



Afterschool Snack Program Guidance for Participation

NM Student Success and Wellness: Afterschool Snack Program Guidelines

The School Food Authority will be responsible for ensuring that the Afterschool Snack Program is meeting federal and state regulations. This includes reviewing the afterschool care program and ensuring proper documentation is maintained. The SFA must ensure that claims for each snack served are submitted to the NM PED Student Success and Wellness Bureau accurately, so funds can be received and used appropriately to maintain the program.

Afterschool Snack Program Definition:

As defined in federal regulation 7 CFR, Part 210, an “afterschool care program means a program providing organized childcare services to enrolled school-aged children after school hours for the purpose of care and supervision of children. Those programs shall be distinct from any extracurricular programs organized primarily for scholastic, cultural, or athletic purposes.”

Purpose of the Program:

The intent of the Afterschool Snack Program is to assist schools that operate organized programs of care, which include education and enrichment activities. Eligible programs serving snacks to children that meet USDA requirements may be claimed for reimbursement.

Afterschool Snack Program Requirements:

An Afterschool Snack Program must:

- Meet all Student Nutrition Program regulations pertaining to the Afterschool Snack Program and eligibility requirement always.
- Operate through a school district/agency that participates in the National School Lunch Program.
- Be operated by the school/agency site (if a contracted program is administering the program at the site, the school is responsible for ensuring that compliance is maintained and shall answer to the SFA).
- Be the ultimate responsibility of the SFA, which will maintain final and administrative duties at the site and overall program level.
- Meet the Afterschool Program definition, as summarized above from 7 CFR, Part 210.
- Be organized to provide children with regularly scheduled educational/enrichment activities in a setting that is structured and supervised.
- Be open to all children, as defined in federal regulation 7 CFR, part 215, which states that no person should be subjected to discrimination, which is not only limited to race,



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color, or national origin, under any program or activity. This includes not excluding students based on financial inability to participate, grade achievements, and placement based on qualifying circumstances, etc.

- Be open to all students if it is considered an afterschool extracurricular activity and cannot include try-outs, exclusivity, or participant selection. (See also the Q&A below for more information.)
- Include only school children through the age of 18 years.
- Operate after the school day has ended. *Exception, Expanded Learning Time Programs: A school operating longer than the traditional school day may be eligible for afterschool snack reimbursement, if it operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located. (See USDA memo SP 04-2011 for more information.)*
- Count snacks taken by each student on days when school is in session. Snacks cannot be claimed when school is not in session, on the weekends, holidays, or school vacations.

Afterschool Programs may not qualify for the program if:

- The ultimate purpose of the program is to participate in a competition. (See Q&A below.)
- Students are allowed to attend the afterschool program only based on judgment of performance, being required to try out or having to meet certain requirements. (See Q&A below.)
- It is not open to all children at all times.

Afterschool Program Staff Responsibilities:

The staff administering the afterschool program and participating in the Afterschool Snack Program will be responsible for:

- Distributing snacks to the students attending the afterschool program.
- Indicating and maintaining documentation, as determined between the afterschool programs and SFA, when one complete snack is served to each student. This must be distinguishable from an attendance roster.
- Following instructions set by the SFA to complete and submit required documentation and maintain all food safety standards.



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SFA Responsibilities:

The SFA must retain primary responsibility for the program's operation to ensure compliance with program requirements in the following areas:

❖ *Snack Service*

- SFAs may claim reimbursement for no more than one afterschool snack per child per day. Any excess snacks that are produced can be served but cannot be claimed. It is up to the SFA to determine how leftovers or extras will be tracked and/or monitored.
- A point-of-service count is not required. However, an accurate actual count of snacks served is required.
- A count from the attendance roster or sign-in sheet cannot be used. A distinguishable snack count must be maintained and be clearly identifiable.
- There is no Offer versus Serve option, snacks are served as a unit.
- Snacks being offered must come from a source that was procured competitively and based on the regulations set forth relating to the federal Student Nutrition Programs, including the Afterschool Snack Program.
- Ensure there is a snack HACCP/food safety plan. Proper food preparation, serving, and storing practices must be in place.

