

## AFTERSCHOOL SNACK PROGRAM – SAMPLE 1-WEEK MENUS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pretzels - 2 rods (0.8 oz.) 100% Juice - 6 oz.	Whole Wheat Bagel – 1 oz. Peanut Butter – 2 TB.	Apple Juice - 6 oz. Crackers – 0.8 oz.	Yogurt - 4 oz. Graham Crackers – 4 or 1 oz. (2-1/2 in. square)	Raw Vegetables - 3/4 cup (Carrots, Celery, Broccoli, Cauliflower); Yogurt Dip; Cheese Cubes - 1 oz.
Fresh Fruit - 1 med. pc. Corn Muffin - 1.2 oz.	Ham & Cheese Cubes - 1 oz. Waverly Wafers – 0.8 oz.	Plain Granola Bar - 2 oz. Milk - 8 oz.	Cottage Cheese w/Cinnamon - 1/4 cup Wheat Thins – 0.8 oz.	Chex Mix - 1 cup 100% Juice - 6 oz.
English Muffin – 1 oz. Peanut Butter - 2 Tb. 100% Juice - 6 oz.	Fresh Fruit – 1 med. pc. Triscuit Crackers - 0.8 oz.	Toaster Pastry (unfrosted) – 2 oz. Milk – 8 oz.	Banana - 1 med. Milk - 8 oz.	Oatmeal Cookies - 4 (2-5/8 in. x 1/4 in. thick) Milk – 8 oz.
Whole Grain Tortilla Chips – 1 oz. with 1/4 cup Salsa Milk - 8 oz.	Apple Slices - 2-3/4 in. Apple, Sliced Peanut Butter - 2 TB	Mozzarella Cheese Stick – 1 oz. Animal Crackers – 1 oz.	Pineapple Chunks - 3/4 cup Banana Nut Muffin - 2 oz.	Pizza Bagel Bites - 2 oz., (1 Mini-Bagel) 100% Juice - 6 oz.

### REMINDERS

To meet meal pattern for Afterschool Snacks that meet K-12 requirements, select 2 *different* components from the following 4:

- Fluid milk: 1 cup
- Full strength juice, a fruit and/or a vegetable: 3/4 cup
- Meat or meat alternate: 1 ounce or equivalent (see "Afterschool Snack Program – Meal Requirements" chart)
- Bread and/or cereal: Enriched or whole grain bread or cereal - 1 slice bread, 3/4 cup cereal or 1 ounce equivalent (see "Afterschool Snack Program – Meal Requirements" chart for more options)

### NOTES:

- Juice may *not* be served when milk is served as the only other component.
- Refer to *Food Buying Guide for Child Nutrition Programs* for more information on how foods credit:  
[.http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs](http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs)
- Refer to *Whole Grain Resource for the National School Lunch and School Breakfast Programs* (updated Jan. 2014) for more information about grain 1 ounce equivalents. Link: <http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>

## AFTERSCHOOL SNACK PROGRAM SELF-MONITORING REVIEW

<i>School Name</i>	<i>Agreement #</i>
<i>School Food Authority &amp; Title</i>	<i>Review Date</i>

*One review per building MUST be completed TWO TIMES per school year.*

<b>Area Eligible Meal Count System</b>	Yes	No	N/A
1. Is the site area eligible?			
2. Are children receiving snacks at no charge?			
3. Are snacks served to children being counted and claimed as free?			
4. Are snacks served to children being counted at the Point of Service?			

<b>Non-Area Eligible Meal Count System</b>	Yes	No	N/A
5. Is the site non-area eligible?			
6. Does the meal count system produce an accurate count of reimbursable snacks by category (free, reduced price, and paid) served to eligible children at the Point of Service?			
7. Are snacks that meet meal pattern requirements counted and claimed for reimbursement?			
8. Does the meal count system prevent overt identification?			

<b>General Operations</b>	Yes	No	N/A
9. Time(s) of operation for the snack program: _____ p.m.			
10. Is the program operated after the end of the normal school day?			
11. Is there a sign-in sheet or roster of students who participate in the Afterschool Snack Program?			
12. Does program provide care for children?			
13. Is there an educational and/or enrichment element in program?			
14. Are care and activities supervised?			

