

**SFSP Congregate Site Monitoring Form for Sites with Meals Delivered from Production Kitchen**

Visit    Review    Follow-up

**Instructions:** Sponsors of new sites, site that failed to comply with multiple key responsibilities in the prior year OR did not take action to comply with key responsibilities during the current summer (i.e., repeat findings) 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. If the Sponsor completes all requirements of a full review within the first 2 weeks of operation, this may count as both the site visit and full review if the outcome does not warrant a follow-up review. In this case, check both the visit and review boxes above.

|   |  |  |  |
|---|--|--|--|
| <b>Sponsor Name</b>   |  | <b>Site Name/Location</b>  |  |
| <b>Visit/Review Date</b>  | <b>Arrival Time:</b><br><b>Depart Time:</b>  | <b>Site Supervisor</b>   |  |
| <b>Approved Site Type (circle one):</b><br>open, restricted open, enrolled, camp, migrant, NYSP |  | <b>Approved Dates of Operation</b><br><b>Start Date</b>   <b>End Date</b>  |  |
| <b>Meals approved for (circle):</b><br>Breakfast, AM Snack, Lunch, PM Snack, Supper             |  | <b>Approved Meal Service Times:</b>  |  |
| <b>Meal Being Reviewed (circle):</b> Breakfast, AM Snack, Lunch, PM Snack, Supper               | <input type="checkbox"/> Not Approved for OVS<br><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 serving meals according to the OVS provision that is approved for (i.e., OVS or No OVS)?  |  |
|   |  | 8. Is the site capacity accurate?  |  |
|   |  | 9. Does the site have field trips to report?   |  |
| <b>YES</b>  | <b>NO</b>  | <b>N/A</b>   |  |
|   |  |  | 10. Are the meals delivered on time and stored appropriately prior to service?   |
|   |  |  | 11. Does the site confirm the number of meals received prior to meal service?  |
|   |  |  | 12. Does the site receive documentation that provides details regarding the menu items delivered, portions sizes to serve, and number of meals delivered?                        |
|   |  |  | 13. Do meals meet meal pattern requirements? Check the approved site application to determine which meal pattern the site is approved to use.                                    |
|   |  |  | 14. Are meals ordered with one meal per child in mind?   |
|   |  |  | 15. Is the site following procedures established by the sponsor to make meal order adjustments?  |
|   |  |  | 16. Are Production Records, Child Nutrition Labels, Production Formulation Statements, and/or Standardized Recipes available for items served on file at the Production Kitchen? |
|   |  |  | 17. Did all children receive a reimbursable meal within the approved meal service time?  |
|   |  |  | 18. Are all meal items consumed onsite, if required?   |

| YES | NO | N/A |  |
|-----|----|-----|--|
|     |    |     | 19. Is the site storing and serving meals in a safe and sanitary manner, following the procedures established by the sponsor?  |
|     |    |     | 20. If required, is there a restaurant license and health inspection report available for review?  |
|     |    |     | 21. Are records required by the sponsor, such as daily meal count forms, inventory and delivery slips maintained?  |
|     |    |     | 22. Are accurate counts taken of meals served, at the point of service?  |
|     |    |     | 23. If second meals are served, are they excessive?  |
|     |    |     | 24. If served, are meal counts for Program and Non-Program Adults recorded correctly?  |
|     |    |     | 25. Are leftover meals/items stored and/or discarded per the sponsor's policy?   |
|     |    |     | 26. If the site is unable to serve meals during inclement weather and/or field trips, does the site notify participants of alternate open meal sites?                      |
|     |    |     | 27. Has the site supervisor received SFSP and Civil Rights training?   |
|     |    |     | 28. Has at least one person in attendance at the site today received SFSP and Civil Rights training?   |
|     |    |     | 29. Is there adequate supervision for the number of participants being served?   |
|     |    |     | 30. Is the Justice for All poster on display in a prominent place and visible to public?   |
|     |    |     | 31. Does the site make accommodations for special dietary needs and have the appropriate information from the sponsor available that describes the modifications required? |
|     |    |     | 32. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?  |
|     |    |     | 33. 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?              |
|     |    |     | 34. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?                                   |

**Record Meal Count and Production Info for Review OR Attach Copy of Meal Count Form and Production Record**

| 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    |  |                 |                      |                     |                              |                              |
| # 2 <sup>nd</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
  - Meals taken off-site
  - 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 Completed Date |
|------------------|--------------------------|----------------------------|--|
|                  | <input type="checkbox"/> |                            |  |
|                  | <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 \_\_\_\_\_