

### SFSP Site Monitoring Form for Rural Non-Congregate Sites

Visit    Review    Follow-up

**Instructions:** Sponsors of new rural non-congregate sites are required to conduct a site visit within the first two weeks of operation and a full review within the first four weeks of operation. Like congregate site monitoring, the sponsor may conduct the initial site visit and full meal service review at the same time, but within the first two weeks of operation. In that instance, another full review would not be required unless follow-up was needed to correct issues that were identified.

**Full Review Requirements:** Observe the entire meal service starting with the point in which meals are being packaged for distribution, through the end of meal distribution, return of leftovers to the kitchen, and clean-up.

<b>Sponsor Name</b>		<b>Site Name/Location</b>	
<b>Visit/Review Date</b>	<b>Arrival Time:</b> <b>Depart Time:</b>	<b>Site Supervisor</b>	
<b>Approved Site Type (circle one):</b> open, conditional non-congregate site		<b>Approved Dates of Operation</b> <b>Start Date</b> _____ <b>End Date</b> _____	
<b>Meals approved for (circle):</b> Breakfast, AM Snack, Lunch, PM Snack, Supper		<b>Approved Meal Service Times:</b>	
<b>Meal(s) Being Reviewed (circle):</b> Breakfast, AM Snack, Lunch, PM Snack, Supper		<input type="checkbox"/> Not Approved for OVS <input type="checkbox"/> Approved for OVS	<b>Actual Meal Service Times (if different from above):</b>
<b>YES</b>	<b>NO</b>	<b>ACCURACY OF SITE APPLICATION – Attach Approved Site Application at Time of Visit/Review</b>	
		1. Is the name of the Site Supervisor accurate? <i>The Site Supervisor is the individual on site for the duration of meal service, who has been trained and is responsible for the overall SFSP operation at the site.</i>	
		2. Is the staffing pattern (# of staff/volunteers working at site during meal service) accurate?	
		3. Is the site operating according to the approved site type?	
		4. Are the operational start and end dates correct?	
		5. Are the meal service times correct?	
		6. Is the site approved for the meal types currently being served?	
		7. Is the site approved for all the days of the week in which meals are being provided?	
		8. Is the site serving meals according to the OVS provision that is approved for (i.e., OVS or No OVS)?	
		9. Is the site capacity accurate?	
<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			10. Do meals meet meal pattern requirements? Check the approved site application to determine which meal pattern the site is approved to use.
			11. Is a menu and instructions for storage (if needed) provided with the meals distributed?
			12. Home Delivery Model: The sponsor has obtained consent from each household receiving meals and has confirmed the number of children living in the household in which meals are delivered.
			13. Home Delivery Model: Meals are only left at households in which there is a person available to accept the meals. This is required unless all the required components are shelf stable.
			14. Pick-up Model: If parents/guardians are allowed to pick up meals on behalf of children in their household, the number of children in the household has been verified by the sponsor.
			15. Pick-up Model: If parents/guardians are allowed to pick up meals on behalf of children in their household, the site only distributes meals to the parent/guardian.
			16. If more than one site is providing non-congregate meals, the site is following the documented procedures to ensure that duplicate meals are not distributed to the same child/household.

			17. If distributing meals for multiple days, is the site following the procedures approved by DPI (i.e., number of approved days, requirements for bulk items, etc.)?
			18. Is the site following procedures established by the sponsor to make meal order adjustments?
			19. Are Production Records, Child Nutrition Labels, Production Formulation Statements, and/or Standardized Recipes available for items served on file at the Production Kitchen?
			20. Is food stored, prepared, served, in a safe and sanitary manner prior to and during the meal distribution period?
			21. If required, is there a restaurant license and health inspection report available for review?
			22. Are records required by the sponsor, such as daily meal count forms, inventory and delivery slips maintained?
			23. If operating as a Conditional Non-Congregate Site, does the site only provide meals to children that are eligible for free and reduced-price meals?
			24. Did all children receive a reimbursable meal within the approved meal service time?
			25. Are accurate counts taken of meals served, at the point of service?
			26. If served, are meal counts for Program and Non-Program Adults recorded correctly?
			27. Are leftover meals/items stored and/or discarded per the sponsor's policy?
			28. Has the site supervisor received SFSP and Civil Rights training?
			29. Has at least one person in attendance at the site today received SFSP and Civil Rights training?
			30. Is there adequate staffing to handle meal distribution and taking the point of service meal count?
			31. Is the Justice for All poster on display in a prominent place and visible to public?
			32. Does the site make accommodations for special dietary needs and have the appropriate information from the sponsor available that describes the modifications required?
			33. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
			34. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
			35. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?

**RECORD DETAILS OF MEAL OBSERVED OR ATTACH COPY OF PRODUCTION RECORD OR DELIVERY SLIP**

Meal Count - Day of Visit/Review		Menu Item	Planned Portion Size	# Servings Prepared	Contribution to Meal Pattern	Quantity Leftover/ Discarded
# Meals Delivered						
# Meals Leftover -Prior Day						
<b>Total Meals Available</b>						
#1 <sup>st</sup> Meals Served						
# Prog Adult Meals						
# Non-Prog Adult Meals						
# Disallowed Meals		<b>Comments</b>				
# Total Meals Served						
# Meals Leftover						

**FINDINGS, CORRECTIVE ACTION AND FOLLOW-UP**

No Findings    Finding(s) – Corrective Action Required    Update SFSP Site Application

**Findings** - Findings in these key areas require follow-up in the current year.

- Inaccurate or no point of service meal count
- Meals served outside of approved meal service time
- Meal pattern not met
- Non-reimbursable meals served
- Records not maintained
- Site staff not trained
- Sanitation/Food Safety Issues
- Health or Safety of Children Compromised (site closure warranted)
- Civil Rights – equal opportunities not provided

**Other Findings**

- And Justice for All Poster not displayed or not visible to public
- Meal service dates/times posted are not current
- Special dietary needs documentation not available
- Other

Describe Finding	Check if Repeat Finding	Required Corrective Action	Corrective Action Due Date OR Date Corrected
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

**Additional Comments:**

I certify that the above information is correct:

\_\_\_\_\_

Monitor's Signature

Date

\_\_\_\_\_

Site Supervisor's Signature

Date

**Monitoring Assessment – Complete following site monitoring:** The site must receive a site visit within the first 2 weeks of operation the following year if they failed to comply with multiple key responsibilities OR did not take action to comply with a key responsibility during the current summer (i.e., repeat findings). Sites that have facility issues must receive a pre-operational visit to ensure site is suitable for meal service the following year.

- No Follow-up Required in the Current Year and No Site Visit Required Next Summer
- Follow-up Required - Current Year    Visit Required Next Summer    Pre-operational Visit - Next Spring

Initial \_\_\_\_\_ Date \_\_\_\_\_