

## On-Site Monitoring Form for NSLP Afterschool Snack Service

**Directions:** A representative of a school that is operating the Afterschool Snack Program must monitor the program at least twice a year, once within the first four weeks of operation, and again before the end of the program. By regulation, a representative of a food service management company cannot conduct these reviews. Keep the completed form on site with other program materials. The monitoring visits are a helpful opportunity for the SFA to assess the operation of the Child Nutrition Programs, stay informed and aware of what is taking place at each site, and to address any potential problems.

### Site Information:

School/Site Name: \_\_\_\_\_

What time does the school day end? \_\_\_\_\_

What time does snack service take place? \_\_\_\_\_

### On-Site Visit Information:

Review Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Afterschool Snack \_\_\_\_\_

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

Staff Interviewed: \_\_\_\_\_

### Educational and Enrichment Programming:

What programming is offered? \_\_\_\_\_

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### Eligibility:

Site Eligible- (claim all snacks free)

Attendance Area Eligible- based on another site (claim all snacks free)

- Name and Free and Reduced % of qualifying site: \_\_\_\_\_

Non-Area Eligible (claim snacks at free, reduced, and paid rates)

Does the counting and claiming system prevent overt identification of children receiving free or reduced price meals? Yes  No

### Pricing or Non-Pricing:

Pricing (students are charged for paid and reduced-price snacks)

No more than 15 cents may be charged for reduced-price snack

Non-Pricing

What is source of the funds to cover the cost of the snacks for the Reduced-Price and Paid status students?

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**Menus and Production Records:**

Do menus/production records on file document that snacks served meet meal pattern component and serving size requirements? Yes  No

Are students required to take two different components? Yes  No

**Day of On-Site Review Snack Menu:**

Record all components and serving sizes.

Component	Serving Size	Comments
1.		
2.		

**Meal Counting and Claiming:**

Are snacks served as a unit? Yes  No

Is there an accurate Point of Service (POS) counting system in place? Yes  No

Indicate the POS method used:

- Electronic register
- Paper roster
- Other

Is there an appropriate and accurate system to document daily attendance? Yes  No

**Day of On-Site Review Meal Counts:**

How many snacks are provided/served on the day of review? \_\_\_\_\_

What is the reviewer's count of snacks served on the day of review? \_\_\_\_\_

Is there a difference between counts? If yes, why? \_\_\_\_\_

Was the claim submitted for the previous month correctly based on the number of snacks counted and reported at the site? (Meal count documentation and Meal Records must support the number of snacks claimed) Yes  No

**Staffing and Training:**

Is there appropriate supervision? Yes  No

Have staff received training? Yes  No

If yes, what training topics were covered? \_\_\_\_\_

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Is training documentation maintained on file? Yes  No

**Civil Rights:**

Is the “And Justice for All” nondiscrimination poster prominently visible? Yes  No

**Food Safety and Sanitation:**

Are proper food safety and sanitation practices followed during the preparation, storage, service, and handling of leftover snacks? Yes  No

**Corrective Action:**

The monitoring is not complete unless it is signed by the reviewer and the site official at the school.

**Signatures:**

_____	_____	_____
<b>Program Reviewer</b>	<b>Title</b>	<b>Date</b>
_____	_____	_____
<b>School/Site Representative</b>	<b>Title</b>	<b>Date</b>