

Onsite Monitoring Form | Afterschool Care Program (ASCP) and Child and Adult Care Food Program At-Risk (CACFP At-Risk)

Use this form for sites that operate only ASCP, only CACFP At-Risk, or both ASCP and CACFP

Provide information about the contracting entity (CE) and site below.

CE Name: _____

Date of Review: _____

CE ID Number: _____

Site Name: _____

Site ID Number: _____

Indicate Program

Which afterschool program(s) does this site operate?

ASCP

This is the first onsite monitoring review (completed within the first four weeks of school).

This is the second on site monitoring review (completed before the end of the school year).

List the problems identified in the first onsite monitoring review in the space below. The reviewer must ensure that the site has corrected and continued implementation of the previous planned corrective action.

CACFP At-Risk

This is the first onsite monitoring review.

Was this an unannounced onsite monitoring review? Yes No

This is the second onsite monitoring review (completed within six months of the previous review).

List the problems identified in the first onsite monitoring review in the space below. The reviewer must ensure that the site has corrected and continued implementation of the previous planned corrective action.

Was this an unannounced onsite monitoring review? Yes No

This is the third onsite monitoring review (completed within six months of the previous review).

List the problems identified in the second onsite monitoring review in the space below. The reviewer must ensure that the site has corrected and continued implementation of the previous planned corrective action.

Was this an unannounced onsite monitoring review? Yes No

Part I: Program Operation

Indicate yes or no and provide additional information as requested for the afterschool program(s) operated at this site.

	ASCP		CACFP At-Risk	
	Yes	No	Yes	No
A. Meal Pattern				
1. Do the snacks/suppers served meet meal pattern requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are food production records for snacks/suppers claimed for reimbursement kept up to date and available for review, including daily, weekly, or monthly menus? The site may use the same food production records it uses for NSLP/SBP or may have a different system as long as the system meets information and retention requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the site maintain adequate records to demonstrate that medical accommodations are made as required for NSLP/SBP operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Non-Area Eligible ASCP Sites, Pricing				
<small>(This question only applies to ASCP sites that claim snacks based on participant eligibility determinations. ASCP area eligible sites mark n/a for this question. CACFP At-Risk sites cannot charge for snacks/suppers; skip this question.)</small>				
4. For non-area eligible sites, is the snack priced as a unit?	<input type="checkbox"/> n/a	<input type="checkbox"/>	<input type="checkbox"/>	
Is the charge for a reduced-price snack 15 cents or less?	<input type="checkbox"/> n/a	<input type="checkbox"/>	<input type="checkbox"/>	
Is the payment collection procedure the same as the procedure indicated in the CE's <i>Policy Statement for Free and Reduced-Price Meals, Attachment B</i> in TX-UNPS?	<input type="checkbox"/> n/a	<input type="checkbox"/>	<input type="checkbox"/>	
Are snacks claimed according to eligibility—free, reduced, and paid?	<input type="checkbox"/> n/a	<input type="checkbox"/>	<input type="checkbox"/>	
C. Counting and Claiming				
5. Are there roster/sign-in sheets to document student participation on a daily basis or does the site use the same point of service (POS) system that is used for other School Nutrition Programs (SNPs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are records retained that show actual meal counts on a daily and monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the site ensure the accuracy of monthly claims for reimbursement by following the CE's procedure for reporting meal counts to CE's designated staff member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do the site records demonstrate the accuracy of the daily meal counts for the day the onsite monitoring review was conducted? An edit check/accuclaim process that is preformed daily and monthly to ensure accuracy meets this requirement. However, if the site does not use an edit check/accuclaim process, the reviewer must use a five-day reconciliation process when the onsite monitoring review is conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do the records reflect that the site submitted snack/supper count(s) for no more than one snack and/or supper per child per day as indicated in the CE/site program application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Education/Enrichment Activity				
10. Does the ASCP or CACFP At-Risk program offer educational/ enrichment activities to all participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ASCP		CACFP At-Risk	
	Yes	No	Yes	No
E. Non-Program Food Sales				
11. Does the site have appropriate procedures in place to manage and safeguard cash for non-program food sales, including, but not limited to, extra food items and adult meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II: Results of the Onsite Monitoring Review

Indicate yes or no and provide additional information as requested for the afterschool program(s) operated at this site.

