served DO NOT have to meet smart snack standards

Snack examples

- $\frac{3}{4}$ cup strawberries and 4-ounce yogurt
- $\frac{1}{2}$ hardboiled egg and $\frac{3}{4}$ cup carrots
- 1-ounce cheese and crackers
- $\frac{3}{4}$ cup 100% orange juice and 1-ounce equivalent muffin
- 4 ounces (2 tablespoons) nut butter and $\frac{3}{4}$ cup apples
- 8 ounces fat-free chocolate milk and $\frac{3}{4}$ cup banana



Meal service and Adults

- Both snack items must be taken to be counted
- Meal counts must be marked at the point of service
- May not do Offer vs Serve
- Adults may not be claimed in the afterschool snack program



Monitoring by Sponsor (school)

- Sponsors are required to complete two on-site reviews for each site on an annual basis
 - 1st-within first four weeks of operating
 - 2nd-any other time of year during operation
- Required for single and/or multiple sites
- School staff that operate the program or food service staff can be the monitor
- By regulation, a Food Service Management Company representative cannot conduct these reviews



Monitoring by State agency

- The state agency may do just a paperwork review or review paperwork *and* watch actual snack service
- State review of your snack program occurs concurrently with your Administrative review
- Paperwork reviews include: Production Records for Meal Pattern Compliance, Monitoring Forms and daily meal counts based on applicable POS



Food Safety and Sanitation

- Gloves and/or proper utensils for food service
- Storage of snacks and leftovers



Civil Rights requirements

- “Justice for All” poster must be displayed in the eating/serving area
- Email us at cnp@isbe.net for posters



Non-discrimination statement

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
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 - (1)mail: U.S. Department of Agriculture
 - Office of the Assistant Secretary for Civil Rights
 - 1400 Independence Avenue, SW
 - Washington, D.C. 20250-9410;
 - (2)fax: (202) 690-7442; or
 - (3)email: program.intake@usda.gov.
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