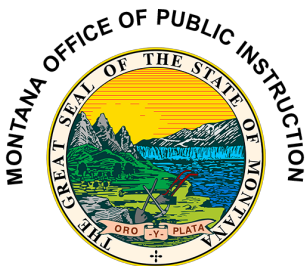


Afterschool Snack Program

**Office of Public Instruction
School Nutrition Programs**



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MAIL:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX:

(202) 690-7442

EMAIL:

program.intake@usda.gov

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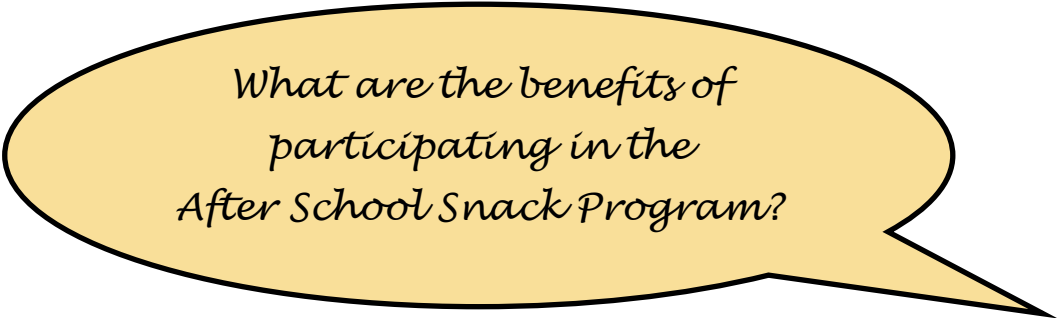
*What is the Afterschool
Snack Program?*

Purpose of the Program

The Afterschool Snack Program (ASP) helps schools and RCCIs serve snacks to children that participate in afterschool care programs. Eligible afterschool care programs, which includes education or enrichment activities, receive reimbursement from USDA for snacks served.

Afterschool Care Program Definition

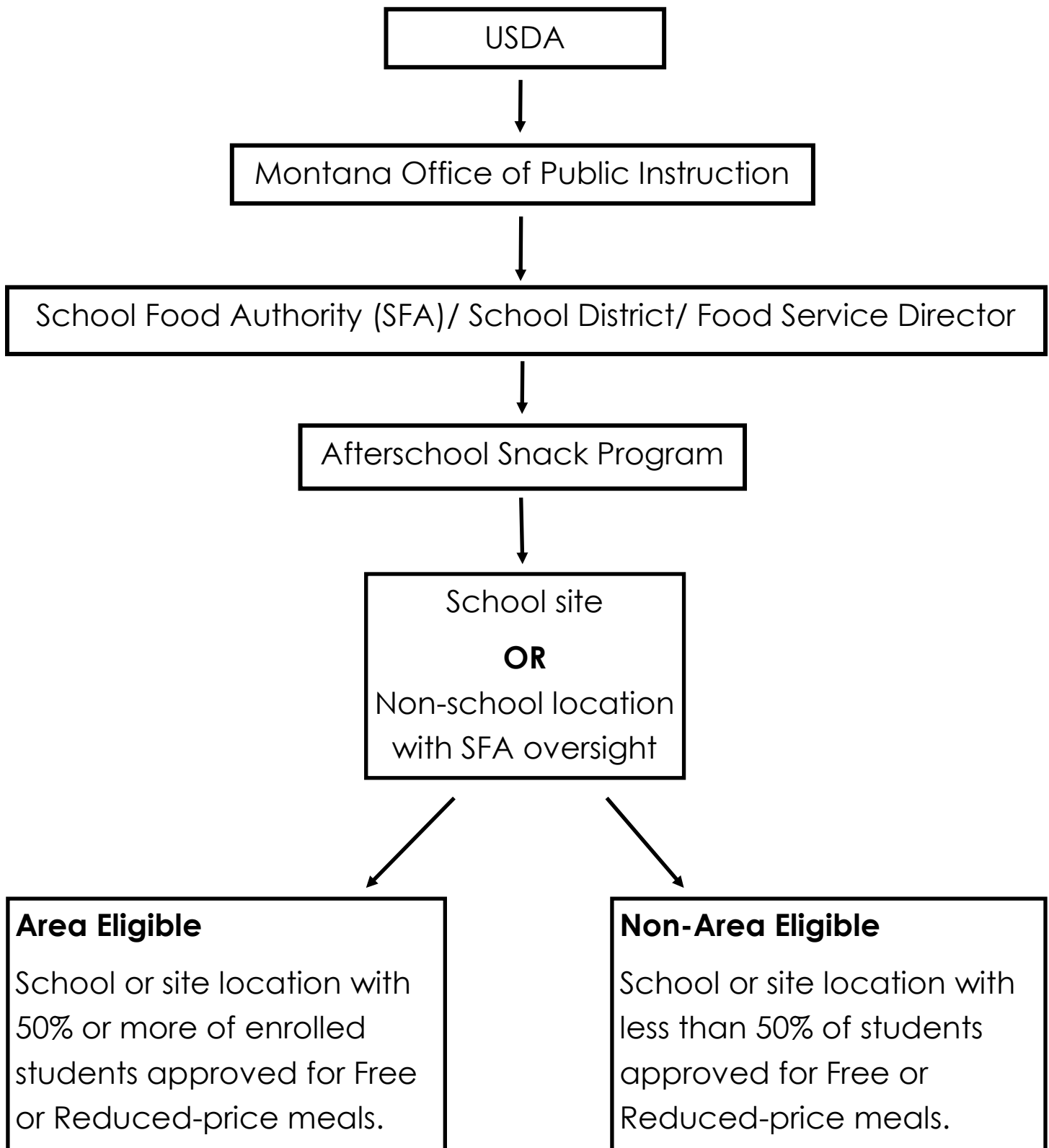
Federal regulation 7 CFR, part 210 defines an afterschool care program as “a program providing organized child care services to enrolled school-aged children after school hours for the purpose of care and supervision of children. Those programs shall be distinct from any extracurricular programs organized primarily for scholastic, cultural, or athletic purposes.”