12. Did the site demonstrate compliance for any previous problem discovered in an onsite monitoring review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is corrective action plan required? If yes, describe the issue and corrective action to be completed in the space below. Also include corrective action required if the site did not continue implementation of corrective action for previous onsite monitoring reviews. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is a follow-up review required? If yes, record the timeline for conducting follow up in the space below. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II: Signatures

Provide the signatures for the reviewer and site manager.

Signatures	
_____ Signature of Reviewer	_____ Signature of Site Manager

Directions: Onsite Monitoring Form | Afterschool Care Program (ASCP) and Child and Adult Care Food Program At-Risk (CACFP At-Risk)

Purpose

This consolidated form is intended to be used as an onsite monitoring instrument to ensure that CEs are correctly operating afterschool meal programs. This form is intended to be used by School Nutrition Program (SNP) operators that operate only ASCP, only CACFP At-Risk, or both ASCP and CACFP At-Risk.

For ASCP

The CE must review all of their ASCP sites at least twice a year.

- The first onsite monitoring review must occur annually during the first four weeks of snack service each school year.
- The next onsite monitoring review must occur annually before the school year ends.

For CACFP At-Risk

The CE must review all of their CACFP At-Risk sites at least three times a year. No more than six months may lapse between each review. At least one of the reviews must be unannounced.

Staff may find conducting an onsite monitoring review more frequently will support preparation for an onsite review and promote effective management. In fact, TDA recommends that CEs operating both ASCP and CACFP At-Risk at the same site, conduct a third ASCP onsite monitoring review when the third CACFP At-Risk onsite monitoring review is conducted.

The monitoring reviews should be conducted by the School Nutrition Program (SNP) director or designee.

While this form is limited to elements that are specified in regulation as required for this process, CEs should also ensure that all of the site’s operational practices are in compliance. This would include, but is not limited to, the following: *And Justice for All...* poster, food safety, and other operational requirements. If the CE finds that the site is not in compliance with other requirements, the CE should record the noncompliance in Part II of this form and work with the site to ensure that corrective action takes place.

For additional guidance for the issues included in this form, see *Administrator's Reference Manual (ARM), Section 10, Afterschool Snacks & Meals* and *Section 20, Counting & Claiming*.

Directions for Completing This Form

- **Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **CE ID Number:** Record the ID number for the CE in the designated space.
- **Date of Review:** Record the date the onsite monitoring review occurs in the designated space.
- **Site:** Record the name of the site in the designated space.
- **Site ID Number:** Record the ID number for the site in the designated space.
- **Indication of Program:** Mark the afterschool program(s) the CE operates and mark the appropriate description for whether the onsite monitoring review is the first, second, or third review and for CACFP

Use of This Form	
Frequency	Each time the CE conducts an onsite monitoring review at an ASCP or CACFP At-Risk site.
Required Form Format	Use this form or a similar reporting instrument that contains the same review elements as this form.
Record Retention	Completed forms kept onsite and made available on request. Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.

At-Risk indicate if the onsite review is announced or unannounced in the designated space. List issues from the previous onsite monitoring review as requested in the designated space.

Part I

- Answer the questions in Part I through observations, questions for site staff, and review of documentation.

Use the following questions to assess compliance:

- Does the site exhibit compliance with applicable program requirements?
 - Do site staff understand applicable program requirements?
 - Is documentation readily accessible?
 - Is documentation kept in an organized manner?
 - Does the documentation demonstrate compliance with program requirements?
- Answer each question by marking the appropriate box under *Yes* or *No* and provide any additional information as requested.

If a site operates ASCP and CACFP At-Risk, the reviewer must answer the questions under both the ASCP columns and CACFP At-Risk columns, as appropriate for the program they are reviewing.

Part I, Section B questions only apply to ASCP operators who use individual student eligibility determinations instead of site area eligibility.

Part II

- Answer each question by marking the appropriate box under *Yes* or *No* and provide any additional information as requested.
- Compare results from the onsite monitoring form to previous onsite monitoring reviews.
- Determine if any of the answers to the questions in Part I require a corrective action plan (CAP).
- Develop strategies to address areas of need and describe the corrective action that must occur and describe follow up activities. If results for this onsite monitoring review demonstrate continued non-compliance, the CE should consider new strategies for addressing compliance. CEs may contact their ESC for additional support.

Part III

- Have the reviewer sign in the designated space.
- Have the site manager sign in the designated space.
- Retain this form and all documentation supporting the accuracy of the answers to each question.