

Afterschool Snack Program (ASP)

MONTHLY ATTENDANCE AND SNACK COUNT RECORD FOR SCHOOLS THAT ARE NOT SITE/AREA ELIGIBLE

School/Site: _____ Month _____

Complete this worksheet on a daily basis. Enter the total daily snacks from the site's *ASP Daily Attendance and Snack Count Record for Schools that are Not Site/Area Eligible*. At the end of the month, total the number of snacks served. The number of free and reduced claimed each day cannot exceed the daily number of free-eligible and reduced-eligible students listed in columns 2 and 4. The total claimed each day (column 7) cannot exceed the daily attendance (column 1). At the end of the month, add columns 3, 5, 6, and 7, and record the totals in the bottom row under "Totals." When added together, the monthly totals in columns 3, 5, and 6 must equal the monthly total in column 7.

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	
Day of Month	Daily Attendance	Free Eligible	Free Claimed	Reduced Eligible	Reduced Claimed	Paid Claimed	Total Claimed (3+5+6)	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Totals:								

ASP MONTHLY ATTENDANCE AND SNACK COUNT RECORD FOR SCHOOLS THAT ARE NOT SITE/AREA ELIGIBLE, continued



For more information, 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/aspmonthlynon.pdf and

Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/snack/aspmonthlynon.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.

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