Ohio | Department of Education

John R Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

After School Care Snack Program (NSLP)

Sponsor's On-Site Self-Monitoring and Evaluation Form

Each ASCSP must be monitored and evaluated by the Sponsor two times per year. The first evaluation must be conducted during the first four weeks of snack service.

Sponsor	**County**	**IRN**	**1st Evaluation**
Site	**Date of Evaluation**	**Eligibility** (circle one) Site Attendance-Area Non-area	**2nd Evaluation** (circle one)

1. Accountability	Yes	No	N/A	Comments
• Are daily attendance rosters maintained? • Are appropriate free and reduced applications on file? • Are snack counts recorded at The Point-of-Service? • Is only one snack per student per day claimed/recorded? • Are students counted/claimed in the correct eligibility category? • Does the system prevent overt identification of student eligibility? • Is today's number of claimed snacks consistent with the eligibility data? • Today's after-school program attendance = _____ • Today's snack program totals = Free ____ Reduced ____ Paid ____ • Are the snacks correctly totaled on the CN-7S (daily work sheet)? • Are the totals on the CN-7S the same as the monthly claim for reimbursement?				

2. Menus, Production Records				
Today's Menu	Portion Sizes			
	Yes	No	N/A	Comments
• Does today's menu meet meal pattern requirements? • Are production records completed each day? • Do each day's records reflect that menus meet meal components and serving size requirements?				

3. Safety and Sanitation				
• Do facilities/equipment allow for good sanitation practices? • Do personnel observe good hygiene and sanitation practices?				

4. Educational/Enrichment Activities				
Is there an educational/enrichment component during the after school care?				
Describe:				
Signature of person conducting on-site evaluation	Title			

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