APRIL 09, 1999

SUBJECT: Afterschool Snacks in the National School Lunch Program (NSLP) and the At-Risk Component of the Child and Adult Care Food Program (CACFP), Questions and Answers, Edition 2

TO: Regional Directors
Special Nutrition Programs
All Regions

On January 14, 1999, we issued a policy memorandum tilled "Reimbursement for Snacks in After School Care Programs (SP 99-4); (CACFP 99-4)." After issuing this policy memo, we received a number of questions regarding the implementation of this new meal service. In an effort to respond to those questions, we provided a first set of questions and answers on February 17, 1999. Subsequently, we received additional questions. In response, we are providing you with the attached second set of questions and answers, "Afterschool Snacks Q & As, Edition 2, 4/99."

Note a change in the format of the questions and answers. Rather than having several sets of questions and answers, you will find a consolidated list of questions and answers. All the questions and answers from Set I are restated on Edition 2. Set I questions have been restated as set forth in the February 17 issuance, however, in some cases brackets and asterisks have been added to permit cross-referencing new questions. All new questions and answers were placed in the appropriate category and follow the questions and answers from Set I. New questions and answers have an asterisk preceding the number to facilitate your review. Additional questions may be addressed in future Q & As, as needed, and will be incorporated into this format.

Please remind your State agencies that afterschool snack service became an entitlement effective on October 1, 1998. This means that the program is in effect as of that date and if eligible program operators have reimbursable claims which meet the requirements laid out in our January 14th memo, then such claims must be reimbursed by State agencies. We must move forward quickly to provide these benefits to children. If we can be of any assistance in facilitating the sound and speedy implementation of this new initiative, let us know. We are eager to provide afterschool snacks to the Nation's children.

STANLEY C. GARNETT
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Attachment

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AFTERSCHOOL SNACKS
Questions and Answers
Edition 2, 4/99

Implementation in the National School Lunch Program (NSLP) and the At-Risk Component of the Child and Adult Care Food Program (CACFP)

A) ELIGIBLE PROGRAMS

A-1) What are the approval criteria for afterschool care programs?

Under the NSLP, a school food authority must operate the lunch component and the school district must sponsor or operate an afterschool care program which:

(a) provides children with regularly scheduled activities in an organized, structured and supervised environment; and

(b) includes educational or enrichment activities.

Under the CACFP, a public or private nonprofit organization (including a school) must operate an afterschool care program which:

(a) provides children with regularly scheduled activities in an organized, structured and supervised environment;

(b) includes educational or enrichment activities; and

(c) is located in a geographical area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced price school meals.

[See Question A-13 for information on for-profit eligibility]*

A-2) Are there any afterschool care programs that may not be approved?

Yes. Organized athletic programs engaged in interscholastic or community level competitive sports only (i.e., youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams) may not be approved. However, afterschool care programs which include supervised athletic activity may participate provided that they are “open to all” and do not limit membership for reasons other than space or security or, where applicable, licensing requirements. For example, an afterschool police athletic league program that uses sports and recreational activities to provide constructive opportunities for community youth could be approved to participate in the CACFP at-risk afterschool snack service.

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A-3) Does the "open to all" criterion apply to programs other than interscholastic sports programs?

No. Aflerschool care programs that are designed to accommodate special needs or that have other limiting factors, may be eligible to participate. They may include, but are not limited to programs targeted to children who have learning disabilities or programs for children who are academically gifted.

A-4) Is licensing required for an afterschool care program?

Otherwise eligible afterschool care programs do not need to be licensed in order to participate unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then afterschool care programs must meet State or local health and safety standards. Organizations should check with their State and local health departments to determine the requirements they must meet to operate an afterschool care program in their community. Existing afterschool care programs that have not had a meal service as part of their program in the past should also check with State and local health department officials to determine whether any additional requirements apply as a result of the service of an afterschool snack.

A-5) Can a traditional child care center already participating in the CACFP qualify for at-risk afterschool snack reimbursements?

Yes. A child care center located in the attendance area of a school in which at least 50 percent of the enrolled children are eligible for free or reduced price meals may qualify for CACFP at-risk afterschool reimbursements for free snacks served to children who attend the center after their school day has ended. Children who do not attend school would continue to participate in the traditional CACFP meal service provided by the center. Centers operating both the traditional and at-risk components of the CACFP may only claim a total of 3 meals, or 2 meals and 1 snack, per child per day.

