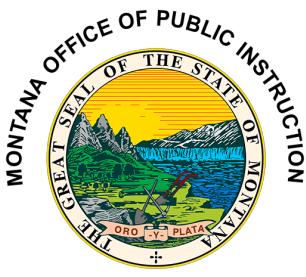


# Afterschool Snack Program

**Office of Public Instruction  
School Nutrition Programs**



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**MAIL:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**FAX:**

(202) 690-7442

**EMAIL:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Contact Us

Call us at 406-444-2501

Visit our website at [opi.mt.gov](http://opi.mt.gov)

# **Afterschool Snack Program (ASP) Packet Index**

---

<b>Program Introduction</b> .....	Page 1-2
Purpose of the Program.....	Page 1
Afterschool Care Program Definition.....	Page 1
Benefits of ASP .....	Page 1
OPI Afterschool Snack Program Structure .....	Page 2
<hr/>	
<b>Eligible Programs and Qualifying Criteria</b> .....	Page 3
<hr/>	
<b>Program Type</b> .....	Page 4
Area Eligible Program.....	Page 4
Non-Area Eligible Program.....	Page 4
<hr/>	
<b>Reimbursement</b> .....	Page 4
<hr/>	
<b>Program Operation Requirements</b> .....	Page 6-8
Time of operation.....	Page 5
Training Requirements.....	Page 5
Documentation Requirements.....	Page 6
Meal Pattern Requirements.....	Page 7-8
Basic ASP Meal Pattern.....	Page 7
Detailed ASP Meal Pattern Chart.....	Page 8
Non-reimbursable Snack Foods.....	Page 8
<hr/>	
<b>Menu Planning: Cycle Menus</b> .....	Page 9
<hr/>	
<b>Optional Forms</b> .....	Page 10-11
ASP Checklist.....	Page 10
ASP Staff Training Checklist and Documentation Form.....	Page 11
<hr/>	
<b>Required Forms</b> .....	Page 12-16
Student Roster.....	Page 12
Area Eligible & Non-Area Eligible Monthly Meal Consolidation Forms.....	Page 13-14
Production Record.....	Page 15
Self Review Form.....	Page 16

*What is the Afterschool Snack Program?*

### **Purpose of the Program**

The Afterschool Snack Program (ASP) helps schools and RCCIs serve snacks to children that participate in afterschool care programs. Eligible afterschool care programs, which includes education or enrichment activities, receive reimbursement from USDA for snacks served.

