



Starting Your Afterschool Care Snack Program



Part 1

February 28, 2019

1:30 PM – 2:30 PM

Professional Standards Learning Code: 4120



WELCOME!

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This general content webinar is designed for operators of the National School Lunch Program (NSLP).

Today's webinar features information on the Afterschool Care Snack Program (ASCSP).

This webinar is being recorded for future use.



Webinar Agenda:

- Snacks at School Matter
- Program Requirements for the Afterschool Care Snack Program
- Afterschool Snack Meal Pattern
- Record Keeping and Operating
- Applying for the Program



Who is here?

Are you interested in starting the Afterschool Care Snack Program at one or more of your sites?

- 1. Yes**
- 2. Maybe**
- 3. No**



Who is here?

Have you ever operated the Afterschool Care Snack Program?

- 1. Yes**
- 2. Maybe**
- 3. No**



Who is here?

Do you want to start an Afterschool Care Snack Program but don't know how?

- 1. Yes**
- 2. Maybe**
- 3. No**



Who is here?

Do you want to start an Afterschool Care Snack Program during this school year?

- 1. Yes**
- 2. Maybe**
- 3. No**



Who is here?

Do you want to start an Afterschool Care Snack Program during next school year?

- 1. Yes**
- 2. Maybe**
- 3. No**



Snacks at School Matter



Promoting Positive Dietary Behaviors

- Developing healthy eating behaviors is the key to a balanced diet for adults and children.
- If healthy dietary behaviors are established early in a child's life, they will be more likely to continue these healthy eating habits during their adult lives.
- Healthy dietary behaviors will provide children with the nutrients they need to grow and help them meet their maximum potential.
- Part of developing healthy dietary behaviors is to consume healthy snacks in between meals!



The Impact of Snacks

- Children are growing bodies that fill up fast, but burn quickly.
- This is why snacking at the right times is one of the best ways for children to develop healthy habits.
- When snack is incorporated into a child's diet, it is providing the opportunity for an extra serving of fruit or vegetable.
- Participating in the Afterschool Care Snack Program gives children the opportunity to one last feeding before going home for the day.
- If snack is not offered afterschool some students will not eat until very late at night once they are home from their afterschool care, or will not eat again until breakfast the next day.
- An afterschool snack bridges hunger gaps that can be detrimental to a child's growth and development.
- Serving snack at school is one more way to promote a healthy, balanced environment and lifestyle for students.



Food Insecurity in Arizona

- The average food insecurity rate for children in the U.S. is 17.5%.
- Arizona's food insecurity rate for children exceeds the nation's average sitting at 22.7%.
- Maricopa County has the 4th highest amount of food insecure children in the country.
- Child Nutrition Programs are often considered to be the first line of defense against childhood hunger because of the opportunity to feed students breakfast, lunch, snack and even supper at school.
- When looking at these statistics above, first line defenders (Child Nutrition Programs) should not hesitate to offer another feeding opportunity for Arizona's children!



Program Requirements for the Afterschool Care Snack Program



The Afterschool Care Snack Program (ASCSP)

The NSLP offers cash reimbursement to help Local Educational Agencies (LEAs) serve snack to children in afterschool or some extended school day activities aimed at promoting the health and wellbeing of children and youth in our communities. The purpose of this program must be to provide care in afterschool settings or provide an extended school day.



Basic Program Requirements

The ASCSP must be:

- operated by the school district/LEA,
- open to all students, and
- provide regularly scheduled activities (such as educational or enrichment activities) in an organized, structured, and supervised environment.

Snacks must be served after the regular school day ends.



Program Administration

- ASCSP must be operated by an LEA that is eligible to operate the NSLP.
- If an LEA operates NSLP in at least one of its sites, all sites can participate in the ASCSP.
- The LEA providing oversight of the site must enter into an agreement with the Arizona Department of Education (ADE) and must assume full responsibility for meeting all program requirements.
- Snacks may only be served to children for reimbursement when administering the NSLP and after the regular school day has ended.