❖ *Record Keeping*

- Program application approval by the NM PED Student Success and Wellness Bureau on file for current school year.
- Documentation of meal counts taken by the afterschool program administrator.
 - Documentation of meal counts, if the site is area eligible.
 - Documentation of snacks claimed identifying meal eligibility for all children participating in the Afterschool Snack Program if the site has less than 50% free and reduced students and is non-area eligible.
- Documentation of individual children's attendance on a daily basis for all programs.
- Documentation of compliance with snack meal pattern requirements, including but not limited to production records.
- Documentation of the on-site monitoring reviews completed, which are discussed in the next section. Monitoring review can be completed online at:
- Documentation of Quarterly Report. Quarterly report will be completed based on previous month's data.
- Quarterly report form can be completed online at: [Afterschool Snack Quarterly Report](#)

❖ *On-Site Monitoring Review Requirement*

When a SFA participates in the Afterschool Snack Program, monitoring reviews must be completed two times per year please refer to 7 CFR 210.9(c) (7). The first review must be during the first four weeks that the snack program is in operation. The second review must be conducted during the second half of the school year.



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- During the reviews, the SFA should monitor the counting and claiming procedures, ensure that the snack meal pattern is being followed and observe adherence to food safety guidelines and practices. Areas not meeting requirements should be documented and discussed with the staff administering the Afterschool Snack Program immediately.
- On-Site Monitoring Review forms can be completed online at: [Afterschool Snack Program On-Site Monitoring](#)

❖ *Training*

The staff of an afterschool program participating in the Afterschool Snack Program must receive proper training from the SFA to ensure that the program operates within the USDA regulations.

❖ Topics that the SFA should cover include:

- Identifying a reimbursable snack.
- Documenting students who have taken a snack (only one snack per child, per day, may be claimed).
- Documenting other items, such as leftovers (which could be tracked so the SFA can monitor if snacks delivered minus leftovers equal the snacks documented as being provided to students in attendance).
- Procedures for submitting proper documents.
- Food safety procedures.
- Civil rights compliance.
- Length of time for record retention.

Applying for the Afterschool Snack Program

Prior to submitting the required documents, it is important to understand a couple of terms that are frequently used.

- A site is the school location in which any afterschool care programs will be held.
- A program is referred to as any afterschool care program that is applying to be a part of the Afterschool Snack Program. There could be multiple programs at each site.
- Area- Eligible: An afterschool care program site is area eligible if it is located at a school or in the attendance area of a school where at least 50 percent of the enrolled children are eligible for free or reduced price meals.
 - For example, if a high school with less than 50 percent free or reduced price school enrollment is located in the attendance area of a middle school with 50 percent or more of the enrolled children eligible for free or reduced price meals, then the afterschool care program located in the high school would be area eligible.



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- Non-Area Eligible: Sites that are not area eligible must document participating children's individual eligibility status. In most cases, children participating in the NSLP Afterschool Snack Service will have an eligibility determination for the NSLP.
 - The SFA sponsoring the afterschool care program could use participating children's eligibility status for the NSLP to document individual eligibility for the snack service. If an approved free or reduced price application or direct certification match is not on file for a child, the SFA will earn the paid rate of reimbursement for snacks served to that child unless the child's household applies and is approved for free or reduced price benefits.

The SFA will need to submit the following when a site is determined to be eligible to participate.

- ❖ Afterschool Snack Application: Applications may be submitted at any time during the school year for which the SFA is applying. Applications are located in the [NM Student Nutrition Portal](#).
 - ❖ List all Afterschool Program Sites
 - ❖ Description of Education / Enrichment Activity
- Incomplete or missing information will delay approval. Please review the information carefully to ensure completeness.*

If an Afterschool Snack Program application is approved and there is a change in the operation dates of the program, charge for snacks, or any area, especially those that may affect the approval status, it is expected that these will be communicated to the SFA as soon as they occur. These changes must be reported to the NM PED Student Success and Wellness Bureau.

