

Mississippi Office of Child Nutrition ASCP On-Site Review

Directions: School Food Authority (SFA) must review each after school care snack site two times per school year. The first review is to be conducted during the first four weeks of the snack programs operation. Use this form for documenting the completion of both the first and second review and maintain on file for audit/review purposes.

Name of School System/Sponsoring Agency:

Name and Address of School/Site:

Name and Title of Person Interviewed:

Date of Operation of Snack Program:

Indicate if Site is Pricing or Non-Pricing

Indicate if Site is Area Eligible or Not Area Eligible

	1 st Review Date			2 nd Review Date		
	Y	N	N/A	Y	N	N/A
1. Is the program operating after school hours?						
2. Is an education or enrichment activity included?						
3. a) Are attendance records being maintained?						
b) Do they support the claim?						
4. a) Are snack counts taken at the point of service?						
b) If the site is not "area eligible," does the system to record snacks provide an accurate count of snacks served by eligibility category?						
c) Were daily income records maintained after cash collected?						
5. a) Is documentation of snack menus maintained?						
b) Do menus for all snacks offered, meet or exceed the minimum meal pattern requirements?						
6. Are only those snacks served that meet or exceed the meal pattern requirements counted for reimbursements?						
7. Do production records/delivery receipts support the number of snacks claimed?						
8. Is there overt identification of a student's eligibility category at any time during the snack process? (i.e. Serving, recording of counts, payment collection procedures of ticket distribution in a non-area eligible site, especially if a pricing program)						
9. Were claims for reimbursement filed correctly?						
1 st Review Compliance Determination Yes No Comments:	2 nd Review Compliance Determination Yes No Comments:					
Signature of Reviewer	Signature of Reviewer					