

Start Date Approved in 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

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 be 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 (if applicable) | | | | | |
| # 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, age and disability

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 (All participants fit into one of these) | Number of Participating Children |
|--|----------------------------------|
| Hispanic or Latino | |
| Not-Hispanic or Latino | |

| Racial Category (All participants fit into at least one of these) | 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: _____