

**SNP Memo # 2017-2018-15**

TO: Directors, Supervisors, and Contact Persons, Addressed

FROM: Sandra C. Curwood, PhD, RDN, *Sandy*

DATE: September 26, 2017

SUBJECT: Afterschool Snack Program Onsite Monitoring Form and Menu Production Record

The purpose of this memo is to provide School Food Authorities (SFAs) who operate the National School Lunch Program’s Afterschool Snack Program (ASP) with updated tools for compliance with program requirements. This includes the ASP onsite monitoring form with instructions and an ASP menu production record worksheet.

SFAs must review each ASP two times per year as required in 7 CFR 210.9(c) (7). The first review must be conducted during the first four weeks that the program is in operation and the remaining annual review must be completed at any subsequent time during the school year. The Virginia Department of Education, Office of School Nutrition Programs has updated the ASP Accountability Review form to provide a more comprehensive review of program accountability, meal pattern compliance, and general areas of program requirements. Accountability reviews must be kept on file for the current year plus three years and are assessed during the SFAs Federal Programs Administrative Review.

SFAs must also keep documentation of compliance with snack meal pattern requirements, including and production records. Production records are used to document the menu, meal components, and component portion size offered, served, and leftover each day. This information must support the total number of snacks claimed for reimbursement. The ASP menu production record worksheet can also be used to document food temperatures and incorporated into the SFA’s HACCP plan. SFAs may use the ASP Weekly Menu Production Record to support compliance with snack meal pattern requirements or one created by the SFA that contains all required elements.

The attached forms are also available in SNPWeb in the application tab under download forms section.

Please contact the regional specialist assigned to your division or me, at (804) 225-2082 or at [Sandra.Curwood@doe.virginia.gov](mailto:Sandra.Curwood@doe.virginia.gov) with any questions.

SCC/ss

Attachment:

1. ASP Accountability Review Form
2. ASP Weekly Menu Production Record and Instructions