

MONITOR REVIEW FORM

NSLP After School Snack Program (Revised 2014)

Directions: A representative of the school that is operating the After School Snack Program must monitor Program operations at least twice during the year. (By regulation, a food service management company representative cannot conduct these reviews.) The first monitoring visit is to be made during the first four weeks that the snack program is in operation each school year. The second is to be conducted some time during the remainder of the school year. **Keep the completed form on file with other program materials.**

Review Number

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|-----------------------|--|--|--|
| Circle Review Number: | 1st of 2 <small>(To be conducted during first four weeks of operation)</small> | 2nd of 2 <small>(To be conducted during remainder of school year time during which ASP operates)</small> | Follow-up <small>(If corrective action was required)</small> |
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Site Information

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| 1. School Name: | Site: |
| 2. Reviewer Name: | Date of Review: |
| 3. Name(s) of After-School Program Personnel Interviewed: | |
| 4. Is this a Site or Area Eligible Program (the school is on the current <i>50% School Eligibility List</i>)? <input type="checkbox"/> yes <input type="checkbox"/> no | |
| 5. If this is not a Site or Area Eligible Program, complete the information on the next line. | |
| <input type="checkbox"/> Non-Pricing Program | Number of Students in ASP Approved Free: _____ |
| <input type="checkbox"/> Pricing Program: | Number of Students in ASP Approved Reduced: _____ |
| | Number of Students in ASP Over-Income / Paid: _____ |

Menus and Production Records

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| 1. Are menus posted for the week? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. Are menus retained on file? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3. Do menus consistently meet meal pattern and serving size requirements? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4. Are there snack production records on file to support the snack menus? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 5. Are the production records complete so that it can be determined that sufficient food was prepared for the number of snacks served? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Day of Review (On Site Review)

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| <p>1. Snack Menu Observed:</p> <p>2. Menu/Food Items & Portion Sizes Served:</p> <p>3. Number of children served: _____</p> <p>4. Describe how meal counts are taken and recorded:</p> <p>5. What enrichment and/or educational activities are children involved in?</p> <p>6. Are the children appropriately supervised? Explain.</p> | |
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Instructions for Completing the Monitor Form for After-School Snack Program

Review Number:

Circle the review that is being conducted.

- 1st of 2 –This is the first of the two reviews. Enter the date this will be conducted.
- 2nd of 2 - This is the second of the two reviews. Enter the date this will be conducted.
- Follow-up is the review required to verify that errors found in a previous review were corrected and that the corrective action that was required has been implemented.

Site Information:

1. Enter School Food Authority Name and site of after school snack program. Example: *Anytown School District. Site: State Street School.*
2. Enter name of reviewer and the Date. Example: *Jane Smith. September 23, 2014.*
3. Enter name of After School Care Program Manager/Coordinator. Example: *Betsy Jones*
4. Refer to the current *50% School Eligibility List*. If the site is on this list as either area eligible or site eligible check yes. If the site is not on the list, check No and answer question 5.
5. If the program is not area or site eligible, indicate if the program is a pricing or non-pricing program. Record the number of students enrolled that are approved as free eligible, reduced-price eligible, and over-income.

Menus and Production Records:

1. Indicate if the planned menus for the After School Snack are posted for the week. This is not a requirement, but a nice way to advertise the program.
2. Indicate if the snack menu records are kept on file. Records must be completed and kept on file.
3. Indicate if the snack menus contain a minimum of two of the four meal components and meet the minimum requirements for serving size.

Meal Pattern Requirement Reminders:

 - ① Full portion sizes of two different meal components must be served, as a minimum.
 - ② Juice and milk cannot be served as the only two components at snack.
 - ③ Cookies and sweet dessert-type items can be served no more than twice per week.
 - ④ Non-creditable food items cannot be counted as one of the two required components at snack.
4. Check the snack production records to see if the required information is provided.
5. Determine if sufficient food was prepared to meet minimum requirements.

Day of Review (On-Site Review):

This part of the review must be conducted on site during the operation of the After School Snack Program.

