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# Afterschool Care Program

The Child Nutrition Reauthorization Act of 1998 enhanced nutrition benefits for all children with a special emphasis on older children by authorizing reimbursement for snacks served to children through age 18 (and to individuals, regardless of age, who are determined by the state agency to be mentally or physically disabled) who participate in programs organized to provide after school care. The intent of these provisions is to assist schools to operate organized programs of care that include education or enrichment activities known to help reduce or prevent children's involvement in juvenile crime or other high risk behavior.

## Eligible Programs

To be eligible to qualify for reimbursement under the National School Lunch Program (NSLP), Afterschool Care Program (ASCP) must meet the following criteria:

- A school food authority (SFA) that is participating in the NSLP must operate an afterschool care program.
- The purpose of ASCPs is to provide care in after school settings. This does not mean that the programs must offer formal childcare as recognized by a licensing authority. There is no federal requirement for after school care sites operating under this provision to have either federal, state, or local licensing or approval as a condition of eligibility. However, to qualify under this provision, these programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised. The program does not have to occur daily to be considered as regularly scheduled. While eligible programs would not need to establish formal enrollment procedures, they must have a means of determining that children are present on a given day. Documentation could include a roster or sign-in sheet.
- Eligible programs must include education or enrichment activities in organized, structured, and supervised environments. Any extracurricular activities, such as the school choir, debate team, drama society can qualify to participate under this provision if the basic purpose is to provide after school care as defined above and be open to all students. Under no circumstances can organized athletic programs engaged in interscholastic sports or community level competitive sports only (i.e., youth sports leagues such as "Babe Ruth" and Pop Warner" baseball leagues, community soccer and football leagues, area swim teams) be approved for ASCP snacks under this provision. However, a program that includes supervised athletic activity along with education or enrichment activities may participate as long as the program is open to all and does not limit membership for reasons other than space or security considerations.
- Afterschool care programs that are designed to accommodate students with special needs or that have other limiting factors may be eligible to participate in the ASCP. Special needs may include programs targeted to children who have learning disabilities or programs for

children who are academically gifted.

- Charter schools, private schools and residential child care institutions (RCCIs) including juvenile detention centers are eligible for the ASCP as long as the afterschool care program include enrichment or education activities. If no regularly scheduled education activity is taking place, as is generally the case on weekends, holidays and vacation, reimbursement cannot be claimed for snacks served on those days.

It must be emphasized that under no circumstances can organized athletic programs engaged in interscholastic sports be approved as afterschool care programs under this provision. However, while athletic teams participating in interscholastic sports programs may not be approved, programs that include supervised athletic activity along with education or enrichment activities may participate. The key would be that they are open to all and do not limit membership for reasons other than space or security considerations.

## **Eligible Sites**

Any SFA that is eligible to operate the NSLP may be reimbursed for snacks served to eligible children in eligible ASCPs.

The SFA and not an outside organization must administer the ASCP. The SFA is not required to use school personnel or school facilities, however, the SFA must retain final administrative and management responsibility for the ASCP. Furthermore, the SFA must be the party that enters into the agreement with the Texas Department of Agriculture (TDA) and must assume full responsibility for meeting all ASCP requirements.

## **Area Eligibility**

Schools participating in the ASCP must provide sufficient information to enable TDA to determine if the school is considered area eligible or non-area eligible.

### **Area Eligible Sites**

For public schools, the Child Nutrition Programs Information Management System (CNPIMS) will automatically determine if a school is area eligible (50 percent or more free and reduced) based on the percentage of students eligible for free and reduced-price meals. All relevant provisions in the agreement apply to the after school care activities, including the requirement to comply with regulations.

All schools and RCCIs must meet one of the following criteria for area eligibility to participate in the ASCP:

- If the attendance in the ASCP is limited to students enrolled in the school/RCCI, at least 50 percent of the enrolled school students must be eligible for free or reduced-price meals for the site to be area eligible.

