

SFSP Fourth Week of Operation Review: All Sites



Each site must be reviewed within the first four weeks of operation. If a site operates for less than four weeks, the site review must be completed before the end of operations at that site. Do not conduct the site review on the same day as the *First Week Site Visit*.

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: Bfast Lunch Supper Snack			
Average Daily Attendance at this Site:						
Approved Time of Meal Service: _____ to _____			Actual Time of Meal Service: _____ to _____			
Offer vs Serve: Yes No		Share Table Used: Yes No		Meal Preparation: On-Site Off-Site Vended Other _____		
Day of Review		Breakfast	Lunch	Supper	Snack	
Number of meals prepared						
Number of first meals served to children						
Number of complete second meals served to children						
Number of meals served to program adults						
Number of meals served to nonprogram adults						
Number of meals left over						
Observations and Questions: Day of Review				Yes	No	N/A
Are meals consumed on site? (Children are allowed to take a grain or fruit/vegetable off-site for later consumption)						
Did all meals as offered meet the daily meal pattern requirements?						
Was the meal served at the time approved in the sponsor/site agreement?						
Are meal counts accurate and complete for each meal served? (Do they include first reimbursable meals served to children, second complete meals to children, nonprogram adults, and program adults?)						
Was the meal count being taken at the point of service, meaning each meal was checked off when the child was served a complete meal?						
Was the meal count taken using the state provided form?						
If nonprogram adults are charged for meals, was any money received recorded appropriately?						
Does the sponsor have an alternate source (nonfederal) of revenue if nonprogram adults are <i>not</i> charged for a meal?						
Is there a nondiscrimination poster ("And Justice for All") provided by the sponsor on display in a prominent place?						
Were all meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?						
Did 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?						
Are meal counts recorded by category for each meal served?						
Has the local sanitarian been notified of SFSP operation at this site?						
Are production records completed each day for meals served at the site?						

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Is the monthly meal count consolidation form accurate and up to date?			
Randomly choose some of the daily meal count sheets and compare counts for the day to the entries on the "Meal Count Consolidation" document. Month _____			
Are the daily meal counts accurately transferred to the "Meal Count Consolidation" document?			
Is an inventory being kept and/or are invoices on file for purchased food as well as a record of any donated food?			
Does the site have a protected place to serve meals in case of inclement weather?			
Is the site following safe food handling procedures (i.e., hair restraint, hand washing, proper glove use, food storage)?			
(Enrolled and Camp Sites ONLY) Is documentation showing site eligibility kept on file at the sponsor level for this site?			

Briefly explain any "no" answers.

Major Violations	Number of Meals in Error	Meal Type
Adult meals were included in claim for reimbursement.		
Meals did not meet minimum daily meal pattern requirements.		
Meals consumed off-site (except for one allowable grain, fruit, or vegetable).		
Meal serving times were different from approved times.		
There were no meal production records.		
There were no daily meal count records.		

Corrective Action
Corrective action required for all NO answers.
Site supervisor's comments.

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

SFSP Sponsors: Keep this form in your SFSP Records.