

Afterschool Care



Program Application Guide and Application Form 2012-2013

TABLE OF CONTENTS

AFTERSCHOOL CARE PROGRAM (ASCP)

ASCP INFORMATION.....	1-11
Definition	
Purpose	
Qualifying Criteria	
Disqualifying Criteria	
Afterschool Care Program Staff Responsibilities	
School Food Authority Responsibilities	
Reimbursable Snack Chart for Children	
Grain/Bread Food Items and Minimum Serving Sizes	
Snack Mini Guide	
Creditable vs. Non-Creditable Snack Foods	
Foods of Minimal Nutritional Value	
ASCP AGREEMENT INFORMATION	12-13
ASCP SITE APPLICATION	14
APPENDIX.....	15-18
A – Continuing Site List	
B – Sample Afterschool Care Programs On-Site Review	
C – Sample Production Record	
D – Sample Afterschool Care Program Roster	
Afterschool Care Program Regulations.....	19
Standard Operating Procedures.....	20-22
Refrigeration Log/Correcting Problems form.....	23-24

Afterschool Care Program Definition

As defined in federal regulation (7 CFR, Part 210), an “afterschool care program means 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.”



Purpose of the Program

The National School Lunch Program offers cash reimbursement to help schools serve snacks to children in afterschool activities aimed at promoting the health and well being of children and youth in our communities. A school must provide children with regularly scheduled activities in an organized, structured and supervised environment; include educational or enrichment activities (e.g., mentoring or tutoring programs). [Competitive interscholastic sports teams are not an eligible afterschool program.](#) The programs must meet State/local licensing requirements, if available, or State/local health and safety standards. All programs that meet the eligibility requirements can participate in the National School Lunch Program and receive USDA reimbursement for afterschool snacks.



Qualifying Criteria

A qualifying Afterschool Care Program must:

- ▶ Meet all Child Nutrition Program regulations pertaining to the Afterschool Care Program and eligibility requirement at all times.
- ▶ Operate through a school district/agency that participates in the National School Lunch Program.
- ▶ Be operated by the school/agency site (if a contracted program is administering the program at the site, the school is responsible for ensuring that compliance is maintained and shall answer to the SFA).
- ▶ Be the ultimate responsibility of the SFA, which will maintain final and administrative duties at the site and overall program level.
- ▶ Have the district/agency SFA designated as the party entering into an agreement with the State Agency, Wyoming Department of Education Child Nutrition Programs.
- ▶ Meet the Afterschool Care Program Definition, as summarized on the previous page from 7 CFR, Part 210.
- ▶ Be organized to provide children with regularly scheduled educational/enrichment activities in a setting that is structured and supervised.
- ▶ Be open to all children, as defined in federal regulation (7 CFR, Part 215), which states that no person should be subjected to discrimination, which is not only limited to race, color, or national origin, under any program or activity. This includes not excluding students based on financial inability to participate, grade achievements, and placement based on qualifying circumstances, etc.
- ▶ Be open to all students if considered afterschool extracurricular activities and cannot include try-outs, exclusivity, or participant selection.
- ▶ Include only school children through the age of 18 years. Snacks served to children who are attending classes of pre-primary grade in a school (such as Head Start or Even Start) and who are participating in an eligible afterschool care program after their regularly scheduled school program may be claimed for reimbursement.
- ▶ Operate after the school day has ended (there cannot be a gap between the start of the afterschool care program and the end of school; nor can there be overlap).
- ▶ Only use federal funds from the Afterschool Care Program and count snacks taken by each student on days when school is in session. Snacks cannot be claimed when school is not in session, on the weekends, holidays, or school vacations.
- ▶ Must follow the required meal pattern for Afterschool Care Program.

Disqualifying Criteria

Programs may not qualify for the program if:

- ▶ The ultimate purpose of the program is to participate in a competition.
- ▶ Students are allowed to attend the afterschool program only based on judgment of performance, being required to try out, or having to meet certain requirements.
- ▶ It is ***not open to all children at all times***.
- ▶ The minimum qualifying criteria listed on the previous page for an eligible Afterschool Care Program are not met.

Afterschool Care School Food Authority (SFA) and Staff Responsibilities

The staff administering the afterschool care program and will be responsible for:

- ▶ Distributing snacks to the students attending the afterschool program.
- ▶ Indicating and maintaining documentation, as determined by the SFA, when one ***complete*** snack (outlined later in this packet) is served to each student. This information may be included on the roster.
- ▶ Following instructions set by the SFA to complete and submit required documentation and maintain all food safety standards and HACCP policies.