- If attendance in the ASCP is not limited to students enrolled in the school/RCCI, but is open to other students, the school must use the free and reduced-price information from the individual school or RCCI attendance area in which the school/RCCI is located in (elementary, middle school or high school).
- If a school/RCCI at one grade level (such as a high school) with less than 50 percent free or reduced-price school enrollment is located in the attendance area of another school/RCCI (such as middle school) that has 50 percent or more of the enrolled children eligible for free or reduced-price meals, then the school/RCCI could be eligible to operate as area-eligible.
- To obtain information on an individual school, the school/RCCI should contact the SFA administrative office and ask for a written statement that includes:
  - Name and phone number of the SFA;
  - Name of school within the SFA used to determine area eligibility;
  - Confirmation from the SFA verifying the free or reduced-price percentage of the enrollment from the named school(s); and
  - Confirmation that the ASCP site is located in the named school's attendance area.

The documentation from the SFA should be included on the Schedule A for participation in the ASCP.

- The determination of area eligibility must be based on the total number of children approved for free or reduced-price meals as of the last day of operation for the previous October.

**Example:** If a site applies for area eligibility in August 2009, the most current October data would be October 2008. If a site applies for area eligibility in December 2009, the most current October data would be October 2009.

- The site's area eligibility is valid for the entire school year.

**Example:** A determination of a particular site's eligibility made on April 20, 2009, is valid for afterschool snacks served for the remainder of the school year (SY) 2008-2009, that is, from April 20, 2009 through June 30, 2009. Similarly, a determination of a site's eligibility made on August 30, 2009, is valid for the remainder of SY 2009-2010, that is from August 30, 2009 through June 30, 2010.

### **Non-Area Eligible Sites Qualifying as Area Eligible Sites**

The U.S. Department of Agriculture (USDA) has given state agencies additional guidance regarding how schools can qualify as area eligible and claim all students at the free reimbursement rate for the ASCP. If an SFA has a school that is non-area eligible but the school is located in the attendance area of a school that qualifies as area eligible, it may submit a request to change that school's status. To do so, the school must:

- Send a letter to TDA stating this request.
- Identify both schools by name and by campus number.

- Use the most recent October data.
- Identify which campus is area eligible.
- Identify which campus is physically located in the attendance area of the eligible campus.
- TDA will verify the change (through CNPIMS for public and charter schools) and on the Schedule A for private schools and RCCIs.

For unassigned attendance areas, school staff should use individual school data where the snack site is located (example, Magnet School). For an open attendance area, sites located in the attendance area of a school with 50 percent free and reduced eligible students can claim the free rate for all students. Contact TDA for guidance.

### **SFAs With No Set Attendance Areas or Boundaries**

If an SFA does not have assigned attendance areas or boundaries for its schools, the area-eligible determinations must be based strictly on the free and reduced-price percentages of 50 percent of the individual schools.

### **Busing**

An after-school care program located in an area that has mandated busing of students should use free and reduced-price school data from the individual school (elementary, middle or high school) in the attendance area where the after-school site is located.

In situations where public schools bus children from their neighborhood schools to other schools, site eligibility may be based on the enrollment data obtained for either:

- The public school the neighborhood children attend through busing, or
- The public school the children would have attended if it were not for the school's busing policy (the neighborhood in which the facility is located and where the children live).

Site eligibility may be determined in the above situations only if the SFA is able to document the percentage of children eligible for free and reduced-price meals at each school, both before and after the students are reassigned to the school outside their neighborhood.

The SFA must use the same method of determining ACSP site eligibility for all sites in which busing occurs. SFAs must continue to use the attendance/enrollment data from the school in whose attendance zone the ACSP facility is located when busing is not used.

### **Reimbursement**

Under the ASCP, schools may claim reimbursement for one snack, per child, per day. Children are eligible to participate through age 18, and if a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that student during the remainder of the school year. Reimbursement may also be claimed for individuals, regardless of age, who are determined to be mentally or physically disabled.

If the SFA operates the NSLP in any of the school under its jurisdiction, then all schools under the SFA are eligible to provide and receive reimbursement for afterschool snacks under the NSLP.

