

Standard Operating Procedures: Snack Reimbursable Meal Patterns

AFTERSCHOOL FEEDING (SNACK)

The United States Department of Agriculture (USDA) provides funding for afterschool meal assistance for children through two programs that the Texas Department of Agriculture (TDA) administers:

ASCP	CACFP At Risk
<i>Operating within the National School Lunch Program (NSLP)</i>	<i>Operating within the Child and Adult Care Food Program (CACFP)</i>

I. Facilities

CEs that administer NSLP may locate afterschool meal programs on at a school-based site or in another location that better serves the needs of children involved in an afterschool program. All afterschool meal program locations must meet state and local health and safety standards.

II. Education or Enrichment Activities. Each site must provide children with regularly scheduled activities in an organized, structured, and supervised environment as well as provide educational or enrichment activities.

For Example: An enrichment activity might include mentoring or tutoring.

III. Distinct Programming. Site activities must be distinct from extracurricular programs organized primarily for scholastic, cultural, or other purposes. Therefore, those programs designed to provide snacks solely to competitive **interscholastic sports teams are not eligible for snacks** through ASCP.

For Example: Youth activity groups such as community athletic leagues, Babe Ruth or Pop Warner leagues with limited group participation are not eligible for snacks through ASCP.

IV. Afterschool Snack Meal Pattern

Only 2 components are required to be offered for the afterschool snack program.

Students select both of the meal components which include:

- A. 1 oz of bread and one 6 oz. serving of 100% juice; or
- B. 1 oz of bread and ½ pint of milk

V. Pick-up & Distribution of Snacks

- A. The program coordinator/teacher will pick-up the snack from the cafeteria manager before the end of the regular food service serving day.
- B. The number of After Snacks to be distributed will be determined by an attendance roster of the program.
- C. Snack must be served between 3:30 PM- 4:30 PM, CNS must be notified if the meal is served outside of this time frame.

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VI. Point of Service

Option 1:

- A. The program coordinator/teacher will use the tally sheet as a point of service.
- B. The program coordinator/teacher will be instructed on the correct number of components that must be taken for program compliance.
- C. The program coordinator/teacher will place a slash on the tally sheet as the students pick up the reimbursable meal.
- D. At the end of the meal service, the program coordinator/teacher will count up the number of meals and place her totals on the tally sheet along with their initials.
- E. The tally sheet will be returned to the Food Service employee at the beginning of the next day along with leftover items.
- F. Attendance must be provided for each after school program daily. Program coordinators/principals must make supporting attendance documentation through a computer generated report or hard copy documentation available upon request to Food Service central office staff. Attendance records must be kept on file for three years plus the current school year.

Option 2:

- A. Program coordinator/teacher will take participants to the cafeteria and go through the line.
- B. Students are to input their Student ID numbers for claiming/counting purposes.

VII. Claiming & Documentation

- A. Snacks will be recorded on the tally sheet during meal service then recorded onto POS system.
- B. Prior to entry into the POS computer, the manager must verify the meal tally count and place initials on the tally sheet.
- C. Snack meals must be input into the Point of Service computer under **Special Meals**. Meals MUST be entered into the system by the following day of service. (Example: Tuesday snack meals must be input into the POS computer on Wednesday.)
- D. The snack meal attendance form must be completed daily- meal information to complete this form is taken from the tally sheet.

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- E. The snack meal attendance form is emailed directly to your Field Supervisor on the first day of the month for the previous month's service. This form is due no later than the 2nd day of each month.
- F. A copy of snack meal attendance form must be filed with that current week's paperwork, and must be kept at the location for no less than 3 years.

VIII. Entry into POS Computer

- A. Students will be claimed by "Quantity Sale."
- B. When "Quantity Sale" is used, attendance rosters and tally sheets MUST be kept on file in the Manager's Office for a period of three years.
- C. Field Supervisors will pick up forms for schools with no internet access.
- D. Managers are responsible for getting meal counts and attendance from the program coordinator. If information provided is incomplete, it is the responsibility of the food service staff to follow up with program coordinator/teacher to obtain accurate meal counts and attendance sheets.
- E. The meal counts from the tally sheet, snack meal attendance form and the POS computer terminal must match. Failure to accurately document meals counts can result in disciplinary action.

IX. Program Monitoring

- A. Each site will be monitored 2 times each year with no more than 6 months between the 2 visits.
- B. Problems found that require follow-up will be followed up within 30 days and documented properly.
- C. Monitoring must include observation of the entire meal service.
- D. Field supervisors are responsible to have all monitoring requirements completed according to regulations. Manager of administrative & support services will oversee compliance with regulations.