Washington Office of Superintendent of
PUBLIC INSTRUCTION

School Meal Programs Afterschool Snack Program
Onsite Review Form

Local Education Agencies (LEAs) must review each Afterschool Snack Program (ASP) site two times per school year (7 CFR 210.9(c)(7)). The first review must be conducted during the first four weeks the site is in operation; the second review must be conducted before the last day of the ASP.

These reviews must assess each site'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 of file for audit/review purposes.

LEA:	Review Date:
Site Name:	Site Address:
Reviewer's Name:	Phone Number:
WINS Approved Site Calendar Dates of Operation:	
Monitoring Review: ☐ 1st ☐ 2nd ☐ Follow Up	ASP Time:

Requirement	Yes	No	N/A	Comments
ASP meals are counted at the point of service.	☐	☐	☐	#Snacks served today:
ASP attendance records are complete and maintained on file with program documentation.	☐	☐	☐	#in attendance today:
ASP attendance records are used to reconcile meal counts prior to monthly claim submission.	☐	☐	☐	
ASP meals containing 2 components in the correct portion size are only counted for reimbursement.	☐	☐	☐	
Production records accurately reflect a reimbursable ASP meal was planned and served to each student.	☐	☐	☐	
Documentation to support ASP meal pattern compliance & sugar limits is available. *(CN label, production records, product formulation statement, Nutrition Facts, standardized recipe)*	☐	☐	☐	
Special Dietary Request Forms or parental notes are on file for any menu substitutions.	☐	☐	☐	
The "Serve Only" style of service implemented correctly.	☐	☐	☐	
Proper food preparation, serving and storing practices are in place, as applicable.	☐	☐	☐	

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Requirement	Yes	No	N/A	Comments
Site staff have received ASP meal count, meal pattern, claims recordkeeping, food safety and civil rights training.	☐	☐	☐	
The And Justice For All poster is on display in a central location.	☐	☐	☐	
ASP meals are consumed on site.	☐	☐	☐	
Education or enrichment activities have been reviewed and determined to be acceptable.	☐	☐	☐	
Previous review findings were noted; all findings have been corrected.	☐	☐	☐	Note previous review date and findings:
The ASP review resulted in meal count disallowance.	☐	☐	☐	#snacks disallowed: Reason:

Using site records, document the site ASP meal counts for the prior 5 consecutive operating days. List the ASP meal count for today's observation in the shaded first row. Add the ASP attendance count and meal count for the 5 previous days.

Date	ASP Attendance Count	Recorded ASP Meal Count
1.		
2.		
3.		
4.		
5.		

The number of ASP meals served during today's observation should be reflective of the ASP meal counts for the five preceding serving days. If not, document an acceptable reason on this form: ☐ N/A

Is corrective action required? ☐ Yes ☐ No
Description of the required Corrective Action:

If corrective action is required, a follow up review must be conducted within 45 days.	Scheduled Date of Follow Up Review: ☐ N/A

Reviewer's Signature	**Date**

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