Schools may receive reimbursement for after school snacks if the ASCP is designed with an educational or enrichment purpose. Schools in area eligible locations (at least 50 percent of the children enrolled in school are certified for free or reduced-price school meals) may serve after school snacks to all students through age 18 and be reimbursed at the free rate. Schools that are not in area eligible locations (schools that do not meet the 50 percent criterion) may also serve afterschool snacks to students through age 18 and will receive reimbursement at the free, reduced-price, or paid rate depending on the eligibility status of the child receiving the snack.

For non-area eligible sites, schools must have free and reduced-price applications to document eligibility for all snacks served free or at a reduced-price. Under no circumstances may a school charge children for snacks claimed at the free reimbursement rate. The amount charged for reduced-price snacks may not exceed 15 cents.

### **Times of Operation**

The ASCP applies to schools that provide care for children after their school day has ended. This may include afterschool care programs that operate for children that are attending summer school. Reimbursement for afterschool snacks may not be claimed for snacks served to children before or during the school day, weekends, holidays or school vacations.

## Afterschool Care Program Meal Pattern

<i>Select two different components from the four listed for a reimbursable snack.</i>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12</b>	<b>Ages 13 and Older<sup>1</sup> Recommended</b>
<b>Milk, Fluid</b>	½ cup	½ cup	1 cup	Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12. It is recommended that schools offer larger portions for older children (Ages 13-18) based on their greater food energy requirements.
<b>Fruit or Vegetable</b>				
Juice <sup>2,3</sup> , fruit, and/or vegetable	½ cup	½ cup	¾ cup	
<b>Grains/Breads<sup>4,5</sup></b>				
Bread; or Cornbread, biscuit, roll or muffin; or Cold dry cereal <sup>5</sup> ; or	½ slice ½ serving ¼ cup or ⅓ oz. <sup>4</sup>	½ slice ½ serving ⅓ cup or ½ oz. <sup>4</sup>	1 slice 1 serving ¾ cup or 1 oz. <sup>4</sup>	
Cooked cereal grains; or Cooked pasta or noodles	¼ cup ¼ cup	¼ cup ¼ cup	½ cup ½ cup	
<b>Meat or Meat Alternate</b>				
Lean meat or poultry or fish <sup>6</sup> ; or Alternate Protein Products <sup>7</sup> ; or Cheese; or Egg (large); or Cooked dry beans or peas; or Peanut or other nut or seed butters; or Nuts and/or seed <sup>8</sup> ; or Yogurt – plain or flavored, unsweetened or sweetened – commercially prepared	½ oz. ½ oz. ½ oz. ½ large egg ⅛ cup 1 Tbsp. ½ oz. = 50% <sup>8</sup> 2 oz. = ¼ cup	½ oz. ½ oz. ½ oz. ½ large egg ⅛ cup 1 Tbsp. ½ oz. = 50% <sup>8</sup> 2 oz. = ¼ cup	1 oz. 1 oz. 1 oz. ½ large egg ¼ cup 2 Tbsp. 1 oz. = 50% <sup>8</sup> 2 oz.	

<sup>1</sup>Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12. It is recommended that schools offer larger portions for older children (Ages 13-18) based on their greater food energy requirements.

<sup>2</sup> Full-strength vegetable and/or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s) and juice.

<sup>3</sup> Juice may not be served when milk is the only other component.

<sup>4</sup> Grains/Breads must be whole grain or enriched, or made from whole grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole grain, enriched and fortified.

<sup>5</sup> Either volume (cup) or weight (oz.), whichever is less.

<sup>6</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.

<sup>7</sup> Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

<sup>8</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

## Content of Snacks

Snacks served must meet the meal pattern for the ASCP. The minimum meal pattern is the same for children ages 6-18; however, it is recommended that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

Snacks shall contain two different components from the following four:

- A serving of fluid milk as a beverage, or on cereal;
- A serving of meat or meat alternate. Nuts and seeds and their butters listed in program guidance are nutritionally comparable to meat or other meat alternates based on available nutritional data;
- A serving of vegetable(s) or fruit(s) or full-strength vegetable or fruit juice or an equivalent quantity of any combination of these foods. Juice may not be served when milk is served as the only other component;
- A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made with whole-grain or enriched meal or flour; or a serving of cooked whole-grain or enriched pasta or noodle products such as macaroni, or cereal grains such as rice, bulgur, or corn grits; or an equivalent quantity of any combination of these foods.

