

AFTERSCHOOL SNACK PROGRAM HANDBOOK

for Sponsors of the National School Lunch Program



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Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

AFTERSCHOOL SNACK PROGRAM HANDBOOK

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ABOUT THIS HANDBOOK

The Connecticut State Department of Education's (CSDE) *Afterschool Snack Program (ASP) Handbook* contains information and guidance on operating the U.S. Department of Agriculture's (USDA) ASP under the National School Lunch Program (NSLP). This guide includes the following sections:

- 1 – Overview
- 2 – Snack Meal Pattern
- 3 – Menu Planning
- 4 – Program Requirements
- 5 – Resources
- Appendices
- Glossary

Each section contains links to other sections of the handbook, when appropriate, and to Web sites with relevant information and resources. These can be accessed by clicking on the blue highlighted text throughout this handbook.

The mention of trade names, commercial products or organizations does not imply approval or endorsement by the CSDE or the USDA. Product names are used solely for clarification.

The contents of this handbook are subject to change. The CSDE will update this handbook as the USDA issues additional policies and guidance for the ASP. Please check the CSDE's [ASP Web page](#) for the most recent version. For more information on the ASP, contact Jackie Schipke at jackie.schipke@ct.gov or 860-807-2123.



CSDE CONTACT INFORMATION

The chart below summarizes the Connecticut county assignments for the school nutrition programs staff in the CSDE’s Bureau of Health/Nutrition, Family Services and Adult Education. School food authorities should contact their assigned consultant with any questions regarding the operation of the USDA Child Nutrition Programs.

County	Consultant
Fairfield County	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
Hartford County	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
Middlesex County Windham County	Susan Alston susan.alston@ct.gov 860-807-2081
Litchfield County	Allison Calhoun-White allison.calhoun-white@ct.gov 860-807-2008
New Haven County	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
New London County Tolland County	Monica Pacheco monica.pacheco@ct.gov 860-807-2073
Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education 25 Industrial Park Road Middletown, CT 06457	

For information on the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP), Fresh Fruit and Vegetable Program (FFVP) and Summer Food Service Program (SFSP), visit the CSDE’s [Child Nutrition Programs](#) Web page.

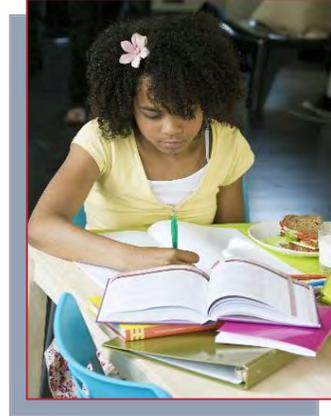
ABBREVIATIONS AND ACRONYMS

APP	alternate protein product
CACFP	Child and Adult Care Food Program
CFR	Code of Federal Regulations
CN	Child Nutrition
CNP	Child Nutrition Programs
CSDE	Connecticut State Department of Education
FDA	Food and Drug Administration
FNS	Food and Nutrition Service, U.S. Department of Agriculture
HFC	Healthy Food Certification
HACCP	Hazard Analysis Critical Control Points
HHFKA	Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)
LEA	local educational agency
NSLP	National School Lunch Program
OVS	offer versus serve
RCCI	residential child care institution
SBP	School Breakfast Program
SFA	school food authority
USDA	United States Department of Agriculture
VPP	vegetable protein product

1 — OVERVIEW

The Afterschool Snack Program (ASP) is operated through the U.S. Department of Agriculture’s (USDA) National School Lunch Program (NSLP). Schools must participate in the NSLP to participate in the ASP.

The ASP is operated in afterschool activities aimed at promoting the health and well-being of children and youth in local communities. Schools must provide children with regularly scheduled activities in an organized, structured and supervised environment that includes educational or enrichment activities such as mentoring/tutoring programs. Afterschool programs must meet state or local licensing requirements and health and safety standards.



The USDA also allows certain extended day programs to participate in the ASP. For more information, see “[Extended School Days](#)” in section 4.

The ASP provides cash reimbursement to help schools serve healthy snacks to children who are participating in afterschool care programs. The reimbursement rate depends on students’ meal eligibility. In schools where **50 percent or more** of enrolled students are eligible for free or reduced-price meals, snacks are reimbursed at the free rate for all children. In schools where **less than 50 percent** of enrolled students are eligible for free or reduced-price meals, snacks are reimbursed by student eligibility status (free, reduced or paid).

For information on the current USDA funding levels for snacks in the ASP, see “[Reimbursement Rates](#)” in section 4.

Section 5 of this handbook includes links to federal and state regulations, policy memoranda, Web sites, resources, forms and handouts related to the ASP. For additional information and resources, visit the CSDE’s [ASP](#) Web page.

CACFP Afterschool Snacks

The CACFP also provides reimbursement for snacks, and in some cases meals, to afterschool care programs that are operated by schools, local government agencies and private non-profit organizations. To participate in the CACFP Afterschool Snack Program or At-Risk Afterschool Meals Program, the site must be located in a school or geographic area where 50 percent or more of the enrolled students are eligible for free or reduced-price school meals. For more information, visit the CSDE’s [CACFP At-risk Afterschool Care Centers](#) Web page or contact the CSDE CACFP staff at 860-807-2070.

CRITERIA FOR ASP PARTICIPATION

Any school that is part of a school food authority (SFA) that participates in the NSLP is eligible to operate the ASP. Schools that are approved by the CSDE to operate the ASP must agree to assume full responsibility for complying with all program requirements. To participate in the ASP, the school must meet the preliminary requirements below.

1. The school must be participating in the NSLP.
2. The school must be sponsoring or operating an afterschool care program for children ages 3-18 that:
 - provides regularly scheduled activities in an organized, structured and supervised environment;
 - includes educational or enrichment activities such as mentoring/tutoring programs; and
 - meets state or local licensing requirements and health and safety standards.



3. The SFA must complete an annual online application for each site and submit to the CSDE for approval. The application must be approved by the CSDE before the site is eligible to receive federal reimbursements. New sites that start during the school year must have approved applications.

The CSDE’s ASP Eligibility Checklist helps schools determine if they meet the criteria for ASP participation (see [appendix A](#)).

RESIDENTIAL CHILD CARE INSTITUTIONS

Any residential child care institution (RCCI) that participates in the NSLP may also participate in the ASP, if the RCCI operates an afterschool care program with enrichment or education activities that meet the criteria for ASP participation above. The ASP requirements for RCCIs and schools are the same.

RCCIs cannot claim reimbursement for snacks served on weekends, holidays or vacation periods unless the snack is served during an activity that takes place after an education activity that is determined to be an integral part of the curriculum or an actual extension of the local education system. For more information, see “[Time Restrictions](#)” in section 4.

RCCIs are reimbursed for snacks served in the ASP to students ages 18 and younger, and who turn 19 during the school year. Unlike the NSLP and SBP regulations for RCCIs, the ASP does **not** allow RCCIs to received snack reimbursements for children until age 21.

STUDENT ELIGIBILITY

The following students who participate in organized afterschool care programs are eligible to receive snacks through the ASP:

- students ages 18 and younger;
- students who turn 19 during the school year; and
- individuals, regardless of age, who are determined by the CSDE to be mentally or physically disabled.

Schools have significant flexibility in organizing afterschool programs, and in the specific educational or enrichment activities that may be offered. For example, some programs may focus on homework and tutoring, while others offer activities such as drama, chess and physical activity.

Students who are part of school sports teams and clubs can receive afterschool snacks as part of a broad, overarching educational or enrichment program offered by the school. Afterschool “drop in” programs are also eligible. The ASP does not have an enrollment requirement, so individual student athletes who attend afterschool programs before or after team practices may receive snacks.

Many afterschool programs hire teens to work with children in the program. These teens are also eligible to receive snacks in the ASP.



APPLICATION PROCESS

Schools must meet the criteria for participation to be eligible for the ASP (see “[Criteria for Participation](#)” in this section). The SFA should review this handbook to determine if the applicant site is eligible, and can comply with the ASP meal pattern and operation requirements. For more information, see the CSDE’s ASP Eligibility Checklist in [appendix A](#).

For each eligible site, the SFA must complete the steps below.

1. Complete the ASP section (C1-C9) of the Connecticut Online Application and Claiming System for the USDA Child Nutrition Programs. Access the link to the CNP online system from the CSDE’s [CNP Online System](#) Web page.
2. Request approval by the SFA’s assigned school nutrition consultant. Access the list of CSDE school nutrition consultants from the CSDE’s [Contact Information](#) Web page.
3. E-mail a sample four-week snack menu to Jackie Schipke, Education Consultant, CSDE, at jackie.schipke@ct.gov.



The CSDE will review the snack menu for compliance with the ASP meal pattern. SFAs will be notified by e-mail if the snack menu is approved or needs corrections. The school cannot be approved for ASP operation until the CSDE receives a compliant snack menu.

Applications must be submitted at least **two weeks** before the start of the school’s snack service. SFAs may apply to participate in the ASP anytime during the school year. SFAs must notify their assigned school nutrition consultant to obtain approval for any new ASP sites.

For questions regarding the ASP application process, contact Jackie Schipke at jackie.schipke@ct.gov or 860-807-2123.

2 — SNACK MEAL PATTERN

All schools that operate the ASP must provide students with snacks that meet the required meal pattern components and serving sizes specified in the USDA meal pattern for the ASP. The four snack components include:

- milk (low-fat unflavored or fat-free flavored or unflavored);
- vegetables/fruits;
- grains/breads; and
- meat/meat alternates.

Snack menus can include any **two** of the four components, but they must be two **different** components. For example, a snack of carrot sticks and apple juice does not comply with the ASP meal pattern because both items are from the vegetables/fruits component.

The ASP meal pattern is in table 1 and [appendix B](#). A handout version of the ASP meal pattern is available on the CSDE's [ASP](#) Web page.

School menus must document that each snack complies with the ASP meal pattern. The Connecticut State Department of Education's (CSDE) sample menu forms for ages 3-5 ([appendix F](#)) and ages 6-18 ([appendix G](#)) help menu planners to develop compliant snack menus. These forms are available in PDF and Word on CSDE's [ASP](#) Web page.



Table 1 – ASP Meal Pattern		
Serve any TWO of the following four components (must be two DIFFERENT components) ¹	MINIMUM QUANTITIES ²	
	Ages 3-5	Ages 6-18
MILK, FLUID Low-fat (1%) unflavored or fat-free unflavored or flavored ³	½ cup	1 cup
VEGETABLES AND FRUITS Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice ⁴ or An equivalent quantity of any combination of the above vegetables and fruits	½ cup	¾ cup
GRAINS AND BREADS ⁵ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal ⁶ or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of the above grains and breads	½ slice ½ serving ⅓ cup or ½ ounce ¼ cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup ½ cup
MEAT AND MEAT ALTERNATES Lean meat or poultry or fish ⁷ or Alternate protein products ⁸ or Cheese or Cottage cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds ⁹ or Yogurt ¹⁰ , plain or flavored, unsweetened or sweetened or An equivalent quantity of any combination of the above meat and meat alternates	½ ounce ½ ounce ½ ounce ⅓ cup ½ large egg ⅓ cup 1 tablespoon ½ ounce 2 ounces or ¼ cup	1 ounce 1 ounce 1 ounce ¼ cup ½ large egg ¼ cup 2 tablespoons 1 ounce 4 ounces or ½ cup
◀ See next page for important menu planning notes ▶		

Table 1 – ASP Meal Pattern, continued

Menu Planning Notes

- ¹ Reimbursable snacks must consist of two food items, each from a different food component. For example, a snack of carrot sticks and apple juice does not comply with the ASP meal pattern because both items are from the vegetables/fruits component. In addition to meeting the ASP meal pattern, snacks served in public schools that choose the healthy food option of Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes must comply with the Connecticut Nutrition Standards (CNS). For more information, see the CSDE's [HFC](#) and [CNS](#) Web pages, and the CSDE's [List of Acceptable Foods and Beverages](#).
- ² The meal pattern shows the required amounts of each component that must be made available to each child to claim reimbursement for the snack. Children may be served larger portions but not less than the minimum quantities specified.
- ³ Milk must be low-fat (1%) unflavored or fat-free unflavored or flavored. Whole milk, reduced-fat (2%) milk and flavored low-fat milk cannot be served.
- ⁴ Serve whole vegetables and fruits most often. Juice must be full-strength (100 percent) juice. Juice cannot be served when milk is the only other snack component.
- ⁵ All grain products must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. Bran and germ credit the same as enriched or whole-grain meal or flour. All grain products must meet the minimum serving sizes in [Serving Sizes for Grains/Breads in the Afterschool Snack Program](#). Creditable grain-based desserts such as cookies, granola bars, toaster pastries, sweet rolls and cake cannot be served more than twice a week. Serve whole grains most often.
- ⁶ One serving of breakfast cereal must meet the requirement for either measure (cups) or weight (ounces), whichever is less. Breakfast cereals are traditionally served as a breakfast menu item but may be served as a snack.
- ⁷ The serving size refers to the edible portion of cooked lean meat, poultry or fish as served, e.g., cooked lean meat without bone. A 1-ounce serving equals 1 ounce of lean meat, poultry or fish, 1 ounce of cheese (low-fat recommended), 2 ounces of cottage cheese or ricotta (low-fat recommended), ¼ cup of cooked beans and peas (legumes), ½ large egg, 2 tablespoons of nut butters, 1 ounce of nuts or seeds, ¼ cup (2.2 ounces) of commercial tofu (containing at least 5 grams of protein), ½ cup of yogurt or soy yogurt and 1 ounce of alternate protein products (APP).
- ⁸ APP must meet the USDA requirements specified in appendix A to Part 210 of the [NSLP regulations](#).
- ⁹ Allowable nuts and seeds include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios and soynuts. Children younger than 4 are at the highest risk of choking. The USDA recommends that any nuts or seeds served to young children are in a prepared food and are ground or finely chopped.
- ¹⁰ To increase nutrient variety, yogurt should not be served when milk is the only other snack component.

Meal Pattern Components

The guidance below assists schools with planning snack menus to meet the ASP meal pattern requirements. For additional guidance on crediting foods, see the CSDE’s *Menu Planning Guide for School Meals* and *Crediting Foods* Web page, and the USDA’s *Food Buying Guide for School Meals*.

GRAINS/BREADS

- The ASP meal pattern refers to the “**grains/breads**” component because the USDA final rule, *Nutrition Standards for the National School Lunch and School Breakfast Programs*, does not change the meal pattern requirements for the ASP. All grain products must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. Bran and germ credit the same as enriched or whole-grain meal or flour.
- The **minimum serving size** for the grains/breads component is ½ serving for ages 3-5 and 1 serving for ages 6-18. All grain products must meet the minimum serving sizes in *Serving Sizes for Grains/Breads in the Afterschool Snack Program* (appendix C). The serving size for grains/breads made from scratch is based on the creditable grains content of the recipe. For more information on calculating the grain content of foods, see the CSDE’s handout, *Calculation Methods for Crediting Grains in School Nutrition Programs*.
- Schools may choose to use the minimum **ounce equivalents** specified in *Whole Grain-rich Ounce Equivalents for School Nutrition Programs* instead of the serving sizes for grains/breads. The WGR ounce equivalents provide more nutrient-dense choices for children and consistency with school meals.
- Creditable **grain-based desserts**, such as cookies, granola bars, toaster pastries, sweet rolls and cake, cannot be served more than twice a week. For example, if the weekly snack menu includes cookies on Monday and granola bars on Thursday, no other grain-based desserts can be served that week. Most grain-based desserts are high in fat, added sugars and sodium. They should be served infrequently, if at all.
- For best nutrition, offer **whole grains** most often and substitute whole grain-rich (WGR) products for enriched products. Whole grains consist of the entire grain kernel, including the starchy endosperm, the fiber-rich bran and the germ. WGR products contain at least 50 percent whole grains, any other grain ingredients are enriched and any noncreditable grains must be less than two percent (¼ ounce equivalent) of the product formula. For more information, see the CSDE’s handouts, *Criteria for Whole Grain-rich Foods* and *Identifying Whole Grains*.



