

Start Date Approved in the CNPweb: _____

Date Site Review Due by: _____
(within the first 4 weeks of operation)

SFSP Site Review Form

To be completed within the first four weeks of operation or sooner if site operates less than four weeks

Sponsor: _____

Site: _____

Site Contact Name: _____

Title: _____

Site Address: _____

Telephone: _____

Date of Visit: _____

Site Supervisor: _____

Arrival Time: _____

Departure Time: _____

Open Site

Closed Enrolled

Camp

Migrant

Average Daily Participation: _____
(Average the past 5 day participation)

Approved Average Daily Participation: _____
(as approved in CNPweb)

Do adjustments need to me made to the approved ADP in CNPweb? YES NO

Type of Meals Reviewed:

Breakfast

AM Snack

Lunch

PM Snack

Dinner

Approved Meal Service time for the meals reviewed: _____

Day of Visit	Breakfast	AM Snack	Lunch	PM Snack	Dinner
# Meals delivered or prepared					
# Meals/Milk from previous day					
Time meals delivered					
Time meals served					
# First meals served to children					
# Second meals served to children					
# Meals served to program adults					
# Meals served to non-program adults					
Discarded meals (dropped, spoiled, incomplete, test meal*, etc)					
# Meals leftover					

SFSP Site Review Form, Continued

Site Review Questions	YES	NO
1. Is the listed site supervisor on site during all meal service periods?		
2. Has the site supervisor attended training?		
3. Does the site have sufficient food service supervision?		
4. Are meals counted/checked before signing delivery slip?		
5. Are accurate meal counts taken of meals served?		
6. Are second meals served excessive?		
7. Are adult meals recorded on the meal count sheet?		
8. Do meals meet the planned/approved menu?		
9. Do meals meet meal pattern requirements?		
10. Are meals checked for quality?		
11. Is there proper sanitation/storage at the site?		
12. Is the site supervisor adjusting the meal order when needed?		
13. Are meals served within approved time frames?		
14. Are all meals served and consumed on site?		
15. Does the site have a place to served children meals in case of inclement weather?		
16. Is each meal served as a unit?		
17. Is the meal delivery schedule followed?		
18. Are there provisions for storing or returning excess meals?		
19. Is there documentation of children's income eligibility, if applicable?		

Explain any "No" answers below:

SFSP Site Review Form, Continued

Civil Rights Compliance Questions	YES	NO
20. Is there an "And Justice for All" poster on display?		
21. Are meals served to all attending children regardless of the child's protected class?*		
22. Do all children have equal access to services and facilities regardless of the child's protected class?*		
23. Is informational material concerning the availability and nutritional benefits of the program available in appropriate languages and are translations accurate?		
24. Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the program?		
25. Are there reasonable steps in place to ensure meaningful access to services for limited english proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?		

*Protected Classes: race, color, national origin, sex (including gender identity and sexual orientation), disability and age.

If the Racial/Ethnic Data is not completed during the site review, the information must be collected at least one time per site or camp session. The separate Racial/Ethnic Data form **must** be used!!

Racial/Ethnic Data See the Monitor's Handbook for additional instructions

Ethnic Categories <small>(All participants fit into one of these)</small>	Number of Participating Children
Hispanic or Latino	
Not-Hispanic or Latino	

Racial Category <small>(All participants fit into at least one of these)</small>	Number of Participating Children
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

SFSP Site Review Form, Continued

Program Violation	Count in Error	Meal Type
1. Adult meals included in count of meals served to children.		
2. Off-site meal consumption. (If applicable: Do not include fruit/vegetable/grain if allowed to be taken off site.)		
3. More than one meal served at one time to children.		
4. Meal Pattern not met: (specify) _____		
5. Meals not served as a unit.		
6. Meal serving times not followed as approved in CNPweb.		
7. Other Violation: _____		

Check and explain if any of the following apply:

- No Records Explanation: _____
- Incomplete records Explanation: _____
- Poor Sanitation Explanation: _____
- Other Explanation: _____

Corrective action taken: _____

Corrective action discussed with: _____

Site supervisor's comments: _____

Further action needed by: _____

I certify that the above information is correct:

Date: _____

Monitor's Signature: _____

Site Supervisor's Signature: _____