

# SFSP Sponsor Site Review Form



**To be completed by a trained sponsor monitor with no daily duties at the site within the first 4 weeks of site operation, even if the site operates less than 4 weeks, for all approved sites.**

Review Date:	<b>Monitor Arrival Time</b>	<b>AM</b>	<b>PM</b>
Site # (CNPweb):	Monitor Name:		
Site Name:			
Site Address:			
Site Supervisor Name:	Operational Dates:		

## MEAL SERVICE DETAILS

Type(s) of Meal Service Observed (Circle):	Breakfast	Lunch	Snack	Supper
Number of meals prepared/delivered		Approved meal service time <b>START</b>		
Number of previous days' leftover meals		Approved meal service time <b>END</b>		
Number of total meals available				
Number of <u>first meals</u> served to children		Number of meals disallowed		
Number of second meals served to children		Reason for disallowed meals:		
Number of meals served to program adults				
Number of meals served to non-program adults				
Number of non-reimbursable meals				
Number of meals leftover				
What is the site meal service model?	<b>Congregate</b>	<b>Non-Congregate</b>		

Has this site been approved for Rural Non-Congregate meal service?	<b>YES</b>	<b>NO</b>
Are multiple days' worth of meals distributed from this site?	<b>YES</b>	<b>NO</b>

If yes, list the days of distribution and type of meals provided (e.g. Mon, Wed; Breakfast, Lunch):

Site Serving Method: <b>Offer Vs. Serve (OVS)</b>	<b>Unitized Meals</b>	<b>Straight Serve</b>
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\*\*OVS may only be used at pre-approved SFA congregated sites and/or for some SFA non-congregated models

## MENU OBSERVED ON THE DAY OF REVIEW (circle each meal service observed)

Breakfast	Lunch	Snack	Supper
Did meals/snacks during meal distribution meet the meal pattern requirements (components and portions)?			
<b>YES</b> <b>NO</b>			

\*Sponsors should have documentation to support meals served (e.g. menus and/or production records and delivery tickets)

SITE PERSONNEL AND MEAL SERVICE (CHECK YES OR NO)	YES	NO
<b>Provide corrective action for any "NO" answers in the space provided below</b>		
Does the site have sufficient food service supervision?		
Have all site staff handing out meals today attended a training session?		
Are site staff following procedures to adjust meal orders daily?		
Is food served at safe temperatures and in line with local health department standards?		
Are meals checked for quality and quantity (e.g. incomplete, damaged meals)?		
Are safe food handling and storage procedures observed?		
Are meal counts taken at the point-of-service (POS) when meals are served?		
Are meals being served only during the approved meal service times?		
If serving non-congregate meals (if approved), are meals served as a unit?		
Is the "And Justice For All" poster on display where participants can see it?		
Are meals served without discrimination of protected classes?		
Is equal access provided according to the USDA Nondiscrimination Statement?		

<b>RURAL NON-CONGREGATE (RNC) (check YES, NO, or N/A)</b>			
<b>Provide corrective action for any "NO" answers in the space below</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
** If site does not participate in RNC, skip this section			
Does the site have a menu and production records and/or delivery tickets?			
If serving multiple meals at one time, is a menu and food safety/prep and food handling guide provided?			
Confirm that the site is not serving items in bulk except for whole fresh fruits and vegetables, milk, and/or juice, and that this is a self-operated site (not vended or FSMC )?			

<b>DOCUMENTATION (check YES, NO, or N/A)</b>			
<b>Provide corrective action for any "NO" answers in the space below</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is a <b>DAILY</b> meal count taken for all meals (by type) served to children, program adults, and non-program adults at this site?			
Is a <b>DAILY</b> count of second meals served taken at this site?			
Do meal count patterns suggest meals are not counted at POS? (e.g., delivered=served, same meal counts daily, multiples of five [NO is ok])			
Does the site have leftovers?			
If yes, does the site have a system for handing and documenting leftover meals?			
Are menus, production records, and/or delivery tickets kept for each meal service?			
<b>For Open Sites:</b> Is the entrance visible to the community and does it include signage of meal types served, meal service times, and dates of operation?			
<b>If Closed Enrolled and not area eligible:</b> Is there documentation of children eligible for free meals? Does documentation confirm approval as a closed enrolled site?			
Are site staff aware of and following the Sponsor Management Plan and Integrity Plan if NC?			
Is SFSP information available in different languages, as needed?			

**CORRECTIVE ACTION PLAN**  
(Select either "Findings" or "No Findings" and then circle the items requiring corrective action)

<input type="checkbox"/> <b>FINDINGS – CORRECTIVE ACTION REQUIRED</b>	<input type="checkbox"/> <b>NO FINDINGS</b>
<ul style="list-style-type: none"> <li>Meal pattern not followed</li> <li>Site staff not trained (staff must be trained immediately; include training documentation)</li> <li>Congregate meals consumed off-site</li> <li>Signage not visible at entrance to Open meal service</li> <li>Missing or inaccurate point of service POS meal counts</li> </ul>	<ul style="list-style-type: none"> <li>Meals served outside of approved meal service times</li> <li>Food safety concerns or health/safety of children compromised (site <b>MUST</b> be closed)</li> <li>"And Justice For All" poster not displayed</li> <li>Paperwork/documentation not complete or retained</li> <li>Rural Non-Congregate menus, food inventory records, or delivery tickets not available</li> </ul>

**Comments/Other Findings:**

Is a follow-up visit required for any findings observed during the Monitor Site Review?	<b>YES</b>	<b>NO</b>
If yes, explain and provide the date of follow-up.		
<b>Follow-up Date:</b>	<b>Follow-Up Demonstrate Corrections Made?</b>	<b>YES</b> <b>NO</b>
<b>Monitor Departure Time:</b>		<b>AM</b> <b>PM</b>
<b>Monitor Signature:</b>	<b>Date:</b>	<b>Time:</b>
<b>Site Supervisor Signature:</b>	<b>Date:</b>	<b>Time:</b>