Section 10

Afterschool Snacks & Meals

Section 10, Afterschool Snacks & Meals

Section 10 Update Guide

June 8, 2026	Incorporated guidance from the Final Rule: Expanding Fluid Milk Options in Child Nutrition Programs.
March 11, 2026	Clarified guidance on the following: - CACFP At-Risk meal patterns
September 2, 2025	Incorporated the following provisions from the final rule, *Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans*: - Meal Pattern (aligns ASCP meal pattern with the CACFP snack meal pattern)
February 14, 2025	Clarified guidance on the following: - Onsite monitoring review requirements for CACFP At-Risk - TDA Resources (removed *Extended/Expanded Learning Time Programs—Afterschool Programs for NSLP & CACFP Form*) - USDA Foods in CACFP At-Risk Incorporated the following provisions from the final rule, *Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans*: - Nuts and Seeds - Terminology Change: "Beans/Peas (Legumes)" vegetable subgroup changed to "Beans, Peas, and Lentils"
December 7, 2023	Clarified guidance on the following: - Use of USDA Foods in afterschool snacks and meals - CACFP At-Risk Educational and Enrichment activities - CACFP At-Risk field trip meal service - Open-to-All
May 19, 2023	Created new *Definitions* and *Contact Information* sections, located at the beginning of the *Administrator's Reference Manual (ARM)*. Removed definitions and contact information from this section.
July 28, 2022	Clarified guidance on the following topics: - Extended/expanded instructional day - Meal pattern charts - *Security Authority for Users Access Manager Form* (FND-135) Incorporated the following United States Department of Agriculture (USDA) memos and guidance: - *USDA Memo SP 04-2022, Questions and Answer Guidance on the Final Rule titled Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium Effective July 1, 2022* (March 2, 2022)

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Afterschool Snacks & Meals

National School Lunch Program (NSLP) Afterschool Care Program (ASCP) and Child and Adult Care Food Program At-Risk Afterschool Care Center Component (CACFP At-Risk)

The United States Department of Agriculture (USDA) provides funding for afterschool meal assistance for students through two programs that the Texas Department of Agriculture (TDA) administers:

- National School Lunch Program (NSLP) Afterschool Care Program (ASCP)
- Child and Adult Care Food Program (CACFP) At-Risk

NSLP Contracting entities (CEs) may elect to participate in either program or both in some situations.

The Administrator's Reference Manual (ARM), Section 10, Afterschool Snacks & Meals does not provide detailed guidance on CACFP At-Risk program requirements. This section only provides guidance on operational practices that are specific to NSLP operators. For CACFP At-Risk topics that are not specific to NSLP operators, CEs must use the *Child and Adult Care Program (CACFP) At-risk Afterschool Care Center Handbook* located at *www.SquareMeals.org*.[1]

This section is intended to provide explanations and guidance about the following:

- Information that helps NSLP CEs determine the afterschool meal program option/s that best meets their needs
- Specific regulations that apply to ASCP operation
- NSLP CE specific requirements for CACFP At-Risk operation

  [NOTE: USDA provides specific flexibilities for NSLP CEs operating CACFP At-Risk. This section provides guidance on those flexibilities, so CEs will know when flexibilities apply and when the traditional CACFP At-Risk guidance applies.]

Intent of Afterschool Meal Programs

The afterschool meal programs are designed to have three components:

1. regulated activities in a structured and supervised environment,
2. child care, and
3. snack or meal as appropriate to the program.

These programs are not intended to be a grab and go meal opportunity. Like other Child Nutrition Programs (CNPs), congregate feeding is required. Meals may take place before, after, or in between educational and/or enrichment activities.

Even though the CE is required to offer an enrichment or educational activities for ASCP and CACFP At-Risk, (1) a student cannot be required to participate in the activity to receive a snack or meal, and (2) a student cannot be required to take a snack or meal if participating in the enrichment or educational activity offered.

General Program Requirements

To participate in the ASCP or CACFP At-Risk, the CE is required to complete an application that is specific to the program in TX-UNPS, but an existing CE is allowed to use a streamlined application process.

[1] The guidance in this section is not intended to be used by any operator that does not also operate NSLP.

[NOTE: Within TX-UNPS, the NSLP screens are coded with a blue bar at the top of the screen, and the CACFP screens are coded with a green bar at the top of screen.]

General Application Requirements

- *Amendment to the Food and Nutrition Division Permanent Agreement, Contracting Entity Specific Amendment*

  For ASCP and CACFP At-Risk

  The CE is required to download the *Amendment to the Food and Nutrition, Division Permanent Agreement Contracting Entity Specific Amendment* from TX-UNPS, complete the form using the Section 1 instructions in TX-UNPS, and return the form by fax or an email attachment to TDA.[2]

- Board of Directors

  For CACFP At-Risk

  Since CEs that administer NSLP are managed under the authority of a local education agency with an existing board of education or have an existing governing board specific to the entity, NSLP CEs are not required to establish or submit information on a board of directors for CACFP At-Risk, even though this is required of non-NSLP CEs.

  However, TX-UNPS is designed to require CEs to record a board member's name and date of birth in the program application.[3] Since NSLP CEs are not required to provide this information, TDA recommends that NSLP CEs record the name and birthdate of the school nutrition director in this field.

- Budget, Fiscal Viability

  For CACFP At-Risk

  CEs that currently administer NSLP are not required to submit a detailed budget annually. However, NSLP CEs must provide the information described below in order for their CACFP program application to be submitted each year:

  1. To get to the budget section in TX-UNPS for the CACFP program application,
     - Log on to TX-UNPS.
     - Select CACFP.
     - Click on Application.
     - Click on Add next to Contracting Entity Budget Detail.
  2. To record the required budget information,
     - Locate the Projected Annual CACFP Income header.
     - Click on Anticipated Annual CACFP Reimbursement (Project Total Meals X Rate Annual Revenue under the Projected Annual CACFP Income header.

[2] See the Contact Information for the Texas Department of Agriculture page located at the beginning of this manual.
[3] See Item 2220 of the *At-risk Afterschool Care Center Handbook* for additional information on this topic. Available at *www.SquareMeals.org*.

- Locate the Supper, Free[4] row under the ADP header. Type the number 1 in first text box and in the second text box on that row.

  TX-UNPS will automatically calculate the appropriate rate and populate the last box in the row with the worksheet total. This amount may change each year.

- Scroll to the bottom of the ADP section. Click Close.

  If a warning message is generated, ignore the warning message and submit. The Contracting Entity Budget Detail screen will appear.

