

Afterschool Snack (ASSP) Requirements

SY2023-2024



OKLAHOMA
Education

School Eligibility

- The school must participate in the National School Lunch Program
- The school must provide care in an after-school settings ***AFTER*** the child's school day has ended
- The after-school program must include an education or enrichment activities
- Approved on the Application and Agreement for FY2024

Eligibility information is on page

Afterschool Snack Program (ASSP)

Claimable *ONLY* on accredited
days of school ***under NSLP***
(Not allowed in the summer)

Reimbursement

If the school site is OVER 50% Free & Reduced
All children are claimed at the **FREE** rate

If the school site is UNDER 50% Free & Reduced

- The children are claimed based on their lunch status of Free, Reduced, or Paid
- The school can serve all snacks for free even though they are not all claimed as free
- Reduced children cannot be charged more than 15 cents, if students are being charged for the meal

Monitoring

The district must review each ASSP site 2 times per year

- One during the ***first four weeks*** of ASSP operations
- One additional time during the course of the year when ASSP is operating

On-Site Review information is on page

ASSP Monitoring Form

AFTER-SCHOOL SNACK PROGRAM (ASSP)

ON-SITE REVIEW

Area-Eligibility Based on _____ Site

SITE: _____	YES	NO	NA*
A. ATTENDANCE			
1. Is an attendance list used in the meal count system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is attendance list updated as needed (at least daily)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there an educational or enrichment component offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. MEAL COUNT RECORDING AND EDIT CHECKS			
1. Are snacks served after the students' school day has ended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all snacks consumed in their entirety on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the site use proper procedures for counting and recording snacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For any day during the review month, does the number of snacks claimed exceed the daily allowance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the site have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. MENU MEAL PATTERN REQUIREMENTS			
1. Do all snacks served include the required components (two of the four)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do all snacks served meet the quantity requirements for the age groups served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all students receive both the required components in the correct quantities before the snacks are claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are adequate food production records being maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is milk offered from the following? <ul style="list-style-type: none"> • Unflavored or flavored fat-free • Unflavored lowfat (1%) • Lactose-reduced lowfat (1%) or fat-free • Cultured buttermilk lowfat (1%) or fat-free • Acidified milk lowfat (1%) or fat-free • Lactose-free lowfat (1%) or fat-free 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOR SITES NOT MEETING 50 PERCENT ELIGIBILITY ONLY	YES	NO	NA*
D. APPLICATION APPROVAL			
1. Are applications approved at the school? Responsible Party: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are applications on file correctly approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do names on the attendance list match approved applications on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are snacks made available free or at a reduced price to all students who are determined by the school food authority (SFA) to be eligible for such benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. MEAL COUNT SYSTEM			
1. Does the meal count system produce an accurate count of reimbursable snacks (free, reduced-price, full-price) served to eligible children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If students are charged for snacks, do the collection procedures in use match the approved collection procedures in the Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If the meal count is not taken at the time the snack is served, does the school have a system to account for reimbursable snacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the meal count system prevent overt identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the medium of exchange made available to all students at the same location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the medium of exchange used prohibit codes for identifying students as free, reduced-price, or full-price?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (List any problems that need corrective action):

Signature of Reviewer: _____ Date: _____

*Not applicable

Guidelines For Snack Service

- Only children up to 18 years of age (or if they turn 19 during the school year) can be served snacks
- The snack **MUST** be consumed on-site

Guidelines For Snack Service (Cont.)

No Adult Snacks can be claimed for reimbursement

If program adults eat a snack, the meal cost can be paid for by the district

OR

The district can charge adults for their snack. The amount charged will be added in Schedule B in the online application

Guidelines for Snack (Cont.)