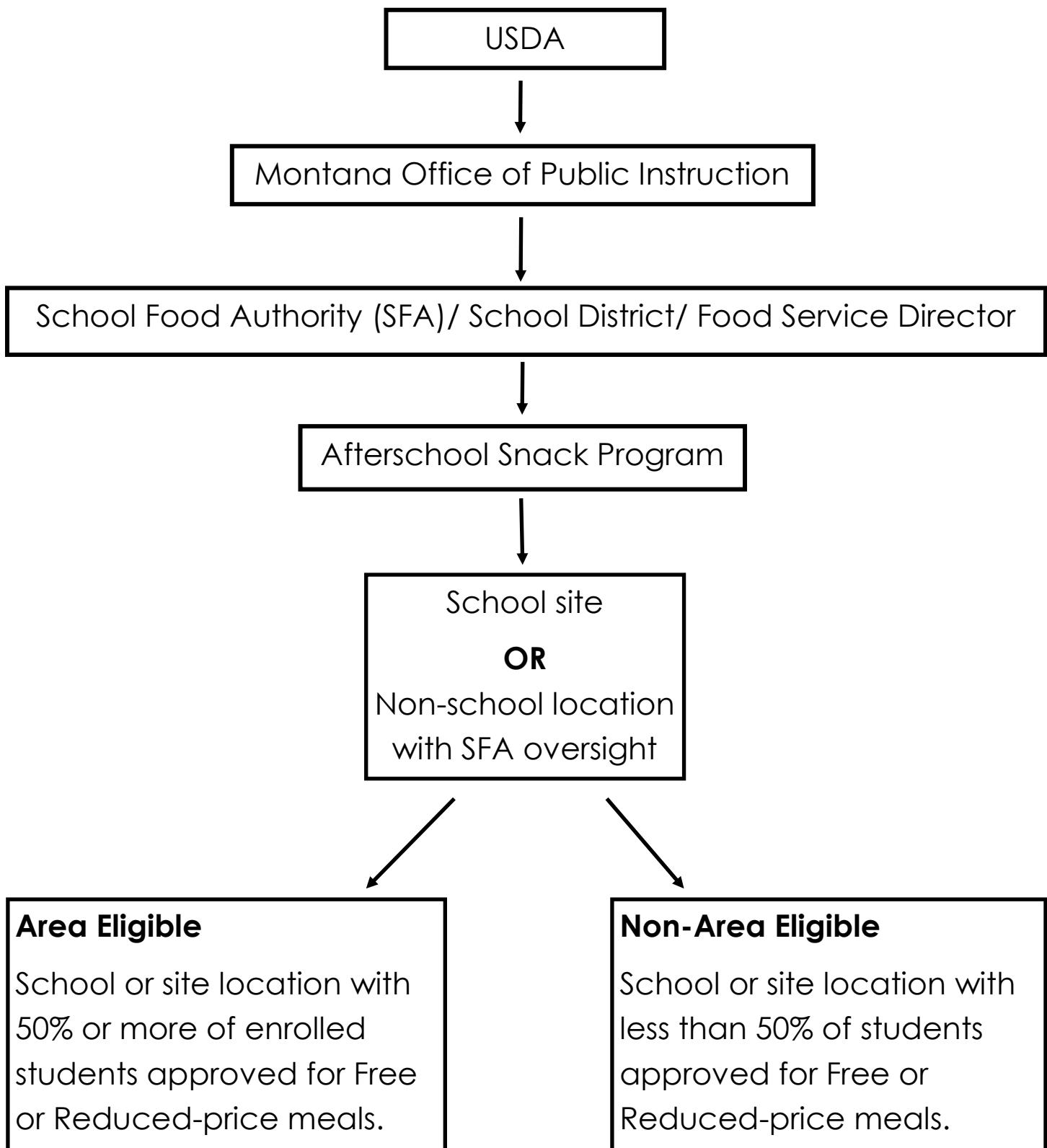
### **Afterschool Care Program Definition**

Federal regulation 7 CFR, part 210 defines an afterschool care program as “a program providing organized child care services to enrolled school-aged children after school hours for the purpose of care and supervision of children. Those programs shall be distinct from any extracurricular programs organized primarily for scholastic, cultural, or athletic purposes.”

*What are the benefits of participating in the After School Snack Program?*

- ⇒ Provides a snack for your already existing afterschool care program
- ⇒ Fills the gap of hunger for those that may not have access to a nutritious meal at home.
- ⇒ Attracts kids to supervised activities that are safe, fun and full of learning opportunities.
- ⇒ Counters childhood obesity by providing healthy food and nutrition education.

## OPI Afterschool Snack Program Structure



*Is my program eligible for the  
After School Snack Program?*

Does my school or RCCI participate in the National School Lunch Program (NSLP)?

Does my program provide an educational or enrichment activity after school hours?

Is my afterschool care program available to all students?

**If you answered “yes” to all of the above questions, your program is eligible!**

*What kinds of activities are allowable  
for the After School Snack Program?*

Allowable Activities	Unallowable Activities
<ul style="list-style-type: none"> <li>• Homework Group</li> <li>• Debate Team</li> <li>• Drama Society</li> <li>• 21st Century Programs*</li> <li>• Boys and Girls Clubs*</li> <li>• YMCA Programs*</li> <li>• Supervised physical activity paired with an education component. **</li> </ul>	<ul style="list-style-type: none"> <li>• Organized interscholastic sport teams.</li> <li>• Any program that includes tryouts, participant selection, or is exclusive.</li> </ul>

\* Partnerships with non-profit organizations are supervised by the School Food Authority.

\*\*Must be open to all students and not limit membership for reasons other than space or security considerations.