Afterschool Snack Hours

- The ASCSP must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised.
- Please note that “regularly” does not mean that the program must occur daily.
- There is no required or federally mandated time limit between the end of school and the start to the ASCSP.
- There is also no restrictions on the amount of time in between lunch and afterschool snack.
- Schools are not eligible to claim for reimbursement for snacks served on weekends, holidays, or vacation periods.
- However, if the LEA operates NSLP and claims reimbursement for lunches served during summer school, it is allowable to claim snacks for reimbursement that are served to children in afterschool care programs during this same period.



Afterschool Enrichment Activity

- Children who attend afterschool activities are eligible to receive snack and these activities must be open to all.
- Under no circumstance can athletic programs participating in competitive interscholastic sports be approved as the enrichment activity for snack.

Example: Varsity Football

- Programs that include supervised athletic activity in conjunction with education or enrichment activities may participate in the snack program.
- Student participation in this program should never be limited to any child other than security reasons or lack of space.
- Only children participating in the afterschool enrichment activity can receive a reimbursable snack.



Acceptable Activities

Any extracurricular activity can qualify to participate in the snack program if their basic purpose is to provide afterschool care for students and they are regularly scheduled, structured, and supervised. Examples include:

- School choir
- Debate team
- Drama society
- Tutoring
- Homework Assistance
- Art
- Extended day programs



Snack Eligible Sites

- Remember, any LEA that is operating the NSLP is automatically eligible to operate the ASCSP.
- If a school is **site or area eligible** they qualify to serve snacks free of charge to all students regardless of each individual child's eligibility for free or reduced-priced meals.
- This also means the school is claiming all snacks served at the free reimbursement rate.
- If a school is not site or area eligible they still qualify to operate the ASCSP, however, they do not have the option to claim all snacks served at the free reimbursement rate.
- When the school is not site or area eligible, the school can then claim snacks at the free, reduced-price, and paid rates depending on the student's eligibility.
 - Eligibility for a child at snack would be the same eligibility benefits they receive at lunch and/or breakfast.



Snack Eligibility Recap

At Least 50% Free and Reduced <i>Site or Area Eligible</i>	Under 50% Free and Reduced <i>Neither Site or Area Eligible</i>
<ul style="list-style-type: none">• Serve snacks free of charge	<ul style="list-style-type: none">• Can serve snacks free of charge, or• Can charge students for paid or reduced snacks
<ul style="list-style-type: none">• Claimed at the free reimbursement rate (\$0.91)	<ul style="list-style-type: none">• Claimed at the free, reduced, and paid rates depending on the student's eligibility determination

Site Eligibility

The term “site eligibility” is used when applying for the ASCSP to indicate that the site where snack is being served has at least 50% of enrolled students eligible for free or reduced-price meals.

- Site eligibility can be extended for **five school years**. *Example: Healthy Snack Elementary was approved in program year 2019 as site eligible and can stay site eligible through program year 2023 regardless if site eligibility is maintained.*



Area Eligibility

The term “area eligibility” is used when applying for the ASCSP to indicate that the site where snack is being served does not have at least 50% of enrolled students eligible for free or reduced-price meals, but is located in the attendance area of a school that has either at least 50% of enrolled students eligible for free or reduced-price meals.

- Area eligibility can be extended for **five school years**. *Example: Healthy Snack Elementary was approved in program year 2019 as area eligible and can stay area eligible through program year 2023 regardless if area eligibility is maintained.*

Neither Site or Area Eligible

Sites which are not in areas served by a school in which at least 50% of the enrolled children are eligible for free or reduced-price meals must count snacks and claim reimbursement by type (free, reduced-price, and paid) using a benefit issuance document (BID), and must have documentation of the students eligibility.

Under no circumstances may a school charge children for snacks claimed at the free reimbursement rate. Charges for reduced-price snacks may not exceed 15 cents, as stipulated in program regulation.

