

Afterschool Snack Program (ASP)

What to Expect on an Administrative Review

The Afterschool Snack program may be eligible to all afterschool care programs or schools operating longer than the traditional school day. The afterschool care program must provide regularly scheduled educational/enrichment activities and be open to all children.

Meal Pattern

Fluid Milk	8 oz (1 cup)
Vegetables or Fruit	$\frac{3}{4}$ cup
Grain	1 oz eq
Meat/Meat Alternate	1 oz eq

2 of the 5 components must be served to be reimbursable

Off-Site

Review Procedures: CDE will validate ASP review month claim for reimbursement for each ASP school selected for review

- Eligibility documentation for area eligibility or documentation of eligibility for each student receiving a snack
 - Documentation for point-of-service snack counts maintained by student/benefit category
 - Counting and Claiming
 - CDE will review the month review ASP Snack Roster/Point-of-Service documentation for each site selected for review
 - CDE will validate claim for each site selected for review based on documentation
- **NOTE: errors within the counting and claiming for ASP may result in fiscal action****
- Production records for a minimum of 5 days
 - Sample of program related records to show SFA is retaining records for 3 years plus the current year or until any resolution of audits
 - ASP meal component contribution for week of review
- **NOTE: errors within meal component contribution for ASP may result in fiscal action****
- Site monitoring for sites selected for review

Review Checklist

- SFA is claiming and documenting snacks
 - Claim worksheet (for non-area eligible sites) or Snack roster (area eligible sites)
- Documentation to show school is meeting meal pattern requirements
 - Cycle Menu
 - Production Records
- ASP Food Safety Documentation
 - Temperature Logs
- Self-Monitoring Reviews



On-Site

Review Procedures: service of at least 1 snack program will be observed, if applicable, at the schools being reviewed. Information obtained during the offsite review will be verified, to include:

- Ensure eligibility is accounted for if the site is non-area eligible
- Day of review counts are consistent with records
- Enrichment/education activities are part of the snack program
- Food safety is maintained
- “And Justice for All” poster displayed

Corrective Action

If the site and School Food Authority (SFA) are deemed noncompliant by failing to meet these requirements, the CDE School Nutrition Unit may issue corrective and fiscal action to bring the SFA into compliance. Fiscal action is associated with counting and claiming errors and missing components.

Resources

CDE OSN ASP Webpage

- <http://www.cde.state.co.us/nutrition/nutrisnack>

USDA ASP Webpage

- <http://origin.www.fns.usda.gov/cnd/afterschool/factsheet.htm>