If your afterschool care program is paired with another organization like a 21st Century Program, Boys and Girls Club, or the YMCA you need to know:

- ⇒ The afterschool snack program sponsor (school or RCCI) is in charge of the snack portion of the program.
- ⇒ The sponsor makes sure the afterschool snack program operates properly.
- ⇒ The sponsor must purchase food intended for the afterschool snack program. OPI reimburses the sponsor for the number of snacks served.

*What type of site do I operate?  
Area Eligible or Non-Area Eligible?*

Area Eligible	Non-Area Eligible (Pricing or Non-Pricing Programs)
<p>Site location, must be within the attendance area of a school with 50% or more of enrolled students approved for Free or Reduced-price meals.</p> <p>Snacks are served at no cost to all participating students.</p> <p>Snacks are claimed at the Free rate.</p>	<p>Site location has less than 50% of students approved for Free or Reduced-price meals.</p> <p>The school district decides if they will make students pay for the snack or if the district will cover the cost of the snacks.</p> <p>Snacks are claimed at the Free, Reduced-price or Paid rate.</p>

*How does  
reimbursement work?*

- ⇒ OPI reimburses the SFA for snacks served each month.
- ⇒ **Only one snack per student per day can be claimed for students attending the after-school care program.**
- ⇒ Students are eligible to participate through age 18. If a student turns 19 during the school year, reimbursement may be claimed for that student during the remainder of the school year.
- ⇒ Reimbursement may be claimed for individuals, regardless of age, who are determined to have a mental or physical disability.
- ⇒ If your Afterschool Snack Program is area eligible, all snacks that are served should be served free of charge and be claimed as free.

*When can I operate the  
Afterschool Snack Program?*

- ⇒ The Afterschool Snack Program only applies to programs that provide care for students after the school day.
- ⇒ A student's eligibility is based on when their scheduled school day ends, not whether the school continues to be in session. If a kindergarten program ends at noon, but the students remains in school under a care program, snacks served to these students may be reimbursed.
- ⇒ Sponsors are not eligible to receive reimbursement for snacks served on weekends, holidays, or school vacations.

*What kind of  
training is required?*

**All staff of an afterschool care program participating in ASP must be trained on the following:**

- How to identify a reimbursable snack.
- Counting procedures.
- Food safety procedures including the HACCP plan and where to find it.
- Civil Rights.
- Required documentation (i.e. production records)

**Afterschool Snack Program**

**ASP Staff Training Checklist and Documentation Form**

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**

See page 10 for a staff training checklist that can be used to help conduct training.

# What are the documentation requirements?

**Keep the following paperwork for 3 years plus the current year.**

**Eligibility Documentation** Note: This information is maintained in CNP Web.

- Area Eligible Sites: School's overall free and reduced-price percentage.
- Non-Area Eligible Sites: Individual student's free, reduced-price, or paid status.

- Daily Meal Counts:** Track number of snacks served on **Student Roster** daily.

See page 12 for the **student roster**.

- Monthly Meal Consolidation:** Total the number of snacks served at each site.

See page 13 for the **area eligible monthly meal consolidation form**.

See page 14 for the **non-area eligible monthly meal consolidation form**.

- **Daily Production Records:** Show snacks prepared and served are compliant with the meal pattern.

See page 15 for the **production record**.

