AFTER SCHOOL MEAL PROGRAM
SITE MONITORING FORM

Sponsors must adhere to the following review schedule:
- Annually review each facility three times per year.
- At least two of the reviews must be unannounced.
- At least one unannounced review must include observation of a meal service.
- At least one review must be during each new facility's first four weeks of operations.
- No more than 6 months may elapse between reviews.

Sponsor Name:	☐ Announced ☐ Unannounced
Site Name	☐Affiliated ☐Non-affiliated
Address and City:	Person(s) Interviewed:
Phone:	Review Date(s):
Monitor(s):	Visit # ☐ 1 ☐ 2 ☐ 3

Meals served: ☐snack ☐supper ☐other if during holiday or weekend during school year (one snack and one meal may be served)

Describe previous monitoring findings or concerns:

Afterschool Program		Yes	No	N/A	Comments
1.	Is after school program:				
	a. Operating after school hours?	☐	☐		
	b. Adequately supervised?	☐	☐		
	c. Regularly scheduled?	☐	☐		
	d. Structured and organized?	☐	☐		

2. Describe the educational/enrichment activities being offered.

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Recordkeeping					
1.	Are monthly receipts of reimbursement from sponsor kept (unaffiliated)?	☐	☐	☐	
2.	Are required records on file and maintained for three years plus the current year?	☐	☐	☐	
3.	USDA ASMP Manual and USBE bulletins and memos available for use by site?	☐	☐	☐	

	Meal Preparation and Documentation				
1.	Type of meal preparation? ☐Central Kitchen ☐On-site ☐FSMC	Comments:			
2.	Are the following records available for the review period?				
	a. Menu (on display)	☐	☐	☐	
	b. Are changes/ substitutions noted on detailed menu records?	☐	☐	☐	
	c. Are detailed menu records, and if applicable transport sheets, complete (show compliance with meal pattern (components, portion sizes, contain required information etc…))? See instructions for detailed menu record and transport sheet requirements.	☐	☐	☐	
	d. Are Child Nutrition (CN) labels/Product Formulation Statements kept for commercially prepared food products that contribute towards multiple components?	☐	☐	☐	
	f. Are daily attendance records in place for each day and meals claimed?	☐	☐	☐	
3.	Are proper food handling procedures followed when preparing and serving snacks?	☐	☐		
4.	Does staff have current food handler's permits?	☐	☐		
5.	Are proper food handling procedures followed when preparing and serving meals?	☐	☐		
6.	Are there medical statements on file to justify special diet accommodations for individual participants?	☐	☐	☐	

MEAL OBSERVATION				
Meal observed: ☐ Snack ☐ Meal Time of observed snack/meal:_____Approved time for meal:				
(Only snack and dinner is allowable when school is in session; snack must be after school during after school program. A different meal or snack is allowed during holidays and weekends during the school year.) *(20 k)*				
Meal Pattern Used: ☐ NSLP ☐ CACFP				
Components	Food Items	1-2	3-5	6 years or older
Milk				
Meat/Meat Alternate				
Fruit/Vegetable				
Fruit/Vegetable				
Grain/Bread				
Other				

Comments:

	Meal Service	Yes	No	N/A	Comments
1.	Was meal served ☐pre-plated ☐family style?				
2.	If family style, was enough food available at each table to offer the correct portion size to all participants?	☐	☐	☐	
3.	Did the meal observed meet meal pattern requirements?	☐	☐	☐	
4.	Is water made available to the participants?	☐	☐	☐	
5.	Were detailed menu records and if applicable transport sheet correctly completed for the meal observed?	☐	☐	☐	

	Civil Rights				
		Yes	No	N/A	Comments
1.	Is the *"and Justice For All"* poster displayed where public can see it?	☐	☐	☐	
2.	Is there a written procedure in place to accept civil rights complaints?	☐	☐	☐	
	a. The sponsor has not received any complaints regarding civil rights violations.	☐	☐	☐	
	b. If the site received a complaint would they forward it to the sponsor (part of written procedure)?	☐	☐	☐	
3.	Have site personnel received civil rights training within the last year?	☐	☐	☐	
4.	Does site use the appropriate non-discrimination statement on all material (print and electronic) distributed to the public?	☐	☐	☐	
Additional Information					
1.	Is license or exemption current and posted?	☐	☐	☐	
2.	Does the center have a copy of their most recent required inspection reports (licensing, HHS, health and fire, etc.)?	☐	☐	☐	
	a. Were there any findings noted on the inspection?	☐	☐	☐	
	b. Have they corrected those findings?	☐	☐	☐	

Comments:

Training				
1.	Are there dated agendas and sign-in sheets to document: a. required annual training for all key staff on key CACFP topics within the last year for existing staff ?	☐	☐	☐	
	b. Is training documentation available for new staff?	☐	☐	☐	
Meal Counts and Claim				
1.	Does the site claim no more than one snack and one meal or two snacks per child? (snack and/or supper on school days; may be a different meal on vacation or weekend days)	☐	☐	☐	
	a. Is the center in compliance with the second/excess meals policy?	☐	☐	☐	
2.	Does the site serve snacks or meals only to children ages 18 and under and to students turning 19 during the school year or mentally or physically disabled students 18 years of age or younger?	☐	☐	☐	
3.	Does the site claim only approved meals? ☐snack ☐supper Holidays/Weekends during the school year? ☐breakfast ☐lunch ☐supper ☐snack ☐none	☐	☐	☐	

Procurement/Non-Profit Food Service (If purchasing at the site level)	Yes	No	☐ N/A (Procurement and accounting functions are conducted at sponsor level. See Sponsor Review) Comments:	
1.	Is the procurement policy and code of conduct on file?	☐	☐	☐	
2.	Is reimbursement only spent on allowable costs?	☐	☐	☐	
3.	Does the site document the amount of reimbursement spent on food and non-food costs, labor, and administrative costs (ledger or equivalent)?	☐	☐	☐	
4.	Non-program costs are distinguishable from program costs?	☐	☐	☐	
5.	If unaffiliated, reimbursement is received within 5 days or the sponsor pays for food/non-food program items.	☐	☐	☐	
6.	Are informal procurement procedures being followed in the circumstances described below? a. if multiple items being purchased at the same time from the same vendor is over $3,500 b. for all reoccurring purchase for the same vendor up to $150,000 per year.	☐	☐	☐	

ASMP 5 Day Reconciliation

Site Name:										
Date:										
Meals Served	S	M	S	M	S	M	S	M	S	M
Attendance										
First Meals claimed										
Did attendance support the number of children claimed each day?	☐ Yes ☐No				Comment:					

Were there any repeat findings of non-compliance from prior visits: ☐ Yes ☐No
Describe:

ASMP Site Monitoring Summary
Summary of Commendations, Recommendations and/or Corrective Action

Any finding of non-compliance must include a corrective action plan that describes what actions will take place to bring the program into compliance and prevent reoccurrence.

Site Name: **Date:**

Commendations:

Recommendations for Improvement:

Areas of Non-compliance and Corrective Action Plan: (good corrective action plan response includes who, what, when, where, and how)

✕ _____   ✕ _____

Site Representative Signature and Date   Monitor Signature and Date