School Food Authority (SFA) Responsibilities

The SFA must retain primary responsibility for the program's operation to ensure compliance with program requirements in the following areas:

Snack Service

- ▶ SFAs may claim reimbursement for no more than one afterschool snack per child per day. Any excess snacks that are produced can be served but cannot be claimed. It is up to the SFA to determine how leftovers or extras will be tracked and/or monitored.
- ▶ Point-of-service count is not required. However, an accurate actual count of snacks served is required.
- ▶ A snack count must be maintained and clearly identifiable. This may be included on the roster.
- ▶ There is no Offer versus Serve option, but choices may be offered.
- ▶ Snacks being offered must come from a source that was procured competitively and based on the regulations set forth relating to the federal Child Nutrition Programs, including the Afterschool Care Program.

Record Keeping

At a minimum, School Food Authorities participating under this provision must maintain the following records:

- ▶ Original signed copy of the application and renewal agreement, which indicates program approval and information that should have been sent by the Wyoming Department of Education Child Nutrition Programs.
- ▶ Documentation, if the site is **area eligible**, of the school(s) that the students would attend and/or the school(s) where other students will come from to attend this site.
- ▶ Documentation of meal counts taken by afterschool care program staff.
- ▶ Documentation of snacks claimed identifying meal eligibility for all children participating in the Afterschool Care Program if the site has **less than 50% free and reduced** students (based on the current October 1 pupil count) and is not area eligible.
- ▶ Documentation of snacks claimed for sites that have a free and reduced rate of **equal to or greater than 50%**.

School Food Authority (SFA) Responsibilities (continued)

- ▶ Documentation of individual children's attendance on a daily basis for all programs.
- ▶ Documentation of compliance with meal pattern requirements, including but not limited to production records.
- ▶ Documentation of the on-site reviews completed, which are discussed in the next section.

Review Requirement at the School Level

- ▶ The SFA must review each program two times per the operating time period, of which the first should take place during the first 4 weeks of program operation.
- ▶ During the reviews, the SFA should monitor the counting and claiming procedures and ensure that the snack meal pattern is being followed and observe adherence to food safety guidelines and practices.
- ▶ Areas not meeting requirements should be documented and discussed with the staff administering the Afterschool Care Program immediately. All areas not meeting requirements should be addressed and corrected immediately.

Training

The staff of a school participating in the Afterschool Care Program should receive proper training from the School Food Authority to ensure that the program will operate within compliance of regulations set forth for the program.

Topics that the School Food Authority should cover include:

- ▶ Identifying a reimbursable snack.
- ▶ Documenting students who have taken a snack (only one snack per child, per day, may be claimed).
- ▶ Documenting other items, such as leftovers (which could be tracked so the SFA can monitor if snacks delivered minus leftovers equal the snacks documented as being provided to students in attendance).
- ▶ Procedures for submitting proper documents.
- ▶ Food safety procedures including HACCP policies.



Afterschool Care Program Reimbursable Snack Chart for Children

A reimbursable snack, according to federal regulation for the Afterschool Care Program, is a complete serving of any two of the components listed on the following chart. This chart was adapted from the *USDA Food Buying Guide*:

(<http://www.fns.usda.gov/tn/resources/foodbuyingguide.html>) to set guidelines that help identify what qualifies as a serving size to meet a full serving of each component that may be offered as part of a reimbursable snack. Use the following table to determine what should be served to the varying age groups defined. The *USDA Food Buying Guide* should also be used to determine what foods would meet the appropriate quantities required for each component.