<b>Meal Pattern/Food Production</b>	Yes	No	N/A
15. Does the menu for the review month meet snack meal pattern requirements?			
16. Does the menu on the day of review meet snack meal pattern requirements?			
17. Are production records completed daily for the Afterschool Snack Program?			
18. Do production records document that enough food is prepared to meet the requirements for reimbursable snacks for the number of snacks claimed?			

<b>Review Results</b>
19. If a Corrective Action Plan is required, what is the Corrective Action Plan due date? _____ <i>Required Corrective Action Plan as discussed with school representative:</i>
20. If a Follow Up Review is required, what is the Follow Up Review due date? <i>(within 45 days of original review)</i>
<i>Comments, Notes, and Observations:</i>

X	X
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*SFA Reviewer Signature and Title*

*School Site Representative Signature & Title*

## AFTERSCHOOL SNACK PROGRAM - MEAL REQUIREMENTS

To be eligible for reimbursement, 2 of the following 4 components must be served. Juice may **not** be served when milk is served as the only other component. These are minimum portion sizes.

COMPONENTS	Ages 1 & 2	Ages 3 to 5	Ages 6 to 18
<b>MILK</b>			
Milk, Fluid	1/2 cup	1/2 cup	1 cup
<b>FRUITS &amp; VEGETABLES</b>			
Fruits and/or Vegetables	1/2 cup	1/2 cup	3/4 cup
Full Strength Fruit - Vegetable Juice*	1/2 cup	1/2 cup	3/4 cup
<b>BREAD &amp; GRAINS**</b>			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread - Biscuits - Rolls - Muffins - etc.	1/2 serving	1/2 serving	1 serving
Cold Dry Cereal	1/4 cup or 1/3 oz.	1/3 cup or 1/2 oz.	3/4 cup or 1 oz.
Cooked Cereal	1/4 cup	1/4 cup	1/2 cup
Cooked Pasta - Noodle Products	1/4 cup	1/4 cup	1/2 cup
Cooked Cereal Grains ( <i>Equivalent Quantity</i> )	1/4 cup	1/4 cup	1/2 cup
<b>MEAT &amp; MEAT ALTERNATES***</b>			
Lean Meat - Poultry - Fish	1/2 oz.	1/2 oz.	1 oz.
Cheese	1/2 oz.	1/2 oz.	1 oz.
Eggs	1/2 large egg	1/2 large egg	1/2 large egg
Cooked Dry Beans - Peas	1/8 cup	1/8 cup	1/4 cup
Peanut Butter, Soybean Butter, Other Nut/Seed Butters	1 tbsp.	1 tbsp.	2 tbsp.
Peanuts - Soybeans - Tree Nuts or Seeds	1/2 oz.	1/2 oz.	1 oz.
Yogurt: Plain or Flavored ( <i>Unsweetened or Sweetened - Commercially Prepared</i> )	2 oz. or 1/4 cup	2 oz. or 1/4 cup	4 oz. or 1/2 cup
An Equivalent Quantity of Any Combination of the Meat/Meat Alternates			

\*Juice may not be served when milk is the only other component (no liquid-only snack).

\*\*Grains/Breads 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. Use either volume (cup) or weight (oz), whichever is less.

\*\*\*A serving = edible portion. Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210. Nuts and seeds are generally not recommended for children ages 1-3 since they present a choking hazard. If served, they should be finely minced.