A-6) Are programs that operate on weekends eligible for reimbursement?

Under the CACFP at-risk afterschool care provisions, snacks may be reimbursed if they are served on weekends or holidays, including vacation periods (e.g., Spring break), during the regular school year only.

Under the NSLP, school food authorities are j~ eligible to receive reimbursement for afterschool snacks served on weekends or holidays, including vacation periods, during the regular school year. School food authorities may not claim reimbursement for snacks served in the summer, except as specified in Question A-7.

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A-7) Are programs that operate during the summer vacation eligible for reimbursement?

Under CACFP, at-risk afterschool snacks may not be reimbursed during summer vacation. Organizations that wish to operate programs during the summer when school is not in session may receive reimbursement for meals and snacks through the Summer Food Service Program. In areas where schools operate on a year-round basis (i.e., the regularly scheduled school year is year-round), at-risk afterschool care programs may receive reimbursement for snacks through the CACFP all year.

Under the NSLP, school food authorities may claim reimbursement for lunches (and breakfasts under the School Breakfast Program) 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. Such school food authorities may also claim reimbursement for snacks served to children in afterschool care programs during this period.

*[*See Question A-15 for restrictions on afterschool care programs switching from CACFP to SFSP.]*

***A-8) May a school that does not participate in the NSLP receive reimbursement for afterschool snacks through the NSLP?**

If the school food authority operates the NSLP in any of the schools under its jurisdiction, then all schools under the school food authority are eligible to provide snack service under the NSLP. If the school is not under the jurisdiction of a participating school food authority, it may be eligible to serve snacks under the CACFP. Please consult with the State agency.

***A-9) May a morning or afternoon snack served in a Head Start Program be claimed under the NSLP afterschool snack service?**

No. Snacks served in the Head Start Program may not be claimed for reimbursement under the NSLP afterschool snack service because the Head Start Program is not an afterschool care program. Afierschool snacks served to Head Start participants are reimbursable only to the extent that they are served ~ regular school hours (i.e., after the Head Start Program) under the auspices of an afterschool care program. Head Start Programs may also participate under the traditional center component of CACFP.

***A-10) Are the licensing provisions under P.L. 105-336 also applicable to Outside-School-Hours Care Centers (OSHCC's), or are they limited to afterschool at-risk centers?**

The licensing provisions apply to both OSHCC's and afterschool at-risk centers. Therefore, otherwise eligible OSHCC's or afterschool at-risk centers do not need to be licensed in order to participate in CACFP unless there is a State or local requirement for licensing. If there is no

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State or local requirement for licensing, then OSHCC's and afterschool at-risk centers must meet State or local health and safety standards. (See Question A-4)

*A-11) What are the differences between Outside-School-Hours Care Centers (OSHCC's) and afterschool at-risk centers in CACFP?

Requirement	OSHCC's	Afterschool At-Risk Center
Eligible Institutions	Public; private nonprofit; or for-profit title XX centers	Public; private nonprofit; or for-profit title XX centers
Licensing	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards.	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards.
Determination of Reimbursement	Program may operate in any area. Individual free and reduced-price applications are taken to determine level of reimbursement (free, reduced price, and paid).	Program must be located in a geographic area served by a school in which *50* percent or more of the children enrolled are eligible for free or reduced price meals. All snacks are reimbursed at the free rate.
Age of Participants	12 years of age and under	School-age children up through age 18 (or 19 if the child turns 19 during the school year)
Type of Meals Eligible for Reimbursement	Breakfast, snack, and supper (lunch may also be served if center meets conditions in §226.19(b)(4)).	Snack only
Number of Reimbursable Meals	Maximum of 2 meals and 1 snack per child per day (or, 2 snacks and I meal).	Maximum of 1 snack per child per day
Meal Patterns	CACFP meal patterns in §226.20	CACFP meal pattern for snacks in §226.20(c)(4)
Meal Service Periods	School days, weekends, and holidays; no weekend-only programs (~226.19(b)(4))	School days, weekends, and holidays during the regular school year.
Time Restrictions for Meal Service	Three hours must elapse between the beginning of one meal service and the beginning of another, except that four hours must elapse between the service of a lunch and supper when no snack is served between lunch and supper. In addition, the service of a supper must begin no later than 7 p.m., and end no later than 8 p.m. Finally, the duration of the meal service is limited to 2 hours for lunch and supper, and 1 hour for other meals. (~226. I 9(b)(6))	Snacks must be served after school (except on weekends and holidays, when snacks may be served at any time of day). No other time restrictions exist unless at-risk afterschool centers also operate outside-school-hours care centers, in which case the restrictions for outside-school-hours care centers apply [see OSHCC's column, left, and §226.19(b)(6)J.

