

After School Snack Program

Child Nutrition Programs

Quick Start

Introduction

This quick instruction guide is not intended to replace the ASSP Administrative Manual. Instead it attempts to offer brief instructions on the major requirements of the After School Snack Program (ASSP). For further information please refer to the Quick Reference section of this manual.

Eligible Programs

Under NSLP, a school district must have a current agreement to operate the national school lunch program and must sponsor or operate an after school care program which:

- Provides children with regularly scheduled activities in an organized, structured and supervised environment.
- Has 50% or more of the school population receiving free or reduced-price meals OR collects applications for free or reduced-price meals.
- Includes educational or enrichment activities.

A different organization can run the day to day operations of the ASSP if it has an agreement with the district to sponsor it.

Under CACFP, an eligible institution must operate an after school care program which:

- Provides children with regularly scheduled activities in an organized, structured and supervised environment.
- Includes educational or enrichment activities.
- Is located in a geographical area served by a school in which 50 percent or more of the enrolled children are eligible for free or reduced-price school meals.

Schools and institutions may also be eligible for reimbursement for after school snacks under CACFP.

Qualifying Activities

After school programs must:

- Have regularly scheduled activities.
- Be located in a setting that is structured and supervised.
- Include education or enrichment activities.
- Not include competitive sports.

Children

The ages of participants may include:

- Children through age 18 who participate (or who turn 19 during the school year).
- Students with disabilities of any age who participate.

What to Serve

Snacks that meet the program requirements must be served.

Two different components from the four listed must be served:
(Based on ages 6-12 years. More should be served for older children)

Milk, fluid	1 cup (8 ounces)
Meat or Meat alternate	1 ounce
Fruit or Vegetable or full-strength juice	3/4 cup
Grains/Breads	1 serving

Sample menus can be found on the Internet at
<http://www.fns.usda.gov/cnd/menu/cyclemenu.htm>

When

Snacks must be served after regular school hours, during a regularly scheduled after school program (does not include days when school is not in session).

Record keeping for snacks

- Meal counts (point of service counts).
 - ◆ Total number of snacks served for qualifying free sites (CACFP & some NSLP).
 - ◆ Meal counts by type and child's name (free, reduced-price, paid) for other NSLP sites.
- Daily attendance of individual children.
- Simplified meal production.

Submit Claim

- Submit claim using the USOE-ASSP claim form.
- Claim must be received by the USOE no later than 60 days from the end of the month that is being claimed.

Site Record Keeping

- For CACFP and free school sites, documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals. This information is obtained from the latest October Survey or from the Child Nutrition Programs office.
- For application sites (NSLP only) documentation of free and reduced-price eligibility (from free and reduced-price applications) for all children for whom free and reduced-priced snacks are claimed.

Site eligibility and/or additional sites must be approved by the USOE. The institution must submit a Facility Operation form (CACFP) or Schedule A and Site Sheet (NSLP) to add new sites, and a written request for an eligibility change.

QUICK REFERENCE/ADMINISTRATIVE MANUAL AFTER SCHOOL “AT RISK” SNACK PROGRAM

A

Additional Sites

Additional sites may be added using the USOE’s site sheet and revised Schedule A (NSLP) or Facility Operation form (CACFP). The site cannot be claimed until the SFA or institution has received information approving the site.

Administrative Review

The USOE reviews all Child Nutrition Programs to ensure that they operate in accordance with program regulations. Reviews will be scheduled in accordance with either NSLP or CACFP requirements. During a review, program records will be examined and a meal service may be observed.

Administrative Review (Appeal) Procedures for the ASSP

According to regulation, only certain issues are subject to appeal. Appeal information will be sent to the SFA or institution when applicable. This information will also be sent to all programs yearly during the annual application update process.

Adult Meals

Adult meals are not eligible for federal reimbursement unless the adult is certified by a physician as disabled and participates in a regular ASSP where the majority of participants are 18 or under.