# COMPARISON OF AFTERSCHOOL SNACK PROGRAM

National School Lunch Program (NSLP)/Child & Adult Care Food Program (CACFP)



## ELIGIBLE PROGRAMS

National School Lunch Program	Child and Adult Care Food Program
<p>To be eligible to qualify for reimbursement under the NSLP, sponsor programs must meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. Program must be operated by a school that is eligible to operate the NSLP.</li> <li>2. The purpose of the program is to provide care in afterschool settings                             <ul style="list-style-type: none"> <li>• This does not mean that the programs must offer formal child care as recognized by a licensing authority.</li> <li>• There is no federal requirement to have federal, state or local licensing or approval.</li> <li>• Programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised.</li> <li>• By regularly scheduled, USDA does not mean that the program must occur daily.</li> <li>• They must have a means of determining that children are present on a given day, such as a roster or sign-in sheet. Eligible programs do not need to establish formal enrollment procedures.</li> </ul> </li> <li>3. Eligible programs must include education or enrichment activities in organized, structured and supervised environments                             <ul style="list-style-type: none"> <li>• Afterschool activities such as the school choir, debate team, drama society, et al. can qualify to participate under this provision only if their basic purpose is to provide afterschool care as defined above.</li> <li>• All students at school including athletes may participate in any after school snack program already operating within the school.</li> </ul> </li> </ol>	<p>To be eligible to qualify for reimbursement under the CACFP, After-School Care Programs must meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. Program must be operated by a public or private nonprofit organization.</li> <li>2. The purpose of the program must be to provide care in afterschool settings                             <ul style="list-style-type: none"> <li>• This does not mean that the program must offer formal child care as recognized by a licensing authority.</li> <li>• There is no federal requirement to have federal, state or local licensing or approval.</li> <li>• Programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised.</li> </ul> <p style="margin-left: 40px;">By regularly scheduled, USDA does not mean that the program must occur daily.</p> <ul style="list-style-type: none"> <li>• Eligible programs do not need to establish formal enrollment procedures. They must have a means of determining that children are present on a given day, such as a roster or sign-in sheet.</li> </ul> </li> <li>3. Eligible programs must include education or enrichment activities</li> </ol>

<ul style="list-style-type: none"> <li>• Programs which include supervised athletic activity along with education or enrichment activities may participate.</li> <li>• Membership must be open to all and do not limit membership for reasons other than space or security, or where applicable, licensing requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Programs which include supervised athletic activities, overall enrichment program may participate.</li> <li>• Membership must be open to all and do not limit membership for reasons other than space or security, or where applicable, licensing requirements.</li> </ul>
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### **ELIGIBLE SITES**

<b>National School Lunch Program</b>	<b>Child and Adult Care Food Program</b>
<ul style="list-style-type: none"> <li>• Any school that is eligible to operate the NSLP may be reimbursed for snacks served on or after October 1, 1998, to eligible children in eligible AfterSchool Care Programs.</li> <li>• Program must be operated by the school and not some other organization.</li> <li>• School’s personnel or regular school facilities do not need to be used.</li> <li>• The school must retain final administrative and management responsibility for the program, including the program site.</li> <li>• The SFA for the school must be the party that enters into the agreement with the State agency and must assume full responsibility for meeting all program requirements.</li> <li>• The school may make arrangements with other organizations to perform the day-to-day operations.</li> </ul>	<ul style="list-style-type: none"> <li>• To be eligible to participate under this provision, a site must be located in an area served by a school in which at least 50% of the enrolled children are certified eligible for free or reduced price meals (Category A or Category B).</li> </ul> <p>All sites in the CACFP serving children 13 years of age or older must be area eligible.</p> <p>There is no provision for individualized means testing.</p> <ul style="list-style-type: none"> <li>• Community organizations, such as Boys or Girls Clubs or a YWCA that is offering an approved AfterSchool Care Program for eligible children, does not have to be licensed unless there is a State or local requirement for licensing.</li> </ul> <p>Check with your local licensing consultant to determine if your specific program requires licensing. If licensing is required, the facility would need to be licensed in order to participate in the program.</p> <p>Facilities that are not required to be licensed must meet State or local health and safety standards.</p> <ul style="list-style-type: none"> <li>• Day care homes may not qualify as AfterSchool Care Sites under this provision because the law does not intend their participation.</li> </ul>