- Free snack reimbursement = 91 cents
- Reduced-price snack reimbursement = 45 cents
- Paid snack = 8 cents



Afterschool Snack Meal Pattern



Meal Pattern for Snacks

In order to be counted as reimbursable snacks, the snack must contain at least two of the four components in the required minimum amounts based on age groups of the participants.

- It is recommended to offer larger portions for older children (ages 13-18) based on their greater food energy requirements.



Components

1

Fluid Milk

2

Vegetable, fruit, or 100% full strength juice.

3

Grains/Breads

4

Meat or Meat Alternates

Meal Pattern Chart

Snack for children	Ages 1 and 2	Ages 3 through 5	Ages 6 through 18
Snack: (select 2 of these 4 components)			
1. Milk, fluid	½ cup	½ cup	1 cup
2. Vegetable, fruit, or 100% full-strength juice***	½ cup	½ cup	¾ cup
3. Grains/Breads (whole grain or enriched): bread or combread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains	½ slice ½ serving ¼ cup or 1/3 oz ¼ cup	½ slice ½ serving 1/3 cup or ½ oz ¼ cup	1 slice 1 serving ¾ cup or 1 oz ½ cup
4. Meat or meat alternates: Lean meat, fish or poultry (edible portion as served) or cheese* or egg or yogurt or cooked dry beans or peas** or peanut butter, soy nut butter or other nut or seed butters or peanuts, soy nuts, tree nuts or seeds	½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz	½ oz ½ oz ½ egg or ¼ cup 1/8 cup 1 Tbsp ½ oz	1 oz 1 oz 1 egg or ½ cup ¼ cup 2 Tbsp. 1 oz
or any equivalent quantity of any combination of the above meat/meat alternates			

Details to Know

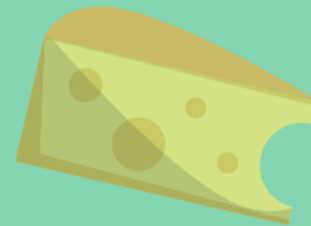
- Yes! Vegetable and fruit are one component unlike the lunch meal pattern.
- In the same service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.
- Grains and breads need to either be whole grain or enriched.
- Juice may not be served when milk is served as the other components; there must be some sort of food component.
- No more than two dessert items may be served in one week.



Pop Quiz!

To follow the snack meal pattern, a snack must contain two components. If carrot cups and apple slices are the two items being offered in their minimum amounts for the age group that is being served, is this considered a reimbursable snack?

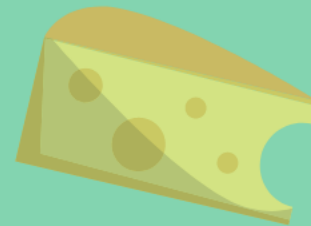
1. Yes
2. No



Pop Quiz!

To follow the snack meal pattern, a snack must contain two components. If carrot cups and apple slices are the two items being offered in their minimum amounts for the age group that is being served, is this considered a reimbursable snack?

1. Yes
2. No



Focus on Your Fruits and Vegetables!

- Regardless of fruits and vegetables being one component, it's always good to serve as much of this component as you can during the week.
- Focus on healthy snacks with a lot of variety to keep your students interested while your promoting those positive dietary behaviors.
- Fruits and vegetables can be found for low expenses through USDA Foods and commodities.
- Snack preparation should not be labor intensive.
- Find fresh, frozen, whole grain, low fat and low sodium choices when planning your snack menu.



Record Keeping and Operating



Maintaining Snack Records

- In order to claim snacks for reimbursements, all programs are required to maintain **production records** that support the number of snacks served, as well as the eligibility of each student served (if applicable).
- Through operating the ASCSP, schools will also be required to follow all record keeping requirements and be prepared to share these documents at the time of the LEAs Administrative Review (AR).



Production Records

- Production records are to keep detailed record of how many snacks are prepared and served each day.
- You can find this template on the ADE ASCSP webpage.

