On-Site Questions

School Level Questions	
1701.	Is documentation maintained that the site is located in an area eligible school in which 50% or more of the enrolled students are certified eligible for F/R price meals? N/A for Seamless Summer Option. **Resources:** ☐ CDE Pupil Membership: https://www.cde.state.co.us/cdereval/pupilcurrent.
1702.	Is documentation maintained of F/R price eligibility for each student that receives a free or reduced-price snack? **Tips:** ☐ If operating a pricing program under ASP, meal counts by category need to be documented and maintained. For the pricing program, snack prices for full paid children must be approved by CDE and the maximum reduced-price charge is $.0.15. ☐ Area eligible sites need to maintain total snack counts. Non-area eligible sites must have snack counts by student/benefit category.
1703.	Are point-of-service snack counts by student/benefit category maintained? **Tips:** Area eligible sites only need total snack counts. **Resources:** Snack Claim Worksheet and Roster https://www.cde.state.co.us/nutrition/afterschool-snack-program#howtoclaim.
1704.	Are snacks being properly counted and claimed? **Tips:** The school must maintain documentation that supports that number of snacks served daily and claims for reimbursement. Ensure only one snack per child per day is claimed. Review the school's snack orders, delivery records, and production records to support the number of snacks claimed for reimbursement. ☐ The SFA must review the ASP meal pattern as well as come up with a standard operating procedure for charging or disallowing additional snack components. ☐ Sites should charge no more than $0.15 for a reduced-price snack. ☐ OVS is not allowable. Two complete components must be taken. Afterschool snacks must contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable or fruits or full-strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal. If the SFA has 3 components that fit into the categories mentioned above, it is allowable to offer more than the minimum of 2 components. **Resources:** Afterschool Snack Program Meal Pattern- https://www.cde.state.co.us/nutrition/afterschool-snack-program#programrequirements.
1705.	If observing snack service, are snack counts by category for the review period reasonable compared to snack counts for day of review? Was the meal service operation in compliance with all program requirements?

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	Tips: For sites that are not area eligible, SFA transfers the eligibility status of each student accurately to the roster. The SA could compare, for example, the Point of Service meal counts to the benefit issuance roster to ensure compliance.

1706.	Review production records for a minimum of 5 days from the review period.
	
	    a. Production records are completed daily and maintained for a minimum of 3 years?
	
	    b. Do production records list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements?
	
	    c. Does it appear that each snack claimed for reimbursement met the 2 component per student requirements?
	
	Tips: Production records must be completed daily (minimum requirements in examples) and maintained for a minimum of 3 years.
	Resources:
	    ☐ Example Completed Production Record - https://www.cde.state.co.us/nutrition/afterschool-snack-program#programrequirements.
	    ☐ Production Record Instructions - https://www.cde.state.co.us/nutrition/afterschool-snack-program#programrequirements.
	    ☐ Food Buying Guide for Child Nutrition Programs: https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs.

1707.	Has the program been monitored within the first 4 weeks of operation each year? Record the date of the last site monitoring visit conducted by SFA. If any deficiencies were noted, determine whether corrective action was implemented. **Tips**: Each program must be monitored 2 times per year. The school food authority must conduct the first review during the first four weeks of snack service each school year and the second sometime before the end of the school year. **Resources**: Afterschool Snack Program Review Form: https://www.cde.state.co.us/nutrition/afterschoolsnackprogramreviewform.
1708.	Does the snack program conduct acceptable education or enrichment activities before, during or after the snack meal service? **Tips**: Each program must include educational or enrichment activities that should align with the site application in the Colorado Nutrition Portal.
1709.	Are snacks properly prepared, held, served, and stored within proper food safety practices? **Tips:** The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations. Refer to General Compliance Module: Food Safety. **Resources:** Refer to food safety resources on School Nutrition website - https://www.cde.state.co.us/nutrition/ensure-food-safety.
1710.	Is the USDA/FNS approved non-discrimination poster prominently displayed and visible to program participants? **Tips:** Ensure the 'And Justice for All' poster is posted in a prominent location. If the students have access to the cafeteria throughout the school day, they do not need to display the poster in multiple locations. The And Justice poster must be displayed in a location visible and readable to participants. The poster

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| | must be the 11"x17" in size and in color. It is not required to have a poster for each Breakfast in the classroom site or multiple posters for different point of sales in the same cafeteria.

Resources: https://www.cde.state.co.us/nutrition/civil-rights. |
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