

**West Virginia Department of Education  
National School Lunch Program (NSLP)-SNACK**

**AGREEMENT  
ADDENDUM 2024-2025**

Name of Sponsor \_\_\_\_\_

The above named sponsor, also known as the Local Education Agency (LEA), desires to operate an Afterschool Snack Program, and meets the following criteria:

- 1) Operates a day school, boarding school, or residential child care institution (RCCI).
- 2) Operates an afterschool care program providing education or enrichment activities in an organized, structured, and supervised environment.
- 3) Meets any state or local licensing, health and safety requirements for operating an afterschool care program.

The LEA agrees to meet the following requirements:

- a) Claim for reimbursement only after-school snacks served that meet the meal pattern for snacks as set forth in 7 CFR sections 210.10(n) and 210.10a(j). (see attached chart)
- b) Claim for reimbursement only those snacks served on school days during afterschool care programs. Any snacks served before or during the child's school day may not be claimed for reimbursement. Snacks served on weekends, holidays, or vacation periods may not be claimed for reimbursement, unless the snack is served during an activity or care program 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 educational program. Afterschool snacks may be claimed on days when summer school is in session if this summer school is an integral part of the curriculum or an extension of the local educational program.
- c) Claim reimbursement for no more than one snack per child per day. Children from birth to age 18, or who turn 19 during the school year, or a student of any age who is disabled, are eligible.
- d) Keep a roster list, sign-in sheet, or other means to determine that children are in attendance for the afterschool care program on a given day.
- e) Claim snacks in the correct reimbursement category. To determine the correct category, you must determine the percentage of your school's total enrollment that has been approved eligible for free or reduced price meals for the most recent month of October.

First, divide your current enrollment by the number of students approved eligible for free or reduced price meals. If this number is 50% or greater, then you would claim all snacks served to eligible children in the free reimbursement category, regardless of each individual child's eligibility for free or reduced price meals. Example: Enrollment = 150; number eligible for free or reduced = 80;  $80/150 = 53\%$ . All snacks can be claimed as free, and all snacks must be served to children at no charge.

If this percentage is less than 50%, then you may use the eligibility data of the public school in whose attendance area your school is located. You must, however, contact the West Virginia Department of Education, Office of Child Nutrition to obtain approval to use this method.

If the percentage for the public school is also less than 50%, then snacks must be counted and claimed according to the eligibility category of the child served. Snacks served to students must be priced as a unit; the charge for a reduced price snack may not exceed 15 cents; snacks served to children eligible for free meals must be served at no charge.

f) Snacks served must be counted and recorded daily at each afterschool session at which snacks are served according to the appropriate procedure identified in e) above. The snack counts must then be totaled for the claim month, recorded, and properly reflected on the day(s) served. Point-of-Service meal counts are not required, but are recommended.

g) The following records must be maintained:

Documentation of your school's enrollment and eligibility of students (free and reduced price applications) for the current school year; the eligibility data for the public school, if that method was used.

The daily and monthly counts of snacks served as described in f) above.

Documentation of individual children's afterschool program attendance on a daily basis.

Menus and production records to document compliance with snack meal pattern requirements.

h) LEA staff must do an on-site review of the afterschool snack program twice per year to ensure that the requirements of the program as outlined in this addendum are met; the first review must be made during the first four weeks of operation each school year.

i) There shall be no discrimination on the basis of race, color, gender, age, national origin, or disability in the operation of the afterschool snack program.

j) The LEA shall comply with all other relevant provisions of the agreement between the School Food Authority and West Virginia Department of Education for the National School Lunch Program, the Policy Statement, and program regulations.

<u>Snack</u>	<u>Children 1-2 years</u>	<u>Children 3-5 years</u>	<u>Children 6-18 years</u>
Select <u>2</u> different components of the <u>4</u> listed below:			
1. Milk	1/2 cup	1/2 cup	1 cup
2. Juice/Fruit/Vegetable	1/2 cup	1/2 cup	3/4 cup
3. Meat/Meat Alternate	1/2 ounce	1/2 ounce	1 ounce
4. Bread/Bread Alternate	1/2 slice/serving	1/2 slice/serving	1 slice/serving
Cereal: Cold	1/4 cup	1/3 cup	3/4 cup
Hot/Cooked	1/4 cup	1/4 cup	1/2 cup

\_\_\_\_\_  
Signature of School Food Authority Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of School Food Authority Representative

\_\_\_\_\_  
Signature of WVDE, Office of Child Nutrition Representative

\_\_\_\_\_  
Date