

## Summer Food Service Program Site Monitoring Policy and Procedure (Sample)

**Instructions:** Complete this form and save. Select 'The Site Monitoring Policy and Procedure will be uploaded on the Documents to Submit to DPI page.'

### Site Monitoring Plan Information

**A site monitoring policy and procedure is in place that addresses how problems are corrected when observed during a site monitoring visit and/or review. This procedure includes plans for follow-up and an explanation of when site(s) would be closed. (Chose one below) !**

- The Site Monitoring Policy and Procedure will be uploaded on the Documents to Submit to DPI page.
- The Site Monitoring Policy and Procedures will be described below.

\_\_\_\_\_ will complete the monitoring requirements within the required times frames per USDA regulations CFR 225.15(d)(2) and DPI guidelines. The monitoring schedule will be developed by the \_\_\_\_\_ during the SFSP Application process that occurs in March of each year. The schedule will be updated prior to and throughout operation based on the sites that have requested meal service, changes in dates of operation, and when monitoring must be rescheduled due to the inability of the monitor to complete the site monitoring on the day intended. The \_\_\_\_\_ is responsible for monitoring the sites on the scheduled dates provided by the \_\_\_\_\_. The \_\_\_\_\_ will document the visit/review using the Pre-operational, Site Visit and Site Review forms provided by DPI. During the visit/review, the \_\_\_\_\_ is responsible for discussing any concerns or findings with the site supervisor and other site staff, referring to materials provided to the site staff during training. The corrective action required, and technical assistance provided will be documented on the appropriate form and signed by the site supervisor and \_\_\_\_\_. If changes are needed to the approved SFSP application, the monitor will report that to the \_\_\_\_\_ within \_\_\_\_\_ hours. The \_\_\_\_\_ will also report findings that fall within the key areas identified on the monitoring form to the \_\_\_\_\_ within \_\_\_\_\_ hours. The \_\_\_\_\_ and \_\_\_\_\_ will discuss the need for follow-up based on the guidelines provided in the Monitoring Assessment portion of the forms. Sites will be closed if they have repeated findings that are resulting in disallowed meals and/or result in a situation that jeopardizes the health and safety of the children. All completed forms will be stored in a binder in the \_\_\_\_\_ office for a period of 3 years, plus the current year.

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