ASP Staff Training Checklist and Documentation Form

opi.mt.gov

Sponsor Name: _____ Program Year: _____

Use this form to train Afterschool Snack Program staff on the following required topics.

Identify a Reimbursable Snack

- Two full components must be offered and taken.
- Refer to meal pattern requirements.

Counting/Claiming Procedures

- Identify students who have taken a reimbursable snack.
- Only one snack per child, per day, may be claimed.
- Refer to the daily Student Roster and Monthly Meal Consolidation forms.

Production Records

- Complete daily. Snacks must be compliant with the meal pattern.

Food Safety Procedures

- Comply with your district and food service safety procedures including, but not limited to, time/temperature recording, safe handling of leftovers, and hand washing.

Civil Rights Compliance

- Complete and document Civil Rights Training annually.
- Refer to opi.mt.gov/foodserviceforms under the "Civil Rights" tab.

Records

- Maintain records for three years plus the current school year: meal counts, production records, documentation of eligibility, and two program self-reviews.

Date	Employee/Volunteer Name	Signature