



# FAQ - Food Costs

Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)

## AFTERSCHOOL SNACKS

One of the federal grant requirements of the 21<sup>st</sup> CCLC programs is providing daily, nutritious snacks. To ensure programs are following federal guidelines, the following information is provided.

All subgrantees should pursue opportunities to access other funding sources to cover food costs/afterschool snacks. Examples:

- National School Lunch Program-Afterschool Snacks
- Summer Food Service Program
- Child and Adult Care Food Program
- Local Food Banks
- Local Business Sponsors

Subgrantees are required to contact their nutrition services department to determine if they are able to obtain healthy snacks from the National School Lunch Program. Documentation of this must be maintained with programs records including the date, person contacted and final resolution. If snacks cannot be provided by the subgrantee's nutrition services department and/or local food bank, programs should work to ensure the 21<sup>st</sup> CCLC program can purchase nutritional snacks that are reasonable and appropriate in cost.

## Dietary Restrictions/Food Allergies

Subgrantees should maintain appropriate snacks to support students that have disclosed dietary restrictions and/or food allergies. Due to the health risk posed with either situation, the purchase of a reasonable number of snacks to address these criteria could be maintained and paid with 21<sup>st</sup> CCLC funds.

## **FIELD TRIPS**

### Day Field Trip Food Costs

In providing food for day field trips (during non-school hours), programs should partner with their subgrantee's nutrition services department or alternative funding sources. If partnering with the subgrantee's nutrition services department or alternative funding source is not an option, 21<sup>st</sup> CCLC funding can be used to provide student lunch that is reasonable and appropriate in cost as well as following the USDA nutritional guidelines. To use 21<sup>st</sup> CCLC funding to cover these costs, prior approval by the 21<sup>st</sup> CCLC State Program Coordinator is required as well as providing documentation of the lack of access to field trip lunches.

Parent chaperone and staff food costs cannot be paid for with 21<sup>st</sup> CCLC funding during day field trips.

**Note:** Food purchased at concessions, restaurants, fast food establishments or similar vendors are NOT typically allowable.

### Overnight or Out-of-State Field Trip Food Costs

Food associated with overnight stays must be reasonable and appropriate in cost and follow guidelines established by the USDA. Field trip forms must be submitted to the SDE with all costs associated with the trip and must receive prior approval from SDE. Food costs must be clearly addressed on the *Field Trip Approval Request*.

If a parent chaperone and staff food cost cannot be covered by other funding sources, these costs should be outlined on the *Field Trip Approval Request* and will be reviewed by SDE.

## **PROGRAMMING**

### Food Associated with Curriculum, Lessons or Units

Food costs associated with curriculum, lessons or units are allowable (Ex: cooking classes, nutritional units, arts/crafts units). The cost must be reasonable and necessary to the curriculum approved in the original application, annual budget submission and/or submitted to the SDE for prior approval. Clear documentation must be maintained that aligns the class with approved project goals and performance measures.

## Family Engagement Activities

Food costs associated with parent and family activities can be covered as long as the food cost is reasonable and appropriate and the activity is directly aligned with the performance measures, goals and activities approved in the subgrantee's grant application. The food provided at family engagement activities can be provided to staff working the event.

**Note:** Fully catered meals are not considered a reasonable and appropriate cost.

## STAFF PROFESSIONAL DEVELOPMENT

### Staff Trainings

Food costs associated with staff professional development and trainings are allowable with exceptions and prior approval from the SDE. Please see *Subgrantee Guidance Document II.16.08.d –Staff Snack & Meals*.

**Note:** Food costs associated with business lunches, staff meetings, advisory boards and day field trips are not allowable.

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### For Questions Contact

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