Agreement and Application with the State Agency

The program agreement with the USOE is permanent but may be amended if necessary and may be required to be resubmitted as determined to be necessary by the USOE. Site information is included with the agreement and application. Any time the information on the application changes, or a site is added or the site information changes, amended site information must be submitted to the USOE and approved prior to claiming that site.

Area Eligibility

For SFA and CACFP, an after school care program site qualifies as area eligible if it is located in the attendance area of a school (i.e., elementary, middle or high school geographic boundaries) which has at least 50 percent or more of its enrollment eligible for free or reduced-price meals. For example, if a high school with less than 50 percent free or reduced-price school enrollment is located in the attendance area of a middle school that has 50 percent or more of the enrolled children eligible for free or reduced-price meals, then the high school’s after school care program would be area eligible (based on the middle school’s qualifications). District wide data cannot be used to qualify an area, only data from the appropriate individual school(s).

A site's area eligibility must be based on the total number of children approved for free or reduced-price meals in the school as of the last day of operation for the most current October Survey.

If a site is not area eligible, CACFP sites are not eligible. SFA sites may participate using the free, reduced-price and paid categories for the enrolled children.

SFA site area eligibility is valid for the entire school year. CACFP site eligibility is valid for three years from the beginning of the month in which the determination was made.

Attendance Area

The attendance area of the elementary, middle, junior or high schools may be used to establish program eligibility. Attendance areas are determined by the SFA. If the program is located in the attendance area of a school having at least 50 percent of its enrollment eligible for free or reduced-price meals, it qualifies as area eligible and all students who are served snacks may be claimed at the free reimbursement rate.

B

C

Charging for Snacks

Institutions operating under CACFP must serve meals at no separate charge.

SFAs operating the program at sites that qualify as free must serve snacks at no separate charge. If SFA sites qualify by application, snacks may be made available to children free, at a reduced-price or paid, as applicable.

Reduced-price students may not be charged more than .15 cents for a snack.

Civil Rights

A variety of laws and policies protect the civil rights of various categories of people and prohibit discrimination against them. It is required that federal assistance programs be operated so that no one is discriminated against on the basis of specific characteristics.

The pertinent laws include the Civil Rights Act of 1964, Title VI (discrimination because of race, color or national origin); the Education Amendments of 1972, Title IX (discrimination based on sex); the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990 (discrimination because of disability); and the Age Discrimination Act of 1975 (discrimination on the basis of age).

The approved civil rights statement for child nutrition programs is as follows:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

If space is not sufficient for the entire civil rights statement (one page documents, for example), the following may be printed in the same size type as the rest of the document:

This institution is an equal opportunity provider.

A system must be in place to handle any civil rights complaints. This must include informing the Utah State Office of Education, Child Nutrition Programs. The complainant may also contact the USDA directly, using the information from the civil rights statement.

Civil Rights Poster Display

At all food service sites, the nondiscrimination poster developed by the USDA, or an alternative approved by USDA, must be displayed in a prominent place, visible to the public.

Claim for Reimbursement

The Claim for Reimbursement must be completed and submitted to the USOE no later than the fourth (SFA) or fifth (CACFP) working day of the month following the month being claimed.

Claim Period—The Claim for Reimbursement for any month must cover only program operations for that month. However, if the first or last month of program operations in any fiscal year contains 10 operating days or less, such month may be added to the Claim for Reimbursement for the appropriate adjacent month. However, Claims for Reimbursement may not combine operations occurring in two fiscal years (September into October) or when rates change (June into July).

Late Claims—Original claims must be submitted to the USOE within 60 days following the last day of the month being claimed to be eligible for reimbursement. The USOE may grant an exception for an original claim which exceeds the 60-day period; a formal request must be made for this exception. The exception may be granted no more frequently than once every three years. To receive the exception, the USOE must receive an acceptable corrective action plan. The plan must address the problem contributing to the lateness and outline the actions to be taken to avoid future late claims. The decision to grant the exception will be made by the USOE based on the plan's acceptability.

