



New Jersey Department of Agriculture
Afterschool Snack Program (ASP)
On-Site Accountability Review

Every school year, each School Food Authority (SFA) and Residential Child Care Institutions (RCCIs) participating in the Afterschool Snack Program shall perform **two on-site reviews per year** for each site that has an afterschool care program.

- ✓ The first onsite review shall be made during the **first four weeks** that the afterschool care program is in operation.
- ✓ The second onsite review shall be made **prior to the end** of the school year.

The on-site reviews are of the counting and claiming system and the readily observable general areas of review. The on-site reviews must ensure the school's claim is based on the implemented counting and claiming system and yields the actual number of reimbursable free, reduced price, and paid snacks, as applicable, served for each day of operation.

If the review identifies issues with meal counting and claiming procedures or any general review areas, the SFA must ensure corrective action is implemented. A follow-up on-site review must be conducted **within 45 days** to confirm that all issues have been resolved.

Name of School Food Service Authority: _____	Area Eligible Or CEP?:	Yes	No
Name of Site Reviewed: _____			

Review 1	Review 2
SFA Reviewer & Title: _____	SFA Reviewer & Title: _____
Review Date: _____	Review Date: _____
Time Snack Served: _____	Time Snack Served: _____

Meal Counting and Claiming	Review 1			Review 2		
	Yes	No	N/A	Yes	No	N/A
1. Snack counts by category for the day must be reasonable when compared to the counts recorded on the day of review. Describe the accountability method used: (Production Record, POS System, Tally Sheet, etc.) _____						
2A. Area Eligible and CEP Only: Are all snack counts being claimed in the "free" category?						
2B. Not Area Eligible or CEP: Are snack counts being recorded by category (free, reduced, or paid)?						
3. Are adequate procedures in place to prevent the claiming of more than one reimbursable snack per child per day?						
4. Is reimbursement NOT claimed for snacks served on weekends or holidays? (Residential institutions, please see "Exception" below.)						
<i>Reimbursement cannot be received for after school snacks served on weekends or holidays, including vacation periods which occur during the regular school year. Exception: residential child care institutions may claim reimbursement for snacks served on weekends, holidays or vacation periods as long as the snack is served during an activity that takes place after an education activity that is determined to be an integral part of the curriculum or an actual extension of the local education system.</i>						
Review 1	Review 2					

Number of Students Attended: _____	Number of Students Attended: _____
Number of Snacks Served: _____	Number of Snacks Served: _____
Number of Snacks Claimed: _____	Number of Snacks Claimed: _____
*Free: _____ Reduced: _____ Paid: _____	*Free: _____ Reduced: _____ Paid: _____

*Area Eligible and CEP Only claim all free

Meal Pattern and Production Records	Review 1			Review 2		
	Yes	No	N/A	Yes	No	N/A
1. Are snacks served meeting the minimum portion and component requirements? See form #71 <i>After School Snack Program Meal Pattern</i> for guidance. 2. Are no more than half of weekly fruit or vegetable offerings in the form of juice? 3. Are you refraining from serving grain-based desserts, such as cookies, doughnuts, cereal bars, granola bars, sweet rolls, pastries, toaster pastries, cake, and brownies? 4. Are After School Snack Program menus available for review? 5. Are production records completed on a daily basis? 6. Are production records maintained for a 3-year period? 7. Has staff been trained on counting and claiming procedures?						
Food Safety and Sanitation	Review 1			Review 2		
	Yes	No	N/A	Yes	No	N/A
1. Are snacks being held, saved, and stored with proper food safety practices?						
Civil Rights	Review 1			Review 2		
	Yes	No	N/A	Yes	No	N/A
1. Is the “And Justice for All” poster prominently displayed and visible for all program participants? 2. Are procedures in place for accommodating students with disabilities that require meal modifications that fall outside the meal pattern? 3. Are program benefits made available to all students without discrimination? 4. Is your Civil Rights training completed by September 30, as required?						
On-Site Monitoring	Review 1			Review 2		
	Yes	No	N/A	Yes	No	N/A
1. Was the After School Program monitored, as required for the first time, within the first (4) four weeks of operation. 2. Was the After School Program monitored, as required for the second time, prior to the end of the school year? (<i>N/A for Review 1</i>)						
General Area	Review 1			Review 2		
	Yes	No	N/A	Yes	No	N/A
1. Are After School Program attendance records available for review? <i>Regulations require that documentation of individual children’s attendance is maintained daily.</i> 2. Does the After School Program provide children with regularly scheduled activities in a structured and supervised setting with acceptable education or enrichment activities before, during or after the snack meal service? Please provide a description of the required educational/enrichment activities the After-School Snack Program is providing: 						
3. Has the school been approved to operate an Extended Day Program? <i>Snacks may NOT be claimed for reimbursement in programs operated before or during the child’s school day.</i>						

A school administrator or school employee must, at minimum, be present and responsible for the On-Site Accountability Review and must sign the review form. If a consultant wishes to conduct a more in-depth on-site review, they may do so—additional oversight is always encouraged.

Review 1

School Site Representative

SFA Reviewer

Signature

Date

Signature

Date

Name

Name

Title

Title

Corrective Action is required for each “No” answer

Observations of corrective action implementation

Date of Follow-Up Review: _____

SFAs must keep all monitoring documentation on file for three years, plus the current year.

A school administrator or school employee must, at minimum, be present and responsible for the On-Site Accountability Review and must sign the review form. If a consultant wishes to conduct a more in-depth on-site review, they may do so—additional oversight is always encouraged.

Review 2

School Site Representative

SFA Reviewer

Signature

Date

Signature

Date

Name

Name

Title

Title

Corrective Action is required for each “No” answer

Observations of corrective action implementation

Date of Follow-Up Review: _____

SFAs must keep all monitoring documentation on file for three years, plus the current year.