VEGETABLES/FRUITS

- The **minimum serving size** for the vegetables/fruits component is $\frac{1}{2}$ cup for ages 3-5 and $\frac{3}{4}$ cup for ages 6-18. Menu planners should consult the USDA's *Food Buying Guide for School Meals* to determine the crediting information for specific fruits and vegetables.
- **Vegetables** include fresh, frozen and canned. A serving of cooked vegetables must be drained. Legumes (cooked dry beans and peas) credit as either a vegetable or a meat/meat alternate, but not both in the same snack.
- **Fruits** include fresh, frozen (with or without added sugar), dried, and canned in light syrup, water or fruit juice. A serving of canned fruit may include the 100 percent juice in which the fruit is packed.
- An individual piece of **whole fresh fruit** for ages 6-18 must provide at least a $\frac{3}{4}$ -cup serving. Most whole fresh fruits do not provide $\frac{3}{4}$ cup of fruit. For example, the *Food Buying Guide* indicates that one 150-count banana, one 150-count pear, one 80-count peach, one 138-count orange and one 2-inch diameter plum each credit as only $\frac{1}{2}$ cup of fruit. A snack that consists of one of these fruits and one other component is not reimbursable because it does not provide the minimum required serving size of the fruits component. If an individual piece of fruit does not provide $\frac{3}{4}$ cup, the menu planner must:
 - provide additional vegetables/fruits to meet the minimum $\frac{3}{4}$ -cup serving; or
 - provide two additional snack components, and count the fruit as an "extra" snack item.



Only a few whole fruits listed in the *Food Buying Guide* provide the minimum $\frac{3}{4}$ -cup serving for ages 6-18 in one piece of fruit. These include size 56-64 nectarines, size 56 peaches and 120-count pears. One 125 to 138-count apple provides 1 cup of fruit.



- Reimbursable snacks must contain two **different** components. Snacks do not meet the ASP meal pattern if they only include two servings of vegetables or two servings of fruits or one serving of vegetables and one serving of fruits. For example, a snack of $\frac{3}{4}$ cup of orange juice and $\frac{3}{4}$ cup of carrot sticks contains two food items but only one food component (vegetables/fruits). This snack would only be reimbursable if the menu also includes the minimum serving of another meal pattern component.

2 | SNACK MEAL PATTERN

- Juice must be pasteurized **100 percent full-strength** fruit juice, vegetable juice or combination. It can be fresh, frozen or made from concentrate. Juice may be served liquid or frozen, e.g., full-strength frozen juice pops.
 - For ages 6-18, the minimum serving size for 100 percent juice is $\frac{3}{4}$ cup. If the snack menu includes 4-fluid ounce juice cartons ($\frac{1}{2}$ cup), the menu planner must include an additional $\frac{1}{4}$ cup of fruit or vegetable to provide the minimum serving size for the vegetables/fruits component. To be reimbursable, this snack must also include the minimum serving size of either grains/breads or meat/meat alternates.
 - Serve whole fruits and vegetables most often, as recommended by the *Dietary Guidelines for Americans*. Juice does not provide the same nutritional benefits as whole fruits and vegetables, which provide fiber, fewer calories and more nutrients. For example, $\frac{1}{2}$ cup of grape juice contains 76 calories and $\frac{1}{2}$ cup of fresh grapes contains 34 calories.
 - Juice cannot be served when milk is the only other snack component.



MEAT/MEAT ALTERNATES

- Meat/meat alternates include cooked lean meat, poultry or fish, cheese, cottage cheese, beans and peas (legumes), eggs, nut and seed butters, nuts and seeds, commercial tofu, yogurt or soy yogurt and APPs. Legumes can credit as either a meat/meat alternate or vegetable, but not both in the same snack.
- The **minimum serving size** for the meat/meat alternates component is $\frac{1}{2}$ ounce for ages 3-5 and 1 ounce for ages 6-18. Menu planners should consult the USDA's *Food Buying Guide for School Meals* to determine the crediting information for specific meat/meat alternates. A 1-ounce serving of meat/meat alternate equals:
 - 1 ounce of lean meat, poultry or fish;
 - 1 ounce of cheese (low-fat recommended);
 - 2 ounces of cottage or ricotta cheese, cheese food/spread or cheese substitute (low-fat recommended);
 - $\frac{1}{4}$ cup of cooked beans and peas (legumes), e.g., kidney beans, chick peas (garbanzo beans), lentils and split peas;
 - $\frac{1}{2}$ large egg;
 - 2 tablespoons of nut or seed butters, e.g., peanut butter, almond butter, cashew butter and sunflower seed butter;
 - 1 ounce of nuts or seeds, e.g., almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, pine nuts, pistachios, soynuts and walnuts;
 - $\frac{1}{4}$ cup (2.2 ounces) of commercial tofu containing at least 5 grams of protein;
 - $\frac{1}{2}$ cup of yogurt or soy yogurt; and
 - 1 ounce of APP that meets the USDA requirements for APP.
- The serving size of **cooked legumes** does not include any liquid added to the product, for example the sauce in baked beans. A 1-ounce serving must contain $\frac{1}{4}$ cup of beans not including any liquid or sauce.
- **Bacon and cream cheese** do not credit as meat/meat alternates. They are low in protein and high in fat. For more information, see “[Noncreditable Foods](#)” in this section.



2 | SNACK MEAL PATTERN

- Meat products **without binders and extenders** credit based on the actual serving weight, e.g., 1 ounce of meat provides 1 ounce of meat/meat alternate.
- Meat products with **binders and extenders** cannot credit based on the amount served. For example, 1 ounce of deli turkey that contains modified food starch cannot credit as 1 ounce of meat/meat alternate. This product would credit based on the actual percentage of turkey in the product formula, as documented by the manufacturer’s product formulation statement (PFS). [Table 2](#) shows some examples of binders and extenders. For more information, see “[Crediting Commercial Entree Products](#)” in this section.

Table 2 – Examples of Binders and Extenders *

Agar-agar	Dried milk	Reduced minerals
Algin (a mixture of sodium alginate, calcium carbonate and calcium gluconate/lactic acid)	Dry or dried whey	Sodium caseinate
Bread	Enzyme (rennet) treated calcium-reduced dried skim milk and calcium lactate	Soy flour (APP) **
Calcium-reduced dried skim milk	Gums, vegetable	Soy protein concentrate (APP) **
Carrageenan	Isolated soy protein (APP) **	Starchy vegetable flour
Carboxymethyl cellulose (cellulose gum)	Locust bean gum	Tapioca dextrin
Cereal	Methyl cellulose	Vegetable starch
	Modified food starch	Wheat gluten
	Reduced lactose whey	Whey
		Whey protein concentrate (APP) **
		Xanthan gum

* Binders and extenders are defined by the USDA Food Safety and Inspection Service (FSIS) Regulations, [9 CFR 318.7](#).

** Products can contain these ingredients if they meet the USDA requirements for APPs. Or more information on APPs, see the CSDE’s handout, [Requirements for Alternate Protein Products](#):

- When snack menus include **commercially prepared foods** such as pizza and chicken nuggets, menu planners must ensure that these products provide the actual amount of the snack component being credited. For example, to credit a commercially prepared burrito as 1 ounce of meat/meat alternate, the product must have a Child Nutrition (CN) label or the product’s PFS must indicate the specific amount of meat, beans and cheese in one serving. For more information, see “[Crediting Commercial Entree Products](#)” in this section.
- To increase nutrient variety, the CSDE recommends that yogurt not be served when milk is the only other snack component.

MILK

- The **minimum serving size** for the milk component is ½ cup (4 fluid ounces) for ages 3-5 and 1 cup (8 fluid ounces) for ages 6-18.
- Milk must be pasteurized, meet all state and local requirements and contain vitamins A and D at levels specified by the Food and Drug Administration (FDA).
- Milk must be **low-fat (1%) unflavored or fat-free flavored or unflavored**, including lactose-free or lactose-reduced milk. Whole milk, reduced-fat (2%) milk and low-fat flavored milk cannot be served.
- The ASP is not required to comply with the **milk variety** requirement of the NSLP. Snack menus can offer only one type of milk, e.g., low-fat milk or fat-free milk.
- Any **nondairy milk substitutes**, such as soy milk, must meet the USDA nutrition standards for fluid milk substitutes. For more information, see the CSDE’s handout, *Allowable Milk Substitutions for Nondisabled Children*.
- Milk cannot be served when juice is the only other snack component.
- **Water** does not credit as a snack component. It can be offered in addition to, but not in place of, the two required snack components. If milk or juice is one of the two snack components, menus cannot offer a choice between water and milk or juice. For more information, see “[Water Availability](#)” in section 3.



NONCREDITABLE FOODS

- Noncreditable foods, such as popcorn, potato chips, pudding, ice cream, gelatin, cream cheese and bacon, cannot credit toward the ASP meal pattern. They can be offered as **extra foods** but cannot count as one of the two required snack components.
- Snacks that include a noncreditable food must also include at least two creditable food components in the minimum serving size. For example, a snack of strawberry gelatin (noncreditable food), whole grain-rich graham crackers (grains/breads component) and low-fat milk (milk component) is only reimbursable if the milk and graham crackers provide the minimum required serving. When snacks include more than two food items, at least two items must contribute to the ASP meal pattern.
- Examples of **noncreditable grains/breads** include products that are not whole grain or enriched.
- Examples of **noncreditable vegetables** include pickle relish, tomato catsup, chili sauce, dehydrated vegetables used for seasoning, and snack-type foods made from vegetables, such as potato chips and popcorn.
- Examples of **noncreditable fruits** include fruit snacks (e.g., roll-ups, wrinkles, twists and yogurt-covered fruit snacks), banana chips and 100 percent fruit strips (e.g., fruit leathers), jam or jelly, and juice drinks that are not 100 percent juice such as grape juice drink, orange juice drink, pineapple-grapefruit drink, cranberry cocktail and lemonade.
- Examples of **noncreditable meat/meat alternates** include bacon, cream cheese and dried meat or poultry snacks such as smoked meat snack sticks, pepperoni sticks and beef or turkey jerky.

For more information, see the CSDE's handout, *Noncreditable Foods in the ASP* ([appendix D](#)).



DETERMINING HOW FOODS CONTRIBUTE TO THE ASP MEAL PATTERN

The USDA's *Food Buying Guide for School Meals* helps schools determine how foods contribute to the ASP meal pattern requirements. Menu planners should use the *Food Buying Guide* to:

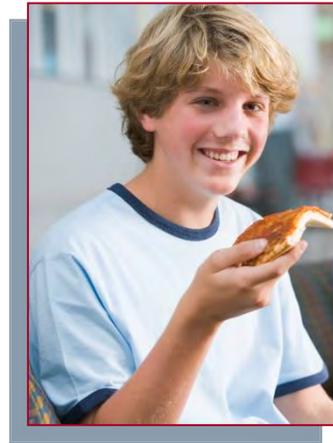
- determine how much food to purchase to meet the minimum portion size of each food component in the ASP meal pattern; and
- evaluate recipes' contribution to the ASP meal pattern.

The *Food Buying Guide* contains yield information for common types and customary sizes of meat/meat alternates, grains/breads, fruits and vegetables. It includes commercially available foods and USDA-donated commodities.

CREDITING COMMERCIAL ENTREE PRODUCTS

Commercially prepared foods such as pizza and chicken nuggets must provide the **actual amount** of the meal pattern component being credited. For example, to credit a commercially prepared burrito as 1 ounce of meat/meat alternate, manufacturer documentation must indicate the specific amount of meat, beans and cheese in one serving.

Menu planners cannot determine the amount of meat/meat alternates in a food by reading the product's nutrition facts label or ingredients. Protein content is not an indicator that a product credits toward the meat/meat alternates component because the grams of protein listed on a product's food label do not correspond to the ounces of meat/meat alternate contained in the product.



While the terms protein and meat/meat alternate are often used interchangeably, they are not the same. The USDA meal pattern requirements are for a specific amount of **meat/meat alternate**, not for a specific amount of protein. The only exception is commercial tofu and tofu products. For more information, see the CSDE's handout, "[Crediting Tofu and Tofu Products](#)."

Acceptable Documentation for Processed Products

To credit as a meat/meat alternate, commercially prepared foods that are processed or contain added ingredients must have either:

- an original CN label from the product carton for meat/meat alternate products (see [table 3](#)); or
- a PFS signed by an official of the manufacturer stating the amount of each meal pattern component contained in one serving of the product.

Without this documentation, schools cannot use commercial products to credit toward the ASP meal pattern components.

2 | SNACK MEAL PATTERN

CN labels are only available for main dish entrees that contribute to the meat/meat alternates component of the meal pattern requirements. Examples include beef patties, cheese or meat pizzas, breaded fish portions and meat or cheese and bean burritos. CN labels will also indicate the contribution of other meal components that are part of these products, for example:

- CN labeled pizza may list contributions to the meat/meat alternates, grains and vegetables components of the meal pattern; and
- CN labeled breaded chicken nuggets may list contributions to the meat/meat alternates and grains components.

Table 3 – Sample CN Label



CN labels and PFSs are not the same. Only CN labels provide a guarantee of the product’s meal component contribution for the USDA Child Nutrition Programs (see table 4). For more information, see the CSDE’s handouts, *Child Nutrition (CN) Labeling* and *Product Formulation Statements*.

Criteria	CN Labels	PFSs
Standard information required	Yes	No
Reviewed and monitored by the USDA	Yes	No
Includes USDA guarantee of meal component contribution for Child Nutrition Programs	Yes	No
Distinct six-digit product identification number	Yes	No

Manufacturers develop PFSs to provide specific information about their products. They generally include a detailed explanation of what the product contains and the amount of each ingredient in the product by weight. Since PFSs are not regulated, their information varies from manufacturer to manufacturer.

Unlike a CN label, a PFS does not provide any warranty against audit claims for reimbursable meals. Any crediting information received from a manufacturer other than a valid CN label should be checked by the SFA for accuracy prior to the item being included in the reimbursable meal.

The nutrition facts label and ingredient list on commercially prepared entrees do not provide sufficient information to document compliance with the meal pattern requirements. SFAs must obtain this information from the CN label or manufacturer’s PFS.

For additional guidance on accepting product documentation, see the CSDE’s handout, *Accepting Processed Product Documentation*, and *Operational Memo 10-15, Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements*.

The SFA is responsible for obtaining documentation that commercially prepared products contain a sufficient amount of meat/meat alternates to meet the meal pattern requirements. This documentation must be either an original CN label from the product carton for meat/meat alternate products or a PFS signed by an official of the manufacturer stating the amount of each meal pattern component contained in one serving of the product.

Other Snack Criteria

This section describes how Healthy Food Certification, Smart Snacks and offer versus serve apply to the ASP.

HEALTHY FOOD CERTIFICATION

In addition to meeting the ASP meal pattern, snacks served in public schools that choose the healthy food option of Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes must also comply with the Connecticut Nutrition Standards (CNS). The CNS focuses on moderating calories, limiting fat, saturated fat, sodium and sugars, eliminating trans fat, and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. For a list of current HFC districts, visit the CSDE's [HFC Web page](#).

Schools should use the CSDE's [List of Acceptable Foods and Beverages](#) to identify commercial snack products that comply with the CNS. This list includes foods that comply with the CNS and beverages that comply with the state beverage statute. **It does not identify compliance with the USDA meal pattern serving sizes.** Menu planners must ensure that any commercial snack products served meet the minimum serving sizes specified in the ASP meal pattern.

For school-made foods, menu planners must evaluate the recipe's nutrient analysis for compliance with the CNS using the CSDE's Excel worksheets. These worksheets are available on the CSDE's [Evaluating Foods for Compliance Web page](#). For guidance on evaluating recipes, see the CSDE's handout, [Guidance on Evaluating School Recipes for Compliance](#).

