

Afterschool Meal Programs

Section 10 Update Guide

January 15, 2019

Updated *Section 10, Afterschool Meal Programs* to incorporate the following United States Department of Agriculture guidance:

- *USDA Memo SP 01-2018, Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program; Questions and Answers* (October 19, 2017)
- *USDA Memo CACFP 01-2018, Grain Requirement in the Child and Adult Care Food Program; Questions and Answers* (October 19, 2017)
- *USDA Memo SP 37-2017, Flexibility for Co-Mingled Preschool Meals: Questions and Answers* (June 30, 2017)
- *At-Risk Afterschool Meals, A Child and Adult Care Food Program Guide* (April, 2017)

Clarified information on the following topics:

- Area eligibility for sites
- Counting and claiming
- Extended/Expanded Learning Program Flexibility
- Health and safety
- Pre-Kindergarten meal pattern
- Program application
- USDA Foods

March 6, 2017

Updated *Section 10, Afterschool Meal Programs* to incorporate the following United States Department of Agriculture guidance:

- *USDA Memo SP 61-2016, Fall 2016 Edition: Community Eligibility Provision (CEP) Planning and Implementation Guidance* (September 30, 2016) with attached *2nd Edition of the Community Eligibility Provision (CEP) Planning & Implementation Guidance* (September, 2016)
- *USDA Memo SP 10-2015, Area Eligibility Using Census Data* (April 21, 2014)

Clarified information on the following topics:

- Area eligibility for sites
- Counting and claiming
- Contracted services
- Education and enrichment activities (including expanded learning)
- Identified end of school day
- Meal pattern
- Meal service options
- Number of meals served
- Onsite monitoring review requirements
- Point of service (POS)
- Program application requirements
- Record retention
- Required content for a CACFP At Risk application

- Residential Child Care Institutions (RCCIs)
 - Special provision sites
 - USDA Foods
- October 28, 2013 Updated *Section 10, Afterschool Meal Programs* to provide clarification on the following topics:
- Affiliated and unaffiliated as it applies to sites operated under the National School Lunch Program (NSLP) within the Texas Unified Nutrition Programs System (TX-UNPS)
 - Meal service options
 - Onsite monitoring review requirements
 - Required content for a CACFP At Risk application
- Added a page with contact information for the Texas Department of Agriculture (TDA)
- September 20, 2013 Updated *Section 10, Afterschool Meal Programs* to clarify content on the following topics:
- CACFP At Risk Application requirement for board member name and birth date
 - Submission of the amendment to the Food and Nutrition Agreement required when a CE chooses to administer a new food and nutrition program.
 - Use of term in *affiliated* (school-based) and *unaffiliated* (non-school based) sites in TX-UNPS
 - Onsite monitoring conducted by CE
- September 9, 2013 Updated *Section 10, Afterschool Meal Programs* to include revised information on the Child and Adult Care Food Program At Risk Afterschool Care Component (CACFP At Risk) supper and snack meal pattern.
- August 28, 2013 Updated *Section 10, Afterschool Meal Programs* to correct Child and Adult Care Food Program At Risk Afterschool Care Center Component (CACFP At Risk) meal service timing information.
- August 27, 2013 Updated *Section 10, Afterschool Meal Programs* to clarify guidance in the following areas:
- Afterschool Care Program (ASCP) and Child and Adult Care Food Program At Risk Afterschool Care Center Component (CACFP At Risk) meal service
 - ASCP and CACFP At Risk meal pattern
 - Educational and enrichment activities
 - Hours of operation
 - Licensing requirements
 - Program participants
 - RCCI flexibility
 - Record retention
 - Reimbursement
 - Site eligibility
 - Streamlined requirements for NSLP CEs that choose to administer CACFP At Risk

August 9, 2013

Updated *Section 10, Afterschool Meal Programs*, to provide additional clarification on the following topics:

- Regular hours
- Educational enrichment activities
- Point of service procedures
- Counting and claiming
- Reimbursable meals

August 2, 2013

Updated the serving sizes for yogurt to reflect current meal pattern guidelines.

Changed the name of this section from *Afterschool Care Program* to *Afterschool Meal Programs* since the section now includes significant information on the National School Lunch Program (NSLP) Afterschool Care Program (ASCP) as well as the Child and Adult Care Food Program At Risk Afterschool Care Center Component (CACFP At Risk).

Updated the section to include the following guidance:

- *USDA Memo, CACFP 08-2012, At Risk Meals Component of the Child and Adult Care Food Program Questions and Answers* (February 17, 2012)
- *USDA Memo, SP 06-2013, Determining Area Eligibility Based on School Data* (November 23, 2012)
- *USDA Memo, SP 09-2013, Streamlining At Risk Meal Participation for School Food Authorities* (November 28, 2012)

Provided clarification on the following topics:

- CE monitoring of contracted services
- CE self-monitoring
- Comparison of the ASCP and CACFP At Risk
- Determining site eligibility
- Records retention
- Reimbursable snacks or meals and meal service
- Streamlined requirements for NSLP sponsors administering CACFP At Risk

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Contact Information for the

Texas Department of Agriculture (TDA), Food and Nutrition

When contacting TDA by phone, Contracting Entities (CEs) need to have their CE Identification Number (CE ID) (and site ID, if applicable). CEs should include their name and CE ID (and site name and ID if applicable) in all communication or documentation.

General Contact Information	
<i>Physical Address:</i>	1700 N. Congress, 11th Floor, Austin, TX 78701
<i>Mailing Address:</i>	PO Box 12847, Austin, TX 78711-2847
<i>Phone:</i>	877-TEXMEAL, (877) 839 -6325
<i>Fax:</i>	(888) 203-6593
<i>Email Contact:</i>	squaremeals@TexasAgriculture.gov
<i>Website:</i>	www.squaremeals.org
Email Contact for Issues Related to Applications	
<i>Child & Adult Care Food Program:</i>	CACFP.BOps@TexasAgriculture.gov
<i>National School Lunch Program, School Breakfast Program, & Special Milk Program:</i>	NSLP-SBP.BOps@TexasAgriculture.gov
<i>Seamless Summer Option:</i>	SSO.BOps@TexasAgriculture.gov
<i>Summer Food Service Program:</i>	SFSP.BOps@TexasAgriculture.gov
Email Contact for Issues Related to Program Operation	
<i>Capital Expenditures:</i>	NSLP-SBP.BOps@TexasAgriculture.gov
<i>USDA Foods Operations:</i>	CommodityOperations@TexasAgriculture.gov
<i>Community Operations (Child & Adult Care Food Program & Summer Food Service Program):</i>	Commuinty.Ops@TexasAgriculture.gov
<i>Local Products:</i>	LocalProducts.SquareMeals@TexasAgriculture.gov
<i>Procurement, Including Sole Source:</i>	CE.ProcurementReviews.BOps@TexasAgriculture.gov
<i>School Operations (National School Lunch Program, School Breakfast Program, & Special Milk Program):</i>	School.Operations@TexasAgriculture.gov
<i>TX-UNPS Direct Certification Direct Verification System:</i>	DirectCertification@TexasAgriculture.gov
Email Contact for CE Flexibility Options	
<i>Breakfast Waiver:</i>	SNPWaivers@TexasAgriculture.gov
<i>Excessive Balance Plan:</i>	School.Operations@TexasAgriculture.gov
<i>Gender Exception:</i>	SNPWaivers@TexasAgriculture.gov
<i>Grains Exemption:</i>	Nutrition@TexasAgriculture.gov
<i>Milk Substitute Notification:</i>	Nutrition@TexasAgriculture.gov
<i>RCCI Age/Grade Group Meal Pattern Flexibility:</i>	School.Operations@TexasAgriculture.gov
<i>Seamless Summer Operation (SSO) Age/Grade Flexibility:</i>	SNPWaivers@TexasAgriculture.gov
<i>Child Nutrition Program Requirement Waiver:</i>	SNPwaivers@TexasAgriculture.gov
<i>Summer Mandate:</i>	SNPWaivers@TexasAgriculture.gov

12/18/18

Afterschool Meal Programs

Afterschool Care Program (ASCP) and Child and Adult Care Food Program At Risk Afterschool Care Center Component (CACFP At Risk)

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

- National School Lunch Program (NSLP) Afterschool Care Program (ASCP)
- Child and Adult Care Food Program (CACFP) At Risk

Contracting entities (CEs) may elect to participate in either program or both in some situations.

