

# Afterschool Snack Program (ASP)

## ON-SITE MONITORING FORM

Each ASP must be reviewed twice per year. The first review must be conducted within the first four weeks of the ASP operation. The second review must be conducted sometime during the remainder of ASP operation. A copy of this form must be kept on file for auditing purposes.

First Review: \_\_\_\_\_

Second Review: \_\_\_\_\_

Follow-up Review: \_\_\_\_\_

**School Food Authority:** \_\_\_\_\_ **ASP Site:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

**Person Interviewed:** \_\_\_\_\_

*Name* *Title*

**Days of Operation:**    Monday    Tuesday    Wednesday    Thursday    Friday

Is the site area eligible?    Yes    No

Does district participate in [Healthy Food Certification \(HFC\)](#)?    Yes    No

**SNACK MENU OBSERVED** *(include serving sizes):*

**Serving Time:** \_\_\_\_\_

**Number of Students in Attendance:** \_\_\_\_\_

**Number of Students Served:** \_\_\_\_\_

### ALL SITES (AREA ELIGIBLE AND NON-AREA ELIGIBLE)

Answer each question below for ALL sites (area eligible and non-area eligible).	Yes	No*	Comments
1. Does the afterschool care program offer educational or enrichment activities?			
2. Are the menus shared with appropriate staff?			
3. Were all meal components available to all students?			
4. Did all students take both components of the snack?			
5. Does the observed snack line provide an accurate count at the point of service?			
6. Does the counting procedure comply with the collection procedure submitted to the Connecticut State Department of Education?			
7. Is only one snack per children per day claimed?			
8. Are production records completed for each day?			
9. Do production records document that menus meet component and serving size requirements?			
10. If the district participates in HFC, do all snacks comply with the <a href="#">Connecticut Nutrition Standards</a> ? Enter "NA" if not HFC district.			

**\* A "No" answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.**

## ASP ON-SITE MONITORING FORM, continued

<b>NON-AREA ELIGIBLE SITES ONLY</b>			
Answer the questions below <b>ONLY</b> for non-area eligible sites.	Yes	No*	Comments
1. Does the meal count system prevent overt identification of student eligibility status?			
2. Are students claimed in the correct eligibility category?			
3. How does the counter/cashier receive the names of free and reduced-eligible students?			
* A "No" answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.			

**CORRECTIVE ACTION REQUIRED** (*Describe below*):

**Date Correction Action Due:**

**Signature of Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Person Interviewed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ASP ON-SITE MONITORING FORM, continued



For information on the ASP, visit the CSDE's [ASP](#) webpage or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

*This form is available in PDF at*

*[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonitor.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/snack/aspmonitor.pdf)*

*and Word at [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/snack/aspmonitor.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonitor.doc).*

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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