

# **Afterschool Care Program NSLP Snack Service Best Practices**



*A Guide to Improving the NSLP Snack Service  
in  
Afterschool Care Programs*

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**National Food Service Management Institute  
The University of Mississippi**

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The purpose of NFSMI is to improve the operation of Child Nutrition Programs through research, education and training, and information dissemination. The Administrative Offices and Divisions of Technology Transfer and Education and Training are located in Oxford. The Division of Applied Research is located at The University of Southern Mississippi in Hattiesburg.

**MISSION**

The mission of the NFSMI is to provide information and services that promote the continuous improvement of Child Nutrition Programs.

**VISION**

The vision of the NFSMI is to be the leader in providing education, research, and resources to promote excellence in Child Nutrition Programs.

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## **National School Lunch Program Snack Service Afterschool Care Programs Best Practices**

The afterschool snack service under the National School Lunch Program (NSLP) provides reimbursement to schools for snacks served to children who participate in afterschool care programs operated by those schools. The afterschool snack NSLP service helps ensure that children receive nutritious snacks to fill the gap between lunch and the evening meal.

Using a standard list of best practices as a benchmark is one way School Nutrition Program (SNP) directors can identify areas for improvement in the NSLP snack service. The list of best practices described below can affect accountability of the NSLP snack service. SNP directors are encouraged to use this checklist of best practices as a guide for assessing their afterschool snack service. The best practices for this checklist fall under five major categories: General Administration, Performance and Accountability in Meal Counts, Meal Pattern Requirements and Production Records, Food Safety and Sanitation, and Monitoring. This checklist can be used in the following ways:

- Compare the best practices listed below with areas you want to improve in your district.
- Select the best practices you want to implement in your school district's NSLP snack service.
- Set a goal for improving performance by developing an action plan based on your assessment of the best practices needing improvement.
- Implement your action plan, and set target dates to check your progress.
- Use this checklist to re-assess your revised afterschool snack service to determine if improvement occurred.

<b>General Administration</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Snacks are served in an afterschool care program that offers education or enrichment activities in an organized, structured, and supervised environment.			
2. If all snacks are served free, the school district maintains documentation that the site is located in an area school in which 50% or more of the enrolled students are certified eligible for free or reduced price meals.			
3. For sites that are not eligible for all free, the school district maintains documentation of free and reduced price eligibility for each student that receives a free or reduced price snack.			
4. NSLP snacks are served only after the <i>end of the school day</i> . (Schools are not eligible to receive reimbursement for snacks served before or during the school day, weekends, holidays, or vacations periods.)			
5. Age eligibility requirements of students receiving NSLP snacks are monitored to ensure compliance. (Students are eligible through age 18 or until the end of the school year if the 19 <sup>th</sup> birthday occurs during the year. Students who are determined to have a mental or physical disability do not have age limits.)			
6. Nutrition materials to teach children the importance of eating nutritious snacks at school are provided to afterschool care program teachers.			

7. Informational material concerning the availability and nutritional benefits of NSLP snacks is available in appropriate translations.			
8. Adequate facilities are provided for serving NSLP snacks to children in the afterschool care program.			
9. A cooperative partnership exists between the afterschool care program sponsors and the SNP so that paperwork necessary to document accountability is completed.			
10. The school district complies with federal, state, and local district policies regarding the service and production of NSLP snacks for afterschool care program students.			
<b>Performance and Accountability in Meal Counts</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
11. The school district administration provides policy and procedure guidelines that include written instructions for maintaining attendance records and accurately counting the number of reimbursable snacks served daily.			
12. The afterschool care program documents individual children's attendance on a daily basis.			
13. The staff in charge of serving NSLP snacks maintains documentation that the number of snacks served daily is never more than the number of students on the attendance sheets.			
14. Safeguards are in place to ensure that only one snack per child per day is claimed for reimbursement.			
15. NSLP snack orders, delivery records, and production records support the number of snacks claimed for reimbursement.			
16. The school district distributes written guidelines for notifying the school food authority when snacks should not be sent due to school events such as field trips.			
17. The SNP office is notified when to change the snack order because of a decrease or an increase in the number of students attending the afterschool care program.			
18. Adult snacks are counted separate from student snacks.			
19. An accurate count of the NSLP snacks served each month is provided to the SNP office <i>by the due date</i> for monthly reimbursement claim.			
20. All records of attendance and NSLP snack counts are kept on file for required time.			
21. Afterschool program sponsors are provided training on the procedures to prepare the daily count of reimbursable snacks.			
22. The afterschool program sponsor notifies the SNP office immediately when there is a change of afterschool personnel responsible for serving and/or counting NSLP snacks.			

<b>Meal Pattern Requirements and Production Records</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
23. Snack menus are planned for the month.			
24. Snack menus comply with meal pattern requirements.			
25. Snacks are planned and prepared in keeping with the one snack per child rule.			
26. The written snack menu matches what is served daily.			
27. A copy of regulations that specify required portion sizes of snack components is posted in the snack preparation area.			
28. Production records reflect that menus meet serving size requirements.			
29. Production records are completed each day.			
30. Written directions are provided to assist the afterschool care program sponsor in determining the number of daily snacks to order.			
31. When snacks are transported a food transport record is completed to ensure all snack meal components were delivered as recorded at the production site.			
32. Procedures are in place to provide feedback to menu planners on student preferences or when excessive snack items are discarded by students.			
33. Staff members responsible for producing and serving NSLP snacks are trained to ensure compliance with USDA meal pattern requirements.			
34. A trained adult observes and verifies that each child receives two snack components as required for reimbursement.			
35. The number of un-served or left-over snacks is reconciled with the number of snacks ordered and recorded daily.			
<b>Food Safety and Sanitation</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
36. Written guidelines for keeping food safe and sanitary are provided to staff members responsible for producing and serving NSLP snacks to afterschool care program students.			
37. All snack site health and safety inspections are kept on file.			
38. Children in afterschool care are provided facilities for washing their hands before eating snacks.			
39. Snacks that must be transported are individually wrapped to prevent contamination.			
40. Snack items are consistently served at the correct temperature according to food safety guidelines.			
41. There is sufficient refrigeration equipment for holding foods that require cooling.			

42. When snacks must be transported, measures are in place to ensure the safe and sanitary handling of all food items.			
43. Staff members responsible for producing and serving NSLP snacks are trained in food safety procedures.			
44. When NSLP snacks must be prepared ahead by the SNP staff and left for pick-up by the afterschool care staff, measures are in place to ensure that the snacks are stored in a secure place to prevent tampering.			
<b>Monitoring</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
45. The school food authority conducts a review of the NSLP snack service during the first four weeks that the afterschool care program is in operation each school year.			
46. The school food authority conducts a second review of the NSLP snack service prior to the end of each school year.			
47. Written or verbal feedback related to accountability findings during the site review is provided to the afterschool care program sponsors.			
48. All reviews of the NSLP snack service to afterschool care programs are documented in writing and dated.			