

Category: **STUDENTS**

Issued: 6/18/09

Number: **A-816**

Subject: AFTER SCHOOL HOURS FOOD SERVICE PROGRAM

Page: 1 of 1

SUMMARY OF CHANGES

This regulation supersedes Chancellor's Regulation A-816 dated September 5, 2000.

The regulation sets forth eligibility and accountability requirements for the After School Hours Food Service Program.

Changes:

- The regulation has been streamlined and revised to reflect accountability procedures for Principals and Community Based Organization (CBO) Program Directors for preparing meal rosters and reimbursement claims.
- The regulation includes the new online After School Meals Application System whereby Principals and CBOs can now apply for snacks, suppers, and Saturday meals. CBOs that seek to implement the After-School Food Service Program require the Principal's approval.

ABSTRACT

This regulation outlines the United States Department of Agriculture's (USDA) requirements for student eligibility, meal service accountability, and record-keeping. Failure to comply with these requirements may result in a loss of revenue through federal audit reclaims that would adversely affect the nutrition programs.

I. ELIGIBILITY

- A. Schools that operate After School Hours Food Service Programs and serve snacks, suppers, and Saturday meals must appear on the Office of SchoolFood's (OSF) list of such programs. This list is updated annually. Schools must obtain a copy of each student's free or reduced price eligibility form. Eligibility is based upon (1) a computer match with public assistance/food stamp files; or (2) household income provided by the parent or guardian on the [School Meals Application \(SD1041\)](#) for the current school year; or (3) valid Food Stamp or TANF case number provided by the parent or guardian on the [School Meals Application \(SD1041\)](#) for the current school year; or (4) valid direct certification letter for the current school year. Those copies must be attached to the After School Hours Food Service Program application and kept on file at the school.
- B. If an After School Hours Food Service Program operates in a school where at least 50% of the enrolled students are free and/or reduced price eligible, all snacks served will be claimed as free and reimbursement will be at the free rate.
- C. Schools or CBO programs may claim federal reimbursement for one snack per day for students 18 years old and younger who are enrolled in After School Hours Food Service Programs conducted in school. Students who turn 19 years old during the school year may be claimed for snack reimbursement for the entire school year.

II. APPLYING FOR AFTER SCHOOL MEALS

- A. Beginning in the 2008-2009 school year, principals and CBOs may apply for snacks, suppers, and Saturday meals for their students using the new [Online After-School Application System](#). This online application system replaces the hard-copy application. Schools will need the username and password currently used for pupil transportation to access the system. Principals will receive an electronic confirmation as each application is processed.
- B. Principals or their designees may utilize the [Principal's Tutorial](#) for assistance with completing the online application, while CBO Program Directors or their designees may utilize the [CBO's Tutorial](#). Applications submitted by CBOs require the Principal's consent before the Office of SchoolFood will consider rendering the final approval.
- C. All schools and CBO programs must have a roster system in place to account for all participating students before submitting the application for snacks, suppers, and Saturday meals. Applications will not be approved without confirmation that a roster system is in place.

III. MEAL ACCOUNTABILITY

- A. Point-of-Service is a record-keeping method that must be used to ensure that a reimbursable meal containing all required food components has been served to the student. Chancellor's Regulation A-815 outlines the Point-of Service method to be followed. Principals or CBO Program Directors must designate a staff person to be responsible for the accountability of the meals served to the students who are participating in the After School Hours Food Service Programs.
- B. The "roster" is the mandatory form that must be used to record Enrollment, Eligibility, Attendance, and Participation for reimbursement claims.

