

Food Service Facts Table of Contents

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26. After School Care Snack Program

Eligible Programs

Reimbursement is available to sponsors serving nutritious snacks to students in programs provided for students after school. To participate in the After School Care Snack Program (ASCSP), schools must meet the following criteria:

1. The sponsor must operate the National School Lunch Program in at least one (1) of its attendance centers.
2. The sponsor must enter into an agreement with Child Nutrition & Wellness, Kansas State Department of Education (KSDE) each school year and accept full responsibility for meeting all program requirements.
3. The ASCSP can be operated by an outside organization within the attendance center and non-school personnel may work in the program. However, the sponsor must retain final administrative and management responsibility for the ASCSP.
4. The purpose of the sponsor's program must be to provide care in after school settings.
 - ◆ The program is not required to offer formal child care as recognized by a licensing authority.
 - ◆ The program must be organized to provide students with regularly scheduled activities in a setting that is structured and supervised. This does not mean the program must occur daily.
5. The program must include education or enrichment activities.
 - ◆ Extracurricular activities (such as school choir, debate team, drama club, etc.) can qualify to participate only if their basic purpose is to provide after school care as defined above.
 - ◆ Organized athletic programs engaged in interscholastic sports cannot be approved as an after school care program under this provision.
 - ◆ Programs which include supervised "open to all" athletic activities along with education or enrichment activities may participate.
6. The program must have a way of determining which students are present on a given day, such as a roster or sign-in sheet.

Eligible Sites

Requirements and limitations for sites include:

1. The program may be held in a school or a non-school facility.
2. The site must meet state and local health and safety standards and the sponsor must follow applicable licensing requirements.
3. All programs providing child care require licensing by the Kansas Department of Health and Environment. However, “extraordinary education programs” are excluded from licensing requirements. A definition of these programs follows.

An “Extraordinary education program” is established by the board of education of a school district, operated before or after regular school hours during the regular school term, and maintained for any or all of the following purposes:

- ◆ Providing students with additional time to achieve specified objectives or improvement plan outcomes;
- ◆ Giving students remedial instruction or independent study assistance;
- ◆ Affording students an opportunity to strengthen or attain mastery of basic or higher order thinking skills; and
- ◆ Conducting special projects and activities designed to enrich and enhance the educational experience of students.

Snack Reimbursement

Reimbursement payments are determined based on the characteristics of each individual program site. Two reimbursement options are available.

Individual Eligibility: For ASCSP sites using Individual Eligibility, reimbursement rates are based on the paid, reduced price or free eligibility status of the students served. The approved [Application for Child Nutrition Program Benefits](#) used for lunch and breakfast programs are used to determine the students' eligibility for reduced price or free snacks.

Site Eligibility: If an ASCSP site is Site Eligible, then all snacks served to students are eligible for free reimbursement. In order to qualify as Site Eligible, the site must be located in the attendance area of a school in which 50 percent or more of the enrolled students are eligible for reduced price or free Child Nutrition Program benefits. For example, if a high school with less than 50 percent of the enrolled students eligible for reduced price or free benefits is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for reduced price or free benefits, then the high school's ASCSP would be Site Eligible. The percent of enrolled students certified eligible for reduced price and free benefits is determined from data reported on the “Principal's Building Report” submitted to KSDE for the previous year.

Rates of reimbursement for the ASCSP are announced annually by USDA and are distributed to sponsors by KSDE. Current reimbursement rates are available at www.kn-eat.org.

Pricing and Non-Pricing Snack Programs

Program sites that are Site Eligible are non-pricing. All snacks are claimed at the free snack reimbursement rate and students are not charged for the snack.

Individual eligibility sites may be pricing or non-pricing. These are described below:

Pricing programs: Paid and reduced price eligible students pay for their snacks. Students eligible for free snacks are not charged. The sponsor determines the snack charge for students in the paid category and reports that charge to KSDE on the annual Sponsor Application. The reduced price snack charge may not exceed \$.15 per snack.

Non-Pricing programs: The sponsor is reimbursed for snacks at the paid, reduced price and free snack rates but students are not charged for the snacks. In non-pricing programs, the cost of the paid and reduced price snack is recovered from other funding sources.

In an ASCSP using Individual Eligibility, accountability procedures must assure that students are not overtly identified as eligible for reduced price or free snacks. Refer to Chapter 9 for information about approved accountability procedures.

Limitations on Student Participation

- ◆ A sponsor may claim reimbursement for one snack per child per day.
- ◆ Students are eligible to participate through age 18. If a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that student for the remainder of the year.
- ◆ Reimbursement may be claimed for snacks served to individuals, regardless of age, who are mentally or physically disabled.

Time of Operation

The time of day when a snack is reimbursable is based on when an eligible student's scheduled school day ends. Reimbursement cannot be claimed for snacks served before or during the school day. If a kindergarten program ends at noon and the children remain in school to attend a care program, reimbursement may be claimed for snacks served to those children during their after school care program.

Reimbursement can be claimed for snacks served only on days when school is in session; including during summer school. Reimbursement cannot be claimed for snacks served on weekends, holidays and during vacation periods.

