

**SUMMER FOOD
SERVICE PROGRAM**

Sample Pre-Operational Visit Form

Site name: _____ Site number: _____

Site address: _____

Site telephone number: _____

Person to contact for use of site: _____

Type of site (check appropriate type):

- Recreation center
- School
- Church
- Settlement house
- Park
- Residential camp
- Play street
- Playground
- Other

Estimated number of children the site could serve: _____ Estimated number of needy children in area: _____

Estimated number of personnel needed to adequately control the food service: _____

Are the present facilities adequate for an organized meal service? Yes No

If answer is no, comments:

For the estimated number of children, does the site have:	Yes	No
Shelter for inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate cooking facilities (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate storage for prepared or delivered food?	<input type="checkbox"/>	<input type="checkbox"/>
Storage space for records at site?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate refrigeration?	<input type="checkbox"/>	<input type="checkbox"/>
Access to a telephone?	<input type="checkbox"/>	<input type="checkbox"/>

What types of organized activities are possible or planned at this site?

Improvements or corrective actions needed before site operates:

Did the site have any deficiencies in the previous summer?

Monitor's Signature Date

Sample First Week Visit Form

Date of site visit: _____ Monitor's arrival time: _____ Departure Time: _____

Site name: _____ Site address: _____

Discussion with site staff (list names): _____

Areas of Discussion	Notes and Observations
Has the site supervisor attended training session?	
Are meals being counted and signed for?	
Are all required records being completed?	
Are meals served as second meals excessive?	
Do meals meet meal pattern requirements?	
Is there proper sanitation/storage?	
Is the site supervisor following procedures established to make meal order adjustments?	
Are meals served at the time approved by the State agency?	
Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/ grains to be taken off site).	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility, if applicable?	
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	

List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:

Monitor's Signature

Date

**SUMMER FOOD
SERVICE PROGRAM**

Sample Site Review Form

NOTE: To be completed during first four weeks of operation

Sponsor: _____ Site: _____

Site Contact Name: _____ Title: _____

Site Address: _____ Telephone: _____

Date of site visit: _____ Monitor's arrival time: _____ Departure Time: _____

Site Supervisor: _____

Open site Camp site Average daily participation (if applicable): _____

Today's attendance: _____ Approved meal service time: _____

Types of meals reviewed: Breakfast AM Snack Lunch PM Snack Dinner

Approved level of service: _____ _____ _____ _____ _____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Dinner
# Meals delivered (if applicable)					
# Meals/milk from previous day					
Time meals delivered (if applicable)					
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 meal, test meal*, etc.)					
# Meals leftover					

* Test meal cannot be claimed for reimbursement but should be recorded.

Sample Site Review Form, Continued

Site Review Questions		Yes	No
1	Does the staffing pattern correspond to that listed on the approved site sheet?	<input type="checkbox"/>	<input type="checkbox"/>
2	Has the site supervisor attended training session?	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the site have sufficient food service supervision?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are meals counted/checked before signing delivery receipt?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are accurate meal counts taken of meals served?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are meals served as second meals excessive?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are records of adult meals being kept?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do meals meet approved menu?	<input type="checkbox"/>	<input type="checkbox"/>
9	Do meals meet meal pattern requirements?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are meals checked for quality?	<input type="checkbox"/>	<input type="checkbox"/>
11	Is there proper sanitation/storage?	<input type="checkbox"/>	<input type="checkbox"/>
12	Is the site supervisor following procedures established to make meal order adjustments?	<input type="checkbox"/>	<input type="checkbox"/>
13	Are meals served within approved time frames?	<input type="checkbox"/>	<input type="checkbox"/>
14	Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/grains to be taken off-site.)	<input type="checkbox"/>	<input type="checkbox"/>
15	Does site have a place to serve children meals in case of inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>
16	Is each meal served as a unit?	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the meal delivery schedule followed?	<input type="checkbox"/>	<input type="checkbox"/>
18	Are there provisions for storing or returning excess meals?	<input type="checkbox"/>	<input type="checkbox"/>
19	Is there documentation of children's income eligibility, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>
20	Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	<input type="checkbox"/>	<input type="checkbox"/>
21	Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?	<input type="checkbox"/>	<input type="checkbox"/>
22	Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?	<input type="checkbox"/>	<input type="checkbox"/>
23	Is informational material concerning the availability and nutritional benefits of the Program available in appropriate languages and translations are accurate?	<input type="checkbox"/>	<input type="checkbox"/>
24	Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

Sample Site Review Form, Continued

Explain any "No" answers below:

Program Violations		Actual Count	Type of Meal
1	Adult meals included in count of meals served to children.		
2	Offsite consumption. (Do not include fruits/vegetables/grains if allowed by State agency and sponsor).		
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 met.		
7	Other Program violations (specify): _____		

Check and explain if any of the following apply:

- No records Explanation: _____
- Incomplete records Explanation: _____
- Poor sanitation Explanation: _____
- Other Explanation: _____

Corrective action discussed with (Name and Title): _____

Corrective action taken: _____

Site supervisor's comments: _____

Further action needed by (date): _____

I certify that the above information is correct:

Monitor's Signature Date

Site Supervisor's Signature Date

Sponsor Representative's Signature Date