Students are **REQUIRED** to be served **TWO** food components in the required amount

- ***Children cannot decline an item***

Good practice:

If the student only wants 1 item that is being served:

- The student can throw the other item away
- The student can give it to a friend
- The student can put it on a share table for someone else

If a child only TAKES 1 food item, the snack is not reimbursable and cannot be claimed

SERVING REQUIREMENTS

Preparation of Snacks

The cafeteria staff purchases and preps the snacks

- At the end of the day, a person handles ASSP grabs and serves these snacks

OR

- The person who handles ASSP purchases and serves the snacks

Snack Components

TWO out of the five components **MUST** be served

- Milk
- Grain
- Meat/Meat Alternate
- Fruit
- Vegetable

Snacks Limitations

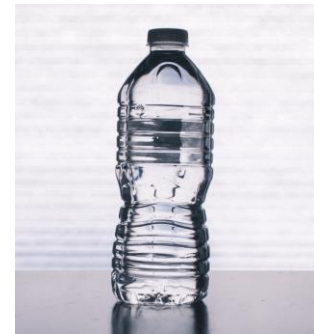
Sweet grains can be served up to twice per week

- Listed on the Grains Chart

Juice and Milk cannot be the only two items served

- Snack must include an edible item

Water is not a component. However, if 2 creditable items served meet requirements, water can be served as an extra.



After-School Snack Program

Meal Requirements

SNACK (Choose two of the following components)	Children Ages 1 Through 2 Years	Children Ages 3 Through 5 Years	Children Ages 6 Through 18 Years
Milk¹			
Milk, fluid	1/2 cup	1/2 cup	1 cup
Vegetables and Fruits²			
Vegetable(s), fruit(s), full-strength juice ⁹	1/2 cup	1/2 cup	3/4 cup
Bread and Bread Alternates³			
Enriched or whole-grain bread	1/2 serving	1/2 serving	1 serving
Cereal (cold, dry)	1/4 cup or 1/3 oz ⁴	1/3 cup or 1/2 oz ⁴	3/4 cup or 1 oz ⁴
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
Cooked cereal or cereal grains	1/4 cup	1/4 cup	1/2 cup
Nonsweet snack products ¹¹	1/2 serving	1/2 serving	1 serving
Meat and Meat Alternates⁵			
Lean meat, poultry, or fish ⁶	1/2 oz	1/2 oz	1 oz
Cheese	1/2 oz	1/2 oz	1 oz
Eggs	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas ⁷	1/8 cup	1/8 cup	1/4 cup
Peanut butter, soynut butter, or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp
Peanuts, soynuts, or tree nuts or seeds ⁸	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened ¹⁰	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

Snack Serving Size

The school can feed all children the same amount using the 6-18 meal pattern

OR

The school can serve different portion sizes to 3-5 year-olds and 6-18 year-olds

RECORDKEEPING

Required Daily Documents

- **Attendance Records**

- Students who attended the after-school program

- **Meal Counts**

- The number of children who received a reimbursable snack

- **Food Production Records**

- What food items were served
- The quantity of food items served
- The total weight or size of the items served
- Ages of children served a snack

Attendance Records

Attendance is *required* to be taken daily

		AFTER SCHOOL SNACK PROGRAM ATTENDANCE RECORD																														
Name of Site															MONTH:				YR: 20													
NAME:		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Point of Service/Snack Counts

It is **required** to take a snack count at the point of service (when the child takes the snack).

AFTER SCHOOL SNACK PROGRAM ATTENDANCE RECORD

Name of Site **Greene Public School**

MONTH: **November** YR: **20 XX**

NAME:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1	Kendra Smith		X	X	X					2		2				X	X	X	X										X	X
2	Sam Gov		X	X	X					2	1							X	X										X	X
3	Jennifer Jones		X	X	X	X				2	2	2	1				X	X	X	X									X	X
4	Dustin Brown		X	X	X	X				2	2	1	1				X	X	X	X									X	X
5	Gracie Miller		\	\	\						2	2	2					X	X	X									X	X
6	Emma Bear			X		X					2	2	2				X	X	X	X									X	X
7	Olivia Page			X		X					2	2	2					X	X	X									X	X
8	Sage Riley		X	X	X	X					2	2	2				X			X									X	X
9	Tate Jackson		X	X	X								1					X	X										X	X
10	Cade Michaels		X	X	X	X					2		2				X	X	X										X	X
11	Barbara Simon			X	X	X					2	2	2				X		X	X									X	

