

Afterschool Snack Program On-Site Monitoring Form

Directions:

1. Sponsors must review each Afterschool Snack Program two (2) times per school year.
2. The first review must be conducted within the first four (4) weeks of the snack program's operation.
3. Use this form for both the first and second reviews. A copy of this form should be filed for audit and review purposes.

Sponsor Number _____ Sponsor Name: _____

Serving Site: _____ Days of Operation of Snack Program (circle): M T W Th F

Site is: Site Eligible OR Individual Eligible

Time Snack is Served	1 st Review Date			2 nd Review Date		
	_____	_____	_____	_____	_____	_____
Program Requirements:	Yes	No	NA	Yes	No	NA
1. Monitoring: a. Have all corrections requested during last site monitoring been implemented?						
2. Accountability: a. Are the snack counts taken at the point of service as approved by KSDE? b. Are daily attendance rosters maintained? c. Is only one snack per child per day recorded/claimed? d. Are all snacks claimed served only to enrolled students? e. Do all students take two (2) required food components? If no, are the snacks that contain less than two (2) required components recorded as non-reimbursable? f. Does the meal count system prevent overt identification of students' eligibility status? (individual eligible program) g. Describe system used to account for meals by category. h. Are students claimed in the correct eligibility category?						
3. Daily Records of Snacks Served: a. Are daily records of snacks served completed correctly?						
4. Safety and Sanitation: a. Are facilities/equipment adequate to allow good sanitation practices? b. Do personnel use good hygiene and sanitation practices?						
5. Educational Component: a. Is there an education component during after school care? Describe.						
6. Menus, Production Records: a. Does the menu on day of monitoring meet requirements? b. Are production records completed for each day? c. Do production records reflect that menus meet component and serving size requirements? d. Do production records match what was actually served?						
<u>Menu 1st Review</u> <u>Portion Size</u>	<u>Menu 2nd Review</u> <u>Portion Size</u>					
<u>1st Review</u> Corrections Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____ Signature and Title of Person Interviewed _____ Signature and Title of ASP Sponsor Monitor	<u>2nd Review</u> Corrections Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____ Signature and Title of Person Interviewed _____ Signature and Title of ASP Sponsor Monitor					