1. Record the planned menu for the After-School Snack, if there is a planned menu posted. If not, ask the After School Program Director the planned menu for the day.
2. Record the food items served for the snack and indicate portion sizes.
3. Record the number of children served and claimed for snack.
4. Briefly describe the procedure used to take the point of service snack count e.g., roster, check sheet, etc.). Indicate who takes the count and the forms/records that the daily count is recorded on. Area Eligible programs need a count of the total number of children served a complete snack. Programs located in sites that are not area eligible must take the meal count by category - free, reduced price and paid - without overt identification of the eligible children. Non-pricing programs claiming only paid reimbursement may a count of the total number of children served a complete snack.
5. Briefly describe organized activities provided for children (e.g., homework help, snowshoeing, computer instruction, etc).
6. Comment on the supervision of the children (e.g., one adult for 15 children, 2 adults and a high school student for 25 students, etc.).

Training

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| 1. Has staff attended training in snack program requirements? | ___ yes | ___ no |
| 2. What topics were covered? | | |
| 3. Is documentation of training on file? | ___ yes | ___ no |

Recordkeeping

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|--|---------|--------|--|
| 1. Are there record records of daily attendance and snack count? Are the records complete, up to date, and kept on file? | ___ yes | ___ no | |
| 2. Are snack production records completed daily? | ___ yes | ___ no | |
| 3. Is the master list of enrolled children complete and current? | ___ yes | ___ no | |
| 4. Does the school or food service program have applications on file for all children approved as eligible for free and reduced price meals? | ___ yes | ___ no | ___ NA (area eligible only) |
| 5. Are records given to the food service manager on a regular basis? | ___ yes | ___ no | ___ NA (operated by food service program) |
| 6. Is the "...And Justice for All" poster on display? | ___ yes | ___ no | |

Sanitation

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| 1. Are sanitary procedures followed in the service of snacks? | ___ yes | ___ no |
| 2. Do all children wash their hands or use hand sanitizer before meal service? | ___ yes | ___ no |

Corrective Action

| 1. Check if the following apply | 2. Explanation of any checked items and corrective action to be taken |
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| • No records | |
| • Incomplete records | |
| • Meal pattern errors | |
| • Poor sanitation | |
| • Counted incomplete snacks | |
| • Counted more than one snack per child. | |
| • Other | |
| 3. Person responsible for corrective action: _____ Date due: _____ | |

Signatures

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| _____ SFA or School or Representative Conducting the Review | _____ After School Snack Program Supervisor or Representative |
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Training:

1. Training is not required but strongly recommended. Indicate if the after school care snack program staff has attended training in After School Snack Program requirements. It is important that after school program staff know how to keep records and take the meal count if they are the ones responsible. A school or SFA employee or the State Agency may have provided training.
2. If yes, record the topics covered in the training.
3. Indicate if documentation of the training is on file. It is recommended that documentation of training be kept on file.

Recordkeeping:

1. Indicate if these records are complete, updated daily, and on file.
2. Indicate if the snack production records are completed each day of the program.
3. Indicate if the master list of enrolled children is complete and current.
4. Indicate if the school or food service manager has free and reduced price meal applications on file for all children approved as free or reduced price eligible.
5. Indicate if there is a procedure in place for the food service manager to receive the snack production records and meal counts for Claim preparation purposes.
6. Indicate if there is a "...And Justice for All" poster on display in the meal service area.

Sanitation:

1. Indicate if the proper sanitary procedures are followed in the preparation and service of snack. For example:
 - Fresh fruit is thoroughly washed prior to serving.
 - Pre-cut produce, milk, cheese, yogurt, and similar food is refrigerated until serving. Left-over food is returned to the refrigerator or cooler.
 - If snacks are served, the server washes hands thoroughly prior to snack service.
 - If snacks are self-serve, the snack items are individually wrapped or portioned and presented in a manner that prevents cross contamination (such as from unwashed hands, too many children trying to help themselves at the same time, etc.)
 - Food contact surfaces are clean.
 - Wiping cloths are cleaned and sanitized prior to use on food contact surfaces or in the area where the snack is served.
 - Hot food is cooked to the appropriate temperature or reheated to 165°F and held at 135°F or higher.
2. Indicate if the children wash their hands or use hand sanitizer prior to snack service. This is not a requirement but highly recommended!

Corrective Action:

1. Check the appropriate boxes if any the items apply during the review. Write an explanation of the findings during the review and describe the actions that must be taken to correct the problems or deficiencies found during the review.
2. Indicate the person responsible for making sure the corrections are made.
3. Indicate the date by which the corrections must be made.

Signatures

Signatures of both the SFA or school employee conducting the review and the person responsible for the snack program (or designated representative) must be recorded on the bottom of the review sheet.