



Afterschool Snack Program (ASP)

Review Form

School Food Authorities must review each Afterschool Snack Program two times per school year [7 CFR 210.9 (c) (7)]. The first review must be conducted during the first four weeks that the program is in operation. These reviews must assess each program's compliance with counting and claiming procedures and the snack meal pattern. This form is provided for use in completing these reviews. Documentation of the completed reviews must be kept on file for audit/review. If any are marked "no," a Corrective Action (CA) box should be marked and subsequent information should be provided in the comment section below explaining corrective actions. All necessary actions should be taken immediately and should allow for all questions to have a "yes" marked after the corrective actions have been taken.

School District:	School:
Start Date:	Program:
End Date:	Program Monitor/Administrator:
Is there a charge for snacks? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list prices: (1 st Review) Reduced _____ Paid _____ (2 nd Review) Reduced _____ Paid _____	

1 st Review (within first four weeks of operation)	Yes	No	CA	2 nd Review (any time during the program's operation)	Yes	No	CA
<u>(50% and over F&R)</u>				<u>(50% and over F&R)</u>			
1. Are snack counts recorded at the time they are served? Describe the system. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are snack counts recorded at the time they are served? Describe the system. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>(Under 50% F&R)</u>				<u>(Under 50% F&R)</u>			
1. Are current free and reduced applications on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are current free and reduced applications on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are snacks claimed based on individual student eligibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are snacks claimed based on individual student eligibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are students claimed in the correct eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are students claimed in the correct eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the system prevent overt identification of students' eligibility status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Does the system prevent overt identification of students' eligibility status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>All Programs</u>				<u>All Programs</u>			
1. Are daily attendance rosters maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are daily attendance rosters maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are only snacks that contain the required number of components recorded for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are only snacks that contain the required number of components recorded for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are meal count records maintained to identify creditable snacks served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are meal count records maintained to identify creditable snacks served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are consolidated claim records completed and maintained by the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are consolidated claim records completed and maintained by the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are menu/production records completed daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are menu/production records completed daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is only one snack per child per day claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is only one snack per child per day claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have any changes to the afterschool program been reported to the Colorado Department of Education Office of School Nutrition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Have any changes to the afterschool program been reported to the Colorado Department of Education Office of School Nutrition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of snacks served:	List snack menu:			# of snacks served:	List snack menu:		
Reviewer's Signature & Title: _____				Reviewer's Signature & Title: _____			
Date Reviewed and Signed: _____				Date Reviewed and Signed: _____			
Comments: (must include if any answers are "no")				Comments: (must include if any answers are "no")			