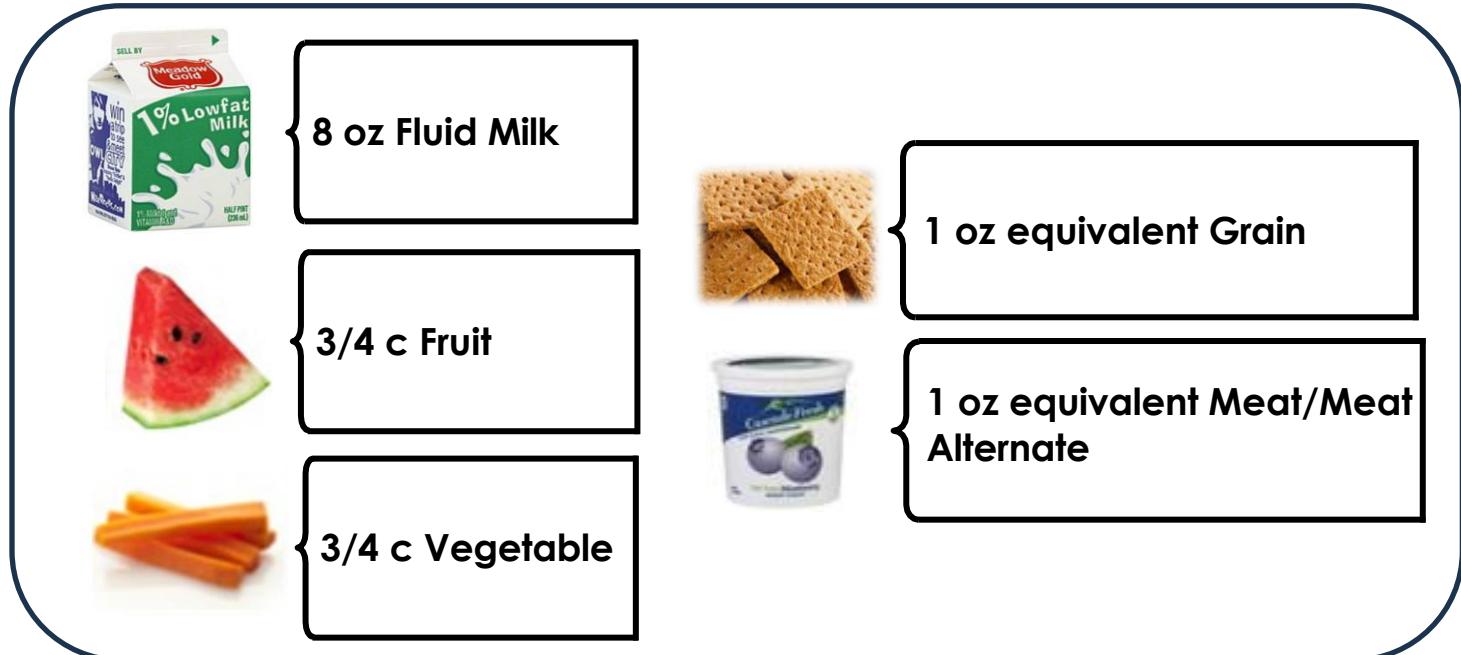
- **Two Self-Reviews** must be conducted annually. The first must be completed within the first four weeks of the program and the second must be completed before the end of the school year.

See page 16 for the **self-review** form.

Afterschool Snack Program		
<b>ASP Self Review Form</b>		
<p>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 the CA was completed in the comment box.</p>		
<b>Sponsor (School District/RCII):</b>	<b>Site/Program:</b>	
<b>Program Start Date:</b>	<b>End Date:</b>	<b>Program Monitor/Administrator:</b>
Is there a charge for snack? Yes No		If yes, List the prices: (1st Review) Reduced_____ Paid_____ (2nd Review) Reduced_____ Paid_____
<b>1st Review</b> (Conducted within first four weeks)		<b>Circle one</b>
<b>Area Eligible Sites (50% and over &amp; Reduced)</b> 1. Are snacks free to all and counted/recorded at the time served to students?		Yes No CA

# Afterschool Snack Program Meal Pattern K-12 (Ages 6-18)

## Must Serve TWO of the FIVE Components for a reimbursable afterschool snack.



### When planning your snack, keep in mind:

- Only one of the two components may be a beverage (Juice may not be served when milk is served as the only other component).
  - Milk must be fat-free (skim) or low-fat (1 percent) and may be unflavored or flavored.
  - Juice must be pasteurized, full-strength. No more than half of the weekly fruit or vegetable offerings may be in the form of juice.
- At least 80% of grains offered weekly must be whole-grain rich and the remaining grain items must be enriched.
  - Breakfast cereal must have no more than 6 grams of added sugar per dry ounce.
  - Except for sweet crackers (e.g., animal and graham crackers), grain-based desserts do not contribute toward the grains requirement. [USDA Exhibit A Grain Requirements](#)
- Meat Alternate, Yogurt must contain no more than 12 grams added sugar per 6 oz.
- May need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.



