



# Afterschool Snack Program (ASP) Guide

September 2015

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## Afterschool Snack Program

After reviewing this packet and before deciding to apply, you must communicate with the school district/ School Food Authority (SFA). The SFA will be responsible for ensuring that the Afterschool Snack Program is meeting federal and state regulations. This includes reviewing the program and ensuring proper documentation is maintained. The SFA must ensure that claims for each snack served are submitted to the Colorado Department of Education Office of School Nutrition accurately, so funds can be received and used appropriately to maintain the program.

### Afterschool Snack 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 intent of the Afterschool Snack Program is to assist schools that operate organized programs of care, which include education and enrichment activities known to help reduce or prevent children’s involvement in juvenile crime or other high risk behavior, by providing snacks. Eligible programs serving snacks to children that meet USDA requirements may be claimed for reimbursement.

### Qualifying Criteria

A qualifying Afterschool Snack Program must:

- Meet all Child Nutrition Program regulations pertaining to the Afterschool Snack 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 SFA/agency designated as the party entering into an agreement with the CDE Office of School Nutrition.
- Meet the Afterschool Program definition, as summarized above 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 it is considered an afterschool extracurricular activity and cannot include try-outs, exclusivity, or participant selection. (See also the Q&A below for more information.)
- 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.
  - Exception, Expanded Learning Time Programs: A school operating longer than the traditional school day may be eligible for afterschool snack reimbursement, provided that it operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located. (See USDA memo SP 04-2011 for more information.)
- Only use federal funds from the Afterschool Snack 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

## Disqualifying Criteria

Programs may not qualify for the program if:

- The ultimate purpose of the program is to participate in a competition. (See Q&A below.)
- 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. (See Q&A below.)
- It is *not open to all children at all times*. Note that a club, program, or activity (with an educational/enrichment component) can still be considered open to all if it is grade specific, so long as the program is open to all students to all students at that grade level.
- The minimum qualifying criteria listed on the previous page for an eligible Afterschool Snack Program are not met.

## Q&As Regarding Open to All Criteria

- If I have a cycling club for 5<sup>th</sup> graders, which is open to all 5<sup>th</sup> graders (no try-outs or competitions), is this acceptable?
  - *Yes, this type of school activity that is open to all 5<sup>th</sup> graders is acceptable. If the school elects to open a snack program to one grade within the school, as long as the approved program is available to all students within that grade who choose to participate, that does in fact meet the requirement and is acceptable. One example of an activity that would not be approved is a 5<sup>th</sup> grade French club that meets afterschool, which is open only to French students. This type of activity would not qualify and would not be approved as not ALL 5<sup>th</sup> grade students could participate.*
- If the school administers the ASP for the Boy and Girl Scouts (which are open to all who want to join), would these groups be eligible for snacks?
  - *Yes, this type of activity would qualify for participation in the snack program as long as the Boy and Girl Scout activities were open to all students who wanted to participate.*
- Can student athlete programs qualify?
  - *Previous guidance did not allow sports teams to receive afterschool snacks just for the purpose of getting a snack. However, student athletes who also participate in the Program and the Program's academic or enrichment activity can receive a snack. Therefore, to allow for participation of student athletes, a school can opt to have activities that allow for participation from a larger number of students, such as providing a 15-minute nutrition education presentation that is open to all students. And after participating in this activity, students can take their snack and go. There can also be flexibility in regard to the amount of time a student participates in the activity. For instance, if a student participates in part of the activity but is unable to complete the entire activity because s/he has other afterschool obligations, then s/he still receives a snack. Please keep in mind that a student, including a student athlete, cannot simply drop in and grab a snack and go; participation in the academic or enrichment activity is required.*

## Afterschool Program Staff Responsibilities

The staff administering the afterschool program and participating in the Afterschool Snack Program will be responsible for:

- Distributing snacks to the students attending the afterschool program.
- Indicating and maintaining documentation, as determined between the afterschool programs and SFA, when one complete snack is served to each student. This must be distinguishable from an attendance roster.
- Following instructions set by the SFA to complete and submit required documentation and maintain all food safety standards.

## 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.
- A point-of-service count is not required. However, an accurate actual count of snacks served is required.
- A count from the attendance roster or sign-in sheet cannot be used. A distinguishable snack count must be maintained and be clearly identifiable.
- 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 Snack Program.
- Ensure there is a snack HACCP/food safety plan. Proper food preparation, serving, and storing practices must be in place.

