

Food Service Review Form

Attachement 44

Sponsor is required to complete form for all sites within the first four weeks of operation

Date of site visit:	Monitor's arrival time:
Sponsor name:	Monitor's departure time:
Site LEA code:	Site name:
Monitor's name:	Site address:
Site Supervisor's name:	

Site Type: Open Open Restricted Closed Enrolled
 Camp Migrant

Meal Service Observed: Breakfast Supper
 Lunch Snack

Congregate Meal Service Non-Congregate Meal Service Both

Approved Meal Service Start Time: _____ End Time: _____

Observed Meal Service Start Time: _____ End Time: _____

How many points of service (POS) are there for the meal service observed? _____

	Site Count	Monitor Count		Site Count	Monitor Count
Meals leftover from previous day			Second meals served to children		
Meals delivered			Meals served to program adults		
Meals available			Meals served to non-program adults		
First meals served to children			Excess meals leftover		

Yes	No	N/A	
			1. Has corrective action been implemented for all issues identified at the first-week self-review, if applicable?
			2. Has all site staff attended SFSP training including Civil Rights requirements?
			3. Are meals served at the approved meal service times?
			4. Is the site notifying the Sponsor of meal time changes including field trips?
			5. Is the site staff counting meals as trained by the Sponsor? If 'No', # of disallowed:
			6. Is the site adjusting the number of meals prepared/ordered to limit second meals/leftovers?

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Yes	No	N/A	
			7. Is the site serving meals as trained by Sponsor? (tray-line, family-style)
			8. Is the menu posted/provided and served as planned?
			9. Do all meals meet meal pattern requirements?
			10. Self-prep sites: do production records include all required information (portion sizes, # prepared/served, etc.)
			11. Does the site meet all Department of Health regulations regarding sanitation and storage?
			12. Have all violations noted in health inspection reports been corrected?
			13. Is the site staff following the adult meal policy as trained by the Sponsor?
			14. Are all meals served and consumed on site? If 'No' has the site been approved for flexible off-site consumption (FOC)? N/A for non-congregate sites
			15. Open Sites- is there adequate signage informing the public of free meals? If no, contact SED for a free banner.
			16. Is the 'And Justice for All' Poster displayed in a prominent place? For non-congregate meals being delivered, is the 'And Justice for All' poster posted on the delivery vehicle or is the Non-Discrimination Statement provided with the meals?
			17. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, gender, age or disability?
			18. Is informational material pertaining to the SFSP available in appropriate translations and include the full non-discrimination statement?
			19. For camps and closed enrolled sites using income applications to determine eligibility:
			Have determinations been made on the income application?
			Are applications/rosters maintained on site & accessible only by authorized staff?
			Closed enrolled sites only: does documentation validate that at least 50% of the children enrolled are eligible?
			20. Does the site have a system to collect racial and ethnic data?

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Questions 20-22 applies only to sites that receive delivered meals

Yes	No	N/A	
			20. Does the site staff know how to handle breakdowns in delivery?
			21. Are delivered meals being counted and signed for upon delivery?
			22. Are vended meals being served as a unit?

Questions 23- 30 apply only to non-congregate sites

Yes	No	N/A	
			23. Are meals packaged so they can be carried home from the site?
			24. Is there a system in place to ensure meals are only provided to children or the parents/guardians of eligible children? List procedure:
			25. Is there a system in place to ensure duplicate meals are not provided? List system:
			26. For meal delivery, is documentation of written consent from the eligible children's parents/guardians maintained? List where documentation is maintained:
			27. For meal delivery, is there a food safety plan in place when no one is present at home? List plan:
			28. Are food items clearly identifiable as making up reimbursable meals?
			29. Are menus provided with directions and portion sizes?
			30. Are foods provided that only require minimal preparation? Food cannot be provided as ingredients or require baking.

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Questions 31-32 apply only to sites that provide congregate and non-congregate meals

Yes	No	N/A	
			31. Are separate meal counts maintained for congregate and non-congregate meals?
			32. Is there a system in place to ensure children receiving a congregate meal are not also receiving a non-congregate meals? List system:

33. Are the following records maintained and available for review:

Yes	No	N/A		Yes	No	N/A	
			Permit to operate a food service (self-prep sites only)				Production records (self-prep sites only)
			HAACP records (school sponsors only)				Menu
			Delivery Receipts (vended sites only)				Daily meal counts
			Water samples (if not using public water)				Camp Permit (camps only)
			Eligibility documentation (camps & closed enrolled sites)				Temperature logs (for meal delivery)

If 'No' to any of the above (questions 1-33), explain the corrective action that will be implemented. If meals were disallowed, include the reason and number of meals.

I CERTIFY that this site has been visited and has the capability and facilities for the meal service planned for the number of children anticipated to be served, and that the information on this form is true and correct; that the sponsor is aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and federal criminal statutes; and that this program will be available to all children regardless of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Site Supervisor's Signature: _____

Monitor's Signature: _____