## Afterschool Snack Program Meal Pattern for Preschoolers (Ages 3-5)

**Must Serve TWO of the FIVE Components for a reimbursable afterschool snack.**



4 oz Fluid Milk



1/2 c Fruit



1/2 c Vegetable



1/2 oz equivalent Grain



1 oz Meat/Meat Alternate

### When planning your snack, keep in mind:

- Only one of the two components may be a beverage (Juice may not be served when milk is served as the only other component).
  - Milk must be fat-free (skim) or low-fat (1 percent) and may only be unflavored.
  - Juice must be pasteurized, full-strength and may only be offered to meet the vegetable or fruit requirement at one meal, including snack, per day (e.g. if served for breakfast or lunch, may not be served for snack).
- Grain: at least one serving per day, across all eating occasions, must be whole grain-rich.
  - Grain-based desserts do not count toward meeting the grain requirements.
  - Breakfast cereal must have no more than 6 grams of added sugar per dry ounce.
  - Except for sweet crackers (e.g., animal and graham crackers), grain-based desserts do not contribute toward the grains requirement. [USDA Exhibit A Grain Requirements](#)
- Meat Alternate, Yogurt must contain no more than 12 grams added sugar per 6 oz.



## Afterschool Snack Program Meal Pattern (K-12)

Serve TWO of the FIVE Components	
Food Components	Minimum Serving Size
<b>Milk, fluid</b> (fat free or 1% flavored or unflavored)	1 cup
<b>Meat or meat alternate:</b>	
Lean meat, poultry, or fish	1 ounce
Cheese	1 ounce
Cottage cheese	1/2 cup
Egg (large)	1/2 large egg
Cooked dry beans	1/4 cup
Yogurt	4 ounces or 1/2 cup
Cottage cheese	1/4 cup
Peanut or other nut or seed butters	2 Tbsp
Nuts and/or seeds	1 oz
<b>Fruit:</b> Fresh, frozen or canned fruits and 100% juice	3/4 cup
<b>Vegetable:</b> Fresh, frozen or canned vegetables and 100% juice	3/4 cup
<b>Grain:</b> 80% of grains offered weekly must be whole-grain rich and the remaining grains must be enriched.	
Enriched or whole grain bread	1 slice
Cornbread, biscuit, roll or muffin	1 serving**
Cold dry cereal	3/4 cup***
Hot cooked cereal	1/2 cup
Cooked pasta or noodles	1/2 cup
<ul style="list-style-type: none"> <li>*Vegetable and fruit juices must be pasteurized and be served full strength. Juice may not be served when milk is served as the only other component. No more than half of the weekly fruit or vegetable offerings may be in the form of juice.</li> <li>**1 serving must provide at least 1 ounce of grain.</li> <li>***3/4 cup (volume) or 1 ounce (weight), whichever is less.</li> <li>Except for sweet crackers (e.g., animal and graham crackers), grain-based desserts do not contribute toward the grains requirement.</li> </ul>	

### Non-Reimbursable Snack Foods

Jell-O, pudding, custards, ice cream	Soda or other carbonated beverages
Potato chips	Licorice, fruit drops
Carmel corn/ popcorn of any kind	Candy: includes hard candy, cotton candy, marshmallows, jellied candies
Canned soups	Chewing gum
Cream cheese	Bacon/bacon bits
Candied yogurt covered fruit or nuts	

Updated July 2025.





## ASP Production Record (K-12)

School/Site: \_\_\_\_\_ Week of: \_\_\_\_\_

	Check (✓) the components served each day (check 2)	Menu	Serving Size	Food Temp	Amount Prepared	# of Students Served	# of Adults Served
Monday	<input type="checkbox"/> 1oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Tuesday	<input type="checkbox"/> 1oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Wednesday	<input type="checkbox"/> 1oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Thursday	<input type="checkbox"/> 1oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						
Friday	<input type="checkbox"/> 1oz Meat <input type="checkbox"/> 8 oz Milk <input type="checkbox"/> 3/4 c Fruit <input type="checkbox"/> 3/4 c Vegetable <input type="checkbox"/> 1 oz Grain						



