**Attachment A**

**Afterschool Snack Program On-Site Self-Review Form**

|  |  |
| --- | --- |
| **Reviewer Name** |  |
| **School Reviewed** |  |
| **Date of First Review** (Within first 4 weeks of snack implementation) |  |
| **Date of Second Review** |  |
| **What time does school end?** |  |
| **When are snacks served?** *(If approved for extended day snack, snacks can be served prior to the end of the school day)* |  |

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| 1. Are the snacks claimed only in approved after-school programs?
* Specify the after school educational and/or enrichment programs provided:
 | [ ]  | [ ]  |
| 1. If site has less than 50% free/reduced price eligibles, does the after-school program have the appropriate applications and rosters on file so all snacks are correctly claimed for free, reduced or paid reimbursement?
 | [ ]  | [ ]  |
| 1. Is there an accurate point of service accountability for counting snacks when:
* Over 50% are free eligible?
* Less than 50% are free eligible?
 | [ ] [ ]  | [ ] [ ]  |
| 1. What is the school’s count of snacks on the day of visit?
* What is the reviewer’s count on the day of visit
* If there are significant differences in the counts, why is this occurring?
 |  |  |
| 1. Does the site have an appropriate and accurate system to document daily attendance?
 | [ ]  | [ ]  |
| 1. Does the snack menu meet the snack meal pattern requirements? (students must be offered and must take two complete components)
 | [ ]  | [ ]  |
| 1. Do all snacks claimed for reimbursement on the day of visit meet meal pattern requirements?
 | [ ]  | [ ]  |
| 1. Are production records being completed daily?
 | [ ]  | [ ]  |
| 1. Is corrective action required?
* If yes, what must be changed?
* When will it be corrected and by whom?
 | [ ]  | [ ]  |