New to the Afterschool Snack Program:

SFAs that have never sponsored an Afterschool Snack Program need to complete the cycle menu. For these SFAs only, a two-week sample snack cycle menu is required to be submitted and considered prior to the approval of any program. Please submit a two-week snack cycle menu for each program. If the menu is the same for multiple programs, indicate this on the snack cycle menu template as indicated to do so.

Please visit our website for more information:
[NM PED Student Success & Wellness](#)



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Questions & Answers

- ❖ If I have a cycling club for 4th graders, which is open to all 4th graders (no try-outs or competitions), is this acceptable?
 - Yes, this type of school activity that is open to all 4th graders is acceptable. If the school elects to open a snack program to one grade within the school, as long as the approved program is available to all students within that grade who choose to participate, that does in fact meet the requirement and is acceptable. One example of an activity that would not be approved is a 4th grade Spanish club that meets afterschool, which is open only to Spanish students. This type of activity would not qualify and would not be approved as not ALL 4th grade students could participate.

- ❖ If the school administers the Afterschool Snack Program for the Boy and Girl Scouts (which are open to all who want to join), would these groups be eligible for snacks?
 - Yes, this type of activity would qualify for participation in the snack program as long as the Boy and Girl Scout activities were open to all students who wanted to participate.

- ❖ Can student athlete programs qualify?
 - Previous guidance did not allow sports teams to receive afterschool snacks just for the purpose of getting a snack. However, student athletes who also participate in the Afterschool Care Program and the Program's academic or enrichment activity can receive a snack. Therefore, to allow for participation of student athletes, a school can opt to have activities that allow for participation from a larger number of students, such as providing a 15-minute nutrition education presentation that is open to all students. And after participating in this activity, students can take their snack and go. There can also be flexibility regarding the amount of time a student participates in the activity. For instance, if a student participates in part of the activity but is unable to complete the entire activity because s/he has other afterschool obligations, then s/he still receives a snack. Please keep in mind that a student, including a student athlete, cannot simply drop in and grab a snack and go; participation in the academic or enrichment activity is required.



NM After School Snack Program Production Record

SFA DISTRICT: _____

Week of _____ School _____ Site Supervisor Signature _____

In order to claim reimbursement, the snacks claimed must contain at least two different components of the four components offered.

(1) Menu:		(2)	(3)	(4)	(5)	(6)	(7)	(8)
Date:		Food item	Actual Serving Size	Time/Temp	Number of servings for students	Number of servings for adults	Number of servings Leftover	Total reimbursable snacks served to students
Monday	*Meat/Mt/alt.							<input type="text"/>
	*Fruit/Veg.							
	*Bread/Grain							
	*Milk							
Menu:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Date:								
Tuesday	Meat/Mt/alt							<input type="text"/>
	Fruit/Veg.							
	Bread/Grain							
	Milk							
Menu:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Date:								
Wednesday	Meat/Mt/alt							<input type="text"/>
	Fruit/Veg.							
	Bread/Grain							
	Milk							
Menu:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Date:								
Thursday	Meat/Mt/alt							<input type="text"/>
	Fruit/ Veg.							
	Bread/Grain							
	Milk							
Menu:		Food item	Actual Serving size	Time/Temp	Number of servings for students	Number of servings for adults	Numbers of servings leftover	Total reimbursable snacks served to students
Date:								
Friday	Meat/Mt/alt							<input type="text"/>
	Fruit/Veg.							
	Bread/Grain							
	Milk							



STATE OF NEW MEXICO
 PUBLIC EDUCATION DEPARTMENT
 300 DON GASPAR
 SANTA FE, NEW MEXICO 87501-2786
 Telephone (505) 827-5800
www.ped.state.nm.us