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***A-12) May schools that already claim suppers under CACFP also claim afterschool snacks through NSLP?**

Yes. Schools that are already participating and claiming suppers through CACFP also may claim afterschool snacks through NSLP provided they meet the eligibility criteria for an afterschool care program

***A-13) Are for-profit centers eligible to receive reimbursement for afterschool snacks through CACFP?**

Yes. For-profit centers may receive reimbursement for at-risk afterschool snacks if:

(a) they meet all at-risk afterschool eligibility requirement (e.g., area eligibility; afterschool care program with educational/enrichment activities); and

(b) they are eligible to receive reimbursement as a proprietary title XX center through the traditional child care component of CACFP

Thus, if a for-profit child care center meets the criteria for a *Proprietary Title XX Center* set forth in the regulations it may also receive reimbursement for afterschool snacks through CACFP if it operates an afterschool care program. To be eligible for CACFP reimbursement a for-profit center must provide nonresidential child care services for which it receives compensation from amounts granted to the States under title XX of the Social Security Act for at least *25* percent of its enrolled children or 25 percent of its licensed capacity, whichever is less, during the calendar month preceding initial application or annual reapplication for Program participation In addition in order to claim reimbursement in any calendar month, the center must meet the *25* Percent criteria in that month.

In determining a for-profit center's eligibility for afterschool snack reimbursement only the enrollment/licensed capacity of the traditional child care component of the center must be considered in calculating whether the center meets the 25 percent criteria. For example, a for-profit child care center has 32 pre-school children enrolled for care, and also operates an afterschool care program for school-age children. The center would be able to claim reimbursement through CACFP, for meals served under the traditional child care component and for afterschool snacks, in any month in which at least 8 of the 32 pre-school children are title XX recipients

***A-14) May 21st Century Community Learning Center schools that have been claiming reimbursement for snacks as Outside-School Hour Care Centers under CACFP now switch to NSLP?**

Yes. Schools operating afterschool care programs funded through the Department of Education's 21st Century Community Learning Centers (CLC) grants may switch from CACFP to NSLP. However, 21 Century CLC schools wishing to switch Programs must amend their agreement with the State agency, and meet the eligibility requirements for NSLP. Their

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agreement with the State agency must also be amended if they want to continue operating under CACFP and expand snack service to children through the age of 18.

***A-15) Question A-7 states that organizations receiving reimbursement for at-risk snacks through the CACFP during the school year may participate in SFSP during the summer months. Are there any restrictions on afterschool care programs switching from CACFP afterschool snack service during the school year to SFSP during the summer when school is not in session?**

Yes, there are restrictions. Question A-7 applies to an organization which only serves afterschool snacks to children under CACFP during the school year. Such an organization could serve meals to all children through age 18 under SFSP during the summer months, subject to approval of their SFSP application by the State agency.

However, a traditional child care center that also serves at-risk afterschool snacks (i.e., the center has enrolled pre-school children in care during the day, but also serves at-risk afterschool snacks to school-age children) must comply with FNS Instruction 782-4, rev. 2. This instruction states that traditional child care centers may only claim some or all of their meals under SFSP during the summer when there is a substantial change in program activities or a significant increase in enrollment. Thus, if a traditional child care center substantially changes its activities or significantly increases its enrollment during the summer months, it has the option of:

(1) claiming all meals served to children through the age of 18 under SFSP; or
(2) claiming meals served to children in formal child care during the summer under CACFP, and claiming meals served to other children under SFSP.

If a traditional child care center did g~ substantially change its activities or significantly increase its enrollment during the summer months, it could only receive reimbursement through SFSP for meals served to children who participate in the afterschool care program during the school year. Such a center would receive free, reduced price, and paid reimbursement through CACFP for all other children enrolled for care (through the age of 12). Per FNS Instruction 782-4, rev. 2, the determination to either approve the institution for participation in both the CACFP and SFSP or solely for the CACFP should be based on the institution's program objectives.