*What are the benefits of
participating in the
After School Snack Program?*

- ⇒ Provides a snack for your already existing afterschool care program
- ⇒ Fills the gap of hunger for those that may not have access to a nutritious meal at home.
- ⇒ Attracts kids to supervised activities that are safe, fun and full of learning opportunities.
- ⇒ Counters childhood obesity by providing healthy food and nutrition education.

OPI Afterschool Snack Program Structure



Is my program eligible for the After School Snack Program?

Does my school or RCCI participate in the National School Lunch Program (NSLP)?

Does my program provide an educational or enrichment activity after school hours?

Is my afterschool care program available to all students?

If you answered “yes” to all of the above questions, your program is eligible!

What kinds of activities are allowable for the After School Snack Program?

Allowable Activities	Unallowable Activities
<ul style="list-style-type: none"> Homework Group Debate Team Drama Society 21st Century Programs* Boys and Girls Clubs* YMCA Programs* Supervised physical activity paired with an education component. ** 	<ul style="list-style-type: none"> Organized interscholastic sport teams. Any program that includes tryouts, participant selection, or is exclusive.
<p>* Partnerships with non-profit organizations are supervised by the School Food Authority.</p> <p>**Must be open to all students and not limit membership for reasons other than space or security considerations.</p>	

If your afterschool care program is paired with another organization like a 21st Century Program, Boys and Girls Club, or the YMCA you need to know:

- ⇒ The afterschool snack program sponsor (school or RCCI) is in charge of the snack portion of the program.
- ⇒ The sponsor makes sure the afterschool snack program operates properly.
- ⇒ The sponsor must purchase food intended for the afterschool snack program. OPI reimburses the sponsor for the number of snacks served.

*What type of site do I operate?
Area Eligible or Non-Area Eligible?*

Area Eligible	Non-Area Eligible (Pricing or Non-Pricing Programs)
<p>Site location, must be within the attendance area of a school with 50% or more of enrolled students approved for Free or Reduced-price meals.</p> <p>Snacks are served at no cost to all participating students.</p> <p>Snacks are claimed at the Free rate.</p>	<p>Site location has less than 50% of students approved for Free or Reduced-price meals.</p> <p>The school district decides if they will make students pay for the snack or if the district will cover the cost of the snacks.</p> <p>Snacks are claimed at the Free, Reduced-price or Paid rate.</p>

*How does
reimbursement work?*

- ⇒ OPI reimburses the SFA for snacks served each month.
- ⇒ **Only one snack per student per day can be claimed for students attending the after-school care program.**
- ⇒ Students are eligible to participate through age 18. If a student turns 19 during the school year, reimbursement may be claimed for that student during the remainder of the school year.
- ⇒ Reimbursement may be claimed for individuals, regardless of age, who are determined to have a mental or physical disability.
- ⇒ If your Afterschool Snack Program is area eligible, all snacks that are served should be served free of charge and be claimed as free.

