

## Summer Food Service Program (SFSP)

### First Week Site Visit Form      Sponsor # \_\_\_\_\_

To be completed during the first week of food service operation

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

Monitor's Arrival Time: \_\_\_\_\_ Monitor's Departure Time: \_\_\_\_\_

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

**Reason Site is being reviewed:**

- New site     
  Prior program year review findings     
  Previously declared to be seriously deficient by KSDE  
 Other: \_\_\_\_\_

Areas of Discussion		Notes and Observations
Has the site supervisor attended training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are meals being counted and recorded correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If meals are being delivered, are transport sheets being correctly completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If meals are being delivered, are there any problems with delivery?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are all required records being completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do meals meet meal pattern requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there proper sanitation/storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the site supervisor following procedures established to make meal order adjustments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all meals served and consumed on site? (Note if site has KSDE approval for fruit/vegetable/grain to be taken off site.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
For contracts to prepare SFSP meals, is each meal served as a unit? <small>(Unitized meals are individually portioned, packaged, delivered, and served as a unit. An example is a bag lunch. Milk and juice may be packaged and provided separately, but must be served with the meal unit.)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is there an "And Justice for All" poster on display in a prominent location?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:		

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

Improvement Needed	Corrective Action to be Taken

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

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