

Afterschool Snack Program (ASP) On-site Monitoring Form

Each ASP must be reviewed twice per year. The first review must be conducted within the first four weeks of the ASP operation. The second review must be conducted sometime during the remainder of the ASP operation. A copy of this form must be kept on file for auditing purposes.

- First review: _____
- Second review: _____
- Follow-up review: _____

School food authority: _____ ASP site: _____

Reviewer name: _____ Date of review: _____ Total snacks received by site: _____

Person interviewed: _____

Name *Title*

Days of operation: Monday Tuesday Wednesday Thursday Friday

Is the site area eligible? Yes No

Does the district participate in [Healthy Food Certification \(HFC\)](#)? Yes No

Snack menu observed (*include meal components and serving size*): _____

Serving time: _____ Number of students in attendance: _____ Number of students served: _____

All Sites (Area Eligible and Non-Area Eligible)

Answer each question below for **all** sites (area eligible and non-area eligible). A “No” answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.

Questions for all sites	Yes	No	Comments
1. Does the afterschool care program offer educational or enrichment activities?			
2. Are the menus shared with appropriate staff?			
3. Were all meal components available to all students?			
4. Did all students take both components of the snack?			
5. Does the observed snack line provide an accurate count at the point of service?			
6. Does the counting procedure comply with the collection procedure submitted to the Connecticut State Department of Education?			
7. Is only one snack per children per day claimed?			

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Questions for all sites	Yes	No	Comments
8. Are production records completed for each day?			
9. Do production records document that menus meet component and serving size requirements?			
10. If the district participates in HFC, do all snacks comply with the Connecticut Nutrition Standards ? Enter "NA" for non-HFC districts.			

Non-area Eligible Sites Only

Answer each question below for non-area eligible sites only. A "No" answer requires corrective action. A follow-up review must take place within 30 days due to noncompliance.

Questions for non-area eligible sites	Yes	No	Comments
1. Does the meal count system prevent overt identification of student eligibility status?			
2. Are students claimed in the correct eligibility category?			

3. How does the counter/cashier receive the names of free and reduced-eligible students?

Corrective action required (*Describe below*)

Date correction action due: _____

Signature of reviewer: _____ **Date:** _____

Signature of person interviewed: _____ **Date:** _____

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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/monitoring_form_asp.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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