ASP Self Review Form

School Food Authorities must review their Afterschool Snack Program twice each year. The first review must be done within the first 4 weeks of the program and the second before the end of the year. These reviews assess the compliance with counting and claiming procedures and the snack meal pattern. This form must be kept on file for audit/ review. If any are circled "no," then corrective action (CA) should also be circled. Once corrective action is made, mark an "X" over CA and circle "yes" to show corrective action has been made. Write the corrective action that was made and the date CA was completed in the comment box.

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Sponsor (School District/RCCI):	**Site/Program:**
Program Start Date: **End Date:**	**Program Monitor/Administrator:**

Is there a charge for snack? Yes No

If yes, List the prices: (1st Review) Reduced_____ Paid_____
(2nd Review) Reduced_____ Paid_____

1st Review (Conducted within first four weeks)	**Circle one**
Area Eligible Sites (50% and over Free & Reduced)	
1. Are snacks free to all and counted/recorded at the time served to students?	Yes No CA
Non-Area Eligible Sites (under 50% Free & Reduced)	
1. Are current free and reduced applications on file?	Yes No CA
2. Are snacks claimed based on the students' correct eligibility category?	Yes No CA
3. Does the system prevent overt identification of students' eligibility status?	Yes No CA
All Programs	
1. Is only one snack per child per day claimed?	Yes No CA
2. Are there regularly scheduled organized, structured and supervised activities?	Yes No CA
3. Are daily meal counts maintained and reviewed for accurate counting?	Yes No CA
4. Are monthly consolidation records complete and maintained by Sponsor?	Yes No CA
5. Are daily production records completed?	Yes No CA
6. Are meal pattern requirements met?	Yes No CA
7. Are snacks prepared, held, served and stored with proper food safety?	Yes No CA
# of snacks served:	Date Completed:
Menu for day of review:	Comments:
Reviewer's Signature	

2nd Review (Conducted before the school year ends)	**Circle one**
Area Eligible Sites (50% and over Free & Reduced)	
1. Are snack free and counted/recorded at the time served to students?	Yes No CA
Non-Area Eligible Sites (under 50% Free & Reduced)	
1. Are current free and reduced applications on file?	Yes No CA
2. Are snacks claimed based on the students' correct eligibility category?	Yes No CA
3. Does the system prevent overt identification of students' eligibility status?	Yes No CA
All Programs	
1. Is only one snack per child per day claimed?	Yes No CA
2. Are there regularly scheduled organized, structured and supervised activities?	Yes No CA
3. Are daily meal counts maintained and reviewed for accurate counting?	Yes No CA
4. Are monthly consolidation records complete and maintained by Sponsor?	Yes No CA
5. Are daily production records completed?	Yes No CA
6. Are meal pattern requirements met?	Yes No CA
7. Are snacks prepared, held, served and stored with proper food safety?	Yes No CA
# of snacks served:	Date Completed:
Menu for day of review:	Comments:
Reviewer's Signature	