SFSP Sponsor Site Review Form

Review Date:

To be completed by a trained sponsor monitor with no daily duties at the site within the first 4 weeks of site operation, even if the site operates less than 4 weeks, for <u>all approved</u> sites.



AM

PM

Site # (CNPweb):		Monitor Name:							
Site Name:									
Site Address:									
Site Supervisor Name:	Operational Dates:								
MEAL SERVICE DETAILS									
Type(s) of Meal Service Observed (Circ	cle): Brea	kfast Lunch	Snack	Supper					
Number of meals prepared/delivered		Approved meal servi	ce time START						
Number of previous days' leftover meals		Approved meal servi							
Number of total meals available									
Number of <u>first meals</u> served to children		Number of meals disallowed							
Number of second meals served to children		Reason for disallowe	Reason for disallowed meals:						
Number of meals served to program adults									
Number of meals served to non-program adul	lts								
Number of non-reimbursable meals									
Number of meals leftover									
What is the site meal service model?	Congregate	Ne	on-Congregate						
Has this site been approved for Rural Non-Congregate meal service? YES)				
Are multiple days' worth of meals distributed from this site?				ES NO					
If yes, list the days of distribution and type of meals provided (e.g. Mon, Wed; Breakfast, Lunch):									
Site Serving Method: Offer Vs. Serve (OVS)) Unitize	d Meals Stra	aight Serve						
Site Serving Method: Offer Vs. Serve (OVS) **OVS may only be used at pre-approved SF.			aight Serve	: models					
	A congregate sites	s and/or for some SFA r	non-congreagate						
**OVS may only be used at pre-approved SF.	A congregate sites	s and/or for some SFA r	non-congreagate		er				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO	A congregate sites HE DAY OF REVI	s and/or for some SFA r EW (circle each meal Snack	service observ	ved) Suppe					
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution me	A congregate sites HE DAY OF REVI eet the meal patte	EW (circle each meal Snack rn requirements (compo	service observ	ved) Suppe	NO				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TI Breakfast Lunch Did meals/snacks during meal distribution me *Sponsors should have documentation to sup	HE DAY OF REVI	EW (circle each meal Snack rn requirements (compo	service observ	ved) Suppe	NO				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution me *Sponsors should have documentation to sup SITE PERSONNEL AND Provide corrective action for an	HE DAY OF REVI eet the meal patte port meals served MEAL SERVICE by "NO" answers	EW (circle each meal Snack rn requirements (compo	service observing onents and portion oduction records	ved) Suppe	NO				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals *Sponsors should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service supports **OVS may only be used at pre-approved SF.	HE DAY OF REVI	S and/or for some SFA records and/or for some SFA records and/or process and/or p	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at	HE DAY OF REVI eet the meal patte poort meals served MEAL SERVICE by "NO" answers ervision? tended a training	S and/or for some SFA records and/or for some SFA records and/or process and/or p	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at Are site staff following procedures to adjust means to support the site staff following procedures to adjust means to support the site staff following procedures to adjust means to support the site staff following procedures to adjust means to support the site staff following procedures to adjust means to support the site staff following procedures to adjust means to support the site staff following procedures to adjust means to support the site staff following procedures to adjust means the site staff following procedures the site	HE DAY OF REVI eet the meal patte port meals served MEAL SERVICE y "NO" answers ervision? tended a training neal orders daily?	Ew (circle each meal Snack rn requirements (compo (e.g. menus and/or pr (CHECK YES OR NO) in the space provide session?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at Are site staff following procedures to adjust meals food served at safe temperatures and in line.	HE DAY OF REVI	EW (circle each meal Snack rn requirements (composite (e.g. menus and/or procession) CCHECK YES OR NO) in the space provide session?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals sponsors should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at Are site staff following procedures to adjust may all should be sufficient food service super the site of the staff following procedures to adjust may be sufficient food service super the site of the staff following procedures to adjust may be supported by the sufficient food service super the support of the supp	HE DAY OF REVI eet the meal patte poort meals served MEAL SERVICE by "NO" answers ervision? Itended a training heal orders daily? he with local health e.g. incomplete, da	EW (circle each meal Snack rn requirements (composite (e.g. menus and/or procession) CCHECK YES OR NO) in the space provide session?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at Are site staff following procedures to adjust may also served at safe temperatures and in line Are meals checked for quality and quantity (e.e.)	HE DAY OF REVI The part of the meal patter The port meals served The meal patter The port meals served The meal patter	Sand/or for some SFA recommendation EW (circle each meal Snack or requirements (composite of the space provide session? In department standards imaged meals)?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at Are site staff following procedures to adjust meals food served at safe temperatures and in line Are meals checked for quality and quantity (expression of the point of the po	HE DAY OF REVI The part of Review the meal patter The profit meals served The profit meals served The profit meals served The profit meal patter	Ew (circle each meal Snack rn requirements (composite (e.g. menus and/or proceeding) (CHECK YES OR NO) in the space provide session? department standards maged meals)? s are served?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals sponsors should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at Are site staff following procedures to adjust may all site staff following procedures and in him Are meals checked for quality and quantity (expressed and the point-of-service) Are meal counts taken at the point-of-service Are meals being served only during the approximation.	HE DAY OF REVI The part of the meal patter The proof meals served The meal patter The proof meals served The meal patter The meal patter	EW (circle each meal Snack rn requirements (composite (e.g. menus and/or provide) (CHECK YES OR NO) in the space provide (e.g. means and/or provide) session? department standards (e.g. means)? s are served? times?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an and Does the site have sufficient food service superflave all site staff handing out meals today at the site staff following procedures to adjust may also served at safe temperatures and in him and Are meals checked for quality and quantity (expected and the point-of-service). Are meal counts taken at the point-of-service. Are meals being served only during the approximation of the provided approximation of the provi	HE DAY OF REVI The part of the meal patter The port meals served The meal patter The port meals served The meal service The meal orders daily? The with local health The service The conserved? The part of the meal service The meal service The meals served The meals served	Ew (circle each meal Snack In requirements (composite (e.g. menus and/or proceed) (CHECK YES OR NO) in the space provide session? In department standards smaged meals)? In a sare served? Stimes? In day a unit?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an Does the site have sufficient food service super Have all site staff handing out meals today at Are site staff following procedures to adjust meals staff following procedures and in line. Are meals checked for quality and quantity (expressed and the point-of-service) Are meal counts taken at the point-of-service. Are meals being served only during the approximation of the procedure of the procedure of the procedure of the point-of-service of the procedure of the pro	HE DAY OF REVI The part of Re	Ew (circle each meal Snack In requirements (composite (e.g. menus and/or proceed) (CHECK YES OR NO) in the space provide session? In department standards smaged meals)? In a sare served? Stimes? In day a unit?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				
**OVS may only be used at pre-approved SF. MENU OBSERVED ON TO Breakfast Lunch Did meals/snacks during meal distribution meals should have documentation to sup SITE PERSONNEL AND Provide corrective action for an and Does the site have sufficient food service superflave all site staff handing out meals today at the site staff following procedures to adjust may also served at safe temperatures and in him and Are meals checked for quality and quantity (expected and the point-of-service). Are meal counts taken at the point-of-service. Are meals being served only during the approximation of the provided approximation of the provi	HE DAY OF REVI The part of Re	EW (circle each meal Snack rn requirements (composite (e.g. menus and/or proceed) (CHECK YES OR NO) in the space provide (respective of the space) and department standards (respective of the space) standards (respective of the space) and as a unit? can see it?	service observing onents and portion oduction records	Suppe ons)? YES and delivery	NO tickets)				