AFTERSCHOOL SNACKS		
SELECT TWO OF THE FOUR COMPONENTS FOR A REIMBURSABLE SNACK		
Food Components and Food Items ¹	Children Ages 3-5	Children Ages 6-12 ¹
Milk**		
Fluid milk	4 fl oz (1/2 cup)	8 fl oz (1 cup)
Vegetable or Fruit^{2, 8}		
Juice, fruit, and/or vegetable	1/2 cup	3/4 cup
Grains/Breads^{3,4,9}		
Bread or	1/2 slice	1 slice
Cornbread or biscuit or roll or muffin or	1/2 serving	1 serving
Cold dry cereal ⁴ or	1/3 cup or 1/2 oz ⁴	3/4 cup or 1 oz ⁴
Cooked cereal grains or	1/4 cup	1/2 cup
Cooked pasta or noodles	1/4 cup	1/2 cup
Meat/Meat Alternate^{5, 6}		
Lean meat or poultry or fish ⁵ or	1/2 oz	1 oz
Alternate protein products ⁶ or	1/2 oz	1 oz
Cheese or	1/2 oz	1 oz
Egg (large) or	1/2 large egg	1/2 large egg
Cooked dry beans or peas or	1/8 cup	1/4 cup
Peanut or other nut or seed butters or	1 Tbsp	2 Tbsp
Yogurt ⁷	2 oz or 1/4 cup	4 oz or 1/2 cup

¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

² 100% vegetable and/or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.

³ 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, or fortified.

⁴ Either volume (cup) or weight (oz), whichever is less.

⁵ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁶ Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

⁷ Yogurt may be plain or flavored, unsweetened, or sweetened, commercially prepared.

⁸ Juice may not be served when milk is the only other component.

⁹ Only two sweets per week are permitted in the snack program, providing the item meets grains/breads requirements (Pg.3-2, Food Buying Guide).

****The Healthy, Hunger-Free Kids Act of 2010 amends the Richard B. Russell National School Lunch Act by requiring that milk served be consistent with 2010 Dietary Guidelines, which recommends that any child over the age of two should consume only **low-fat or non-fat milk**.**

POTABLE WATER

The Healthy, Hunger-Free Kids Act of 2010 amends the Richard B. Russell National School Lunch Act, which lends provision to the Afterschool Care Snack Program, to require **potable water being available to all students participating in the program**. This does not contribute to any Afterschool Care Program food components.

Snack Guide

Each of the following components may be served as one of the two snack items served to students participating in the Afterschool Care Program. Use this guide to help when developing a snack menu. Use the Reimbursable Snack Chart for Children on page 7 to determine the appropriate serving size that will meet each of these component requirements.



Fluid Milk

- ▶ Only low-fat (1%) white milk, non-fat white and flavored milk may be served.
- ▶ When milk is served as one component, juice may **not** be served as the other component, unless there is another component offered which is not a beverage.
- ▶ Milk may be served as a beverage or used with foods, such as cereal, as long as milk remains a distinguishable component (i.e., milk will not count if it is mixed in with a smoothie, unless the students make it themselves).
- ▶ Ice cream, custard, or pudding are not creditable snack items and may not be served to meet any part of the snack requirement.
- ▶ Yogurt, cheese, or foods that contain milk may not be substituted for the fluid milk requirement.



Meat and Meat Alternate

- ▶ Yogurt or natural and pasteurized processed cheese may fulfill this component.
- ▶ Cottage cheese is creditable, but twice as much is needed because it contains less protein and more moisture than natural and processed cheese. A two-ounce serving of cottage cheese is equivalent to only one ounce of meat/meat alternate.
- ▶ Dried beans or peas may be served as a meat/meat alternate or as a fruit/vegetable; however, they may not be served as both in the same snack.



Vegetables and/or Fruits

- ▶ Either a fruit or a vegetable can meet this component.
- ▶ Vegetable and fruit juices must be full strength, 100% juice.
- ▶ When juice is served as one component, milk may not be served as the second component.



Grains/Breads

- ▶ All grains/breads must be enriched or made with whole-grain flour or meal, or if it is a cereal, the product must be whole-grain, enriched, or fortified.
- ▶ Popcorn is **NOT** creditable.
- ▶ Only two “sweets” are permitted per week, provided that they still meet the grain/bread component requirements.



Creditable vs. Non-Creditable Snack Foods

When planning snack menus, be sure the foods used to meet meal pattern requirements are creditable. The following list is not all-inclusive and is only provided as a guide. Please contact the district/agency School Food Authority or the Wyoming Department of Education Child Nutrition Programs if you have questions regarding how a particular food item contributes to the meal pattern.