Child care centers and outside-school-hours care centers which are licensed to provide child care are advised to check with their State or local licensing agency before expanding theft meal service to include SFSP during the summer months, or before switching entirely from CACFP to SFSP for the summer.

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***A-16) May a school food authority which vends afterschool snacks to a private nonprofit sponsor claim those snacks under the NSLP?**

No. A school food authority that vends afterschool snacks to a private nonprofit sponsor may not claim those snacks under the NSLP. In order for the school food authority to claim those snacks, the school food authority must have an agreement with the State agency and must assume full responsibility for meeting Program requirements. However, snacks vended to a private nonprofit sponsor could be claimed by the sponsor under CACFP.

*A-17) Must a school receiving reimbursement for afterschool snacks through the NSLP or CACFP "manage" the day-to-day activities of the afterschool program?

No. A school may arrange or contract with another organization (such as the YWCA, the Boys and Girls Club, or another organization) to "manage" the afterschool program. However, since the school food authority has the agreement with the State agency for NSLP afterschool snacks, the school food authority is ultimately responsible for ensuring that its afterschool care program meets all eligibility requirements (e.g., provides children with regularly scheduled activities in an organized, structured and supervised environment). Therefore, regardless of which entity "manages" the afterschool program, the school food authority still must retain overall responsibility for both the afterschool care program and the food service.

***A-18) Are charter schools eligible to participate?**

Charter schools are eligible to participate if they: (a) meet the definition of "school", as cited in §210.2, and (b) meet the approval criteria for afterschool care programs specified in Question A-l.

B) AREA ELIGIBILITY FOR REIMBURSEMENT PURPOSES

B-1) How does an afterschool care program site qualify as area eligible?

For the NSLP and CACFP, an afterschool care program site qualifies as area eligible if it **is** located in the attendance area of a school (i.e.**,** elementary, middle or high school) which has at least 50 percent of its enrollment 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 that has *50* percent or more of the enrolled children eligible for free or reduced price meals, then the high school's afterschool care program would be area eligible.

B-2) How should organizations operating afterschool care programs that want to participate through the CACFP obtain free and reduced price school enrollment data?

These organizations should contact the State agency that administers CACFP. The State agency receives free and reduced price enrollment data on an annual basis for purposes of

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administering the family day care home component of CACFP. Section 210.19(f) of the NSLP regulations requires each State agency that administers the NSLP to annually provide to the CACFP State agency a list of all elementary schools in the State in which 50 percent or more of the enrolled children have been determined eligible for free or reduced price meals. For middle school and high school data, we recommend that the CACFP State agency coordinate with the NSLP State agency to obtain a list of eligible schools. If that information is not available at the State level, then organizations should go directly to the appropriate school district or private nonprofit school.

B-3) Can school district wide data be used to establish area eligibility, or must data from individual school buildings be used?

Only data from the appropriate individual school(s) may be used to establish a site's area eligibility.

***B-4)** If a school district has mandated busing of students, can free and reduced price school data be used to determine a site's area eligibility?

Yes. An afterschool care program located **in** an area which has mandated busing of students should use free and reduced price school data from the individual school building (elementary, middle, or high school) in whose attendance area the afterschool site is located.

*B-5) If schools have unassigned attendance areas (i.e., parents can choose where to send their children from among several schools), what data should be used to determine a site's area eligibility?

In areas with unassigned school attendance areas, afterschool care programs located in school buildings should use the free and reduced price enrollment data from that particular school for purposes of determining area eligibility. We will work with State agencies on a case-by-case basis to determine the area eligibility of afterschool care programs operating in non-school sites in areas with unassigned attendance areas. State agencies should contact their regional office if they encounter this situation.

*B-6) Is there a particular month of school data that must be used?

Under the NSLP, a site's area eligibility must be based on the total number of children approved for free and reduced price meals as of the last day of operation for the most current October, or another month at the State agency's discretion. If the State agency decides to choose another month, it must, do so for the entire State.

Under the CACFP, NSLP data collected in the most current October, or another month selected by the NSLP State agency, must be used to establish a site as area eligible.

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For example, if a site applies for area eligibility in August, 1999, the most current October data would be October, 1998. If a site applies for area eligibility in December, 1999, the most current October data would be October, 1999.

