

# NSLP/AFTER SCHOOL SNACK PROGRAM SPONSOR MONITOR REVIEW FORM

The sponsor must review each Afterschool Snack Program twice a year. The first review must be conducted during the first four weeks of each school year, and the second should be completed before the end of the year.

Sponsor	LA #
School/Site	Date of Review

Program Requirements:	Y	N	N/A	Comments
<b>1. Accountability</b>				
• Are snack counts recorded at the time they are served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are daily attendance rosters maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Is only one snack per child per day recorded/claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are all snacks claimed served to eligible students only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Reimbursement is NOT claimed for snacks served on holidays or weekends? <i>Exception: RCCI's may claim snacks served on holidays or weekends if an educational activity is planned.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If the program is eligible for At-Risk reimbursement:</i>				
• What system is used to account for meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If the program is not eligible for At-Risk reimbursement:</i>				
• Are appropriate free and reduced price applications on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are meals claimed based on individual student eligibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are students claimed in the correct eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Is the "And Justice For All" poster prominently displayed and visible for all program participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the system prevent overt identification of students' eligibility status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total # of children in attendance on the day of the review:		Total # of snacks observed being served on the day of the review:		
Total # of snacks claimed for reimbursement on the day of the review:		Total # of Free snacks claimed on the day of the review:		
Total # of snacks served to adults on the day of the review:		Total # of Reduced snacks claimed on the day of the review:		
		Total # of Paid snacks claimed on the day of the review:		

<b>2. Menus, Production Records:</b>				
<b>Menu Served on Day of Review</b> (List the two food items from two different food components served)		<b>Portion Size for each item served:</b>		
		Y	N	N/A
• Does today's menu meet meal component requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are production records completed each day?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are production records being maintained for a 3 year period?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do each days' production records reflect menus meeting component and serving size requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>3. Safety and Sanitation:</b>				
• Are snacks being held, served and stored with proper food safety practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Do personnel observe good hygiene and sanitation practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>4. Educational/Enrichment Component:</b>				
• Is there an educational/enrichment component during after-school care?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Describe the Educational/Enrichment component:**

**A "NO" response to any of the previous statements indicates an area requiring Corrective Action:**  
(Identify the problem and the corrective action to be taken. Attach a blank sheet of paper for the plan.)

<b>Signature of After School Snack Staff at Site</b>	<b>Title</b>
<b>Signature of Person Conducting On-site Monitoring</b>	<b>Title</b>