## REIMBURSEMENT

<b>National School Lunch Program</b>	<b>Child and Adult Care Food Program</b>
<ul style="list-style-type: none"> <li>● Schools may claim reimbursement for one snack, per child, per day.</li> <li>● Children are eligible to participate through age 18, and if the student’s 19th birthday occurs during the school year, reimbursement may be claimed for snacks served to that student during the remainder of the school year.</li> <li>● Reimbursement may be claimed for individuals, regardless of age, who are determined by the State Agency to be mentally or physically impaired.</li> <li>● Sites located in areas served by a school in which at least 50% of the enrolled children are certified eligible for free or reduced price meals are eligible to receive reimbursement at the free rate for snacks served to all children, regardless of each individual child’s eligibility for free or reduced price lunches and breakfasts.</li> <li>● Area eligibility will follow the Summer Food Service Program’s policies for area eligibility using school data.</li> </ul> <p>Sites which are not in areas served by a school in which at least 50% of the enrolled children are certified eligible for free or reduced price meals must count meals and claim by reimbursement type (free, reduced and paid) and must have documentation of eligibility for all meals served free or at a reduced price.</p> <ul style="list-style-type: none"> <li>● A school may not charge children for snacks claimed at the free reimbursement rate.</li> <li>● Charges for reduced price snacks may not exceed 15 cents, as stipulated in program regulations.</li> </ul>	<ul style="list-style-type: none"> <li>● The AfterSchool Program may claim reimbursement for one (1) snack, per child, per day.</li> <li>● Children are eligible to participate through age 18, and if the student’s 19th birthday occurs during the school year, reimbursement may be claimed for snacks served to that student during the remainder of the school year.</li> <li>● Reimbursement may be claimed for individuals, regardless of age, who are determined by the State Agency to be mentally or physically impaired.</li> <li>● All snacks served under this provision which meet the CACFP meal pattern are reimbursed at the free rate.</li> <li>● It is not necessary for the site to make eligibility determinations for individual children or count and claim snacks according to type (free, reduced or paid rates; Category A, B or C.)</li> <li>● There is no provision for individualized means testing (and reimbursement at the free, reduced price or paid rates) for CACFP AfterSchool Sites serving children 13 years of age or older, in non-needy areas.</li> <li>● Sites may not charge children for snack reimbursement under this provision.</li> </ul>

## TIMES OF OPERATION

<b>National School Lunch Program</b>	<b>Child and Adult Care Food Program</b>
<ul style="list-style-type: none"> <li>● The change in law applies only to programs that provide care for children after their school day has ended.</li> <li>● Snacks served in programs operated before school or during the school day may not be reimbursed.</li> <li>● Schools are not eligible to receive reimbursement for snacks served on the weekends or holidays, including vacation periods.</li> <li>● Children’s eligibility is based on when their scheduled school day ends.</li> </ul> <p>When a kindergarten program ends at noon and children remain in school under a care program as described earlier, snacks served to these children can be reimbursed.</p> <p>When a school has split sessions, children enrolled in the early session, who participate in approved AfterSchool Programs, may receive reimbursable snacks even though the school continues to operate a later academic session.</p>	<ul style="list-style-type: none"> <li>● The change in law applies only to programs that provide care for children after their school day has ended.</li> <li>● Snacks served in programs operated before school or during the school day may not be reimbursed.</li> <li>● Snacks served on weekends, holidays or vacation periods may be reimbursed.</li> </ul>

## CONTENT OF MEALS

<b>National School Lunch Program</b>	<b>Child and Adult Care Food Program</b>
<ul style="list-style-type: none"> <li>● Snacks must meet the meal pattern for snacks set forth in 7 CFR sections 210.10(n) and 210.10(a).</li> <li>● Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12.</li> <li>● USDA recommends that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.</li> </ul>	<ul style="list-style-type: none"> <li>● Snacks must meet the meal pattern for snacks set forth in 7 CFR sections 226.20(c)(4).</li> <li>● Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12.</li> <li>● USDA recommends that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.</li> </ul>

