

**REQUIREMENT:** The site visit must be conducted within the **first week of program operation.**

FLORIDA DEPARTMENT OF EDUCATION  
FOOD AND NUTRITION MANAGEMENT  
SUMMER FOOD SERVICE PROGRAM  
**SPONSOR SITE VISIT FORM**

\_\_\_\_\_ Agreement Number

1. Sponsor's name:	Site supervisor: _____ Site name: _____ SFSP Site number: _____ Site address: _____ _____
2. Meal Observed (Circle One):	Breakfast      A.M. Snack      Lunch      P.M. Snack      Supper      N/A
3. Date of visit: _____	Time arrived at site: _____      Time departed site: _____
4. Number of children in attendance at the time of the visit: _____ Time of meal delivery: _____      Number of meals delivered: _____ Are meals verified at delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No    By whom? _____ Is there safe and adequate storage for meals? <input type="checkbox"/> Yes <input type="checkbox"/> No    Is the site clean? <input type="checkbox"/> Yes <input type="checkbox"/> No    If "No," explain in Remarks. <u>Approved</u> time of meal service: _____ <u>Actual</u> Time of meal service: _____ Number of first meals served: _____      Number of seconds: _____ Are meals marked at point of service (POS)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If "No," explain in remarks.	
5. If bad weather, are the feeding facilities adequate? <input type="checkbox"/> Yes <input type="checkbox"/> No    If "No," explain in remarks.	
6. Does the site have the following documents at the site?: (If "No," explain in Remarks.) (a) Daily count sheets <input type="checkbox"/> Yes <input type="checkbox"/> No      (e) Delivery tickets (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No (b) Weekly recap sheets <input type="checkbox"/> Yes <input type="checkbox"/> No      (f) Do delivery tickets match recaps? <input type="checkbox"/> Yes <input type="checkbox"/> No (c) Site supervisor's record of meals served <input type="checkbox"/> Yes <input type="checkbox"/> No      (g) Are forms accurate and complete? <input type="checkbox"/> Yes <input type="checkbox"/> No (d) Production records (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No      (h) Menu <input type="checkbox"/> Yes <input type="checkbox"/> No (i) Has site provided the sponsor field trip information? <input type="checkbox"/> Yes <input type="checkbox"/> No (j) Is the racial/ethnic data form (SFSP-F16) maintained at site? <input type="checkbox"/> Yes <input type="checkbox"/> No (k) Does site have "And Justice for All" poster posted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Remarks: _____ _____ _____ _____	
8. Corrective Actions Required: _____ _____ _____ _____	

\_\_\_\_\_  
Signature, Site Supervisor

\_\_\_\_\_  
Signature, Sponsor Representative

