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School Operations and Management  
Child Nutrition Program Administration  
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Web site [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

TO: District Superintendents  
Superintendents of School  
Chief Administrative Officers of Nonpublic Schools Participating in the School Lunch, Breakfast or Special Milk Programs  
Executive Directors of Residential Child Care Institutions  
School Food Service Directors/Managers

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: Reimbursement for Snacks in After School Care Programs

DATE: June 2007

School food authorities (SFAs) can receive reimbursement through the National School Lunch Program (NSLP) for snacks served to children through age 18. The intent is to use snacks as an incentive for children to participate in programs organized to provide after school care that include education or enrichment activities known to help reduce or prevent children's involvement in juvenile crime or other high risk behavior.

If an eligible after school program operates in a school in which at least 50 percent of the enrolled children are eligible for free or reduced price meals, the school will receive reimbursement at the free rate for all snacks served. Schools operating these programs in non-needy areas are also eligible to participate in the snack program, although they would have to count and claim snacks by reimbursement category for free, reduced price and paid. Snack reimbursement rates for 2007-08 and a claim form will be disseminated in July 2007.

The availability of snacks can frequently be the catalyst in a school's decision to develop an after school care program which can help promote our common goal of improving education and social achievement by providing healthy activities for children, especially adolescents.

### **Oversight Requirements**

In the NSLP, each after school care program must be reviewed by the SFA twice per year (§210.9(c)(7)). The SFA must conduct the first review during the first four weeks that the school is in operation each school year. The review must assess each site's compliance with counting and claiming procedures and the snack meal patterns. A prototype review form that you may use, but are not required to use, is found in Attachment A. We will review the eligibility of the after school program and the snack component as part of our administrative monitoring review of the NSLP.

## **Application/Agreement**

SFAs wishing to participate in the after school care snack component of the NSLP must complete the attached application/agreement, which includes amending the SFA's NSLP agreement to ensure compliance with required provisions as stipulated on the application. If you are already participating and wish to add the program in another site, you only need to complete the program addition form.

## **Reimbursement Claims**

Reimbursement claim forms and instructions to be used for school year 2007-2008 are part of the child nutrition program's annual renewal/claim form package or you can obtain these from the Child Nutrition Knowledge Center (CNKC) at [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm). As with all other child nutrition programs, a claim for snacks served must be submitted within 60 days of the claiming month or the claim will not be paid.

## **Existing Programs**

If your SFA previously received approval to claim snacks, and you are not adding new Snack programs to sites, completion and submittal of the SFA's annual renewal form completes the renewal process for the 2007-2008 school year. New recipient agencies added to the annual renewal will not generate reimbursement until the new program form is submitted and approved.

## **Eligible Programs**

In order to qualify for reimbursement for snacks, an after school care program must meet the following criteria:

- The program must be administered by an SFA operating the NSLP. All buildings under the SFA are eligible to provide snack service under the NSLP.
- The purpose of the program must be to provide care in an after school setting and must include regularly scheduled, structured and supervised activities.
- The program must include educational or enrichment activities. Any extracurricular activities can qualify under this provision **provided** their basic purpose is to provide after school care. Examples of these activities may include the school choir, debate team, or drama society, if after school care is being provided.
- After school care programs that are designed to accommodate special needs or that have other limiting factors may be eligible to participate.
- Programs that include supervised athletic activity along with educational or enrichment activities may participate, provided the athletic activity is open to all and does not limit membership for reasons other than space or security considerations.

- The after school program must be operated by the SFA and not some other organization, although the school does not have to use its personnel or regular school facilities.
- The SFA must retain final administrative and management responsibility for the program, including the program site.
- The SFA for the school must enter into the agreement with the Education Department and must assume full responsibility for meeting all program requirements, although the SFA may arrange with another organization, such as a PTA, to operate the after school program.
- SFAs that claim reimbursement for lunches and/or breakfasts served during the summer months when operating a summer school, which is an integral part of the curriculum or an extension of the local educational program, may also claim reimbursement for snacks served to children in after school care programs during this period.
- Residential Child Care Institutions (RCCIs) with non-residential care components that offer after school education and enrichment programs may participate.
- The U.S. Department of Education's 21<sup>st</sup> Century Community Learning Centers (CLC) grants may switch from claiming snacks under the Child and Adult Care Food Program (CACFP) to the NSLP.