3. To answer the additional required questions,
   - Locate Section H on the Contracting Entity Budget Detail screen.
   - Click the No checkbox for each of the questions in Section H.
4. To certify the information provided,
   - Locate the Certification statement toward the bottom of screen.
   - Click the checkbox in front of the statement to indicate that the information recorded is accurate.
5. To complete the application,
   - Click Submit to complete the budget reporting process.

- Budget, Administrative Capability and Financial Viability

  For CACFP At-Risk

  NSLP CEs that are in good standing[5] with NSLP are not required to provide additional evidence of administrative capability and financial viability beyond what is described in this subsection unless specifically requested to do so during the application process.

- Security Authority for Users Access Manager Form (FND-135)

  For CACFP At-Risk

  An NSLP CE operating CACFP At-Risk must submit an FND-135 form for any individuals who will be designated as an authorized representative (AR) for CACFP At-Risk even if that person has an active FND-135 under NSLP. If submitting the form by email, please use the CACFP email[6] address on the Contact Information for the Texas Department of Agriculture (TDA), Food and Nutrition page at the beginning of this manual.

- Certification of Truth and Accuracy

  For ASCP and CACFP At-Risk

  The NSLP CE must certify that all information on the application submitted in TX-UNPS is true and correct.

- Documentation of Site Eligibility

  For ASCP

[4] Even if the CE is offering At-Risk snack, the Supper, Free row should be used.
[5] See the *Definitions for This Section* subsection in this section for more information on this topic.
[6] CACFP email address is available on the Contact Information for the Texas Department of Agriculture (TDA), Food and Nutrition at the beginning of this manual.

CEs operating ASCP must provide documentation that verifies the serving site's area eligibility using school claiming data or census data.[7]

For CACFP At-Risk

NSLP CEs operating CACFP At-Risk must use TX-UNPS school claiming data from the most recent October[8] to demonstrate that 50 percent or more of the students are eligible for free and reduced-price meals. CACFP At-Risk site area eligibility must be established using site claiming data (school data); census data cannot be used to establish site eligibility.

- Certification Statement about Eligibility for Participation

For ASCP and CACFP At-Risk

CEs must indicate their certification of eligibility to participate in School Nutrition Programs (SNP) Application screen in TX-UNPS as part of the NSLP and CACFP application/renewal process. CEs must certify that the CE and any individuals responsible for food service have not been declared ineligible to participate in any other federally funded program by reason of violating that program's requirements.[9]

or

If a person has been previously declared ineligible and that person is now determined to be eligible for participation or is reinstated, the CE must provide documentation of eligibility or reinstatement including documentation about the payment of any debts if applicable.

- Explanation of Educational and Enrichment Activities

For CACFP At-Risk

NSLP CEs operating CACFP At-Risk must include an explanation of their education and enrichment activities or expanded learning opportunities to be offered by the CACFP At-Risk program in the program application.

[NOTE: Competitive sport or scholastic activities or events may only be designated as enrichment activities if other allowable educational and enrichment activities are happening onsite concurrently that are open to all students as part of a broader CACFP At-Risk program. Refer to the *Program Participants* subsection in this section.[10]]

- Site Application/Designation

For ASCP

CEs operating ASCP must indicate which sites will operate ASCP in the SNP Application screen in TX-UNPS.

For CACFP At-Risk

NSLP CEs operating CACFP At-Risk must email TDA[11] a list of sites to be operating CACFP At-Risk. TDA will activate the sites in TX-UNPS. Once the sites are activated, the CE must indicate each site as operating CACFP At-Risk in the Application Packet. This includes existing NSLP sites as well as new sites.

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7 See the *Site Application/Designation* subsection in this section for additional information on this topic.
8 If more recent claiming data indicates site eligibility and October data does not, a CE may contact TDA to determine if using more recent data is allowable in the circumstances.
9 According to 2 Code of Federal Regulations (CFR) 200.208(d), These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.
10 See the At-risk Afterschool Care Center Handbook (available at www.SquareMeals.org) for additional guidance.
11 Use the CACFP email address on the Contact Information for the Texas Department of Agricultural (TDA), Food and Nutrition page at the beginning of this manual.

[NOTE: If a site exists in NSLP, the same site identification number must be used for CACFP At-Risk.]

- Accurate Designation of Days of Operation

  For ASCP and CACFP-At Risk

  In the afterschool program application, the CE must record the actual days of operation. TDA encourages CEs to operate afterschool programs throughout the entire school year to meet the intent of the program's purpose.

Pre-Approval Onsite Visit, Conducted by CE

For CACFP At-Risk

Pre-approval onsite visits conducted by the CE occur before program operation starts. NSLP CEs are not required to conduct an onsite visit for school sites that are participating in NSLP before the sites are approved to participate in CACFP At-Risk. However, the CE must conduct pre-approval visits for any sites that have not previously participated in NSLP and all non-school sites the NSLP CE intends to sponsor.

Training

For ASCP and CACFP At-Risk

All CEs operating a Child Nutrition Program (CNP) are required to ensure that all staff have sufficient training on program requirements to allow them to operate the program effectively and in compliance with all regulations.

CEs administering any CNP are required to attend Civil Rights and program operations training. However, since CEs that administer NSLP have already received training and other technical assistance in how to administer federal programs, their staff members are not required to attend the following training that is required under CACFP At-Risk:

- Pre-application training—*Introduction to CACFP for Child Care Centers*
- Food service staff training

However, TDA encourages NSLP CEs to obtain this training as there are differences in the regulatory requirements for NSLP and CACFP At-Risk.

USDA Foods

For ASCP

A CE may use USDA Foods received from NSLP in the ASCP, but CEs do not receive additional USDA Foods based on afterschool program participation.[12]

For CACFP At-Risk

Under CACFP At-Risk, NSLP CEs will automatically receive cash in lieu of USDA Foods as part of their reimbursement for suppers (and CACFP At-Risk breakfast and lunch if applicable). While CEs must not proactively allocate USDA Foods received for NSLP to the CACFP At-Risk programs, any excess USDA Foods remaining after NSLP/SBP service may be used in the CACFP At-Risk meal and/or snack services.

[12] See the *Administrator's Reference Manual (ARM), Section 14, USDA Foods* for additional information on how to use USDA Foods.

Facilities

CEs that administer NSLP may locate afterschool meal programs at a school-based site or in another location that better serves the needs of students involved in the afterschool program.

Health and Safety Standards

For ASCP

NSLP CEs operating ASCP must meet the state and local health standards described in *Administrator's Reference Manual (ARM), Section 26, Food Safety*.

