**AFTERSCHOOL SNACK PROGRAM (ASSP) MONITORING FORM**

***SFA/District Name Date***

***Site/School***

1. **The first (1st) monitoring for ASSP must be conducted after four weeks of operation.**
2. **The second (2nd) monitoring must be conducted prior to the end of the ASSP school year.**

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| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 1. Do the snacks served meet the minimum requirements? |  |  |  |
| 2. Are production records kept on file for the snacks claimed for reimbursement? |  |  |  |
| 3. Is the snack served as a unit? |  |  |  |
| 4. Is the charge for a reduced price snack fifteen cents or less? |  |  |  |
| 5. Are there collecting/charging procedures for non-area eligible students? |  |  |  |
| 6. Are there Attendance Records to document student participation in the ASSP on a daily basis? |  |  |  |

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| --- | --- | --- | --- |
| 7. Are records kept showing actual Daily Meal Counts on a daily basis? |  |  |  |
| 8. Is reimbursement claimed for no more than **ONE** snack per child per day? |  |  |  |
| 9. Are snacks claimed according to the schools’ eligibility (i.e. area eligibles all free, Non Area Eligible – by category? |  |  |  |
| 10. Does the afterschool snack program include supervised educational/enrichment activities?  10a. List educational/enrichment activities: |  |  |  |
| 11. Is there a posted menu for the ASSP at each site? |  |  |  |
| 12. Is the And Justice for All Poster displayed at each site? |  |  |  |
| 13. Is snack served at the approved meal time listed on the application? |  |  |  |
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Signature of Site Manager Date

Signature