DR. ARSENIO ROMERO
 SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
 GOVERNOR

AFTERSCHOOL SNACK PROGRAM QUARTERLY REPORT

Name and title of person completing report:

Email Address:

SFA Sponsor Name:

Mailing Address:

Phone Number:

Date of Submission:

Afterschool Program Name / Site:

Education/Enrichment Activity Description:

	ADP- Avg. Daily Participation	# Students Approved	# Students Claimed
Free			
Reduced			
Paid			

Please select the program eligibility your SFA is participating in:

Area Eligible

Site Eligible

Non-Area Eligible

Requirements for afterschool snack program:

Afterschool snacks must contain at least two different components of the following four: A serving of fluid milk; A serving of meat or meat alternate; A serving of vegetables or fruit or full strength vegetable or fruit juice; A serving of whole grain or enriched bread or cereal.

- Maintain production records daily.
- Keep all documentation for a minimum of three years.
- Provide an acceptable or educational enrichment activity.
- All snacks must be properly counted and claimed according to program eligibility.

Link to online form: [Afterschool Snack Program Quarterly Report](#)

Signature:



STATE OF NEW MEXICO
 PUBLIC EDUCATION DEPARTMENT
 300 DON GASPAR
 SANTA FE, NEW MEXICO 87501-2786
 Telephone (505) 827-5800
www.ped.state.nm.us

DR. ARSENIO ROMERO
 SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
 GOVERNOR

NSLP AFTERSCHOOL SNACK PROGRAM
SINGLE SITE MONITORING FORM

SFA/District Name:
 Site/School:

Date:

Name of person completing On-Site Monitoring:

Choose one:

The first review must be conducted during the first four weeks 7 CFR 210.9 (c)(7)

Second review must be conducted before end of the snack program year.

Accountability	YES	NO
Are snack counts recorded at the time of service		
Are daily attendance rosters maintained?		
I only one (1) snack per day recorded and claimed?		
Is snack being served as a unit?		
Are all snacks claimed, served to eligible students only?		

If site is NON-AREA eligible:	YES	NO
Is free and reduced price meal documentation maintained?		
Are snacks claimed based on daily participation by eligibility?		
Are students claimed in the correct eligibility category?		
Does the meal counting system prevent overt identification of students' eligibility status?		

Safety and Sanitation:	YES	NO
Do facilities/equipment promote good sanitation practices?		
Do personnel observe good hygiene and sanitation practices?		
Education / Enrichment Component:	YES	NO
Afterschool care program provides educational or enrichment activities in an organized, structured, and supervised environment after the end of the school day?		
Describe education / enrichment activity provided:		

Corrective Action Plan (CAP) and Correction Action Taken:

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Signature:

Link to online form: [Afterschool Snack Program On-Site Monitoring Review](#)



Afterschool Snack Program

Program Overview

The National School Lunch Program (NSLP) offers reimbursement to help schools serve snacks to children after their regular school day ends. Afterschool snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities.

What programs may be eligible for snack reimbursement?

- Afterschool care programs
- Schools operating longer than the traditional school day

What are the program guidelines?

- The school district must participate in the NSLP
- The afterschool program must provide regularly scheduled educational/enrichment activities and be open to all children

What is the required meal pattern for snacks?

Snacks must contain a **complete** serving of any two of the following components:

- Milk
- Vegetable or Fruit
- Grains
- Meat/Meat Alternate

How does my school apply?

- Complete the application located on the New Mexico Student [Nutrition Portal](#) any time throughout the year
- New district sponsors must submit a 2 week cycle menu

Eligibility Options

Area-eligible:

The school or a school in the attendance area had 50% or more enrolled students approved for free or reduced price meals. Snacks are served at no charge to all children, and reimbursed at the free rate.