This section is intended to provide explanations and guidance about the following:

- Information that help CEs determine the afterschool meal program option/s that best meet their needs
- Specific regulations that apply to the ASCP
- An overview of the requirements for CACFP At Risk for CEs that also operate NSLP¹

Section 10, Afterschool Meal Programs does not provide detailed guidance on CACFP At Risk program regulation. NSLP CEs that operate CACFP At Risk must use *Child and Adult Care Program (CACFP) At-risk Afterschool Care Center Handbook* located at www.SquareMeals.org for detailed program guidance.

Intent of Afterschool Meal Programs

The afterschool meal programs are designed to have three components: (1) regulated activities in a structured and supervised environment; (2) child care; and (3) a meal or snack as appropriate the program. These programs are not intended to be a grab and go meal opportunity. Like other Child Nutrition Programs (CNPs), congregate feeding is required. Meals may take place before, after, or in between educational and/or enrichment activities.

However, the student is not required to participate in any activity offered.

¹ The guidance in this section is not intended to be used by any operator that does not also operate NSLP.

Definitions for This Section

For this section, the following terms will be used:

<i>Afterschool Meal Program</i>	One of two nutrition programs sponsored by the USDA and administered by TDA—ASCP and CACFP At Risk.
<i>Area Site Eligibility</i>	Determination of site’s eligibility to offer an afterschool meal program based on the total number of students approved for free or reduced-price meals at a site or census data for the location.
<i>Attendance Area</i>	Designated geographic area that determines where a student goes to school. CEs use the data from attendance areas to determine eligible sites for afterschool meal programs.
<i>Double Claim</i>	Claiming more than one snack or meal for the same student at the same time. This practice is <u>not allowed</u> .
<i>Educational and Enrichment Activities</i>	<p>Requirement for afterschool programs to provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities (or expanded learning opportunities).</p> <p>Educational and enrichment activities include, but are not limited to, academic enrichment, arts and crafts, computer skills, homework assistance, life skills, music, tutoring, and sports activities.</p> <p><i>[NOTE: Competitive sport team events cannot be designated as educational and enrichment activities; however, students involved in competitive sports programs may participate in afterschool meal programs as described in the Program Participants subsection in this section.]</i></p>
<i>End of Regular Instructional School Day</i>	<p>Identified time when the regular instructional day ends and an afterschool program may begin. CEs identify the end of the regular instructional day based on the type of afterschool program they operate.</p> <p><i>Regular Instructional Day</i>— Schools operating a regular instructional day have a school year schedule approved by the Texas Education Agency that ensures that students receive the yearly minimum minutes of instruction (75,600).</p> <p><i>Extended/Expanded Instructional Day</i>— Schools operating an extended/expanded instructional day have a school year schedule approved by the Texas Education Agency that significantly increases the number of instructional days and/or the length of each instructional day to ensure that student instructional time significantly exceeds the yearly required amount of instructional time of 75,600 minutes per year.</p> <p><i>For these schools, the instructional day is purposefully designed to include additional time for extended/expanded learning activities:</i></p> <ul style="list-style-type: none"> – <i>Rigorous coursework</i> – <i>Mentoring</i> – <i>Tutoring</i> – <i>Physical activity</i> – <i>Academic support</i> – <i>Educational enrichment in one or more subjects, including fine arts, civic engagement, science, technology, engineering, and mathematics</i>
<i>Expanded Learning Time</i>	Common term used in the education arena to describe efforts by schools to significantly expand the regular instructional school day to improve academic achievement.

<i>Good Standing</i>	Descriptor for a CE that has had no significant findings or deficiencies in a Child Nutrition Program (CNP).
<i>Nontraditional Afterschool Program</i>	Afterschool program that is designed to meet the needs of students who are attending a school that purposefully adds instructional time or expanded learning opportunities for select academic areas throughout the day <u>according to a framework established by the Texas Education Agency (TEA)</u> . These schools schedule the number of instructional days to ensure that student instructional time significantly exceeds the required yearly minimum minutes of instruction.
<i>Open to All</i>	Site that serves meals or snacks to any student who comes to the site within the limitations of space and safety.
<i>Traditional Afterschool Program</i>	An afterschool program that begins after the last official instructional period ends. Schools operating a traditional afterschool program schedule the number of instructional days to ensure that students have the yearly minimum minutes of instruction.
<i>Unaffiliated</i>	Term used in TX-UNPS. For afterschool programs, <i>unaffiliated</i> means non-school-based sites.

Program Requirements

To participate in the ASCP or CACFP At Risk, the CE is required to complete an application that is specific to the program in TX-UNPS, but an existing CE is allowed to use a streamlined application process.

[NOTE: Within TX-UNPS, the NSLP screens are coded with a blue bar at the top of the screen, and the CACFP screens are coded with a green bar at the top of screen.]

General Application Requirements

- *Amendment to the Food and Nutrition Division Permanent Agreement, Contracting Entity Specific Amendment*

For ASCP and CACFP At Risk

The CE is required to download the *Amendment to the Food and Nutrition, Division Permanent Agreement Contracting Entity Specific Amendment* from TX-UNPS, complete the form using the Section 1 instructions in TX-UNPS, and return the form by fax or an email attachment to TDA.²

² See the *Contact Information* page located after the *Table of Contents* page in this section.

- Board of Directors

For CACFP At Risk

Since CEs that administer NSLP are managed under the authority of a local education agency with an existing board of education or have an existing governing board specific to the entity, NSLP CEs are not required to establish or submit information on a board of directors for CACFP At Risk.

However, USDA regulations require that a CE submit the name and birthdate for at least one board member in its CACFP application; therefore, TX-UNPS is designed to require CEs to record this information.³ Since NSLP CEs operating NSLP are not required to provide this information, TDA recommends that NSLP CEs record the name and birthdate of the school nutrition director in this blank.

- Budget, Fiscal Viability

For CACFP At Risk

CEs that currently administer NSLP are not required to submit a detailed budget annually, but they are required to respond to the following budget questions in its CACFP application annually:

1. To get to the budget section in TX-UNPS.
 - Log on to TX-UNPS.
 - Select CACFP.
 - Click on Application.
 - Click on Add next to *Contracting Entity Budget Detail*.
2. To record the required budget information.
 - Locate the *Projected Annual CACFP Income* header.
 - Click on Anticipated Annual CACFP Reimbursement (Project Total Meals X Rate Annual Revenue) under the *Projected Annual CACFP Income* header.
 - Locate the *Supper, Free*⁴ row under the *ADP* header. Type the number 1 in first text box and in the second text box on that row.

TX-UNPS will automatically calculate the current rate and populate the last box in the row with the worksheet total. For 2016-2017, the worksheet total

³ See Item 2220 of the *At-risk Afterschool Care Center Handbook* for additional information on this topic. Available at www.SquareMeals.org.

⁴ Even if the CE is offering At-Risk snack, the *Supper, Free* row should be used.

for the data recorded as described in this section is \$3.31. However, this amount may change each year.

- Scroll to the bottom of the *ADP* section. Click Close.

If a warning message is generated, ignore the warning message and submit. The *Contracting Entity Budget Detail* screen will appear.

3. To answer additional required questions.
 - Locate *Section H* on the *Contracting Entity Budget Detail* screen.
 - Click the No checkbox for each of the questions in *Section H*.
4. To certify the information provided.
 - Locate the *Certification* statement toward the bottom of screen.
 - Click the checkbox in front of the statement to indicate that the information recorded is accurate.
5. To complete the application
 - Click Submit to complete the budget reporting process.

