

## NSLP Afterschool Snack Service On-Site Monitoring Form

Each Afterschool Snack Service program must be reviewed by School Food Authority (SFA) twice per year. The first review must be conducted during the first four weeks of each school year. In year-round programs, after the initial year, the reviews may take place at any time between July 1 and June 30.

Afterschool Snack Service monitoring must be completed by SFA staff.

Snack site reviewed: \_\_\_\_\_

First Review: SFA Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Second Review: SFA Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

| Meal Counting System                                                                                                                                 | First Review                                                                                | Comments/Corrective Action Required | Second Review                                                                               | Comments/Corrective Action Required |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------|
| Are snack counts counted at the point of service where it is observed that an eligible student received a reimbursable snack?                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| Are records retained that show snack counts on a daily and monthly basis?                                                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| Are daily attendance rosters maintained?                                                                                                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| Is only one snack per child per day recorded/claimed?                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| Are all snacks claimed served to eligible students only?                                                                                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| Are non-reimbursable snacks, such as student snacks missing a component, second snacks, or adult snacks not included in the claim for reimbursement? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| Are snacks being counted and claimed on weekends or holidays?                                                                                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| <b>Non-area eligible sites*:</b><br>Is free and reduced price meal documentation maintained?                                                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |
| Are snacks claimed based on daily participation by eligibility category?                                                                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                     |

\* Non-area-eligible sites are either sites operating the NSLP under standard counting and claiming or CEP sites with a CEP claiming percentage below 50%. Under standard counting and claiming, snack service requires an eligibility determination for each student participant. CEP schools that are not area-eligible claim snacks using the same free and paid claiming percentages used to claim meals.

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| Are students claimed in the correct eligibility category?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| Does the meal counting system prevent overt identification of students' eligibility status?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| <b>Nutritional Quality and Meal Pattern</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>First Review</b>                                                                         | <b>Comments/Corrective Action Required</b> | <b>Second Review</b>                                                                        | <b>Comments/Corrective Action Required</b> |
| Is there a menu with planned snacks?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| <p>Do the snacks served meet meal pattern requirements for two of the five components planned each day?</p> <p><input type="checkbox"/> At least 80% of grains offered are whole grain-rich.</p> <p><input type="checkbox"/> No more than 50% of fruit and vegetable offerings are in the form of juice.</p> <p><input type="checkbox"/> Grain-based desserts are not used to credit as the grain component.</p> <p><input type="checkbox"/> Breakfast cereals contain no more than 6 g sugar per dry ounce.</p> <p><input type="checkbox"/> Yogurt contains no more than 2 g sugar per ounce.</p> <p><input type="checkbox"/> Milk and juice are not served at the same meal.</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| Does every snack counted for reimbursement meet meal pattern requirements for minimum serving sizes of at least two components?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| Is there a procedure in place to provide special diet accommodations to students who have an impairment affecting their diet? Requests signed by an authorized medical authority or dietitian must be kept on file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |

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| Are the production records complete for each day?<br><input type="checkbox"/> Date<br><input type="checkbox"/> Site where snacks are served<br><input type="checkbox"/> Snack counts by students and adults served<br><input type="checkbox"/> Meal item<br><input type="checkbox"/> Meal component<br><input type="checkbox"/> Portion size of each item<br><input type="checkbox"/> Amount prepared<br><input type="checkbox"/> Amount leftover | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| Do each day's records reflect that menus meet component and serving size requirements?                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| <b>Safety and Sanitation</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>First Review</b>                                                                         | <b>Comments/Corrective Action Required</b> | <b>Second Review</b>                                                                        | <b>Comments/Corrective Action Required</b> |
| Do facilities and equipment promote good sanitation practices?                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| Do personnel observe good hygiene and sanitation practices?                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            |
| <b>Educational/Enrichment Component</b>                                                                                                                                                                                                                                                                                                                                                                                                           | <b>First Review</b>                                                                         | <b>Comments/Corrective Action Required</b> | <b>Second Review</b>                                                                        | <b>Comments/Corrective Action Required</b> |
| Are there educational or enrichment activities in an organized, structured, and supervised environment and offered at the end of the school day?                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A | Describe:                                  |

|                                                       |       |
|-------------------------------------------------------|-------|
| Signature of person conducting the monitoring:        | Title |
| Signature of Afterschool Snack Service staff at site: | Title |

|                                                                               |
|-------------------------------------------------------------------------------|
| First review comments:                                                        |
| Corrective action to be taken for each "no" answer and person(s) responsible: |

## NSLP Afterschool Snack Service On-Site Monitoring Form

Previous corrective action implemented: Yes ☐ No ☐

Second review comments:

Corrective action to be taken for each “no” answer and person(s) responsible: