

## Site Review Checklist

The following records must be maintained and available for review at each site for the entire duration of the program...

### **All sites must have...**

- “And Justice for All” poster displayed
- A minimum of five days of current daily food production records (components and serving sizes) for self- prep sites or signed and dated delivery receipts for vended/ satellite sites
- A minimum of five days of current meal count records (breakfast, lunch, supper, snack, 4<sup>th</sup> meal supplement)
- Menus for all meals approved to be served (including 4<sup>th</sup> meal supplement)
- Health inspection records (if the Health Department has conducted an inspection at your site)
- Labor records
- Water sample records (if applicable)
- HACCP records (Self-prep SFA sites only)

### **Camp sites and Closed Enrolled sites must also have...**

- Coded roster(s) with individual eligibility determinations of all children in attendance (except for closed enrolled sites located in needy areas)
- Income eligibility forms or other acceptable documentation approved by the sponsor for children eligible for free or reduced price benefits, these must match the coded roster and must be in the same order as they appear on the roster(s)
- Original camp permit issued by the local health department (camp sites only)