

# Summer Food Service Program Site Review Form

Site reviews are required for all sites and must take place within the first four weeks of operation. Site reviews may be combined with the site visit. If combined, complete within the first two weeks of operations and use the site review form. Monitors must observe the entire meal service, including meal preparation or delivery.

Sponsor Organization:	Site Name:
Site Monitor/Supervisor:	Date of site review:
Meal(s) observed:	Arrival Time: Departure Time:
Congregate meals, non-congregate meals, or both (circle)	Approved meal service time:
Site type (circle): open, restricted open, closed enrolled, other: _____	Approved average daily meals:

Complete this section for the meals observed.

	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Number of meals prepared/delivered					
Number of meals from previous day, if applicable					
Time meals were delivered, if applicable					
Time of meal service					
Number of first meals served to children					
Number of second meals served to children *Second meals not allowed at non-congregate sites					
Number of meals served to program adults					
Number of meals served to non-program adults					
Discarded meals (dropped, spoiled, incomplete, etc.)					
Number of meals leftover					

Review each area listed below and indicate yes, no, or not applicable. If “no” is selected, an explanation and corrective action to be taken must be described in the section below. If observed, record the number of disallowable meals.

Site review questions – complete for all site types	Yes	No	N/A
Does the site have adequate staffing aligned with the approved SFSP application?			
Has the site supervisor attended training?			
Is the site maintaining required program documentation?			
Does the site have sufficient food service supervision?			

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Site review questions – complete for all site types	Yes	No	N/A
For delivered meals, are meals counted/checked before signing the delivery receipt?			
Are accurate meal counts taken at the point of service?			
Is the number of second meals served excessive? (if applicable) *Second meals are not allowable at non-congregate sites			
If adult meals are served, are records being kept?			
If adult meals are served, are they excluded from the claim for reimbursement?			
Do meals meet meal pattern requirements?			
Are meals checked for quality?			
Are food safety practices implemented?			
Is the site supervisor following meal order/preparation adjustment procedures?			
Are meals served within the approved meal times?			
For congregate sites, are all meals consumed on site? *Exception: one fruit, vegetable, or grain item may be taken home for later consumption			
Are meals served as a unit or is Offer versus Serve properly implemented?			
Does the site have a plan to serve meals in case of inclement weather, if applicable?			
Are there provisions for storing, returning or discarding excess meals?			
Is the “And Justice for All” poster displayed prominently?			
Are meals served to all attending children regardless of the child’s race, color, national origin, sex, age, or disability?			
Do all children have equal access to services and facilities regardless of the child’s race, color, national origin, sex, age, or disability?			
Are there reasonable modifications in place to ensure children with disabilities have equal access to the program?			
Is informational material concerning the availability and nutritional benefits of the program available in appropriate translations?			

Additional non-congregate meals questions	Yes	No	N/A
Are meals distributed based on the approved application, including meal distribution methods, times, numbers of meals distributed, etc.?			
Is the site following state agency approved plans to maintain program integrity (i.e. duplicate meals are not distributed, meals are only distributed to eligible children)			
Are menus and instructions for meal storage (if needed) provided with multi-day or bulk meal distribution?			

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Explain technical assistance provided and/or non-compliance observed and the corrective actions to be taken	
Explain:	
Record disallowed meals	
Number of disallowed meals: _____	Meal type: _____
Explain:	

Corrective action discussed with (name and title):
Date corrective action taken:
Site supervisor's comments:
If applicable, further action required by (date):

**I certify that the above information is correct:**

Site Monitor/Supervisor Name:	Site Monitor/Supervisor Title:
Site Monitor/Supervisor Signature:	Date:
Sponsor's Signature Authority:	Date:

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