For CACFP At-Risk

NSLP CEs that operate CACFP At-Risk must meet state and local health and safety standards required for operation of an NSLP or SBP as described in the *Administrator's Reference Manual (ARM), Section 26, Food Safety*.

Licensing

For ASCP and CACFP At-Risk

CEs operating a school-based site for afterschool programs are not required to be licensed childcare facilities. However, if a CE chooses to operate a non-school-based site, the non-school-based site must meet local and state licensing requirements for the facility type.

Food Storage

For ASCP and CACFP At-Risk

The CE does not have to keep separate inventory facilities or locations for NSLP and CACFP. However, the CE must be able to account for inventory items used for each program.

Fiscal

For ASCP and CACFP At-Risk

An NSLP CE participating in CACFP is allowed to streamline the following fiscal practices:

- NSLP and CACFP expenses do not have to have distinct or separate accounting systems, but the CE must be able to track each program's costs and income separately, including designation of the proper Federal Award Identification Number (FAIN) and Catalog of Federal Domestic Assistance (CFDS) numbers.[13]
- Reimbursement may be applied to any child nutrition program.

Contracted Services

For ASCP and CACFP At-Risk

The CE is not required to use its own staff or facilities. Contracted services may include, but are not limited to, the following:

- **Enrichment or Educational Activities**—CEs may contract with another organization to provide enrichment or educational activities for an afterschool meal program.
- **Food Service Management Companies (FSMC)**—CEs that administer NSLP and contract with FSMCs for some or all aspects of the management of NSLP food

[13] FAIN and CFDA numbers are available at *www.SquareMeals.org*.

service program may allow the FSMC to conduct the same activities for CACFP At-Risk. However, the addition of CACFP At-Risk meals may represent a material change to an FSMC contract if this program is not listed on the FSMC solicitation and resulting contracting.[14]

If the CE chooses to contract program services, it must meet the following administrative and fiscal requirements:

- Be the party that enters into the agreement with the TDA.
- Retain control of the administrative and fiscal responsibility for the meal service, including, but not limited to, claims submission, monitoring food service and operations, and control of the quality of the food service.
- Obtain contracted services through appropriate procurement procedures.
- Assume full responsibility for meeting all program requirements.

  For Example:

  - Enrichment Activity. A CE may choose to contract with another organization to provide enrichment or educational activities for the program. While the contractor organizes and manages the activities, it is still the CE's responsibility to monitor those activities to ensure that they meet program requirements.
  - Meal Service. A CE may contract with another organization or food management company to provide snacks or meals. While the organization or food management company may prepare and serve the snacks or meals, the CE is still responsible to monitor the food production and service and ensure that snacks and meals meet required meal patterns and local and state health and safety standards.

Procurement

For ASCP and CACFP At-Risk

NSLP CEs may follow the NSLP procurement standards instead of CACFP procurement standards if they operate a CACFP At-Risk meal service.[15]

[14] See *Administrator's Reference Manual (ARM), Section 17 Procurement* and *Section 18, Food Service Contracts* for additional information on this topic.

[15] See *Administrator's Reference Manual (ARM), Section 17, Procurement* for additional information on this topic.

Program Participants

For ASCP and CACFP At-Risk

Public schools, charter schools, private schools, and residential childcare institutions (RCCIs) that are administering NSLP programs may provide ASCP snacks or CACFP At-Risk snacks/meals to

students up through the age of 18 [NOTE: If a student's nineteenth birthday occurs during the school year, snack reimbursement may be claimed for the student for the remainder of the school year.]	or	individuals, regardless of age, who are determined by the state agency to be mentally or physically disabled

who participate in programs organized to provide afterschool care as well as educational and enrichment activities for program participants in the late afternoon or evening. Programs may use (1) a drop-in or (2) an enrolled participation system.

While the SNP do not need to establish formal enrollment procedures for afterschool programs, there must be (1) a means of counting the number of students that are participating in afterschool enrichment or academic activities each day and (2) accurately counting which students are served a reimbursable snack and/or meal each day. If the SNP staff do not maintain the list of students participating each day,

- The SNP must have access to the participation lists from each enrichment or educational activity for each day as needed.
- The SNP must have an accurate number of the total number of students that are eligible to participate in the afterschool program each day in order to ensure the accuracy of claims. CEs will use the highest number of students eligible to participate in the program as the total enrollment for claiming and for the accuclaim process.[16]

Open-to-All

For ASCP and CACFP At-Risk

Afterschool snack and/or meal programs must include enrichment or educational activities that are available to any student who wishes to participate—limiting program participation to students involved in competitive educational or scholastic programs is prohibited. Enrichment activities must be available to all children (students and community children) who are allowed to be on the campus at the time of the meal service.

Space and Security Considerations

Even though participation in these programs must be open to all students, the total number of participants may be limited based on space or security considerations.

Special Needs Programs

Afterschool meal programs designed to accommodate students with special needs or who have other limiting factors may be eligible to participate in the program although they are not open to all participants. Special needs students include those who have learning disabilities or academically gifted.

[16] See *Administrator's Reference Manual (ARM), Section 20, Counting & Claiming* for additional information in the accuclaim process. CEs must use either the TDA *Daily Record/Accuclaim Form | Afterschool* form for the accuclaim process or a similar reporting instruction that includes all the elements in the TDA form. TDA's forms are available at *www.SquareMeals.org*.

Emergency Shelters

For CACFP At-Risk

Emergency shelters that operate CACFP At-Risk for homeless students and youth during the school year may participate without regard to location.

Education or Enrichment Activities (Including Expanded Learning Opportunities)

For ASCP and CACFP At-Risk

Each site must provide students with education and/or enrichment activities in an organized, structured, and supervised environment.

For Example: An enrichment activity might include mentoring or tutoring.

However, a student cannot be forced to participate in the enrichment or academic activity to receive a snack and/or meal.

Distinct Programing

For ASCP and CACFP At-Risk

Site activities must be distinct from extracurricular programs organized primarily for scholastic, cultural, athletic, or other purposes. Therefore, those programs designed to provide snacks or meals (supper) solely to competitive interscholastic sports teams are not eligible to receive snacks or meals as part of an afterschool program.

For Example: Youth activity groups such as community athletic leagues, Babe Ruth or Pop Warner leagues with limited group participation are not eligible for reimbursement for snacks or meals through ASCP or CACFP At-Risk. However, if the NSLP CE provides an afterschool program for youth activity groups and students who are not participating in youth activity groups, snacks and/or meals may be claimed.