### *Record Keeping*

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

- An indication of program approval by the Colorado Department of Education Office of School Nutrition (maintained in the Claim System).
- 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 snack counts taken by the afterschool program administrator.
- Documentation of snacks claimed identifying meal eligibility for all children participating in the Afterschool Snack 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%.
- Documentation of individual children's attendance on a daily basis for all programs.
- Documentation of compliance with snack 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 during the operating time period, the first of which must take place during the first 4 weeks of program operation.
- During the reviews, the SFA should monitor the counting and claiming procedures, 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 Snack Program immediately.

### *Training*

The staff of an afterschool program participating in the Afterschool Snack Program must receive proper training from the SFA to ensure that the program operates within the USDA regulations.

Topics that the SFA 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.
- Civil rights compliance.
- Length of time for record retention .

## 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. 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	Children Ages 1 and 2	Children Ages 3-5	Children Ages 6-18 <sup>1</sup>
<b>Milk**</b>			
<i>Fluid milk</i>	4 fl oz (1/2 cup)	4 fl oz (1/2 cup)	8 fl oz (1 cup)
<b>Vegetable or Fruit<sup>2, 9</sup></b>			
<i>100% juice, fruit, and/or vegetable</i>	1/2 cup	1/2 cup	3/4 cup
<b>Grains<sup>3, 4, 10</sup></b>			
<i>Bread</i>	1/2 slice	1/2 slice	1 slice
<i>Cornbread or biscuit or roll or muffin</i>	1/2 serving	1/2 serving	1 serving
<i>Cold dry cereal<sup>4</sup></i>	1/4 cup or 1/3 oz <sup>4</sup>	1/3 cup or 1/2 oz <sup>4</sup>	3/4 cup or 1 oz <sup>4</sup>
<i>Cooked cereal grains</i>	1/4 cup	1/4 cup	1/2 cup
<i>Cooked pasta or noodles</i>	1/4 cup	1/4 cup	1/2 cup
<b>Meat/Meat Alternate<sup>5, 6, 7</sup></b>			
<i>Lean meat or poultry or fish<sup>5</sup></i>	1/2 oz	1/2 oz	1 oz
<i>Alternate protein products<sup>6</sup></i>	1/2 oz	1/2 oz	1 oz
<i>Cheese</i>	1/2 oz	1/2 oz	1 oz
<i>Egg (large)</i>	1/2 large egg	1/2 large egg	1/2 large egg
<i>Cooked dry beans or peas</i>	1/8 cup	1/8 cup	1/4 cup
<i>Peanut or other nut or seed butters</i>	1 Tbsp	1 Tbsp	2 Tbsp
<i>Nuts and/or seeds<sup>7</sup></i>	1/2 oz <sup>7</sup>	1/2 oz <sup>7</sup>	1 oz
<i>Yogurt<sup>8</sup></i>	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

<sup>1</sup> 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.

<sup>2</sup> Full strength vegetable and/or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.

<sup>3</sup> 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.

<sup>4</sup> Either volume (cup) or weight (oz), whichever is less; 1/4 cup granola; 1/4 cup puffed cereal.

<sup>5</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.

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

<sup>7</sup> 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.

<sup>8</sup> Yogurt may be plain or flavored, unsweetened, or sweetened - commercially prepared.

<sup>9</sup> Juice may not be served when milk is the only other component.

<sup>10</sup> 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)

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

## Afterschool Snack Program Grain/Bread Food Items and Minimum Serving Sizes

There are different serving sizes, by weight, for each type of grain item that is served. The following chart can help to identify into what group various types of these items will fit and what the corresponding serving size will be. The serving size for the age group being served a snack must meet the minimum serving size requirement for each group shown below.

<b>AFTERSCHOOL SNACKS*</b>	
<b>GRAIN FOOD ITEMS AND MINIMUM SERVING SIZES<sup>1,2</sup></b>	
<b>Group A</b>	<b>Minimum Serving Size Group A</b>
Bread type coating Bread sticks (hard) Chow mein noodles Crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) - weight applies to bread in stuffing	20 gm or 0.7 oz
<b>Group B</b>	<b>Minimum Serving Size Group B</b>
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	25 gm or 0.9 oz
<b>Group C</b>	<b>Minimum Serving Size Group C</b>
Cookies <sup>3</sup> (plain) Cornbread Corn muffins Croissants Pancakes Pie crust (dessert pies <sup>3</sup> , fruit turnovers <sup>4</sup> , and meat/meat alternate pies) Waffles	31 gm or 1.1 oz
<b>Group D</b>	<b>Minimum Serving Size Group D</b>
Doughnuts <sup>4</sup> (cake and yeast raised, unfrosted) Granola bars, breakfast bars, cereal bars <sup>4</sup> (plain) Muffins (all, except corn) Sweet rolls <sup>4</sup> (unfrosted) Toaster pastries <sup>4</sup> (unfrosted)	50 gm or 1.8 oz
<b>Group E</b>	<b>Minimum Serving Size Group E</b>
Cookies <sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees) Doughnuts <sup>4</sup> (cake and yeast raised, frosted or glazed) French toast Grain fruit bars <sup>4</sup> Granola bars, cereal bars, breakfast bars <sup>4</sup> (with nuts, raisins, chocolate pieces and/or fruit) Sweet rolls <sup>4</sup> (frosted) Toaster pastries <sup>4</sup> (frosted)	63 gm or 2.2 oz
<b>Group F</b>	<b>Minimum Serving Size Group F</b>