***B-7) How long is a determination of a site's area eligibility valid?**

Under the NSLP, the site's area eligibility is valid for the entire school year. For example, a determination of a particular site's area eligibility made on April 20, 1999, is valid for snacks served for the remainder of school year (SY) 1998-1999, i.e., from April 20, 1999 through June 30, 1999. Similarly, a determination of a site's eligibility made on August 30, 1999 is valid for the remainder of SY 1999-2000, i.e., from August 30, 1999 through June 30, 2000.

Unlike the NSLP, a site's area eligibility determination made under CACFP is valid for three years from the beginning of the month in which the determination was made. For example, a determination of a particular site's area eligibility made on April 20, 1999, is valid for snacks served from April, 1999 through March, 2002. Additiona1ly, whenever a determination of a site's eligibility is made, the most recent data available at that time must be used. Thus, if an afterschool care program wants to begin CACFP afterschool snack service in September, 2000, then the most recent data available at that time would be data from October, 1999.

*B-8) May afterschool care programs use private school free and reduced price enrollment data to qualify as area eligible sites?

If an afterschool care program site is located in a private school, then that site may use the free and reduced price enrollment data for that private school, or free and reduced price enrollment data for the public school in whose attendance areas the private school is located, to qualify as an area eligible site. However, since most private schools do not have defined attendance areas, a public school may not use private school free and reduced price enrollment data for purposes of determining area eligibility unless the public school's afterschool care program is actually located in the private school.

*B-9) How is reimbursement determined when a school receives children from other schools for the afterschool care program?

For area eligible afterschool care program sites, reimbursement is based on the area eligibility of the site, regardless of which schools the children attend. For afterschool care program sites that are not area eligible (NSLP only), reimbursement is based on the individual eligibility of the children, regardless of which school they attend. Current eligibility determination made for the lunch and/or breakfast service should be used for those children participating in an afterschool care program.

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C) APPLICATIONS/AGREEMENTS

C-1) How do interested schools and organizations participate in these programs?

The State agency must establish application procedures for interested school food authorities/districts and organizations. At a minimum, the application must enable the State agency to determine whether the eligibility criteria for the NSLP or CACFP (as specified in Question A-1) are met. Additionally, the application must identify all afterschool care program sites and, for area eligible sites, provide documentation of the attendance area within which the applicant sites are located. If the school food authority or organization is approved, they must enter into an agreement with the State agency which specifies the terms and conditions of participation.

C-2) For a school or organization that is already participating in the NSLP or CACFP and now wants to provide afterschool snacks, does its agreement with the State agency need to be amended?

Yes. Once the State agency approves the school food authority's or organization's application to provide afterschool snacks, the agreement with the State agency needs to be amended to reflect this additional meal service and its requirements. This amendment could be as simple as a letter specifying the terms and conditions of expanded participation in afterschool snack service.

D) REIMBURSEMENT

D-1) What records are required to receive reimbursement for snacks served October 1, 1998 or later?

In the NSLP, the following records must be maintained:

- For sites that are not area eligible, free and reduced price applications for all children for whom free and reduced priced snacks are claimed.
- Meal counts (total for sites qualifying for free reimbursement for all children; meal counts by type for other sites).
- Documentation for each day of a child's attendance.
- Documentation of compliance with meal pattern requirements and production records.

In the CACFP, the following records must be maintained:

- Total meal counts.
- Documentation for each day of a child's attendance
- Documentation of compliance with meal pattern requirements.

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D-2) Are eligible afterschool care programs that served snacks on or after October 1, 1998, entitled to receive CACFP or NSLP retroactive reimbursement for these snacks?

Yes, if the school food authority or organization meets all eligibility requirements (as specified in Question A-l) for the period of time during which the snacks were served and documentation was maintained (as specified in Question D- 1), then it is entitled to receive retroactive reimbursement through the NSLP or through the at-risk component of the CACFP, as appropriate.

D-3) Must organizations that want to receive retroactive reimbursement for snacks served on or after October 1, 1998, already have been participating in the CACFP or NSLP at that time?

Retroactive reimbursement to October 1, 1998, is available for all afterschool care programs that met the eligibility requirements (as specified in Question A- 1) and maintained documentation (as specified in Question D- 1). Note that school food authorities must operate the lunch component of the NSLP in order to receive reimbursement.

