

## Afterschool Snack Program (ASP) School Eligibility Checklist

School food authorities (SFAs) may use this self-assessment form to determine if a school meets the ASP criteria. SFAs should complete this form prior to submitting an ASP application to the Connecticut State Department of Education (CSDE) for approval. Complete one checklist for each ASP site. For questions regarding the ASP application process, contact the CSDE's [ASP coordinator](#).

SFA: \_\_\_\_\_ Site name: \_\_\_\_\_

Program start date: \_\_\_\_\_ Program end date: \_\_\_\_\_

Time school day ends: \_\_\_\_\_ Time afterschool care program starts: \_\_\_\_\_

1. Is the afterschool care program sponsored or operated by the local educational agency (LEA)?

- Yes
- No: The school is not eligible for the ASP.

2. Is the afterschool care program organized, supervised, structured, and regularly scheduled?

- Yes
- No: The school is not eligible for the ASP.

3. Does the afterschool care program include an educational or enrichment component?

- Yes: Describe below the afterschool care program's educational/enrichment component.
- No: The school is not eligible for the ASP.

4. Does the afterschool care program have a reliable, accurate collection procedure for snack counts and claims?

- Yes: Describe below the SFA's collection procedure.
- No: Indicate below how the SFA will correct the collection procedure to comply with ASP regulations.

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6. Does the afterschool care program have an accurate cash management procedure for non-area eligible sites?

Yes: Describe below the SFA's procedure for cash management.

No: Indicate below how the SFA will correct the cash management procedure to comply with ASP regulations.

7. Does the afterschool care program use the appropriate, approved CSDE production record and are production records complete and up to date (refer to the CSDE's *Requirements for Production records in School Nutrition Programs*)?

Yes: Describe below the SFA's procedures for production records including the staff responsible.

No: Indicate below how the SFA will correct the production record procedures to comply with ASP regulations.

8. Are students who participate in the afterschool care program ages 18 younger (and students who turn 19 during the school year)?

Yes: List ages/grades participating in afterschool care program: \_\_\_\_\_

No: The school is not eligible for the ASP.

9. Have school nutrition personnel been assigned to conduct the required on-site reviews?

Yes: Describe below the procedure for on-site reviews below including the staff responsible.

No: Indicate below how the SFA will correct the procedure for on-site reviews to comply with ASP regulations.

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Provide detailed responses to the following for this site.

1. Describe the afterschool care program schedule, e.g., days of the week and hours of operation.

2. How is the afterschool care program organized?

3. Who supervises the afterschool care program? \_\_\_\_\_

If the site is area eligible, provide the information below:

4. Describe the process used to determine area eligibility for the ASP.

5. Indicate the percentage of free- and reduced-eligible children as of the most recent October:

\_\_\_\_\_ % of students eligible for free and reduced-price meals in October \_\_\_\_\_.  
*insert number* *insert year*

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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/school\\_eligibility\\_checklist\\_asp.pdf](https://portal.ct.gov/-/media/sde/nutrition/asp/forms/school_eligibility_checklist_asp.pdf).

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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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