Non-Creditable	Creditable
Milk and Milk Products	
Cocoa mix made with water/pre-made with milk Custard/ice cream/ice milk/sherbet/sorbet Pudding/pudding pops Sour cream Yogurt (credits as meat/meat alternate) Milk shakes – pre-made with fluid milk	Distinguishable flavored and unflavored milk
Fruits and Vegetables	
Fruit “drinks”/fruit flavored Powders/punches/lemonade/nectar Jell-o, gelatin Potato chips or sticks Fruit in cookies, pop tarts, or commercial yogurt Fruit rollups, fruit shapes, gummies	Fruits and Vegetables: 100% juice Juice blends - 100% juice Vegetable juice blends - 100% juice Fruit leather (must have <u>CN</u> label) Dried fruit Dried beans/peas (only count as vegetable OR meat/meat alternate, but not both) Olives/Pickles (limit due to sodium content) Potatoes
Grains and Breads	
Carmel corn Popcorn Hominy	Cereal - dry or cooked Cereal bars Grain fruit bars, granola bars Cookies, bars, brownies, cakes, or crisps Breads Crackers Pretzels/corn chips
Meat/Meat Alternate	
Bacon/bacon bits Canned soup Cheese products (imitation, canned, powdered) Cream cheese Tofu Yogurt bars, frozen commercial product Yogurt covered fruits/nuts	Cottage cheese (1/4 cup=1 oz) Yogurt - plain or flavored Dried beans or peas (only count as meat/meat alternate OR vegetable, but not both) Peanuts, nuts, seeds, or butters from these Cheese - natural or processed

POTABLE WATER

The Healthy, Hunger-Free Kids Act of 2010 amends the Richard B. Russell National School Lunch Act, which lends provision to the Afterschool Care Snack Program, to require **potable water being available to all students participating in the program**. This does not contribute to any Afterschool Care Snack Program food components.



Foods of Minimal Nutrition Value

Federal regulations prohibit certain foods which are determined to be of minimal nutritional value. The following items are considered foods of minimal nutritional value and *may not* be served as part of a reimbursable snack.

The foods that are restricted to students are classified in these four categories:

- ▶ **Soda Water/Carbonated Beverages**
- ▶ **Water Ices**
- ▶ **Chewing Gum**
- ▶ **Certain Candies**, which include any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
 - **Hard Candy** – A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and including such items as sour ball, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.
 - **Jellies and Gums** – A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, and jellied and fruit-flavored slices.
 - **Marshmallow Candies** – An aerated confection composed of sugar, corn syrup, inert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
 - **Fondant** – A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or inert sugar in solution such as candy corn and soft mints.
 - **Licorice** – A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
 - **Spun Candy** – A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

- *Candy-Coated Popcorn* – Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

AFTERSCHOOL CARE PROGRAM AGREEMENT 2012-2013 School Year

Afterschool Care Program - Important Information

Please read the Afterschool Care Program information included in this packet. It includes information to help you decide if certain programs may be eligible for the Afterschool Care Program.

Sites that have 50 percent or more of the enrolled children (severe need) that are approved for free or reduced price meals or are located in these areas, which meet requirements **(based on the currently approved October 1 pupil count)**, may serve snacks free of charge to all children and claim at the free rate of reimbursement.

Sites that are located in areas where less than 50 percent of the enrolled children (severe need) are approved for free or reduced price meals **(based on the currently approved October 1 pupil count)** must count and claim meals based upon the child's eligibility for free or reduced price meals (paid, free, or reduced). This is the responsibility of the School Food Authority. Snack prices for fully paid children must be approved by Wyoming Department of Education (WDE) Child Nutrition Programs, and the maximum reduced price charge is \$0.15.

If the site applying does not have a free and reduced approval rate of 50% or more, documentation of the sites in which the students would attend and/or students would come from may be submitted with the application. This documentation will be considered and can determine if a site may be **area eligible**. When a site is determined to be area eligible, it is able to claim all snacks for free if the school/site that the students would attend or students would come from has a free and reduced rate of 50% or more.

Once the information regarding requirements of the programs have been read, the School Food Authority and submit the following:

Site Application

The Site Application must be signed with an original signature by the School Food Authority official. This can be found page 14 of the Afterschool Care Program Information Packet. List all school sites on the Site Application, in the appropriate space provided. If additional space is needed, please fill out the Continuing Site List found in Appendix A.

Submit Site Applications with two originally signed copies of the Afterschool Care Program Agreement. Incomplete or missing information from the Site Application will delay the approval of the application. Please review the information carefully to ensure completeness. Additionally, applications will be processed in the order they are received. Therefore, it is the district's responsibility to submit applications in a timely manner. The program may not begin until approval has been given by the State Agency.

