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| Seamless Summer Option Sponsor Monitoring Visit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Date: | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | | | | | |
| Name of Sponsor: | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | Site Name: | | | | | | | | |  | | | | | | | | | | | | |
| Time: | | | | arrived | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | departed | | | | | | |  | | | | |  | | | | | | | | | |
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| 1. Type of meal observed: | | | | | | | | | | | | | | | | | breakfast | | | | | |  | | | | | | | | lunch | | |  | | | | snack | | | | | | | |  | | | | | supper | | | |  | |
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| 2. Approved level of service for this meal type: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | | |  | | | | | | |  | | | | | | | | |
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| 3. Meal counts | | | | | |  | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | | |  | | | |  | | | | | | |  | | | | | | | | |
| a. No. meals prepared | | | | | | | | | | | | | | | | | |  | | | | | | | | | | d. no. meals served to ineligible children | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| b. No. eligible first meals | | | | | | | | | | | | | | | | | |  | | | | | | | | | | e. number of adults meals | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| c. No. eligible second meals | | | | | | | | | | | | | | | | | |  | | | | | | | | | | f. number of leftover meals | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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|  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | g. number incomplete meals | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| Total reimbursable meals (b+c) | | | | | | | | | | | | | | | | | |  | | | | | | | | | | Total non-reimbursable meals (c+d+e+f) | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| 4. | | | | | | | | | | | | | | | | begin | | | |  | end | | | | | |  | | | | | 5. | Menu | | | | | | | | | | | | | | | | |  | | | serving size | | | |
| approved service time | | | | | | | | | | | | | | | |  | | | |  |  | | | | | |  | | | | |  |  | | | | | | | | | | | | | | | | |  | | |  | | | |
| actual service time | | | | | | | | | | | | | | | |  | | | |  |  | | | | | |  | | | | |  |  | | | | | | | | | | | | | | | | |  | | |  | | | |
| delivery time if applicable | | | | | | | | | | | | | | | |  | | | |  |  | | | | | |  | | | | |  |  | | | | | | | | | | | | | | | | |  | | |  | | | |
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| 6. Production record | | | | | | | | | | | | | | | |  | | | |  |  | | | | | |  | | | | |  |  | | | | | | | | | | | | | | | | |  | | |  | | | |
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| Food Item | | | | | | | | | | | | | | | Quantity used in preparation | | | | | | | | | | Allowable servings per unit | | | | | | | | | | | Number of Servings | | | | | | | | | | | | | | Short/Over | | | | | | |
|  | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | Total available | | | | | | | Total needed | | | | | | |  | | | | | | |
| Meat | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | |
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| Fruit/Vegetable | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | |
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| Bread | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | |
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| Milk | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | |
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| 7. Comment on the general characteristics of the meal (adequate foods, appearance, taste, temperature, etc., of the foods served). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | No | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | |  |  | | | | |  | | | | | | | | | |  | | | | | | | | |
| 8. Are Meals | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | |  |  | | | | |  | | | | | | | | | |  | | | | | | | | |
|  | |  | | | a. | | planned to meet meal pattern requirements? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | b. | | planned with the objective of serving one meal per child? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | c. | | served as a unit? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | d. | | consumed on site? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | e. | | served within approved time frames? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | f. | | delivered as scheduled (satellite sites only)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9. Record Keeping | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  |  | | | | |  | | | | | | | | | |  | | | | | | | | |
|  | |  | | | a. | | Is there documentation of children eligible for free meals if applicable? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | b. | | Does the site have an accurate method for obtaining the number of meals served to eligible children? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | c. | | Does the site have an accurate method for obtaining the number of meals served to ineligible children or adults? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | d. | | Are meal production records kept? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | e. | | Is an inventory maintained for food and supplies? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | f. | | Are receiving reports and purchase invoices kept? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | g. | | Are meal counts taken at time of meal service and turned in appropriately? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 10. Civil Rights | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  |  | | | | |  | | | | | | | | | |  | | | | | | | | |
|  | |  | | | a. | | Are meals served to all children regardless of race, color, national origin, sex, age, or disability? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | b. | | Do all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or disability? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | c. | | Is the “Justice for All” poster prominently displayed in the serving or dining area? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | d. | | Is informational material concerning the availability and nutritional benefits of the program available in appropriate translations? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 11. Sanitation | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  |  | | | | |  | | | | | | | | | |  | | | | | | | | |
|  | |  | | | a. | | Are proper food handling and serving procedures followed (consider temperature, use of tongs, for self-serve items, provision of sneeze guards, etc.)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | b. | | Is the food preparation area clean and well maintained? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | c. | | Is the dining are clean and well maintained? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | d. | | Are foods stored in accordance with requirements (consider temperature, security, etc.)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | e. | | Are foodservice personnel practicing good hygiene (consider hair restraints, hand washing, jewelry, cleanliness, etc.)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | f. | | Are leftover foods being properly stored and used? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Explain any “No” answers to items 8 – 11 below | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. Major Violations | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | Actual Count | | | | | | | | | | |  | | | Type of meal | | | |
| a. | Adult meals included in count of meals served to children. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
| b. | Offsite consumption of food (children). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
| c. | More than one meal served at one time to children. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
| d. | Meal pattern not met (specify). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
| e. | Meal serving times not met. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
| f. | Meals not served as a unit (family style allowable at colonies). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
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| 13. Check if the following apply | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
| (Explain any checked items.) | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |  | |  | |  |
| a. | No records | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  |
| b. | Incomplete records | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  |
| c. | Poor sanitation | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  |
| d. | Other | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  |
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| Monitor’s signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | | | | | | | | | | | | | | | | | | | | | |
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| Site supervisor’s/representatives signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | | | | | | | | | | | | | | | | | | | | | |
| (indicates this person understands the corrective action needed) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site supervisor’s/representative’s comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Date corrective action/s complete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Sponsor representative’s signature | | | | | | | | | | | | | | | | | | | | | | | |
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