For more information on HFC, see the CSDE's [HFC](#) and [CNS](#) Web pages.

USDA SMART SNACKS

The USDA Smart Snacks nutrition standards do not apply to reimbursable snacks served as part of the ASP. However, they apply to any foods available **for sale** to students during an ASP that operates during the school day. The "school day" is the period from midnight before to 30 minutes after the end of the instructional day. For more information, see the CSDE's [Smart Snacks](#) Web page.

OFFER VERSUS SERVE

The offer versus serve (OVS) option does **not** apply to the ASP. To be claimed as a reimbursable snack, each child must be served at least two snack components. The amount of each component served must meet the minimum serving size requirements for the appropriate age group (ages 3-5 or 6-18) in the ASP meal pattern. For more information, see "offer versus serve" in the [glossary](#).

3 — MENU PLANNING

The ASP is designed to provide healthy snacks for children, but the nutrition quality of snack menus is ultimately determined by the types of foods selected by the menu planner. The CSDE strongly encourages menu planners to develop snack menus that reflect the principles of the *Dietary Guidelines for Americans*, and provide a variety of nutrient-rich choices. Nutrient-rich foods provide substantial amounts of naturally occurring vitamins, minerals and other nutrients with relatively few calories. Examples include fruits, vegetables, whole grains, low-fat or nonfat dairy products, lean meat, skinless poultry, fish and eggs.

The examples below show how different food choices within the same meal pattern component can vary in nutrient content.

- Grains:** A 1-ounce serving of 100 percent whole-grain bread provides more fiber and nutrients, fewer calories and less fat than a 1 ounce blueberry muffin made with 50 percent whole-grain flour and 50 percent enriched flour.
- Fruits:** A $\frac{3}{4}$ -cup serving of fresh fruit salad provides fiber, more nutrients and fewer calories than $\frac{3}{4}$ cup of 100 percent apple juice.
- Vegetables:** A $\frac{3}{4}$ -cup serving of baked potato provides fiber, more nutrients and fewer calories than $\frac{3}{4}$ cup of oven-baked french fries.
- Meat/Meat Alternates:** A 1-ounce serving of skinless turkey breast provides fewer calories and less fat and sodium than a 1-ounce serving of beef salami. Note: Meat products with binders and extenders credit based only on the actual amount of meat without the weight of the binders and extenders. For more information, see “[Crediting Commercial Entree Products](#)” in this section.



Snack menus that regularly include processed enriched grains (such as crackers, cookies and baked goods) and juice do not provide optimum nutrition.

TIPS FOR HEALTHY SNACK MENUS

Snack menus should include a variety of fruits, vegetables, whole grains and lean meats each week. Menu planners can provide healthy choices for children by following the tips below.

- Balance the number of snack components served each week. Each component should be served at least two or three times.
- Serve only 100 percent whole grains. For menu planning ideas and recipes, see the USDA's [Whole Grains](#) Web page.
- Serve a different meat/meat alternate at least three days per week.
- Serve legumes at least once per week. The USDA recipes and resources below assist menu planners with incorporating legumes into school menus.
 - *Recipes for Healthy Kids Cookbook for Schools*: <http://healthymeals.nal.usda.gov/recipes-healthy-kids-cookbooks/recipes-healthy-kids-cookbooks-cookbook-schools>
 - *USDA Recipes for Schools*: www.fns.usda.gov/usda-recipes-schools
 - Menu Planning – Beans: <http://healthymeals.nal.usda.gov/menu-planning/beans>
 - What's Cooking? USDA Mixing Bowl: www.whatscooking.fns.usda.gov/
- Serve a different fruit or vegetable each day of the week. Serve dark green and orange vegetables most often. For more information, see the CSDE's handout, [Vegetable Subgroups](#).
- Replace juice with whole fruits and vegetables. If juice is served, serve only 100 percent citrus juices and citrus juice blends, e.g., orange juice, pineapple juice and grapefruit juice.
- Try new foods and recipes. The resources below include menu planning ideas and sample menus.
 - *Food Buying Guide for School Meals* (USDA): www.fns.usda.gov/tn/food-buying-guide-school-meal-programs
 - *Model Supper and Snack Menus* (Food Research and Action Center): http://frac.org/newsite/wp-content/uploads/2009/05/lunch_or_meal_sample_menu.pdf
 - *Sample ASP Snack Menu* (CSDE): www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspsamplemenu.pdf

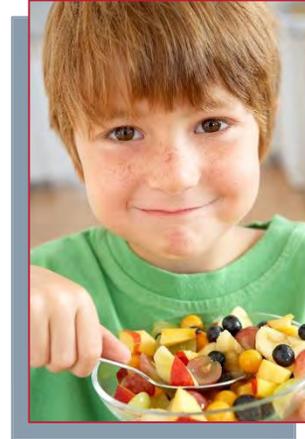


Table 5 provides sample menu ideas for each of the four snack components.

Table 5 – ASP Snack Menu Ideas

Choose any two snack components

VEGETABLES/FRUITS (½ cup for ages 3-5 and ¾ cup for ages 6-18) ¹

- Fresh or frozen vegetables, e.g., acorn squash, asparagus, broccoli, Brussels sprouts, butternut squash, cabbage (green and red), carrots, cassava, cauliflower, celery, chard, chayote, Chinese cabbage, collard greens, corn, cucumbers, eggplant, green beans, jicama, kale, lettuce (arugula, Boston, Bibb, green, red, romaine), mushrooms, okra, peas (green), peppers (green, orange, red), potatoes, radishes, snap peas, snow peas, spaghetti squash, spinach, sweet potatoes, tomatoes, turnip, yellow squash, zucchini squash
- 100% vegetable juice ^{2,3}
- Canned vegetables, e.g., corn, green beans ³
- Coleslaw
- Salsa
- Salads, e.g., garden, greens, carrot-raisin, bean
- Vegetable soup
- Fresh or frozen fruit, e.g., apples, apricots, avocados, bananas, blueberries, cantaloupe, cherries, grapes (red and green), honeydew melon, kiwis, mangos, nectarines, oranges, papayas, peaches, pears, pineapple, plums, raspberries, strawberries, watermelon
- 100% fruit juice, e.g., apple cider, orange, grape, pineapple ³
- Canned fruit in juice or water, e.g., applesauce, apricots, peaches, pears, pineapple tidbits,
- Fruit salad (mixed fruits)
- Dried fruit, e.g., raisins, apple chips, prunes
- Dried fruit and nut trail mix

¹ Serve dark green and orange vegetables most often. For more information, see *Vegetable Subgroups*.

² Read labels for sodium content and choose varieties lowest in sodium.

³ Juice is less nutritious than whole fruits and vegetables. Serve whole fruits and vegetables most often.

GRAINS/BREADS (½ serving for ages 3-5 and 1 serving for ages 6-18) *

For specific serving sizes, refer to *Serving Sizes for Grains/Breads in the ASP*

- | | | | |
|------------------|-----------------------|-------------------------|---------------------|
| ■ Bagels | ■ Crackers | ■ Melba toast | ■ Rice cakes |
| ■ Biscuits | ■ Dry cereal mix | ■ Muffins | ■ Rolls |
| ■ Bread | ■ English muffin | ■ Noodles | ■ Soft tortillas |
| ■ Breadsticks | ■ French bread | ■ Oyster crackers | ■ Toast |
| ■ Brown rice | ■ French toast sticks | ■ Pancakes | ■ Tortilla chips |
| ■ Cereal | ■ Graham crackers | ■ Pasta | ■ Waffles |
| ■ Cereal bars | ■ Granola bars | ■ Pizza crust | ■ Whole-wheat bread |
| ■ Cinnamon toast | ■ Macaroni | ■ Pretzels (hard, soft) | |

* Serve 100 percent **whole grains** most often, and serve WGR products instead of enriched products.

MEAT/MEAT ALTERNATES (½ ounce for ages 3-5 and 1 OUNCE for ages 6-18)

- **Cheese** (1 ounce), e.g., cheddar, Colby, cottage cheese (¼ cup), part-skim mozzarella cheese stick, Swiss
- **Egg** (½ large)
- **Legumes – cooked dry beans and peas** (¼ cup), e.g., black beans, chick peas (garbanzos), edamame, hummus, kidney beans, lentils, navy beans, refried beans, split peas, three-bean salad, white beans, split peas, three-bean salad
- **Meat, fish and poultry** (1 ounce cooked), e.g., beef, chicken, ham, pork, tuna, turkey
- **Nuts and seeds** (2 tablespoons), e.g., almond butter, almonds, cashew butter, cashews, peanut butter, peanuts, pumpkin seeds, soynut butter, soynuts, sunflower seed butter, sunflower seeds, tahini
- Yogurt (low-fat) or soy yogurt, (½ cup)

MILK (4 fluid ounces for ages 3-5 and 8 fluid ounces for ages 6-18)

- Fat-free unflavored milk
- Fat-free flavored milk, e.g., chocolate, strawberry
- Low-fat (1%) unflavored milk
- Lactose-free fat-free unflavored milk
- Lactose-free fat-free flavored milk
- Lactose-free low-fat (1%) unflavored milk

WATER AVAILABILITY

The [Healthy, Hunger-Free Kids Act of 2010](#) (Public Law 111-296) requires that schools participating in the NSLP (including the ASP) and SBP must make plain potable water available to children at no cost during the meal service. The water must be available without restriction in the location where meals are served. Water must also be made available for meals and snacks that are served outside of the cafeteria such as meals served in a classroom or during in-school suspension.



Schools can implement this requirement in a variety of ways, such as:

- offering water pitchers and cups on tables or in an area that is easily accessible to all children during meals and snacks; and
- providing a water fountain or a faucet that allows students to fill their own bottles or cups with drinking water. The location of the water fountain must be in the foodservice area or immediately adjacent, such as a water fountain that is right outside the door to the foodservice area and accessible to all students during the meal period.

While water must be made available to students during meal service, water is **not** a meal pattern component and is not part of the reimbursable meal. Students are not required to take water. Program operators cannot promote or offer water or any other beverage as an alternative selection to fluid milk throughout the food service area.

The USDA does not provide separate funding for this provision and schools cannot claim reimbursement for water. However, reasonable costs associated with providing potable water would be an allowable cost to the nonprofit food service account.

4 — PROGRAM REQUIREMENTS

In addition to meeting the meal pattern requirements, the ASP must comply with all operation requirements indicated below.

TIME RESTRICTIONS

An afterschool care program sponsored by a school under the NSLP can only be reimbursed for snacks served after school on a **regular school day**. Programs operating on weekends or during school vacations cannot be reimbursed for snacks. During the summer, snacks are not reimbursable unless the afterschool program takes place after summer school for academic credit.

Extended School Days

ASP snacks can be served in schools operating expanded learning times that are longer than the traditional school day. A school operating longer than the traditional school day may be eligible for NSLP reimbursement if 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 (LEA) in which the school is located. When requesting approval for snacks in these programs, LEAs must submit information to the CSDE on the length of their school day, and the length of the school day of comparable schools. The CSDE will use this information to determine eligibility for ASP participation. For more information, see the CSDE's [Operational Memorandum 15-11](#).

OPERATION DATES

The SFA must notify the CSDE of any changes in the beginning and ending dates of the ASP operation. Access the list of CSDE school nutrition consultants from the CSDE's [Contact Information](#) Web page.

FOOD SAFETY

The afterschool care program facilities must meet state and local health and safety standards. SFAs must include the ASP in the district's Hazard Analysis and Critical Control Points (HACCP) food safety plan. Temperatures for potentially hazardous foods (PHFs) should be recorded on the ASP daily production record or documented elsewhere. For more information, see the CSDE's [Food Safety](#) Web page.



SNACK CHARGES

Snacks must be served free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced-price school meals under [7 CFR part 245](#). The ASP must comply with the charge criteria indicated below.

- The snack price for reduced-eligible children cannot exceed **15 cents**.
- The SFA establishes the snack price charged to **paying** children.
- USDA regulations do not permit the food service program budget to cover the cost of snacks served to **adults**. A minimum payment to cover costs should be paid by the adult, or the school/organization responsible for the programming.

SNACK MENUS

The SFA must maintain menu records that document the service of reimbursable snacks to students. The CSDE recommends that schools develop cycle snack menus. A cycle menu is a series of menus planned for a specific period of time, such as a four weeks, with a different menu for each day. Cycle menus can help schools comply with the meal pattern requirements, increase variety, control food cost, control inventory and save time.

The CSDE's menu planning forms for ages 3-5 ([appendix F](#)) and ages 6-18 ([appendix G](#)) help menu planners to develop compliant snack menus. For more information, see the CSDE's Sample Snack Menu for Ages 6-18 in [appendix E](#) and on the [ASP Web page](#).

PRODUCTION RECORDS

The USDA regulations require that all schools participating in the ASP must complete daily menu production records that document the service of reimbursable snacks to students. A production record is a working tool that outlines the type and quantity of foods used to prepare ASP snacks. Production records must demonstrate how snacks contribute to the required food components for each day of operation. For more information, see the CSDE's ASP Daily Production Record in [appendix H](#) and on the [ASP Web page](#).



COUNTING AND CLAIMING

The ASP must maintain a record of the number of snacks served to students each day. Programs must maintain a roster or sign-in sheet to determine which children are present on any given day, and use this information as an edit check prior to submission of monthly claims for reimbursement. **The ASP cannot claim student attendance.** Reimbursement is based on the actual number of snacks served to students each day.



The procedures for counting and claiming snacks depend on whether the school is site/area eligible. In site/area eligible schools, 50 percent or more of enrolled children are eligible for free and reduced-price meals. These percentages are calculated annually by the CSDE based on October data from the previous school year. For more information, see the CSDE's [Area Eligibility](#) Web page.

Site/Area Eligible

Site eligible or area eligible schools cannot charge children for snacks. While not all children are individually eligible, the majority of children attending that school or living in that area qualify for free meals. Staff may take snack counts by counting the snacks served each day and recording this number on the appropriate form. The following CSDE forms can be used by site/area eligible schools:

- *ASP Daily Snack Count Record for Site/ Area Eligible Schools* ([appendix I](#)) or *ASP Daily Snack Count and Production Record for Site/ Area Eligible Schools* ([appendix J](#)); and
- *ASP Monthly Attendance and Snack Count Record for Site/ Area Eligible Schools* ([appendix K](#)).

SFAs may claim only one snack per child per day. Prior to submitting the monthly claim, the SFA must check the daily snack counts with the daily attendance records. This provides an edit check to prevent overclaiming of snacks.

Not Site/Area Eligible

Schools that are not site/area eligible can choose to implement a pricing program or, if the program has other funding sources, offer all snacks free of charge (nonpricing program).

- **Pricing Program:** The ASP charges a snack fee to students based on their eligibility status. Free-eligible students cannot be charged. The maximum charge allowed for reduced-eligible students is 15 cents. Full-paying students are charged full price, which is determined by the SFA.

Schools must record the snack counts for each day by **individual student** using a roster-style or similar system. The school site must total and claim snacks each month by category, i.e., free, reduced and paid. ASP staff must ensure that there is no overt identification of students receiving free or reduced-price snacks.

4 | PROGRAM REQUIREMENTS

Schools must institute a collection procedure that collects no more than 15 cents from children eligible for reduced-price snacks and an established local price for full-paying students. For more information on the requirements for collection procedures, see the CSDE’s handout, [Collection Procedures](#).

- **Nonpricing Program:** The ASP offers snacks free of charge to all students. The school must still take meal counts based on individual student eligibility. This option is allowed only if the program has other funding sources. The difference between the cost of providing the snack and the reimbursement received must be covered by the school general fund, the organization sponsoring the afterschool care program, a parent organization or other community group. **The nonprofit food service account cannot absorb this cost.**

SFAs have two options for counting and claiming snacks in a nonpricing program.

