

Extended/Expanded Learning Time—Afterschool Programs for NSLP & CACFP Form

(Eligibility to offer a snack or meal before the end of the school day)

USDA allows sites to offer a snack or meal before the end of the school day if the school (1) operates an extended/expanded instructional day and (2) ends the extended/expanded school day one hour later than the school would have ended if not providing an extended/expanded instructional day.

Directions: If the site will be offering a snack or meal before the end of the school day, submit this form (or alternate containing the same information) with the site application as directed by TDA staff to demonstrate that the site meets the criteria for the extended/expanded meal time flexibility. Definitions for all terms below are located in the directions.

Part I: General Information (Information provided by entity operating the ASCP/At Risk Afterschool Program)

Contracting Entity (CE) Name (Entity Operating the Afterschool Program): CE ID Number:

Site Name: Site ID Number:

Name of the School Food Authority (SFA) Where the Site Is Located:

Part II: School Day Information (Questions to be completed by an authorized school official)

Answer the following questions:

Yes No

1. Does the SFA operate an extended/expanded instructional day at the site?

If no, the site is not eligible to offer a snack or meal before the end of the school day.

If yes, public or charter school, continue to Question 2; non-public school or non-charter school (private school or residential child care institution [RCCI]), continue to Question 4.

2. Does the SFA provide more than 75,600 instructional minutes per year at the site?

If no, the site is not eligible to offer a snack or meal before the end of the school day.

If yes, continue to Question 3.

3. Do the number of instructional minutes beyond the required 75,600 instructional minutes per school year equal 60 minutes or more per school day?

Number of Instructional Minutes Exceeding 75,600 ÷ *Number of Instructional Days for School Year* = *Average Extended/Expanded Instructional Minutes Per Day*

If no, the site is not eligible to offer a snack or meal before the end of the school day.

If yes, continue to Question 4.

4. What time does the extended/expanded school day end?

(Extended/expanded instructional day is defined in the definitions section in the directions.)

5. What time would the school day end if not providing an extended/expanded instructional day?

(Regular school day is defined in the definitions section in the directions.)

Part III: Certification Statement

I certify that the information on this form is true and correct to the best of my knowledge. I understand that misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

SFA Official Signature:

Signature of SFA Official Completing the Form

Date

Printed or Typed Name

Title

Phone Number

Email Address

Authorized Representative for Contracting Entity Signature:

Signature of Authorized Representative for Contracting Entity Operating the Afterschool Program

Date

Printed or Typed Name

Title

**Directions: Extended/Expanded Learning Time—Afterschool Programs
for the NSLP & CACFP Form**

Purpose

This form is intended to be used by contracting entities (CEs) for the following purposes:

1. Assist CEs in determining if a site is eligible to offer a snack or meal before the end of the school day.
2. Submit a request for approval to offer a snack or meal before the end of the school day.

CEs that are approved to offer a snack or meal before the end of the school day must retain appropriate documentation to demonstrate compliance with all regulations and site eligibility to use this flexibility.

Who Completes This Form

Part I must be completed by the entity that will operate the Afterschool Care Program (ASCP) or At Risk Afterschool Program.

Part II must be completed by an SFA official who has knowledge of the site’s curriculum and is authorized by the school district to do so.

Part III includes required signatures for the entity operating the ASCP or At Risk Afterschool Program and the authorized school official.

Use This Form	
Frequency	As needed.
Required Form Format	Not required.
Record Retention	Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.

When Should This Form Be Completed

For NSLP/SBP CEs

- Complete the form prior to submitting the site application. Preparing the form prior to submission of the site application will also ensure that the CE knows if the school day allows or does not allow for an earlier meal service.
- Submit the site application. If the CE receives an error message when submitting the application, change the time of meal service to a time after the end of the school day before submitting the site application and make a note of the issue in the email described below.
- Submit the form in an email to NSLP-SBP.BOps@TexasAgriculture.gov with *Afterschool Program Extended/Expanded Day* in the subject line.

For CACFP CEs

- Complete the form prior to submitting the site application. Preparing the form prior to submission of the site application will also ensure that the CE knows if the school day allows or does not allow for an earlier meal service.
- Submit the site application.
- Submit the form in an email to NSLP-SBP.BOps@TexasAgriculture.gov with *Afterschool Program Extended/Expanded Day* in the subject line.

Definitions Specific to This Form

The following definitions apply to the questions and directions for this form:

Contracting Entity (CE)—Entity operating one of the Child Nutrition Programs (CNPs) administered by the Texas Department of Agriculture.

[NOTE: It is possible that a school food authority (SFA), or CE, operates one or more of the School Nutrition Programs (SNPs) and another CE operates an afterschool program with permission of the SFA in the same location.]

Extended/Expanded Instructional Day—School day intentionally designed to extend or expand the instructional day beyond the amount of time that schools traditionally provide in order to purposefully focus on one or more of the following:

- Rigorous coursework
- Mentoring
- Tutoring
- Physical activity
- Academic support
- Educational enrichment in one or more subjects, including fine arts, civic engagement, science, technology, engineering, and mathematics

SFAs that offer extended/expanded learning programs incorporate additional instructional time for one or more of the listed areas during the school day which results in students attending school for a longer period of time than is typical for most schools.

For example, a school that is intentionally focusing on core skills schedules two 45-minute math classes instead of one 50-minute math class and offers a 40-minute writing session and two separate 25-minute reading sessions each day instead of one 50-minute English class. The schedule includes 45 to 50 minutes of instructional time for each of the other content areas.

