

SFSP First Week Site Visit

New and Problem Sites



Instructions: Please explain and provide the corrective action taken for any NO answers documented on this form.

Sponsor		Site			
First Day of Operation		Date of Site Review			
Monitor Name		Arrival Time	Departure Time		
Name(s) of Site Personnel Interviewed					
Circle Site Type:	Open	Enrolled	Day Camp	Circle Meal Reviewed	Breakfast Lunch Supper Snack

Observations/Questions	Yes	No	N/A	Corrective Action Taken for Any NO Answers
Has the site supervisor attended a SFSP training session?				
Are meals counted accurately at the point of service?				
Are all required daily records complete? (Production record, receiving record, daily meal count)				
Do meals offered meet the daily meal pattern requirements?				
Are site staff following proper sanitation practices? (Glove use, hand washing, food storage, hair restraint)				
Are meals served within approved meal service time frames listed on site application?				
Are all meals served and consumed onsite? (Note: A fruit/vegetable and grain item may be taken off site.)				
Are there any problems with meal delivery?				
Is there a nondiscrimination poster ("And Justice for All") on display in a prominent place?				
Sites Utilizing Offer vs Serve: Are meals served meeting OvS requirements?				
Enrolled and Camp Sites Only: Is documentation of children's income eligibility maintained for this site?				
For Vended/Transported Sites: Does the site complete and return the receiving record supplied?				

Signatures	
_____	_____
Sponsor Representative Conducting the Monitoring	Site Supervisor or Representative

Keep this form in your sponsor SFSP records.