1. **Use a roster and claim by eligibility category.** With this option, no student is charged for a snack but the school takes counts using a roster, and claims snacks based on free, reduced and paid categories.
2. **Claim all snacks in the paid category.** With this option, the school takes the counts using the same method as site or area eligible programs, but all snacks are claimed at the “paid” rate regardless of the student’s individual eligibility status.

The following CSDE attendance and snack count forms can be used by schools that are not site/area eligible:

- *ASP Daily Attendance and Snack Count Record for Schools that are Not Site/Area Eligible* ([appendix L](#)); and
- *ASP Monthly Attendance and Snack Count Record for Schools that are Not Site/Area Eligible* ([appendix M](#)).

REIMBURSEMENT RATES

Funding for the ASP is determined by area eligibility or the income eligibility of the children enrolled in the afterschool program. All snacks served at site/area eligible afterschool sites are eligible for the free rate of reimbursement. Afterschool sites that do not qualify as site/area eligible receive reimbursement based on the income eligibility categories of participating children. The USDA releases the reimbursement rates for free, reduced and paid meals in the Child Nutrition Programs in July of each year. For more information, visit the CSDE’s [Reimbursement Rates](#) Web page.

CLAIMS SUBMISSION

The SFA must submit online monthly snack reimbursement claims with the NSLP claim. After submitting the claim, the SFA must maintain the claim documentation on file. This includes daily snack counts and daily attendance records. For schools that are not site/area eligible, the daily snack counts must be recorded by student eligibility category.

Prior to submitting the monthly claim, the SFA must check the daily snack counts with the daily attendance records as an edit check to prevent overclaiming of snacks. Snack reimbursement is limited to one snack per child per day.

MONITORING

The SFA must review each ASP a minimum of two times each year. The reviews must assess each site's compliance with the USDA meal pattern, and counting and claiming procedures.

- **First review:** The SFA must complete the first review within the first four weeks of ASP program operation each school year.
- **Second review:** The SFA must complete a second review sometime during the remainder of the time that the ASP is in operation.



The SFA must keep signed and dated copies of the completed on-site monitoring forms on file, including detailed findings and corrective action. If problems are found during the reviews, the SFA must assign corrective action and conduct at least one follow-up review to ensure that corrective action has been implemented. The CSDE's ASP On-site Monitoring Form is available in [appendix N](#) and on the [ASP Web page](#).



RECORDKEEPING

The SFA must maintain all records pertaining to ASP operations, as indicated below.

- Dated **daily menus** must reflect the snack components served to students. The CSDE’s sample menu forms are in [appendix F](#) (ages 3-5) and [appendix G](#) (ages 6-18).
- Daily **production records** must document the foods served, the portion sizes used and the number of snacks prepared and served to students. Production records are required document the snack menu’s compliance with the ASP meal pattern requirements. For more information, see the CSDE’s ASP Daily Production Record in [appendix H](#).
- Daily snack **counts** must document the number of snacks served to students each day. Each ASP site must record this information daily.
 - The CSDE’s snack count forms for schools that are **site/area eligible** include the *ASP Daily Snack Count Record for Site/Area Eligible Schools* ([appendix I](#)) or *ASP Daily Snack Count and Production Record for Site/Area Eligible Schools* ([appendix J](#)) and the *ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools* ([appendix K](#)). Schools can use the snack count and production record in appendix J in place of the forms in appendices H and I.
 - Schools that are **not site/area eligible** must record the daily snack counts by student eligibility category. The CSDE’s snack count forms for these schools include the *ASP Daily Attendance and Snack Count Record for Schools that are Not Site/Area Eligible* ([appendix L](#)) and the *ASP Monthly Attendance and Snack Count Record for Schools that are Not Site/Area Eligible* ([appendix M](#)).
- **Attendance rosters** must document the children in attendance at each site each day. These records may be kept by the afterschool care program staff or may be developed specifically for the ASP. Attendance rosters are used as an edit check to determine that the SFA is not claiming more snacks than the number of students in attendance on any day. Site/area eligible schools can use total attendance. Schools that are not site/area eligible must record the snack counts for each day by individual student.
- **Household applications for meal benefits** or other eligibility documentation (if not area or site eligible) must be on file for each student.
- **On-site monitoring forms** must document the afterschool care program’s compliance with the ASP meal pattern, and counting and claiming procedures. The CSDE’s ASP On-site Monitoring Form is available in [appendix N](#). For more information, see “[Monitoring](#)” in this section.

The USDA regulations require that SFAs must make all accounts and records pertaining to its school food service available upon request to the CSDE and USDA for audit or review. The SFA must maintain all ASP accounts and records, including approved and denied free and reduced-price applications, for a period of three years after the date of the final claim for reimbursement for the fiscal year to which they pertain. If audit findings have not been resolved, the records must be retained beyond the three-year period, as long as required for resolution of the issues raised by the audit.

CIVIL RIGHTS

The USDA's "And Justice for All" poster must be displayed in all areas where snacks are served. It must be printed on 11-inch by 17-inch paper.

The SFA must ensure that civil rights requirements are met according to 7 CFR 210.23(b) of the NSLP regulations. The SFA must provide civil rights training each year for all ASP staff. For more information, visit the CSDE's Civil Rights Web page.

The USDA nondiscrimination statement must be included on materials related to the ASP. It is not required to be included on snack menus.



USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

STAFF RESPONSIBILITIES

There must be at least one school or SFA employee who understands the USDA rules and regulations for ASP operations. This individual is responsible for training everyone who is involved with any aspect of operating the ASP, and conducting the required ASP monitoring reviews. For more information, see “[Monitoring](#)” in this section.

The food service and afterschool care staff share responsibility for compliance with the food safety plan and the district HACCP requirements.

Role of Food Service Staff

School food service personnel are typically responsible for providing the snack, and completing and maintaining production records. However, they are not required to stay late to serve snacks or take meal counts. The food service manager may be responsible for conducting the monitoring visits and completing the monthly claim for reimbursement.

Role of Afterschool Care Staff

The afterschool care program staff is usually responsible for serving the snacks, keeping the attendance roster, and counting and recording the number of snacks served. The afterschool care program staff must be trained by the SFA to ensure compliance with the USDA regulations and policies governing the ASP.



5 — RESOURCES

This section includes links to federal and state regulations, policy memoranda, Web sites and the CSDE’s guides, resource lists, forms and handouts.

CSDE Forms and Handouts

ASP

These handouts and forms can be accessed on the CSDE’s [ASP](#) Web page or the direct links listed below.



ASP Eligibility Checklist

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspeligcheck.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspeligcheck.doc

ASP Meal Pattern

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asmpm.pdf

ASP Daily Attendance and Snack Count Record for Schools that are not Site/ Area Eligible

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspdailyon.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspdailyon.doc

ASP Daily Production Record

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asppr.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/asppr.doc

ASP Daily Snack Count Record for Site/ Area Eligible Schools

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspcount.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspcount.doc

ASP Daily Snack Count and Production Record for Site/ Area Eligible Schools

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspprcount.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspprcount.doc

ASP Menu Form for Ages 3-5

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmenu1.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmenu1.doc

ASP Menu Form for Ages 6-18

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmenu2.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmenu2.doc

ASP Monthly Attendance and Snack Count Record for Schools that are not Site/ Area Eligible

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonthlyon.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonthlyon.doc

ASP Monthly Attendance and Snack Count Record for Site/ Area Eligible Schools

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonthly.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonthly.doc

ASP Onsite Monitoring Form

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonitor.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonitor.doc

ASP Production Record

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asppr.pdf

www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/asppr.doc

ASP Sample Snack Menu

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspsamplemenu.pdf

Avoiding Common Menu Problems in the ASP

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspavoid.pdf

CIVIL RIGHTS

“And Justice for All” civil rights poster (USDA):

www.fns.usda.gov/sites/default/files/475C.pdf

COMPLYING WITH CNS

These handouts can be accessed on the CSDE’s *Evaluating Foods for Compliance with CNS* Web pages or the direct links listed below.

Guidance on Evaluating School Recipes

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/evalrecipe.pdf

Summary of CNS

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/summarycns2015.pdf

Worksheet 1 Snacks

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet1.xls

Worksheet 2 Yogurt and Pudding

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet2.xls

Worksheet 3 Smoothies

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet3.xls

Worksheet 4 Fruits and Vegetables

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet4.xls

Worksheet 5 Soups

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet5.xls

Worksheet 6 Cooked Grains

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet6.xls

Worksheet 7 Entrees

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet7.xls

Worksheet 8 Non-entree Combination Foods

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet8.xls

Worksheet 9 Nutrient Analysis of Recipes

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet9.xls

Worksheet 10 Evaluating Recipes for Trans Fat

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet10.xls

Worksheet 11 Evaluating Recipes for Sugars

www.sde.ct.gov/sde/lib/sde/excel/deps/nutrition/cns/cns_worksheet11.xls

CREDITING FOODS

These handouts can be accessed on the CSDE's [Crediting Foods](#) Web page or the direct links listed below.

*Accepting Processed Product Documentation:*

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/acceptdoc.pdf

Allowable Milk Substitutions

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/milk_sub.pdf

Calculation Methods for Crediting Grains in School Nutrition Programs

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/graincalc.pdf

Child Nutrition (CN) Labeling

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/cnlabel.pdf

Crediting Breakfast Cereals

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/credit_cereals.pdf

Crediting Commercial Meat/Meat Alternate Products

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/credit_MMA.pdf

Crediting Enriched Grains

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/EnrichedGrains.pdf

Crediting Juice

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/credit_juice.pdf

Crediting Soups

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/credit_soup.pdf

Crediting Tofu and Tofu Products

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/credit_tofu.pdf

Criteria for Whole Grain-rich Foods

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/WGRCriteria.pdf

Identifying Whole Grains

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/IdentifyingWG.pdf

Noncreditable Foods in the ASP

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asponcred.pdf

Product Formulation Statements

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/pfs.pdf

Requirements for Alternate Protein Products:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/appreq.pdf

Serving Sizes for Grains/Breads in the Afterschool Snack Program

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspgb.pdf

Whole Grain-rich Ounce Equivalents (Oz Eq) for School Nutrition Programs

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/grainsozeq.pdf

Vegetable Subgroups

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/vegetable_groups.pdf



CSDE Guides

Accommodating Special Dietary Needs in School Nutrition Programs

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333730

Afterschool Snack Program Handbook

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asphandbook.pdf

Menu Planning Guide for School Meals:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334320

For information on USDA manuals and guides, see the CSDE's Manuals and Guides Web page, which is accessible from the CSDE's [Program Guidance](#) Web page.

CSDE Resource Lists

The CSDE resource lists are available on the CSDE's [Resources for School Nutrition Programs](#) Web page at www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333786.

Nutrition Resources: This list contains online resources related to nutrition guidelines and information, menu planning and food production, special diets, food safety and the USDA Child Nutrition Programs.

Healthy School Environment Resources: This list contains online resources to assist USDA programs with promoting healthy eating and physical activity.



USDA Regulations and Policy

Code of Federal Regulations (CFR) for Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools (7 CFR 245). U.S. Department of Agriculture.

www.fns.usda.gov/7cfr-part-245-free-and-reduced-price-eligibility-0

Code of Federal Regulations (CFR) for the National School Lunch Program (7 CFR 210). U.S.

Department of Agriculture. www.fns.usda.gov/sites/default/files/7CFR210_2014.pdf

Corn Masa (Dough) for Use in Tortilla Chips, Taco Shells, and Tamales (SP 02-2013). U.S.

Department of Agriculture, October 3, 2012. www.fns.usda.gov/corn-masa-dough-use-tortilla-chips-taco-shells-and-tamales

CN Labels Copied with a Watermark (SP11v2 CACFP10 SFSP13-2015). U.S. Department of Agriculture, March 11, 2015. www.fns.usda.gov/cn-labels-copied-watermark-acceptable-documentation

Crediting Tofu and Soy Yogurt Products (SP 16-2012). U.S. Department of Agriculture, February 22, 2012. www.fns.usda.gov/crediting-tofu-and-soy-yogurt-products

Food Buying Guide for School Meal Programs. U.S. Department of Agriculture, Revised January 2013. www.fns.usda.gov/tn/food-buying-guide-school-meal-programs

Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements (TA 07-2010 (v.3)). U.S. Department of Agriculture, November 26, 2014. www.fns.usda.gov/sites/default/files/cn/TA07-2010v3os.pdf

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296). www.fns.usda.gov/cnd/governance/legislation/CNR_2010.htm

Questions and Answers on Alternate Protein Products (APP). U.S. Department of Agriculture (no date). www.fns.usda.gov/sites/default/files/APPindustryfaqs.pdf

Questions and Answers on Connecticut Statutes for School Foods and Beverages. Connecticut State Department of Education, Revised March 2014. www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/cgsqa.pdf

Questions and Answers on the Final Rule, “Nutrition Standards in the National School Lunch and School Breakfast Programs” (SP 10-2012 (v. 9), revised July 2015). U.S. Department of Agriculture, Revised August 3, 2015. www.fns.usda.gov/sites/default/files/cn/SP10-2012v9os.pdf

Smoothies Offered in Child Nutrition Programs (SP10 CACFP05 SFSP10-2014 (v3)). U.S. Department of Agriculture, July 22, 2015. www.fns.usda.gov/smoothies-offered-child-nutrition-programs

Water Availability during National School Lunch Program Meal Service (SP 28-2011 – Revised). U.S. Department of Agriculture, July 12, 2011. www.fns.usda.gov/water-availability-during-nslp-meal-service

Web Sites

Afterschool Snack Program (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648

Afterschool Snack Program (USDA):

www.fns.usda.gov/school-meals/afterschool-snacks

Afterschool Snack Program Resources (USDA Healthy Meals Resource System)

<http://healthymeals.nal.usda.gov/resource-library/child-nutrition-program-resources/afterschool-snack-program>

Best Practices Sharing Center (U.S. Department of Agriculture):

<http://healthymeals.nal.usda.gov/best-practices>

Beverage Requirements (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322418

Child Nutrition (CN) Labeling (U.S. Department of Agriculture):

www.fns.usda.gov/cnd/cnlabeling/default.htm

Competitive Foods (CSDE): www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333772

Connecticut Child Nutrition Programs (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&Q=320670

Connecticut General Statutes (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=322416

Crediting Foods (CSDE): www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333796

Dietary Guidelines for Americans (U.S. Department of Agriculture):

www.health.gov/dietaryguidelines/2010.asp

Evaluating Foods for Compliance with Connecticut Nutrition Standards

(CSDE): www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322430

FNS Instructions (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334688

Food Buying Guide for School Meal Programs (U.S. Department of Agriculture):

www.fns.usda.gov/tn/food-buying-guide-school-meal-programs

Food Labeling Guide (Food and Drug Administration):

www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006828.htm

Food Safety (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333766

Healthy Food Certification (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296):

www.fns.usda.gov/cnd/governance/legislation/CNR_2010.htm

Legislation for School Meals (U.S. Department of Agriculture):

www.fns.usda.gov/school-meals/legislation

List of Acceptable Foods and Beverages (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=322432

Manuals and Guides (Connecticut State Department of Education):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334690

Menu Planning (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333780

Menu Planning Guide for School Meals (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334320

MyPlate (U.S. Department of Agriculture):

www.choosemyplate.gov/

National School Lunch Program (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320678

National School Lunch Program (USDA):

www.fns.usda.gov/slp

Nutrition Education Resources (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=333798

Operational Memos (CSDE): www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322550

Policy Memos for School Meals: National School Lunch Program, School Breakfast Program and Special Milk Program (USDA):

www.fns.usda.gov/school-meals/policy

Policy Memos for the National School Lunch Program (USDA):

www.fns.usda.gov/nslp/policy

Production Records (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320672

Program Guidance (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320674

Recipes (U.S. Department of Agriculture):