## ADDITIONAL REQUIREMENTS

<b>National School Lunch Program</b>	<b>Child and Adult Care Food Program</b>
<ul style="list-style-type: none"> <li>● Schools must provide sufficient information to enable the State Agency to determine if the program is eligible or not, and if it qualifies for all free meals based on area eligibility.</li> <li>● Upon approval, the State Agency must amend its Agreement with the School Food Authority.</li> <li>● All relevant provisions in the agreement apply to the afterschool activities, including the requirements to comply with program regulations.</li> <li>● State Agencies must review snack operations as part of its general oversight of the NSLP.</li> </ul>	<ul style="list-style-type: none"> <li>● New public or nonprofit organizations that would like to participate under this provision must contact the Michigan Department of Education Child and Adult Care Food Program.</li> <li>● Upon approval, the State Agency must amend its Agreement with an institution already participating in the CACFP.</li> <li>● All relevant provisions in the agreement apply to the afterschool activities, including the requirements to comply with program regulations.</li> <li>● State Agencies must review snack operations as part of its general oversight of the CACFP.</li> <li>● All organizations must provide sufficient information to enable the State Agency to determine if the program is eligible or not.</li> </ul>

## RECORD KEEPING

<b>National School Lunch Program</b>	<b>Child and Adult Care Food Program</b>
<ul style="list-style-type: none"> <li>● At a minimum, school food authorities must maintain the following records for the time periods required in 7 CFR section 210.23(c)</li> <li>● If all meals are claimed free, documentation that the site is located in an area served by a school in which 50% of the enrolled students are certified eligible for free or reduced price meals.</li> <li>● Total meal counts for sites qualifying for free reimbursement for all children, or meal counts by type for all other sites.</li> <li>● Documentation of individual children’s attendance on a daily basis.</li> <li>● Documentation of compliance with meal pattern requirements: menus and production records.</li> <li>● For all other sites, documentation of free and reduced price eligibility for all children for whom free and reduced priced snacks are claimed. (Free and reduced price applications or direct certification lists.)</li> </ul>	<ul style="list-style-type: none"> <li>● At a minimum, public and private nonprofit organizations must maintain the following records for the time periods specified in 7 CFR section 226.10(d)</li> <li>● Documentation that the site is located in an area served by a school in which at least 50% of the enrolled students are eligible for free or reduced price meals.</li> <li>● Total meal counts.</li> <li>● Documentation of individual children’s attendance on a daily basis.</li> <li>● Documentation of compliance with meal pattern requirements: menus.</li> </ul>

**Michigan Department of Education  
Child and Adult Care Food Program Staff  
608 W. Allegan St.  
Lansing, Michigan 48933**

**Mailing: P.O. Box 30008, Lansing, MI 48933**

**Phone: (517) 373-7391**

**Fax: (517) 373-4022**

**Website: [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)**

The following staff members are available to assist you in the implementation and administration of the Child and Adult Care Food Program (CACFP).

Ms. Kim Bilyk, Supervisor – [bilykk@michigan.gov](mailto:bilykk@michigan.gov)  
Mr. Doug Wilson, Department Manager – [wilsond23@michigan.gov](mailto:wilsond23@michigan.gov)  
Ms. Melissa Lonsberry, Consultant – [lonsberrym@michigan.gov](mailto:lonsberrym@michigan.gov)  
Ms. Stephanie Schenkel, Consultant – [\\_schenkels2@michigan.gov](mailto:_schenkels2@michigan.gov)  
Ms. Theresa Galbavi, Secretary – [galbavit@michigan.gov](mailto:galbavit@michigan.gov)  
Ms. Katherine Foreman, Secretary - [foremank4@michigan.gov](mailto:foremank4@michigan.gov)  
Ms. Wendy Crowley, Financial Analyst – [crowleyw@michigan.gov](mailto:crowleyw@michigan.gov)  
Ms. Connie Jones, Financial Analyst – [jonesc8@michigan.gov](mailto:jonesc8@michigan.gov)

CACFP Program Analysts

Ms. Barb Cotner – [cotnerb@michigan.gov](mailto:cotnerb@michigan.gov)  
Mr. Patrick Fox – [foxp1@michigan.gov](mailto:foxp1@michigan.gov)  
Ms. Dana Galardi – [galardid@michigan.gov](mailto:galardid@michigan.gov)  
Ms. Sara Harmon – [harmons7@michigan.gov](mailto:harmons7@michigan.gov)  
Ms. Sara Herman – [holbens1@michigan.gov](mailto:holbens1@michigan.gov)  
Mr. Bob Smith – [smithb9@michigan.gov](mailto:smithb9@michigan.gov)