CACFP-ASSP can appeal if the exception is denied.

Revised/Amended Claims—During the course of the year, it may be necessary to revise previously submitted claims. Claims that are amended upward, must be submitted within 90 days after the end of the month to which they apply. The USOE may grant an exception for an upward-amended claim received later than 90 days after the end of the month being amended once every three years. A formal request must be made to USOE for this exception. This formal request must address the problem contributing to the need for the amendment and outline the actions to be taken to avoid future late amended claims. A copy of the original claim is to be retained by the institution. Downward amendments may be submitted at any time.

There are spaces on the claim form in which to enter amended figures opposite original figures. In these spaces, enter the figures which will correct the claim; for example, if the original claimed 100 snacks and the correct figure is 105, write a +5 in the amendment space in bold colors. This amended copy of the claim form should then be re-signed, re-dated, and resubmitted to the USOE. The institution should retain a copy. Amended claims denied by the USOE may be appealed by CACFP-ASSP.

Claims Against Institutions

The USOE will disallow any portion of a Claim for Reimbursement and recover any payment to an institution that is not properly payable. However, for CACFP-ASSP, the USOE will notify the institution of the reasons for any

disallowance or demand for repayment, and allow the institution full opportunity to submit evidence on appeal to contest the action. The USOE does not establish claims directly against sponsored facilities. Rather, the USOE may determine that a reimbursement was improperly made to a facility by the SO and assert a claim against the SO.

Corrective Action

Corrective action will be required to permanently resolve any procedure, operation or administration of the program that is deficient. Additional visits may be made by the USOE to evaluate actions taken to resolve the deficiency. The time frames for follow-up and compliance will be determined by the USOE on an individual basis. Failure to correct deficiencies could adversely affect the participation of the SFA or CACFP institution.

Creditable Foods

Creditable foods are those foods which meet nutritional guidelines for the program. It is the responsibility of the institution to prepare and serve meals which meet meal pattern requirements using creditable foods. (See *Crediting Foods*.)

D

Denial of Applications and Termination of Institutions (CACFP)

See Termination of Program Participation

Disabled Participants

Institutions and facilities are required to make substitutions of foods for disabled participants who are unable, because of their disabilities, to consume specified food items. A licensed physician must provide sufficient information about a participant's disability to allow correct assessment and appropriate substitutions.

A person with disabilities is any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Such functions as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working are major life activities.

Institutions are not to make the determination whether a participant is disabled as defined above, but must accept the certification of a physician or other qualified medical authority. Facilities must offer, at no extra charge, substitutions for the required components of the meal pattern for a disabled participant. On a case-by-case basis, a disabled participant must be provided substitutions in food when the need is certified in a statement signed by a licensed physician. The certification must state (1) the individual participant's disabling condition and the condition restricting the diet, (2) the major life activity affected by the disability, and (3) the food or foods to be omitted from the diet and those to be substituted.

Institutions may make food substitutions, at their discretion, for children who do not have a disability but are medically certified as having a special dietary need. These substitutions must be made on a case-by-case basis, supported by a statement from a medical authority.

Disciplinary Action

Denying or delaying meal benefits as a disciplinary action is prohibited. Detention of a participant which results in their not participating in the (full) meal period is also not allowed under the program. Participants in discipline may be served separately.

E

Eligible Children

Reimbursement may be claimed for snacks served to all children through the age of 18 in eligible after school care programs. Reimbursement may also be claimed for those children who turn age 19 during the school year.

Snacks served to children who are attending classes of preprimary grade in a school (e.g., Head Start or Even Start) and who are participating in an eligible after school care program after their regularly scheduled school program may be claimed for reimbursement.

Individuals with disabilities who are in school and are participating in an eligible after school program may also be claimed for reimbursement (see Disabled Participants).

Eligible Institutions

School Food Authority (SFA)

School Food Authorities must operate the National School Lunch Program (NSLP) and the school district must sponsor or operate an after school care program which:

- Provides children with regularly scheduled activities in an organized, structured and supervised environment.
- Includes educational or enrichment activities.

