

AFTER SCHOOL SNACK PROGRAM MONITORING CHECKLIST

NAME OF SCHOOL _____

REVIEWING OFFICIAL AND TITLE _____

The School Food Authority (SFA) must ensure that staff responsible for the operation of the After School Snack Program (ASSP) complies with USDA requirements. SFA must designate a person to review ASSP a minimum of two times a year using this monitoring checklist. The first review should be conducted during the first four weeks of snack service. For each no answer, the school must take corrective action to ensure compliance. SFA must keep the checklist and all supporting documentation for the snack program on file according to federal recordkeeping requirements.

Review Areas	1st Review Date		2nd Review Date	
	_____	_____	_____	_____
	Yes	No	Yes	No
1. Do snacks claimed for reimbursement meet minimum meal pattern requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do production records and menus support snacks claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the after school snack program include educational/enrichment activities in an organized structured and supervised environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are attendance records kept to document student participation on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do records accurately support the number of snacks served to eligible children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is reimbursement claimed for no more than one snack, per student, per day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are snacks claimed according to the student eligibility (i.e. area eligible-all free, non/area eligible by category, paid, free, reduced)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. For pricing programs, are snacks priced as a unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. For pricing programs, is the charge for a reduced priced snack 15 cents or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. For pricing programs, are free eligible students served one reimbursable snack free of charge?				

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. For pricing programs, are steps taken to prevent overt identification of students eligible for free and reduced priced snacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AFTER SCHOOL SNACK PROGRAM MONITORING CHECKLIST
Continued

Corrective Action: For each "no" answer checked on the first page, list the findings, the corrective action and the date corrective action was implemented.

Finding: _____ Corrective Action: _____ _____ Date Corrected: _____
Finding: _____ Corrective Action: _____ _____ Date Corrected: _____
Finding: _____ Corrective Action: _____ _____ Date Corrected: _____
Finding: _____ Corrective Action: _____ _____ Date Corrected: _____

1st Review

 Reviewing official

 Date

2nd Review

 Reviewing official

 Date