<http://healthymeals.nal.usda.gov/recipes>

Resources for School Nutrition Programs (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333786

School Meals Policy Memoranda (USDA):

www.fns.usda.gov/school-meals/policy

School Meals Regulations (USDA):

www.fns.usda.gov/school-meals/regulations

School Wellness Policies (CSDE): www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=322438

School Wellness Policy Resources (USDA):

<http://healthymeals.nal.usda.gov/local-wellness-policy-resources>

Special Diets (CSDE): www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333730

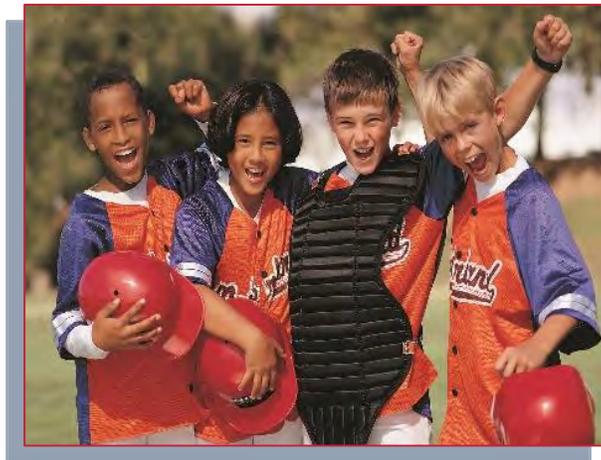
Team Nutrition (U.S. Department of Agriculture):

www.fns.usda.gov/tn/team-nutrition

Tuesday Tidbits (CSDE): www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333784

USDA Foods (U.S. Department of Agriculture):

www.fns.usda.gov/fdd/food-distribution-programs



APPENDICES

- A — ASP Eligibility Checklist
- B — ASP Meal Pattern
- C — Serving Sizes for Grains/Breads in the ASP
- D — Noncreditable Foods in the ASP
- E — Sample Snack Menu for Ages 6-18
- F — ASP Menu Form for Ages 3-5
- G — ASP Menu Form for Ages 6-18
- H — ASP Daily Production Record
- I — ASP Daily Snack Count Record for Site/Area Eligible Schools
- J — ASP Daily Snack Count and Production Record
for Site/Area Eligible Schools
- K — ASP Monthly Attendance and Snack Count Record
for Site/Area Eligible Schools
- L — ASP Daily Attendance and Snack Count Record
for Schools that are not Site/Area Eligible
- M — ASP Monthly Attendance and Snack Count Record
for Schools that are not Site/Area Eligible
- N — ASP On-site Monitoring Form

Appendix A – ASP School Eligibility Checklist

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspeligcheck.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspeligcheck.doc.

Afterschool Snack Program (ASP)

SCHOOL ELIGIBILITY CHECKLIST

This self-assessment form can be used by school food authorities (SFAs) to determine if a school meets the ASP criteria. SFAs should complete this form prior to submitting an ASP application to the Connecticut State Department of Education (CSDE) for approval. Complete one checklist for each ASP site. For questions regarding the ASP application process, contact Jackie Schipke at jackie.schipke@ct.gov or 860-807-2123.

SFA: _____ Site name: _____

Program start date: _____ Program end date: _____

Time school day ends: _____ Time afterschool care program starts: _____

Required ASP Criteria	Yes	No	If yes, include a description of procedures. If “No”, document how the SFA will make corrections to comply with ASP regulations.
Is the afterschool care program sponsored or operated by the local educational agency (LEA)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the afterschool care program organized, supervised, structured and regularly scheduled?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the afterschool care program include an educational or enrichment component?	<input type="checkbox"/>	<input type="checkbox"/>	Describe educational/enrichment component:
Does the afterschool care program have a reliable, accurate collection procedure for snack counts and claims?	<input type="checkbox"/>	<input type="checkbox"/>	Describe collection procedure:
Does the afterschool care program have an accurate cash management procedure for non-area eligible sites?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the afterschool care program use the appropriate, approved production record and are they complete and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	
Are students who participate in the afterschool care program ages 3-18?	<input type="checkbox"/>	<input type="checkbox"/>	List ages/grades participating in afterschool care program:
Have school nutrition personnel been assigned to conduct the required on-site reviews?	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix A – ASP School Eligibility Checklist, continued

ASP SCHOOL ELIGIBILITY CHECKLIST, continued

Please provide detailed responses to the following for this site.

1. Describe the afterschool care program schedule, e.g., days of the week, hours of operation, etc.
2. How is the afterschool care program organized?
3. Who supervises the afterschool care program?

If the site is AREA ELIGIBLE, please provide the information below:

4. Describe the process that was used to determine area eligibility for the ASP.
5. Indicate the percentage of free- and reduced-eligible children as of the most recent October:

_____ % of students eligible for free and reduced meal in October _____
Insert number *Insert year*



For more information on the ASP, visit the CSDE's [ASP Web page](#) or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspeligcheck.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspeligcheck.doc.

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The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

Appendix B – ASP Meal Pattern

This document is available on the CSDE’s ASP Web page at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asmp.pdf.

AFTERSCHOOL SNACK PROGRAM (ASP) MEAL PATTERN		
Serve any TWO of the following four components (must be two DIFFERENT components) ¹	MINIMUM QUANTITIES ²	
	Ages 3-5	Ages 6-18
MILK, FLUID Low-fat (1%) unflavored or fat-free unflavored or flavored ³	½ cup	1 cup
VEGETABLES AND FRUITS Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice ⁴ or An equivalent quantity of any combination of the above vegetables and fruits	½ cup	¾ cup
GRAINS AND BREADS ⁵ Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal ⁶ or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of the above grains and breads	½ slice ½ serving ⅓ cup or ½ ounce ½ cup ½ cup ½ cup	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup ½ cup
MEAT AND MEAT ALTERNATES Lean meat or poultry or fish ⁷ or Alternate protein products ⁸ or Cheese or Cottage cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds ⁹ or Yogurt ¹⁰ , plain or flavored, unsweetened or sweetened or An equivalent quantity of any combination of the above meat and meat alternates	½ ounce ½ ounce ½ ounce ½ cup ½ large egg ½ cup 1 tablespoon ½ ounce 2 ounces or ¼ cup	1 ounce 1 ounce 1 ounce ¾ cup ½ large egg ¾ cup 2 tablespoons 1 ounce 4 ounces or ½ cup
◀ See page 2 for important menu planning notes ▶		

Appendix B – ASP Meal Pattern, continued

ASP MEAL PATTERN, continued

MENU PLANNING NOTES

- ¹ Reimbursable snacks must consist of two food items, each from a different food component. For example, a snack of carrot sticks and apple juice does not comply with the ASP meal pattern because both items are from the vegetables/fruits component. In addition to meeting the ASP meal pattern, snacks served in public schools that choose the healthy food option of Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes must comply with the Connecticut Nutrition Standards (CNS). For more information, see the CSDE's [HFC](#) and [CNS](#) Web pages, and the CSDE's [List of Acceptable Foods and Beverages](#).
- ² The meal pattern shows the required amounts of each component that must be made available to each child to claim reimbursement for the snack. Children may be served larger portions but not less than the minimum quantities specified.
- ³ Milk must be low-fat (1%) unflavored or fat-free unflavored or flavored. Whole milk, reduced-fat (2%) milk and flavored low-fat milk cannot be served.
- ⁴ Serve whole vegetables and fruits most often. Juice must be full-strength (100 percent) juice and cannot be served when milk is the only other snack component.
- ⁵ All grain products must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. Bran and germ credit the same as enriched or whole-grain meal or flour. All grain products must meet the minimum serving sizes in [Serving Sizes for Grains/Breads in the Afterschool Snack Program](#). Creditable grain-based desserts such as cookies, granola bars, toaster pastries, sweet rolls and cake cannot be served more than twice a week. Serve whole grains most often.
- ⁶ One serving of breakfast cereal must meet the requirement for either measure (cups) or weight (ounces), whichever is less. Breakfast cereals are traditionally served as a breakfast menu item but may be served as a snack.
- ⁷ The serving size refers to the edible portion of cooked lean meat, poultry or fish as served, e.g., cooked lean meat without bone. A 1-ounce serving equals 1 ounce of lean meat, poultry or fish, 1 ounce of cheese (low-fat recommended), 2 ounces of cottage cheese or ricotta (low-fat recommended), ¼ cup of cooked beans and peas (legumes), ½ large egg, 2 tablespoons of nut butters, 1 ounce of nuts or seeds, ¼ cup (2.2 ounces) of commercial tofu (containing at least 5 grams of protein), ½ cup of yogurt or soy yogurt and 1 ounce of alternate protein products (APP).
- ⁸ APP must meet the USDA requirements specified in appendix A to Part 210 of the [NSLP regulations](#).
- ⁹ Allowable nuts and seeds include almonds, Brazil nuts, cashews, filberts, macadamia nuts, peanuts, pecans, walnuts, pine nuts, pistachios and soynuts. Children younger than 4 are at the highest risk of choking. The USDA recommends that any nuts or seeds served to young children are in a prepared food and are ground or finely chopped.
- ¹⁰ To increase nutrient variety, yogurt should not be served when milk is the only other snack component.



For more information, visit the CSDE's [ASP](#) and [Crediting Foods](#) Web pages or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmp.pdf.

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Appendix C – Serving Sizes for Grains/Breads in the ASP

This document is available on the CSDE's ASP Web page at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/ASPgb.pdf.

Serving Sizes for Grains/Breads in the AFTERSCHOOL SNACK PROGRAM (ASP) ^{1,2}

Group A	Minimum Serving Size for Group A
Bread type coating Bread sticks, hard Chow mein noodles Crackers, savory, e.g., saltines and snack crackers Croutons Pretzels, hard Stuffing, dry (<i>weights apply to bread in stuffing</i>)	1 serving = 20 grams or 0.7 ounce ¾ serving = 15 grams or 0.5 ounce ½ serving = 10 grams or 0.4 ounce ¼ serving = 5 grams or 0.2 ounce
Group B	Minimum Serving Size for Group B
Bagels Batter type coating Biscuits Breads, e.g., white, wheat, whole wheat, French, Italian Buns, hamburger and hot dog Crackers, sweet, e.g., graham crackers and animal crackers Egg roll skins English muffins Pita bread, e.g., white, wheat, whole wheat Pizza crust Pretzels, soft Rolls, e.g., white, wheat, whole wheat Tortillas, wheat or corn Tortilla chips, wheat or corn Taco shells	1 serving = 25 grams or 0.9 ounce ¾ serving = 19 grams or 0.7 ounce ½ serving = 13 grams or 0.5 ounce ¼ serving = 6 grams or 0.2 ounce
Group C	Minimum Serving Size for Group C
Cookies, plain, including vanilla wafers ³ Cobread Corn muffins Croissants Pancakes Pie crust (<i>dessert pies³, fruit turnovers⁴ and meat or meat alternate pies</i>) Waffles	1 serving = 31 grams or 1.1 ounces ¾ serving = 23 grams or 0.8 ounce ½ serving = 16 grams or 0.6 ounce ¼ serving = 8 grams or 0.3 ounce
Group D	Minimum Serving Size for Group D
Cereal bars, breakfast bars, granola bars, plain ⁴ Doughnuts, cake and yeast raised, unfrosted ⁴ Muffins, all except corn Sweet rolls, unfrosted ⁴ Toaster pastries, unfrosted ⁴	1 serving = 50 grams or 1.8 ounces ¾ serving = 38 grams or 1.3 ounces ½ serving = 25 grams or 0.9 ounce ¼ serving = 13 grams or 0.5 ounce
Group E	Minimum Serving Size for Group E
Cereal bars, breakfast bars and granola bars with nuts, dried fruit, chocolate pieces, fruit purees ⁴ Cookies, with fillings or coverings, nuts, raisins, chocolate pieces, fruit purees ³ Doughnuts, cake and yeast raised, frosted or glazed ⁴ French toast Sweet rolls, frosted ⁴ Toaster pastries, frosted ⁴	1 serving = 63 grams or 2.2 ounces ¾ serving = 47 grams or 1.7 ounces ½ serving = 31 grams or 1.1 ounces ¼ serving = 16 grams or 0.6 ounce

Appendix C – Serving Sizes for Grains/Breads in the ASP, continued

SERVING SIZES FOR GRAINS/BREADS IN THE ASP ^{1, 2}

Group F	Minimum Serving Size for Group F
Cake, plain, unfrosted ³ Coffee cake ⁴	1 serving = 75 grams or 2.7 ounces ¼ serving = 56 grams or 2.0 ounces ½ serving = 38 grams or 1.3 ounces ¾ serving = 19 grams or 0.7 ounce
Group G	Minimum Serving Size for Group G
Brownies, plain ³ Cake, all varieties, frosted ³	1 serving = 115 grams or 4 ounces ¼ serving = 86 grams or 3 ounces ½ serving = 58 grams or 2 ounces ¾ serving = 29 grams or 1 ounce
Group H	Minimum Serving Size for Group H
Barley Breakfast cereals, cooked ⁵ Bulgur or cracked wheat Cereal grains, e.g., amaranth, buckwheat, cornmeal, corn grits, farina, kasha, millet, oats, quinoa, wheat berries and rolled wheat Macaroni, all shapes Noodles, all varieties Pasta, all shapes Ravioli, noodle only Rice, brown or enriched white	1 serving = ½ cup cooked (or 25 grams dry) ½ serving = ¼ cup cooked (or 13 grams dry)
Group I	Minimum Serving Size for Group I
Ready-to-eat breakfast cereals (cold dry) ⁵	1 serving = ¾ cup or 1 ounce, whichever is less ½ serving = ¼ cup or ½ ounce, whichever is less ¼ serving = ¼ cup or ¼ ounce, whichever is less

- ¹ All grain/breads must be whole grain or enriched or made with whole-grain or enriched flour or meal, or bran or germ.
- ² Some foods or their accompaniments are high in sugars, salt or fat. This should be a consideration when deciding how often to serve them.
- ³ Allowed only for supplements (snacks).
- ⁴ Allowed only for supplements (snacks) and breakfasts.
- ⁵ Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast. Cereals must be whole grain, enriched or fortified.



For more information, see the Connecticut State Department of Education's (CSDE) [Menu Planning Guide for School Meals and Meal Patterns](#) Web page or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/_ASPpb.pdf.

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Appendix D – Noncreditable Foods in the ASP

This document is available on the CSDE’s ASP Web page at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asproncred.pdf.

Noncreditable Foods in the AFTERSCHOOL SNACK PROGRAM (ASP)

Noncreditable foods are foods and beverages that cannot credit toward the U.S. Department of Agriculture (USDA) ASP meal pattern. Some noncreditable foods can be served in addition to the snack components to add variety, help improve acceptability in the meal and satisfy appetites. Examples include maple syrup on pancakes, salad dressing on tossed greens and condiments such as ketchup or mustard on sandwiches and other entrees. Other noncreditable foods, such as coffee, tea, soda and candy, cannot be served in the ASP.

The Connecticut State Department of Education (CSDE) encourages menu planners to limit noncreditable foods in ASP menus. These foods often contain little nutritional value and are high in fat, sugars and sodium. Menu planners should read labels, be aware of the ingredients in foods and limit the frequency and amount of less nutritious choices.

The chart below lists some examples of noncreditable foods. This list does not include all possible noncreditable foods. For more information, see the CSDE’s [Crediting Foods](#) Web page.

