

# Summer Food Service Program (SFSP)

## Pre-Operational Site Visit Form Sponsor # \_\_\_\_\_

To be completed before food service opens

Site Name: \_\_\_\_\_ Date of Site Visit: \_\_\_\_\_

Names of site personnel interviewed: \_\_\_\_\_

### Site Description:

Open site  Enrolled site

Type of site: (park, school, library, church, camp, etc.) \_\_\_\_\_

Estimated number of children the site could serve: \_\_\_\_\_

Estimated number of needy children in the area: \_\_\_\_\_

Estimated number of personnel needed to adequately operate the meal service program: \_\_\_\_\_

### For the estimated number of children, does the site have:

Yes  No  NA Shelter for inclement weather? \_\_\_\_\_

Yes  No  NA Adequate cooking facilities? \_\_\_\_\_

Yes  No  NA Adequate storage for prepared or delivered food? \_\_\_\_\_

Yes  No  NA Storage space for records at site? \_\_\_\_\_

Yes  No  NA Adequate refrigeration? \_\_\_\_\_

Yes  No Access to a telephone/communication method? \_\_\_\_\_

Yes  No Adequate staffing and supervision plan? \_\_\_\_\_

What type of organized activities are possible or planned at this site?

\_\_\_\_\_

Yes  No Site has facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. **If no, explain below.**

**Summarize findings, problems and corrective actions determined necessary to correct operational problems.**

Summary/Notes	
Improvement Needed	Corrective Action Needed Before Site Opens

\_\_\_\_\_  
Site Supervisor's Signature/Date

\_\_\_\_\_  
Monitor's Signature/Date