SFSP/SSO 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.

☐ Initial site review
☐ Follow-up site review

SUN MEALS

Review Date:	**Monitor Arrival Time:** **AM** **PM**
Site # (CNPweb):	Monitor Name:
Site Name:	Site Type: OPEN CLOSED-ENROLLED CAMP
Site Address:	Operating Dates:
Site Supervisor Name:	Is the site supervisor present?:

MEAL SERVICE DETAILS

Type(s) of Meal Service Observed (Circle):   **Breakfast**   **AM Snack**   **Lunch**   **PM Snack**   **Supper**

				SFSP	SSO
Number of meals prepared/delivered		**Program Operated:**			
Number of previous days' leftover meals		Approved meal service time **START**			
Number of total meals available		Approved meal service time **END**			
Number of <u>first meals</u> served to children		Number of meals disallowed			
Number of 2nd meals served to children (SFSP only)		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					

Service : **Offer Vs. Serve (OVS)?** *SFA congregate or pre-approved NC sites only.	**YES**	**NO**	Unitized Meals?	**YES**	**NO**

Do meals/snacks meet meal pattern requirements (components & portions)?* *Sponsors should have documentation to support meals served (e.g. menus and/or production records & delivery tickets)*	**YES**	**NO**

What is the site's state agency approved meal service model?   **Congregate**   **Non-Congregate**

RURAL NON-CONGREGATE MEAL SERVICE QUESTIONS   ☐ NA-congregate service only

Are multiple days' worth of meals distributed in one service (if approved)?		**YES**	**NO**
If yes, list how many meals, days of distribution, and types of meals provided:			
If bulk meal service of even one component is utilized are meals limited to 5 days' worth?* *Bulk food items must require minimal prep. Cannot be ingredients for recipes requiring further prep.*	**N/A**	**YES**	**NO**

What information is included with bulk or multi-day meal packages (check all that apply):

☐ Non-discrimination Statement (delivered meals)   ☐ Menu with portion sizes   ☐ Preparation Instructions

Is a printed copy of the sponsor integrity plan onsite?	**YES**	**NO**
Are site staff aware of and following the sponsor management plan and integrity plan if RNC?	**YES**	**NO**

SITE PERSONNEL AND MEAL SERVICE (CHECK YES OR NO) *Provide corrective action for any "NO" answers in the space provided below*		**YES**	**NO**
Does the site have sufficient food service supervision?			
Have all site staff 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 & quantity (incomplete, damage) before signing delivery receipt?	**NA**		
Are safe food handling and storage procedures observed?			
Are meal counts taken at the point-of-service (POS) when meals are served?			
If second meals are served are they excessive? (second meals not allowable in SSO)	**NA**		
Are meals served to adults documented separately from meals served to participants?	**NA**		
Are meals being served only during the approved meal service times?			
Is the "And Justice For All" poster on display where participants can see it?			
Are meals served to intended participants without discrimination?			
Are reasonable accomodations made for children with disabilities including special dietary needs?			

DOCUMENT RETENTION (check YES, NO, or N/A) Provide corrective action for any "NO" answers in the space below	NA	YES	NO
Is a **DAILY** meal count documentation retained for all meals (by type) served to children, program adults, and non-program adults for this site?			
Is a **DAILY** meal count documentation of second meals served retained for this site? (SFSP only)			
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 maintain documentation leftovers?			
If yes, does the site have a system for handling leftovers?			
Are menus, production records, and/or delivery tickets maintained for each meal service?			
For Open Sites: Is the entry visible to the community & does it include state agency required signage including meal types served, meal service times, & dates of operation?			
If Closed Enrolled and not area eligible: Is there documentation of children eligible for free meals? Does documentation confirm approval as a closed enrolled site?			
Is SFSP/SSO information available in different languages, as needed?			
AVERAGE DAILY PARTICIPATION			
What is the average daily participation for this site for the past 5 days?			
What is the approved average daily participation for this site in CNPweb?			
Are adjustments needed to the approved average daily participation for this site in CNPweb?	YES	NO	

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

☐ FINDINGS – CORRECTIVE ACTION REQUIRED	☐ NO FINDINGS
☐ Meal pattern not followed	☐ Meals served outside of approved meal service times
☐ Site staff not trained (staff must be trained immediately; include training documentation)	☐ Food safety concerns or health/safety of children compromised (site **MUST** be closed)
☐ Congregate meals consumed off-site	☐ "And Justice For All" poster not displayed
☐ Meals not served as a unit	☐ Adult meals included in count of meals served to children
☐ Signage not visible at entrance to open meal service	☐ Paperwork/documentation not complete or retained
☐ Missing, inaccurate, or incomplete point of service (POS) meal counts/records	☐ Rural Non-Congregate menus, food inventory records, integrity plan or delivery tickets not available
☐ Site supervisor is not onsite.	☐ OTHER:

Comments/Other Findings:

Is a follow-up visit required for any findings observed during the Monitor Site Review?	YES	NO
If yes, explain and provide the follow-up due date.		

Monitor Departure Time:	AM	PM
Monitor Signature:	Date:	
Site Supervisor Signature:	Date:	