

After School Snack Program Review

Local Education Agency (LEA)

School

Date of Review

Each After School Care Program must be reviewed by the LEA two times a year. The first review must be conducted during the first four weeks, that the school is in operation each school year.

	Yes	No	N/A
1. Does the LEA administer or operate the after school care program?	_____	_____	
2. Does the after school care program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?	_____	_____	
3. Is documentation of individual students' attendance maintained on a daily basis?	_____	_____	
4. Are accurate snack count records or rosters maintained on a daily basis? (Totals for area eligible sites; counts by type - free, reduced price, and full price for non-area eligible sites.)	_____	_____	
5. Do the snacks that are served meet the minimum meal pattern requirements?	_____	_____	
6. Are production records maintained?	_____	_____	
7. Is the snack priced as a unit?	_____	_____	_____
8. Is a maximum of one snack per student per day claimed for reimbursement?	_____	_____	
9. Are snacks served free or at a reduced price for all students who are determined to be eligible for free or reduced price snacks at a non-area eligible site?	_____	_____	_____
10. If charging for snacks, does the charge for a reduced price snack exceed 15 cents?	_____	_____	_____
11. Are snacks provided free of charge to all students at an area-eligible site?	_____	_____	N/A
	Yes	No	N/A

(OVER)

Results of Review:

- 1. Is a corrective action plan required?
- 2. Is a follow-up review required?

_____	_____
_____	_____

Suggested Corrective Action (Follow-up in 45 days)

Comments, Notes, and Observations during the review

Signature of Reviewer

Maintain this completed form in the LEA's School Food Services files.