Summer Food Service Program (SFSP)

Pre-Operational Site Visit Form   Sponsor # ________
To be completed before food service opens

Site Name: ___________________________ Date of Site Visit: _______________

Names of site personnel interviewed: __________________________________________

Site Description:
☐ Open site  ☐ Enrolled site
Type of site: (park, school, library, church, camp, etc.) _____________________________
Estimated number of children the site could serve: _____________________________
Estimated number of needy children in the area: _________________________________
Estimated number of personnel needed to adequately operate the meal service program: _______________

For the estimated number of children, does the site have:
☐ Yes  ☐ No  ☐ NA Shelter for inclement weather? ______________________________
☐ Yes  ☐ No  ☐ NA Adequate cooking facilities? ______________________________
☐ Yes  ☐ No  ☐ NA Adequate storage for prepared or delivered food? ______________
☐ Yes  ☐ No  ☐ NA Storage space for records at site? ___________________________
☐ Yes  ☐ No  ☐ NA Adequate refrigeration? _______________________________
☐ Yes  ☐ No Access to a telephone/communication method? ______________________
☐ Yes  ☐ No Adequate staffing and supervision plan? ____________________________

What type of organized activities are possible or planned at this site?

___________________________________________________________________________
___________________________________________________________________________

☐ Yes  ☐ No Site has facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. If no, explain below.

Summarize findings, problems and corrective actions determined necessary to correct operational problems.

<table>
<thead>
<tr>
<th>Summary/Notes</th>
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<tbody>
<tr>
<td>Improvement Needed</td>
<td>Corrective Action Needed Before Site Opens</td>
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__________________________________________            _______________________________________
Site Supervisor’s Signature/Date                      Monitor’s Signature/Date