NSLP CEs that are in good standing⁵ with NSLP are not required to provide additional evidence of administrative capability and financial viability **beyond what is described in this subsection unless specifically requested to do so during the application process.**

- Certificate of Authority (FND-101)

For CACFP At Risk

An NSLP CE operating CACFP At Risk must submit an FND-101 form for any individuals who will be designated as an authorized representative (AR) for CACFP At Risk even if that person has an active FND-101 under NSLP. If submitting the form by email, please use the CACFP email⁶ address on the Contact Information for the Texas Department of Agriculture (TDA), Food and Nutrition page that follows the table of contents.

- Certification of Truth and Accuracy

For ASCP and CACFP At Risk

The NSLP CE must certify that all information on the application submitted in TX-UNPS is true and correct.

⁵ See the *Definitions for This Section* subsection in this section for more information on this topic.

⁶ CACFP email address is available on the Contact Information for the Texas Department of Agriculture (TDA), Food and Nutrition that follows the table of contents in this section.

- Documentation of Site Eligibility

For ASCP

CEs operating ASCP must provide documentation that verifies the serving site's area eligibility using school claiming data or census data.⁷

For CACFP At Risk

NSLP CEs operating CACFP At Risk **must** use TX-UNPS school claiming data from the most recent October⁸ to demonstrate that 50 percent or more of the students are eligible for free and reduced-price meals. **CACFP At Risk site area eligibility must be established using site claiming data (school data); census data cannot be used to establish site eligibility.**

- Certification Statement about Eligibility for Participation

For ASCP and CACFP At Risk

CEs must indicate their certification of eligibility to participate in School Nutrition Programs (SNP) Application screen in TX-UNPS as part of the NSLP and CACFP application/renewal process. CEs must certify that the CE and **any individuals** responsible for food service **have not been** declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements.⁹

or

If a person has been previously declared ineligible and that person is now determined to be eligible for participation or is reinstated, the CE must provide documentation of eligibility or reinstatement including documentation about the payment of any debts if applicable.

- Explanation of Educational and Enrichment Activities

For CACFP At Risk

NSLP CEs operating CACFP At Risk must include an explanation of their education and enrichment activities or expanded learning opportunities provided by the CACFP At Risk program.

[NOTE: Competitive sport team activities or events cannot be designated as educational and enrichment activities. However, students participating in team sports may receive meals or snacks under CACFP At Risk as long as the program is open to all as described in the Program Participants subsection of this section.]

⁷ See the *Area Eligible Site Designation* subsection in this section for additional information on this topic.

⁸ **If more recent claiming data indicates site eligibility and October data does not, a CE may contact TDA to determine if using more recent data is allowable in the circumstances.**

⁹ **According to 2 Code of Federal Regulations (CFR) 200.208(d), *These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.***

- Site Application/Designation

For ASCP

CEs operating ASCP must indicate which sites will operate ASCP in the SNP Application screen in TX-UNPS.

For CACFP At Risk

NSLP CEs operating CACFP At Risk must email TDA¹⁰ a list of sites to be operating CACFP At Risk. TDA will activate the sites in TX-UNPS. Once the sites are activated, the CE must indicate each site as operating CACFP At Risk in the Application Packet. This includes existing NSLP sites as well as new sites.

Pre-Approval Onsite Visit, Conducted by CE

For CACFP At Risk

Pre-approval onsite visits conducted by the CE occur before program operation starts. NSLP CEs are not required to conduct an onsite visit to school sites which currently participate in NSLP prior to approval for participation in CACFP At Risk. However, the CE must conduct pre-approval visits for any school sites that do not participate in NSLP and all non-school sites the NSLP CE intends to sponsor.

Training

For ASCP and CACFP At Risk

All CEs operating a CNP are required to ensure that all staff have sufficient training on program specific requirements to allow them to operate the program effectively and in compliance with all regulations.

CEs administering any Child Nutrition Program (CNP) are required to attend Civil Rights and program operations training. However, since CEs that administer NSLP have already received training and other technical assistance in how to administer federal programs, their staff members are not required to attend the following training that is required under CACFP At Risk:

- Pre-application training—*Introduction to CACFP for Child Care Centers*
- Food service staff training

However, TDA encourages NSLP CEs to obtain this training as there are differences in the regulatory requirements for NSLP and CACFP At Risk.

¹⁰ Use the CACFP email address on the *Contact Information for the Texas Department of Agricultural (TDA), Food and Nutrition* page which follows the table of contents in this section.

USDA Foods

For ASCP and CACFP At Risk

A CE may use USDA Foods received from NSLP in any CNP, but CEs do not receive additional USDA Foods based on afterschool program participation.¹¹

For CACFP At Risk

Under CACFP At Risk, NSLP CEs will automatically receive cash in lieu of USDA Foods as part of their reimbursement for suppers (and breakfast and lunch if applicable).

Facilities

CEs that administer NSLP may locate afterschool meal programs at a school-based site or in another location that better serves the needs of students involved in the afterschool program.

Health and Safety Standards

For ASCP

NSLP CEs operating ASCP must meet the state and local health standards described in *Administrator's Reference Manual (ARM), Section 18, Food Safety*.

For CACFP At Risk

NSLP CEs that operate CACFP At Risk must meet state and local health and safety standards required for operation of an NSLP or SBP as described in the *Administrator's Reference Manual (ARM), Section 18, Food Safety*.

Licensing

For ASCP and CACFP At Risk

CEs operating a school-based site for afterschool programs are not required to be licensed childcare facilities. However, if a CE chooses to operate a non-school-based site, the non-school-based site must meet local and state licensing requirements for the facility type.

Food Storage

For ASCP and CACFP At Risk

The CE does not have to keep separate inventory facilities or locations for NSLP and CACFP.

¹¹ See the *Administrator's Reference Manual, Section 21, USDA Foods* for additional information on how to use USDA Foods.

Fiscal

For ASCP and CACFP At Risk

An NSLP CE participating in CACFP is allowed to streamline the following fiscal practices:

- NSLP and CACFP expenses do not have to have distinct **or separate** accounting systems, but the CE must be able to track each program's costs and income separately, including designation of the proper Federal Award Identification Number (FAIN) and Catalog of Federal Domestic Assistance (CFDS) numbers.¹²
- Reimbursement may be applied to any child nutrition program.

Contracted Services

For ASCP and CACFP At Risk

The CE is not required to use its own staff or facilities. Contracted services may include, but are not limited to, the following:

- *Enrichment or Educational Activities*—CEs may contract with another organization to provide enrichment or educational activities for the afterschool meal program.
- *Food Service Management Companies (FSMC)*—CEs that administer NSLP that contract with FSMCs for some or all aspects of the management of NSLP food service program may allow the FSMC to conduct the same activities for CACFP At Risk. However, the addition of CACFP At Risk meals may represent a material change to an FSMC contact.¹³

If the CE chooses to contract program services, it must meet the following administrative and fiscal requirements:

- Be the party that enters into the agreement with the TDA.
- Retain control of the administrative and fiscal responsibility for the meal service, including, but not limited to, claims submission, monitoring food service and operations, and control of the quality of the food service.
- Obtain contracted services through appropriate procurement procedures.
- Assume full responsibility for meeting all program requirements.

For Example:

- *Enrichment Activity.* A CE may choose to contract with another organization to provide enrichment or educational activities for the program. While the contractor organizes and manages the activities, it is still the CE's responsibility to

¹² FAIN and CFDA numbers are available at www.SquareMeals.org.

¹³ See *Administrator's Reference Manual, Sections 17 Procurement and Section 22, Food Service Management Companies* for additional information on this topic.

monitor those activities to ensure that they meet program requirements.

