

SFSP Site Monitoring Form for Self-Preparation Sites (check type)						<input type="checkbox"/> On-site	<input type="checkbox"/> Desk Audit
<input type="checkbox"/> First Week Visit		<input type="checkbox"/> Follow-up		<input type="checkbox"/> Review (to be completed prior to the end of the 4 <sup>th</sup> week)		<input type="checkbox"/> Follow-up	
Sponsor Name				Site Name/Location			
Review Date		Arrival Time	Depart Time	Site Supervisor			
Approved Site Type (circle one): open, restricted open, enrolled, camp, migrant, NYSP				Approved Dates of Operation Start		End	
Meals approved for (circle): Breakfast, Snack, Lunch, Supper				Approved Meal Service Times:			
Meal Being Reviewed (circle): Breakfast, Snack, Lunch, Supper				Actual Meal Service Times (if different from above):			
Day of visit		Breakfast	Lunch/Supper	Snack	Comments		
# meals prepared							
# meals/milk from previous day							
<b>Total # meals available</b>							
# first meals served to children							
# second meals served to children							
# meals served to Program adults							
# meals served to Non-Program adults							
# meals disallowed							
<b>Total # meals served</b>							
# meals leftover							
Production Info Food Item		Portion Size	Total Servings Planned	Amount Prepared	Amount Leftover	Comments	
YES	NO	N/A	EXPLAIN ANY "NO" ANSWERS BELOW				
			1. Are meals served as a unit? (Note if OVS site.)				
			2. Do meals meet the menu as planned?				
			3. Do meals meet meal pattern requirements?				
			4. Is food stored, prepared, served, in a safe and sanitary manner?				
			5. Are meals served during the approved meal times? If no, indicate actual time served above.				
			6. For non-congregate meals, are measures in place to assure meals distributed to parents are being provided to children; measures taken to limit duplicate meals (signage, messaging, meal sign up)?				

YES	NO	N/A	EXPLAIN ANY "NO" ANSWERS BELOW
			7. If the site is located within an ineligible area, are measures taken to ensure benefits are targeted to children in need?
			8. Are meals planned and prepared with one meal per child in mind?
			9. Are accurate counts taken of meals served, at the point of service (congregate and non-congregate meal service settings, cafeteria, classrooms, etc.)?
			10. If second meals are served, are they excessive?
			11. If program/non-program adult meals are served, are records being kept?
			12. Does site have a place to serve children meals in case of inclement weather?
			13. If required, is there a health department certification available for inspection?
			14. If required, is an inventory record being kept?
			15. Are receiving reports and purchase invoices kept?
			16. Does staffing pattern correspond to that listed on approved site application sheet?
			17. Has site supervisor attended training session?
			18. Is there documentation of children's income eligibility, if applicable?
			19. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
			20. Does the site have a copy of the <i>Site Supervisors Guide</i> available for reference?
			21. Is the site operating in accordance with the approved site type?
			22. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
			23. 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?
			24. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?

**Corrective Action Plan**

No Findings       Findings – Corrective Action Required

**Violations**

- |   |  |
|---|--|
| <input type="checkbox"/> Meal pattern not met   | <input type="checkbox"/> And Justice for All Poster not displayed                          |
| <input type="checkbox"/> Meals not served as a unit<br>(For OVS sites, note if complete meals are not <u>offered</u> ). | <input type="checkbox"/> Proper dishwashing procedures not followed                        |
| <input type="checkbox"/> No point of service meal count   | <input type="checkbox"/> No thermometer in refrigerator                                    |
| <input type="checkbox"/> Records not maintained   | <input type="checkbox"/> Health or Safety of Children Compromised (site closure warranted) |
| <input type="checkbox"/> Adult meals included in count of meals served to children                                      | <input type="checkbox"/> Site staff not trained  |
| <input type="checkbox"/> Meals served outside of approved meal service time   | <input type="checkbox"/> <i>Site Supervisor's Guide</i> not available                      |
|   | <input type="checkbox"/> Other   |

**Comments**

I certify that the above information is correct:

\_\_\_\_\_  
Monitor's signature                      Date

\_\_\_\_\_  
Site supervisor's signature                      Date

**Sponsor Use Only:**  Follow-up Required     Update DPI contract