



DEPARTMENT OF EDUCATION


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September 6, 2023

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD 
Education Associate, Nutrition Programs

RE: **SY 2023-2024 Operational Memo #9**
Monitoring Requirements in the Afterschool Snack Program and the Child and Adult Care Food Program At-Risk Program

Many School Food Authorities (SFAs) are providing afterschool snacks through the National School Lunch Program (NSLP) Afterschool Snack Program (ASSP) and/or the Child and Adult Care Food Program (CACFP) At-Risk Program. Both programs have specific monitoring requirements that must be followed. Please see the descriptions below.

1. NSLP ASSP: SFAs are required to review each afterschool snack program twice a year; the first review must be made during the first four weeks of operation.
2. CACFP At-Risk Program: SFAs must review the At-Risk program three times per year.
 - a. At least two of the three reviews must be unannounced.
 - b. At least one unannounced review must include observation of a meal service.
 - c. At least one review must be conducted during the first four weeks of operation.
 - d. No more than six months may pass between reviews.
3. Sponsors of Summer Food Service Program (SFSP) Sites and CACFP At-Risk Sites: SFAs operating both SFSP and CACFP At-Risk can follow the CACFP review schedule year-round (the SFSP review counts as one of the three annual CACFP reviews). If sponsors choose to follow the CACFP monitoring schedule year-round:
 - a. One of the three annual reviews must occur during the summer, review to ensure that SFSP requirements are met, include the review of a meal service, and be unannounced.
 - b. Two reviews must occur during the school year, review that CACFP requirements are met, at least one must include the review of a meal service, and at least one must be unannounced.

Compliance with monitoring requirements will be part of the applicable Nutrition Program Administrative Review.

Attached to this memo are the Afterschool Snack Program Review Form, the CACFP At-Risk Sponsor Monitor Form, and the NLSP Afterschool Snack Program/CACFP At-Risk Program Comparison Chart. Please complete the applicable monitoring form when monitoring and maintain these as part of your records.

If you have questions, please call the office at 302-857-3356.

Attachments: Afterschool Snack Program Review Form 2023; CACFP At-Risk Sponsor Monitor Form 2023; ASSP Versus At-Risk 2023

cc: Nutrition Team

CHILD AND ADULT CARE FOOD PROGRAM AT-RISK MONITOR FORM (For Sponsor Use)

Date of Review:

Announced: Y N
 First Four Week: Y N
 Regular Review: Y N
 1 2 3 4 5
 Follow-up: Y N
 Meal Observed: Y N
 Date of Last Review: _____

Sponsor Name: _____

Site Name: _____

Site Address: _____

Site Representative: _____

If Applicable: License Expiration Date: _____ License Capacity: _____

Has Site Representative received Annual CACFP training from Sponsor? Y N

Meal Service Observed on Day of Visit

Time meals were delivered: _____ Scheduled meal time: _____

Time of meal service: _____

Temperature of food: Cold (Item/Temp) _____ Hot (Item/Temp) _____

Number of Meals Received: _____ Number of Meals Served: _____

Are the food carriers insulated? Yes No N/A

(Circle Meal Being Observed)

Supper (All required)	Snack (2 required)	List Item/s
Milk	Milk	
Meat/Meat Alternate	Meat/Meat Alternate	
Vegetable	Vegetable	
Fruit	Fruit	
Bread/Grain	Bread/Grain	
Other Foods	Other Food	

Recordkeeping:	Circle one:
Are menus posted for all meals served?	Yes No N/A
Does the posted menu match served menu?	Yes No N/A
Was a Point of Service meal count taken?	Yes No N/A
If meals are vended, are meals ordered on the basis of providing one meal per participant?	Yes No N/A
Are daily attendance records maintained?	Yes No N/A
Is the "And Justice for All" poster displayed?	Yes No N/A

Meal Service:	Circle one:
Were quantities served adequate for age(s)?	Yes No N/A
Was meal service supervised?	Yes No N/A
Sanitation:	Circle one:
Is/are garbage container(s) lined/covered?	Yes No N/A
Are there food service gloves available?	Yes No N/A

Are there clean: ovens?	Yes	No	N/A
counter space(s)?	Yes	No	N/A
eating surfaces?	Yes	No	N/A
dishes/eating utensils?	Yes	No	N/A

Cold Storage:	Circle one:		
Is there a working refrigerator/freezer available?	Yes	No	N/A
Is there a working thermometer/s in these units?	Yes	No	N/A
Are all perishables properly maintained in refrigerator or freezer?	Yes	No	N/A
Dry Storage:	Circle one:		
Does it seem adequate?	Yes	No	N/A
Are foods stored separately from cleaning items?	Yes	No	N/A
Is the facility free of rodent or insect infestation?	Yes	No	N/A
Is the storage secured?	Yes	No	N/A

Preceding Serving Day Reconciliations:

In accordance with 7 CFR 226.16(d)(4)(i), monitoring reviews include documenting the meal pattern, participant attendance, meal counts, enrollment, non-compliances, compliances, and a five-day reconciliation.

Dates From: ___/___/___ To: ___/___/___	Site Counts Meal: _____		Reviewer Counts Meal: _____	
	Attendance	Meal Count	Attendance	Meal Count
Day 1 Observation Day				
Day 2:				
Day 3:				
Day 4:				
Day 5:				
Totals				

Based on the completed chart above, does the meal count for five (5) consecutive days appear reasonable when compared to today’s meal count? Yes () No () N/A () If “No,” obtain and record an explanation and the required corrective action below.

