

National School Lunch Program & Child and Adult Care Food Program On-Site Review for At-Risk & After

School Snack Programs

***Child Nutrition Programs***

*Finance & Support Services*

*P.O. Box 110500*

*Juneau, Alaska 99811-0500*

*Phone (907) 465-8709*

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**Sponsor’s**must review the after school snack and At-risk meal program ***two times*** per school year at each site.

The ***first review*** is to be conducted during the ***first four weeks*** of the snack program’s operation. The second review sometime during the remainder of the school year (7CFR.210.9 (7)).When both reviews are complete, record the information on the **Afterschool Snack & At-Risk Meal Summary form** and submit it to the State Agency by the last day of the school year or ***June 1st***. Use this form for documenting both the first and second review and maintain on file for audit/review purposes.

***Please keep this form on file for your records.*** *Do Not Submit*

Name of Sponsor/Serving Site:

Name and Address of Sponsor/Serving Site:

Name and Title of Person Reviewing Site:

Days of Operation for Snack/Meal Program:  Monday  Tuesday  Wednesday  Thursday  Friday

Indicate if site is  Pricing *(free, reduced, paid)* ***or***  Non-pricing *(all free)* **or**  *CACFP* At-Risk *(All free)*

Indicate of site is  Not area eligible *(less than 50% F &R)* ***or***  Area Eligibility *(Greater than 50% F & R)*

**Date of 1st Review:** **Date of 2nd Review:**

**First Review Second Review**

Yes No N/A Yes No N/A

1. Is the program operating after school hours?

Yes No N/A Yes No N/A

1. Is an education or enrichment activity included?

Yes No N/A Yes No N/A

1. Are attendance records being maintained?

Yes No N/A Yes No N/A

1. Do they support the claim?

Yes No N/A Yes No N/A

1. Is this program serving supper?

Yes No N/A Yes No N/A

1. Are snack counts taken at the point of service?

Yes No N/A Yes No N/A

1. Are supper counts taken at the point of service?
2. If the site is not “area eligible”, does the system to records Yes No N/A Yes No N/A

snacks provide an accurate count of snacks served

by eligibility categories?

Yes No N/A Yes No N/A

1. Is documentation of snack menus maintained?

Yes No N/A Yes No N/A

1. Is documentation of supper menus maintained?
2. Do menus for all snacks offered, meet or exceed the Yes No N/A Yes No N/A

minimum meal pattern requirements?

1. Do menus for all supper offered, meet or exceed the Yes No N/A Yes No N/A

minimum meal pattern requirements?

1. Are only those snacks or suppers *(if applicable)* served Yes No N/A Yes No N/A

that meet or exceed the meal pattern requirements

counted for reimbursement?

1. Do production records/delivery receipts support the Yes No N/A Yes No N/A

number of snacks or suppers (if applicable) claimed?

1. Is there overt identification of a student’s eligibility Yes No N/A Yes No N/A

category at any item during the snack process?

*(E.g. serving, recording of counts, payment collection*

*procedures or ticket distribution in a non-area eligible site,*

*especially if a pricing program?)*

Yes No N/A Yes No N/A

1. Is the “And Justice for All” poster posted in the eating areas?

Yes No N/A Yes No N/A

1. Does the site collect data by racial/ethnic groups?
2. Is there any separation by race, color, age, sex, national Yes No N/A Yes No N/A

origin or disability?

1. In the eating area?
2. In the serving lines?
3. In the seating arrangements?
4. In the assignment of eating period?

Yes No N/A Yes No N/A

1. Is staff aware of the district/RCCI non-discrimination policy?
2. Is the non-discrimination statement on all informational Yes No N/A Yes No N/A materials, for example the menu?

***Sponsors are required to report any civil rights complaints to USDA and to CNP and the resolutions that may have occurred***.

Yes No N/A Yes No N/A

1. Were there any complaints?

If yes, please complete the Civil Rights Complaint Records

and submit to CNP.

**1st Review 2nd Review**

Compliance Determination  Yes  No Compliance Determination  Yes  No

Comments:       Comments:

Print Name of Reviewer:       Print Name of Reviewer:

Signature: Date:       Signature: Date:

**Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.  
  
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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