## Chart 3 NATIONAL SCHOOL LUNCH PROGRAM MEAL PATTERN AFTERSCHOOL SNACKS

### SELECT TWO OF THE FOUR COMPONENTS FOR A REIMBURSABLE SNACK

FOOD COMPONENTS AND FOOD ITEMS <sup>1</sup>	CHILDREN AGES 1 and 2	CHILDREN AGES 3-5	CHILDREN AGES 6-12 <sup>1</sup>
<b>Milk</b>			
Fluid milk	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>			
Juice <sup>2, 9</sup> , fruit, and/or vegetable	1/2 cup	1/2 cup	3/4 cup
<b>Grains/Breads<sup>3, 4</sup></b>			
Bread <i>or</i>	1/2 slice	1/2 slice	1 slice
Cornbread or biscuit or roll or muffin <i>or</i>	1/2 serving	1/2 serving	1 serving
Cold dry cereal <sup>4</sup> <i>or</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>
Cooked cereal grains <i>or</i>	1/4 cup	1/4 cup	1/2 cup
Cooked pasta or noodles	1/4 cup	1/4 cup	1/2 cup
<b>Meat/Meat Alternate<sup>5, 6, 7</sup></b>			
Lean meat or poultry or fish <sup>5</sup> <i>or</i>	1/2 oz	1/2 oz	1 oz
Alternate protein products <sup>6</sup> <i>or</i>	1/2 oz	1/2 oz	1 oz
Cheese <i>or</i>	1/2 oz	1/2 oz	1 oz
Egg (large) <i>or</i>	1/2 large egg	1/2 large egg	1/2 large egg
Cooked dry beans or peas <i>or</i>	1/8 cup	1/8 cup	1/4 cup
Peanut or other nut or seed butters <i>or</i>	1 Tbsp	1 Tbsp	2 Tbsp
Nuts and/or seeds <sup>7</sup> <i>or</i>	1/2 oz <sup>7</sup>	1/2 oz <sup>7</sup>	1 oz
Yogurt <sup>8</sup>	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 column.

<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/Breads 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.

<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.



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

**FOOD SERVICE**

**ADMINISTRATIVE POLICY NO. 4  
SCHOOL YEAR 2014-2015**

**SUBJECT:** School Food Authority Self-Monitoring for the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program

**DATE:** July 25, 2014

School Food Authority (SFA) Self-Monitoring is completed to ensure child nutrition programs are in compliance with the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Afterschool Snack Program regulations.

NSLP regulations 7 CFR 210.8(a)(1) require SFAs with more than one building, including Residential Child Care Institutions (RCCIs) with day programs, to conduct an annual Self-Monitoring Review in each building before February 1.

If the SFA participates in the Afterschool Snack Program, reviews must be completed two times per year [7 CFR 210.9(c)(7)]. The first review must be during the first four weeks that the snack program is in operation. The second review must be conducted during the second half of the school year.

NSLP and SBP Self-Monitoring Reviews must assess:

- *Application Approval/Direct Certification/Master Roster* – SFAs must review all free, reduced price, and denied applications to ensure they have been accurately certified and students are receiving the correct benefits in compliance with the *Eligibility Manual for School Meals*.
- *Meal Count Systems* – Monthly claims for reimbursement must be supported by an accurate counting system for free, reduced price, and paid meals in each building. Systems that are not allowable include tray counts, attendance counts, and “back out” counts (i.e., dividing cash box total by lunch price to arrive at paid count, and subtracting that number from daily total of meals served to arrive at the free count). Overt identification of students is not permitted. An actual count of meals served at the point of service is acceptable.
- *Edit Checks* – Daily count of free, reduced price, and paid meals for each school are checked against: (1) the number of children in school currently eligible for free, reduced price, and paid meals, and (2) the number of attendance adjusted eligibles.