The after school program must be operated by the school and not some other organization, although the school does not have to use the school's personnel or regular school facilities. The school must retain final administrative and financial responsibility for the program. The SFA or 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. The school may then, if it wishes, arrange with another organization to perform the day-to-day operations, however, the school remains ultimately responsible for the program's operation..

Residential Child Care Institutions (RCCI) may participate in the after school snack program as an SFA. To be eligible, RCCIs must meet all other requirements established for this benefit. Specifically, they must have a care program that includes an appropriate education or enrichment program. Finally, RCCIs must serve snacks that meet program patterns and have been properly counted.

Public, private nonprofit and for-profit child care organizations

These institutions, including schools, may operate under the Child and Adult Care Food Program (CACFP) if the organization:

- Provides children with regularly scheduled activities in an organized, structured and supervised environment.
- Includes educational or enrichment activities.
- Is located in a geographical area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced-price school meals.

Exceptions to Meal Pattern Requirements

Substitutions may be made in the snack pattern if individual participating children are unable, because of a documented disability, either medical or dietary, to consume specific foods.

If a child has a special dietary need other than one certified by a medical authority, substitutions can usually be made with other foods within each required component category. This can be done without a doctor's note. The only item that cannot be substituted without a statement from a medical authority is fluid milk.

The USDA has published *Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff* to answer questions concerning special needs. This book also applies to institutions with a CACFP agreement.

F

Facility Agreement

Facilities that are part of the same legal entity as the sponsoring institution do not need a formal agreement with their parent institution. However, if sponsored facilities are not part of the same legal entity (the sponsor must be a public or private nonprofit institution), there must be a formal agreement between the SO and the facility which stipulates the rights and responsibilities of each.

Facility Claim

The SO is responsible for making sure the facility's claim is accurate and is responsible to the USOE for errors that might cause under- or over-reporting. Claims must be in the possession of the SO prior to submission of a claim to the USOE for a facility.

Facility Training

Each sponsor is required to give training to employees involved with the ASSP. All training must be documented with an agenda which specifies the date(s) and time(s) of training and the topics covered. A sign-in attendance sheet also needs to be kept to document facilities' staff attendance.

Field Trips (Off-Site Snacks)

Snacks are to be served and consumed as part of the program on the institution's premises. Snacks given to children to take home are not reimbursable. However, snacks served to children on institution supervised field trips may be reimbursed because they are served in conjunction with regularly scheduled activities or enrichment programs.

Off-site meals must be approved by the USOE prior to service. Documentation must be maintained by the institution to demonstrate approval.

Snacks served on field trips should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage. Documentation of these measures are to be kept as part of the field trip documentation.

As with all snacks, care must be taken to ensure an exact count, to claim no more than one snack for each child, and to maintain accurate records for free, reduced-price, and paid categories as appropriate.

Free and Reduced-Price Program Administration (SFAs)

If a SFA facility does not qualify by area, then documentation of free or reduced-price eligibility must be available.

G, H

I

Income Eligibility

Eligibility of individual child(ren) is determined at the SFA with the free-reduced-price application or Income Eligibility Form (IEF) following the federal guidelines. Income eligibility is used by those institutions participating in the SFA part of the ASSP only at sites with fewer than 50% free or reduced-priced enrollment.

Income Eligibility Form (IEF) Approval

SFA sites which do not qualify as free due to their attendance area must use free & reduced-price applications and claim participants in the category for which they are eligible. Final responsibility belongs with the SFA. A complete IEF should be approved/denied by the school/district within ten operating days of receipt. The date of approval cannot be prior to the date the adult household member signed the application. SFAs should use IEFs on file for meal programs and do not need an additional IEF for the ASSP. An IEF is valid for one year from the date the institution's representative signs the form.

J, K

L

Leftover Food

To avoid waste, available food that is not served can be reused in another snack, if this practice is not contrary to local health codes.