Cake <sup>3</sup> (plain, unfrosted) Coffee cake <sup>4</sup>	75 gm or 2.7 oz
<b>Group G</b>	<b>Minimum Serving Size Group G</b>
Brownies <sup>3</sup> (plain) Cake <sup>3</sup> (all varieties, frosted)	115 gm or 4 oz
<b>Group H</b>	<b>Minimum Serving Size Group H</b>
Barley Breakfast cereals (cooked) <sup>5,6</sup> Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice (enriched white or brown)	1/2 cup cooked (or 25 gm dry)
<b>Group I</b>	<b>Minimum Serving Size Group I</b>
Ready to eat breakfast cereal <sup>5,6</sup> (cold dry)	1 serving = 3/4 cup or 1 oz., whichever is less, 1¼ cup puffed cereal or ¼ cup granola

<sup>1</sup> The following foods are whole-grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ.

<sup>2</sup> Some of the following foods or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>3</sup> Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.

<sup>4</sup> Allowed for desserts under the enhanced food-based menu planning alternative specified in 7CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.

<sup>5</sup> Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfasts served under the SBP; and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>6</sup> Cereals may be whole-grain, enriched, or fortified.

\*(Adapted from the USDA Food Buying Guide, pg 3-15)

## Snack Mini Guide

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

### *Fluid Milk*

- The NSLP snack service must offer unflavored/flavored fat-free milk or unflavored low-fat milk. Milk variety is not required in the NSLP snack service
- 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., fat free or 1% milk will count if it is mixed in with a smoothie). 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. Yogurt and cheese are creditable as a meat/meat alternate.

### *Meat and Meat Alternate*

- Nuts, seeds, nut butters, yogurt, and 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 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*

- All grains/breads must be enriched or 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 component requirements.

The meal pattern requirements for afterschool snacks differ from that of the NSLP; however, milk offered in the snack service must be unflavored/flavored fat-free milk or unflavored low-fat milk. Unlike NSLP, schools are not required to offer two varieties of milk for afterschool snacks. While FNS does not require school serving snack to adopt aspects of the NSLP meal pattern, schools are strongly encouraged to do so. This includes offering increased fruits, vegetables, and whole grain-rich foods.

### 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 provided only as a guide. Please contact the agency/SFA or the Colorado Department of Education Office of School Nutrition if you have questions regarding how a particular food item contributes to the meal pattern.

Non-Creditable	Creditable
<b>Milk and Milk Products</b>	
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 Commercially prepared smoothies	Distinguishable fat free flavored and unflavored fat free or 1% milk Smoothies made with fat free or 1% milk
<b>Fruits and Vegetable</b>	
Fruit "drinks"/fruit flavored Powders/punches/lemonade/nectar Jello, gelatin Potato chips or sticks Fruit in cookies/pop tarts, or commercial yogurt Fruit rollups, fruit shapes, gummies	100% juice Juice blends - 100% juice Vegetable juice blends - 100% juice Fruit leather (must have <u>CN</u> label) Dried fruit (may credit double volume served) Dried beans/peas (count only as vegetable OR only as meat/meat alternate, but not both) Olives/Pickles (limit due to sodium content) Potatoes
<b>Grains</b>	
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
<b>Meat/Meat Alternate</b>	
Bacon/bacon bits Canned soup Cheese products (imitation, canned, powdered) Cream cheese Yogurt bars, frozen commercial product Yogurt covered fruits/nuts	Cottage cheese (1/4 cup=1 oz) Yogurt - plain or flavored Dried beans or peas (count only as meat/meat alternate OR only as vegetable, but not both) Peanuts, nuts, seeds, or butters from these Cheese - natural or processed

## USDA 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 predominately from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by hard, brittle texture, and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rocky candy, cinnamon candies, breath mints, and cough drops.
  - Jellies and Gums- a mixture of carbohydrates that are combines to form a stable gelatinous system of jellylike character and are generally flavored and colored, including gum drops, jelly beans, and jellied and fruit-flavored slices.
  - Marshmallow Candies- an aerated confection composed of sugar, corn syrup, invert 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 invert 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.