- *Meal Service. A CE may contract with another organization or food management company to provide snacks or meals. While the organization or food management company may prepare and serve the snacks or meals, the CE is still responsible to monitor the food production and service and ensure that snacks and meals meet required meal patterns and local and state health and safety standards.*

Procurement

For ASCP and CACFP At Risk

NSLP CEs may follow the NSLP procurement standards instead of CACFP procurement standards if they operate a CACFP At Risk meal service.¹⁴

Program Participants

For ASCP

Public schools, charter schools, private schools, and residential childcare institutions (RCCIs) that are administering NSLP programs may provide ASCP snacks to

students up through the age of 18

(NOTE: If a student's nineteenth birthday occurs during the school year, snack reimbursement may be claimed for the student for the remainder of the school year.)

or

individuals, regardless of age, who are determined by the state agency to be mentally or physically disabled

who participate in programs organized to provide afterschool care as well as educational and enrichment activities for program participants in the late afternoon or evening. Programs may use (1) a drop-in or (2) an enrolled participation system.

While CEs do not need to establish formal enrollment procedures, they must have a means of counting the students that are present each day and determining which students were served a reimbursable meal/snack.

Open to All

For ASCP

ASCP programs must be open to all students—limiting program participation to students who are involved in designated extracurricular activities such as choir, debate, drama, interscholastic, or competitive programs is prohibited.

¹⁴ See *Administrator's Reference Manual, Section 17, Procurement* for additional information on this topic.

Space and Security Considerations

Even though participation in these programs must be open to all students, the number of total participants may be limited based on space or security considerations.

Special Needs Programs

Afterschool meal programs designed to accommodate students with special needs or who have other limiting factors may be eligible to participate in the program although they are not open to all participants. Special needs students include those who have learning disabilities or academically gifted.

Students in Extracurricular Activities

In an open-to-all program, a site may provide snacks to students who participate in extracurricular activities as long as the snack is open to students who do not participate in special programs.

Emergency Shelters

For CACFP At Risk

Emergency shelters that operate CACFP At Risk for homeless students and youth during the school year may participate without regard to location.

Education or Enrichment Activities (Including Expanded Learning Opportunities)

For ASCP and CACFP At Risk

Each site must provide students with education and/or enrichment activities in an organized, structured, and supervised environment.

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

Distinct Programing

For ASCP and CACFP At Risk

Site activities must be distinct from extracurricular programs organized primarily for scholastic, cultural, athletic, or other purposes. Therefore, those programs designed to provide snacks or meals (supper) solely to competitive interscholastic sports teams are not eligible to receive snacks or meals as part of an afterschool program.

For Example: Youth activity groups such as community athletic leagues, Babe Ruth or Pop Warner leagues with limited group participation are not eligible for reimbursement for snacks or meals through ASCP. However, if the CE opens the program for youth activity groups and students who are not participating in youth activity groups, snacks or meals may be claimed.

However, if students participating in a program for scholastic, cultural, or other purposes are provided snacks or meals at a site open to all students, including those not participating in these programs, they are eligible to serve snacks or meals through ASCP or CACFP At Risk.

For CACFP At Risk

In most cases RCCIs, with the exception of homeless shelters, are not eligible to participate in CACFP At Risk. However, if an RCCI has a non-residential care program that offers afterschool education and enrichment programs for non-residential students, they may be eligible for CACFP At Risk.

Determining the End of the Regular Instructional School Day for Afterschool Programs

For ASCP and CACFP At Risk

Afterschool programs cannot begin operation until after the **official** end of the instructional day (**final bell**).

However, USDA allows sites the flexibility to provide a snack or meal before the end of the official instructional day (final bell) if the school (1) operates an extended/expanded instructional day **and** (2) ends the extended/expanded instructional day one hour (60 minutes) later than the school day would have ended if not providing an extended/expanded instructional day. See *Information Box 1, Expanded/Extended Instructional Day* for more information on this type of instructional day.

To use this flexibility, CEs with eligible sites must submit the *Expanded/Expanded Learning Time – Afterschool Programs for*

Information Box 1

Extended/Expanded Instructional Day

In Texas, there is no minimum or maximum number of instructional minutes per day. Instead, Texas uses minimum number of instructional minutes (75,600) per school year.

Schools operating an extended/expanded instructional day have a school year schedule approved by the Texas Education Agency (TEA) that significantly increases the number of instructional days and/or the length of each instructional day to ensure that student instructional time significantly exceeds the yearly required 75,600 minutes of required instructional time.

For these schools, the extended/expanded instructional day is purposefully designed to include additional time **for one or more of the following** extended/expanded learning activities:

- Rigorous coursework
- Mentoring
- Tutoring
- Physical activity
- Academic support
- Educational enrichment in one or more subjects, including fine arts, civic engagement, science, technology, engineering, and mathematics

NSLP & CACFP Form¹⁵ with the site application and receive approval before implementing the early snack or meal option.

Time of Snack or Meal Service

Afterschool Program

When the school operates a regular instructional day that does not extend/expand learning time, the afterschool program begins, and snack or meal is served, after the last instructional period ends, i.e., after the final bell for the day.

Afterschool Program with Extended/Expanded Instructional Day

When the school operates an extended/expanded instructional day, the school may offer a snack or meal service for its afterschool program before the end of the school day if the instructional day extends/expands the instructional day by at least one hour (60) minutes later than the school day would have ended if not providing an extended/expanded instructional day.

If using this flexibility, the snack or meal must be served after the time when the regular school day would have ended if the school was not providing an extended/expanded instructional day.

The CE will identify the end of the regular and extended/expanded instructional day in one of two ways:

1. For public and charter schools, divide the number of instructional minutes¹⁶ greater than 75,600 by the number of instructional days.

$$\frac{\text{Number of Instructional Minutes Exceeding 75,600 (Total Yearly Instructional Minutes - 75,600)}}{\text{Number of Instructional Days for School Year}} = \text{Average Extended/Expanded Instructional Minutes Per Day}$$

Subtract the average number of extended/expanded instructional minutes per day from the time the school day ends to identify when the regular school day would have ended if the school were not providing an extended/expanded instructional day.

¹⁵ Available at www.SquareMeals.org

¹⁶ Number of instruction minutes based on the school calendar documentation submitted to and approved by the Texas Education Agency (TEA) that identifies the total number of instructional minutes and instructional days for the school year.

Time of Snack or Meal Service

2. For private schools or residential child care institutions (RCCIs) not under the jurisdiction of TEA, identify the end of the regular instructional day and extended/expanded instructional day using one of the following methods:
 - a. Use the end time for a local education agency that has the same number of instructional days to determine if the school provides at least 60 minutes of instruction beyond the time the regular instructional day ends for the local education agency.
OR
 - b. Use the average length of the regular instructional day for surrounding local education agencies that also offers the same number of instructional days to determine if the school provides at least 60 minutes of instruction beyond the time the regular instructional day average ends for the local education agencies.

If a CE chooses to use the flexibility to serve an earlier snack or meal for eligible extended/expanded instructional day sites, the CE must retain documentation that demonstrates that the site is eligible for the earlier snack or meal service.

The identified end of the school instructional day for a CE may vary based on the age of the students. It is not unusual for very young students to end their day earlier in the day, while older students to go later into the mid-afternoon.

Approval for Earlier Snack or Meal Service, Extended/Expanded Instructional Day

CEs must submit the *Extended/Expanded Learning Time—Afterschool Programs for NSLP & CACFP Form* with their program site application.¹⁷

¹⁷ Available at www.SquareMeals.org.

Meal Service

A CE may choose to administer ASCP, CACFP At Risk, or a combination of ASCP and CACFP At Risk. The following descriptions illustrate the meal service options a CE has in administering afterschool meal programs:

Option 1: When the CE participates in ASCP only, the CE has only one option:

Serve a snack after the end of the regular instructional day

Option 2: When the CE participates in ASCP and CACFP At Risk, the CE may choose one of the following meal service options in addition to its regular breakfast (SBP) and lunch (NSLP) meal services:

Regular Instructional School Day:

Serve the following:

- Snack under ASCP
*and supper under
CACFP At Risk*

If a CE chooses this option, it must serve a snack first, followed by supper.