Meal(Snack) Counts

Afterschool Snack Program (ASSP)					
Meal Count Worksheet					
ASSP School Site:		Green Public School			
Month:	November			Year:	20XX
DATE	CATEGORICAL COUNT SITES ONLY				OVER 50% ELIGIBLE SITES ONLY ALL FREE
	FREE	REDUCED	FULL PRICE	TOTAL	
1				0	15
2				0	10
3				0	10
4				0	8
5				0	7
6				0	11
7				0	12
8				0	8
9				0	9

Snack Count Reminder

- BOTH food items must be taken for it to be counted as a reimbursable snack
- A child must be marked as attended, but also indicated if one item or no items
- A child cannot be forced to take a snack



Food Production Records

			Qty. Served:	Qty. Served:	Qty. Served:	Qty. Served:	Qty. Served:	
Meal Type		Menu	Meat/Meat Alt	Grains	Fruit	Vegetable	Milk	Leftovers/ Sent Back
ASSP SNACK								
Date: 11/4		Apples						
Total:		String Cheese	15		15			
3-5:		Water	(1 oz each)		Apples			
6-12: 15			String Cheese		(1 each)			
Program Adults:								
ASSP SNACK								
Date: 11/5				10				
Total:		Milk		Graham			10	
3-5:		Graham Crackers		Crackers			1/2 pint	
6-12: 10				1lb.			white 1%	
Program Adults:								

Procurement Procedures

- This is a federal program, therefore, federal procurement is required
- All **purchasing** transactions must be conducted in a manner providing **full and open competition**
- **Best practice is using Small Purchase procedures for ASSP**
- Obtain quotes or ***CHECKING PRICES*** (by email, telephone, oral, in-person, catalogs, websites)
- Contact at least ***two*** sources
- Document price quotes and why you purchased from a certain supplier?

Procurement: Local Store Form

CHECKING PRICES FROM LOCAL STORES			
Name of Site:		Green Public School	
		Year: 20XX	
Name of Food Item Checking Price: (Be Detailed)		Discount Grocery	IGA
		Price of Item:	Price of Item:
1	Doritos variety chips (24 pk)	\$14.79	\$15.69
2	String Cheese, store brand	\$3.19	\$2.99
3	Milk, 1% chocolate	\$3.19	\$3.29
4	Kix berry, 32 oz box	\$4.99	\$4.59
5	Whole wheat bread, Sarah Lee, 1.5lb	\$2.79	\$2.99
6	Peanut butter, skippy (16 oz)	\$2.28	\$2.99
7	Hot Dogs, Beef, Bar S	\$3.79	\$3.79
8	Apple Juice, Motts, 64oz	\$2.99	\$2.94
9	cottage cheese, 1%, Hiland	\$3.02	\$2.99
10	Graham Cracker, store brand, 16oz box	\$1.79	\$2.09
11	Saltine crackers, Zesty, 16oz box	\$1.59	\$1.29
12	Hot Dog buns	\$2.09	\$1.99
13	Ketchup, hunts (32oz)	\$2.09	\$2.09
14			
15			
TOTALS		\$48.59	\$49.72
Date Prices collected from this store:		2/18/20XX	2/27/20XX

CREDITING INFORMATION

Grains Chart

AFTER SCHOOL SNACK PROGRAM ONLY

GRAINS/BREADS REQUIREMENT (Bread/Bread Alternate)

Exhibit A—Grains/Breads for the Food-Based Menu-Planning Alternatives in the Child Nutrition Programs^{1,2}

Items listed below in red are considered sweet snacks and are limited to twice per week.

