

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.

Afterschool Snack Program (ASP) School Eligibility Checklist

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.

Afterschool Snack Program (ASP) School Eligibility Checklist

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*

Afterschool Snack Program (ASP) School Eligibility Checklist

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.

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.

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.