Examples of Noncreditable Foods			
Bacon and bacon bits	Eggnog	Iced coffee *	Pudding
Banana chips	Egg whites	Iced tea *	Pudding pops
Bread products that are not whole or enriched	Frozen yogurt	Jam, jelly	Salad dressings
Butter	Fruit drink, fruit beverage, powdered fruit drink mix *	Jerky, e.g., meat, poultry or fish	Sherbet
Candy *	Fruit punch (if not 100 percent juice)	Lemonade	Smoked snack sticks made with beef and chicken
Candy-coated popcorn *	Fruit snacks, e.g., fruit roll-ups, wrinkles, twists	Limeade	Soda, regular and diet *
Caramel popcorn *	Fruit leathers (100% fruit)	Maple syrup	Soups, canned, e.g., beef barley, beef noodle, turkey or chicken noodle, and turkey or chicken rice
Chocolate drinks, e.g., Yoo-Hoo	Gelatin, flavored or sugar free	Margarine	Sour cream
Coffee (regular, decaffeinated and iced) *	Grains that are not whole or enriched *	Marshmallows	Sports drinks *
Condiments, e.g., ketchup, mustard, relish, barbecue sauce	Honey	Mayonnaise	Spreadable fruit
Cranberry cocktail drink	Hot chocolate	Mustard	Summer sausage
Cream, half and half	Ice cream	Nectar drinks	Syrup
Cream cheese	Ice milk	Pepperoni sticks	Tea, regular, herbal and iced *
Cream soups, canned, e.g., cream of mushroom, cream of celery, cream of broccoli		Popcorn	
Dried meat or poultry snacks, e.g., jerky or nuggets		Popcorn cakes	
		Popsicles (not 100% juice)	
		Potato chips	

* These noncreditable foods should not be served in the ASP.



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Appendix D – Noncreditable Foods in the ASP, continued

NONCREDITABLE FOODS IN THE ASP, continued

RESOURCES

ASP Web Site (CSDE):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648

ASP Web Site (USDA):

www.fns.usda.gov/school-meals/afterschool-snacks

Child Nutrition (CN) Labeling:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/cnlabel.pdf

Crediting Foods (CSDE Web Page):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333796

Food Buying Guide for Child Nutrition Programs:

www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs

List of Acceptable Foods and Beverages:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432

Menu Planning (CSDE Web Page):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333780

Menu Planning Guide for School Meals:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334320

Product Formulation Statements:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/pfs.pdf



For more information, visit the CSDE's [ASP](#) and [Crediting Foods](#) Web pages or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aznoncred.pdf.

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Appendix E – Sample Snack Menu for Ages 6-18

This document is available on the CSDE’s ASP Web page at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspsamplemenu.pdf.

AFTERSCHOOL SNACK PROGRAM (ASP) SAMPLE MENU FOR AGES 6-18

This ASP ten-week menu provides snack ideas for ages 6-18. Portion sizes are indicated in parentheses after each menu item, and can be adjusted for ages 3-5. Menu planners should use the [Food Buying Guide for Child Nutrition Programs](#) to determine the specific food amounts that meet the minimum serving size for each meal pattern component. In addition to meeting the ASP meal pattern, snacks served in public schools that choose the healthy food option of Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes must comply with the Connecticut Nutrition Standards (CNS). For more information, see the CSDE’s [HFC](#) and [CNS](#) Web pages, and the CSDE’s [List of Acceptable Foods and Beverages](#).

ABBREVIATIONS: The abbreviation to the left of each menu item indicates the meal pattern component:
 GB = Grains/Breads MA = Meat/Meat Alternates VF = Vegetables/Fruits M = Milk
 O = Other Foods (noncreditable) A = Additional Items (creditable foods served in addition to the minimum required components)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GB Whole grain-rich (WGR) zucchini bread ¹ (2 ounces) MA Low-fat yogurt (½ cup) O Water ²	GB Whole-corn tortilla ¹ (1 ounce) with sliced ham and shredded low-fat cheese (1 ounce) O Water ²	VF Carrot sticks (¾ cup) with low-fat ranch dip (2 tablespoons) GB Whole-grain crackers ¹ O Water ²	GB Whole-grain pita ¹ (1 ounce) with peanut butter (1 tablespoon) and banana slices (¾ cup) M Low-fat or fat-free milk (1 cup)	VF Cantaloupe and watermelon chunks (¾ cup) GB Whole-grain roll ¹ (1 ounce) O Water ²
VF Apple slices (¾ cup) with peanut butter (2 tablespoons) and raisins (1 tablespoon) MA O Water ²	GB WGR animal crackers ¹ M Low-fat or fat-free milk (1 cup)	VF Mandarin oranges and pineapple tidbits (¾ cup) MA Low-fat vanilla yogurt (½ cup) A Whole-grain granola ² (1 tablespoon) O Water ²	MA Sliced turkey and cheese (1 ounce) with WGR crackers ¹ (1 ounce) GB Peppya cubes (½ cup) O Water ²	VF Cucumber and carrot slices (¾ cup) with low-fat dip (2 tablespoons) GB WGR pretzel twists ¹ (1 ounce) O Water ²
GB Whole-grain roll ¹ (1 ounce) MA Hard-boiled egg (½ large) O Water ²	VF Banana, one large (¾ cup) GB Whole-grain granola bar ¹	GB Whole-corn tortilla ¹ (1 ounce) with shredded cheese (1 ounce) MA O Water ²	VF Carrot-raisin salad (¾ cup) GB Whole-wheat crackers ¹ (1 ounce) O Water ²	GB Mini whole-wheat bagel ¹ (1 ounce) with peanut butter (1 tablespoon) M Low-fat or fat-free milk (1 cup)
MA Part-skim Mozzarella cheese stick, (1 ounce) VF Green grapes (¾ cup) O Water ²	VF Celery sticks (¾ cup) stuffed with peanut butter (2 tablespoons) and raisins (1 tablespoon) MA A O Water ²	MA Low-fat yogurt (½ cup) VF Blueberries (¾ cup) O Water ²	VF Sliced peaches (¾ cup) GB Whole-grain cereal ¹ (¾ cup) O Water ²	MA Sunflower seeds (1 ounce) VF Fresh plums (¾ cup) O Water ²
GB Whole-grain crackers ¹ (1 ounce) MA Low-fat cheese cubes (1 ounce) A Apple slices (½ cup) O Water ²	VF Fruit salad — oranges, bananas, sliced grapes, pineapple (¾ cup) MA Vanilla low-fat yogurt (½ cup) A Whole-grain granola ² (1 tablespoon) O Water ²	GB WGR golden cornbread ¹ (1 ounce) M Low-fat or fat-free milk (1 cup)	GB Trail mix (whole-grain cereal (¾ cup) and raisins (1 tablespoon)) VF Strawberries (¾ cup) O Water ²	VF Jicama sticks (¾ cup) with low-fat Ranch dressing GB Whole-grain bread sticks (1 ounce) O Water ²
VF Cinnamon applesauce (¾ cup) with raisins (1 tablespoon) GB Whole-grain cereal ¹ (¾ cup) O Water ²	GB Choice of whole-grain cereal ¹ (¾ cup) M Low-fat or fat-free milk (1 cup)	MA Low-fat cottage cheese (½ cup) with pineapple tidbits (¾ cup) VF Orange juice (½ cup)	GB WGR Blueberry muffin ¹ (2 ounces) VF Orange wedges (¾ cup) O Water ²	A WGR pasta veggie salad (¾ cup veggies) and low-fat cheese cubes (1 ounce) VF Orange pineapple juice (½ cup)

Appendix E – Sample Snack Menu for Ages 6-18, continued

ASP SAMPLE MENU FOR AGES 6-18, continued

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GB WGR crackers ¹ VF Watermelon chunks (¾ cup) A Low-fat or fat-free milk (1 cup)	MA Hummus (chickpea dip) (¼ cup beans) with GB Whole-wheat pita wedges ¹ (1 ounce) A Shredded carrots (¼ cup) O Water ²	GB WGR pumpkin cranberry muffin (2 ounces) M Low-fat or fat-free milk (1 cup)	VF Garden salad (¾ cup) with low-fat Italian dressing (2 tablespoons) GB WGR garlic bread sticks ¹ (1 ounce) O Water ²	VF Fresh berries (¾ cup) topped with low-fat yogurt (½ cup) and whole-grain cereal (¾ cup) GB whole-grain cereal (¾ cup) O Water ²
GB Whole-wheat pita bread triangles ¹ (1 ounce) with MA Low-fat shredded cheese (1 ounce) A Salsa (¼ cup) O Water ²	VF Pineapple chunks (¾ cup) M Low-fat or fat-free milk (1 cup)	VF Cucumber tomato salad (¾ cup) with low-fat dressing GB Whole-grain roll (1 ounce) O Water ²	GB WGR biscuit ¹ (1 ounce) with sliced strawberries (¾ cup) and low-fat yogurt (2 tablespoons) A low-fat yogurt (2 tablespoons) O Water ²	MA Chicken salad (1 ounce meat) in GB WGR pita pocket half ¹ (1 ounce) A with lettuce and tomato (¼ cup) O Water ²
GB Whole-grain mini bagel ¹ (1 ounce) with whipped light cream cheese (½ tablespoon) O Low-fat or fat-free milk (1 cup) VF Pineapple juice (¾ cup)	MA Fruit smoothie made with low-fat yogurt (½ cup) and berries (½ cup) A berries (½ cup) GB WGR graham crackers ¹ (2 large) O Water ²	VF Broccoli and cauliflower (¾ cup) with low-fat dip (1 ounce) GB Whole-grain crackers ¹ (1 ounce) O Water ²	GB Soft WGR tortilla shell ¹ (1 ounce) with refried beans (¼ cup) and cheese (½ ounce) MA cheese (½ ounce) A Lettuce and tomato (¼ cup) O Water ²	VF Dried fruit mix — apples, raisins, apricots (¾ cup) GB Assorted 100% juice (½ cup) WGR hot pretzel ¹ (1 ounce)
MA Turkey (½ ounce) and low-fat cheese (½ ounce) in GB WGR tortilla shell ¹ (1 ounce) A Orange wedges (½ cup) O Water ²	GB Three-bean salad (¾ cup) M Low-fat or fat-free milk (1 cup)	GB WGR waffle ¹ (1 ½ ounces) VF Seasonal berries (¾ cup) O Water ²	A Peanut butter (2 tablespoons) and jelly (½ tablespoon) on GB Whole-wheat bread ¹ (1 slice) M Low-fat or fat-free milk (1 cup)	GB WGR bread sticks ¹ (1 ounce) VF Celery sticks and cucumber slices (¾ cup) with herbed low-fat cottage cheese dip (¼ cup) A cottage cheese dip (¼ cup) O Water ²

¹ All grain products must be whole grain or enriched and meet the minimum serving sizes in *Serving Sizes for Grains/Breads in the Afterschool Snack Program*. Breakfast cereals must be whole grain, enriched or fortified. Serve whole grains most often and substitute whole grain-rich (WGR) products for enriched products. For more information, see *Criteria for Whole Grain-rich Foods and Identifying Whole Grains*.
² Water can be offered in addition to, but not in place of, the two required snack components. Menus cannot offer a choice between water and milk or juice.



For guidance on writing compliant snack menus, see the [ASP meal pattern](#) and the CSDE's [ASP Handbook](#). For more information, visit the CSDE's [ASP and Crediting Foods Web pages](#) or contact the [school nutrition programs staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/depts/nutrition/snack/aspcomplenu.pdf.

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Appendix F – ASP Menu Form for Ages 3-5

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmenu1.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmenu1.doc.

AFTERSCHOOL SNACK PROGRAM (ASP) • MENU FORM FOR AGES 3-5					
Name of Site:		Week of:			
WEEK 1 Select TWO of the four components ¹	Monday	Tuesday	Wednesday	Thursday	Friday
1. MILK, Low-fat (1%) unflavored or fat-free unflavored or flavored (1½ cup) ²					
2. MEAT/MEAT ALTERNATES Meat, poultry or fish (½ ounce) or Cheese (½ ounce) or egg (½ large) or Nut and seed butters (1 tablespoon) or Cooked dry beans and peas (½ cup) or Yogurt (¾ cup) or Nuts and seeds (½ ounce)					
3. VEGETABLES/FRUITS (½ cup) ³					
4. GRAINS/BREADS, whole grain or enriched ⁴ Bread (½ slice) or cereal (½ cup) or Cooked pasta and grains (¼ cup)					
Other NONCREDITABLE foods, e.g., condiments, cream cheese, pudding, popcorn (Do not count) ⁵					
WEEK 2 Select TWO of the four components ¹	Monday	Tuesday	Wednesday	Thursday	Friday
1. MILK, Low-fat (1%) unflavored or fat-free unflavored or flavored (1½ cup) ²					
2. MEAT/MEAT ALTERNATES Meat, poultry or fish (½ ounce) or Cheese (½ ounce) or egg (½ large) or Nut and seed butters (1 tablespoon) or Cooked dry beans and peas (½ cup) or Yogurt (¾ cup) or Nuts and seeds (1 ounce)					
3. VEGETABLES/FRUITS (½ cup) ³					
4. GRAINS/BREADS, whole grain or enriched ⁴ Bread (½ slice) or cereal (½ cup) or Cooked pasta and grains (¼ cup)					
Other NONCREDITABLE foods, e.g., condiments, cream cheese, pudding, popcorn (Do not count) ⁵					

◀ See page 2 for important menu planning notes ▶

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Appendix F – ASP Menu Form for Ages 3-5, continued

ASP MENU FORM FOR AGES 3-5, continued

MENU PLANNING NOTES

- ¹ Reimbursable snacks must consist of two food items, each from a different food component. For example, a snack of carrot sticks and apple juice does not comply with the ASP meal pattern because both items are from the vegetables/fruits component. In addition to meeting the ASP meal pattern, snacks served in public schools that choose the healthy food option of Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes must comply with the Connecticut Nutrition Standards (CNS). For more information, see the CSDE's [HFC](#) and [CNS](#) Web pages, and the CSDE's [List of Acceptable Foods and Beverages](#).
- ² Milk must be low-fat (1%) unflavored or fat-free unflavored or flavored. Whole, reduced-fat (2%) and flavored low-fat milk cannot be served.
- ³ Serve whole vegetables and fruits most often. Juice must be full-strength (100 percent) juice and cannot be served when milk is the only other snack component.
- ⁴ All grain products must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. Bran and germ credit the same as enriched or whole-grain meal or flour. All grain products must meet the minimum serving sizes in [Serving Sizes for Grains/Breads in the Afterschool Snack Program](#). Creditable grain-based desserts such as cookies, granola bars, toaster pastries, sweet rolls and cake cannot be served more than twice a week. Serve whole grains most often.
- ⁵ Noncreditable foods such as condiments, cream cheese, bacon, potato chips, pudding, ice cream and popcorn do not contribute to the ASP meal pattern. For more information, see [Noncreditable Foods in the Afterschool Snack Program](#).

For guidance on writing compliant snack menus, see the [ASP meal pattern](#) and the CSDE's [ASP Handbook](#).



For more information on menu planning for ASP, visit the CSDE's [ASP](#) and [Cooking Foods](#) Web pages or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/depts/nutrition/aspmenu1.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/depts/nutrition/snack/aspmenu1.doc.

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Appendix G – ASP Menu Form for Ages 6-18

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmenu2.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmenu2.doc.

