

## Attachment N.23. Supplemental Afterschool Snacks Administrative Review Form

This information is being collected from State agencies, school food authorities, schools. This is a revision of a currently approved information collection. The Richard B. Russell National School Lunch Act (NSLA) 42 U.S.C. § 1758, as amended, authorizes the National School Lunch Program (NSLP). This information is required to administer and operate this program in accordance with the NSLA. Under the Privacy Act of 1974, any personally identifying information obtained will be kept private to the extent of the law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0006. The time required to complete this information collection is estimated to average 47.5 hours of reporting burden per response. The burden consists of the time it takes for the State agency to conduct the off-site portion of the review which includes scheduling of the review and the completion of the Off-site Assessment, Resource Management Risk Indicator, and Site Selection Tools. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0006). Do not return the completed form to this address.

**National School Lunch Program  
Supplemental Afterschool Snacks Administrative Review Form**

OMB #0584-0006  
Expiration Date  
xx/xx/20xx

**Instructions:** Complete this form when conducting Afterschool Snacks Review. This form will also be used to conduct snack reviews under the Seamless Summer Option.

- DOCUMENTATION REVIEW**  
 **SNACK SERVICE OBSERVATION**

SFA Name: \_\_\_\_\_

Name of Site Reviewed: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Time Snack Served: \_\_\_\_\_

- Snack Charges:  All Free  
 Reduced \$\_\_\_\_\_ (maximum \$0.15)  
 Paid \$\_\_\_\_\_

**Eligibility (General Area)**

	<input type="checkbox"/> Area Eligible If area eligible, name of site for which eligibility determined: _____			
1	Is documentation maintained that the site is located at a school, or in the attendance area of a school, in which 50% or more of the enrolled students are certified eligible for F/R price meals? Mark N/A for Seamless Summer Option.	YES	NO	N/A

Comments:

	<input type="checkbox"/> Non-Area Eligible			
2	Is documentation maintained of F/R price eligibility for each student that receives a free or reduced price snack?	YES	NO	

Comments:

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Supplemental Afterschool Snacks Administrative Review Form**

<b>Accountability (Performance Standard 1)</b>											
<b>3</b>	Are point-of-service snack counts by student/benefit category maintained?	<b>YES</b>	<b>NO</b>								
Comments:											
<b>4</b>	<p>a) Are snacks being properly counted and claimed?</p> <p>b) Validate the snack counts claimed for reimbursement for the review period and day of review (if on-site review is conducted) record on S-1, line 22.</p>	<b>YES</b>	<b>NO</b>								
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">Snacks Counted</td> <td style="width: 40%; text-align: center;">Snacks Claimed</td> </tr> <tr> <td>Review Period</td> <td></td> <td></td> </tr> <tr> <td>Day of Review (if on-site review is conducted)</td> <td></td> <td></td> </tr> </table>		Snacks Counted	Snacks Claimed	Review Period			Day of Review (if on-site review is conducted)			
	Snacks Counted	Snacks Claimed									
Review Period											
Day of Review (if on-site review is conducted)											
Comments:											
<b>5</b>	<p>a) If observing snack service, are snack counts by category for the review period reasonable compared to snack counts for day of review?</p> <p>b) Was the meal service operation in compliance with all program requirements?</p>	<b>YES</b>	<b>NO</b>								
Comments:											
<b>Meal Pattern/Production Records (Performance Standard 2)</b>											
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">Snack Menu for Day of Review</th> <th style="width: 50%; text-align: center;">Portion Size(s)</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Snack Menu for Day of Review	Portion Size(s)								
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Supplemental Afterschool Snacks Administrative Review Form**