Weekends and Holiday:

Serve the following under CACFP At Risk:¹⁸

- Snack *only*
or
- Snack and one meal (breakfast, lunch, or supper)
or
- Two snacks with TDA approval
Snack and/or supper under
CACFP At Risk

Option 3: When a CE participates in CACFP At Risk and does not participate in ASCP, the CE may choose one of the following meal service options in addition to its regular SBP and NSLP meal services:¹⁹

Regular Instructional School Day:

Serve one of the following under CACFP At Risk:

- Snack *only*
or
- Supper *only*
or
- Snack and supper
or
- Two snacks with
TDA approval

Weekends and Holiday:

Serve one of the following under CACFP At Risk:

- Snack *only*
or
- Snack and one meal (breakfast, lunch, or supper)
or
- Two snacks with TDA approval

¹⁸ See the *At-risk Afterschool Care Center Handbook* (available at www.SquareMeals.org) for additional guidance on number of meals that can be claimed.

¹⁹ See the *At-risk Afterschool Care Center Handbook* (available at www.SquareMeals.org) for additional guidance on number of meals that can be claimed.

Onsite Meal Service

Meals may be served in a cafeteria, open or common area, classroom, or other suitable location as allowed by applicable health and safety regulations. Meals may take place before, after, or in between educational and/or enrichment activities.

While students are allowed to save uneaten portions of a snack or meal to consume later, snacks and meals are intended to be served and consumed onsite. It is the CE's responsibility to ensure that students do not pick up a snack or meal and leave the site to consume it. If a student picks up a snack or meal and leaves the site to consume it, the snack or meal is not reimbursable.

Time of Operation

For ASCP

- Meal service must begin after the end of the identified regular instructional school day. Sites are not required to wait a specified time after the end of identified regular instructional school day to begin meal service. However, there is a time requirement between supper and ASCP snack service.²⁰
- Two hours must elapse between an ASCP snack service and a supper service offered under CACFP At Risk or vice versa—beginning of one to beginning of the other.
- During exam week, if the CE has a special schedule for exam days, it may serve the snack at a time that is after the end of the scheduled day—even if this time would be during the regular day if the site was not on a special schedule. A site cannot start the program before exams and then stop the program when exams are complete.
- ASCP snacks cannot be reimbursed on weekends, holidays, or official vacations.

For CACFP At Risk

- Snacks or meals must begin after the end of the identified regular instructional school day. Sites are not required to wait a specified time after the end of identified regular instructional school day to begin meal service. However, there is a time requirement between supper and ASCP snack service.

²⁰ See the *Determining the End of the Regular Instructional School Day for Afterschool Programs* subsection in this section for information on flexibility for sites with extended/expanded instructional days.

- Two hours must elapse between a supper service and an ASCP or CACFP At Risk snack service or vice versa—beginning of one meal or snack service to the beginning of other.
- Supper service must last no more than two hours.
- Snack service must last no more than one hour.
- Snacks and meals may be reimbursed during weekends, holiday, and official vacations during the regular school year.

For ASCP and CACFP At Risk

- CEs cannot claim reimbursement for snacks or meals during the summer unless the snack or meals are served during summer school when the site has extended NSLP operation for summer classes, or the site is a year-round school or located in the attendance area of a school operating a year round calendar.

For ASCP and CACFP At Risk

- CEs that serve both an ASCP snack and CACFP At Risk supper have flexibility in determining whether to serve a snack first and a supper later in the evening or a supper first and a snack later in the evening. **Whether serving a snack or supper first, CEs must allow two hours between snack and supper service.**

Point of Service (POS) for Afterschool Programs

For ASCP

- Even though the CE is not required to have a point of service (POS), the CE must have a method to accurately count the snacks served which includes a method to match the student to a snack served. A CE may use the same system it uses for NSLP or may use a different system.
- CEs may use a computerized or manual system.
- CEs must also have a system that allows them to separately count the meals or snacks served for each CNP the CE operates.

For CACFP At Risk

- The CE must have a method to accurately count each snack or meal served. **CEs may use their NSLP point of service (POS) system or the *Daily Meal Count and Attendance Record (At-Risk) Form H1535-AT* for this purpose.**

- CEs may use a computerized or manual system.
- CEs must also have a system that allows them to separately count the meals or snacks served by each CNP the CE operates.

Meal Pattern

For ASCP

- CE must use the NSLP meal pattern for grades K-12.
- Pre-kindergarten students must be served the pre-kindergarten meal pattern²¹ unless there is a comingled situation as described in *Administrator's Reference Manual (ARM), Section 11, Pre-Kindergarten (Pre-K) Meal Pattern for School Nutrition Program (SNP) Operators*.

For CACFP At Risk

- CEs may use the NSLP meal pattern²² or the CACFP meal pattern²³ for students in kindergarten and above.
- Pre-kindergarten students must be served the pre-kindergarten meal pattern²⁴ unless the CE is using the NSLP meal pattern, and there is a comingled situation as described in *Administrator's Reference Manual (ARM), Section 11, Pre-Kindergarten (Pre-K) Meal Pattern for School Nutrition Program (SNP) Operators*.

For ASCP

- *Food Components*. Snacks must contain two full portions of different components from the four required components: fruit or vegetable, grains, meat/meat alternates, and milk.²⁵

²¹ See meal pattern charts that follow and the *Administrator's Reference Manual (ARM), Section 11, Pre-Kindergarten (Pre-K) Meal Pattern for School Nutrition Program (SNP) Operators* for additional information on the Pre-K meal pattern.

²² See the *Administrator's Reference Manual, Section 8, Breakfast* or *Section 9, Lunch* for additional information on each component.

²³ See the *CACFP At Risk Meal Pattern Specifications* subsection in this section and the *Child and Adult Care Program (CACFP) Child Care Centers Handbook* for additional information on this topic.

²⁴ See meal pattern charts that follow and the *Administrator's Reference Manual (ARM), Section 11, Pre-Kindergarten (Pre-K) Meal Pattern for School Nutrition Program (SNP) Operators* for additional information on the Pre-K meal pattern.

²⁵ See the *ASCP Meal Pattern Specifics* subsection in this section and the *Afterschool Care Program Meal Pattern Chart* for specific information on the serving portions for each component.

- *Fruit or Vegetable.* Serving of vegetable(s) or fruit(s), full-strength vegetable or fruit juice, or equivalent quantity of any combination of these foods.

If juice is served as a fruit or vegetable component, milk cannot be served as the only other component. In these cases, a third component, in addition to juice and milk, must be offered.

- *Grains.* A serving of whole-grain or enriched grain products
 - *Meal/Meat Alternate.* A serving of meats/ meat alternates (M/MA)
 - *Milk.* A serving of fluid milk—fat free or one percent low fat
- *Water.* CEs should make water available for ASCP.

For CACFP At Risk

- *Portion Size.* The portion sizes are the same for students ages 6-18. However, it is recommended that sites offer larger portions for students aged 13-18 to meet their greater food energy requirements.
- *Components.* The meal pattern for snack and supper includes **vegetables, fruits**, grains, meats/meat alternates, and milk. CEs are required to meet specific meal pattern requirements by age group.²⁶
- *Water.* CEs must make water available.

ASCP Meal Pattern Specifications

The site must provide two different components from the four components listed for a reimbursable snack in the *ASCP Snack Meal Chart*. It is recommended that sweet items be served no more than twice a week.

²⁶ See the *ASCP Meal Pattern Specifications* subsection in this section and the *Snack CACFP At Risk Meal Pattern Chart for Children One Year old or Older Chart* and *Supper CACFP At Risk Meal Pattern Chart for Children One Year old or Older Chart* for specific information on the serving portions for each component.