Children's eligibility is based on when their scheduled school day ends and not on whether or not the school continues in session. For example, if a kindergarten program ends at noon but the children remain in school under a care program as described on the previous pages, snacks served to these children may be reimbursed. The same would be true for older children enrolled in schools that have split sessions. If children enrolled in the early session remain on campus to participate in an approved ASCP, they may receive reimbursable snacks even though the school continues to operate a later academic session.

### **Other Snack Service Information**

- There is no offer versus serve.
- Both components must be offered in full portions.
- It is recommended that sweet items be served no more than twice a week. Special attention should be given to the fruit/vegetable/juice component, because of the portion size, which is  $\frac{3}{4}$  cup for children 6-12.

### **Food Production Records**

SFAs have the option to use TDA food production records for both Food Based Menu Planning Systems and NSMP and ANSMP Menu Planning Systems. If the SFA uses their own food production record, they must include all elements included on the TDA production records.

SFAs have the option to maintain their food production records in either paper copy or electronically. However, SFA must be able to provide the food production records to TDA upon request.

### **Application/Food and Nutrition Division (FND) Agreement/ Schedule A**

To participate in ASCP, an SFA must amend the Application, FND Agreement and Schedule A and submit it to TDA. Public schools will amend their Schedule A through CNPIMS. Private schools and RCCIs will submit the Schedule A to TDA via hard copy.

On the Application and FND Agreement, the SFA must indicate that they will participate in the ASCP.

On Schedule A, the SFA will:

- indicate the schools that will participate in the ASCP
- update enrollment and free and reduced-price eligibility data as of the last day of operation for the most current October.

## **Record Keeping**

At a minimum, SFAs participating ASCP must maintain the following records.

- Documentation that the site has at least 50 percent of the enrolled students certified eligible for free or reduced-price meals or is physically located in the attendance area of an eligible school if all snacks are claimed free.
- For non-area eligible sites, documentation of free and reduced-price eligibility for all children for who free and reduced-priced snacks are claimed (applications on file.)
- Snack counts (total number of snacks qualifying for free reimbursement for all children for area-eligible; snack counts by type for non-area eligible sites).
- Documentation of individual children's attendance on a daily basis (roster or attendance record).
- Documentation of compliance with meal pattern requirements (production records).
- Documentation of on-site reviews conducted at each snack site.

## **Monitoring Requirements**

The ASCP must be monitored two times per year with the first review occurring during the first four weeks of snack service. The next monitor review must occur before the school year is completed. The monitoring reviews should be conducted by the Child Nutrition Program director or his/her designee.

TDA may review these operations as part of its general oversight of the NSLP monitored during regularly scheduled CRE reviews.

## **Afterschool Care Program (ASCP) Questions and Answers**

1. **Question:** Can a school serve an extra snack on TAKS testing days to students who are still testing in the afternoon?"

**Answer:** A school can make a local decision to serve a snack to their students who are still testing in the afternoon on TAKS testing days, but can only be reimbursed for one snack per student per day.

# Afterschool Care Program On-site Monitoring Checklist

School Food Authority \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

	YES	NO	N/A
1. Do the snack served meet minimum requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are food production records kept on snacks claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	
3. For non-area eligible sites, is the snack priced as a unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For non-area eligible sites, is the charge for a reduced-price snack 15 cents or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For non-area eligible sites, is there a collection procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there roster/sign-in sheets to document student participation on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are records kept showing actual meal counts on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is reimbursement claimed for no more than one snack, per child, per day?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are snacks claimed according to the school's eligibility (i.e., Area Eligible – all free; Non Area Eligibles – by category)?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are attendance boundaries available (i.e., maps) that show area eligible sites?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does the afterschool care program administering Afterschool Snacks include educational/enrichment activities?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Was the first monitoring review conducted within the first four weeks of the start date?	<input type="checkbox"/>	<input type="checkbox"/>	

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**Signature of Supervisor/Director**