However, if students participating in a program for scholastic, cultural, or other purposes are provided snacks and/or meals at a site open to all students, including those not participating in these programs, they are eligible to serve snacks or meals through ASCP or CACFP At-Risk.

For CACFP At-Risk

In most cases RCCIs, with the exception of homeless shelters, are not eligible to participate in CACFP At-Risk. However, if an RCCI has a non-residential afterschool care program that offers education and enrichment programs for non-residential students, the NSLP-CE may be eligible for CACFP At-Risk.

Extended/Expanded Instructional Day

For ASCP and CACFP At-Risk

Afterschool programs cannot begin operation until after the official end of the instructional day (final bell).

However, USDA allows sites the flexibility to provide a snack or meal before the end of the official instructional day (final bell) if the school (1) operates an extended/ expanded instructional day and (2) ends the extended/expanded instructional day one hour (60 minutes) later than the school day would have ended if not providing an extended/expanded instructional day. See *Information Box 1, Expanded/Extended Instructional Day* for more information on this type of instructional day.

Information Box 1

Extended/Expanded Instructional Day

In Texas, there is no minimum or maximum number of instructional minutes per day. Instead, Texas uses minimum number of instructional minutes (75,600) per school year.

Schools operating an extended/expanded instructional day have a school year schedule that significantly increases the number of instructional days and/or the length of each instructional day to ensure that student instructional time significantly exceeds the yearly required 75,600 minutes of required instructional time.

For these schools, the extended/expanded instructional day is purposefully designed to include additional time for one or more of the following extended/expanded learning activities:

- 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

Time of Snack or Meal Service

Afterschool Program

When the school operates a regular instructional day that does not extend/expand learning time, the afterschool program begins, and snack and/or meal is served, after the last instructional period ends, i.e., after the final bell for the day.

Afterschool Program with Extended/Expanded Instructional Day

When the school operates an extended/expanded instructional day, the school may offer a snack and/or meal service for its afterschool program before the end of the school day if the instructional day extends/expands the instructional day by at least one hour (60) minutes later than the school day would have ended if not providing an extended/expanded instructional day.

If using this flexibility, the snack or meal must be served after the time when the regular school day would have ended if the school was not providing an extended/expanded instructional day.

The CE will identify the end of the regular and extended/expanded instructional day in one of two ways:

1. For public and charter schools, divide the number of instructional minutes[17] greater than 75,600 by the number of instructional days.

Number of Instructional Minutes Exceeding 75,600 (Total Yearly Instructional Minutes – 75,600)	÷	Number of Instructional Days for School Year	=	Average Extended/ Expanded Instructional Minutes Per Day

   Subtract the average number of extended/expanded instructional minutes per day from the time the school day ends to identify when the regular school day would have ended if the school were not providing an extended/expanded instructional day.

2. For private schools or residential child care institutions (RCCIs) not under the jurisdiction of TEA, identify the end of the regular instructional day and extended/expanded instructional day using one of the following methods:
   a. Use the end time for a local education agency that has the same number of instructional days to determine if the school provides at least 60 minutes of instruction beyond the time the regular instructional day ends for the local education agency.

      OR

   b. Use the average length of the regular instructional day for surrounding local education agencies that also offers the same number of instructional days to determine if the school provides at least 60 minutes of instruction beyond the time the regular instructional day average ends for the local education agencies.

[17] Number of instruction minutes based on 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.

If a CE chooses to use the flexibility to serve an earlier snack and/or meal for eligible extended/expanded instructional day sites, the CE must retain documentation that demonstrates that the site is eligible for the earlier snack or meal service.

The identified end of the school instructional day for a CE may vary based on the age of the students. It is not unusual for very young students to end their day earlier in the day, while older students to go later into the mid-afternoon.

Approval for Earlier Snack or Meal Service, Extended/Expanded Instructional Day

CEs must receive TDA's approval before implementing the early snack or meal option. On the program site application in TX-UNPS, indicate that the snack service time occurs before the end of the school day then complete the additional questions that populate.

Meal Service

A CE may choose to administer ASCP, CACFP At-Risk, or a combination of ASCP and CACFP At-Risk. The following descriptions illustrate the meal service options a CE has in administering afterschool meal programs:

Option 1: When the CE participates in ASCP only, the CE has only one option:		
Serve a snack after the end of the regular instructional day		
Option 2: When the CE participates in ASCP and CACFP At-Risk, the CE may choose one of the following meal service options in addition to its regular breakfast (SBP) and lunch (NSLP) meal services:		
Regular Instructional School Day:	**Weekends and Holiday:**	
Serve the following: – Snack under ASCP and supper under CACFP At-Risk	Serve the following under CACFP At-Risk:[18] – Snack only or – Snack and one meal (breakfast, lunch, or supper) or – Two snacks with TDA approval	

[18] See the *At-risk Afterschool Care Center Handbook* (available at *www.SquareMeals.org*) for additional guidance on number of meals that can be claimed.

Option 3: When a CE participates in CACFP At-Risk and does not participate in ASCP, the CE may choose one of the following meal service options in addition to its regular SBP and NSLP meal services:[19]

Regular Instructional School Day:	Weekends and Holiday:
Serve one of the following under CACFP At-Risk: – Snack only or – Supper only or – Snack and supper or – Two snacks with TDA approval	Serve one of the following under CACFP At-Risk: – Snack only or – Snack and one meal (breakfast, lunch, or supper) or – Two snacks with TDA approval

Onsite Meal Service

Meals may be served in a cafeteria, open or common area, classroom, or other suitable location as allowed by applicable health and safety regulations. Meals may take place before, after, or in between educational and/or enrichment activities.

While students are allowed to save uneaten portions of a snack or meal to consume later, snacks and meals are intended to be served and consumed onsite. It is the CE's responsibility to ensure that students do not pick up a snack or meal and leave the site to consume it. If a student picks up a snack or meal and leaves the site to consume it, the snack or meal is not reimbursable.

For CACFP At-Risk

NSLP CEs operating CACFP At-Risk may serve meals and snacks to students on offsite field trips only if there is an At-Risk program onsite at the school operating concurrently. Supervisors on the trip must be properly trained to conduct and document meal service in accordance with CACFP At-Risk regulation.[20]

Time of Operation

For ASCP

- Meal service must begin after the end of the identified regular instructional school day. Sites are not required to wait a specified time after the end of the identified regular instructional school day to begin meal service. However, there is a time requirement between supper and ASCP snack service.[21]

  Two hours must elapse between an ASCP snack service and a supper service offered under CACFP At-Risk, i.e., the beginning of one to beginning of the other service. This requirement also applies when the order of snacks/meals is reversed.

