

# Meal Supplement for Afterschool Care Program

## Site Assessment

*Instructions: Two (2) on-site assessments are required for each site each school year. First assessment conducted within the first four (4) weeks of beginning the program each school year. Second assessment conducted later in the school year.*

System: **Department of Juvenile Justice** School/Facility: \_\_\_\_\_

Site Contact: (Name/phone number): \_\_\_\_\_  
FS Manager

Reviewer Signature/Title: \_\_\_\_\_

Date of Site Assessment: \_\_\_\_\_ (Check one) \_\_\_1<sup>st</sup> Assessment \_\_\_2<sup>nd</sup> Assessment

Site Eligibility (Check one)

Area Eligible (>50% F/R eligibility)

Non Area-Eligible (<50% F/R eligibility)

Days Afterschool Care Program Operates (circle) **M T W T F**

Time of Meal Supplement Service: \_\_\_\_\_

Student Enrollment: \_\_\_\_\_

Average Number of Supplements Ordered Per Day: \_\_\_\_\_

A. Site Accountability	Yes	No	N/A	Comment
1. Do afterschool care programs include education or enrichment				

activities in organized, structured, and supervised environments?				
2. If all meal supplements are served free, is there documentation that the school has at least 50% of the enrolled students eligible for free or reduced-price meals or is area eligible?	X			
3. If sites are not eligible for all free, are free and reduced price applications maintained for all students for whom free and reduced meals are claimed?			N/A	
4. Do all children have equal access to services and facilities at the site regardless of child's race, color, national origin, sex, age, or disability?	X			
5. Are reimbursable NSLP meal supplements served only during the regular school year? (Schools may not receive reimbursement for supplements on weekends, holidays, and vacation.)	X			
6. Are reimbursable NSLP meal supplements served only after the school day has ended?				
7. Are afterschool care program sponsors/coordinators providing information/training to support the administrative requirements for accountability in the NSLP meal supplement service?				
8. Is the site claiming supplements served only to students 18 and under, or who turned 19 during the school year, or to mentally and physically disabled students 21 years old enrolled in an institution with an educational unit?	X			
9. Is there a "Justice for All" poster on display in the meal supplement service area?				

<b>B. Attendance and Meal Count Documentation</b>	<b>Yes</b>	<b>No</b>		<b>Comment</b>
10. Is the master roster or sign-in sheet of enrolled children complete, dated, and current?				
11. Are daily sign-in sheets/attendance records completed and maintained on file?				
12. Are accurate counts taken at the site on a daily basis?				
13. Do attendance reports and daily meal counts support the claim for meal supplement reimbursement?				
14. Do schools claim reimbursement for one meal supplement served, per child, per day?	X			
15. Are records and meal counts sent to the school food authority on or before due date for Claim preparation?	X			
<b>C. Meal Supplement Menu and Production Records</b>	<b>Yes</b>	<b>No</b>		<b>Comment</b>
16. Do all NSLP supplement menus meet the minimum meal pattern requirements (two different components)?	X			
17. Is there a trained person checking meal supplements as they are served to ensure students are receiving at least 2 different components?				
18. Are production records completed daily?				
19. Do records reflect that NSLP meal supplement menu items meet serving size requirements?	X			
<b>D. Other</b>	<b>Yes</b>	<b>No</b>		<b>Comment</b>
20. Are food safety guidelines followed in the production and serving of NSLP meal supplements?				

DE Form 0114, Revised June 2009

School districts must develop a corrective action plan for any questions that are marked “no”. Provide training to staff and document follow-up review and corrective action.

Instructions  
Afterschool Care Program (ASCP) Meal  
Supplement On-Site Review Form

1. Determine if the afterschool care program includes educational or enrichment activities in an organized, structured, and supervised environment? If not indicate why a feeding program is operating and take corrective action immediately.
2. Identify if site is Area Eligible or if more than 50% of enrolled children are eligible for free or reduced meals. If not Area Eligible or greater than 50% eligible, meals must be claimed by category.
3. Identify individual student eligibility based on Master Roster from the Central Office as determined by applications, direct certification, SNAP/TANF eligibility, etc.
4. Observe meal service and see that all children receive meal supplement without regard to the child's race, color, national origin, sex, age, or disability.
5. Compare dates of meal service to school calendar and confirm that meal supplements are served to students only on days of regular school attendance (no holidays, vacations, or weekends).
6. Confirm that the regular school day ended prior to time of meal service.
7. Review training documentation to determine that appropriate ASCP personnel have been trained in proper accountability procedures for service, and claiming of meal supplements in the ASCP.
8. Observe that meals are being served to students 18 or younger unless physically or mentally disabled. If noncompliant take corrective action.
9. Locate the "And Justice for All" poster. It should be visible in the area where meal supplements are served.
10. Verify that the master roster or sign in sheet of enrolled children is completed daily. It must be current (enrolled children), dated, and document that a child received a reimbursable meal supplement.

11. Are daily attendance and meal count documents kept on file according to records retention requirements?
12. Determine if accurate counts are taken at point of service on a daily basis.
13. Compare attendance report with daily meal count. Do they support counts are being taken each day?
14. Is only one reimbursable meal claimed per student in attendance per day?
15. Determine if records and meal counts are submitted to the SFA prior to filing claim for reimbursement.
16. Review production records for meal supplements and determine if adequate serving sizes and number of components are served each day.
17. Is the person counting meals as served trained in identifying a reimbursable meal?
18. Are production records completed each day?
19. Review production records and determine if correct serving size/portions are served for each component for a reimbursable meal?
20. Are food safety procedures in place and followed to ensure safe food is served?