Non area-eligible:

The school has less than 50% of the enrolled students approved for free or reduced price meals. Snacks must be counted and claimed based upon the child's approved eligibility (free, reduced, or paid). Snacks are reimbursed at the free, reduced and paid rate.

Where can I learn more?

For more information on Afterschool Snack Program, visit:

NM PED Student Success & Wellness Webpage

Please contact your assigned Health Educator

or

Tanya Matson - 505-396-0032

Afterschool Snack Program
Coordinator
tanya.matson@state.nm.us





Afterschool Snack Program Fact Sheet

Schools that run the National School Lunch Program (NSLP) and operate an Afterschool care program at a school or non-school site are eligible to receive reimbursement from the USDA for snacks served to children in Afterschool educational or enrichment activities (such as mentoring or tutoring programs). Sponsors must retain financial, administrative, and managerial responsibility of the Afterschool Snack Program.

Program Basics

	Area Eligible	Non- Area Eligible
Location	<ul style="list-style-type: none"> • Located at a school or in the attendance area of a school where at least 50% of the enrolled children are eligible for free and reduced-price meals. 	<ul style="list-style-type: none"> • Located in a school or in the attendance area of a school where less than 50% of the enrolled children are eligible for free and reduced-price meals.
Counting and Claiming	<ul style="list-style-type: none"> • Count a total number of snacks served at the point of service. <ul style="list-style-type: none"> ○ The count can be taken using the Afterschool Snack Meal Count form or comparable. • Claim all snacks in the free category. Snack counts are submitted on the claim worksheet. 	<ul style="list-style-type: none"> • Count snacks by student name at the point of service in order to determine the number of free, reduced-price, and paid snacks served. • Options to count snacks by eligibility category (free, reduced-price, and paid) may include: <ul style="list-style-type: none"> ○ Using the Afterschool Snack Meal Count Form available on the NMPED website. ○ Using the point of service counting system that is used at breakfast/ lunch. • Claim snacks based on free, reduced-price, and paid eligibility.

	Area Eligible	Non- Area Eligible
Pricing or Non-Pricing	<ul style="list-style-type: none"> Cannot charge students for snacks. 	<ul style="list-style-type: none"> <u>Quarterly Reporting will reflect: F/R/P students accordingly.</u>
Meal Applications	<ul style="list-style-type: none"> Applications for meal benefits are not collected. All students automatically qualify for free snacks. 	<ul style="list-style-type: none"> Must have an application on file to determine student eligibility. Can use the same application on file for lunch/breakfast.
Reimbursement	<ul style="list-style-type: none"> All snacks served are reimbursed at the free rate. 	<ul style="list-style-type: none"> All snacks served are reimbursed at the F/R/P rate.

Enrichment Activity

- In order to participate, a sponsor must offer children an opportunity to participate in a regularly scheduled educational or enrichment activity after school in a supervised environment.
 - Examples include mentoring and tutoring programs, school choir, debate, or drama club.
 - Sports teams alone cannot participate in the afterschool snack program. See the [NM PED Afterschool Programs](#) for more information.

Snack Counting and Claiming

- Regardless of area eligibility or non- area eligibility, all snacks must be counted at the point of service. Point of service refers to the location in the serving line where a determination can accurately be made that a reimbursable snack has been served to an eligible student.
- Snacks can only be claimed on school days.
- Snack must be served after the school day ends.

Meal Pattern

- See the [meal pattern](#) on the Afterschool Snack Program webpage.
- A sample [cycle menu](#) is also available.
- Offer versus serve cannot be implemented at snack.
- Each snack must contain two different components from the following four:
 - Meat/Meat Alternate
 - Grain/Bread

- Fruit/Vegetable
- Milk
- Reminders
 - Two beverages cannot be served as a snack.
 - Whole grain rich items are encourage but not required.
 - Two items from the same component cannot be served (i.e. apples and carrots or cucumbers and orange juice)
 - There is not a milk variety requirement.

