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|  | OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  Child Nutrition Services  Old Capitol Building  PO BOX 47200  Olympia WA 98504-7200  (360) 725-6200 TTY (360) 664-3631  **ON-SITE REVIEW FOR**  **AFTERSCHOOL SNACK PROGRAM** |

Local education agencies must review each afterschool snack program site two times per school year (7 CFR 210.9(c)(7)). The first review must be conducted during the first four weeks the site is in operation. These reviews must assess each site’s compliance with counting and claiming procedures and the snack meal pattern. This form is provided for use in completing these reviews. Documentation of the completed reviews must be kept on file for audit/review.

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| --- | --- | --- |
| LOCAL EDUCATION AGENCY | | |
| SITE NAME | SITE DATES OF OPERATION | |
| SITE ADDRESS | CONTACT PERSON | |
| TELEPHONE NUMBER | FAX NUMBER |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FIRST REVIEW**  **(within first four weeks of operation)** | **Yes No N/A** | **COMMENTS** | **SECOND REVIEW**  **(before the end of school year**  **or last day of snack program)** | **Yes No N/A** | **COMMENTS** |
| Are snacks counted at the point-of- service? |  |  | Are snacks counted at the point-of- service? (Area eligible sites should check N/A) |  |  |
| Are only snacks that contain the required number of components in the correct portion size recorded for reimbursement? |  |  | Are only snacks that contain the required number of components in the correct portion size recorded for reimbursement? |  |  |
| Is the identification of free/reduced-price status adequately concealed during ticket issuance, payment collection and the meal service? (Not applicable in area eligible sites.) |  |  | Is the identification of free/reduced-price status adequately concealed during ticket issuance, payment collection and the meal service? (Not applicable in area eligible sites.) |  |  |
| Production records are available to show that snacks meet meal pattern requirements? |  |  | Production records are available to show that snacks meet meal pattern requirements? |  |  |
| Justice for All poster on display? |  |  | Justice for All poster on display? |  |  |

REVIEWER’S SIGNATURE REVIEWER’S SIGNATURE

**First Review** **Second Review**

DATE DATE