ASCP Snack Meal Pattern Chart (oz = ounce; oz fl = fluid ounces; Tbsp = tablespoon)			
Components (Two of Four Components must be served. Only one of the two components may be a beverage.)	Age Group Serving Size		
	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Age 6 & Older¹</i>
Fruit or Vegetable			
Juice, ^{2,3} fruit, and/or vegetable	½ cup (4.0 fl oz)	½ cup (4.0 fl oz)	¾ cup (6.0 fl oz)
Grains/Breads^{4,5}			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuit, roll or muffin	½ serving	½ serving	1 serving
Cold dry cereal ⁵	¼ cup or .33 oz ⁴	⅓ cup or 0.5 oz ⁴	¾ cup or 1.0 oz ⁴
Cooked cereal grains	¼ cup	¼ cup	½ cup
Cooked pasta or noodles	¼ cup	¼ cup	½ cup
Meat/Meat Alternate			
Lean meat or poultry or fish ⁶	0.5 oz	0.5 oz	1.0 oz
Alternate Protein Products ⁷	0.5 oz	0.5 oz	1.0 oz
Cheese	0.5 oz	0.5 oz	1.0 oz
Egg (large)	½ large egg	½ large egg	½ large egg
Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup
Peanut or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp
Nuts and/or seed ⁸	0.5 oz = 50% ⁸	0.5 oz = 50% ⁸	1.0 oz = 50% ⁸
Yogurt – plain or flavored, unsweetened or sweetened – commercially prepared	4.0 oz = ½ cup	4.0 oz = ½ cup	4.0 oz = ½ cup
Milk, Fluid			
Fat free milk ,flavored/unflavored or 1% fat free milk, unflavored	½ cup (4.0 fl oz)	½ cup (4.0 fl oz)	1 cup (8.0 fl oz)
¹ Schools should offer larger portions for students ages 13 through 18 based on their greater food energy requirements. ² Full-strength vegetable and/or fruit juice or equivalent quantity of any combination of vegetable(s), fruit(s), and juice. ³ Juice may not be served when milk is the only other component. ⁴ Grains/Breads must be whole grain or enriched, or made from whole grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole grain, enriched and fortified. ⁵ Either volume (cup) or weight (oz.), whichever is less. ⁶ A serving consists of the edible portion of cooked lean meat or poultry or fish. ⁷ Alternate protein products must meet requirements in 7 CFR Part 210, Appendix A. ⁸ Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.			

CACFP At Risk Meal Pattern Specifications

The site must provide two food items from two difference components for a reimbursable snack and a food item for each of the five food components for a reimbursable supper as described in the *Snack CACFP At Risk Meal Pattern for Children One Year Old or Older Chart* and the *Supper CACFP At Risk Meal Pattern for Children One Year Old or Older Chart Supper*.

Snack CACFP At Risk Meal Pattern for Children One Year Old or Older Chart

(oz = ounce; oz fl = fluid ounces; Tbsp = tablespoon)

Components Must Offer (Must serve two of the five components. Only one of the two components may be a beverage.)		Age Group Serving Size¹		
		<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6 & Older</i>
Milk Component				
	Milk, fluid low-fat (1%) or fat-free(skim); fat-free flavored for kindergarten and older	½ cup (4.0 fl oz)	½ cup (4.0 f. oz)	1 cup (8.0 fl oz)
Vegetable Component				
	Vegetable(s)	½ cup	½ cup	¾ cup
	Full strength vegetable juice ²	½ cup (4.0 fl oz)	½ cup (4.0 fl oz)	¾ cup (6.0 fl oz)
Fruit Component				
	Fruit(s) ³	½ cup	½ cup	¾ cup
	Full strength juice ²	½ cup (4.0 fl oz)	½ cup (4.0 fl oz)	¾ cup (6.0 fl oz)
Grains Component⁴ (serving may be combination of items)				
	Whole grain-rich or enriched bread	½ slice	½ slice	1 slice
	Whole grain-rich or enriched bread product, such as a biscuit, roll, or muffin	½ serving	½ serving	1 serving
	Whole grain-rich, enriched, or fortified cooked breakfast cereal, ⁵ cereal grain, and /or pasta	¼ cup	¼ cup	½ cup
	Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ⁵			
	Flakes or rounds cereal	½ cup	½ cup	1 cup
	Puffed cereal	¾ cup	¾ cup	1¼ cup
	Granola	⅛ cup	⅛ cup	¼ cup
Meat/ Meat Alternates Component (serving may be combination of items)				
	Lean meat or poultry or fish	0.5 oz	0.5 oz	1.0 oz
	Cheese	0.5 oz	0.5 oz	1.0 oz
	Egg (large)	0.5 oz	0.5 oz	½ large egg
	Tofu, soy product or alternate protein products	½ large egg	½ large egg	1.0 oz
	Cooked dry beans or peas	⅛ cup	⅛ cup	¼ cup
	Peanut butter or soynut butter, or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp
	Peanuts or soynuts or tree nuts or seeds ⁶	0.5 oz = 50%	0.5 oz = 50%	0.5 oz = 50%
	Yogurt—plain or flavored, unsweetened or sweetened ⁷	2.0 oz or ¼ cup	2.0 oz or ¼ cup	4.0 oz or ½ cup

¹ Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs. For more information on the meal pattern for students aged 1 to 5 see the *Administrator's Reference Manual (ARM), Section 11, Pre-Kindergarten (Pre-K) Meal Pattern for School Nutrition Program Operators*.

² Fruit or vegetable juice must be full-strength. Fruit or vegetable juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day. Juice may not be served when milk is the only other component.

³ A vegetable may be used to meet the entire fruit requirement.

⁴ All grains must be made with enriched or whole grain meal or flour. At least one serving per day, across all meals served must be whole-grain rich. Grain based desserts do not count toward the grains requirement.

⁵ Ready-to-eat breakfast cereals must contain no more than 6 grams of sugar per dry ounce or no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal.

⁶ Nuts and seeds may meet only one-half of the total meat/meat alternate serving. Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁷ Yogurt may be plain or flavored, unsweetened, but must contain no more than 23 grams of total sugars per 6 ounces.

Supper CACFP At Risk Meal Pattern for Children One Year Old or Older Chart

(oz = ounce; oz fl = fluid ounces; Tbsp = tablespoon)

Components (Must serve all components with two or more kinds of vegetable(s) and/or fruit(s) or combination of both.)		Supper—Age Group Serving Size		
		Ages 1-2	Ages 3-5	Ages 6 & Older ¹
Milk Component				
	Milk, fluid low fat (1%) or fat-free (skim); fat-free flavored for kindergarten and older	½ cup (4.0 fl oz)	¾ cup (6.0 fl oz)	1 cup (8.0 fl oz)
Vegetable Component (2 or more)				
	Vegetable(s) ²	⅓ cup	¼ cup	½ cup
	Vegetable or fruit juice ² (full strength)	⅓ cup (1 fl oz)	¼ cup (2 fl oz)	½ cup (4 fl oz)
Fruit Component				
	Fruit(s) ²	⅓ cup	¼ cup	¼ cup
	Fruit juice ³ (full strength)	⅓ cup (1 fl oz)	¼ cup (2 fl oz)	¼ cup (2 fl oz)
Grains Component⁴ (1 serving; serving may be combination of grain items)				
	Whole grain-rich or enriched bread	½ slice	½ slice	1 slice
	Whole grain-rich or enriched bread product, such as a biscuit, roll, or muffin	½ serving	½ serving	1 serving
	Whole grain-rich, enriched, or fortified cooked breakfast cereal, ⁵ cereal grain, and /or pasta	¼ cup	⅓ cup	½ cup
Meat/ Meat Alternates Component (Serving may be combination of meat/meat alternates)				
	Lean meat or poultry or fish	1.0 oz	1.5 oz	2.0 oz
	Cheese	1.0 oz	1.5 oz	2.0 oz
	Egg (large)	½ large egg	¾ large egg	1 large egg
	Tofu, soy product or alternate protein products	1.0 oz	1.5 oz	2.0 oz
	Cooked dry beans or peas	¼ cup	⅓ cup	½ cup
	Peanut butter or soynut butter, or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp
	Peanuts or soynuts or tree nuts or seeds ⁶	0.5 oz = 50%	0.75 oz = 50%	1.0 oz = 50%
	Yogurt—plain or flavored, unsweetened or sweetened ⁷	4.0 oz or ½ cup	6.0 oz or ¾ cup	8.0 oz or 1 cup

- ¹ Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
- ² A vegetable may be used to meet the fruit requirement; fruit cannot be used to meet the vegetable component. When two vegetables are served at supper, two different kinds of vegetables must be served.
- ³ Fruit or vegetable juice must be full-strength. Fruit or vegetable juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- ⁴ All grains must be made with enriched or whole grain meal or flour. At least one serving per day, across all meals served must be whole-grain rich. Grain based desserts do not count toward the grains requirement.
- ⁵ Ready-to-eat breakfast cereals must contain no more than 6 grams of sugar per dry ounce or no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal.
- ⁶ Nuts and seeds may meet only one-half of the total Meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.
- ⁷ Yogurt may be plain or flavored, unsweetened, but must contain no more than 23 grams of total sugars per 6 ounces.

