Afterschool Snack Program (ASP)
On-site Monitoring Form

School Year 2026-27 (July 1, 2026, through June 30, 2027)

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: _____

Afterschool Snack Program (ASP)
On-site Monitoring Form

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

Afterschool Snack Program (ASP)
On-site Monitoring Form

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?

Afterschool Snack Program (ASP)
On-site Monitoring Form

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.

Specify date corrective actions will be implemented: _____

By whom (name and title): _____

Afterschool Snack Program (ASP)
On-site Monitoring Form

Part 4: Required Signatures and Dates

The reviewer and the person interviewed must sign and date the form.

Signature of reviewer:_____Date:_____

Signature of person interviewed:_____Date:_____

For more information, visit the CSDE's Afterschool Snack Program webpage, or contact the 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.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

CONNECTICUT
Education

Afterschool Snack Program (ASP)
On-site Monitoring Form

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

This institution is an equal opportunity provider.