### **Ineligible Programs**

- Interscholastic sports or other organized athletic programs/teams/leagues unless the program is open to all students and the basic purpose is after school care.
- Head Start Programs, because they are not after school care programs. Snacks may be served to these children only after their regular school hours.

### **Eligible Sites**

- The site must meet State or local health and safety standards.
- The site must be administered by the SFA for the after school program.

### **Ineligible Sites**

- SFAs participating only in the Special Milk Program are not eligible.
- Nonprofit sites that receive vended snacks from an SFA.

### **Ineligible Snack Times**

- Snacks that are served before or during the child's school day may not be claimed for reimbursement. A child's eligibility begins when his or her school day ends, not

necessarily when school ends in the building. Therefore, a half-day kindergarten student in an after school care program may be served snacks while older students are still in session.

- Snacks served on weekends, holidays or during vacations may not be claimed.

**Reimbursement**

- SFAs may claim reimbursement for one snack per child per day for children through age 18. However, if a student’s 19<sup>th</sup> birthday occurs during the school year, they may be claimed for the remainder of the school year. Reimbursement may also be claimed for individuals, regardless of age, who are determined by the Education Department to be mentally or physically disabled and who participate in after school care programs.
- Sites located in areas served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced price meals receive the free rate of reimbursement for each snack served. The snacks must be served to all children eligible for snacks at no charge.
- Sites in areas served by a school in which less than 50 percent of the enrolled children are certified eligible for free or reduced price meals must count snacks and claim reimbursement by type. The charge for a reduced price snack may not exceed \$.15. Children eligible for free snacks may not be charged.
- In some instances a middle school, junior high school or high school may be eligible to receive the free rate of reimbursement for each snack served based on elementary school data. To determine if your secondary schools meet the qualifications, contact your Child Nutrition representative.

**Snack Meal Pattern Requirement**

Snacks served must consist of at least two different components, in at least the minimum portion requirements, as set forth in 7 CFR sections 210.10(n) and 210.10a(j):

<b>Snack (supplement)</b>	<b>Ages 1 and 2</b>	<b>Ages 3 – 5</b>	<b>Ages 6 – 12</b>
Select 2 out of the 4 components			
Milk *	½ cup	½ cup	1 cup
Juice/Fruit/Vegetable	½ cup	½ cup	¾ cup
Meat/Meat Alternate	½ ounce	½ ounce	1 ounce
Bread/Bread Alternate	½ slice	½ slice	1 slice
Or Dry Cereal	¼ cup	1/3 cup	¾ cup
Or Hot Cereal	¼ cup	¼ cup	½ cup

\*Includes whole milk, lowfat milk, skim, cultured buttermilk, or flavored milk made from these types of fluid which meet State or local standards

- There is no offer versus serve option. The child must be served two components such as milk and crackers or cheese and crackers.
- Snacks comprised of two beverages or two fruit/vegetables are not eligible for reimbursement.
- Required minimum portion sizes for children ages 13-18 are the same as for children ages 6-12. It is recommended, but not required, that schools offer larger portions for older children (13-18) based on their greater food energy requirements.
- Bread alternates include muffins, crackers, pastas and pretzels. Dessert foods such as cookies, doughnuts and cakes are considered bread alternates provided they are served no more than twice a week.
- The after school snack is not to be included in the week's School Meal Initiative (SMI) nutrient analysis.

### **Snack Suggestions**

orange juice graham crackers w/peanut butter	cereal milk	grape juice bagel w/cream cheese
watermelon chunks milk	blueberry muffin milk	apple juice crackers/cheese cubes
yogurt banana	oatmeal cookies milk	peanut butter sandwich milk

### **Record Keeping**

SFAs that choose to claim reimbursement for snacks must maintain the following records:

- If all meals are claimed free, documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced price meals.
- Applications for free and reduced price benefits for all children for whom free and reduced priced snacks are claimed, if less than 50 percent of the school's children are eligible for benefits.
- Daily meal counts by category.
- Daily attendance records, such as sign in sheets, for the after school program.
- Written snack menus.
- All records must be maintained for three years plus the current year.

This provision represents an important new initiative to bring nutritious snacks to children. Eligible schools are encouraged to participate. Please do not hesitate to contact your respective Child Nutrition representative for additional information.