

# Afterschool Snack Program (ASP)

## On-site Monitoring Form

**School Year 2025-26 (July 1, 2025, through June 30, 2026)**

School food authorities (SFAs) must review each ASP 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. This form must be kept on file for auditing purposes.

SFA: \_\_\_\_\_

ASP site name: \_\_\_\_\_

First review (indicate date): \_\_\_\_\_

Second review (indicate date): \_\_\_\_\_

Follow-up review (indicate date): \_\_\_\_\_

Reviewer name: \_\_\_\_\_

Review date: \_\_\_\_\_

Total snacks received by site: \_\_\_\_\_

Person interviewed: \_\_\_\_\_

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: \_\_\_\_\_

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### Part 1: 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 (refer to part 3). A follow-up review must take place within 30 days due to noncompliance.

1. Does the afterschool care program offer educational or enrichment activities?  
 Yes  No
2. Are the menus shared with appropriate staff?  
 Yes  No
3. Were all meal components available to all students?  
 Yes  No
4. Did all students take both meal components of the snack?  
 Yes  No
5. Does the observed snack line provide an accurate count at the point of service?  
 Yes  No
6. Does the counting procedure comply with the collection procedure submitted to the Connecticut State Department of Education?  
 Yes  No
7. Is only one snack per children per day claimed?  
 Yes  No
8. Are production records completed for each day?  
 Yes  No
9. Do production records document that menus meet the meal component and serving size requirements?  
 Yes  No
10. **HFC district only:** Do all snacks comply with the [Connecticut Nutrition Standards](#)?  
 Yes  No  Not applicable: District does not participate in HFC

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### Part 2: Non-area Eligible Sites Only

Answer each question below for non-area eligible sites only. A “No” answer requires corrective action (refer to part 3). A follow-up review must take place within 30 days due to noncompliance.

1. Does the meal count system prevent overt identification of students' eligibility status?  
 Yes  No
2. Are students claimed in the correct eligibility category?  
 Yes  No
3. How does the counter/cashier receive the names of free and reduced-eligible students?

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### Part 3: Corrective Action Required (*Describe below*)

Indicate the corrective action plan for any “No” answers to questions 1- 10 in part 1 above and questions 1-2 in part 2 above.

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Specify date corrective actions will be implemented:

By whom (name and title): \_\_\_\_\_

Signature of reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person interviewed: \_\_\_\_\_ Date: \_\_\_\_\_ F

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For more information, visit the CSDE's [Afterschool Snack Program](#) webpage, or contact the 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](https://portal.ct.gov/-/media/sde/nutrition/asp/forms/monitoring_form_asp.pdf).



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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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