***D-4) What are the reimbursewent rates for snacks served in afterschool care programs?**

Under the CACFP at-risk aflerschool care component, all snacks are reimbursed at the free rate.

Under NSLP, snacks served in area eligible afterschool care program sites are reimbursed at the free rate. Afterschool care programs that are not area eligible receive free, reduced price, and paid reimbursements depending on the eligibility status of participating children.

The reimbursement rates are adjusted annually every July 1. For the period of July 1, 1998 through June 30, 1999, the reimbursement rate is 53.25 cents for free snacks, 26.75 cents for reduced price snacks, and 4 cents for paid snacks (reimbursement rates are higher for Alaska and Hawaii).

*D-5) How does a child care center which uses claiming percentages or blended rates claim free snacks for its at-risk afterschool care component in CACFP?

All organizations participating in the at-risk afterschool care component of CACFP must submit separate meal counts for afterschool snack service. This includes child care centers that are currently participating in CACFP and using claiming percentages or blended rates. State agencies are responsible for amending theft reimbursement forms and payment systems to recognize a separate entry for afterschool snacks.

*D-6) When claims are submitted for schools and organizations eligible for retroactive reimbursement, must monthly integrity be maintained, or can one cumulative claim be submitted? Do the 60/90 day claim submission requirements apply to retroactive claims?

In order to obtain retroactive reimbursement, a claim for reimbursement must be submitted for

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each month of service, i.e., monthly integrity must be maintained. Except as indicated in Question 13-7, the standard 60/90 day claims submission requirements do not apply. However, retroactive claims must be submitted no later than July 1, 1999.

*D-7) Does the July 1, 1999 deadline for retroactive reimbursement apply to the June claim also?

No. The current 60/90 day claims submission requirements apply for ~ claims for snacks served beginning May 1. The July 1 deadline applies to all snacks served prior to May 1.

*D-8) Can afterschool care programs that have been charging participants for snacks receive retroactive reimbursement for those snacks?

In order to receive retroactive reimbursement, afterschool snacks must be made available to children free, at a reduced price or paid, as applicable. If an otherwise eligible afterschool care program has been charging participants for snacks, retroactive reimbursement may be provided only if the program provides each household with a refund which reflects the appropriate level of Federal assistance.

*D-9) If a school is participating in Provision 2 or 3, can base year percentages of the number of students eligible for free and reduced price benefits be used to determine area eligibility for snack reimbursement in subsequent years?

Schools implementing Provision 2 or 3 may use the percentage of students eligible for free and reduced price meals in the NSLP (not the SBP) during the base year to determine area eligibility for the duration of the provision. When the school establishes a new base year, or drops the provision, the new eligibility data must be used for determination of area eligibility.

E) ELIGIBLE CHILDREN

E-1) Are afterschool snack reimbursements restricted to children ages 13-18?

No. Reimbursement may be claimed for snacks served to all children through the age of 18 in eligible afterschool care programs. Reimbursement may also be claimed for those children who turn age 19 during the school year.

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E-2) Are afterschool care programs eligible to receive reimbursement for snacks served to pre-primary children?

Snacks served to children who are attending classes of preprimary grade in a school (e.g., Head Start or Even Start) and who are participating in an eligible afterschool care program after their regularly scheduled school program may be claimed for reimbursement.

F) MEAL SERVICE REQUIREMENTS

F-l) Are point of service meal counts and production records required?

Meal counts taken at the point of service are not required for afterschool snack service though individual State agencies may require them. However, accurate meal count records must be maintained. Production records are required for programs operating through the NSLP and documentation of compliance with the meal pattern is required under CACFP.

*F-2) Must a certain amount of time elapse between meal services when schools or organizations operate other nutrition programs in addition to afterschool snacks under NSLP or CACFP?

In NSLP, there are no restrictions on the amount of time that must elapse between meal services (e.g., lunch and afterschool snack). State agencies may, at their discretion, establish reasonable timeframes for the service of afterschool snacks in their State.

In CACFP, there are no time restrictions for snack service except for centers that serve meals and/or snacks as outside-school-hours care centers and afterschool snacks as at-risk afterschool care centers. These centers must abide by the time restrictions for meal service set forth for outside-school-hours care centers in §226.l9(b)(6). (See Question A-11)

*F-3) Is there .any length of time fled into the conclusion of school and the service of a snack?

