

SFSP Pre-Operational Visit Form

FOR: NEW sites and returning site that have potential facility issues and need to be reassessed prior to meal service.

Sponsor Name			Site Name/Location		
Visit Date	Arrival Time	Depart Time	Contact Person		
Type of Site <input type="checkbox"/> Recreation Center <input type="checkbox"/> Park <input type="checkbox"/> School <input type="checkbox"/> Residential camp <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Playground <input type="checkbox"/> Other - Describe <input type="checkbox"/> Settlement house			Describe Summer Activities Planned		
Estimated Number to be Served:			Estimated Number of Needy Children in Area (name of nearest Elementary School, if applicable):		
Requesting (circle): Breakfast, Snack, Lunch, Supper			Anticipated Meal Service Times:		
Intended Site Type (circle one): open, restricted open, enrolled, camp, migrant, NYSP			Anticipated Dates of Operation Start: End:		
YES	NO	N/A	Does Site Have?		
			1. Is there another site that can provide meal service in area?		
			2. Adequate facilities for an organized meal service?		
			3. Shelter for inclement weather?		
			4. Adequate cooking facilities (if applicable)?		
			5. Adequate storage for prepared or delivered food?		
			6. Sufficient personnel to adequately control food service?		
			7. Storage space for records at site?		
			8. Adequate refrigeration?		
			9. Access to phone or internet, if needed?		
			10. Has site personnel attended sponsor training? If not, provide information regarding sponsor training dates for site personnel.		
Comments/Certification					
Comments					
I certify that the above information is correct: _____ Monitor's signature Date					
NOTE: Governmental and private nonprofit sponsors can only provide food service at sites which they directly operate.					