Additional Guidance, CACFP At Risk Meal Pattern

The following items cannot be used to satisfy the meat/meat alternate component for a snack:²⁷

- Frozen yogurt
- Yogurt bars
- Yogurt covered fruits or nuts
- Yogurt flavored products
- Homemade yogurt

[NOTE: Commercially added flavorings foods or ingredients in yogurt cannot be counted as the second component of a snack. Added flavorings foods or ingredients that cannot be counted include, but are not limited to, the following food items:

- Fruit
- Fruit juice
- Juice
- Nuts, seeds
- Granola]

Fluid milk served to students ages two and older must be pasteurized fluid milk that meets State and local standards, and must be of the following types:

- Fat-free or low-fat milk
- Fat-free or low-fat lactose reduced milk
- Fat-free or low-fat lactose free milk
- Fat-free or low-fat buttermilk
- Fat-free or low-fat acidified milk

Whole milk and reduced-fat (2%) milk may not be served to students two years and older.

Offer Versus Serve (OVS)

For ASCP

Offer Versus Serve (OVS) is not allowed for snack meal service.

For CACFP At Risk

OVS is not allowed for snack meal service. OVS may be used for supper.

²⁷ This list is not exhaustive.

Meal Pricing Requirements

For ASCP

The CE must not charge students for snacks claimed at the free reimbursement rate. The amount charged for reduced-price snacks may not exceed 15 cents.

For CACFP At Risk

The CE may charge a tuition charge, but cannot charge a separate fee for food service.

Area Eligibility Site Designation

While it is possible for all of a CE's serving sites in a CE to be area eligible for afterschool meal programs, site location is not determined at the CE level—it is determined at the site level. If at least 50 percent of the students at the site are eligible to receive free or reduced-price meals, the site is eligible to provide snacks under the afterschool meal programs. This site is called an *area eligible site*.

School Data

For ASCP

The CE must use claiming data to determine if 50 percent of the students were eligible for free or reduced-price meals. Typically, the CE will use the most current October data,²⁸ but TDA may allow a CE to use a different month if that data more accurately reflects the economic status of the students.

Closed Site. A closed site may use household meal applications to establish area eligibility if the closed site cannot establish area eligibility.

If it is not possible to accurately determine area eligibility for non-school based sites, the CE cannot use school data and must use census data to determine area eligibility.

For CACFP At Risk

NSLP CEs operating CACFP At Risk use TX-UNPS school claiming data from the most recent October. If 50 percent of the students are eligible for free or reduced price meals, the site is area eligible.

²⁸ If a CE applies for area site eligibility in August 2013, the most current October data would be October 2012. If a CE applies for area site eligibility in December 2013, the most current October data would be October 2013.

Census Data to Determine Site Eligibility (ASCP)

For ASCP

A CE using census data must use data from one of the following USDA approved data sources:²⁹

- *Current Census Block Group (CBG) Data*³⁰—The American Community Survey (ACS) now provides yearly updates to current census block data for the next five-year cycle. CEs may use CBG to establish area eligibility if 50 percent of the students living in the CBG are eligible for free or reduced-price meals.

TDA provides directions for how to use census block group data at www.SquareMeals.org/FandNResources/Tools&Links/CensusData.aspx. CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates the site's eligibility.

- *Combined Current Census Block Group Data (CBG)*—With TDA and USDA approval, up to three adjacent census block groups (CBG) may be averaged, using a weighted average, to determine eligibility. One of the CBGs must be the CBG where the site is physically located.

When the CBGs are averaged, the site is considered eligible if 50 percent or more of the students are approved for free or reduced-price meals. Each of the combined census block groups must have at least 40 percent or more students approved for free or reduced price meals for an ACSP site to qualify using combined census block group data.

TDA provides directions for how to calculate the combined census block group data at www.SquareMeals.org/FandNResources/Tools&Links/CensusData.aspx. CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates the site's eligibility.

²⁹ Area eligibility established for an afterschool meal program may be used to establish area eligibility for a summer meal program if the type of data used for this purpose meets the determination requirement for the program.

³⁰ Block group census data is available at www.SquareMeals.org. Block group census data is updated yearly.

- *Current Census Track*—ACSP sites may also establish area eligibility if 50 percent of students living in the track are eligible for free or reduced-price meals.

TDA provides directions for how to use track group data at www.SquareMeals.org/FandNResources/Tools&Links/CensusData.aspx. CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates the site’s eligibility.

- *Other Current Data Sources*—If a CE would like to use data from other sources such as the departments of welfare and education, or zoning commission reports, the CE must submit a request to TDA for approval from USDA.

For CACFP At Risk

CEs operating CACFP At Risk cannot use census data to establish site area eligibility.

Standard Application Eligibility Determinations Based on Income or Categorical Participation

For ASCP

Closed enrolled sites may use household meal applications and categorical eligibility determinations to establish that a site has 50% or more of enrolled students eligible for free or reduced-price meals. In these cases, the CE will determine eligibility as described in *Administrator’s Reference Manual, Section 4, Determining Eligibility*.

CEs that use this method must indicate the method used in the Application Packet screen in TX-UNPS and must retain documentation that demonstrates individual participant eligibility and the site’s eligibility.

For CACFP At Risk

CACFP At Risk site eligibility cannot be determined based on the distribution and collection of household meal applications or through categorical eligibility determinations with the exception of emergency shelters.

Duration of Area Site Eligibility

For ASCP and CACFP At Risk

Area eligibility is valid for five years from the month in which the determination was made.

For ASCP

If the site used applications to determine the area eligibility of the site, the area eligibility is valid for one year only.

Special Guidance, Area Eligibility

Because an attendance area can be configured in many ways, the following guidance will help CEs in determining area eligible sites for afterschool meal service:

Designated Attendance Area Where Students Are Bused or Have Choice of Site

If the CE has assigned attendance areas and students are bused to a designated site or have a choice of sites (i.e., school choice) to attend, the site's area eligibility may be based on enrollment or attendance **data in one of two ways**:

1. Site the students attend
- or*
2. Site the students would have attended—the neighborhood site—were it not for the busing or school choice policy.

In these cases, the CE must be able to document the percentages of students eligible for free and reduced-price meals based on the way enrollment or attendance data is accumulated for the CE.

Limited Site Enrollment

If the attendance at the site is limited to students enrolled at a single site location, *at least 50 percent of the enrolled students must be eligible for free or reduced-price meals for the site to be area eligible.*

Multiple Sites, Same Attendance Area

Any site located in the attendance area of another site that has 50 percent of the students eligible for free and reduced-price meals is area eligible.

For Example: Blue Elementary School, Green Elementary School, and Red Elementary School are located in the attendance area for Large Middle School. Large Middle School has 50 percent of its students eligible for free and reduced-price meals; therefore, all three elementary schools are also area eligible.

Blue Elementary School has 50 percent of its students eligible for free and reduced-price meals. Tall High School is located in the attendance area of Blue Elementary School. Tall High School is also area eligible.

Open Site

If attendance at the site is not limited to students enrolled at an individual site, but is open to other students, the site must use the free and reduced-price information for the site's attendance area.

Special Provision Programs Operating ASCP

Provision 2 CEs³¹ may use (1) a site's base year data for enrolled eligible students or (2) census data from a USDA approved data source.