## ASP Production Record (Preschoolers, ages 3-5)

School/Site: \_\_\_\_\_ Week of: \_\_\_\_\_

	<b>Check (✓) the components served each day (check 2)</b>	<b>Menu</b>	<b>Serving Size</b>	<b>Food Temp</b>	<b>Amount Prepared</b>	<b># of Students Served</b>	<b># of Adults Served</b>
<b>Monday</b>	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
<b>Tuesday</b>	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
<b>Wednesday</b>	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
<b>Thursday</b>	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						
<b>Friday</b>	<input type="checkbox"/> 1 oz Meat <input type="checkbox"/> 4 oz Milk <input type="checkbox"/> 1/2 c Fruit <input type="checkbox"/> 1/2 c Vegetable <input type="checkbox"/> 1/2 oz Grain						

# Menu Planning

*Why should I use a Cycle Menu?*

- ⇒ It simplifies your process so less time is spent on planning and ordering.
- ⇒ Kids can look forward to a specific snack.

## Sample Cycle Menu 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Wk 1	Celery Sticks	Apple Wedges	Bell Pepper Slices	Grapes	Avocados & Tomatoes
	Cheese Cubes	Peanut Butter	Refried Bean "Dip"	Hard Boiled Egg	Tortilla Chips
Wk 2	Bananas	Snap Peas	Cantaloupe	Carrots	Kiwis
	Assorted Nuts	Cheese Cubes	Cottage Cheese	Crackers	Yogurt

## Sample Cycle Menu 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Wk 1	Unsweetened Cereal	Granola	100% Fruit-Vegetable juice blend	Homemade Pizza (English Muffin, Tomato sauce & Cheese)	Milk
	Milk	Yogurt	1/2 Bagel		Snap Peas
Wk 2	String Cheese	Oatmeal	Unsweetened Yogurt	Tortillas Chips	Cereal & Milk
	Oranges	Raisins	Canned Pineapple	Beans & Cheese	

### Consider This!

Providing healthy foods as a part of your program can positively influence students' eating habits and is another great opportunity for students to access nutritious foods.

Interested in locally sourced foods? Go to [opi.mt.gov/farm2school](http://opi.mt.gov/farm2school).



# Afterschool Snack Program Checklist

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?
<b>Annual Requirements</b>				
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		
<b>Area Eligible Programs</b>				
School's Free and Reduced-Price Percentage	Annually	Keep Documentation		
Daily Meal Count (all free)	Daily	Keep Documentation	Daily	
<b>Non-Area Eligible Programs</b>				
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	
<b>Required Self Reviews</b>				
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		
<b>Tasks to Complete</b>				
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 10 <sup>th</sup> 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 10<sup>th</sup> 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).



# ASP Monthly Meal Consolidation Form

## Area Eligible Site

Site: \_\_\_\_\_

Month: \_\_\_\_\_

## Area Eligible Sites:

All snacks will be reimbursed at the free reimbursement rate.

### Note:

Snacks may only be claimed during days in which children attend school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ASP Monthly Meal Consolidation Form

## Non-Area Eligible Site

Site: \_\_\_\_\_

Month: \_\_\_\_\_

## Non-Area Eligible Sites:

Snacks are claimed according to the student's eligibility category (free, reduced-price, or paid).

## Note:

Snacks may only be claimed during days in which children attend school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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.



<b>Sponsor (School District/RCCI):</b>	<b>Site/Program:</b>	
<b>Program Start Date:</b>	<b>End Date:</b>	<b>Program Monitor/Administrator:</b>

Is there a charge for snack? Yes No      If yes, List the prices: (1st Review) Reduced\_\_\_\_\_ Paid\_\_\_\_\_  
(2nd Review) Reduced\_\_\_\_\_ Paid\_\_\_\_\_

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

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

# ASP Staff Training Checklist and Documentation Form



Sponsor Name: \_\_\_\_\_ Program Year: \_\_\_\_\_

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](http://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.



**ASP Student Roster** Site: \_\_\_\_\_ Month: \_\_\_\_\_