

National School Lunch Program On-Site Review for At-Risk & After School Snack Programs

Child Nutrition Programs
Finance & Support Services
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Sponsor's must review the after-school snack and At-risk meal program *two times* per school year at each site.

The *first review* is to be conducted during the *first four weeks* of the snack program's operation. The second review sometime during the remainder of the school year (7CFR.210.9 (7)). When both reviews are complete, record the information on the **Afterschool Snack & At-Risk Meal Summary form** and submit it to the State Agency by the last day of the school year or *June 1st*. Use this form for documenting both the first and second review and maintain on file for audit/review purposes.

Please keep this form on file for your records. Do Not Submit

Na	ame of Sponsor/Serving Site: ame and Address of Sponsor/Serving Site: ame and Title of Person Reviewing Site:						
Inc	ays of Operation for Snack/Meal Program: Monday Tudicate if site is Pricing (free, reduced, paid) or Non-pric dicate if site is Not area eligible (less than 50% F &R) or	ing (all	free)				
Da	nte of 1 st Review: Date of 2 nd I	Review	:				
		First	Review	Second Review			
1.	Is the program operating after school hours?	Yes	No N/A	Yes No N/A			
2.	Is an education or enrichment activity included?	Yes Yes	No N/A No N/A	Yes No N/A Yes No N/A			
3.	Are attendance records being maintained?	Yes	No N/A	Tes No N/A Yes No N/A			
4.	Do they support the claim?	Yes	No N/A	Yes No N/A			
5.	Is this program serving supper?	Yes	No N/A	Yes No N/A			
6.	Are snack counts taken at the point of service?	☐ Yes	No N/A	Yes No N/A			
7.	Are supper counts taken at the point of service?						
8.	If the site is not "area eligible", does the system to records snacks provide an accurate count of snacks served by eligibility categories?	Yes	No N/A	Yes No N/A			
9.	Is documentation of snack menus maintained?	Yes	No N/A	Yes No N/A			
10	. Is documentation of supper menus maintained?	Yes	No N/A	Yes No N/A			

11. Do menus for all snacks offered, meet or exceed the minimum meal pattern requirements?	Y	Yes	No	N/A	Yes	No	N/A				
12. Do menus for all supper offered, meet or exceed the minimum meal pattern requirements?	Y	Yes	No	N/A	Yes	No	N/A				
13. Are only those snacks or suppers (<i>if applicable</i>) serve that meet or exceed the meal pattern requirements counted for reimbursement?	ed Y	Yes	No	N/A	Yes	No	N/A				
14. Do production records/delivery receipts support the number of snacks or suppers (if applicable) claimed?	Y	Yes	No	N/A	Yes	No	N/A				
15. Is there overt identification of a student's eligibility category at any item during the snack process? (E.g. serving, recording of counts, payment collection procedures or ticket distribution in a non-area eligible sit especially if a pricing program?)		Yes	No	N/A	Yes	No	N/A				
16. Is the "And Justice for All" poster posted in the eating	g areas? [No No	N/A N/A	Yes Yes	No No	N/A N/A				
17. Does the site collect data by racial/ethnic groups?	L				Ш	Ш					
 18. Is there any separation by race, color, age, sex, nation origin or disability? a) In the eating area? b) In the serving lines? c) In the seating arrangements? d) In the assignment of eating period? 	al Y [[[[Yes	No	N/A	Yes	No	N/A				
19. Is staff aware of the district/RCCI non-discrimination	_	Yes	No	N/A	Yes	No	N/A				
20. Is the non-discrimination statement on all information materials, for example the menu?	nal Y	Yes	No	N/A	Yes	No	N/A				
Sponsors are required to report any civil rights complaints to USDA and to CNP and the resolutions that											
may have occurred. 21. Were there any complaints? If yes, please complete the Civil Rights Complaint Record and submit to CNP.		Yes	No	N/A	Yes	No	N/A				
1 st Review Compliance Determination Yes No Comments: Print Name of Reviewer:	Commer Print Na	nce Ents: .me of		nination [iewer:	Yes						
Signature: Date:	Signatur	e:				Dat	e:				

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:** U.S. Department of Agriculture 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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