*When can I operate the
Afterschool Snack Program?*

- ⇒ The Afterschool Snack Program only applies to programs that provide care for students after the school day.
- ⇒ A student's eligibility is based on when their scheduled school day ends, not whether the school continues to be in session. If a kindergarten program ends at noon, but the students remains in school under a care program, snacks served to these students may be reimbursed.
- ⇒ Sponsors are not eligible to receive reimbursement for snacks served on weekends, holidays, or school vacations.

*What kind of
training is required?*

All staff of an afterschool care program participating in ASP must be trained on the following:

- ☐ How to identify a reimbursable snack.
- ☐ Counting procedures.
- ☐ Food safety procedures including the HACCP plan and where to find it.
- ☐ Civil Rights.
- ☐ Required documentation (i.e. production records)

See page 10 for a staff training checklist that can be used to help conduct training.

ASP Staff Training Checklist and Documentation Form

Sponsor Name: _____ Program Year: _____

Use this form to train Afterschool Snack Program staff on the following required topics.

Identify a Reimbursable Snack

- Two full components must be offered and taken.
- Refer to meal pattern requirements.

Counting/Claiming Procedures

- Identify students who have taken a reimbursable snack.
- Only one snack per child, per day, may be claimed.
- Refer to the daily Student Roster and Monthly Meal Consolidation forms.

Production Records

Afterschool Snack Program Meal Pattern K-12 (Ages 6-18)

Must Serve TWO of the FIVE Components for a reimbursable afterschool snack.



8 oz Fluid Milk



3/4 c Fruit



3/4 c Vegetable



1 oz equivalent Grain



1 oz equivalent Meat/Meat Alternate

When planning your snack, keep in mind:

- Only one of the two components may be a beverage (Juice may not be served when milk is served as the only other component).
 - Milk must be fat-free (skim) or low-fat (1 percent) and may be unflavored or flavored.
 - Juice must be pasteurized, full-strength. No more than half of the weekly fruit or vegetable offerings may be in the form of juice.
- At least 80% of grains offered weekly must be whole-grain rich and the remaining grain items must be enriched.
 - Breakfast cereal must have no more than 6 grams of added sugar per dry ounce.
 - Except for sweet crackers (e.g., animal and graham crackers), grain-based desserts do not contribute toward the grains requirement. [USDA Exhibit A Grain Requirements](#)
- Meat Alternate, Yogurt must contain no more than 12 grams added sugar per 6 oz.
- May need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.



Afterschool Snack Program Meal Pattern for Preschoolers (Ages 3-5)

Must Serve TWO of the FIVE Components for a reimbursable afterschool snack.



4 oz Fluid Milk



1/2 c Fruit



1/2 c Vegetable



1/2 oz equivalent Grain



1 oz Meat/Meat Alternate

When planning your snack, keep in mind:

- Only one of the two components may be a beverage (Juice may not be served when milk is served as the only other component).
 - Milk must be fat-free (skim) or low-fat (1 percent) and may only be unflavored.
 - Juice must be pasteurized, full-strength and may only be offered to meet the vegetable or fruit requirement at one meal, including snack, per day (e.g. if served for breakfast or lunch, may not be served for snack).
- Grain: at least one serving per day, across all eating occasions, must be whole grain-rich.
 - Grain-based desserts do not count toward meeting the grain requirements.
 - Breakfast cereal must have no more than 6 grams of added sugar per dry ounce.
 - Except for sweet crackers (e.g., animal and graham crackers), grain-based desserts do not contribute toward the grains requirement. [USDA Exhibit A Grain Requirements](#)
- Meat Alternate, Yogurt must contain no more than 12 grams added sugar per 6 oz.



Afterschool Snack Program Meal Pattern (K-12)

Serve TWO of the FIVE Components	
Food Components	Minimum Serving Size
Milk, fluid (fat free or 1% flavored or unflavored)	1 cup
Meat or meat alternate: Lean meat, poultry, or fish Cheese Cottage cheese Egg (large) Cooked dry beans Yogurt Cottage cheese Peanut or other nut or seed butters Nuts and/or seeds	1 ounce 1 ounce 1/2 cup 1/2 large egg 1/4 cup 4 ounces or 1/2 cup 1/4 cup 2 Tbsp 1 oz
Fruit: Fresh, frozen or canned fruits and 100% juice	3/4 cup
Vegetable: Fresh, frozen or canned vegetables and 100% juice	3/4 cup
Grain: 80% of grains offered weekly must be whole-grain rich and the remaining grains must be enriched. Enriched or whole grain bread Cornbread, biscuit, roll or muffin Cold dry cereal Hot cooked cereal Cooked pasta or noodles	1 slice 1 serving** 3/4 cup*** 1/2 cup 1/2 cup
<ul style="list-style-type: none"> *Vegetable and fruit juices must be pasteurized and be served full strength. Juice may not be served when milk is served as the only other component. No more than half of the weekly fruit or vegetable offerings may be in the form of juice. **1 serving must provide at least 1 ounce of grain. ***3/4 cup (volume) or 1 ounce (weight), whichever is less. Except for sweet crackers (e.g., animal and graham crackers), grain-based desserts do not contribute toward the grains requirement. 	