[19] See the *At-risk Afterschool Care Center Handbook* (available at *www.SquareMeals.org*) for additional guidance on number of meals that can be claimed.

[20] CEs may use the Field Trip Food Service Documentation form located in Section 11000 of the *At-risk Afterschool Care Center Handbook*.

[21] See the *Determining the End of the Regular Instructional School Day for Afterschool Programs* subsection in this section for information on flexibility for sites with extended/expanded instructional days.

- During exam week, if the CE has a special schedule for exam days, the CE may serve a snack at a time that is after the end of the scheduled day—even if this time would be during the regular day if the site was not on a special schedule. A site cannot start the program before exams and then stop the program when exams are complete.
- ASCP snacks cannot be reimbursed on weekends, holidays, or official vacations.

For CACFP At-Risk

- Snacks or meals must begin after the end of the identified regular instructional school day. Sites are not required to wait a specified time after the end of identified regular instructional school day to begin meal service. However, there is a time requirement between supper and ASCP snack service.
- Two hours must elapse between a CACFP At-Risk supper service and an ASCP or CACFP At-Risk snack service, i.e., beginning of one snack or meal service to the beginning of other service. This requirement also applies when the order of snacks/meals is reversed.
- CACFP At-Risk supper service must last no more than two hours.
- CACFP At-Risk snack service must last no more than one hour.
- CACFP At-Risk snacks and meals may be reimbursed during weekends, holiday, and official vacations during the regular school year.

For ASCP and CACFP At-Risk

- CEs cannot claim reimbursement for ASCP or CACFP At-Risk snacks or meals during the summer unless the snack or meals are served during summer school when the site has extended NSLP operation for summer classes; the site is a year-round school or located in the attendance area of a school operating a year round calendar; or, in approved circumstances, when there is an unexpected school closure.

For ASCP and CACFP At-Risk

- CEs that serve both an ASCP snack and CACFP At-Risk supper have flexibility in determining whether to serve a snack first and a supper later in the evening or a supper first and a snack later in the evening. Whether serving a snack or supper first, CEs must allow two hours between snack and supper service.

Point of Service (POS) for Afterschool Programs

For ASCP

- Even though the CE is not required to have a point of service (POS), the CE must have a method to accurately count the snacks served which includes a method to match the student to a snack served. A CE may use the same system it uses for NSLP or may use a different system.
- CEs may use an electronic or manual system.
- CEs must also have a system that allows them to separately count the meals or snacks served for each CNP the CE operates.

- The CE must have a method to accurately count each snack or meal served. CEs may use their NSLP point of service (POS) system, the *Daily Meal Count and Attendance Record (At-Risk) Form H1535-AT*, or another method that collects the same information for this purpose.
- CEs may use an electronic or manual system.
- CEs must also have a system that allows them to separately count the meals or snacks served by each CNP the CE operates.

Meal Pattern

Both ASCP and CACFP At-Risk must use the CACFP At-Risk meal pattern for snacks, except where noted in this section.

A snack must include two of the five components, and only one component may be a beverage. If juice is served as a fruit or vegetable component, milk cannot be served as the only other component. In these cases, a third component must be offered in addition to juice and milk.

The portion sizes are the same for students ages 6-18. However, it is recommended that sites offer larger portions for students aged 13-18 to meet their greater food energy requirements.

Water Requirements

CEs must make water available to all participants.

Additional Guidance

The following items cannot be used to satisfy the meat/meat alternate component for a snack:[22]

- Frozen yogurt
- Yogurt bars
- Yogurt covered fruits or nuts
- Yogurt flavored products
- Homemade yogurt

[NOTE: Commercially added flavorings foods or ingredients in yogurt cannot be counted as the second component of a snack. Added flavorings foods or ingredients that cannot be counted include, but are not limited to, the following food items:

- Fruit
- Fruit juice
- Juice
- Nuts, seeds
- Granola]

[22] This list is not exhaustive.

Fluid milk must meet the following requirements by age/grade group:

	Approved Milk Options
12-23 months	Unflavored whole milk
2-5 years	Unflavored whole, reduced-fat, low-fat, or fat-free milk
6-18 years (K-12)	Unflavored or flavored whole, reduced-fat, low-fat, or fat-free milk
Adults	Unflavored or flavored whole, reduced-fat, low-fat, or fat-free milk

Reimbursable milk options for children ages 2 and older include:

- Whole, reduced-fat, low-fat, or fat-free milk
- Whole, reduced-fat, low-fat, or fat-free lactose reduced milk
- Whole, reduced-fat, low-fat, or fat-free lactose free milk
- Whole, reduced-fat, low-fat, or fat-free buttermilk
- Whole, reduced-fat, low-fat, or fat-free acidified milk

Offer Versus Serve (OVS)

For ASCP

Offer Versus Serve (OVS) is not allowed for snack meal service.

For CACFP At-Risk

OVS is not allowed for snack meal service. OVS may be used for supper.

Meal Pattern Charts

Snack CACFP At-Risk and ASCP Meal Pattern for Children One Year Old or Older Chart
(oz = ounce; oz fl = fluid ounces)

Components Must Offer (Must serve two of the five components. Only one of the two components may be a beverage.)	Age Group Serving Size[1]		
	Ages 1-2	**Ages 3-5**	**Ages 6 & Older**
Milk Component			
Milk	½ cup (4.0 fl oz)[2]	½ cup (4.0 f. oz)[3]	1 cup (8.0 fl oz)[4]
Vegetable Component[5]			
Vegetable(s)	½ cup	½ cup	¾ cup
Full strength vegetable juice	½ cup (4.0 fl oz)	½ cup (4.0 fl oz)	¾ cup (6.0 fl oz)
Fruit Component[5]			
Fruit(s)	½ cup	½ cup	¾ cup
Full strength juice	½ cup (4.0 fl oz)	½ cup (4.0 fl oz)	¾ cup (6.0 fl oz)
Grains Component[6] (serving may be combination of items)			
Grains Component (whole grain-rich, enriched or fortified ready-to-eat breakfast cereal, puffed cereal, granola, etc.)	½ oz equivalent	½ oz equivalent	1 oz equivalent
Meat/ Meat Alternates Component[7] (serving may be combination of items)			
Meat/Meat Alternates Component (lean meat, poultry, tree nuts and seeds[8], yogurt, etc.)	½ oz equivalent	½ oz equivalent	1.0 oz equivalent

[1] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs. For more information on the meal pattern for students aged 1 to 5 see the *Administrator's Reference Manual (ARM), Section 9, Pre-Kindergarten (Pre-K) Meals*.

