

On-Site Monitoring Form

NSLP Afterschool Snack Program



The Afterschool Snack Program must be reviewed two times each year at each site. The first review must occur within the first 4 weeks of snack service.

Sponsor Name		Site Name		<input type="checkbox"/> Area-eligible <input type="checkbox"/> Non-area eligible	
1st Review Date	Arrival Time	Departure Time	Snack Service Time		
2nd Review Date	Arrival Time	Departure Time	Departure Time		
Snack Menu (Record All Food Items Served and Serving Sizes)					
Program Eligibility & Meal Counting			Comments		Comments
Is the school/SAU the sponsor of the afterschool enrichment program?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Area -eligible: snacks are counted at the point of service and claimed in the free category		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Non-area eligible: snacks are counted by student name at the point of service and claimed by free, reduced-price and paid (traditional claiming) or by claiming percentage (special provisions).		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
A daily attendance roster is kept.		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Snacks are served and claimed only on school days after the regular school day ends.		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Snacks are counted at the point of service where it is observed that a student receives a reimbursable snack.		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Snacks claimed for reimbursement contain two separate meal components in the planned portion size.		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-reimbursable snacks, such as a missing component, second snacks or adult snacks, are not included in the claim for reimbursement.		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Meal Pattern				
The snack meets meal pattern requirements: <ul style="list-style-type: none"> <input type="checkbox"/> 2 different components <ul style="list-style-type: none"> • 1 oz eq grain • 1 oz eq MMA • ¾ cup fruit • ¾ cup vegetable • 8 oz milk <input type="checkbox"/> At least 80% of grains offered are whole grain rich <input type="checkbox"/> No more than 50% of fruit and vegetable offerings are in the form of juice <input type="checkbox"/> Grain based desserts are not offered <input type="checkbox"/> Cereals contain no more than 6 g added sugar per dry ounce <input type="checkbox"/> Yogurt contains no more than 2 g added sugar per ounce <input type="checkbox"/> Milk and juice are not offered in the same meal 	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food production records are completed daily and include: <ul style="list-style-type: none"> <input type="checkbox"/> Date <input type="checkbox"/> Site name <input type="checkbox"/> Snack counts <input type="checkbox"/> Food item & component <input type="checkbox"/> Portion size <input type="checkbox"/> Amount prepared <input type="checkbox"/> Amount leftover 	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Leftover snacks are returned to the kitchen	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Daily meal counts are submitted to the kitchen	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
General Areas				
All site staff have completed USDA civil rights training within the past 12 months, and documentation is on file.				
Food is maintained at proper temperatures				
The "And Justice for All" poster is prominently displayed.				
All snack program records are retained for the current school year plus an additional three years.				
Corrective Action:				
Monitor's Name		Date of Review		
Monitor's Signature		Monitor's Title		