- C. The roster must be used to record when a student is served a reimbursable meal. The attendance and clicker counts recorded on the roster determines the number of snacks, suppers, and Saturday meals served in **At Risk** schools where **50% or more of the enrolled students are eligible for free and reduced price meals**. The roster is the only USDA approved method of accountability for snacks, suppers, and Saturday meals in **Not At Risk** schools where **less than 50% of the enrolled students are eligible for free and reduced price meals**.
- D. The roster for snacks and Saturday meals must be submitted weekly with the [Report of Meals Served \(MIE-1\)](#). A copy must be given to the SchoolFood Manager weekly. The Roster for supper meals must be submitted on the last day of service each month with the [Report of Suppers Served \(MIE-4\)](#). A copy must be given to the SchoolFood Manager monthly. A copy must remain on file at the school for audit purposes and made available upon request.
1. To maintain ACCOUNTABILITY of snack, supper and Saturday meals, a check mark in the "Attendance" column and "Participation" column next to the student's name is used to indicate the child is present and is circled as the student is served a reimbursable meal. A blank space is used to denote that the student was absent or the student did not take a meal.
 2. The ENROLLMENT column must be completed by the school and must list the names of all the students who are enrolled in the program.
 3. In the ELIGIBILITY column, the meal code designating the student's eligibility status for meal service is entered (e.g., A or 1= free, 2 = reduced price, or 3, 4, 5, or blank = full price.) The total for each eligibility code is tallied and entered on the total line.

IV. MEAL REIMBURSEMENTS

- A. The daily number of meals served must be claimed for snacks and Saturday meals on the [Report of Meals Served \(MIE-1\)](#). Supper meals served must be claimed on the [Report of Suppers Served \(MIE-4\)](#). The number of meals served daily may not exceed the daily number of students in attendance. Meals served must be recorded by eligibility for **NOT AT RISK** programs, while **AT RISK** programs will claim all meals as free.
- B. At the end of each day's meal service, the Principals, CBO Program Directors, or their designees shall tally each meal program roster based on the eligibility code. The total number of meals served shall be entered at the bottom of the roster. The total number of snacks and Saturday meals served shall also be submitted weekly on the [Report of Meals Served \(MIE-1\)](#). The total number of suppers served shall also be submitted monthly on the [Report of Suppers Served \(MIE-4\)](#). The completed forms will then be sent to the Office of SchoolFood to prepare the citywide consolidated claim for federal reimbursement.
- C. Saturday meals may be requested for students enrolled in an academic instructional program. Elementary and Junior High Schools are eligible for breakfast and/or lunch meal. High Schools are eligible for a snack and/or lunch meal. The number of meals served must be recorded by eligibility on the [Report of Meals Served \(MIE-1\)](#).

V. SERVICE PROVISION

For health and safety reasons, all meals must be served in the cafeteria and shall not be removed from the building.

- A. **SNACK PROGRAM**—Students must take both food components served for the snack meal to ensure the meal can be claimed for reimbursement. (Food components include fluid milk, fruits, vegetables, bread or bread alternates, and meat or meat alternates.)
- B. **SUPPER PROGRAM**—Students must take all five food components served for the supper meal to ensure the meal can be claimed for reimbursement.
- C. **SATURDAY PROGRAM**—Breakfast, lunch, or snacks are offered. Students must take all food components served for each meal program to ensure the meal can be claimed for reimbursement.

VI. AVAILABILITY OF ALL FOOD ITEMS

All snack and supper food components must be available for all participating students.

VII. DISALLOWANCE

If a reimbursement reclaim is invoked by the USDA because a school has not implemented the approved method of accountability or other requirements of the After School Hours Food Service Program, the resulting loss of revenue may be recovered from the responsible school or other organization for which food service was provided.

VIII. RETENTION OF RECORDS

The USDA requires that all enrollment records, eligibility forms, meal rosters, and other relevant documents remain on file at the school for three years plus the current year.

IX. BILLING

Districts must encumber sufficient funds to cover service costs not reimbursed by the federal government.

X. CERTIFICATE OF SCHOOL AGE CHILD CARE REGISTRATION

All non-DOE sponsors participating in a Supper Program must present current proof of registration for the After School Hours Food Service Program with the New York City Department of Health *via* a "Certificate of School Age Child Care Registration."

XI. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone:	<i>Office of SchoolFood</i>	Fax:
718-707-4320	<i>Special Programs</i>	718-707-4590
	N.Y.C. Department of Education	
	44-36 Vernon Boulevard	
	Long Island City, NY 11101	