**Frank Edelblut Christine M. Brennan**

Commissioner Deputy Commissioner

STATE OF NEW HAMPSHIRE

**DEPARTMENT OF EDUCATION**

**25 Hall Street**

**Concord, NH 03301**

**TEL. (603) 271-3495**

**FAX (603) 271-1953**

**At Risk After School Snack Program and**

**At Risk After School Supper Meals Program**

**Announced/Unannounced Monitoring**

**Review Attestation Document**

**Sponsor Name:**

This certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the designated individual who will monitor the CACFP at-risk after school snack program and the CACFP at-risk afterschool supper meals program.

Monitoring Reviews will be made at least three times each year at each participating school and at least two of the three reviews will be unannounced. One of the unannounced reviews will include the observation of a meal service.

At least one review will be made during the participating school’s first four weeks of program operation and not more than six months will elapse between reviews. The SAU will vary the timing of unannounced reviews so they are unpredictable to participating schools.

Follow-up reviews will be completed within 30 days from receipt of any Corrective Action to ensure implementation and sustainability. The SAU will contact the State Agency regarding any Health and Safety Concerns observed during the monitoring visit(s).

 Signature Food Service Director Date Signed

CFDA # 10.558

*This institution is an equal opportunity provider.*