Non-Reimbursable Snack Foods	
Jell-O, pudding, custards, ice cream Potato chips Carmel corn/ popcorn of any kind Canned soups Cream cheese Candied yogurt covered fruit or nuts	Soda or other carbonated beverages Licorice, fruit drops Candy: includes hard candy, cotton candy, marshmallows, jellied candies Chewing gum Bacon/bacon bits

Updated July 2025.





ASP Production Record (K-12)

School/Site: _____ Week of: _____

	Check (✓) the components served each day (check 2)	Menu	Serving Size	Food Temp	Amount Prepared	# of Students Served	# of Adults Served
Monday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Tuesday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Wednesday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Thursday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Friday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						



ASP Production Record (Preschoolers, ages 3-5)

School/Site: _____ Week of: _____

	Check (✓) the components served each day (check 2)	Menu	Serving Size	Food Temp	Amount Prepared	# of Students Served	# of Adults Served
Monday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
Tuesday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
Wednesday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
Thursday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
Friday	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						

Menu Planning

Why should I use a Cycle Menu?

- ⇒ It simplifies your process so less time is spent on planning and ordering.
- ⇒ Kids can look forward to a specific snack.

Sample Cycle Menu 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Wk 1	Celery Sticks Cheese Cubes	Apple Wedges Peanut Butter	Bell Pepper Slices Refried Bean "Dip"	Grapes Hard Boiled Egg	Avocados & Tomatoes Tortilla Chips
Wk 2	Bananas Assorted Nuts	Snap Peas Cheese Cubes	Cantaloupe Cottage Cheese	Carrots Crackers	Kiwis Yogurt

Sample Cycle Menu 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Wk 1	Unsweetened Cereal Milk	Granola Yogurt	100% Fruit-Vegetable juice blend 1/2 Bagel	Homemade Pizza (English Muffin, Tomato sauce & Cheese)	Milk Snap Peas
Wk 2	String Cheese Oranges	Oatmeal Raisins	Unsweetened Yogurt Canned Pineapple	Tortillas Chips Beans & Cheese	Cereal & Milk

Consider This!

Providing healthy foods as a part of your program can positively influence students' eating habits and is another great opportunity for students to access nutritious foods.

Interested in locally sourced foods? Go to opi.mt.gov/farm2school.



Afterschool Snack Program Checklist

Use this document to check off Afterschool Snack Program requirements as they are completed. Assign responsibilities to staff and document dates completed. Keep this checklist on file for reference.

Tasks	Deadline	Documentation	Date Completed	Who?
Annual Requirements				
Civil Rights Training for Staff	Annually	Keep Documentation		
Area Eligibility or Non-Area Eligibility Documentation	Annually	Keep Documentation		
ASP Training for All Site Staff	Annually/ As needed	Keep Documentation		
Review Food Safety Procedures	Annually/ As needed	Keep Documentation		
Area Eligible Programs				
School's Free and Reduced-Price Percentage	Annually	Keep Documentation		
Daily Meal Count (all free)	Daily	Keep Documentation	Daily	
Non-Area Eligible Programs				
Students' Free and Reduced-Price Applications	As soon as possible	Keep Documentation		
Meal counts categorized as Free, Reduced-price and Paid	Daily	Keep Documentation	Daily	
Required Self Reviews				
First Program Self Review	Within first 4 weeks of operation	Keep the original and corrections		
Second Program Self Review	By the end of the school year	Keep the original and corrections		
Tasks to Complete				
Daily Meal Counts	Daily	Keep original records	Daily	
Production Records for each snack service	Daily	Keep original records	Daily	
Attendance of students	Daily	Keep original records	Daily	
Consolidated Meal Counts	Monthly	Keep original records	Monthly	
Submit Claim for Reimbursement	By the 10 th of each month	Keep Count Documentation		
Keep detailed financial/ordering records	As received	Keep Documentation		

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).



