



The Afterschool Snack Program (ASP) is designed to provide nutritious snacks to students participating in an education related after school activity. All staff of an afterschool program participating in the ASP must undergo training to ensure that the program operates within the USDA Regulations.

Identify a reimbursable snack

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

Claiming

- Identify students who have taken a reimbursable snack
- Only one snack per child, per day, may be claimed
- *Refer to sample roster**

Production Records

- Document snack items and their portion size, amount served, amount leftover, school and program name, and the facilitator
- *Refer to completed production record example and instructions**

Food Safety Procedures

- Comply with your district and food service safety procedures including, but not limited to time/temperature recording and hand washing.
- *Refer to district Food Safety Plan**

Civil Rights Compliance

- Complete and sign off on CDE Office of School Nutrition Civil Rights Training annually
- Training located: <http://www.cde.state.co.us/nutrition/civilrights>

Records

- Three years plus the current school year
 - Meal counts, roster, and production records

By signing below, I am stating that I have read and understand the regulations, procedures and protocols of the Afterschool Snack Program including, but not limited to, identifying a reimbursable snack, counting and claiming snacks, completing production records, food safety procedures, civil rights compliance and maintaining records.

Printed Name

Date

Signature



Afterschool Snack Program Reimbursable Snack Chart for Children

A reimbursable snack, according to federal regulation for the Afterschool Snack 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 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. USDA Food Buying Guide should also be used to determine what foods would meet the appropriate quantities required for each component.

Food Components and Food Items	Children Ages 6-18 ¹
Milk	
<i>Fluid milk</i>	8 fl oz (1 cup)
Vegetable or Fruit	
<i>100% juice, fruit, and/or vegetable</i>	3/4 cup
Grains	
<i>Bread</i>	1 slice
<i>Cornbread or biscuit or roll or muffin</i>	1 serving
<i>Cold dry cereal⁴</i>	3/4 cup or 1 oz ⁴
<i>Cooked cereal grains</i>	1/2 cup
<i>Cooked pasta or noodles</i>	1/2 cup
Meat/Meat Alternate	
<i>Lean meat or poultry or fish⁵</i>	1 oz
<i>Alternate protein products⁶</i>	1 oz
<i>Cheese</i>	1 oz
<i>Egg (large)</i>	1/2 large egg
<i>Cooked dry beans or peas</i>	1/4 cup
<i>Peanut or other nut or seed butters</i>	2 Tbsp
<i>Nuts and/or seeds⁷</i>	1 oz
<i>Yogurt⁸</i>	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 chart.
- ² Full strength vegetable and/or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.
- ³ Grains 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; ¼ cup granola; 1¼ cup puffed cereal.
- 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 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.
- ⁸ Yogurt may be plain or flavored, unsweetened, or sweetened – commercially prepared.
- ⁹ Juice may not be served when milk is the only other component.
- ¹⁰ Only two sweets per week are permitted in the snack program, providing the item meets grain requirements (Pg. 3-2, Food Buying Guide). *(Adapted from the USDA Food Buying Guide, pg. 1-15)



School: Jackson Elementary
 Program: Girls on the Run
 Week of: Oct. 20, 2014
 Completed by: Angie Prince - Kitchen Manager

**AFTERSCHOOL SNACK PROGRAM
WEEKLY PRODUCTION RECORD**

Actual Snacks Served:
 Students: 107
 Adults: 2
 Total: 109

Date	Menu Items	Recipe Number or Brand Name and Code Number	Planned Reimbursable Snack Servings		Planned Adult Servings (# of Servings)	Total Amount Prepared (LB or Quantity or Servings)	Leftovers (LB or Quantity or Servings)
			Ages: K-8				
			Serving Size	# of Servings			
10/20/14	Cheese Stick	Sargento 452	1 oz	32	2	34	1
	Grapes	Recipe #-012	¾ cup	32	2	34	1
10/21/14	Animal Crackers	Stauffer's 681	23 grams	21	0	21	2
	Milk 1%	Robinson's 125	8 oz	21	0	21	2
10/22/14	No Snack Program today						
10/23/14	Yogurt	Yoplait - Low Fat	4 oz	25	0	25	0
	Blueberries	Recipe #013	¾ cup	25	0	25	0
10/24/14	Celery	Recipe #014	¾ cup	32	0	32	0
	Peanut Butter	Jiffy 225	2 TBSP	32	0	32	2
	String Cheese	Sargento 452	1 oz	2	0	2	0

NOTES: Two students are allergic to peanut butter, so on 10/24 substituted string cheese for those two students.

Molly Franklin, Assistant Manager, did snack service on 10/20 and 10/24.



School: Jackson Elementary
 Program: Girls on the Run
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COMPLETELY FILL OUT SCHOOL NAME, PROGRAM, WEEK, WHO COMPLETED THE PRODUCTION RECORD AND ACTUAL SNACKS SERVED.

Actual Snacks Served: Students: <u> 107 </u> Adults: <u> 2 </u> Total: <u> 109 </u>

Date	Menu Items	Recipe Number or Brand Name and Code Number	Planned Reimbursable Snack Servings		Planned Adult Servings (# of Servings)	Total Amount Prepared (LB or Quantity or Servings)	Leftovers (LB or Quantity or Servings)
			Ages: K-5				
			Serving Size	# of Servings			
<i>List date, even if not serving on that date. Draw a line through the row with that date (see example completed production record).</i>	<i>List all menu items that contribute to a reimbursable meal. Include all condiments.</i>	<i>List the recipe # or the brand name and product number here. Canned, frozen and fresh FRUIT & veg. - list only product descriptions (apples -113 ct.; peaches - Light syrup or USDA; applesauce - sweetened or un-sweetened, etc. for condiments: record serving SIZES AND NOTE if low fat or low sodium version.</i>	<i>Serving size should represent column in cups or weight in ounces.</i>	<i>List how many portions of each item you think will be taken as part of the snack.</i>	<i>Record all paid adults, food service employee adults and a la carte (including milk purchased for snacks and/or second snacks).</i>	<i>List the amount of food prepared for a reimbursable snack, adults and a la carte (if applicable). This amount is based on the ACSP Menu requirements using the USDA Food Buying Guide, USDA Recipe or District Standardized Recipe.</i>	<i>Record number of leftovers.</i>

NOTES: Notate here any changes in menu, special accommodations, changes in service etc.