

SNP
AFTER SCHOOL SNACK PROGRAM
SITE MONITORING REVIEW

(SPONSOR MUST COMPLETE 2 SITE MONITORING REVIEWS FOR EACH SITE PER PROGRAM YEAR, WITH INTERVALS NO GREATER THAN SIX MONTHS.)

AGENCY:				REVIEW DATE:					
SITE:				ARRIVAL TIME:					
AREA ELIGIBLE ≥ 50 % <input type="checkbox"/> YES <input type="checkbox"/> NO				DEPARTURE TIME:					
MEAL OBSERVATION									
SERVING TIME	ATTENDANCE TODAY	LICENSE/ROOM CAPACITY	NUMBER SERVED		NON-AREA-ELIGIBLE SITE				
			Children	Adults	APPROVED APPLICATIONS		MEALS CLAIMED		
					F		F		
					R		R		
					P		P		
MENU		SPECIFIC FOODS USED (Select Two of the Four Components)			PLANNED SERVING SIZE		TOTAL AMOUNT PREPARED		
		MILK:							
		MEAT/ALTERNATE:							
		GRAIN/BREAD:							
		VEGETABLE/FRUIT:							
ADDITIONAL INFORMATION							YES	NO	N/A
1. Is the snack meal pattern chart with required portion sizes available at this site?									
2. Does the menu as served meet the snack requirements?									
3. Is enough food available to provide each child with required portions?									
4. Does the written menu match what was served today?									
5. Is a menu production record (MPR) completed for all snacks prepared? (on-site prep)									
6. If meals are transported, was a food transport record completed? (satellite site)									
7. Are all meals consumed on site/under staff supervision?									
8. Is the number of children in care within the state license capacity?									
9. Are daily roster/attendance records current and accurate?									
10. Is an acceptable method used for collecting and recording accurate meal counts?									
11. Are shifts being documented when or if meal counts exceed license capacity?									
12. Are snacks served only to enrolled children?									
13. For non-area-eligible sites, is a complete and correct eligibility application on file for each child who is being claimed for free and reduced price snacks?									
14. Is a structured education/enrichment program observed?									
15. Is a civil rights poster placed in a prominent location at this site?									
16. Is this site safe and sanitary?									
17. Does this visit indicate that training is necessary at this site? If training is needed, how and when will it be provided?									
SITE APPEARS TO BE IN COMPLIANCE, NO CORRECTIVE ACTION IS NEEDED.									
<i>ANY "NO" RESPONSE REQUIRES SPONSOR CORRECTIVE ACTION AND FOLLOW-UP WITHIN 45 DAYS</i>									
CORRECTIVE ACTION REQUIRED: (Describe on Page 2 of the Site Monitoring Review) SUBMIT CORRECTIVE ACTION BY:									
Monitor's Signature:					Site Representative's Signature:				

