

Summer Food Service Program (SFSP) Monitor Site Review Form

Complete during the first four weeks of SFSP operation.

Sponsor Name:		Date of Review:				
Site Name:		Approved Meal Service Time:				
Name and Title of Site Contact Person:						
Monitor's Arrival Time:		Monitor's Departure Time:				
Type of Site:	<input type="checkbox"/> Open <input type="checkbox"/> NYSP	<input type="checkbox"/> Enrolled <input type="checkbox"/> Migrant	<input type="checkbox"/> Residential Camp <input type="checkbox"/> Non-Residential Camp	<input type="checkbox"/> Conditional Non-Congregate <input type="checkbox"/> College / University		
Meal Service						
Type of meal service reviewed (circle one):	Breakfast	AM Snack	Lunch	PM Snack	Supper	
Meal service structure reviewed (circle one):	Congregate		Non-Congregate			
Number of meals prepared/delivered		Number of meals served to Food Service Adults				
Number of first meals served to eligible children		Number of meals served to Other Gratis Adults				
Number of second meals served to children (congregate sites only)		Number of meals served to Paid Adults				
Number of meals served to ineligible or paid children (conditional non-congregate sites)		Number of meals left over				
Number of meals disallowed		Number of meals discarded (dropped/spoiled)				
Site Requirements				N/A	Yes	No
1. Meals meet the meal pattern requirements.						
2. Meals are planned and prepared to allow one meal per child at congregate meal service sites.						
3. Meals are planned, prepared, and distributed according to approved site application and integrity plans at non-congregate meal service sites. (Note: No more than 5 days of meals may be distributed at one time.)						
4. Meal count records are complete, up-to-date, and accurate.						
5. At a hybrid congregate and non-congregate site, meal counts for the congregate meal are completed and recorded separately from the non-congregate meal.						
6. At a conditional non-congregate site, meal counts are recorded using the child's name and claimed correctly based on student eligibility.						
7. At a conditional non-congregate site, Household Application Packets for Child Nutrition Program Benefits are being collected and accurately determined, or the list of eligible students from the SFA signed by the determining official is kept on file.						
8. At a conditional non-congregate site, the meals served to ineligible children are documented correctly and money is collected.						
9. If adult meals are served, the meals are documented correctly, and money is collected.						
10. Number of meals served as second complete meals at congregate sites are not excessive. (Note: Second meals are not allowed at non-congregate sites.)						
11. Meals served within times approved by KSDE.						
12. All congregate meals served are consumed on-site as required and all non-congregate meals are distributed appropriately for off-site consumption? (Note if Sponsor allows fruit/vegetable/grain to be taken off site at congregate sites.)						
13. Site supervisor follows procedures established to make meal order adjustments.						
14. "And Justice for All" poster is displayed in a prominent location.						
15. Meals are served to all attending children regardless of the child's race, color, national origin, sex, age, or disability.						
16. All children have equal access to services and facilities regardless of the child's race, color, national origin, sex, age, or disability.						
17. There are reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program.						

Site Requirements, continued	N/A	Yes	No
18. There are reasonable steps in place to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program.			
19. Informational material concerning the SFSP availability and nutritional benefit information is available in appropriate translations.			
20. Staffing is adequate for meal service and supervision of children.			
21. There is proper sanitation and storage.			
22. A health inspection has been conducted.			
23. Safe food handling and storage procedures are observed.			
24. Purchase receipts and inventory records of food and nonfood items are maintained.			
25. If an outdoor site, there is a place to serve meals in case of inclement weather.			
26. Meals are counted and checked for quality before delivery receipt is signed.			
27. Meal delivery schedule followed.			
28. If self-preparation site, meal production records are complete.			
29. The site supervisor has attended training.			

Meal Violations	Actual Meal Count
Disallowed Meals: <input type="checkbox"/> 30. Meals served outside of approved serving times <input type="checkbox"/> 31. Meals did not meet meal pattern requirements <input type="checkbox"/> 32. Meals / portions of meals consumed offsite by children at congregate sites <input type="checkbox"/> 33. Meals / portions of child's meal consumed by an adult <input type="checkbox"/> 34. More than 1 meal served at one time to children <input type="checkbox"/> 35. Adult meals included in count of meals served to children	_____ _____ _____ _____ _____

Corrective Action			
Area of Noncompliance (by number)	Explain Corrective Action Needed	Corrective Action Taken	Date Completed

Yes No Is a follow-up visit required for any noncompliance found during the Monitor Site Review? If yes, explain.

Comments/Technical Assistance Provided by Sponsor:

I certify that the above information is correct:

Signature of Site Supervisor: _____

Date: _____

Signature of Monitor: _____

Date: _____

Signature of Sponsor Representative: _____

Date: _____