



Summer Food Service Program Sponsor Site Visit Report

Purpose of Visit

- ☐ Site Visit (first week)
- ☐ Site Visit
- ☐ Follow-Up

Instructions

Complete this form at least once during the first week of program operation for each existing site that had significant operational problems in the prior year and each new site. Form may also be used to document additional site or follow-up visits. "No" answers should be further explained in the comment section and require further training/follow-up from the sponsor.

Site Name: _____ Date of Visit: _____

Address: _____

Arrival Time: _____ Departure Time: _____

Telephone Number: _____

Designated Site Representative: _____

Name of Person in Charge at Time of Visit: _____

Eligibility	Yes	No	N/A	Comments
Open Site: Is site open to all children?				
Restricted Open Site: Is site open to all children on a first-come, first-serve basis, but attendance is restricted for reasons of space, safety, security or control?				
Enrolled Site (not area eligible): Are the enrollment roster and documentation to show which children are eligible for free/reduced-price meals maintained and updated as necessary?				

Posters	Yes	No	N/A	Comments
Open Site: Is SFSP site poster properly completed and displayed at the site entrance?				
Is there an “And Justice For All” poster displayed in a prominent place in the meal service area?				

Training	Yes	No	N/A	Comments
Have site staff received Summer Food Service Program training?				

Sanitation	Yes	No	N/A	Comments
Is there proper sanitation/food storage?				
Are hot foods held at temperature of 135° F or higher?				
Are cold foods held at temperature of 41° F or below?				

Meal Service	Yes	No	N/A	Comments
Do meals served meet meal pattern requirements?				
Are meals and milk of acceptable quality?				
Are meals served within the times approved by the state agency?				
Are point of service meal counts taken correctly?				
Can staff identify a “non-reimbursable meal?”				
Are all meals served and consumed on site? (Note if sponsor allows a fruit/vegetable or packaged grain to be taken off-site).				
Are adult meals properly documented?				
If site receives meals from a vendor/central kitchen, are there any problems with delivery?				
If site receives meals from a vendor/central kitchen, are site staff following procedures established to make meal order adjustments?				

Documentation	Yes	No	N/A	Comments
Are meal count records completed at the time of each meal service?				
If site receives meals from a vendor/central kitchen, are delivery slips verified and signed?				
If meals are prepared on-site, are records maintained to document food production?				

I certify that the above information is correct.

Monitor's signature: _____

Signature of person interviewed at site: _____

Designated site supervisor notified of problems. ☐ Yes ☐ No ☐ N/A

*For follow-up: Include date, what was done, and initial.

Keep one copy on site; one copy in sponsor's office.