AFTERSCHOOL SNACK PROGRAM (ASP) • MENU FORM FOR AGES 6-18					
Name of Site:		Week of:			
WEEK 1 Select TWO of the four components ¹	Monday	Tuesday	Wednesday	Thursday	Friday
1. MILK, Low-fat (1%) unflavored or fat-free unflavored or flavored (1 cup) ²					
2. MEAT/MEAT ALTERNATES Meat, poultry or fish (1 ounce) or Cheese (1 ounce) or egg (½ large) or Nut and seed butters (2 tablespoon) or Cooked dry beans and peas (¾ cup) or Yogurt (½ cup) or Nuts and seeds (½ ounce)					
3. VEGETABLES/FRUITS (¾ cup) ³					
4. GRAINS/BREADS, whole grain or enriched ⁴ Bread (1 slice) or cereal (¾ cup) or Cooked pasta and grains (½ cup)					
Other NONCREDITABLE foods, e.g., condiments, cream cheese, pudding, popcorn (Do not count) ⁵					
WEEK 2 Select TWO of the four components ¹	Monday	Tuesday	Wednesday	Thursday	Friday
1. MILK, Low-fat (1%) unflavored or fat-free unflavored or flavored (1 cup) ²					
2. MEAT/MEAT ALTERNATES Meat, poultry or fish (1 ounce) or Cheese (1 ounce) or egg (½ large) or Nut and seed butters (2 tablespoon) or Cooked dry beans and peas (¾ cup) or Yogurt (½ cup) or Nuts and seeds (½ ounce)					
3. VEGETABLES/FRUITS (¾ cup) ³					
4. GRAINS/BREADS, whole grain or enriched ⁴ Bread (1 slice) or cereal (¾ cup) or Cooked pasta and grains (½ cup)					
Other NONCREDITABLE foods, e.g., condiments, cream cheese, pudding, popcorn (Do not count) ⁵					

◀ See page 2 for important menu planning notes ▶

Appendix G – ASP Menu Form for Ages 6-18, continued

ASP MENU FORM FOR AGES 6-18, continued

MENU PLANNING NOTES

- ¹ Reimbursable snacks must consist of two food items, each from a different food component. For example, a snack of carrot sticks and apple juice does not comply with the ASP meal pattern because both items are from the vegetables/fruits component. In addition to meeting the ASP meal pattern, snacks served in public schools that choose the healthy food option of Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes must also ensure that all snacks comply with the Connecticut Nutrition Standards (CNS). For more information, see the CSDE's HFC and CNS Web pages, and the CSDE's *List of Acceptable Foods and Beverages*.
- ² Milk must be low-fat (1%) unflavored or fat-free unflavored or flavored. Whole, reduced-fat (2%) and flavored low-fat milk cannot be served.
- ³ Serve whole vegetables and fruits most often. Juice must be full-strength (100 percent) juice and cannot be served when milk is the only other snack component.
- ⁴ All grain products must be whole grain or enriched. Breakfast cereals must be whole grain, enriched or fortified. Bran and germ credit the same as enriched or whole-grain meal or flour. All grain products must meet the minimum serving sizes in *Serving Sizes for Grains/Breads in the Afterschool Snack Program*. Creditable grain-based desserts such as cookies, granola bars, toaster pastries, sweet rolls and cake cannot be served more than twice a week. Serve whole grains most often.
- ⁵ Noncreditable foods such as condiments, cream cheese, bacon, potato chips, pudding, ice cream and popcorn do not contribute to the ASP meal pattern. For more information, see *Noncreditable Foods in the Afterschool Snack Program*.

For guidance on writing compliant snack menus, see the *ASP meal pattern* and the CSDE's *ASP Handbook*.

	<p>For more information on menu planning for ASP, visit the CSDE's ASP and Crediting Foods Web pages or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.</p> <p>This document is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmenu2.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmenu2.doc.</p>
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The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Leya Gillispie, Equal Employment Opportunity Director, Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Leya.Gillispie@ct.gov.

Appendix H – ASP Daily Production Record

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asppr.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/asppr.doc.

A sample completed production record is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspprsample.pdf.

Afterschool Snack Program (ASP) • PRODUCTION RECORD													
Sponsor: _____						Week of: _____ to _____							
Site: _____						Grades: _____							
Snacks must include at least two of the four components: low-fat unflavored or fat-free flavored or unflavored milk (M), vegetables/fruits (VF), grains/breads (GB); and meat/meat alternates (MMA). Snacks cannot include only two foods from the same component, e.g., carrot sticks and apple juice (both items are from the VF component). Juice cannot be served when milk is the only other component. For more information, see the ASP Meal Pattern .													
Day of Snack Service	A Food Item	B Serving Size	C Components <i>Check (✓) at least 2</i>				D Temperatures <i>Potentially hazardous foods (PHFs) only</i>	E Total Servings Prepared	F Total Amount of Food Used	G Number of Snacks Served <i>Complete AFTER Snack Service</i>			J Number of Servings Leftover (I - G)
			M	VF	GB	MMA				STUDENTS <i>Reimbursable Snacks</i>	H Adults	I Total (G + H)	
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													

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Appendix H – ASP Daily Production Record, continued

INSTRUCTIONS FOR ASP SNACK PRODUCTION RECORD

Complete columns A-F *before* snack service.

- **Column A – Food Item:** List each food item from the planned snack menu.
- **Column B – Serving Size:** For each food item in column A, list the serving size. The serving size must be *at least the minimum* for the age group being served.
- **Column C – Components:** Check (✓) the snack components provided. There must be *at least two* components.
- **Column D – Temperatures for PHFs:** When applicable, check and record the actual temperature of any PHFs with a properly calibrated clean and sanitized thermometer. PHFs support the rapid growth of bacteria and must be kept hot (135° F or hotter) or cold (41° F or colder). For more information, visit the CSDE's [Food Safety](#) Web page.
- **Column E – Total Servings Prepared:** For each snack component, indicate the total number of servings prepared for students.
- **Column F – Total Amount of Food Used:** For each snack component, indicate the total amount of food used to meet the meal pattern requirements. This is based on the serving size (column B) and the number of planned snacks (column E). For example, if a site serves 100 children a snack of a 2-ounce whole-grain roll with 2 ounces of low-fat cheese, the total food used is 100 rolls and 12.5 pounds of low-fat cheese. Use the USDA [Food Buying Guide](#) to determine the amount of purchased food that meets the requirements. For processed foods, review [Child Nutrition \(CN\) labels](#) or [product formulation statements](#).

Complete columns G-J *after* snack service.

- **Column G – Number of Snacks Served (STUDENTS):** Indicate the total number of snacks taken by students. *This is the total number of reimbursable snacks served for the day.*
- **Column H – Number of Snacks Served (ADULTS):** Indicate the total number of snacks taken by adults. *Adult snacks are not reimbursable.*
- **Column I – Number of Snacks Served (TOTAL):** Indicate the total number of snacks taken by students and adults. This equals column G plus column H.
- **Column J – Number of Servings Leftover:** Indicate the total number of servings that were prepared but not served. This equals column I minus column G.

A sample completed production record is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/asprsample.pdf.



For more information on menu planning for ASP, visit the CSDE's [ASP](#) and [Crediting Foods](#) Web pages or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspr.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspr.doc.

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Appendix I – ASP Daily Snack Count Record for Site/Area Eligible Schools

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspcount.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspcount.doc.

Afterschool Snack Program (ASP)

DAILY SNACK COUNT RECORD FOR SITE/AREA ELIGIBLE SCHOOLS

Complete this form daily and return to the school food service department.

School/Site: _____ Location: _____
 Grades Served: _____ Date: _____ Total Snacks Received By Site: _____
 Today’s Snack Menu *: _____

* All snacks must comply with the **ASP Meal Pattern**. Snacks must include at least two of the four meal pattern components: milk (low-fat unflavored or fat-free flavored or unflavored), vegetables/fruits, grains/breads and meat/meat alternates. Juice cannot be served when milk is the only other component. Schools in **Healthy Food Certification (HFC)** districts must also comply with the **Connecticut Nutrition Standards**. For more information, see the **ASP Handbook**.

DAILY STUDENT SNACK COUNT														
Cross off number as each student receives a complete snack. Students must receive both snack components before the snack can be counted.														
1	11	21	31	41	51	61	71	81	91	101	111	121	131	141
2	12	22	32	42	52	62	72	82	92	102	112	122	132	142
3	13	23	33	43	53	63	73	83	93	103	113	123	133	143
4	14	24	34	44	54	64	74	84	94	104	114	124	134	144
5	15	25	35	45	55	65	75	85	95	105	115	125	135	145
6	16	26	36	46	56	66	76	86	96	106	116	126	136	146
7	17	27	37	47	57	67	77	87	97	107	117	127	137	147
8	18	28	38	48	58	68	78	88	98	108	118	128	138	148
9	19	29	39	49	59	69	79	89	99	109	119	129	139	149
10	20	30	40	50	60	70	80	90	100	110	120	130	140	150

TOTAL SNACKS SERVED: _____
 (Students Only)

DAILY ADULT SNACK COUNT										
Snacks served to adults must be paid for by the adult or the school/organization responsible for the programming.										
1	2	3	4	5	6	7	8	9	10	TOTAL SNACKS SERVED: _____ (Adults Only)

Comments: _____

Person Completing Form:

Print Name

Signature



For information on the ASP, visit the CSDE’s ASP Web page or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspcount.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspcount.doc.

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Appendix J – Daily Snack Count and Production Record for Site/Area Eligible Schools

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspprcount.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspprcount.doc.

Afterschool Snack Program (ASP)

DAILY SNACK COUNT AND PRODUCTION RECORD FOR SITE/AREA ELIGIBLE SCHOOLS

Complete this form daily and return to the school food service department.

School/Site: _____ Date: _____

DAILY SNACK PRODUCTION *			
Component (Ages 6-18) <small>Adjust serving sizes for ages 3-5</small>	Food Item Used	Food Unit	Number of Units Used
Milk, 1 cup			
Vegetables/Fruits, ¾ cup			
Grains/Breads, 1 serving			
Meat/Meat Alternate, 1 ounce			

* All snacks must comply with the ASP Meal Pattern. Snacks must include at least two of the four meal pattern components: milk (low-fat unflavored or fat-free flavored or unflavored), vegetables/fruits, grains/breads and meat/meat alternates. Juice cannot be served when milk is the only other component. Healthy Food Certification (HFC) schools must also comply with the Connecticut Nutrition Standards. For more information, see the ASP Handbook.

TOTAL SNACKS PREPARED: TOTAL SNACKS RECEIVED BY SITE:
Count snacks prior to snack service to confirm number sent

DAILY STUDENT SNACK COUNT														
<small>Cross off number as each student receives a complete snack. Students must receive both snack components before the snack can be counted.</small>														
1	11	21	31	41	51	61	71	81	91	101	111	121	131	141
2	12	22	32	42	52	62	72	82	92	102	112	122	132	142
3	13	23	33	43	53	63	73	83	93	103	113	123	133	143
4	14	24	34	44	54	64	74	84	94	104	114	124	134	144
5	15	25	35	45	55	65	75	85	95	105	115	125	135	145
6	16	26	36	46	56	66	76	86	96	106	116	126	136	146
7	17	27	37	47	57	67	77	87	97	107	117	127	137	147
8	18	28	38	48	58	68	78	88	98	108	118	128	138	148
9	19	29	39	49	59	69	79	89	99	109	119	129	139	149
10	20	30	40	50	60	70	80	90	100	110	120	130	140	150

TOTAL SNACKS SERVED (Students Only):

DAILY ADULT SNACK COUNT										
<small>Snacks served to adults must be paid for by the adult or the school/organization responsible for the programming.</small>										
1	2	3	4	5	6	7	8	9	10	TOTAL SNACKS SERVED: (Adults Only):
										<input style="width: 100px;" type="text"/>

Person Completing Form: _____



Print Name _____ Signature _____

Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.
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Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspprcount.doc.

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Appendix K – ASP Monthly Attendance and Snack Count Record for Site/Area Eligible Schools

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonthly.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonthly.doc.

Afterschool Snack Program (ASP)

MONTHLY ATTENDANCE AND SNACK COUNT RECORD FOR SITE/AREA ELIGIBLE SCHOOLS

School/Site: _____

Month/Year: _____ Grades: _____

Complete this worksheet on a daily basis. Use a separate form for each site that operates the ASP. Use the “Date” column as a calendar. For each day the afterschool care program operates, enter the daily attendance. Enter the total daily snacks from the site’s *ASP Daily Snack Count Record for Site/Area Eligible Schools*. At the end of the month, total the number of snacks served.

Date	Daily Attendance	Number of Snacks Served	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL:			

For information on the ASP, visit the CSDE’s ASP Web page or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.



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This form is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonthly.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonthly.doc.

Connecticut State Department of Education • August 2015

Appendix M – Monthly Attendance and Snack Count Record for Schools that are not Site/Area Eligible

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonthlynon.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonthlynon.doc.

Afterschool Snack Program (ASP)

MONTHLY ATTENDANCE AND SNACK COUNT RECORD FOR SCHOOLS THAT ARE NOT SITE/AREA ELIGIBLE

School/Site: _____ Month _____

Complete this worksheet on a daily basis. Enter the total daily snacks from the site’s *ASP Daily Attendance and Snack Count Record for Schools that are Not Site/Area Eligible*. At the end of the month, total the number of snacks served. The number of free and reduced claimed each day cannot exceed the daily number of free-eligible and reduced-eligible students listed in columns 2 and 4. The total claimed each day (column 7) cannot exceed the daily attendance (column 1). At the end of the month, add columns 3, 5, 6 and 7, and record the totals in the bottom row under “Totals.” When added together, the monthly totals in columns 3, 5 and 6 must equal the monthly total in column 7.

Day of Month	COLUMN 1 Daily Attendance	COLUMN 2 Free Eligible	COLUMN 3 Free Claimed	COLUMN 4 Reduced Eligible	COLUMN 5 Reduced Claimed	COLUMN 6 Paid Claimed	COLUMN 7 Total Claimed (3+5+6)	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Totals:								



For information on the ASP, visit the CSDE’s ASP Web page or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This form is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonthlynon.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonthlynon.doc.

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Appendix N – ASP On-site Monitoring Form

This document is available on the CSDE’s ASP Web page in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonitor.pdf and in Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonitor.doc.

Afterschool Snack Program (ASP)

ON-SITE MONITORING FORM

Each ASP must be reviewed twice per year. The first review must be conducted within the first four weeks of the ASP operation. The second review must be conducted sometime during the remainder of ASP operation. A copy of this form must be kept on file for auditing purposes.

<input type="checkbox"/> First Review: _____
<input type="checkbox"/> Second Review: _____
<input type="checkbox"/> Follow-up Review: _____

School Food Authority: _____ ASP Site: _____

Reviewer Name: _____ Date of Review: _____

Person Interviewed: _____
Name *Title*

Days of Operation: Monday Tuesday Wednesday Thursday Friday

Is the site area eligible? Yes No

Does district participate in Healthy Food Certification (HFC)? Yes No

SNACK MENU OBSERVED (include serving sizes):

Serving Time: _____

Number of Students in Attendance: _____

Number of Students Served: _____

ALL SITES (AREA ELIGIBLE AND NON-AREA ELIGIBLE)			
Answer each question below for ALL sites (area eligible and non-area eligible).	Yes	No*	Comments
1. Does the afterschool care program offer educational or enrichment activities?			
2. Are the menus shared with appropriate staff?			
3. Were all meal components available to all students?			
4. Did all students take both components of the snack?			
5. Does the observed snack line provide an accurate count at the point of service?			
6. Does the counting procedure comply with the collection procedure submitted to the Connecticut State Department of Education?			
7. Is only one snack per children per day claimed?			
8. Are production records completed for each day?			
9. Do production records document that menus meet component and serving size requirements?			
10. If the district participates in HFC, do all snacks comply with the Connecticut Nutrition Standards? Enter "NA" if not HFC district.			
* A "No" answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.			

Appendix N – ASP On-site Monitoring Form, continued

ASP ON-SITE MONITORING FORM, continued

NON-AREA ELIGIBLE SITES ONLY			
Answer the questions below ONLY for non-area eligible sites.	Yes	No*	Comments
1. Does the meal count system prevent overt identification of student eligibility status?			
2. Are students claimed in the correct eligibility category?			
3. How does the counter/cashier receive the names of free and reduced-eligible students?			
* A "No" answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.			

CORRECTIVE ACTION REQUIRED (Describe below): _____ Date Correction Action Due: _____

Signature of Reviewer: _____ Date: _____

Signature of Person Interviewed: _____ Date: _____



For information on the ASP, visit the CSDE's [ASP Web page](#) or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonitor.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonitor.doc.

