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.

<table>
<thead>
<tr>
<th>ASCP</th>
<th>CACFP At-Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### A. Meal Pattern

1. Do the snacks/suppers served meet meal pattern requirements?
   - □ [ ]

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 the system meets information and retention requirements.
   - □ [ ]

3. Does the site maintain adequate records to demonstrate that medical accommodations are made as required for NSLP/SBP operators?
   - □ [ ]

### B. Non-Area Eligible ASCP Sites, Pricing
(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.)

4. For non-area eligible sites, is the snack priced as a unit?
   - □ n/a

   Is the charge for a reduced-price snack 15 cents or less?
   - □ n/a

   Is the payment collection procedure the same as the procedure indicated in the CE's Policy Statement for Free and Reduced-Price Meals, Attachment B in TX-UNPS?
   - □ n/a

   Are snacks claimed according to eligibility—free, reduced, and paid?
   - □ n/a

### 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)?
   - □ [ ]

6. Are records retained that show actual meal counts on a daily and monthly basis?
   - □ [ ]

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?
   - □ [ ]

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 performed 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.
   - □ [ ]

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?
   - □ [ ]

### D. Education/Enrichment Activity

10. Does the ASCP or CACFP At-Risk program offer educational/enrichment activities to all participants?
    - □ [ ]
## E. Non-Program Food Sales

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>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?</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
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<th></th>
<th>ASCP</th>
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<tbody>
<tr>
<td>12. Did the site demonstrate compliance for any previous problem discovered in an onsite monitoring review?</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
</tr>
<tr>
<td>13. Is corrective action plan required?</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
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<tr>
<th></th>
<th>ASCP</th>
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<tbody>
<tr>
<td>14. Is a follow-up review required?</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
</tr>
</tbody>
</table>

If yes, record the timeline for conducting follow up in the space below.

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### Part II: Signatures

Provide the signatures for the reviewer and site manager.

<p>| | |</p>
<table>
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**Signature of Reviewer**

**Signature of Site Manager**
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

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Each time the CE conducts an onsite monitoring review at an ASCP or CACFP At-Risk site.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Form Format</td>
<td>Use this form or a similar reporting instrument that contains the same review elements as this form.</td>
</tr>
<tr>
<td>Record Retention</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.