SITE REVIEW FORM SUMMER FOOD SERVICE PROGRAM

NOTE: To be completed during firs	t four weeks of operati	ons.			
Sponsor:		Site:			
Site contact:Name	Ti	tle			
Site address:					
Telephone:	Date of	f review:			
Monitor's arrival time:	Depart	ure time:			
Site supervisor:					
Regular site: Camp site:	Average of	laily participation (if	applicable):		
Today's attendance:	Approved meal service	ce time:			
Type(s) of meals reviewed:					
Approved level(s) of meal service Breakfast	Snack Lun	nch Snack	Supper		
Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
# meals delivered					
# meals/milk from previous day					
Time meals delivered					
Time meals served					
# first meals served to children					
# second meals served to children					
# meals served to Program adults					
# meals served to non-Program adults					
# meals leftover					

5 Day Reconciliation	Date	Total Daily Attendance	First Meals Served	Second Meal Served	Leftovers	
Meal Type:						
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
5 Day Total						
5 Day Average						
Do the meal counts for the prior five days for all meals claimed appear reasonable when compared to each approved meal service's						

Do the mean counts for	the prior rive days for a	ii iiicais ciaiiiica appeai	reasonable wi	nen compared to car	en approved mear ser	VICC 3
averages?						
averages:						

Record the Food Items and Serving Sizes for the Meal Observed:					
Meal Components	Food Item	Serving Size			
Milk					
Meat/Meat Alternate					
Fruit/Vegetable					
Fruit/Vegetable					
Grain					
Other:					
Other:					

YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
		1. Does the staffing pattern correspond to that listed on the approved site sheet?
		2. Has the site supervisor attended training session?
		3. Does the site have sufficient food service supervision?
		4. Are meals counted/checked before signing delivery receipt?
		5. Are accurate meal counts taken of meals served?
		6. Are meals served as second meals excessive?
		7. Are records of adult meals being kept?
		8. Do meals meet approved menu?
		9. Do meals meet meal pattern requirements?
		10. Are meals checked for quality?
		11. Is there proper sanitation/storage?
		12. Is the site supervisor following procedures established to make meal order adjustments?
		13. Are meals served within appropriate time frames?
		14. Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off-site).
		15. Does site have a plan in place in case of inclement weather?
		16. Is each meal served as a unit?
		17. Is the meal delivery schedule followed?
		18. Are there provisions for storing or returning excess meals?
		19. Is there documentation of children's income eligibility, if applicable?
		20. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
		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?
Explan	ations:	

MAJOR VIOLATIONS		ACTUAL COUNT		TYPE OF MEAL	
Adult meals included in count of meals served to children.					
Offsite consumption. (Do not include fruits and vegetables if allowed by State agency and sponsor).					
3. More than one meal served at one time to	children.				
4. Meal pattern not met (specify).					
5. Meals not served as a unit.					
6. Meal serving times not met.					
CHECK IF THE FOLLOWING APPLY (Explain any checked items)		EXPLANATION			
7. No records					
8. Incomplete records					
9. Poor sanitation					
10. Other					
Corrective action discussed with (name and ti	itle):				
Corrective action taken:					
Site supervisor's comments:					
Further action needed by (date):					
I certify that the above information is correct:					
Monitor's signature Da	ate	Site supervisor's signature	e Dat	e	
Sponsor representative's signature Da	ate				