## Applying for the Afterschool Snack Program

Prior to submitting the required documents, it is important to understand a couple of terms that are frequently used. A site is the school location in which any afterschool care programs will be held. A program is referred to as any afterschool care program that is applying to be a part of the Afterschool Snack Program. There could be multiple programs at each site.

Sites that are located in areas where 50 percent or more of the enrolled children are approved for free or reduced-price meals (based on the reported October 1 pupil count) may serve snacks free of charge to all children and claim them at the free rate of reimbursement. These sites may be area-eligible based on the individual site's October 1 pupil count data, or they may qualify based on the October 1 pupil count of another site in the attendance area of the site in question.

Sites that are located in areas where less than 50 percent of the enrolled children are approved for free or reduced price meals (based on the reported 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 SFA. Snack prices for full paid children must be approved by CDE, and the maximum reduced price charge is \$0.15. USDA annually adjusts reimbursement rates for paid, reduced price, and free snacks.

If the site applying does not have a free and reduced approval rate of 50% or more, documentation of the sites where the students would attend and/or where the 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 program has been read, the administrator of the afterschool program who wishes to apply should coordinate with the SFA to submit the following:

### ASP Application

The online claim system ASP application must be completed. List all programs that are applying at a site in the appropriate fields provided. Incomplete or missing information will delay approval. Please review the information carefully to ensure completeness.

### Cycle Menu Form

This form must be submitted to the online claim system, but only SFAs that have never sponsored an ASP need to complete the cycle menu form. For these SFAs only, a two-week sample snack cycle menu is required to be submitted and considered prior to the approval of any program. Please submit a two-week snack cycle menu for each program. If the menu is the same for multiple programs, indicate this on the snack cycle menu template where indicated to do so.

### Approval Information

Applications for programs that will be operating the Afterschool Snack Program may be submitted at any time during the school year for which the SFA is applying. Applications are located in the CDE Office of School Nutrition online claim system.

Afterschool snack programs may claim snacks only one month prior to the month of approval by CDE.

If an ASP application is approved 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 SFA as soon as they occur. These changes must be reported to the Colorado Department of Education Office of School Nutrition.

For questions, please contact  
the CDE OSN at

303-866-6659

or

[nutrition@cde.state.co.us](mailto:nutrition@cde.state.co.us)







**Production Record**

School: \_\_\_\_\_

Program: \_\_\_\_\_

Week of: \_\_\_\_\_

Completed by: \_\_\_\_\_

**AFTERSCHOOL SNACK PROGRAM  
WEEKLY PRODUCTION RECORD**

**Actual Snacks Served:**  
Students: \_\_\_\_\_  
Adults: \_\_\_\_\_  
Total: \_\_\_\_\_

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:				
			Serving Size	# of Servings			

NOTES: \_\_\_\_\_





## ASP Two-Week Cycle Menu

New Afterschool Snack Program (ASP) sponsors must complete this form in its entirety. Renewing SFAs are not required to complete this form but must submit this form in the online claim system. If you are renewing, please check this box

### Instructions:

Submit a copy for each different menu followed by the program(s) applying. If more than one menu will be used, complete the additional two week cycle menu, as needed.

1. Complete site information below.
2. Complete cycle menu to include the specific food items offered in the exact serving size/weight. There must be a quantity by measurement indicated (i.e. Tbsp., cups, oz., etc.). Please do not indicate serving size quantities by the number of packages or "each".
  - a. Utilize the USDA Food Buying Guide as a reference (<http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>)

## Two- Week Cycle Menu

<b>SFA/District:</b>		<b>Total Programs Applying:</b>	
<b>Applies to the following Programs:</b>			
<b>Menu Type:</b>			
Program Based: <input type="checkbox"/> Site Based: <input type="checkbox"/> District/SFA Based: <input type="checkbox"/>			

*Submit one menu for each varied menu followed by the Afterschool Snack Programs to the Colorado Department of Education, Office of School Nutrition.*

Week 1										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Grain	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	
Meat/Meat Alternate	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	
Fruit/Vegetable	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	
Milk	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	
Week 2										
	Monday		Tuesday		Wednesday		Thursday		Friday	
Grain	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	
Meat/Meat Alternate	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	
Fruit/Vegetable	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	
Milk	Food:									
	Serving Size:		Serving Size:		Serving Size:		Serving Size:		Serving Size:	



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To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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