In this example, the extended/expanded learning program provides an additional 25 minutes of math and 60 minutes of writing/reading each day beyond what is typically scheduled. If the school was not offering extended/expanding instruction in the core skills, the school day would end at 3:05 p.m. Because of the extended/expanded math and writing/reading instructional time, the school day ends at 4:30 p.m.

Regular School Day—School day that meets the state’s minimum standard for the length of day.

For public and charter schools in Texas, the minimum standard for the length of the school day is dependent on the number of instructional minutes per school year and the number of days the students attend class. Texas requires that public schools and charter schools provide at least 75,600 instructional minutes per school year.

If the SFA is a non-public school or non-charter school (private school or residential child care institution [RCCI]), the SFA should compare its school day schedule to another SFA that has the same number of school days.

School Food Authority—Public school district, charter school, residential child care institution (RCCI), or private school operating a school nutrition program (SNP).

Directions

Part I: General

Contracting Entity (CE) Name (Entity Operating the Afterschool Program): Record the name of the contracting entity (CE) operating the afterschool program in designated space.

CE ID Number: Record the CE’s ID number in the designated space.

Site Name: Record the name of the site in the designated space.

Site ID Number: Record the site’s ID number in the designated space.

Name of the School Food Authority (SFA) Where the Site Is Located: Record the name of the SFA where the site is located in the designated space.

Part II: School Day Information

Part II questions will help to determine if the site meets the criteria to serve a snack or meal before the end of school when the school operates an extended/expanded instructional day.

Ineligible Site: *If the answer for any one of the Part II questions indicates the site does not meet the extended/expanded instructional day criteria to offer a snack or meal before the end of the school day, the site will not be approved to use this flexibility.*

Eligible Site: *If the answer for all of these questions indicates that the site does meet the extended/expanded instructional day criteria to offer a snack or meal before the end of the school day, the site may be approved to use this flexibility.*

Question 1: Does the SFA operate an extended/expanded instructional day at the site?

Indicate Yes or No by checking the appropriate box.

If the site does not meet the criteria for an extended/expanded instructional day, the site is not eligible for the option to offer a snack or meal before the end of the school day.

If the site does meet the criteria for an extended/expanded instructional day, the site may be eligible for the option to offer a snack or meal before the end of the school day.

- If public or charter school, continue to Question 2.
- If non-public or charter school (private school or residential child care institution), continue to Question 4.

If a site is operating an extended/expanded instructional day, the site provides additional time beyond what is considered to be a regular school day¹ by extending/expanding the instructional² day to purposefully focus on one or more of the following:

- Rigorous coursework
- Mentoring, tutoring
- Physical activity
- Academic support
- Educational enrichment in one or more subjects, including fine arts, civic engagement, science, technology, engineering, and mathematics

¹ See the definition for *regular school day* in the *Definitions Specific to This Form* for additional information.

² See the definition for *extended/expanded instructional day* in the *Definitions Specific to This Form* for additional information.

Question 2: Does the SFA provide more than 75,600 instructional minutes per year at this site?

Indicate Yes or No by checking the appropriate box.

If the site does not provide more than 75,600 instructional minutes per school year, the site is not eligible for the option to offer a snack or meal before the end of the school day.

If the site does provide more than 75,600 instructional minutes per school year, the site may be eligible for the option to offer a snack or meal before the end of the school day. Go to Question 3.

To determine the total number of instructional minutes the SFA provides, SFAs will use the school calendar documentation submitted to and approved by the Texas Education Agency (TEA) that identifies the total number of instructional minutes and instructional days for the school year.

Question 3: Do the instructional minutes beyond the required 75,600 instructional minutes per school year equal 60 minutes or more per school day?

Record the numbers for the calculation in the designated spaces.

Indicate Yes or No by checking the appropriate box.

If the site does not meet the criteria described for an extended/expanded instructional day, the site is not eligible for the option to offer a snack or meal before the end of the school day.

If the site does meet the criteria described for an extended/expanded instructional day, the site may be eligible for the option to offer a snack or meal before the end of the school day. Go to Question 4.

To determine if the number of instructional minutes per school day averages to be 60 minutes or more per school day, divide the number of instructional minutes exceeding 75,600 by the number of instructional days for the school year.

Sample Calculation

Number of Instructional Minutes <u>Exceeding</u> 75,600 (84,245 – 75,600) 8,645 minutes	÷	Number of Instructional Days for School Year 169 days	=	Average Extended/ Expanded Instructional Minutes Per Day 51.15 minutes	▶ This site <u>does not</u> average 60 minutes or more per day of extended/ expanded instructional time.
Number of Instructional Minutes <u>Exceeding</u> 75,600 (86,245 – 75,600) 10,645 minutes	÷	Number of Instructional Days for School Year 169 days	=	Average Extended/ Expanded Instructional Minutes Per Day 62.99 minutes	▶ This site <u>does</u> average 60 minutes or more per day of extended/ expanded instructional time. ³

Question 4: What time does the extended/expanded school day end?

Record the time the extended/expanded school day ends in the designated space.

This is the time when the instructional day ends, and students are dismissed from school. If the SFA is not a public or charter school, the SFA should compare its school day schedule to another SFA that has the same number of school days.

³ This time will also help the CE determine what time the meal service may begin.

Question 5: What time would the school day end if not offering an extended/expanded instructional day?

Record the time the site's school day would have ended if the site was not providing an extended/expanded instructional day in the designated space.

This time should reflect the amount of extended/expanded instructional time the SFA has added to each day as described in definition for *extended/expanded instructional day*.

Part III: Certification Statement

Review the certification statement and ensure that all information recorded on this form is accurate.

Have each official sign the form and provide all additional information as requested in the designated spaces.