



DEPARTMENT OF EDUCATION


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August 14, 2025

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD 
Director, Nutrition Programs

RE: **SY 2025-2026 Operational Memo #5**
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 2025; CACFP At-Risk Onsite Monitoring Form 2025; ASSP Versus At-Risk 2025

cc: Nutrition Team

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CACFP At-Risk On-site Monitoring Form

Sponsor Name: _____ Site Name: _____

Reviewer Name: _____ ☐ State Agency ☐ Sponsor

Date of Visit: _____

Arrival Time: _____ Departure Time: _____

Visit Type (Circle All That Apply): **Announced** **Unannounced** **Follow-up** **First 4-Week**

OCCL License Expiration and Capacity (if applicable):

Health or Fire Inspection Date (if applicable): _____ Posted Conspicuously? _____

Approved Meal Service Times in DENARS: _____ Actual Meal Service Time at Site: _____

Meal Info (circle): **Self-Prep or Vended** **Pre-Plated or Offer vs. Serve or Family Style**

Indicate Age Groups and Number of Children Served:

Infants ____ 1-2 years ____ 3-5 years ____ 6-12 years ____ 13-18 years ____ Other ____

Number of Meals Received or Prepared: _____

Reviewer's Final Meal Count: _____ Site's Final Meal Count: _____

Meal Observed (circle): Breakfast AM Snack Lunch PM Snack Supper Evening Snack

Milk Type		Portion	
Grain		Portion	
Meat/Meat Alternate		Portion	
Fruit/Vegetable		Portion	
Vegetable		Portion	

Meal Preparation:

	Yes	No	N/A
Are all meals served and consumed on site?			
Are meals ordered or prepared based on the goal of one meal per child?			
If meals are delivered, are delivery slips available and signed?			
Are meals delivered and/or held at proper temps (Cold at 41 degrees or lower, hot at 135 degrees or higher)			

Meal Service:

	Yes	No	N/A
Is a Point of Service Meal Count taken?			
Is a menu posted?			
Does the meal serve match the posted menu?			
Were all required components served?			
Were the minimum required quantities served?			

Delaware Department of Education
CACFP At-Risk On-site Monitoring Form

If OVS is used (schools only), is it implemented correctly?			
Are menu substitutions noted?			
Are any meals served for accommodations (Allergies, disability etc.)?			

Food Safety/ Sanitation:

	Yes	No	N/A
Is cold storage at 41 degrees or below?			
Is freezer at 0 degrees or below?			
Are dry goods stored at least 6 inches off the floor?			
Are chemicals stored separate from food?			
Are refrigerated or frozen foods dated and labeled?			
Does staff perform proper hand washing?			
Are dishwashing methods adequate?			
Are food prep areas clean?			
Are trash cans covered?			

Other:

	Yes	No	N/A
Is the current "And Justice for All" poster in a visible location?			
Are records (3 years plus current) on file?			
Is staff marking attendance accurately?			
Does staff appear to be trained in all aspects of CACFP?			
Is there a scheduled educational or enrichment activity taking place?			

Five Day Reconciliation:

	Attendance	Breakfast	Am Snack	Lunch	PM Snack	Supper	Evening Snack	
Date:								
Date:								
Date:								
Date:								
Date:								
						Yes	No	N/A
Are recorded meal counts consistent with meal count observed today?								
Are there any unusual patterns noted?								

Delaware Department of Education
CACFP At-Risk On-site Monitoring Form

Observations:

Required Corrective Action(s):

Is a follow-up needed to determine compliance with prescribed corrective action? ☐ Y ☐ N

Site Contact Name: _____

Signature: _____

Monitor Name: _____

Signature: _____

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. • An afterschool care program operating year round must be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter. 	<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 • Potable water must be available • At least 80 percent of grains offered weekly (by ounce equivalents) must be whole grain-rich 	<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 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 NOTE: SFAs have the option to plan snacks using either the NSLP meal pattern or CACFP meal pattern. • Potable water must be available

<ul style="list-style-type: none"> • No more than half of the weekly fruit or vegetable offerings may be in the form of juice • Product-based sugar limits in effect for breakfast cereal, yogurt, and milk • Offer versus serve does not apply 	<ul style="list-style-type: none"> • Must serve at least one whole grain-rich serving, across all eating occasions, per day • Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day • Offer versus serve does not apply
<u>Required Documentation</u> <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 	<u>Required Documentation</u> <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

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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Delaware Department of Education

Afterschool Snack Program

On-Site Review

(Revised August 2025)

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 \$0.15 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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