Minnesota Department of Education

AFTERSCHOOL CARE SNACK PROGRAM
ON-SITE REVIEW FORM FOR SPONSORING AUTHORITY USE

A school food authority representative must review the Afterschool Care Snack Program two times each year at each site approved to claim National School Lunch Program (NSLP) afterschool snack reimbursement. The first review must occur within the first four weeks of snack service.

Sponsoring Authority Name/ID Number:	Site Name/ID Number:

GENERAL	YES	NO	COMMENTS
Are snacks served in an afterschool care program that offers education or enrichment activities in an organized, structured, and supervised environment?			
Are snacks served only after the regular school day ends?			
Are snacks served only on days school is in session? (Schools are not eligible to receive reimbursement for snacks served on weekends, holidays or vacation periods.)			
Is there a plan to monitor the afterschool care snack program two times per year including a visit in the first four weeks of operation?			
Does a cooperative partnership exist between the afterschool care program staff and the School Nutrition Program staff to ensure necessary paperwork is completed (for example, student attendance, food production and snack count records)?			
MENU			
Are snack menus planned and documented?			
Do snack menus meet meal pattern requirements (two of the four components planned each day)?			
FOOD PRODUCTION RECORDS			
Are snack food production records completed daily?			
Do production records contain the required information (date, site name, menu, serving size, total quantity prepared, quantity leftover, and snack count)?			
OBSERVATION OF SNACK SERVICE			
Is a daily roster or sign-in sheet kept for participating children to document attendance and determine average daily attendance?			
Is the snack count taken at the point of service?			
Does a trained adult observe and verify that each child receives two different snack components as required for reimbursement?			
How do site staff document the number of snacks served?			
Is there an established method for recording non-reimbursable snacks (snacks that do not contain two components)?			
If the site is area eligible, are snack counts recorded by total number of snacks served each day and correctly submitted in the monthly Claim for Reimbursement?			
If the site is not area eligible, are snack counts recorded each day by free, reduced price, and paid categories and correctly submitted in the monthly Claim for Reimbursement?			

If any question is answered “NO”, a corrective action plan is mandatory in order to change and correct the current system.

SPECIFY CORRECTIVE ACTION TO BE TAKEN:

CORRECTIVE ACTION WILL BE IMPLEMENTED BY:

Name	Title	Date

School Food Authority Representative Signature (Individual who conducted the review)	Title	Date

- Keep on file for review –