

**SNP AFTER-SCHOOL SNACK PROGRAM
SITE MONITORING REVIEW**

SPONSOR MUST COMPLETE 2 SITE MONITORING REVIEWS FOR **EACH** SITE PER PROGRAM YEAR.
FIRST REVIEW WITHIN THE FIRST 4 WEEKS OF SNACK PROGRAM OPERATION EACH YEAR, UNLESS OPERATES YEAR ROUND.

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 Check Box if N/A <input type="checkbox"/>	NUMBER SERVED		NON-AREA-ELIGIBLE SITE Check Box if N/A <input type="checkbox"/>					
			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. Are daily roster/attendance records current and accurate?										
9. Is an acceptable method used for collecting and recording accurate meal counts?										
10. Is the number of children in care within the license/room capacity (if applicable)?										
11. Are meal counts within license/room capacity (if applicable)?										
12. 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 snacks?										
13. Are snacks served only to enrolled children?										
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.										
ANY "NO" RESPONSE REQUIRES SPONSOR CORRECTIVE ACTION AND FOLLOW-UP WITHIN 45 DAYS										
CORRECTIVE ACTIONS REQUIRED. (Describe on Page 2 of the Site Monitoring Review) Submit Corrective Action By:										
Monitor's Signature:					Site Representative's Signature:					

AGENCY:		REVIEW DATE:	
SITE:			
Summary of Findings and Recommended Corrective Action			
Corrective Action Taken and Date Completed:			
Monitor's Signature:		Site Representative's Signature:	