

<b>Summer Food Service Program Initial Site Visit Form</b>			
<b>Instructions:</b> Sponsors are required to complete this form <i>within the first two weeks of operation</i> for sites that are new or that experienced operational problems in the past. The sponsor may conduct the initial site visit and full meal service review at the same time, but <i>within the first two weeks of operation and two separate forms for each site must be completed.</i>			
<b>Sponsor Name</b>		<b>Site Name/Location</b>	
<b>Visit/Review Date</b>	<b>Arrival Time:</b>  <b>Departure time:</b>	<b>Name/Title of Person Contacted at Site</b>	
<b>Approved Site Type:</b>  Congregate site <input type="checkbox"/>  Non-congregate site: <input type="checkbox"/> Parent/guardian pickup  <input type="checkbox"/> Home delivery		<b>Approved Meal Service (Check all that apply):</b>  ___ Breakfast  ___ Lunch  ___ Supper  ___ Snack	
<b>Approved Meal Service Time:</b>		<b>Type of Meal(s) Observed:</b>	
<b>Actual Meal Service Time:</b>		<b>Site Meals are (circle one)</b>  On-Site Self Prep                      Vended  On-Site Satellite	
<b>Number Meals Planned</b>	<b>Time Meals Delivered</b>	<b>Time Meals Served</b>	
<b>Meals served as Firsts</b>	<b>Meals Served as Seconds</b>	<b>Meals Served Program Adults</b>	<b>Meals Served Non-Program Adults</b>
<b>Number Meals Leftover</b>	<b>Menu</b>		

Check **YES** or **NO** for each of the following:

YES	NO	
		Has the site supervisor attended training session?
		Are meals being counted and signed for?
		Are all required records being completed?
		Are meals served as second meals excessive?
		Do meals meet meal pattern requirements?
		Is there proper sanitation/ storage?
		Is the site supervisor following procedures established to make meal order adjustments?
		Are meals served within appropriate time frames?
		Are all meals served and consumed on- site? (Note if State Agency and sponsor allow fruits or vegetables to be taken off site or if it's non-congregate meal service).
		Is each meal served as a unit?
		Are there any problems with delivery?
		Is there documentation of children's income eligibility, if applicable?
		Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?

List any problems that were noted during the visit and any corrective actions that were initiated to eliminate the problems:

**Certification**

**Instructions: Both monitor and site supervisor must certify this form by signing below. Monitor and Site Supervisor CANNOT be the same person.**

*I certify that the above information is correct.*

\_\_\_\_\_  
Monitor's Signature

\_\_\_\_\_  
Site Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date