

## Afterschool Snack Program (ASP) Monthly Attendance and Snack Count Record for Site/Area Eligible Schools

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

Month/year: \_\_\_\_\_ Grades: \_\_\_\_\_

Complete this worksheet daily. Use a separate form for each site that operates the ASP. Use the "Date" column as a calendar. Enter the daily attendance for each day that the afterschool care program operates,. Enter the total daily snacks from the site's [\*ASP Daily Snack Count Record for Grades K-12 in Site/Area Eligible Schools\*](#) or [\*ASP Daily Snack Count Record for Preschoolers in Site/Area Eligible Schools\*](#). At the end of the month, total the number of snacks served.

Date	Daily attendance	Number of snacks served	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>Total:</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](#) 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\\_site\\_area\\_eligible.pdf](https://portal.ct.gov/-/media/sde/nutrition/asp/forms/monthly_attendance_count.asp_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](mailto:program.intake@usda.gov)

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