

After School Snack Program (ASSP)

Eligibility Requirements

- ✓ The After School Snack Program (ASSP) can only be run by a school or Residential Child Care Institution (RCCI) that operates the National School Lunch Program.
- ✓ The purpose of the snack program must be to provide care in an after school setting. This does not mean that programs must offer formal child care as recognized by a licensing authority.
- ✓ Programs must be organized to provide children with regularly scheduled enrichment or educational activities in a setting that is structured and supervised. Any extracurricular activities such as the school choir, debate team and drama society might qualify under this provision. Contact your Field Consultant or the office to determine if your program would qualify for the ASSP.

Basic Operating Procedures

- **Meal Pattern**- Schools must implement the Afterschool Snack meal pattern in order to claim reimbursement for each snack. To view this meal pattern, click [here](#).
- **Charging and Claiming**- Schools can only claim reimbursement for one snack, per child, per day. For reimbursement rates, click [here](#).
 - **Buildings that are at least 50% free/reduced (site eligible)** - will receive the free reimbursement rate for all snacks served to students (regardless if those students are paid, free, or reduced). All students must receive a free reimbursable snack.
 - **Buildings that are below 50% free/reduced (regular snack)** - will have to track each free, reduced, and paid student that receives a snack. Schools must not charge reduced eligible students more than .15 cents for their snack and cannot charge free students for a snack. Schools and RCCIs can choose not to charge any of their students for snacks but must still document and claim how many snacks were served each day to children in the following categories: free, reduced, and paid.
- **Record Keeping**-School buildings must maintain the following records:
 - Free and Reduced Documentation
 - **Buildings that are at least 50% free/reduced (site eligible)** - must be able to show through free and reduced applications that at least 50% of the students are free or reduced.
 - **Buildings that are below 50% free/reduced (regular snack)** - must be able to show a free and reduced application for each free and reduced student claimed.
 - Snack Count Totals
 - **Buildings that are at least 50% free/reduced (site eligible)** - must document on a snack count sheet how many snacks were served each day. These buildings do not need to track paid, free, or reduced students, just the total number of snacks served. For an example

snack count sheet, click [here](#) and select Snack Count Sheet – for Buildings with 50% or More Free and Reduced.

- **Buildings that are below 50% free/reduced (regular snack)** - must document how many snacks were served by category (paid, free, and reduced) each day. For an example snack count sheet by category (paid, free, and reduced), click [here](#) and select Snack Count Sheet – for Buildings with Less than 50% Free and Reduced.
- Food Production Records
 - **Buildings that are at least 50% free/reduced eligibility (site eligible)** – must document food planned and served each day. For an example Food Production Record, click here or use the same food production record used for lunch.
 - **Buildings that are below 50% free/reduced (regular snack)** - must document food planned and served each day. For an example Food Production Record, click here or use the same food production record for lunch.
- **Monitoring Sites-** Review each building that operates the after school snack program a minimum of two times a year. If the building prepares the snacks, click [here](#). If the building vends the snacks (an outside organization/school prepares the snacks), click [here](#).
 - The first review should be made at some point during the first four weeks of its start and another point during the school year.
 - After school snack programs operating year-round should be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter.

Common Q&A's

1. **My school operates longer than the traditional school day; can I still operate the After School Snack Program (ASSP)?**
 - a. A school operating longer than the traditional school day may be eligible for after school snack reimbursement through the National School Lunch Program during the last hour of the school day, provided that it operates a school day that is at least one hour longer than the minimum number of school day hours established by the State's average length of a school day. A school must contact the State Agency toll-free at 800-537-1142, or locally at 317-232-0850 to see if they are eligible.
2. **Can I serve the snack at some point during the school hours?**
 - a. Unless your school qualifies for extended eligibility (see Question 1), you cannot provide snacks during the school day, they must be provided after school. Check out the Child and Adult Care Food Program if you are interested in providing snacks to students during the school day.
3. **Our program is specifically geared toward a particular population at our school (ESL students, academically gifted, struggling students, etc.); can we still operate the ASSP?**

- a. Yes, you can still operate the ASSP as long as the program is educational or an enrichment activity.

4. Can students who are on a team or in a club (athletics, drama, choir) receive an after school snack?

- a. Students who are part of school sports teams and clubs can receive afterschool snacks or meals as part of a broad, overarching educational or enrichment program offered by a school. For instance, afterschool “drop in” programs are acceptable. For these programs, there are no enrollment requirements, so student athletes who attend afterschool programs before or after team practices may receive meals and snacks. For more information, click [here](#).

5. Can an outside organization (such as the YMCA or another non-profit group) operate the ASSP?

- a. The school may arrange with an outside organization to perform the daily operations of the program, but the school must retain final administrative and management responsibility for the program. The staff and facilities of the outside organization may be used as long as the school assumes full responsibility for meeting program requirements. For example, the PTA could operate the program under an arrangement with the school.

6. My facility is a Residential Child Care Institution; can I claim after school snacks during the summer and/or weekend?

- a. RCCIs are not eligible to receive reimbursement on weekends or holidays, including vacation periods, unless school is in session. The ASSP can be implemented during summer school if the normal National School Lunch Program is being operated (not the Summer Food Service Program).

7. We have a high need for feeding after school. Can I serve more than the required amount of meal components for snack?

- a. If there is an increased need for feeding in your community, check out the At-Risk Afterschool Meals through the Child and Adult Care Food Program. To learn more about this program, click [here](#).

Contact Allie Caito-Sipe for any questions about the After School Snack Program. Email Allie at acaito@doe.in.gov or call toll-free at 800-537-1142, ext. 20849 or locally at 317-232-0849.