

SFSP Site Monitoring Form for Self-Preparation Sites (check type)

First Week Visit
 Follow-up
 Review (to be completed prior to the end of the 4th week)
 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				
Total # meals available				
# first meals served to children				
# second meals served to children				
# meals served to Program adults				
# meals served to Non-Program adults				
# meals disallowed				
Total # meals served				
# 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 time actually above.
			6. Are all meals served and consumed onsite? (It is left to the discretion of the sponsoring agency to allow a fruit, vegetable or grain to be taken off site.)

YES	NO	N/A	EXPLAIN ANY "NO" ANSWERS BELOW
			7. Are meals planned and prepared with one meal per child in mind?
			8. Are accurate counts taken of meals served, at the point of service?
			9. If second meals are served, are they excessive?
			10. If served, are records of adult meals being kept?
			11. Does site have a place to serve children meals in case of inclement weather?
			12. If required, is there a health department certification available for inspection?
			13. If required, is an inventory record being kept?
			14. Are receiving reports and purchase invoices kept?
			15. Does staffing pattern correspond to that listed on approved site application sheet?
			16. Has site supervisor attended training session?
			17. Is there documentation of children's income eligibility, if applicable?
			18. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
			19. Does the site have a copy of the <i>Site Supervisors Guide</i> available for reference?
			20. Is the site operating in accordance with the approved site type?
			21. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
			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?
			23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?
Corrective Action Plan			
<input type="checkbox"/> No Findings <input type="checkbox"/> Findings – Corrective Action Required			
Violations			
<input type="checkbox"/> Meal pattern not met			
<input type="checkbox"/> Meals not served as a unit (For OVS sites, note if complete meals are not <u>offered</u>).			
<input type="checkbox"/> No point of service meal count			
<input type="checkbox"/> Records not maintained			
<input type="checkbox"/> Adult meals included in count of meals served to children			
<input type="checkbox"/> Off-site meal consumption			
<input type="checkbox"/> Meals served outside of approved meal service time			
<input type="checkbox"/> And Justice for All Poster not displayed			
<input type="checkbox"/> Proper dishwashing procedures not followed			
<input type="checkbox"/> No thermometer in refrigerator			
<input type="checkbox"/> Health or Safety of Children Compromised (site closure warranted)			
<input type="checkbox"/> Site staff not trained			
<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: <input type="checkbox"/> Follow-up Required <input type="checkbox"/> Update DPI contract			