Please mail them to:

Wyoming Department of Education
Attn: Terry Walling
Support Systems & Resources Division
2300 Capitol Ave., Hathaway Bldg. 2nd Floor
Cheyenne, WY 82002-0050

Approval Information

Upon receipt of complete documentation, the WDE Child Nutrition Programs will return one originally signed copy of the agreement with current reimbursement rates to the School Food Authority. This should be maintained on file, per federal and state requirements.

Programs may not begin to claim snacks until approval has been given by WDE with an indication of the date that snacks may be claimed by the School Food Authority.

If an application for a program is submitted and there is a change in the operation dates of the program, charge for snacks, or any area, especially those that may affect the approval status, it is expected that these will be communicated to the WDE Child Nutrition Programs and changed in the Child Nutrition Program on line system.

**For questions please contact
Terry Walling, at:
(307) 777-6270 or
Terry.walling@wyo.gov**

**WYOMING DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
2012-2013 AFTERSCHOOL CARE PROGRAM APPLICATION**

DISTRICT/AGENCY _____ NUMBER OF SITES APPLYING _____ DISTRICT/AGENCY ADDRESS _____

SITE CONTACT NAME _____ CONTACT NUMBER _____

AFTERSCHOOL CARE PROGRAMS APPLICATION

List all afterschool care sites that are applying to participate in the Afterschool Care Snack Program. If more space is needed, use the Continuing Program List in Appendix A of the Afterschool Care Program information packet and attach it to this application. Attach any supporting documentation to each site application.

School/Site Name	Example: Excel Elementary			
Grades Participating (list)	K-5			
Number of Students Participating	14			
Start and End Date	Start: 9-2-12 End: 5-30-13	Start: End:	Start: End:	Start: End:
Start and End Time	Start: 3:00 End: 4:30	Start: End:	Start: End:	Start: End:
Snack Time	Start: 3:30 End: 3:45	Start: End:	Start: End:	Start: End:
Operating Days (circle)	<input type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Is the primary purpose of the program afterschool care?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the program offer educational and enrichment activities in a setting that is structured and supervised?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the program open to all children at all times with no exceptions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Identify if there is a charge for snacks. (If yes, list prices)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reduced \$ Paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No Reduced \$ Paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No Reduced \$ Paid \$	<input type="checkbox"/> Yes <input type="checkbox"/> No Reduced \$ Paid \$
Briefly describe your educational program.	Teachers and Paraprofessionals help tutor students with homework and educational projects.			
WDE USE ONLY	Eligible: Yes No	Eligible: Yes No	Eligible: Yes No	Eligible: Yes No

I certify that I have read and understand the information in the Afterschool Care Program Information Packet and certify that the information provided on the Site Application is true and meets the minimum approval criteria.

X _____
District/Agency Representative Signature

_____ Date

Free & Reduced % _____ **WDE USE ONLY**
Area Eligible: Yes No NA
Site Determining Area Eligibility: _____

Appendix A - Continuing Site List
(Attach to Application)

District/Agency Name _____ Page _____

School/Site Name				
Grades Participating (list)				
Number of Students Participating				
Start and End Date	Start: End:	Start: End:	Start: End:	Start: End:
Start and End Time	Start: End:	Start: End:	Start: End:	Start: End:
Snack Time	Start: End:	Start: End:	Start: End:	Start: End:
Operating Days (circle)	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Is the primary purpose of the program afterschool care?	Yes No	Yes No	Yes No	Yes No
Does the program offer educational and enrichment activities in a setting that is structured and supervised?	Yes No	Yes No	Yes No	Yes No
Is the program open to all children at all times with no exceptions?	Yes No	Yes No	Yes No	Yes No
Identify if there is a charge for snacks. (If yes, list prices)	Yes No Reduced \$ _____ Paid \$ _____	Yes No Reduced \$ _____ Paid \$ _____	Yes No Reduced \$ _____ Paid \$ _____	Yes No Reduced \$ _____ Paid \$ _____
Briefly describe your educational program.				
WDE USE ONLY	Eligible: Yes No	Eligible: Yes No	Eligible: Yes No	Eligible: Yes No

AFTERSCHOOL CARE PROGRAMS REVIEW SAMPLE

School Food Authorities must review each Afterschool Care Program two times per school year [7 CFR 210.9 (c) (7)]. The first review must be conducted during the first four weeks that the program is in operation. These reviews must assess each program's compliance with counting and claiming procedures and the snack meal pattern. This form is provided for use in completing these reviews. Documentation of the completed reviews must be kept on file for audit/review. If any are marked "no," a Corrective Action (CA) box should be marked and subsequent information should be provided in the comment section below explaining corrective actions. All necessary actions should be taken immediately and should allow for all questions to have a "yes" marked after the corrective actions have been taken.

