

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: <input type="checkbox"/> AM <input type="checkbox"/> PM	Monitor Departure Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Site Name:	CNPWeb Site #	
Site Address:	Operating Dates:	
Site Contact Name:	Is Site Supervisor Present?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
MEAL SERVICE		
Type(s) of Meal Service Observed: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper		
Approved Meal Service Start Time :	Number of Meals Prepared/Ordered:	
Approved Meal Service End Time : <input type="checkbox"/>	Number of Meals Served:	
Service: OVS? <input type="checkbox"/> Yes <input type="checkbox"/> No (SFA congregate or preapproved NC sites only)	Unitized Meals? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is this site's state agency approved feeding model? <input type="checkbox"/> Congregate <input type="checkbox"/> Non-congregate		
RURAL NON-CONGREGATE MEAL SERVICE QUESTIONS		
Are multiple meals distributed in one service (if approved)? <input type="checkbox"/> No <input type="checkbox"/> Yes How Many? <input type="checkbox"/>		
If yes, list days of distribution and type of meals provided:		
If bulk meal service of even one component is utilized are meals limited to 5 days worth?		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Bulk food items must require minimal prep. Cannot be ingredients for recipes requiring further prep.		
What information is included with bulk or multi-day meal packages (check all that apply):		
<input type="checkbox"/> Menu with portion sizes <input type="checkbox"/> Preparation instructions <input type="checkbox"/> Non-discrimination statement (delivered meals)		
Is a printed copy of the sponsor integrity plan onsite? <input type="checkbox"/> Yes <input type="checkbox"/> No		
SITE QUESTIONS		
Have site staff/site supervisor been trained by the sponsor?	<input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are site staff following procedures to adjust meal orders daily?		
Does the site have proper storage & use proper sanitation?		
Does the site follow proper food safety practices?		
Meals counted, checked, & signed for before serving? (vended sponsors)		
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)		
If second meals are served are they excessive?		
Are all required records up to date? (menus, production records, delivery tickets, Daily Meal Count Forms/Multiple Meal Distribution Form, if applicable)		
Is site entry visible to the community and the State Agency required signage posted?		
Are all meals served & consumed onsite? (congregate sites)		
Is the "And Justice For All" poster posted & easily viewable?		
CORRECTIVE ACTION		
Monitor Signature:	Date:	Time:
Site Contact Signature:	Date:	Time: