Each Afterschool Snack Program must be reviewed by School Food Authority (SFA) twice per year. The first review must be conducted during the first four weeks of each school year.

Snack Site Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Requirements** | **Yes** | **No** | **N/A** | **Comments** |
| 1. **Accountability** | | | | |
| * Are snack counts recorded at the time they are served? |  |  |  |  |
| * Are daily attendance rosters maintained? |  |  |  |  |
| * Is only one snack per child per day recorded/claimed? |  |  |  |  |
| * Are all snacks claimed served to eligible students only? |  |  |  |  |
| If the site is not area eligible: |  |  |  |  |
| * Is free and reduced price meal documentation maintained? |  |  |  |  |
| * Are snacks claimed based on daily participation by eligibility? |  |  |  |  |
| * Are students claimed in the correct eligibility category? |  |  |  |  |
| * Does the meal counting system prevent overt identification of students’ eligibility status? |  |  |  |  |
|  |  |  |  |  |
| 1. **Menus and Production Records** |  |  |  |  |
| Menu for Date of Review with Portion Size: | | | | |
| * Does today’s menu meet requirements? |  |  |  |  |
| * Are production records complete for each day? |  |  |  |  |
| * Do each day’s records reflect that menus meet component and serving size requirements? |  |  |  |  |
| * Is water available on serving line or accessible by children from source adjacent to the serving area? |  |  |  |  |
|  |  |  |  |  |
| 1. **Safety and Sanitation:** |  |  |  |  |
| * Do facilities/equipment promote good sanitation practices? |  |  |  |  |
| * Do personnel observe good hygiene and sanitation practices? |  |  |  |  |
|  |  |  |  |  |
| 1. **Educational/Enrichment Component:** |  |  |  |  |
| * Provides educational or enrichment activities in an organized, structured, and supervised environment after the end of the school day, on weekends, or on holidays during the school year. |  |  |  | Describe: |
| Corrective Action Needed:  (Complete Corrective Action Plan below) |  |  |  |  |
| Signature of Person Conducting On-Site Monitoring | Title | | | |
| Signature of Afterschool Snack Staff at Site | Title | | | |

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Review \_\_\_\_\_ Second Review \_\_\_\_\_

Corrective Action Plan/Second Review

Snack Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of First Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Second Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corrective Action Plan and Corrective Action Taken:

|  |  |
| --- | --- |
|  | |
| Further Corrective Action Needed: YES \_\_\_\_\_ NO \_\_\_\_\_ | |
| Signature of Person Conducting On-Site Monitoring | Title |
| Signature of Afterschool Snack Staff On-Site | Title |