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GLOSSARY

Afterschool Snack Program (ASP): The USDA’s federally assisted snack program implemented through the National School Lunch Program (NSLP). The ASP provides cash reimbursement to help schools serve snacks to children in afterschool activities aimed at promoting the health and well-being of children and youth. Schools must provide children with regularly scheduled activities in an organized, structured and supervised environment that includes educational or enrichment activities, e.g., mentoring/tutoring programs. Programs must meet state or local licensing requirements and health and safety standards. For more information, see the CSDE’s [Afterschool Snack Program](#) Web page.

alternate protein products (APP): APPs are generally single ingredient powders that are added to foods. Some examples include soy flours, soy concentrates, soy isolates, whey protein concentrate, whey protein isolates and casein. APPs include vegetable protein products. The USDA has specific requirements for the crediting of APP in Child Nutrition Programs. For more information, see the CSDE’s handout, [Requirements for Alternate Protein Products](#).

area eligible schools: Schools that have 50 percent or more of children eligible for free and reduced-price meals, and that are used to determine if other sites located in the attendance area of an area eligible school are eligible. Percentages are calculated annually by the CSDE based on October data from the previous school year. For more information, see the CSDE’s [Area Eligibility](#) Web page.

bran: The protective coating around the whole-grain kernel that is rich in nutrients, fiber and other health promoting substances called phytochemicals. Bran is not a whole grain.

cereal grains: The seeds that come from grasses. Cereal grains can be whole grain (such as amaranth, barley, buckwheat, corn, millet, oats, quinoa, rice, rolled wheat, rye, sorghum, triticale, wheat and wheat berries) or enriched, such as cornmeal, corn grits and farina.

Child Nutrition (CN) label: A statement that clearly identifies the contribution of a food product toward the meal pattern requirements, based on the USDA’s evaluation of the product’s formulation. Products eligible for CN labeling include main dish entrees that contribute to the meat/meat alternates component of the meal pattern requirements, e.g., beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish portions. The CN label will also indicate the contribution of other meal components that are part of these products. For more information, see [CN Labeling](#) and the USDA’s [Child Nutrition \(CN\) Labeling](#) Web page.

Child Nutrition Programs: The USDA’s federally funded programs that provide nutritious meals and snacks to children, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, Special Milk Program (SMP), Summer Food Service Program (SFSP), Fresh Fruit and Vegetable Program (FFVP) and Child and Adult Care Food Program (CACFP). The CACFP also provides nutritious meals and snacks to the frail elderly in adult day care centers. For more information, see the CSDE’s [Child Nutrition Programs](#) Web page.

combination foods: Foods that contain more than one food component such as pizza, burritos and a smoothie made with milk and fruit. For example, macaroni and cheese contains pasta (grains) and cheese (meat/meat alternate). Combination foods generally cannot be separated (such as pizza or a burrito) or are not intended to be separated (such as hamburger on a bun or turkey sandwich).

Connecticut Nutrition Standards: State nutrition standards developed by the Connecticut State Department of Education per Section 10-215e of the Connecticut General Statutes. These standards address the nutritional content of all foods sold to students separately from reimbursable meals. They focus on limiting fat, saturated fat, trans fat, sodium and added sugars, moderating portion sizes and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. All schools in any district that chooses to comply with Healthy Food Certification under Section 10-215f of the Connecticut General Statutes must follow the Connecticut Nutrition Standards for all sources of food sales to students, including school cafeterias, vending machines, school stores, fundraisers and any other sources. The Connecticut Nutrition Standards also apply to all snacks served in the Afterschool Snack Program. For more information, see the CSDE’s [Connecticut Nutrition Standards](#) Web page.

creditable food: A food or beverage that can be counted toward meeting the meal pattern requirements for a reimbursable snack in the USDA Child Nutrition Programs. For more information, see the CSDE’s [Crediting Foods](#) Web page.

cycle menu: A series of menus planned for a specific period of time, with a different menu for each day. Cycle menus can help schools comply with the meal pattern requirements, increase variety, control food cost, control inventory and save time.

Dietary Guidelines for Americans: A federal document that provides science-based advice for Americans ages 2 and older to promote health and to reduce risk for chronic diseases through diet and physical activity. The *Dietary Guidelines for Americans* is published jointly every five years by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture, and forms the basis of federal food, nutrition education and information programs. For more information, see the [Dietary Guidelines](#) Web page.

edible portion: The portion of a food that can actually be eaten after the nonedible parts are removed, for example, cooked, lean meat without bone, and fruit without seeds or pits.

enriched grains: Refined grains (such as wheat, rice and corn) and grain products (such as cereal, pasta and bread) that have some vitamins and minerals added to replace the nutrients lost during processing. The five enrichment nutrients are added within limits specified by the FDA, and include thiamin (B₁), riboflavin (B₂), niacin (B₃), folic acid and iron.

endosperm: The soft, white inside portion of the whole-grain kernel. The endosperm contains starch, protein and small amounts of B vitamins.

enrichment: Adding back nutrients (usually vitamins or minerals) originally present in a food that were lost during processing. Enrichment nutrients are added back in approximately the same levels as were originally present in the food. For more information, see “enriched grains” in this section.

extra foods: See “noncreditable foods” in this section.

food components: The four food groups in the ASP meal pattern, including milk, vegetables/fruits, grains/breads and meat/meat alternates).

fortification: Adding nutrients (usually vitamins or minerals) that were not originally present in a food or beverage or adding nutrients at levels that are higher than originally present. Fortification is used both for naturally nutrient-rich products based on scientifically documented health needs (e.g., fortifying milk with vitamin D to increase the body’s absorption of calcium), and to enhance the perceived nutritional value of products with little or no natural nutritional value, e.g., fortifying “energy” bars made from processed flour with multiple vitamins and minerals. Fortification nutrients are added to products in varying amounts, from small percentages up to amounts greater than recommended intakes.

full-strength fruit or vegetable juice: An undiluted product obtained by extraction from sound fruit. Full-strength juice may be fresh, canned, frozen or reconstituted from concentrate and may be served in either liquid or frozen state or as an ingredient in a recipe. The name of the full-strength fruit or vegetable juice as it appears on the label must include the words “juice” or “full-strength juice” or “100 percent juice” or “reconstituted juice” or “juice from concentrate.”

germ: The sprouting section of the whole-grain kernel that contains B vitamins, vitamin E, trace minerals, healthy fats, antioxidants and phytochemicals. Germ is not a whole grain.

Hazard Analysis Critical Control Points (HACCP): A preventative food safety program to control food safety hazards during all aspects of food service operations. HACCP reduces the risk of foodborne hazards by focusing on each step of the food preparation process from receiving to service.

Healthy Food Certification: A state statute (Section 10-215f of the Connecticut General Statutes) that requires each board of education or governing authority for all public schools participating in the NSLP to certify annually to the CSDE whether they will follow the Connecticut Nutrition Standards for all foods sold to students separately from reimbursable meals. Districts that choose to implement the Connecticut Nutrition Standards receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. For more information, see “Connecticut Nutrition Standards” in this section and the CSDE’s [Healthy Food Certification](#) Web page.

juice drink: A product resembling juice that contains full-strength juice along with added water and possibly other ingredients, such as sweeteners, spices or flavorings. Juice drinks cannot be counted toward meeting meal pattern requirements.

local educational agency (LEA): A public board of education or other public or private nonprofit authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties that is recognized in a state as an administrative agency for its public or private nonprofit elementary schools or secondary schools. The term also includes any other public or private nonprofit institution or agency having administrative control and direction of a public or private nonprofit elementary school or secondary school, including residential child care institutions, Bureau of Indian Affairs schools, and educational service agencies and consortia of those agencies, as well as the state educational agency in a state or territory in which the state educational agency is the sole educational agency for all public or private nonprofit schools.

meal pattern: The required food components and minimum serving sizes that schools participating in the USDA ASP must provide to receive federal reimbursement for snacks served to children. For more information, see the *ASP Meal Pattern*.

meat alternates: Foods that provide similar protein content to meat. Meat alternates include alternate protein products, cheese, eggs, cooked dry beans or peas, nuts and seeds and their butters (except for acorn, chestnut and coconut), yogurt, soy yogurt and commercial tofu containing at least 5 grams of protein in a ¼-cup (2.2 ounces) serving.

MyPlate: Released in June 2011, MyPlate is the USDA’s food guidance system to translate the *Dietary Guidelines for Americans* into a healthy eating plan. MyPlate emphasizes consuming more fruits, vegetables, whole grains and low-fat dairy. For more information, see the [Choose MyPlate](http://www.choosemyplate.gov/) Web site at <http://www.choosemyplate.gov/>.

natural cheese: Cheese that is produced directly from milk such as cheddar, Colby, Monterey Jack, mozzarella, muenster, provolone, Swiss, feta and brie. Natural cheese also includes pasteurized blended cheese that is made by blending one or more different kinds of natural cheese. Natural cheeses do not include pasteurized process cheese (e.g., American), pasteurized process cheese food, pasteurized process cheese spread or pasteurized process cheese products.

National School Lunch Program (NSLP): The USDA’s federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. The NSLP provides nutritionally balanced, low-cost or free lunches to children each school day. It was established under the National School Lunch Act, signed by President Harry Truman in 1946. For more information, see the CSDE’s [National School Lunch Program](#) Web page.

noncreditable foods: Foods and beverages that do not count toward any meal pattern components in the USDA Child Nutrition Programs. For more information, see [appendix D](#).

nutrient-dense foods: Foods that provide substantial amounts of naturally occurring vitamins, minerals and other nutrients with relatively few calories. Nutrient-dense foods include lean sources of protein and/or complex carbohydrates that are low in total fat and saturated fats. Examples include fruits, vegetables, whole grains, low-fat or nonfat dairy products, lean meat, skinless poultry, fish, eggs and beans. Foods and beverages that are not nutrient dense supply calories (from fat, added sugars and processed carbohydrates) but relatively small amounts of nutrients (and sometimes none at all), unless fortified.

nutrient-rich foods: See “nutrient-dense foods” in this section.

offer versus serve (OVS): A concept that applies to menu planning and the determination of reimbursable school meals in the NSLP and SBP. OVS allows students to decline a certain number of food components or items in the meal. All required meal components must be offered to each student. In the NSLP, students must select at least ½ cup of fruits or vegetables and the full portion (minimum serving size) of at least two other components. In the SBP, students must select at least three food items including at least ½ cup of fruit (or vegetable substitutions, if offered). OVS must be implemented in senior high schools for lunch but is optional for breakfast. For junior high, middle schools and elementary schools, OVS is optional for both breakfast and lunch. OVS does not apply to the ASP.

potable water: Water that is safe for human consumption.

primary grain ingredient: The first listed grain ingredient in the product’s ingredients statement.

product fact sheet: See “product specification sheet” in this section.

product formulation statement: An information statement obtained from the manufacturer that provides specific information about how the product credits toward the USDA meal pattern requirements, and documents how this information is obtained citing Child Nutrition Program resources or regulations. All creditable ingredients in this statement must match a description in the *Food Buying Guide*. Unlike a CN label, a product formulation statement does not provide any warranty against audit claims. If these foods will be used in a reimbursable meal, the SFA must check the manufacturer’s crediting information for accuracy.

product specification sheet: Manufacturer sales literature that provides various information about the company’s products. These materials do not provide the specific crediting information that is required on a product formulation statement and cannot be used to determine a product’s contribution toward the USDA meal pattern components.

production record: A working tool that outlines the type and quantity of foods used to prepare ASP snacks. Production records must demonstrate how snacks contribute to the required food components for each day of operation. The USDA regulations require that all schools in the ASP must complete daily menu production records.

reimbursable snacks: Snacks that meet the requirements of the USDA regulations for the NSLP.

residential child care institution (RCCI): RCCIs include, but are not limited to homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. A long-term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for 30 days or more.

refined grains: Grains that have been processed to remove the bran and germ, making the product less nutritious than whole grains. Refined grains may or may not be enriched. For more information, see “enriched grains” in this section.

School Breakfast Program (SBP): The USDA’s federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. The SBP provides nutritionally balanced, low-cost or free breakfasts to children each school day. The program was established under the Child Nutrition Act of 1966 to ensure that all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors. For more information, see the CSDE’s [School Breakfast Program](#) Web page.

school food authority (SFA): The governing body that is responsible for the administration of one or more schools and has the legal authority to operate the USDA school nutrition programs, e.g., National School Lunch Program, School Breakfast Program, Afterschool Snack Program and Special Milk Program.

serving size or portion: The weight, measure or number of pieces or slices of a food or beverage. Schools must provide the minimum serving sizes specified in the USDA meal patterns for meals and snacks to be reimbursable.

site eligible schools: Schools that have 50 percent or more of enrolled children eligible for free and reduced-price meals. Percentages are calculated annually by the CSDE based on October data from the previous school year. For more information, see the CSDE’s [Area Eligibility](#) Web page.

Smart Snacks: The USDA’s nutrition standards for all competitive foods sold to students on school campus during the school day in public schools, private schools and RCCIs participating in the NSLP and SBP. The Smart Snacks nutrition standards apply to the cafeteria, vending machines, schools stores, fundraisers and any other sources of food and beverage sales. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. Smart Snacks does not apply to reimbursable snacks in the ASP.

standard of identity for food: The mandatory government requirements that determine what a food product must contain to be marketed under a certain name in interstate commerce. These standards protect consumers by ensuring a label accurately reflects what is inside, e.g., mayonnaise is not an imitation spread, ice cream is not a similar, but different, frozen dessert. Standards for meat and poultry products are developed by the USDA. For other food products, standards are set by the Food and Drug Administration (FDA).

standardized recipe: A recipe that a given food service operation has tested and adapted for use. This recipe produces the same good results and yield every time when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients. Standardized recipes include specific information such as ingredients, weights and measures, preparation directions, serving directions, yield and portion size.

USDA Foods: Foods that are available to the USDA Child Nutrition Programs through the CSDE Food Distribution Program. For more information, see <http://www.fns.usda.gov/fdd/food-distribution-programs>.

wheat bread: Bread that often has wheat flour or enriched wheat flour (not whole-wheat flour) as an ingredient. Wheat bread is not whole grain unless it is labeled “whole-wheat bread.” This bread is low in fiber unless the manufacturer has added fiber.

whole foods: Foods that are unprocessed or minimally processed and do not contain added ingredients such as fat, sugars or sodium.

whole fruits and vegetables: Fresh, frozen, canned and dried fruits and vegetables that are unprocessed or minimally processed and do not contain added ingredients such as fat, sugars or sodium.

whole grains: Grains that consist of the entire kernel, including the starchy endosperm, the fiber-rich bran and the germ. All grains start out as whole grains, but many are processed to remove the bran and germ, which also removes many of the nutrients. Whole grains are nutrient rich, containing vitamins, minerals, fiber, antioxidants and health-enhancing phytonutrients such as lignans and flavonoids. Examples of whole grains include whole wheat, whole oats, oatmeal, whole-grain cornmeal, brown rice, whole rye, whole barley, wild rice, buckwheat and bulgur (cracked wheat).

whole grain-rich: Whole grain-rich products must contain at least 50 percent whole grains, any other grain ingredients must be enriched and any noncreditable grains must be less than two percent ($\frac{1}{4}$ ounce equivalent) of the product formula. To comply with this limit, the combined total of all noncreditable grains cannot exceed 3.99 grams for groups A-G (baked goods) or 6.99 grams per serving for groups H (cereal grains) and I (ready-to-eat breakfast cereals) of the USDA ounce equivalents chart. For more information, see the CSDE’s handouts, *Criteria for Whole Grain-rich Foods*, *Identifying Whole Grains*, *Whole Grain-rich Ounce Equivalents for School Nutrition Programs* and *Calculation Methods for Crediting Grains in School Nutrition Programs*.

whole-wheat bread: Bread that contains the whole grain, including the fiber-rich bran and germ. Whole-wheat flour will be listed as the first ingredient.