Monitor Arrival Time

RURAL NON-CONGREGATE (RNC) (check \cdot \c	YES	NO	N/A					
** If site does not participate in RNC, skip this section								
Does the site have a menu and production records and/or delivery tickets?								
If serving multiple meals at one time, is a menu and food safe provided?								
Confirm that the site is not serving items in bulk except for will milk, and/or juice, and that this is a self-operated site (not ve	ables,							
DOCUMENTATION (check YES, NO, or N/A)								
Provide corrective action for any "NO" answers in the s	YES	NO	N/A					
Is a DAILY meal count taken for all meals (by type) served to non-program adults at this site?	, and							
Is a DAILY count of second meals served taken at this site?								
Do meal count patterns suggest meals are not counted at POS (e.g., delivered=served, same meal counts daily, multiples of								
Does the site have leftovers?								
If yes, does the site have a system for handing and document								
Are menus, production records, and/or delivery tickets kept fo								
For Open Sites: Is the entrance visible to the community and meal types served, meal service times, and dates of operation If Closed Enrolled and not area eligible: Is there document	of							
for free meals? Does documentation confirm approval as a closed enrolled site?								
Are site staff aware of and following the Sponsor Management	Plan and Integrity Plan if	NC?						
Is SFSP information available in different languages, as neede								
CORRECTIVE ACTION PLAN (Select either "Findings" or "No Findings" and then circle the items requiring corrective action)								
FINDINGS - CORRECTIVE ACTION REQUIRED NO FINDINGS								
Meal pattern not followed	Meals served outside of approved meal service times							
Site staff not trained (staff mut be trained immediately; include training documentation)	Food safety concerns or health/safety of children compromised (site MUST be closed)							
Congregate meals consumed off-site	"And Justice For All" poster not displayed							
Signage not visible at entrance to Open meal service	Paperwork/documentation not complete or retained							
Missing or inaccurate point of service POS meal counts	 Rural Non-Congregate menus, food inventory records, or delivery tickets not available 							
Comments/Other Findings:								
Is a follow-up visit required for any findings observed during t	YES	N	ס					
If yes, explain and provide the date of follow-up.								
Follow-up Date: Follow-Up Demonstrate	YES	NO						
Monitor Departure Time:	АМ	PM						
Monitor Signature:	Date:	Time:						
Site Supervisor Signature:	Date:	Time:						
		-		_				