

SFSP Congregate Site Monitoring Form for Production Kitchen/Self-Preparation Sites

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 prior 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.

Sponsor Name		Site Name/Location	
Visit/Review Date	Arrival Time: Depart Time:	Site Supervisor	
Approved Site Type (circle one): open, restricted open, enrolled, camp, migrant, NYSP		Approved Dates of Operation Start Date End Date	
Meals approved for (circle): Breakfast, AM Snack, Lunch, PM Snack, Supper		Approved Meal Service Times:	
Meal Being Reviewed (circle): Breakfast, AM Snack, Lunch PM Snack Supper	<input type="checkbox"/> Not Approved for OVS <input type="checkbox"/> Approved for OVS	Actual Meal Service Times (if different from above):	
YES	NO	ACCURACY OF SITE APPLICATION - Attach Approved Site Application at Time of Visit/Review	
		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?	
YES	NO	N/A	ANSWER THE FOLLOWING QUESTIONS
			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 meal production documented according to sponsor requirements?
			12. Are meals planned and prepared with one meal per child in mind?
			13. Are Child Nutrition Labels, Production Formulation Statements, and/or Standardized Recipes available for items requiring one?
			14. Did all children receive a reimbursable meal within the approved meal service time?
			15. Are all meal items consumed onsite, if required?
			16. Is food stored, prepared, served, in a safe and sanitary manner?
			17. If required, is there a restaurant license and health inspection report available for review?
			18. Are records required by the sponsor, such as daily meal count forms, inventory, and invoices, maintained?

YES	NO	N/A	ANSWER THE FOLLOWING QUESTIONS
			19. Are accurate counts taken of meals served, at the point of service?
			20. If second meals are served, are they excessive?
			21. If served, are meal counts for Program and Non-Program Adults recorded correctly?
			22. If served, is payment received for Non-Program adult meals?
			23. Are leftover meals/items stored and/or discarded per the sponsor's policy?
			24. 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?
			25. Has the site supervisor received SFSP and Civil Rights training?
			26. Has at least one person in attendance at the site today received SFSP and Civil Rights training?
			27. Is there adequate supervision for the number of children being served?
			28. Is the Justice for All poster on display in a prominent place and visible to public?
			29. Does the site make accommodations for special dietary needs and have the appropriate information from the Sponsor available that describes the modifications required?
			30. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
			31. 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?
			32. 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	Quantity Prepared (purchase units)	Contribution to Meal Pattern	Quantity Leftover/ Discarded
# Meals Prepared							
# Meal Leftover from Prior Day							
Total Meals Available							
#1 st Meals Served							
# 2 nd Meals Served							
# Prog Adult Meals							
# Non-Prog Adult Meals							
# Disallowed Meals		Comments					
# 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 Date Completed
	<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 _____