SFSP Sponsor Site Visit Form

To be completed within the first 2 weeks of site operation. Required for each new site and any returning site that did not operate last year or that experienced operational problems.

Visit Date:	Monitor Name:
Monitor Arrival Time: ☐ AM ☐ PM	Monitor Departure Time: ☐ AM ☐ PM
Site Name:	Site #
Site Address:	
Site Contact Name:	Operational Dates:

MEAL SERVICE

Type(s) of Meal Service Observed:
☐ **Breakfast**   ☐ **Lunch**   ☐ **Snack**   ☐ **Supper**

Approved Meal Service Start Time:	Number of Meals Prepared/Ordered:
Approved Meal Service End Time:	Number of meals Served:

What is your feeding model?   ☐ Congregate   ☐ Non-Congregate (if approved)

Has this site been approved for Rural-Non congregate (RNC) meal service?   ☐ **Yes**   ☐ **No**

Are multiple meals distributed in one day (if approved)?   ☐ **Yes**   ☐ **No**

If yes, list the days of distribution and type of meals provided (e.g., Mon & Wed, breakfast & lunch):

Site Serving Method: ☐ **OVS**   ☐ **Unitized Meals**   ☐ **Straight Serve**
If a non-school sponsor or camp, site CANNOT use OVS; NC sites must be preapproved for OVS

SITE QUESTIONS	N/A	YES	NO
Has each site staff person been trained by the sponsor?			
Are site staff following procedures to adjust meal orders daily?			
Does the site have proper storage?			
Does the site follow proper food safety practices?			
Are meals counted and checked before serving?			
Is the meal delivery prep/process satisfactory?			
Do meals meet meal pattern requirements?			
Are meals served/distributed within the approved meal service times?			
Are meal counts taken at point-of-service (POS), when meals are served/distributed?			
Do meal count patterns suggest meals are not counted at POS? (#delivered = #served, same meal counts daily, multiples of 5)			
Are all required records up to date (menus, production records, delivery tickets, Daily Meal Count Forms or Multiple Meal Distribution Form, if applicable)			
Is entrance visible to the community and include meals served, meal service times, and dates of operation for Open sites?			
The "And Justice For All" poster must be provided by the sponsor. Is it posted where site visitors can easily view it?			

CORRECTIVE ACTION

Monitor Signature:	Date:	Time:
Site Contact Signature:	Date:	Time:

Updated 5/2024