Community Eligibility Provision (CEP) Sites may use (1) the current claiming percentage based on the identified student percentage for the site or (2) census data from a USDA approved data source.³² When the site has been grouped with other sites to establish a group claiming percentage, the CE must calculate the individual site's claiming percentage to determine if 50% of the students at the site are eligible for free or reduced priced meals.³³

RCCIs

For ASCP

Because of the institutional structure of an RCCI, a CE that is also an RCCI may serve an afternoon or evening snack during regular hours—as defined in the *Definitions* subsection of this section—if the institution meets the specific required conditions of structured care and education and enrichment activities. If the RCCI does meet these conditions and snacks are served at multiple times during the afterschool time, the RCCI must make sure that only one snack per student is claimed as reimbursable. RCCI should contact TDA with questions regarding flexibility for serving snacks.³⁴

For CACFP At Risk

In most cases RCCIs, with the exception of homeless shelters, are not eligible to participate in CACFP At Risk. However, if an RCCI has a non-residential care program that offers afterschool education and enrichment programs for non-residential students, they may be eligible for CACFP Risk.

Reimbursement

For ASCP and CACFP At Risk

CEs submit claims for reimbursement for afterschool meal programs through TX-UNPS.

While students are allowed to save uneaten portions of a snack or meal to consume later, snacks and meals are intended to be served and consumed onsite. If a student picks up a snack or meal and leaves the site to consume it, the snack or meal is not reimbursable.

³¹ For more information on special provisions, see the *Administrator's Reference Manual (ARM), Section 5, Special Provision Options*.

³² For additional information on how to calculate a site's identified student percentage (ISP), see *Administrator's Reference Manual, Section 5, Special Provisions*.

³³ See *Administrator's Reference Manual, Section 7, Counting and Claiming* for additional information on this topic.

³⁴ See *Administrator's Reference Manual, Section 26, Residential Child Care Institutions* for additional information.

Dual Afterschool Meal Program Participation

Even though CEs may participate in both ASCP and CACFP At Risk, they must not submit reimbursement for the same student for a snack under ASCP and a snack/supper under CACFP At Risk at the same serving time for both ASCP and CACFP At Risk (i.e., double claim).

While a CE may serve a snack under ASCP and a supper under CACFP to the same student on the same day, a CE cannot claim a snack under ASCP and a second snack under CACFP At Risk for the same student on the same day.

For Example: A CE may claim an ASCP snack served to a student at 3:15 p.m. under NSLP and claim a supper served to the same student at 6:20 p.m. under CACFP At Risk. In this case, an additional snack served to the same student at 8:30 p.m. under CACFP At Risk cannot be claimed since the CE claimed a snack for the student at 3:15 p.m. under ASCP.

Submitting Claims

ASCP claims are submitted through the SNPs module in TX-UNPS. CACFP At Risk claims are submitted through the CACFP module in TX-UNPS.

Overclaims

Overclaims for afterschool meal programs are assessed by program, i.e., ASCP will use the guidance in *Administrator's Reference Manual, Section 7, Counting and Claiming* to assist them in correctly submitting claims; CACFP At Risk will use guidance from the *At-risk Afterschool Care Center Handbook*.³⁵

Onsite Monitoring Review Requirements

CEs that administer an afterschool program are required to conduct onsite monitoring of their programs.

For ASCP

CEs that administer the ASCP are required to use the ASCP form and process.

- The first monitoring or review must occur during the first four weeks of snack service.
- The next onsite monitoring review must occur before the school year is completed.
- The onsite monitoring review should be completed by a food service staff member.
- The onsite monitoring review records must be retained and made available for USDA and/or TDA review.

The *Afterschool Care Program (ASCP) Onsite Monitoring Form* is available at www.SquareMeals.org.

³⁵ Available at www.SquareMeals.org.

For CACFP At Risk

CEs that administer CACFP At Risk must use the CACFP At Risk form and process to meet this requirement.

- The CE must monitor or review CACFP At Risk sites at least three times each year with no more than six months between reviews.
- The first monitoring review must occur within the first four weeks of operation.
- The CE must conduct at least two of the three monitoring reviews unannounced.
- The CE's monitor or reviewer must include the observation of meal/snack service in one of the unannounced reviews.
- The CE's monitor or reviewer must vary the timing of the unannounced reviews so that review times are unpredictable.
- The onsite monitoring records must be retained and made available for USDA and/or TDA review.

The *Child and Adult Care Food Program Monitor Review* is available at www.SquareMeals.org.

TDA Resources

TDA has the following resources available that are specific to afterschool meal programs.

- *Daily Meal Count and Attendance Record (At-Risk) Form H1535-AT* at www.SquareMeals.org
- *Extended/Expanded Learning Time Programs—Afterschool Programs for NSLP & CACFP Form* at www.SquareMeals.org.
- *Onsite Monitoring Form | Afterschool Care Program (ASCP)* at www.SquareMeals.org
- *CACFP–At-Risk Afterschool Care Centers Review (H1606-AT)* at www.SquareMeals.org.
- *CEs must submit the Extended/Expanded Learning Time—Afterschool Programs for NSLP & CACFP* at www.SquareMeals.org.

Records Retention

The CE is required to maintain an organized system of record retention that is accessible to appropriate CE staff members and federal or state reviewers.

All documentation or records must be kept on file for a minimum of five years for public and charter schools or three years for private schools, nonprofit organizations, and residential childcare institutions after the end of the school year to which they pertain. For NSLP, the year begins on July 1 and ends on June 30. If audit findings have not been resolved, the records must be maintained as long as required for the resolution of the issues raised by the audit.

The CE must be able to track program food costs specific to the afterschool program separately from other food service programs.

The records and documentation the CE must be able to produce for its afterschool meal program include, but are not limited to, the following:³⁶

- Rosters or records of program participants

For ASCP

CEs must retain a roster, paper or electronic. If the site is area eligible, student eligibility documentation is not required. If the CE uses applications to determine a closed site's eligibility, the CE must retain documentation related to each student's eligibility status.

For CACFP At Risk

CEs must retain a roster for meals or snacks served which includes the student's name and the student's date of birth. If an NSLP CE operating CACFP At Risk has a data system that allows them to access a student's date of birth if needed, the CE does not need to record the student's date of birth on the roster record.

- Daily and cumulative monthly records of program participation and meals or snacks served
- Daily and cumulative monthly records for income and expenses for the program
- Records related to site eligibility
- Documentations demonstrating eligibility flexibility for snack/meal service time for extended/expanded instructional programs if used

Information Box 2

Records Retention

Public and charter schools are required to keep documentation related to school nutrition programs for 5 years.

Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.

³⁶ See the *Administrator's Reference Manual, Section 3, Record Retention* for detailed information on records that must be included in a CE's records retention system.

- Food production records demonstrating all aspects of meal production—including, but not limited to meal preparation, meal pattern, dietary specifications, food storage, and food safety
- Documentation supporting reimbursement claims
- Copies of documentation about outreach and communication with the families of program participants and the larger community
- Copies of documentation about enrichment activities
- Civil rights notice, *Justice for All* poster
- CE onsite monitoring records

CEs also have the option to maintain records in paper or electronically.

Compliance

TDA will combine meal service and financial monitoring efforts for CEs that administer both NSLP and CACFP whenever possible. *TDA will review documentation submitted through TX-UNPS, during administrative reviews, or at other times as appropriate to determine if the CE is compliant with all program requirements. CEs with findings will be required to submit an approvable Corrective Action Document (CAD).* TDA will take fiscal action, as appropriate, for benefit issuance (eligibility determinations) violations. Noncompliance in these areas can require fiscal action.

For ASCP

Administrative reviews and fiscal action will follow the requirements for NSLP.

For CACFP At Risk

CEs that have deficiencies discovered during the monitoring process, TDA will address those deficiencies according to CACFP regulations including the requirements regarding termination, disqualification, and submission to the CACFP National Disqualified List.