Reimbursement is provided to participating institutions for each snack served to children which meets the snack requirements, regardless of actual consumption (in other words, the institution must serve the snack in order to claim reimbursement, but the child does not have to eat or finish all of the snack). Once the food is served to the child, it must be discarded, regardless if it is prepackaged and has not been opened.

Once milk has been served, either in a glass or carton, it cannot be re-served. Milk in cartons cannot be sanitized without jeopardizing the quality and safety of the product.

License

To participate in the program, a child care center must have a current license issued by the Utah Department of Health unless the ASSP is held in a school or other facility which is license exempt.

M

Meal Accountability

Institutions must maintain auditable records to document eligibility of snacks claimed for reimbursement. Minimum records include:

- Dated, daily records of all snacks claimed by date of service.
- Portion sizes of all snack items.
- Roster or sign in sheet which documents the total number of children in attendance (to establish maximum number of snacks that can be claimed in a given day).
- Accurate counts of snacks served.
 - ◆ Free sites - count of snacks served.
 - ◆ Application sites - point of service count by individual participant.

The Meal Production form becomes an auditable document of program operations. It must include: 1) the menu; 2) quantities of food served which establish meal compliance and 3) types of food served which establish meal compliance.

A record of foods purchased must also be kept for CACFP-ASSP.

Meal Pattern

The following chart shows the minimum component requirements for each age group. 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. 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. Nuts and seeds are generally not recommended to be served to children 1-3 years old since they present a choking hazard. If served, nuts and seeds should be finely minced.

See the next page for a chart showing the required meal pattern for snacks.

Snacks			
Serve 2 of the following 4 components			
Component	1-2 year olds	3-5 year olds	6 years or older
1. Milk, fluid	1/2 cup	1/2 cup	1 cup
2. Fruit or Vegetable or 100% Juice Juice may not be served when milk is the only other component	1/2 cup	1/2 cup	3/4 cup
3. Grain/Bread or alternate Must be enriched or whole grain or fortified (if cereal) or Cereal Cold, dry or Cereal Hot or Pasta	1/2 slice 1/2 serving 1/4 cup or 1/3 oz 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz 1/2 cup
4. Meat or Meat Alternates or Yogurt Yogurt must be commercially prepared & cannot be served if milk is the only other component	1/2 oz 1/4 cup	1/2 oz 1/4 cup	1 oz 1/2 cup

Meal Times and Places

Meals must be served at the approved sites during the approved hours and days agreed upon in the program application. On weekdays when school is in session, snacks must be served after the child's school day has ended and during the operation of the after school program. Snacks served through CACFP on weekends or holidays may be served at any time of day.

Milk Standards

Milk means pasteurized fluid types of unflavored or flavored milk, including whole milk, low-fat milk, skim milk, lactose free milk, or cultured buttermilk which meet the standards of identity for milk. All milk must contain vitamins A and D.

The state sanitation code prohibits serving reconstituted dry milk in public eating establishments as a beverage.

Monitoring CACFP

Institutions with multiple sites participating in the ASSP must review their sites at least three (3) times each year. Two of the three reviews must be unannounced and two of the three reviews must occur during the snack meal service time. At least one of these reviews must be made during each site's first four weeks of program operations, and not more than six (6) months may elapse between reviews.

SFA

Each after school care program must be reviewed by the SFA two (2) times per year. The first review must take place during the first four weeks of snack service each school year.

In both programs, these reviews must assess each site's compliance with counting and claiming procedures and the snack meal pattern.

N

Noncitizens

Citizenship status is not a criterion for eligibility to receive meal benefits in any Child Nutrition Program.

Non-creditable Foods

A meal may be claimed only when creditable foods are served. See *Crediting Foods in the Child and Adult Care Food Program*.

Non-reimbursable Meals

Reimbursement is available only for approved children's meals which meet program requirements. No other meals or food items are reimbursable.