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The annual SFA Self-Monitoring Reviews must include a review of the claim forms for one month. The claims for the review month must be checked for the following:

- ▶ Meals claimed by category (free, reduced price, and paid) that exceed the number of approved free, reduced price, and paid eligible students.
  - ▶ Any day during the review month that the number of meals claimed by category (free, reduced price, and paid) exceeds the number of attendance adjusted eligible.
  - ▶ Evaluation, explanation, and documentation of any days during the review period that exceed attendance adjusted eligible or total number of eligible students (free, reduced price, and paid).
  - ▶ Records of accurately totaled daily meal counts.
  - ▶ Internal controls for monitoring and edit checks to ensure claims for reimbursement are based on accurate daily meal count consolidation for all schools.
- *Meal Planning/Food Production* – Menus and meals served must be checked at each site for availability of all meal components, offer versus serve, and required portion sizes.

More information is available at the MDE School Nutrition website:

[www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition)

[http://www.michigan.gov/mde/0,4615,7-140-43092\\_50144-201315--,00.html](http://www.michigan.gov/mde/0,4615,7-140-43092_50144-201315--,00.html)

and the United States Department of Agriculture Food and Nutrition website:

<http://www.fns.usda.gov/school-meals/child-nutrition-programs>

<http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>

Afterschool Snack Program SFA Self-Monitoring Review must assess:

- *Area Eligibility Meal Count System* – A site is “area eligible” if it is located at a school or in the attendance area of a school where at least 50% of enrolled children are eligible for free or reduced price meals. The site must record and report total number of snacks served each day.
- *Non-Area Eligibility Meal Count System* - Monthly claim for reimbursement must be supported by an accurate counting system that provides an accurate count of free, reduced price, and paid snacks.
- *General Operations* - Eligible programs must include education or enrichment activities in organized, structured, and supervised environments. Program must operate at the end of the normal school day.
- *Meal Patterns/Food Production* - Menus and meals served must be checked at each site for availability of all meal components and required portion sizes.

Review findings discovered during the SFA Self-Monitoring Review for National School Lunch, School Breakfast, and/or Afterschool Snack Programs must be discussed with the person overseeing meal service at the school building. A corrective action plan must be developed and implemented for the school building by the SFA.

Any building requiring corrective action must have a SFA Self-Monitoring Follow-up Review within 45 calendar days of the initial review. The SFA must identify and document that all finding(s) has/have been corrected.

All SFA Self-Monitoring Review forms must be maintained by the SFA. Forms will be reviewed as part of the Administrative Review. United States Department of Agriculture (USDA) regulations require SFAs to retain all records for three years plus the current year or until a pending audit is closed.

Food Service Management Company (FSMC) personnel *may not* perform SFA Self-Monitoring Reviews. Only SFA employees may perform SFA Self-Monitoring Reviews.

Questions regarding this Administrative Policy should be directed to the School Nutrition Programs Unit by e-mail to [MDE-SchoolNutrition@michigan.gov](mailto:MDE-SchoolNutrition@michigan.gov).

## NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM SCHOOL FOOD AUTHORITY SELF-MONITORING REVIEW

<i>School Name</i>	<i>Agreement #</i>
<i>School Food Authority &amp; Title</i>	<i>Review Date</i>

*One review per building MUST be completed by FEBRUARY 1.*

**Application Approval/Direct Certification/Master Roster**

	Yes	No	N/A
1. Are all free and reduced price applications on file correctly approved or denied?			
2. Is correct direct certification documentation maintained?			
3. Do names listed on Benefit Issuance Roster match approved applications on file and names on direct certification list?			

