Afterschool Snack Program Checklist

opi.mt.gov

Use this document to check off Afterschool Snack Program requirements as they are completed. Assign responsibilities to staff and document dates completed. Keep this checklist on file for reference.

Tasks	Deadline	Documentation	Date Completed	Who?
Annual Requirements				
Civil Rights Training for Staff	Annually	Keep Documentation		
Area Eligibility or Non-Area Eligibility Documentation	Annually	Keep Documentation		
ASP Training for All Site Staff	Annually/ As needed	Keep Documentation		
Review Food Safety Procedures	Annually/ As needed	Keep Documentation		
Area Eligible Programs				
School's Free and Reduced-Price Percentage	Annually	Keep Documentation		
Daily Meal Count (all free)	Daily	Keep Documentation	Daily	
Non–Area Eligible Programs				
Students' Free and Reduced-Price Applications	As soon as possible	Keep Documentation		
Meal counts categorized as Free, Reduced-price and Paid	Daily	Keep Documentation	Daily	
Required Self Reviews				
First Program Self Review	Within first 4 weeks of operation	Keep the original and corrections		
Second Program Self Review	By the end of the school year	Keep the original and corrections		
Tasks to Complete				
Daily Meal Counts	Daily	Keep original records	Daily	
Production Records for each snack service	Daily	Keep original records	Daily	
Attendance of students	Daily	Keep original records	Daily	
Consolidated Meal Counts	Monthly	Keep original records	Monthly	
Submit Claim for Reimbursement	By the 10th of each month	Keep Count Documentation		
Keep detailed financial/ordering records	As received	Keep Documentation		

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).