0

P

Pricing Programs (SFA application sites only)

In a pricing program, children not eligible for free or reduced-price snacks are charged an amount intended to make up the difference between the cost of the service and federal reimbursement. Children eligible for reduced-priced snacks may be charged no more than 15 cents per snack. Snacks must be furnished without cost to all children who qualify as free.

Program Application

Institutions must have a CACFP or NSLP agreement in place in order to have an application approved.

Institutions with an approved CACFP or NSLP agreement shall submit a completed Attachment G (appropriate to the program) and Site Information Sheet for each site.

Policy Regarding Nondiscrimination and Income Eligibility

When an institution applies for program participation they must submit a written policy statement concerning nondiscrimination and free and reduced-price meals. The policy must be used uniformly in all facilities under its jurisdiction. Institutions will not be approved for participation, nor agreements renewed, unless the free and reduced-price policy statement has been approved. Pending approval of a revision of a policy statement, the existing policy shall remain in effect.

CACFP

Institutions operating under CACFP must serve meals at no separate charge; therefore, the policy will consist of an assurance to the USOE that all participants are served the same meals at no separate charge, regardless of race, color, national origin, sex, age, or disability, and that there is no discrimination in the course of the meal service.

SFA

Institutions operating under NSLP with sites that qualify as free must serve snacks at no separate charge. If NSLP sites qualify by application, snacks may be made available to children free, at a reduced price, or paid, as applicable. The policy will consist of an assurance to the USOE that all participants are served the same meals regardless of race, color, national origin, sex, age, or disability, and that there is no discrimination in the course of the meal service.

Public Information

All information provided to the public such as flyers, brochures, announcements, posters, etc., must contain the approved civil rights statement. Photographs or other graphics providing information about the program should convey the message of equal opportunity by displaying beneficiaries from different minority groups. Public service announcements lasting 30 seconds or less on radio or television may include a shortened form of the required nondiscrimination statement. (See **Civil Rights**.)

R

Record Keeping

SFAs and CACFP institutions must establish procedures to collect and maintain all necessary program records. Such records include:

- Copies of all applications and supporting documents submitted to the USOE.
- Daily records indicating the number of participants in attendance and the number of snacks served to participants.
- Copies of all claims for reimbursement submitted to the USOE.
- Receipts for all program payments received from the USOE.
- Copies of menus and other required food service records.
- Information on training session date(s) and location(s), as well as topics presented and names of participants.
- Financial records documenting how funds have been spent.

All accounts and records of SFA and CACFP institutions and participating facilities pertaining to the program must be made available to representatives of the USOE and USDA for audit or review at any reasonable time and place. All records are to be retained for a period of three years after the fiscal year to which they pertain plus the current year, except that if audit or review findings have not been resolved, the records must be retained beyond the end of the three-year period for as long as may be required for the resolution of the issues raised by the audit or review.

Recovery of Overpayments

The USOE will recover outstanding and unearned payments (payments for ineligible snacks). SFAs and CACFP institutions should have a plan in place for repayment of over claims should they occur. Institutions participating in the CACFP-ASSP may appeal over-claims (see Administrative Review).

Residential Child Care Institutions (RCCI)

RCCIs follow the same general rules as outlined for SFAs.

RCCIs must serve a snack separate from their evening meal, and as part of a scheduled after school program. It can be served either before or after supper.

RCCIs will generally receive free reimbursement for all snacks because usually, more than 50 percent of their enrolled children are eligible for free school meals.

S

Sanitation and Safety

Institutions must maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations. Further details are given in the most recent Utah Sanitation Code which may be obtained from the local or state health department.

A site or institution will be terminated from the program if health- or life-threatening safety or sanitation problems are identified.

School Food Authority (SFA)

The entity sponsoring programs within a public school or private non-profit school setting. Local Educational Agency (LEA) is sometimes used in place of SFA.