Food Safety

- Snacks must be kept at a safe temperature before, during, and after service. Sponsors should use a cooler temperature log to monitor the temperature of the cooler in which the food is stored.

Civil Rights

- Ensure afterschool snack program staff have completed the [civil rights training](#).
- If your school participates in the Afterschool Snack Program and the program serves the same students who attend school during the regular school day and have seen the “And Justice for All” poster in a centralized location, you are not required to have the poster hung in each area where the snack is served.

Recordkeeping

- Collect and maintain attendance counts daily.
 - Pre-printed roster
 - Sign in sheets
- Complete [food production records](#) daily.
- Complete Quarterly Report Form.
- Complete the afterschool snack program [on-site monitoring form](#) two times per year.
 - The first must be completed within the first 4 weeks of program operation.
 - The second can be completed at any time during the year.
- As with breakfast and lunch, proper menu documentation must be maintained to demonstrate meal pattern compliance.

Additional resources can be found on the [Afterschool Snack Webpage](#).

*For more information or assistance, contact:
 Tanya Matson - Afterschool Snack Program Coordinator
 505-396-0032
 tanya.berry1@state.nm.us*

After School Snack Meal Pattern

COMPONENTS (Select two different components from the four listed)	AGES 1 AND 2	AGES 3 THROUGH 5	AGES 6 THROUGH 12
MILK Milk, fluid	4 fl. oz. 1/2 cup	4 fl. oz. 1/2 cup	8 fl. oz. 1 cup
VEGETABLES and FRUITS Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice Or An equivalent quantity of any combination of these foods (<i>Juice may not be served when milk is served as the only other component</i>)	1/2 cup	1/2 cup	3/4 cup
GRAINS and BREADS¹ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal ² or Hot cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination of the above grain and bread products	1/2 slice 1/2 serving 1/4 cup or 1/3 oz. 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz. 1/4 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz. 1/2 cup 1/2 cup 1/2 cup
MEAT and MEAT ALTERNATES Lean meat or poultry or fish ³ or Alternate protein products ⁴ Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds ⁵ or Yogurt ⁶ , plain or sweetened and flavored or An equivalent quantity of any combination of the above meat and meat alternates	1/2 oz. 1/2 oz. 1/2 oz. 1/2 large egg 1/8 cup 1 Tbsp. 1/2 oz. 2 oz. or 1/4 cup	1/2 oz. 1/2 oz. 1/2 oz. 1/2 large egg 1/8 cup 1 Tbsp. 1/2 oz. 2 oz. or 1/4 cup	1 oz. 1 oz. 1 oz. 1/2 large egg 1/4 cup 2 Tbsp. 1 oz. 4 oz. or 1/2 cup

USDA recommends that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

¹Bread, pasta or noodle products, and cereal grains must be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc., must be made with whole-grain or enriched meal or flour; cereal must be whole-grain or enriched or fortified.

²Either volume (cup) or weight (ounce), whichever is less.

³Edible portion as served.

⁴Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

⁵Nuts 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.

⁶Yogurt may be plain or flavored, unsweetened, or sweetened – commercially prepared.



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: January 21, 2011

MEMO CODE: SP 04-2011, CACFP 01-2011-Revised

SUBJECT: Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP)

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This supersedes the October 8, 2010, version of the policy memo, “Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the NSLP and CACFP”. This revision includes questions and answers that we have received on this policy. This memorandum continues to clarify eligibility requirements for afterschool programs for the afterschool snack components of the NSLP and CACFP. In particular, we have been asked whether certain expanded day learning programs are eligible for afterschool snack service.