ASP Monthly Meal Consolidation Form

Area Eligible Site

Site: _____

Month: _____

Date	Student Snacks Served (Reimbursed at Free Rate)	Adults (Do Not Claim)
Total:		

Area Eligible Sites:

All snacks will be reimbursed at the free reimbursement rate.

Note:

Snacks may only be claimed during days in which children attend school.

Signature: _____ Date: _____



ASP Monthly Meal Consolidation Form

Non-Area Eligible Site

Site: _____

Month: _____

Date	Student Snacks Served			Adults (Do Not Claim)
	Free	Reduced	Paid	
Total:				

Non-Area Eligible Sites:

Snacks are claimed according to the student's eligibility category (free, reduced-price, or paid).

Note:

Snacks may only be claimed during days in which children attend school.

Signature: _____ Date: _____

ASP Self Review Form

School Food Authorities must review their Afterschool Snack Program twice each year. The first review must be done within the first 4 weeks of the program and the second before the end of the year. These reviews assess the compliance with counting and claiming procedures and the snack meal pattern. This form must be kept on file for audit/ review. If any are circled "no," then corrective action (CA) should also be circled. Once corrective action is made, mark an "X" over CA and circle "yes" to show corrective action has been made. Write the corrective action that was made and the date CA was completed in the comment box.



Sponsor (School District/RCCI):		Site/Program:
Program Start Date:	End Date:	Program Monitor/Administrator:

[illegible]

1st Review (Conducted within first four weeks)	Circle one
Area Eligible Sites (50% and over Free & Reduced)	
1. Are snacks free to all and counted/recorded at the time served to students?	Yes No CA
Non-Area Eligible Sites (under 50% Free & Reduced)	
1. Are current free and reduced applications on file?	Yes No CA
2. Are snacks claimed based on the students' correct eligibility category?	Yes No CA
3. Does the system prevent overt identification of students' eligibility status?	Yes No CA
All Programs	
1. Is only one snack per child per day claimed?	Yes No CA
2. Are there regularly scheduled organized, structured and supervised activities?	Yes No CA
3. Are daily meal counts maintained and reviewed for accurate counting?	Yes No CA
4. Are monthly consolidation records complete and maintained by Sponsor?	Yes No CA
5. Are daily production records completed?	Yes No CA
6. Are meal pattern requirements met?	Yes No CA
7. Are snacks prepared, held, served and stored with proper food safety?	Yes No CA
# of snacks served:	Date Completed:
Menu for day of review:	Comments:
Reviewer's Signature	

2nd Review (Conducted before the school year ends)	Circle one
Area Eligible Sites (50% and over Free & Reduced)	
1. Are snack free and counted/recorded at the time served to students?	Yes No CA
Non-Area Eligible Sites (under 50% Free & Reduced)	
1. Are current free and reduced applications on file?	Yes No CA
2. Are snacks claimed based on the students' correct eligibility category?	Yes No CA
3. Does the system prevent overt identification of students' eligibility status?	Yes No CA
All Programs	
1. Is only one snack per child per day claimed?	Yes No CA
2. Are there regularly scheduled organized, structured and supervised activities?	Yes No CA
3. Are daily meal counts maintained and reviewed for accurate counting?	Yes No CA
4. Are monthly consolidation records complete and maintained by Sponsor?	Yes No CA
5. Are daily production records completed?	Yes No CA
6. Are meal pattern requirements met?	Yes No CA
7. Are snacks prepared, held, served and stored with proper food safety?	Yes No CA
# of snacks served:	Date Completed:
Menu for day of review:	Comments:
Reviewer's Signature	

ASP Staff Training Checklist and Documentation Form



Sponsor Name: _____ Program Year: _____

Use this form to train Afterschool Snack Program staff on the following required topics.

Identify a Reimbursable Snack

- Two full components must be offered and taken.
- Refer to meal pattern requirements.

Counting/Claiming Procedures

- Identify students who have taken a reimbursable snack.
- Only one snack per child, per day, may be claimed.
- Refer to the daily Student Roster and Monthly Meal Consolidation forms.

Production Records

- Complete daily. Snacks must be compliant with the meal pattern.

Food Safety Procedures

- Comply with your district and food service safety procedures including, but not limited to, time/temperature recording, safe handling of leftovers, and hand washing.

Civil Rights Compliance

- Complete and document Civil Rights Training annually.
- Refer to opi.mt.gov/foodserviceforms under the "Civil Rights" tab.

Records

- Maintain records for three years plus the current school year: meal counts, production records, documentation of eligibility, and two program self-reviews.

[illegible]



ASP Student Roster Site: _____ Month: _____

[illegible]