No. There is no Federally mandated time limit between the end of school and snack time, but the service of a snack must occur during the operation of the school's afterschool care program.

*F-4) Is there a particular time of day that CACFP at-risk afterschool care centers must serve snacks during weekends and holidays?

No. Although snacks served, on weekdays when school is in session must be served ~ the child's school day has ended, snacks served through CACFP on weekends or holidays may be served at any time of day.

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***F-5) Are point of service meal counts required?**

No. Afterschool care programs in NSLP and the at-risk component of CACFP must maintain a roster or sign-in sheet which documents the total number of children in attendance in the afterschool care program. The roster or sign-in sheet is not intended to be used to identify which individual children receive snacks; rather, it is intended to establish the maximum number of snacks that can be claimed on a given day, and to document that a site has an eligible afterschool care program (i.e., organized, supervised, and regularly scheduled). Please note that accurate counts of snacks served must be maintained to support claims for reimbursement. (See Question F-l)

*F-6) Is there an offer versus serve option for afterschool snacks?

No. There are four components to the snack meal pattern. The school or institution must serve at least two of the required components to each child.

***F-7) May USDA commodities be used in snacks?**

Yes. Afterschool care programs operating under NSLP or CACFP may use USDA commodities in theft afterschool snack service. Please note, however, that the school or organization will not earn additional entitlement commodities as a result of serving afterschool snacks. The amount of entitlement commodities earned will continue to be based solely upon the number of reimbursable lunches (and suppers, in CACFP) served to children.

***F-8)** Is the afterschool snack to be included in the week's SMI nutrient analysis?

No.

G) REPORTING

G-1) What data must State agencies submit for the FNS-10 and FNS-44 forms?

The FNS-l0 and FNS-44 are being revised to permit reporting of afterschool snacks. Draft copies of the revised forms will be sent to all Regions shortly.

H) MONITORING

*H-1) What are the monitoring requirements for sponsors receiving reimbursement for snacks in afterschool care programs?

In CACFP, sponsors of sites participating as afterschool care centers must review their sites at least six times each year. At least one of these reviews must be made during each site's first four weeks of Program operations, and not more than three months may elapse between

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reviews. These are the same monitoring requirements that are currently in place for sponsors of outside-school-hours care centers (§226.16(d)(4)(iii)). [Note: On January 11, 1993, we issued a policy memorandum which permits schools operating OSHCC's to reduce their monitoring visits to each of their facilities to three times each year. This policy is still in effect for OSHCC's, but does not apply to at-risk afterschool care centers in CACFP unless they are operated by schools.]

In NSLP, each afterschool care program must be reviewed by the school food authority two times per year (§2l0.9(c)(7)). The school food authority must make the first review during the first four weeks that the school is in operation each school year.

In both Programs, these reviews must assess each site's compliance with counting and claiming procedures, and the snack meal pattern. We will address these monitoring requirements further in the regulation implementing afterschool at-risk snacks.

*H-2) What are the State administrative review requirements for school food authorities and organizations?

When conducting an administrative review of a school food authority for NSLP, State agencies are required to conduct a review of the lunch service. If a follow-up review is required and the State agency did not evaluate the certification, meal or milk count method, and meal or milk service procedures for the SBP, the SMP and snack service in afterschool care programs (§210.18(i)(4)(iv)) during the administrative review, it must do so for those schools selected for the first follow-up review.

In CACFP, State agencies must comply with §226.6(1) in conducting reviews of afterschool care centers. For purposes of these reviews, afterschool care programs should be considered to be child care centers. Therefore, State agencies must annually review 33.3 percent of all institutions. Included as institutions are those organizations that have agreements with the State agency to operate afterschool at-risk centers. In addition to the 33.3 percent requirement, the current regulations require that State agencies ensure that:

- Independent centers and sponsors of centers are reviewed at least once every four years;
- Reviews of sponsors include reviews of 15 percent of their child care centers; and
- Reviews are conducted for newly participating sponsoring organizations with five or more child care facilities within the first 90 days of Program operations.

In conducting these reviews, State agencies should ensure that schools and organizations are operating eligible afterschool care programs (i.e., programs that provide children with regularly scheduled activities in an organized, structured, and supervised environment).

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