The afterschool snack components of the NSLP and CACFP were established in 1998 in the William F. Goodling Child Nutrition Act of 1998 (P.L. 105-336, 42 U.S.C. 1766 and 1766a). The components were established to support programs operating afterschool programs with educational and enrichment activities for children in the late afternoon or evening when they might otherwise be unsupervised and engage in risky behaviors. Program regulations define afterschool care programs as those “providing organized care to enrolled school-age children after school hours for the purpose of care and supervision of children” (7 CFR 210.2 and 226.17a(b)). Recently, educational programs aimed at serving at-risk children have evolved to include schools operating expanded learning times longer than the traditional school day. “Expanded learning time” is a common term used in the education arena to describe schools or school districts that add significantly more school time for academic and enrichment opportunities to improve student achievement.

To date, our consideration of “afterschool” in implementing the afterschool snack components of the NSLP and CACFP has focused on the nature of the *program* offered by a participating school or other provider as distinct from a school program (e.g. relationship to the curriculum). However, given the evolution of educational programs, we think it is reasonable at this time to consider whether such programs may operate longer than the traditional school day as defined by applicable State or local laws and policies.

AN EQUAL OPPORT

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Regional Directors

State Directors

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Therefore, a school operating longer than the traditional school day may be eligible for afterschool snack reimbursement through the NSLP or CACFP, provided that it operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located. Thus, in determining an expanded learning program's eligibility for reimbursement, a State agency should first use school day hour data from the particular school's local educational agency (LEA) as the standard to determine the minimum number of school day hours required. In LEAs in which all schools operate an expanded learning time program, or in single-school LEAs, the State's average length of the school day or the average length of the school day of surrounding LEAs may be used to determine the standard minimum number of school day hours.

Please note that the clarification set forth in this memorandum for expanded learning time schools does not change the requirements for determining eligibility for traditional afterschool care programs. State agencies must continue to make eligibility determinations for these programs based on whether such programs are afterschool care programs with an educational or enrichment purpose, in accordance with regulations and policy previously issued.

Finally, schools operating expanded learning time programs may also be eligible for afterschool supper reimbursement through the CACFP.

We are requesting that State agencies disseminate this information to their schools and afterschool program community. We understand that State agencies may need to reconsider eligibility determinations for schools that were previously denied participation, and request that this be done as expeditiously as possible. Please let us know if you have any questions.

Original Signed

Cynthia Long
Director
Child Nutrition Division

Attachment

Q&As: Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the NSLP and CACFP

1. Are districts that have moved to a four-day week eligible if their hours are over the average of a five day a week school?

The district may be eligible. As stated in the memo, “In LEAs in which all schools operate an expanded learning time program, or in single-school LEAs, the State’s average length of the school day or the average length of the school day of surrounding LEAs may be used to determine the standard minimum number of school day hours.” So, if a district’s change to a four day school week increases the school day at least one hour longer than the State’s average school day or the school day of surrounding LEAs, the district is eligible for afterschool snacks.

2. Does the State need to establish (length of school day) averages differently for four day weeks versus five day weeks?

The State does not need to establish different length of school day averages for four and five day a week schools. Nor do we require the State to establish averages for schools.

3. Should the State establish separate (length of school day) averages for elementary and secondary schools?

In order for a school to be eligible it must “operate a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located”. If the State has a minimum number of hours per day set for schools, the school day should be as compared to similar grade levels. Again, the State does not have to establish these and can use the hours from neighboring LEAs.

4. A State has begun reclaiming funds from a school/district that claimed snacks during an extended day program previously understood to be ineligible, but eligible under this new memo. Will this memo allow the State to disregard the reclaim?

Yes, the State may choose to disregard this claim. The State may also choose to continue with the claim because the policy has changed and the violation occurred under the previous policy.

5. Does this policy apply to RCCIs?

Yes. RCCIs that serve an afterschool snack may serve this snack during school hours provided they meet the requirements. If snack is served at multiple times, care must be taken to assure only one snack per child is reimbursed.

6. If a school extends their school day for two weeks before exams, are they eligible for a snack?

If the school is already participating in the afterschool snack program, they may move the snack to the school day if all the requirements are met. A school may not simply start the program before exams and then stop the program when exams are complete.