

# Afterschool Snack Program (ASP) Monthly Attendance and Snack Count Record for Schools that are Not Site/Area Eligible

School/site: \_\_\_\_\_ Month \_\_\_\_\_

Complete this worksheet daily. Enter the total daily snacks from the site's *ASP Daily Attendance and Snack Count Record for Schools that are Not Site/Area Eligible*. At the end of the month, total the number of snacks served. The number of free and reduced snacks claimed each day cannot exceed the daily number of free-eligible and reduced-eligible students listed in columns 2 and 4. The total snacks claimed each day (column 7) cannot exceed the daily attendance (column 1). At the end of the month, add columns 3, 5, 6, and 7, and record the totals in the bottom row under "Totals." When added together, the monthly totals in columns 3, 5, and 6 must equal the monthly total in column 7.

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	
Day of month	Daily attendance	Free eligible	Free claimed	Reduced eligible	Reduced claimed	Paid claimed	Total claimed (3+5+6)	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
	<b>Totals:</b>							



For more information, refer to the CSDE's *Afterschool Snack Program Handbook* and visit the CSDE's [Afterschool Snack Program](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at [https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/Monthly\\_Attendance\\_Count\\_ASP\\_Not\\_Site\\_Area\\_Eligible.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/ASP/Forms/Monthly_Attendance_Count_ASP_Not_Site_Area_Eligible.pdf)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).