# Afterschool Snack Monitoring FormEach afterschool snack location must be monitored twice each school year. The first monitoring is conducted within the first four weeks of operations, and the second monitoring is completed prior to the end of the school year.

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| **School Name:** |
| **Site/Serving Sites (List all locations monitored using this form):**  | **Starting Date:** |
| **1.** | **1.** |
| **2.** | **2.** |
| **3.** | **3.** |
| **4.** | **4.** |
| **5.** | **5.** |

|  |  |  |
| --- | --- | --- |
|  | **First Review Date:** | **Second Review Date:** |
| **Yes** | **No** | **N/A** | **Comments** | **Yes** | **No** | **N/A** | **Comments** |
| Are rosters or sign-in sheets maintained to determine attendance? |  |  |  |  |  |  |  |  |
| Are daily meal counts taken by category (free, reduced, or paid) if non area eligible? |  |  |  |  |  |  |  |  |
| Are meal counts taken based on "area eligible" site? |  |  |  |  |  |  |  |  |
| Are daily production records/menus maintained? |  |  |  |  |  |  |  |  |
| Do the menus meet the reimbursable snack meal pattern? |  |  |  |  |  |  |  |  |
| Were claims for reimbursement correctly filed? |  |  |  |  |  |  |  |  |