T

Termination of Program Participation

Serious deficiencies which are grounds for disapproval of applications and for termination when corrective action cannot be achieved include, but are not limited to:

- Noncompliance with contract requirements of federal child nutrition program regulations.
- Submission of false information to the USOE.
- Failure to maintain adequate records.
- Failure to adjust meal orders to conform to variations in the number of participants.
- Claiming of program payments for meals not served to participants,
- Service of a significant number of meals which did not include required quantities of all meal components.
- History of administrative or financial mismanagement in any federal child nutrition program.

(See **Corrective Action**)

Transported Meals (Snacks)

Transported meals are defined as unitized individual meals transported from a central kitchen and may or may not be combined with partial preparation at the site. Meal accountability does not change just because food is transported; documentation of compliance, along with the meal count, must be available.

U, V, W, X, Y, Z

INDEX

A

- Additional Sites
- Administrative Review
- Administrative Review (Appeal) Procedures
- Adult Meals
- Agreement and Application with the State Agency
- Area Eligibility
- Attendance Area

B

C

- Charging for snacks
- Civil Rights
- Civil Rights Poster Display
- Claim for Reimbursement
- Claims Against Institutions
- Corrective Action
- Creditable Foods

D

- Denial of Applications and Termination of Institutions
- Disabled Participants
- Disciplinary Action

E

- Eligible Children
- Eligible Programs
- Exceptions to Meal Pattern Requirements

F

- Facility Agreement
- Facility Claim
- Facility Training
- Field Trips (Off-Site Snacks)
- Free and Reduced-price Program Administration (SFAs)

G

H

I

Income Eligibility
Income Eligibility Form Approval

J**K****L**

Leftover Foods
License

M

Meal Accountability
Meal Pattern
Meal Times and Places
Milk Standards
Monitoring

N

Noncitizens
Non-creditable Foods
Non-reimbursable Meals

O**P**

Pricing Programs (SFA application sites only)
Program Application and Agreement
Policy Regarding Nondiscrimination and Income Eligibility
Public Information

Q**R**

Record Keeping
Recovery of Overpayments
Residential Child Care Institutions

S

Sanitation and Safety

T

Termination of Program Participation
Transported Meals (Snacks)

U

V

W

X

Y

Z

GLOSSARY OF ACRONYMS

Abbreviations are frequently used throughout this manual. This glossary will help you become familiar with any which may be new to you.

ADP	Average Daily Participation
AFDC	Aid to Families With Dependent Children (old language for FEP)
ASFSA	American School Food Service Association (see SNA)
ASSP	After School (At Risk) Snack Program
CA	Corrective Action
CACFP	Child and Adult Care Food Program
CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CNP	Child Nutrition Programs
CRE	Coordinated Review Effort
FDP	Food Distribution Program
FDPIR	Food Distribution Program on Indian Reservations
FEP	Family Employment Program (formerly AFDC; Utah name for TANF)
FNS	Food and Nutrition Service (USDA)
FNSRO	Food and Nutrition Service, Regional Office (USDA—Denver)
F/RP	Free/Reduced-price (meal eligibility)
FS	Food Stamp
FSMC	Food Service Management Company
FY	Fiscal Year
IEF	Income Eligibility Form
LEA	Local Educational Agency (also called “School Food Authority”)
NSLP	National School Lunch Program
NSMP	Nutrient Standard Menu Planning
OMB	Office of Management and Budget
OVS	Offer Versus Serve
POS	Point of Service
RCCI	Residential Child Care Institution
RO	Regional Office of USDA
SA	State Agency
SFA	School Food Authority (also called “Local Educational Agency”)
SMP	Special Milk Program
SMI	School Meals Initiative
SNA	School Nutrition Association
SNAU	School Nutrition Association of Utah
STAR	State Technical Assistance Review
TANF	Temporary Assistance for Needy Families (federal block grant; FEP in Utah)
UHT	Ultra High Temperature
USDA	United States Department of Agriculture
USFSA	Utah School Food Service Association (see SNAU)
USOE	Utah State Office of Education