Snack Meal Pattern

The snack meal pattern defines the food components and portion sizes required for a reimbursable snack. The portions shown below are for students ages 6-12. Larger portions are recommended for older students, ages 13-18. The “Offer or Serve” provision is **NOT** used in the ASCSP.

A reimbursable snack includes two (2) different Food Based menu components from the four listed below. Juice may not be served when milk is served as the only other component.

- 1 cup fluid Milk
- $\frac{3}{4}$ cup Fruit or Vegetable or Juice
- 1 unit Grain/Bread
- 1 ounce Meat/Meat Alternate

The list of foods creditable for the above snack components is found in Chapter 17, Food Based Menu Planning.

Recordkeeping Requirements

Sponsors must maintain the following records and retain them for the current year plus five years.

- ◆ Documentation that the program site is located in the attendance area of a school (i.e. elementary, middle, junior high or high school) which has at least 50 percent of its enrollment eligible for reduced price or free meals
OR
- ◆ Documentation of the reduced price or free eligibility status of all students for whom reduced price or free snack reimbursement is claimed
- ◆ Daily snack counts taken at the point of service – Refer to the Daily Record of After School Care Snacks Served (Form 9-C) in Chapter 9, Meal Accountability.
- ◆ Documentation of each student’s attendance on a daily basis
- ◆ Menus and production records to document compliance with meal pattern requirements. The production record books are sent to sponsors at the time of program approval. They are also available on www.kn-eat.org.

Monitoring Requirements

The sponsor must review each site two (2) times per year. The first review must occur during the first four (4) weeks that the site is in operation each school year. Use the After School Care Snack Program On-Site Monitoring Form for documenting ASCSP site reviews.

After School Snacks in Residential Child Care Institutions (RCCIs)

Any RCCI that participates in the National School Lunch or School Breakfast Programs may participate in the ASCSP as long as the institution operates an after school care program with enrichment or education activities in organized, structured and supervised environments.

RCCIs may **NOT** claim reimbursement for snacks served on weekends, holidays or vacation days unless the snack is served during an activity that takes place after an education activity that is determined to be an integral part of the curriculum or an actual extension of the local education system. The limitation imposed is only for snacks. RCCIs may continue to claim breakfasts and lunches served on weekends, holidays and school vacations.

The age limitation for the ASCSP is 18 years old or under. However, if a student turns 19 before the end of the school year that ends on June 30, the RCCI may continue to claim reimbursement for the snacks until the end of that school year. Under no circumstances can an RCCI continue to be reimbursed for snacks served to students after the school year in which they become 19. As soon as a student reaches age 21, the RCCI can no longer claim reimbursement for the student's breakfasts or lunches.

Snacks Served Prior to End of School Day

Q *May students be served a snack before the end of the school day?*

A No. For snacks to be reimbursable under the ASCSP provision, they must be served to students after school as part of an after school care program.



After School Sports Practices

Q *Can students participating in an after school sports practice or extracurricular activities participate in the ASCSP?*

A No. The purpose of participating in the ASCSP is to provide after school care and an education component. Organized athletic programs engaged in interscholastic sports or extracurricular activities cannot be approved as an after school care program under the ASCSP provision. If the students participate in an educational component of an after school program prior to the sports practice or activity, they would be eligible to participate in the ASCSP. For example, if students are enrolled in the sponsor's after school tutoring program from 3:15-4:15, and attend basketball practice from 4:30-6:00, the students could participate in the ASCSP during the tutoring program from 3:15-4:15.



Busing Students to a Site Eligible School

Q *May students enrolled at a school building that is not Site Eligible be bused to a school building that is Site Eligible and have their snacks claimed at the free reimbursement rate?*

A Yes. Snacks are claimed based on the location where they are served. All students served at the Site Eligible school are eligible for free snacks regardless of where they attend school. However, the students must be enrolled in the Site Eligible school's after school program.



Students Refusing Food Items

Q-1 *May students take only one of the two items offered for the ASCSP?*

A No. For the snack to be reimbursable, the student must take the two required components. If the student takes less than the two components, the snack may not be claimed for reimbursement.

Q-2 *May a student take two of the same item, such as two milk cartons and omit the other component item?*

A No. Students must take two different items that make up the reimbursable school snack.



After School Snacks in RCCI Facilities

Q-1 *Can an RCCI claim reimbursement for a snack served to a child who did not attend school that day (e.g. the child was ill)?*

A It would depend on whether the child is participating in an approved after school program on that day. If the child is participating in the approved after school care activity, it doesn't matter that he/she may not have been in school.

Q-2 *If the after school care activities occur late in the afternoon and coincide with the evening meal, may the RCCI claim that meal as a snack?*

A The after school snack is intended to be an additional food benefit that, in all likelihood, would not have been otherwise available to children. Therefore, if an RCCI already has a scheduled evening meal service, as would generally be the case, it would have to serve a separate snack as an additional offering at some other time during the afternoon or evening in order to receive the reimbursement. The snack must always be served in association with the after school education activities in organized, structured and supervised environments.

