



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234
 Office of P-20 Education Policy
 Child Nutrition Program Administration / Summer Food Service
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2024 SFSP Sponsor Monitoring Form

To be used in conjunction with monitoring forms when reviewing a non-congregate meal service

Sponsor Name: LEA Code:	Site Name: LEA Code:
Address:	City:
Monitor Name:	
Site Supervisor Name:	

Meal Service

	Yes	No	Comments
Did monitor observe meal packaging, including the assembly of meals (if applicable)?			
Did meals meet meal pattern requirements? Note if meals are unitized or bulk			
Were the appropriate number of meals delivered? Note if approved CAP was exceeded.			
Are the meals delivered within timeframe approved by SED?			
Is the AJFA poster properly displayed, including on delivery vehicles and are all other civil rights requirements met?			
Are local health, food safety and sanitation standards followed?			
Does the sponsor maintain temperature logs? Food served during congregate meal services is normally held in a refrigerator, cooler, or other permanent type of warming or cooling device while food served with the home delivery model will require use of equipment in a mobile setting.			

Meal Pick Up Only

	Yes	No	Comments
Are meals packaged so that can be carried from the non-congregate site to the homes provided?			

Does the sponsor maintain a system to ensure meals are distributed only to children or to the parents or guardians of eligible children, and that duplicate meals are not distributed?			List procedure:
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Home Delivery Only

	Yes	No	Comments
Does the sponsor maintain documentation of written consent from the eligible child's parent or guardian that the household wants to receive delivered meals?			
Did monitor observe meal delivery?			
Does the sponsor have a plan to ensure food safety if meals are delivered to homes when no one is present?			

Bulk Meals (if applicable)

	Yes	No	Comments
Did the sponsor ensure food items are clearly identifiable as making up reimbursable meals?			
Are menus provided with directions indicating which items are to be used for each meal and the portion sizes?			
Are foods provided that only require minimal preparation? Food cannot be provided as ingredients or require chopping, mixing, baking, etc.			

Sites that operate both congregate and non-congregate (if applicable)

	Yes	No	Comments
Does the sponsor maintain separate meal count records for congregate and non-congregate meals?			
Did monitor observe meal packaging?			
Did monitor observe meal pick up?			
Does the sponsor maintain a system to ensure children receiving a congregate meal are also not receiving non-congregate meals?			

Monitor Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Monitor's notes (include and corrective action plans):