[2] Must serve unflavored whole milk to children age 1.

[3] Must serve unflavored milk to children 2 through 5 years old. The milk must be whole, reduced-fat, low-fat, or fat-free.

[4] May serve unflavored or flavored milk to children ages 6 and older (K-12). The milk must be whole, reduced-fat, low-fat, or fat-free.

[5] Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day. Juice may not be served when milk is the only other component.

[6] Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement. Breakfast cereal must contain no more than 6 grams of added sugar per dry ounce.

[7] Alternate protein products must meet the requirements in appendix A of 7 CFR Part 226. Yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).

[8] 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.

Supper CACFP At-Risk Meal Pattern for Children One Year Old or Older Chart (oz = ounce; oz fl = fluid ounces)			
Components (Must serve all components with two or more kinds of vegetable(s) and/or fruit(s) or combination of both.)	**Supper—Age Group Serving Size**		
	Ages 1-2	**Ages 3-5**	**Ages 6 & Older[1]**
Milk Component			
Milk	½ cup (4.0 fl oz)[2]	¾ cup (6.0 fl oz)[3]	1 cup (8.0 fl oz)[4]
Vegetable Component[5] (2 or more)			
Vegetable(s)	⅛ cup	¼ cup	½ cup
Vegetable or fruit juice (full strength)	⅛ cup (1 fl oz)	¼ cup (2 fl oz)	½ cup (4 fl oz)
Fruit Component[5]			
Fruit(s)	⅛ cup	¼ cup	¼ cup
Fruit juice (full strength)	⅛ cup (1 fl oz)	¼ cup (2 fl oz)	¼ cup (2 fl oz)
Grains Component[6] (1 serving; serving may be combination of grain items)			
Grains Component (whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal, puffed cereal, granola, etc.)	½ oz equivalent	½ oz equivalent	1 oz equivalent
Meat/ Meat Alternates Component[7] (Serving may be combination of meat/meat alternates)			
Meat/Meat Alternates Component (lean meat, poultry, tree nuts and seeds[8], yogurt, etc.)	1.0 oz equivalent	1.5 oz equivalent	2.0 oz equivalent

[1] Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
[2] Must serve unflavored whole milk to children age 1.
[3] Must serve unflavored milk to children 2 through 5 years old. The milk must be whole, reduced-fat, low-fat, or fat-free.
[4] May serve unflavored or flavored milk to children ages 6 and older. The milk must be whole, reduced-fat, low-fat, or fat-free.
[5] Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day. A vegetable may be offered to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
[6] Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement. Breakfast cereal must contain no more than 6 grams of added sugars per dry ounce.
[7] Alternate protein products must meet the requirements in appendix A of 7 CFR Part 226. Yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce).
[8] 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.

Meal Pricing Requirements

For ASCP

The CE must not charge students for snacks claimed at the free reimbursement rate. The amount charged for reduced-price snacks may not exceed 15 cents.

For CACFP At-Risk

The CE may charge a tuition charge but cannot charge a separate fee for meals.

Site Area Eligibility

While it is possible for the CE-wide free and reduced-price percentage to reach the threshold of 50 percent required for afterschool meal programs, site eligibility is not determined at the CE level—it is determined at the site level. If at least 50 percent of the students at the site are eligible to receive free or reduced-price meals, the site is eligible to provide snacks under the afterschool meal programs. When a site meets this threshold, the site is called an *area eligible site*.

Multiple Sites, Same Attendance Area

Any site located in the attendance area of another site that has 50 percent of the students eligible for free and reduced-price meals is area eligible.

For Example: Blue Elementary School, Green Elementary School, and Red Elementary School are located in the attendance area for Large Middle School. Large Middle School has 50 percent of its students eligible for free and reduced-price meals; therefore, all three elementary schools are also area eligible.

Blue Elementary School has 50 percent of its students eligible for free and reduced-price meals. Tall High School is located in the attendance area of Blue Elementary School. Tall High School is also area eligible.

Designated Attendance Area Where Students Are Bused or Have Choice of Site

If the CE has assigned attendance areas and students are bused to a designated site or have a choice of sites (i.e., school choice) to attend, the site's area eligibility may be based on enrollment or attendance data in one of two ways:

1. Site the students attend

   or

2. Site the students would have attended—the neighborhood site—were it not for the busing or school choice policy.

In these cases, the CE must be able to document the percentages of students eligible for free and reduced-price meals based on the way enrollment or attendance data is accumulated for the CE.

Limited Site Enrollment

If the attendance at the site is limited to students enrolled[23] at a single site location,

at least 50 percent of the enrolled students must be eligible for free or reduced-price meals for the site to be area eligible.

[23] See the *Closed Enrolled Sites, Student Eligibility Based on Income and Categorical Participation* subsection in this section for additional information on closed enrolled sites.

Site Designation in TX-UNPS

If the afterschool site is located at a school site that also operates NSLP/SBP, the CE must use the same name, site identification number, and address used for NSLP/SBP site. If a CE has unique circumstances that warrant the use of a different name, identification number, or address, the CE must request approval.[24]

Data Used to Determine Area Eligibility

School Data

For ASCP

The CE must use one of two types of data:

- First, the CE will use claiming data to determine if 50 percent of the students were eligible for free or reduced-price meals. Typically, the CE will use the most current October data;[25] however, TDA may allow a CE to use a different month if that data more accurately reflects the economic status of the students.

  Closed Site. A closed site may use household meal applications to establish area eligibility if the closed site cannot establish area eligibility.[26]

- If it is not possible to accurately determine area eligibility for non-school based sites, the CE cannot use school data and must use census data to determine area eligibility.

For CACFP At-Risk

- NSLP CEs operating CACFP At-Risk use TX-UNPS school claiming data from the most recent October;[27] however, TDA may allow a CE to use a different month if a different month's data more accurately reflect the economic status of the students. If 50 percent of the students are eligible for free or reduced-price meals, the site is area eligible.

Census Data to Determine Site Eligibility (ASCP)

For ASCP

A CE using census data must use data from one of the following USDA approved data sources:[28]

- **Current Census Block Group (CBG) Data**[29]—The American Community Survey (ACS) now provides yearly updates to current census block data for the next five–year cycle. CEs may use CBG to

[24] See the Contact Information for the Texas Department of Agriculture page at the beginning of this manual for information on how to contact TDA.

[25] If a CE applies for site area eligibility in August 2013, the most current October data would be October 2012. If a CE applies for area site eligibility in December 2013, the most current October data would be October 2013.