GROUP A	MINIMUM SERVING SIZE FOR GROUP A
<ul style="list-style-type: none"> • Bread-type coating • Breadsticks (hard) • Chow mein noodles • Crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) <p><i>NOTE: Weights apply to bread in stuffing.</i></p>	<p>1 serving = 20 gm or 0.7 oz</p> <p>3/4 serving = 15 gm or 0.5 oz</p> <p>1/2 serving = 10 gm or 0.4 oz</p> <p>1/4 serving = 5 gm or 0.2 oz</p>
GROUP B	MINIMUM SERVING SIZE FOR GROUP B
<ul style="list-style-type: none"> • Bagels • Batter-type coating • Biscuits • Breads (white, wheat, whole-wheat, French, Italian) • Buns (hamburger and hot dog) • Crackers (graham crackers—all shapes, animal crackers) • Egg roll skins • English muffins • Pita bread (white, wheat, whole-wheat) • Pizza crust • Pretzels (soft) • Rolls (white, wheat, whole-wheat, potato) • Tortillas (wheat or corn) • Tortilla chips (wheat or corn) • Taco shells 	<p>1 serving = 25 gm or 0.9 oz</p> <p>3/4 serving = 19 gm or 0.7 oz</p> <p>1/2 serving = 13 gm or 0.5 oz</p> <p>1/4 serving = 6 gm or 0.2 oz</p>

Grains Chart

Items listed in **red** are considered sweet snacks

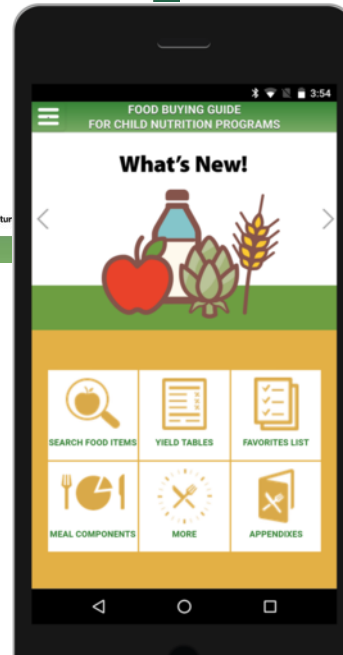
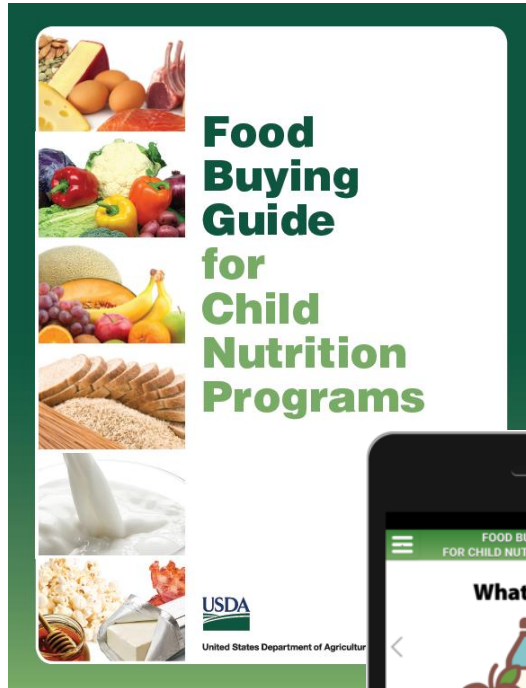
AFTER SCHOOL SNACK PROGRAM ONLY

GRAINS/BREADS REQUIREMENT (Bread/Bread Alternate) Exhibit A continued

Items listed below in **red** are considered sweet snacks and are limited to twice per week.

GROUP E	MINIMUM SERVING SIZE FOR GROUP E
<ul style="list-style-type: none"> • Cookies³ (with nuts, raisins, chocolate pieces, fruit purees) • Doughnuts⁴ (cake and yeast-raised, frosted or glazed) • French toast • Grain fruit bars⁴ • Granola bars⁴ (with nuts, raisins, chocolate pieces, and/or fruit) • Sweet rolls⁴ (frosted) • Toaster pastry⁴ (frosted) 	1 serving = 63 gm or 2.2 oz 3/4 serving = 47 gm or 1.7 oz 1/2 serving = 31 gm or 1.1 oz 1/4 serving = 16 gm or 0.6 oz
GROUP F	MINIMUM SERVING SIZE FOR GROUP F
<ul style="list-style-type: none"> • Cake³ (plain, unfrosted) • Coffee cake⁴ 	1 serving = 75 gm or 2.7 oz 3/4 serving = 56 gm or 2 oz 1/2 serving = 38 gm or 1.3 oz 1/4 serving = 19 gm or 0.7 oz