6	Review production records for a minimum of 5 days from the review period.  a) Production records are completed daily and maintained for a minimum of 3 years?  b) Do production records list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements?  c) Does it appear that each snack claimed for reimbursement met the 2 component per student requirements?	YES	NO	
Comments:				
<b>Monitoring (General Area)</b>				
7	a) Has the program been monitored within the first 4 weeks of operation each year?  b) Record the date of last site monitoring visit conducted by SFA.  c) If any deficiencies were noted, determine whether corrective action was implemented. N/A for Seamless Summer Option.	YES	NO	
Comments:				
<b>Other Areas (General Area)</b>				
8	Does the snack program conduct acceptable education or enrichment activities before, during or after the snack meal service? N/A for Seamless Summer Option.	Yes	No	NA
9	Are snacks properly prepared, held, served, and stored within proper food safety practices?			
10	Is the USDA/FNS approved non-discrimination poster prominently displayed and visible to program participants?			

**National School Lunch Program  
Supplemental Afterschool Snacks Administrative Review Form**

**Comments:**

**Record Snacks Missing Meal Components**

**11**

Use the columns listed below to record the number of snacks counted and/or claimed for reimbursement from 1) the day of review and 2) review period that were missing meal components. Also include any snack consolidation errors. Transfer these totals by category to the S-1, line 22.

**Afterschool Snack Errors**

<p><b>1. Day of Review:</b></p> <p><b>Missing Meal Components - Meal Service Line/POS - Consolidation Errors</b></p>	<p>F____</p> <p>R____</p> <p>P____</p> <p><b>Total</b>____</p>
<p><b>2. Review Period:</b></p> <p><b>Missing Meal Components – Production Records – Consolidation Errors</b></p>	<p>F____</p> <p>R____</p> <p>P____</p> <p><b>Total</b>____</p>

**Comments:**

**National School Lunch Program  
Afterschool Snack Administrative Review Form**

**Instructions**

1. If the site has been determined area eligible, ensure that documentation is maintained showing the program is located at a school or in the attendance area of a school where at least 50% of the enrolled children are eligible for free and reduced price meals.
2. Ensure that the SFA has maintained documentation showing the current F/R price eligibility for each child that receives a free or reduced price snack.
3. Ensure that SFA maintains point-of-service snack counts by student/benefit category.
4. Ensure that only reimbursable snacks (observe the 2 component per snack requirement) are being counted and claimed for reimbursement and that only one snack per child is being claimed. Validate the snack counts claimed for reimbursement for the review period and day of review (if on-site review is conducted) record on S-1, line 22.
5. If day of review meal service is observed, compare the day of review counts to 5 days from the review period. If any inconsistencies are present, the SFA must explain the discrepancy. Also, ensure that all program requirements were met for the meal service, meal counting and claiming, education/enrichment activities, food safety, and civil rights.
6. Enter the snack menu and portion size(s) for the day of review. Review production records for a minimum of 5 days from the review period.
  - a. Ensure that production records are completed daily for each meal service and that they are maintained in accordance with the 3 year record retention requirement.
  - b. Ensure that all meal components are listed for each day to include the corresponding portion size. Reviewer must make certain that the components offered meet the minimum portion size requirements.
  - c. Review each production record and compare the amount of components served to the number of students claimed. The comparison must demonstrate that each student received a minimum of 2 components. For example if the production record listed that 20 meal components were served and the claim indicated that 10 students received a reimbursable snack, than this would indicate that each student received a minimum of 2 components per snack ( $20 / 10 = 2$ ).
7. Obtain the SFA's self-monitoring review forms for the current SY. Ensure that the program was monitored in compliance with 7 CFR Part 210.9 (c).
8. Evaluate a sample of the enrichment and/or educational activities conducted during the review period and determine if the activities are acceptable per 7 CFR Part 210.
9. Evaluate the snack HACCP/food safety plan. Determine if proper food preparation, serving and storing practices are in place. Reviewer should examine any shared table practices and ensure they are implemented within proper food safety practices.
10. Ensure that the correct non-discrimination poster is prominently displayed in an area where the snack meal service is held.
11. Identify and record any non-reimbursable snacks counted and/or claimed for reimbursement. Also include any snack consolidation errors. Transfer these totals by category to S-1, line 22.