

Afterschool Snack Program (ASP) On-Site Review for all Sites

Every school year, each School Food Authority (SFA) and Residential Child Care Institutions (RCCIs) participating in the Afterschool Snack Program shall perform **two on-site reviews per year** for each site that has an afterschool care program.

- ✓ The **first onsite review** shall be made **during the first four weeks** that the afterschool care program is in operation.
- ✓ The **second onsite review** shall be made **prior to the end of the school year**.

The on-site reviews are of the counting and claiming system and the readily observable general areas of review. The on-site reviews must ensure the school's claim is based on the implemented counting and claiming system and yields the actual number of reimbursable free, reduced price, and paid snacks, as applicable, served for each day of operation. SFAs must maintain monitoring documentation on file for three school years, plus the current school year.

Name of School Food Authority (SFA):		Name of School Site:				
SFA Reviewer:		Reviewer Title:				
Review Date:	Time snack served:	Area Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Instructions: Place a check mark in the box for the appropriate answer following each statement. A "No" response to any of the following statements indicates an area requiring corrective action.						
MEAL COUNTING AND CLAIMING:				Yes	No	N/A
1. Snack counts are taken at the point of service.						
Check Method(s) of Accountability Used: <input type="checkbox"/> Ticket/Token <input type="checkbox"/> Roster <input type="checkbox"/> Computerized POS <input type="checkbox"/> Tally Sheet <input type="checkbox"/> Clicker Count <input type="checkbox"/> Tic sheet						
<i>Each snack must be counted at the point of service. Point of service is defined as that point where it can accurately be determined that a reimbursable snack has been served to a child.</i>						
2A. "Area Eligible" sites only: All snack counts are claimed in the "free" category.						
2B. Sites which are NOT "area eligible": Snack counts are recorded by category (free, reduced, or paid).						
<i>Each person responsible for snack counts can correctly document eligibility information based on ticket, token or roster codes or based on area eligibility of the site. "Area Eligible" is defined as being located in an area served by a school in which at least 50% of the children enrolled are certified for free or reduced price meals.</i>						
3. Adequate procedures are in place to prevent the claiming of more than one reimbursable snack per child per day.						
<i>Only one reimbursable snack per child per day may be claimed for reimbursement. A second snack served to a child may not be claimed.</i>						
4. Reimbursement is NOT claimed for snacks served on weekends or holidays. (Residential institutions, please see "Exception" below.)						
<i>Reimbursement cannot be received for after school snacks served on weekends or holidays, including vacation periods which occur during the regular school year. Exception: residential child care institutions may claim reimbursement for snacks served on weekends, holidays or vacation periods as long as 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.</i>						

Total # of children in attendance on the day of review:			
Total # of snacks observed being served on the day of review:			
Total # of snacks claimed for reimbursement on the day of review:			
	# Free:	# Reduced:	# Paid:
MEAL PATTERN AND PRODUCTION RECORDS:			Yes No N/A
5. Snacks served meet the minimum portion and component requirements.			
<i>Snacks served must meet the meal pattern for snacks. Portions for children ages 13 through 18+ are no less than the portions stipulated for children ages 6 through 12. See form #71 After School Snack Program Meal Pattern for guidance.</i>			
6. After School Snack Program menus are available for review.			
<i>Regulations require that documentation of compliance with meal pattern requirements is maintained on file.</i>			
7. Production Records are completed on a daily basis.			
8. Production Records are maintained for a 3 year period.			
FOOD SAFETY AND SANITATION:			Yes No N/A
9. Snacks are being held, saved, and stored with proper food safety practices.			
CIVIL RIGHTS:			Yes No N/A
10. The "And Justice for All" poster is prominently displayed and visible for all program participants.			
ON-SITE MONITORING:			Yes No N/A
11. The After School Program was monitored, as required for the first time, within the first (4) four weeks of operation.			
12. The After School Program was monitored, as required for the second time, prior to the end of the school year.			
GENERAL AREAS:			Yes No N/A
13. After School Program attendance records are available for review.			
<i>Regulations require that documentation of individual children's attendance is maintained on a daily basis in order to keep track of the children present on a given day.</i>			
14. The After School Program provides children with regularly scheduled activities in a structured and supervised setting with acceptable education or enrichment activities before, during or after the snack meal service.			
Please provide a description of the required educational/enrichment activities the After-School Snack Program is providing: _____			
<i>Examples of eligible activities include homework assistance, tutoring, supervised drop-in athletic programs, drama activities, and arts and crafts programs. Organized interscholastic programs or community-level competitive sports are not eligible to participate.</i>			
15. The After School Program provides snacks only after the end of school day, unless the school operates an Expanded Learning Time Program.			
<i>Snacks may NOT be claimed for reimbursement in programs operated before or during the child's school day.</i>			

School Site Representative: _____

Title: _____ **Date:** _____

SFA Reviewer: _____

Title: _____ **Date:** _____

Corrective Action is required for each "No" answer above:

If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems.

Date of Follow-Up Review: _____

Observations of corrective action implementation