

After School Snack Program (ASSP) On-Site Review Form

Complete two on-site reviews for each ASSP and keep on file at the School Nutrition Administrative office. The first review must be completed within the first 4 weeks of operation.

School Food Authority:					
ASSP Site Name:					
ASSP Monitor Name:					Date:
		Yes	No	N/A	Comments
1.	Is there a system for transmitting daily meal counts to the school nutrition administrative office? Describe in comments				
2.	Is a daily attendance roster maintained?				
3.	Are snacks served as a unit?				
4.	Is documentation maintained that the site is located in an area eligible school in which 50% or more of the enrolled students are certified eligible of F/R priced meals?				
OR					
4.a.	Is documentation maintained of F/R priced eligibility for each student who receives a free or reduced priced snack?				
4.b.	Are point-of-service counts by student/benefit category maintained?				
5.	Is the meal counting and claiming system adequate to provide accurate reimbursement claims?				
6.	Are snacks being properly counted and claimed?				
7.	Are production records completed daily and maintained for a minimum of 5 years?				
8.	Do production records list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements?				
9.	Does it appear that each snack claimed for reimbursement met the 2 component per student requirements?				
10.	Does the snack program conduct acceptable education or enrichment activities before, during, or after the snack meal service?				
11.	Are snacks properly held, served, and stored within proper food safety practices?				
12.	Is the USDA/FNS approved non-discrimination poster prominently displayed and visible to program participants?				

Monitor Signature: _____

Signature of Reviewer: _____

Follow up if needed:

Date corrective action completed: