

Program Review Form



AFTERSCHOOL CARE SNACK PROGRAMS REVIEW

School Food Authorities must review each Afterschool Care 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: Program:
Start Date: End Date:	Program Monitor/Administrator:

Is there a charge for snacks?

☐ Yes ☐ No

If yes, list prices: (1st Review) Reduced _____ Paid _____
(2nd Review) Reduced _____ Paid _____

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