USDA Food Buying Guide (FBG)



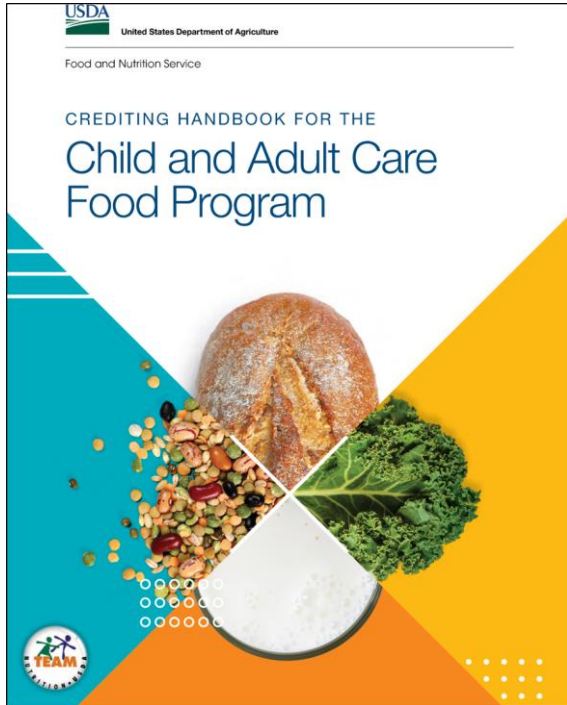
VERSIONS:

Online – Interactive

App – IOS or Android

PDF – Resource Library

CACFP Crediting Handbook



This book can be used for schools. This is a good resource to know what can and cannot be served in Child Nutrition.

Note: This book is more restrictive than the school meal requirements.

Schools (CARS)

Other Documents under Food Buying Guide Section

(Info sheet regarding what does not pertain to NSLP or SBP)

Food	Creditable			Additional Information
	Yes	Maybe	No	
Acorns			X	Acorns are not creditable due to their low protein content.
Bacon and Imitation Bacon Products			X	Bacon is not creditable. These products contain little meat. See the Other Foods section in the <i>Food Buying Guide</i> for purchasing information.
Bacon Rinds			X	Bacon Rinds are not creditable.
Bacon, Turkey		X		Turkey bacon is creditable only if the product is (1) CN labeled or (2) has a Product Formulation Statement.
Bean Flour		X		Bean flour is creditable toward the meats/meat alternates component when served with at least 0.25 oz eq of visible meat/meat alternate. Document meal pattern contribution with a Product Formulation Statement.
Beans or Peas (Legumes), Canned or Dry	X			Cooked dry or canned beans or peas (kidney, garbanzo, black, lentils, etc.) may be credited as either a meat alternate or a vegetable, but not as both in the same meal. See the Vegetables section in the <i>Food Buying Guide</i> .
Beans, Refried	X			See the Meats/Meat Alternates section in the <i>Food Buying Guide</i> .
Beef Jerky		X		Beef jerky is creditable toward the meats/meat alternates component if it is (1) CN labeled or (2) has a Product Formulation Statement (PFS). The PFS should identify the type of beef or pork used to make the product as listed in the <i>Food Buying Guide</i> . For example, "ground beef (not more than 30 percent fat)." Please note beef jerky may be a choking hazard for some populations.
Bologna		X		Bologna is creditable toward the meats/meat alternates component. See the Meats/Meat Alternates section in the <i>Food Buying Guide</i> for creditable luncheon meats such as bologna. Bologna containing byproducts, cereals, or binders/ extenders is only creditable if the product is (1) CN labeled or (2) has a Product Formulation Statement. Examples of binders/extendere are starch, cellulose, and nonfat dry milk. Examples of byproducts are glands, hearts, and other organ meats. As a best practice, it is recommended to serve low-fat versions of luncheon meats.

