

Afterschool Snack Program (ASP) School Eligibility Checker

This self-assessment form can be used by school food authorities (SFAs) to determine if a school meets the ASP criteria. SFAs should complete this form prior to updating the online contract.

It is not necessary to submit it to DPI.

Complete one checklist for each ASP site. For questions regarding ASP, contact Jessica Lessner (jessica.lessner@dpi.wi.gov) or Christine Novak (christine.novak@dpi.wi.gov).

SFA:
Program start date:
Time school day ends:

Site name:
Program end date:
Time ASP starts:

Required ASP Criteria	Yes or No	If yes, describe procedures. If no, document how the SFA will make corrections to comply with ASP regulations.
Is the afterschool care program sponsored or operated by the local educational agency (LEA)?		
Is the afterschool care program organized, supervised, structured and regularly scheduled?		
Does the afterschool care program include an educational or enrichment component?		Describe educational/enrichment component:
Does the afterschool care program have a reliable point of sale procedure for snack counts and claims?		Describe collection procedure:
Does the afterschool care program use the appropriate, approved production record and are they complete and up-to-date?		
Are students who participate in the afterschool care program ages 3-18?		List ages/grades participating in afterschool care program:



Required ASP Criteria	Yes or No	If yes, describe procedures. If no, document how the SFA will make corrections to comply with ASP regulations.
Are students aged 5 or younger, but not yet in kindergarten, comingled with the students in kindergarten and up?		
Which meal pattern is being followed? (CACFP or NSLP; see flowchart)		
Have school nutrition personnel been assigned to conduct the required on-site reviews?		
Who will conduct the mandatory on-site monitoring reviews of the ASP within the first 4 weeks of program operation?		
Who will be responsible for submitting the ASP monthly claim?		