**Meal Count Systems**

4. Is the method used for counting reimbursable meals in compliance with the approved Point of Service requirement? (Meal counts <i>must</i> be taken at the location where complete meals are served to children.)			
5. Is the Point of Service meal count used to determine the school's claim for reimbursement?			
6. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the School Food Authority?			
7. Are only meals that meet meal pattern requirements counted and claimed for reimbursement?			
8. Does the meal count system prevent overt identification?			
9. Does the school have a backup counting system in case of mechanical failure of an automated system?			
10. Is the school correctly implementing policies for handling the following (as applicable):			
a. A la carte?			
b. Adult and non-student meals (and identifying program vs. non-program)?			
c. Charged and/or prepaid meals?			
d. Field trips?			
e. Incomplete meals?			
f. Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?			
g. Offer vs. Serve?			
h. Second meals?			
i. Student worker meals?			
j. Visiting student meals?			
11. Is there a method of identifying non-reimbursable meals (i.e., not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?			

# REVIEW (cont.)

**Edit Checks**

	Yes	No	N/A
12. For any day during the review month, do the number of meals claimed by category (free, reduced price, and paid) exceed the number of approved free, reduced price, and paid eligible students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. For any day during the review month, does the number of meals claimed by category (free, reduced price, and paid) exceed number of attendance adjusted eligibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. If the number of meals claimed by category (free, reduced price, and paid) any day during the review period exceeds attendance adjusted eligibles or total number of eligible students, is it evaluated and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are daily counts correctly totaled and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are the claims for all schools consolidated and are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Meal Planning/Food Production**

17. Does the menu for the review month meet meal planning system requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the menu on the day of review meet meal planning system requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are production records completed daily for all school meals programs, including breakfast, lunch, and afterschool snack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Do production records document that enough food is prepared to meet the requirements for reimbursable meals for number of meals claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Review Results**

21. If a Corrective Action Plan is required, what is the Corrective Action Plan due date? _____	
<i>Required Corrective Action Plan as discussed with school representative:</i>	
22. If a Follow Up Review is required, what is the Follow Up Review due date? _____ <span style="font-size: small; display: block; text-align: right;">(within 45 days of original review)</span>	
<i>Comments, Notes, and Observations:</i>	
X	X

SFA Reviewer Signature and Title

School Site Representative Signature and Title

## AFTERSCHOOL SNACK PROGRAM SELF-MONITORING REVIEW

<i>School Name</i>	<i>Agreement #</i>
<i>School Food Authority &amp; Title</i>	<i>Review Date</i>

*One review per building MUST be completed TWO TIMES per school year.*

<b>Area Eligible Meal Count System</b>	Yes	No	N/A
1. Is the site area eligible?			
2. Are children receiving snacks at no charge?			
3. Are snacks served to children being counted and claimed as free?			
4. Are snacks served to children being counted at the Point of Service?			

<b>Non-Area Eligible Meal Count System</b>	Yes	No	N/A
5. Is the site non-area eligible?			
6. Does the meal count system produce an accurate count of reimbursable snacks by category (free, reduced price, and paid) served to eligible children at the Point of Service?			
7. Are snacks that meet meal pattern requirements counted and claimed for reimbursement?			
8. Does the meal count system prevent overt identification?			

<b>General Operations</b>	Yes	No	N/A
9. Time(s) of operation for the snack program: _____ p.m.			
10. Is the program operated after the end of the normal school day?			
11. Is there a sign-in sheet or roster of students who participate in the Afterschool Snack Program?			
12. Does program provide care for children?			
13. Is there an educational and/or enrichment element in program?			
14. Are care and activities supervised?			

<b>Meal Pattern/Food Production</b>	Yes	No	N/A
15. Does the menu for the review month meet snack meal pattern requirements?			
16. Does the menu on the day of review meet snack meal pattern requirements?			
17. Are production records completed daily for the Afterschool Snack Program?			
18. Do production records document that enough food is prepared to meet the requirements for reimbursable snacks for the number of snacks claimed?			

<b>Review Results</b>
19. If a Corrective Action Plan is required, what is the Corrective Action Plan due date? _____ <i>Required Corrective Action Plan as discussed with school representative:</i>

20. If a Follow Up Review is required, what is the Follow Up Review due date? <i>(within 45 days of original review)</i> _____
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<i>Comments, Notes, and Observations:</i>
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X	X
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*SFA Reviewer Signature and Title*

*School Site Representative Signature & Title*