Page from the Crediting Handbook

Beware!



Food	Creditable			Additional Information
	Yes	Maybe	No	
Potato Chips (and Other Vegetable Chips), Fried			X	Potato chips and other vegetable chips contain many different variations in ingredients and are not creditable. These products are high in fat and sodium and should be served on a limited frequency. See the Other Foods section in the <i>Food Buying Guide</i> for purchasing information.

Serving Chips

Chips can be served if the first ingredient is **corn, flour, or cornmeal**

- *Examples:*
 - Doritos
 - Cheetos
 - Corn Chips
 - Sun Chips
 - Tortilla Chips

ASSP does not require grains to be whole grain-rich (WGR). NSLP/SBP do require WGR. Therefore, the chips served during the day needs to be whole corn, whole flour, or whole cornmeal to meet requirements

Fruit Crediting in Handbook



Average size Banana & Orange = $\frac{1}{2}$ cup of fruit

Fruit	Serving Size and Yield
Apples	$\frac{1}{4}$ raw, unpeeled medium apple = about $\frac{1}{4}$ cup
Bananas	1 medium banana = $\frac{1}{2}$ cup
Blueberries	$\frac{1}{4}$ cup measure
Strawberries	$\frac{1}{4}$ cup measure
Cantaloupe	$\frac{1}{10}$ medium melon = about $\frac{1}{4}$ cup

Crediting Meat Alternates

▶ Nuts & Seeds

- Peanut butter
2T = 1oz

▶ Dry beans & peas

- $\frac{1}{4}$ cup = 1 oz
- $\frac{1}{2}$ cup = 2 oz

****Beans can also be credited as vegetable but not both in the same meal (snack)**

▶ Eggs

- 1 large = 2 oz
- $\frac{1}{2}$ large = 1 oz

▶ Yogurt

- 4 oz = 1 oz

▶ Natural Cheese

- 1 oz = 1 oz

Fruit & Vegetable Crediting

- 1 cup of raw leafy greens
= $\frac{1}{2}$ cup vegetable



- $\frac{1}{4}$ cup of dried fruit
= $\frac{1}{2}$ cup of fruit



Common Items Served: DO NOT SERVE LIST

Common items served NOT MEETING REQUIREMENTS:

- Fruit Snacks
- 4 oz Juice = *(6 oz needed)*
- 1 banana = $\frac{1}{2}$ cup of fruit *($\frac{3}{4}$ cup needed)*
- Chips served are from a vegetable and not a grain

If an item(s) served does not meet requirements whether component or quantity, the ASSP can be assessed an overclaim

How to Apply for ASSP

Login into CARS → Open the Checklist.

Click on **Schedule A: List of Sites** and go to #6 and select the site grade levels and click to check the box



Go to schedule D and insert the sites. **Note:** Make sure the low-income information that is auto-filled is accurate.

Save and Certify

6. ASSP
NA
NA
<input type="checkbox"/>
Eating Site

How to Apply for ASSP (Cont.)

Click on NSLP After School Snack Agreement.

NSLP After School Snack Agreement		
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- **Read the Agreement (click to open)**
- **Click on Agreement Button at the bottom (to certify)**

***Make sure on the Site Application #5 has YES on ASSP**

Do You Plan to Serve Snacks?	Yes
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Who Do You Call??

☐ Your Program Specialist:

- **Page C-3 in the Compliance Section**

- Includes email, cell phone, and counties in their territory
 - They conduct your Administrative Review (AR)
 - Contact for technical assistance
 - Questions regarding the Child Nutrition (CN) Manual, USDA guidance, and day-to-day CN activities

☐ Call State Office with questions 405-521-3327

- Claims
- Application & Agreement and (IUE/Duns)

**QUESTIONS or
COMMENTS?**

THANK YOU!

OSDE, Child Nutrition Office number: 405-521-3327