Afterschool Snack Program- Production Record						
Dates: _____ to _____ Site: _____						
Food Preparation Site: _____						
Two of four components are required for snack						
	Grains/Breads* (1 oz eq)	Juice** or Fruit or Vegetable (3/4 cup)	Meat or Meat Alternate*** (1 oz eq)	Milk	Total Children Served	Total Snacks Leftover
Menu	Record the food items offered and the total amount of food prepared for daily snacks					
Sample	Goldfish crackers .8 oz/serving 14	Apple Juice ½ cup and carrot coins (1/4 cup) 14			12	2
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Meal Counts

- Programs must maintain accurate documentation of the number of students who receive a reimbursable snack.
- Simply using attendance rosters is not sufficient.
- Sites must be able to show which students took a snack each day.
- If applicable, programs that are not site or are eligible will be required to maintain documentation supporting the eligibility status of each student (free, reduced-price, and paid) through a BID.



Monthly Claims

- Sites that participate in the ASCSP will include the total number of snacks served during the month on the monthly reimbursement claim in CNPWeb.
- These claims will submitted at the same time as lunch and breakfast claims would be.
- Reminder: claims can be submitted starting the 1st day of the month and up to 60 days after the last claiming day of the month. *It is a best practice to have all claims submitted on the 1st through the 10th of the month.*

Afternoon Snack - High Rate	
Number of Days Served:	18
Free Meals Served:	110
Participants Enrolled:	348

Site Reviews

- Each afterschool care program should be reviewed two times a year; the first review should be made during the first four weeks that the school is in operation each school year, and the second review can occur at any time.
- Year round schools or year round residential child care institutions (RCCIs) should review the ASCSP during the first four weeks of its initial year of operation, once more during the first year of operation and twice each year thereafter.
- The LEA should keep the review forms on file for that program year, plus four more years.

AFTER SCHOOL CARE SNACK PROGRAM				Exhibit I
SITE REVIEW				
NOTE: To be completed twice per year. Once during the first four weeks of operation, and one other time during the school year.				
Sponsor:				
Site Contact:				
	Name and Title			
Site Address:				
Date of Review:		Today's attendance:		
Average Daily Participation:				
Total # of snacks served				
Yes	No	N/A	Explain any "NO" answers below	
			1. For sites with greater than 50% NSLP free/reduced applications is there a head count of children receiving snacks?	
			2. For sites with fewer than 50% NSLP free/reduced applications is there an accurate point of service?	
			3. Do the snacks meet the meal pattern requirements?	
			4. Are no more than two desserts offered per week?	
			5. Are food production records maintained?	
			6. Do the portion sizes meet the meal pattern requirements?	
			7. Are only snacks that contain the required number of components recorded for reimbursement?	
			8. Is no more than one snack per child/day counted and claimed?	
			9. Are sanitary procedures used in handling food?	
			10. Has staff training on proper food handling procedures been provided?	

Standard Operating Procedures (SOPs)

- Food and safety protocol should be followed for all programs including the ASCSP.
- Proper food handling, hand washing, temperatures, and sanitization should be followed regardless if the food service staff or school/enrichment activity staff are the individuals who are distributing the snacks to the students.
- All snack sites should have an individualized, site specific Afterschool Snack SOP located in their Food Safety Plan for all employees to follow.

**# _____ Afterschool Snack
Standard Operating Procedure**

Policy: Foodservice employees, teachers and other school staff with snack preparation, set up, service and clean up responsibilities will work together to ensure that the afterschool snack is safe to eat and that appropriate food safety measures are followed when there are leftover snack items.

