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**AFTER SCHOOL SNACK PROGRAM**

**REQUIREMENT**

**#1**

***Each Afterschool Snack Program must be reviewed by the Sponsor (the department that submits the claim for reimbursement) two times a year.***

***The first review must be conducted during the first four weeks of each school year.***

**Two copies of the Monitor Review Form are included in this Production Book.**

**-immediately following this page.**

**INSTRUCTIONS**

Please fill out one: Within the first 4 weeks of the program start date,

each school year.

Please fill out the second: some time before the end of the program,

each school year.

*For ease of finding these documents during a review, they can remain in the Production Book.*