School District:		School:	
Start Date:		End Date:	
Is there a charge for snacks? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list prices: (1 st Review) Reduced _____ Paid _____ (2 nd Review) Reduced _____ Paid _____	

1st Review (within first four weeks of operation)	Yes	No	CA	2nd Review (any time during the program's operation)	Yes	No	CA
<u>(50% and over F&R)</u> 1. Are snack counts recorded at the time they are served? Describe the system. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>(50% and over F&R)</u> 1. Are snack counts recorded at the time they are served? Describe the system. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>(Under 50% F&R)</u> 1. Are current free and reduced applications on file? 2. Are snacks claimed based on individual student eligibility? 3. Are students claimed in the correct eligibility category? 4. Does the system prevent overt identification of students' eligibility status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>(Under 50% F&R)</u> 1. Are current free and reduced applications on file? 2. Are snacks claimed based on individual student eligibility? 3. Are students claimed in the correct eligibility category? 4. Does the system prevent overt identification of students' eligibility status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>All Programs</u> 1. Are daily attendance rosters maintained? 2. Are only snacks that contain the required number of components recorded for reimbursement? 3. Are meal count records maintained to identify creditable snacks served? 4. Are consolidated claim records completed and maintained by the School Food Authority? 5. Are menu/production records completed daily? 6. Is only one snack per child per day claimed? 7. Have any changes to the afterschool care program been reported to the Wyoming Department of Education Child Nutrition Programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>All Programs</u> 1. Are daily attendance rosters maintained? 2. Are only snacks that contain the required number of components recorded for reimbursement? 3. Are meal count records maintained to identify creditable snacks served? 4. Are consolidated claim records completed and maintained by the School Food Authority? 5. Are menu/production records completed daily? 6. Is only one snack per child per day claimed? 7. Have any changes to the afterschool care program been reported to the Wyoming Department of Education Child Nutrition Programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of snacks served:	List snack menu:			# of snacks served:	List snack menu:		
Reviewer's Signature & Title: _____				Reviewer's Signature & Title: _____			
Date Reviewed and Signed: _____				Date Reviewed and Signed: _____			

AFTERSCHOOL CARE PROGRAM PRODUCTION RECORD

District: _____ **School:** _____ **Program:** _____

School Year: _____ **Week of:** _____ **through** _____

DATE	MEAL PATTERN (Ages 6-18)	MENU	SERVING SIZE	NO. OF SERVINGS
Holiday In-Service Snow Day	Fluid Milk, 8 ounces Meat/alternate, 1 ounce Juice or Fruit or Vegetable, 3/4 cup Bread/equivalent, 1 serving	Select a minimum two different components from the four listed:		Requested: Delivered: Documented Served: Returned:
Holiday In-Service Snow Day	Fluid Milk, 8 ounces Meat/alternate, 1 ounce Juice or Fruit or Vegetable, 3/4 cup Bread/equivalent, 1 serving	Select a minimum two different components from the four listed:		Requested: Delivered: Documented Served: Returned:
Holiday In-Service Snow Day	Fluid Milk, 8 ounces Meat/alternate, 1 ounce Juice or Fruit or Vegetable, 3/4 cup Bread/equivalent, 1 serving	Select a minimum two different components from the four listed:		Requested: Delivered: Documented Served: Returned:
Holiday In-Service Snow Day	Fluid Milk, 8 ounces Meat/alternate, 1 ounce Juice or Fruit or Vegetable, 3/4 cup Bread/equivalent, 1 serving	Select a minimum two different components from the four listed:		Requested: Delivered: Documented Served: Returned:
Holiday In-Service Snow Day	Fluid Milk, 8 ounces Meat/alternate, 1 ounce Juice or Fruit or Vegetable, 3/4 cup Bread/equivalent, 1 serving	Select a minimum two different components from the four listed:		Requested: Delivered: Documented Served: Returned:

District:_____ **School/Site:**_____ **School Year:**_____ **Month**_____

18

Regulations for Afterschool Care Program

(n) *Supplemental food*. Eligible schools operating afterschool care programs may be reimbursed for one meal supplement served to an eligible child (as defined in § 210.2) per day. (1) Eligible schools mean schools that:

- (i) Operate school lunch programs under the National School Lunch Act; (ii) Sponsor afterschool care programs as defined in § 210.2; and
- (iii) Were participating in the Child and Adult Care Food Program as of May 15, 1989.