[26] See the *Closed Enrolled Sites, Student Eligibility Based on Income and Categorical Participation* subsection in this section for additional information on closed enrolled sites.

[27] If a CE applies for site area eligibility in August 2019, the most current October data would be October 2018. If a CE applies for site area eligibility in December 2019, the most current October data would be October 2019. If the CE plans to use a different month to qualify a site as area eligible, the CE must provide that information to TDA. See the Contact Information for the Texas Department of Agriculture page located at the beginning of this manual for information on how to contact TDA.

[28] Area eligibility established for an afterschool meal program may be used to establish area eligibility for a summer meal program if the type of data used for this purpose meets the determination requirement for the program.

[29] Block group census data is available at *www.SquareMeals.org*. Block group census data is updated yearly.

establish area eligibility if 50 percent of the students living in the CBG are eligible for free or reduced-price meals.

TDA provides directions for how to use census block group data at *www.SquareMeals.org/FandNResources/Toolsamp;Links/CensusData.aspx.* CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates the site's eligibility.

- **Combined Current Census Block Group Data (CBG)**—With TDA and USDA approval, up to three adjacent census block groups (CBG) may be averaged, using a weighted average, to determine eligibility. One of the CBGs must be the CBG where the site is physically located.

  When the CBGs are averaged, the site is considered eligible if 50 percent or more of the students are approved for free or reduced-price meals. Each of the combined census bock groups must have at least 40 percent or more students approved for free or reduced-price meals for an ACSP site to qualify using combined census block group data.

  TDA provides directions for how to calculate the combined census block group data at *www.SquareMeals.org/FandNResources/Toolsamp;Links/CensusData.aspx.* CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates the site's eligibility.

- **Current Census Track**—ACSP sites may also establish area eligibility if 50 percent of students living in the track are eligible for free or reduced-price meals.

  TDA provides directions for how to use track group data at *www.SquareMeals.org/FandNResources/Toolsamp;Links/CensusData.aspx.* CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates the site's eligibility.

- **Other Current Data Sources**—If a CE would like to use data from other sources such as the departments of welfare and education, or zoning commission reports, the CE must submit a request to TDA for approval from USDA.

For CACFP At-Risk

CEs operating CACFP At-Risk cannot use census data to establish site area eligibility.

Closed Enrolled Sites, Student Eligibility Based on Income and Categorical Participation

For ASCP

Closed enrolled sites may use household meal applications and categorical eligibility determinations to establish that a site has 50% or more of enrolled students eligible for free or reduced-price meals. In these cases, the CE will determine eligibility as described in *Administrator's Reference Manual (ARM), Section 4, Determining Eligibility*.

CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates individual participant eligibility and the site's eligibility.

For CACFP At-Risk

CACFP At-Risk site eligibility cannot be determined based on the distribution and collection of household meal applications or through categorical eligibility determinations with the exception of emergency shelters. Closed enrolled CACFP-At Risk sites must establish site eligibility with school data.

Duration of Site Area Eligibility

For ASCP

If school claiming data or census data is used to determine ASCP site area eligibility, area eligibility is valid for five years from the month in which the determination was made.

When ASCP site area eligibility for a closed enrolled site is established by individual student household applications or categorical eligibility, area eligibility is valid for one year only.

For CACFP At-Risk

All CACFP At-Risk sites must use school claiming data to establish area eligibility. For these sites area eligibility is valid for five years from the month in which the determination was made.

For closed enrolled CACFP At-Risk sites, the site must use school claiming data to establish area eligibility. For these sites, the site area eligibility is valid for five years from the month in which the determination was made.

Special Provision Programs Operating ASCP

Provision 2 CEs[30] may use (1) a site's base year data for enrolled eligible students or (2) census data from a USDA approved data source.

Community Eligibility Provision (CEP) Sites may use (1) the current claiming percentage based on the identified student percentage for the site or (2) census data from a USDA approved data source.[31] When the site has been grouped with other sites to establish a group claiming percentage, the CE must calculate the individual site's claiming percentage to determine if 50% of the students at the site are eligible for free or reduced priced meals.[32]

RCCIs

For ASCP

Because of the institutional structure of an RCCI, a CE that is also an RCCI may serve an afternoon or evening snack during regular hours—as defined in the *Definitions* subsection of this section—if the institution meets the specific required conditions of structured care and education and enrichment activities. If the RCCI does meet these conditions and snacks are served at multiple times during the afterschool time, the RCCI must make sure that only one snack per student is claimed as reimbursable. RCCI should contact TDA with questions

[30] For more information on special provisions, see the *Administrator's Reference Manual (ARM), Section 5, Special Provision Options*.

[31] For additional information on how to calculate a site's identified student percentage (ISP), see *Administrator's Reference Manual (ARM), Section 5, Special Provision Options*.

[32] See *Administrator's Reference Manual (ARM), Section 20, Counting and Claiming f*or additional information on this topic.

regarding flexibility for serving snacks.[33]

For CACFP At-Risk

In most cases RCCIs, with the exception of homeless shelters, are not eligible to participate in CACFP At-Risk. However, if an RCCI has a non-residential care program that offers afterschool education and enrichment programs for non-residential students, they may be eligible for CACFP Risk.

Reimbursement

For ASCP and CACFP At-Risk

CEs submit claims for reimbursement for afterschool meal programs through TX-UNPS.

While students are allowed to save uneaten portions of a snack or meal to consume later, snacks and meals are intended to be served and consumed onsite. If a student picks up a snack or meal and leaves the site to consume it, the snack or meal is not reimbursable.

Accuracy of Claims

For ASCP and CACFP At-Risk

CEs must use the *Daily Record/Accuclaim Form | Afterschool* or a similar reporting instrument that contains the same information to ensure the accuracy of claims. For this form or the similar reporting instrument, the CE must use the highest total number of students who are eligible (allowed) to participate in the afterschool program each day at the site instead of the site's total enrollment. Because the afterschool participation is a subset of the site's total enrollment, using the highest number of eligible participants is more accurate representation of site participation.

If a CE operates CACFP At-Risk and does not use the accuclaim form or similar reporting instrument, the CE must use the five-day reconciliation process described in the *Child and Adult Care Program (CACFP) At-risk Afterschool Care Center Handbook* located at *www.SquareMeals.org*.

Dual Afterschool Meal Program Participation

For ASCP and CACFP At-Risk

Even though CEs may participate in both ASCP and CACFP At-Risk, they must not submit reimbursement for the same student for a snack under ASCP and a snack/supper under CACFP At-Risk at the same serving time for both ASCP and CACFP At-Risk (i.e., double claim).