Findings, Comments, Recommendations and Corrective Action Requirements:

Signature of Monitor: _____ Date: _____

Signature of Site Representative: _____ Date: _____

Follow up date if necessary: _____

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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SCHOOL NUTRITION PROGRAM (SNP) NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AFTERSCHOOL SNACK PROGRAM (ASSP)	CHILD & ADULT CARE FOOD PROGRAM (CACFP) AT-RISK SNACKS
<p><u>Criteria for Participation</u></p> <ul style="list-style-type: none"> • Provide snacks to students after the normal school day ends. • Only available on regularly scheduled school days; no weekends, holidays, etc. • Provide an education or enrichment component. • Can be area eligible: be located in an attendance area where at least 50% or more of the children are eligible for free or reduced meals OR • Student snacks can be counted and claimed in the eligibility category (free, reduced, paid) for which the students are approved if the school does not qualify for area eligibility. NOTE: Covering the cost of ASSP snacks is an allowable expense to the nonprofit foodservice account; however, meals must still be counted and claimed at the appropriate free, reduced, or paid categories. 	<p><u>Criteria for Participation</u></p> <ul style="list-style-type: none"> • Provide snacks to children after the normal school day ends. • May provide snacks on the weekends, holidays, or during school vacations/breaks. • Provide an education or enrichment component. • Must be area eligible: Be located in an attendance area where at least 50% or more of the children are eligible for free or reduced meals.
<p><u>Monitoring Requirements</u></p> <ul style="list-style-type: none"> • Must monitor each school at least twice during the school year. • One monitor visit must be during the first four weeks of program operation. 	<p><u>Monitoring Requirements</u></p> <ul style="list-style-type: none"> • Must review each school three times per year; two reviews must be unannounced. • At least one unannounced visit must include observation of the meal service. • One review must be conducted during each new school's first four weeks of operations. • No more than six months can lapse between reviews. (If an SFSP site, 1 SFSP visit can count toward the 3 required visits in CACFP)
<p><u>NSLP Afterschool Snack Meal Requirement</u></p> <ul style="list-style-type: none"> • Must serve and students must take 2 components from the following list: <ul style="list-style-type: none"> ✓ 1 oz eq meat/meat alternate ✓ 1 oz eq grain ✓ ¾ cup fruit ✓ ¾ cup vegetable ✓ 1 cup FF flavored or unflavored milk or 1 cup LF flavored or unflavored milk • Dried fruit credits as volume served in the NSLP Afterschool Snack Program • Potable water must be available • Offer versus serve does not apply 	<p><u>CACFP At-Risk Snack Meal Requirement</u></p> <ul style="list-style-type: none"> • Must serve and students must take 2 components from the following list: <ul style="list-style-type: none"> ✓ 1 oz of meat/meat alternate ✓ 1 oz eq grain ✓ ¾ cup of fruits ✓ ¾ cup of vegetables ✓ 1 cup FF flavored or unflavored milk or 1 cup LF flavored or unflavored milk NOTE: SFAs have the option to plan snacks using either the NSLP meal pattern or CACFP meal pattern. <ul style="list-style-type: none"> • Dried fruit credits as double the volume served in the CACFP • Potable water must be available • Offer versus serve does not apply
<p><u>Required Documentation</u></p> <ul style="list-style-type: none"> • Daily completed meal production records for the snacks offered and served • Nutrition and ingredient labels for meat/meat alternates and grains • Invoices/receipts 	<p><u>Required Documentation</u></p> <ul style="list-style-type: none"> • Daily attendance records or sign-in sheets • # of At-Risk snacks prepared or delivered • # of At-Risk snacks served • # of snacks served to program adults • Copy of the menus documenting compliance with the meal pattern • Invoices/receipts

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Program.Intake@usda.gov

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Delaware Department of Education

Afterschool Snack Program

On-Site Review

(Revised August 2023)

NOTE: School Food Authorities (SFAs) operating the Afterschool Snack Program (ASSP) are required to conduct two on-site reviews of the ASSP per year: once within the first four weeks of operation and one any other time during the school year.

School Food Authority: _____ School: _____

School Contact: _____ Date of Review: _____

School Attendance Date of Review: _____ ADP Snack: _____

Program: (check one) Regular Snack Area-Eligible Snack

Regular Snacks Served Day of Review: Price Charged Per Snack:

Free	_____
Reduced	_____
Paid	_____

Free	\$
Reduced	\$
Paid	\$

Area-Eligible Snacks Served Day of Review (non-pricing): Total: _____

SNACK MENU: Day of Review

PORTION SIZE:

First Annual Review Conducted: _____

Second Review Conducted: _____

	YES	NO	N/A
1. Is there a head count of students receiving snacks in area-eligible sites?			
2. Is there an accurate POS for sites that operate the regular snack program?			
3. Is the snack meeting meal pattern requirements?			
4. Is the charge for a reduced-price snack \$.15 cents or less?			
5. Is documentation of food items and portion sizes maintained on production records?			
6. Is there an educational or enrichment activity planned as part of the program?			
7. Is the total snack count for day of review reasonable based on monthly claims?			
8. Are there temperature records for the snacks?			

8. Describe the procedures for distributing snacks: _____

9. Comments: _____

Signature of Reviewer _____ **Date** _____

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