(2) Meal supplements shall contain **two different components from the following four:**

- (i)** A serving of fluid milk as a beverage, or on cereal, or used in part for each purpose;
- (ii)** A serving of meat or meat alternate. Nuts and seeds and their butters listed in program guidance are nutritionally comparable to meat or other meat alternates based on available nutritional data. Acorns, chestnuts, and coconuts are excluded and shall not be used as meat alternates due to their low protein content. Nut or seed meals or flours shall not be used as a meat alternate except as defined under appendix A: Alternate Foods for Meals of this part;
- (iii)** A serving of vegetable(s) or fruit(s) or full-strength vegetable or fruit juice, or an equivalent quantity of any combination of these foods. Juice may not be served when milk is served as the only other component;
- (iv)** A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made with whole-grain or enriched meal or flour; or a serving of cooked whole-grain or enriched pasta or noodle products such as macaroni, or cereal grains such as rice, bulgur, or corn grits; or an equivalent quantity of any combination of these foods.

Standard Operating Procedures:

Snack Distribution as part of the After School Care Program

PURPOSE: To prevent foodborne illness and cross contamination by ensuring all snacks are distributed in a sanitary manner.

SCOPE: This standard operating procedure (SOP) applies to all individuals involved in distributing snacks as part of the After School Care Program.

INSTRUCTIONS:

1. Train individuals involved in the program on using standard operating procedures.
2. Follow State or local health department requirements.
3. Wash hands thoroughly before beginning any procedure, when changing tasks, before putting on gloves, and before distributing snack.
4. Sanitize surfaces where snack will be distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.
5. If snack requires refrigeration, check and record temperature of refrigerator using the "Refrigeration Log."
6. If applicable, remove snack from refrigerator no more than ten minutes prior to service to minimize the amount of time food will be unrefrigerated.
7. If snack is not packaged individually, use clean, single-use, disposable gloves to distribute the snack.
8. Distribute snack among students.
9. Immediately return all refrigerated snack items to the refrigerator.
10. When students are finished eating/drinking, discard any leftover snack portions that were distributed to students. Sanitize surfaces where snack was distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.

MONITORING:

1. Designated individual will monitor snack distribution to ensure procedures are followed.
2. If refrigerated snacks are used, designated individual will monitor refrigeration log to ensure form is being consistently and accurately completed. Individual will also monitor correcting problems form for appropriate action and follow through.

CORRECTIVE ACTION:

1. Record any corrective action on the "Correcting Problems" form.
2. Retrain any individual found not following these procedures.
3. If refrigerator temperature is greater than 40°F or less than 32°F contact foodservice manager and/or maintenance director immediately. If inside of refrigerator and/or snack no longer feel cool or cold to the touch, discard snacks without distributing any to students.

Standards of Operating Procedure: Snack Distribution as part of the After School Program (continued)

4. If cold snacks will be unrefrigerated for an extended period of time, snacks must be placed on/in ice to maintain safety of the snack. Snack must be discarded after four hours of non-refrigerated time – even if snack is on ice.
5. If a snack is touched with bare hands during distribution, discard snack.

VERIFICATION AND RECORD KEEPING:

Individuals involved in snack distribution will record temperature of snack refrigerator, if applicable, on the “Refrigeration Log.” Any corrective action taken will be recorded on the “Correcting Problems” form. Designated individual will monitor snack distribution to ensure procedures are followed. Designated individual will monitor Refrigeration Log, if applicable, and Correcting Problems form to ensure forms are being consistently and accurately completed.

Refrigeration Log for After School Program

Instructions: A designated individual will record the date, time, air temperature, corrective action, and initials on this log. The person designated for monitoring will verify that individuals involved with the Special Milk Program have taken the required temperatures by visually monitoring during the milk service time and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

[illegible]

Correcting Problems

Directions: Indicate the date the problem occurred. Provide a description of the problem and the activities implemented to correct the problem.

Date	Problem	Action Taken