

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								
Totals:								

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](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 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

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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