Teachers and other school employees will follow ordering procedures established by food service for afterschool snack. The food service manager/supervisor will be notified in advance when there are field trips or other events that preclude afterschool snack. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers and other school employees with snack set up, service and clean up duties will:

1. Observe appropriate food handling techniques such as:
 - a. Keeping cold and hot items in transporters until time of meal service.
 - b. Serving snacks as soon as possible when delivered to snack area.
 - c. Washing hands prior to assembling and distributing snacks.
 - d. Encouraging students to wash hands prior to meal service.
 - e. Keeping cold foods in transport container to keep at safe temperatures.
 - f. Discarding leftover food that has been served to students and any cold food products that have been removed from the transporters immediately following the meal service in appropriate receptacles.
 - g. Following established procedures for returning/discarding menu items that have not been served to students.
 - h. Using cleaner in spray bottle obtained from food service to wipe desks and contact surfaces.
 - i. Following procedures for removing trash from snack service area.
2. Promptly returning portable cold storage units with reusable ice packs and other equipment to the school foodservice.

The food service manager/supervisor will:

12. Develop and share procedures for ordering afterschool snacks.
13. Plan snack menus with food safety in mind.
14. Process order placed by teacher or other personnel.
15. Arrange for an appropriate time for delivery.
16. Obtain suitable portable cold storage transporters (such as coolers) and cooling devices such as ice packs and test the equipment items to ensure that cold food items are maintained at 41° F. or below up to a minimum of 1 hours (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service.
17. Review safe handling procedures listed above with teacher or other school personnel with breakfast transporting, set up, serving and clean up responsibilities.
18. Routinely visit snack serving area to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
19. Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

Applying for the Program



Application

- To participate in the ASCSP, schools must complete Section 10, Afterschool Care Snack Program on the **site application in CNPWeb**.
- Sites can apply for the ASCSP at any time during the school year.
- Simply submit a new and revised site and sponsor application in CNPWeb prior to your first day of snack operation.
- Please consult with your assigned School Nutrition Programs Specialist prior to beginning to operate your new snack program if you feel more information is needed; however, you are not required to notify ADE other than submitting your new site application in CNPWeb.
- Sites will not be able to claim snacks for reimbursement until the new site application has been approved in CNPWeb and Section 10 has been updated.



Completing Section 10 in CNPWeb

10. After School Care Snack Program	
Participation:	Participating
Entity Administering the After School Care Snack Program:	Roosevelt School District - Amy Houston Academy
Description of Education or Enrichment Activities in the After School Care Program:	Extended Day Program to include enrichment activities; open to all students.
Name of Site Supporting Eligibility for the After School Care Snack Program:	Amy L. Houston Academy
After School Care Snack Program Eligibility:	Site Eligible *
Eligibility Determination Beginning Program Year:	2019 *
Eligibility Determination Ending Program Year:	2023 *
Amount Charged to Students for Reduced-Price Snack:	0.00
Amount Charged to Students for Paid Snack:	0.00

NEXT STEPS!

- You now know all things about the ASCSP.
- If you are interested in starting a snack program ADE is happy to help.
- Please contact Halie Knutson or your assigned School Nutrition Program Specialist for any assistance in the ASCSP.

Halie Knutson
School Nutrition Programs Specialist
Halie.Knutson@azed.gov or (602) 542 - 3494





THANKS!

Starting Your Afterschool Care Snack Program, Part 2 is on March 26th, 2019!

If you are attending the live webinar, you will receive a link to complete the survey in EMS.
After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.

ANY QUESTIONS? PLEASE TYPE THEM INTO THE CHAT BAR NOW.



CONGRATULATIONS!

You have completed the **Recorded Webinar: Starting Your Afterschool Care Snack Program, Part 1**. To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: *Recorded Webinar: Starting Your Afterschool Care Snack Program, Part 1*
- Learning Code: *4120*
- Key Area: *3000-Administration*
- Length: *1 hour*

Please note, attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it. This recorded webinar is a non-interactive activity, which may count towards no more than two hours of annual training.



Requesting a Training Certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is your reference when completing the survey:

- Training Title: *Recorded Webinar: Starting Your Afterschool Care Snack Program, Part 1*
- Professional Standards Learning Codes: *4120*