While a CE may serve a snack under ASCP and a supper under CACFP to the same student on the same day, a CE cannot claim a snack under ASCP and a second snack under CACFP At-Risk for the same student on the same day.

For Example: A CE may claim an ASCP snack served to a student at 3:15 p.m. under NSLP and claim a supper served to the same student at 6:20 p.m. under CACFP At-Risk. In this case, an additional snack served to the same student at 8:30 p.m. under CACFP At-Risk cannot be claimed since the CE claimed a snack for the student at 3:15 p.m. under ASCP.

[33] See *Administrator's Reference Manual (ARM), Section 28, Residential Child Care Institutions* for additional information.

Submitting Claims

For ASCP

ASCP claims are submitted through the SNPs module in TX-UNPS.

For CACFP At-Risk

CACFP At-Risk claims are submitted through the CACFP module in TX-UNPS.

Overclaims

For ASCP

Overclaims for afterschool meal programs are assessed by program, i.e., ASCP will use the guidance in *Administrator's Reference Manual (ARM), Section 20, Counting & Claiming* to assist them in correctly submitting claims

For CACFP At-Risk

CACFP At-Risk will use guidance from the *At-risk Afterschool Care Center Handbook*.[34]

Onsite Monitoring Review Requirements

CEs that administer an afterschool program are required to conduct onsite monitoring of their programs. While the onsite monitoring review information is recorded on the same form, there are differences in timing and number of reviews to be conducted.

For ASCP

CEs that administer the ASCP are required to use the ASCP form and process.

- The first monitoring or review must occur during the first four weeks of snack service.
- The next onsite monitoring review must occur before the school year is completed.
- The onsite monitoring review should be completed by a food service staff member.
- The onsite monitoring review records must be retained and made available for USDA and/or TDA review.

The *Onsite Monitoring Form | Afterschool Care Program (ASCP) and Child and Adult Care Food Program At-Risk (CACFP At-Risk)* is available at *www.SquareMeals.org*.

For CACFP At-Risk

CEs that administer CACFP At-Risk programs must use the CACFP At-Risk form and process to meet this requirement.

- The CE must monitor or review CACFP At-Risk sites at least three times each year with no more than six months between reviews.
- One of the three required reviews must occur within the first four weeks **if the site/school is operating a CACFP At-Risk program for the first time.**
- The CE must conduct at least two of the three monitoring reviews unannounced.
- The CE's monitor or reviewer must include the observation of meal/snack service in one of the unannounced reviews.

[34] Available at *www.SquareMeals.org*.

- The CE's monitor or reviewer must vary the timing of the unannounced reviews so that review times are unpredictable.
- The onsite monitoring records must be retained and made available for USDA and/or TDA review.

The *Onsite Monitoring Form | Afterschool Care Program (ASCP) and Child and Adult Care Food Program At-Risk (CACFP At-Risk)* is available at *www.SquareMeals.org*.

TDA Resources

TDA has the following resources available that are specific to afterschool meal programs.

- *Onsite Monitoring Form | Afterschool Care Program (ASCP) and the Child and Adult Care Food Program At-Risk (CACFP At-Risk)* at *www.SquareMeals.org*
- *Daily Record/Accuclaim Form | Afterschool* at *www.SquareMeals.org*
- *Daily Mal Count and Attendance Record (At-Risk) form* at *www.SquareMeals.org*

Records Retention

The CE is required to maintain an organized system of record retention that is accessible to appropriate CE staff members and federal or state reviewers.

All documentation or records must be kept on file for a minimum of five years for public and charter schools or three years for private schools, nonprofit organizations, and residential childcare institutions after the end of the school year to which they pertain. For NSLP, the year begins on July 1 and ends on June 30. If audit findings have not been resolved, the records must be maintained as long as required for the resolution of the issues raised by the audit.

Information Box 2
Records 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.

The CE must be able to track program income and costs specific to an afterschool program separately from other food service programs. There are a variety of strategies the CE may use to differentiate afterschool income and costs. TDA does not require a specific methodology.

The records and documentation the CE must be able to produce for its afterschool meal program include, but are not limited to, the following:[35]

- Rosters/Lists or records of program participants

  For ASCP and CACFP At-Risk

  CEs must retain a roster or list of program participants, paper or electronic. If the site is area eligible, student eligibility documentation is not required. If the CE uses applications to determine a closed site's eligibility, the CE must retain documentation related to each student's eligibility status. While CACFP At-Risk regulations require a roster/list which includes the student's name and the student's date of birth, NSLP

[35] See the *Administrator's Reference Manual (ARM), Section 30, Record Retention* for detailed information on records that must be included in a CE's records retention system.

CEs operating CACFP At-Risk that have a data management system (point of service and/or Public Education Information Management System (PEIMS) that allows them to access a student's date of birth if needed, the CE does not need to record the student's date of birth on the roster/list record.

- Daily and cumulative monthly records of program participation and meals or snacks served

  [NOTE: School-based afterschool programs commonly include participants from multiple afterschool activities. CEs must have a method of identifying participants and determining accurate eligible participants for each meal service.]

- Daily and cumulative monthly records for income and expenses for the program
- Records related to site eligibility
- Documentations demonstrating eligibility flexibility for snack/meal service time for extended/expanded instructional programs if used
- Food production records demonstrating all aspects of meal production—including, but not limited to meal preparation, meal pattern, dietary specifications, food storage, and food safety
- Documentation supporting reimbursement claims
- Copies of documentation about outreach and communication with the families of program participants and the larger community
- Copies of documentation about enrichment activities
- Civil rights notice, *Justice for All* poster
- CE onsite monitoring records
- Training provided to staff operating the program

CEs have the option to maintain records in paper or electronically.

Compliance

TDA will combine meal service and financial monitoring efforts for CEs that administer both NSLP and CACFP whenever possible. TDA will review documentation submitted through TX-UNPS, during administrative reviews, or at other times as appropriate to determine if the CE is compliant with all program requirements. CEs with findings will be required to submit an approvable Corrective Action Document (CAD). TDA will take fiscal action, as appropriate, for benefit issuance (eligibility determinations) violations. Noncompliance in these areas can require fiscal action.

For ASCP

Administrative reviews and fiscal action will follow the requirements for NSLP.

For CACFP At-Risk

CEs that have deficiencies discovered during the monitoring process, TDA will address those deficiencies according to CACFP regulations including the requirements regarding termination, disqualification, and submission to the CACFP National Disqualified List.