

Virginia Department of Education, Office of School Nutrition Programs
NSLP Afterschool Snack Accountability Review Form

School Division/Sponsoring Agency: _____

Reviewer: _____ Site Manager/Representative: _____

Snack Site Reviewed: _____ Date of Review: _____

Time of Snack Service: _____ First Review: Second Review:

1. Accountability	Yes	No	N/A	Comments
▪ Are snack counts recorded at the time they are served?				
▪ Are daily attendance rosters maintained?				
▪ Is only one snack per child per day recorded/claimed?				
▪ Are all snacks claimed served to eligible students only?				
If the site is not area eligible:				
▪ Is free and reduced price meal documentation maintained?				
▪ Are snacks claimed based on daily participation by eligibility?				
▪ Are students claimed in the correct eligibility category?				
▪ Does the meal counting and claiming system prevent overt identification of students' eligibility status?				
2. Menus and Production Records	Yes	No	N/A	Comments
Menu for Date of Review	Portion Size			
▪ Does the menu meet requirements?				
▪ Are production records completed for all snacks served?				
▪ Do each day's records reflect that menus meet component and serving size requirements?				
▪ Is water available on the serving line or accessible by children from a source adjacent to the serving area?				
3. General Areas	Yes	No	N/A	Comments
▪ Are snacks properly prepared, held, served, and stored within proper food safety practices?				
▪ Is a structured education/enrichment program observed?				

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1. Accountability	Yes	No	N/A	Comments
<ul style="list-style-type: none"> ▪ Is a civil rights poster placed in a prominent location and visible to students? 				

Compliance Determination and Corrective Action

Based on this review, is the program in compliance with accountability requirements? Yes No

Corrective Action Plan (required for any "No" answers):

Problem(s) Identified	Corrective Action Required	Date to be Implemented

CORRECTIVE ACTION TO BE COMPLETED BY: _____

Date

Signatures:

Site Manager/Representative

Title

Date

SFA Reviewer

Title

Date

FOLLOW-UP VISIT (must be conducted within 30 days if corrective action was required):

Observations of corrective action implementation was conducted on: _____

Date

Was the corrective action implemented successfully? YES NO

Comments: _____

SIGNATURES: _____

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School Representative	Title	Date
SFA Reviewer	Title	Date

Instructions for Completing the NSLP Afterschool Snack Accountability Review Form

Each Afterschool Snack Program must be reviewed two times per year. The first review must be conducted during the first four weeks of each school year and the remaining annual review should be completed at any subsequent time during the program operation. Keep reviews on file for 3 years.

- Complete the top portion of the review form
 - **School Division/Sponsoring Agency**
 - **Reviewer** – name of the person completing the review. The reviewer should have appropriate training, experience, and responsibility for the oversight of the ASP program. Typically, reviewers are food service directors or supervisors.
 - **Site Manager/Representative** –name of the site manager or program representative whose responsibility it is to manage the snack program’s meal service.
 - **Snack Site Reviewed** – name of the school or site of the snack service.
 - **Date of review**
 - **Time of service** – start time of the snack program.
 - **First or Second Review** – mark whether the review is for the first or second program review for the year.

- Answer all questions in each of the three sections
 - **Accountability**
 - Determine if snacks counted for reimbursement were taken at the time they were served.
 - Review a student/attendee/participant rosters and determine if they are maintained appropriately.
 - Using the day’s roster and snack counts, determine if only one snack per child is counted for reimbursement.
 - Determine if snacks are claimed for only eligible students. Students are eligible through age 18 or until the end of the school year if the 19th birthday occurs during the year. Students determined to have a mental or physical disability are not subject to age limits.
 - If the site is not area eligible (<50% free or reduced as indicated in the site application with VDOE) complete the remainder subset of questions. To determine if your site is area eligible, refer to the site’s ASP application with the VDOE.
 - Ensure the site’s free and reduced-price eligibility for each participating is accurate with the SFAs determination of the child. Ensure records are maintained appropriately.
 - Using eligibility information, review meal count records to ensure snacks are claimed appropriately per free, reduced, and paid categories. Ensure counts are made daily and are accurate.

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- Observe the meal counting and claiming process. Determine if the current practice prevents overt identification.
- **Menus and Production Records**
 - Write the menu or components offered and the portion size of each item for the day of review.
 - Determine if the day's menu meets snack requirements. Reference VDOE's Meal Supplements for Children. Snacks must contain two different meal components from the four snack components (milk, meat/meat alternate, fruit/vegetable, and grain/bread).
 - Review a sample week of snack menus and production records. This could be the most recent week of service. Determine if meal pattern requirements were met for each day reviewed. 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.
 - Determine if potable water is accessible to program participants during the snack service.
- **General Areas**
 - 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.
 - Observe the educational/enrichment component of the program. Determine if the activities are eligible and consistent with the site's ASP application with the VDOE.
 - Ensure the correct non-discrimination poster is prominently displayed in an area where the snack meal service is held.
- **Compliance Determination and Corrective Action**
 - Determine whether the site is in compliance with program requirements based on answers and observations of the snack service. A "No" answer to any of the questions means the program is not in compliance with accountability requirements and a corrective action plan must be developed and implemented. If "Yes," continue to the Signatures section.
 - In the table, document any problems or findings identified in the first column. In the second and third column, identify corrective action needed to bring the site into compliance and a date the corrective action needs to be implemented.
 - Identify a date by which all corrective actions must be completed.
- Obtain signatures and dates from the reviewer and site manager/representative.
- Follow up visit - In a noncompliance situation, a follow-up review must be conducted within 30 calendar days of the initial review to determine if problems have been corrected. Provide comments describing how the site has come in to compliance, any additional training or technical assistance given, or any other details to communicate how findings were resolved. Sign and date the follow-up visit. Provide a copy of the review to the site for recordkeeping.