

SUMMER FOOD SERVICE PROGRAM SPONSOR MONITOR SITE/REVIEW FORM

Site Visit
 Site Review
 Follow-up

Date of Review	Sponsor Name	Sponsor Number
Arrival Time:	Site Name and Address(Include Zip Code) _____	
Departure Time:	County _____	
Names of Reviewers:	Site Number:	
	Names and Titles of Persons Interviewed at Site:	
Site Operation Dates: Begin / / End / /	Menu served on the day of the review(Please list all item):	

	100	<u>MEAL TYPE OBSERVED</u>
	101	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> No Meal Observed
	200	<u>MEAL SERVICE TIMES</u>
YES	NO	N/A
_____	_____	_____
	201	Approved time for this meal service: From: _____ To: _____
	202	Actual meal service time observed: From: _____ To: _____
	203	Were all meals served within the approved meal service time? If #203 is NO, record number of meals in #412 on pg 2.
	300	<u>MEAL SERVICE SYSTEMS</u>
	301	Does the meals prepared/delivered meet meal pattern requirements?
	301a	If #301 is NO: Was site staff able to produce the required items/components prior to meal service?
	302	In how many areas (points of service) are reimbursable meals being served? _____
	303	What is the site's method of serving meals? <input type="checkbox"/> Unitized meals <input type="checkbox"/> Tray line OVS (Districts Only)
	304	Describe the site's Point of Service below:
	305	What type(s) of meal count records does the site maintain? (Check all that apply) <input type="checkbox"/> First meals served to children <input type="checkbox"/> Leftovers (for use the next day) <input type="checkbox"/> None <input type="checkbox"/> Disallowed meals served <input type="checkbox"/> Program adult meals <input type="checkbox"/> Second meals served to children <input type="checkbox"/> Non-program adult meals
	306	If the site serves non-program adults, do the adults pay for their meals at an established price?
	307	Does the sponsor have a procedure to collect the site's meal count records?
	308	Does the site maintain a Site Supervisor Record of Meal Served form for each meal type served?
	309	Describe method for adjusting the meals orders daily.
	400	<u>OBSERVED MEAL SERVICE</u> <u>Questions #401-#403 apply only to district sites approved to serve OVS</u>
	401	Did each child take the minimum number of components for a reimbursable meal? If #401 is NO: Record the number of meals in #409 on pg 2
	402	Where the required number of components present for OVS to be implemented correctly? If #402 is NO: Record the number of incomplete meals in #408 on pg 2
	403	Does the staff encourage the children to choose any combination of components? If #403 is NO: please explain below:
	404	Is part or the entire site on a Field Trip? If the field trip is not authorized, record the number of unauthorized meals in #412 on pg 2

YES NO N/A

405 Does the site use an accurate Point of Service (POS)? If #405 is NO, record meals in #412.

406 RECORD SITE'S MEAL COUNTS FOR MEAL SERVICE OBSERVED:

First meals served to children _____ Leftovers (if used the next day) _____

Disallowed meals served _____ Program adult meals _____

Second meals served to children _____ Non-program adult meals _____

RECORD MONITOR'S COUNTS FOR OBSERVED MEAL SERVICE

407 First meals served to children 407 _____

408 Were all items/components available throughout the meal service?
If NO: Record the number of disallowed meals 408 _____

409 Did all meals served meet meal pattern requirements?
If NO: Record the number of disallowed meals 409 _____

410 Were only approved food components observed/reported leaving the site?
If NO: Record the number of disallowed meals 410 _____

411 Were all meals served as a unit?
If NO: Record number of meals disallowed 411 _____

412 Unauthorized meals served excluding meals listed in #408 through #411 412 _____

413 Total number of disallowed meals (Add #408 through #412) 413 _____

414 Potential reimbursable firsts meals (Subtract #413 from #407) 414 _____

415 Potential reimbursable second meals _____

416 Does the site's count of complete meals equal the state monitor's count?

417 Temperature: Delivery Service Temperature:
Milk or Juice _____ F° _____ F° Refrigerator _____ F°
Sandwich _____ F° _____ F° Cooler _____ F°
Hot Entree' _____ F° _____ F° Other _____ F°
Other _____ F° _____ F° Other _____ F°

500 MEAL DELIVERY Questions #501 - #505a apply to vended or self-prep satellite sites only, N/A for Universities

501 Does the site maintain 5 days of delivery receipts?

502 Do the delivery receipts itemize the number of meals delivered by meal type?

503 Did the site's system validate that the number of meals delivered was the same number as reported on the delivery receipt?

504 Does the site have a system to handle breakdowns in meal delivery?

505 Is the number of meals delivered to the site less than or equal to the approved MAX? If no, explain below:

600 **MEAL COUNT INTEGRITY**

Record the site's previous five (5) day(s) meal served (Use the records for the same meal type observed)

Date	# of meals prepared/delivered	# of first meals served to children
(a) Number of Total Days Recorded:	(a)	(b)
Day of Review		(d)

(b) ÷ (a) = (c) _____

(d) - (c) = _____

YES NO N/A

_____ 601 Is the meal count on the day of review consistent with the sponsor's documented meal count records?

_____ 601a If NO: Does the site have a reasonable explanation for the significant change in the number of meals served on the day of the review? Site explanation: _____

_____ 602 Is the procedure for preparing and/or ordering meals adequate to meet the objective of serving only one meal to each child?

700 **MENU**

_____ 701 Is there a menu available on site for review? **N/A for Universities**

_____ 701a If YES: Does the current cycle/month menu meet meal pattern requirements for all approved meal types?

If #701a is NO, record menu deficiencies:

Date of Service	Meal Type	Missing or Inadequate Component	# of Meals Served (if served prior to day of review)

800 **MEAL PRODUCTION** Questions #801 - #803 apply to sites where meals are prepared on site only:

_____ 801 Are production records maintained? **N/A for Universities**

_____ 801a If YES, do the production records adequately document that all items/components are prepared and that portion sizes meet meal pattern requirements?

If #801a is NO: Record deficiencies:

Meal Type	# Meals Served	Missing Or Inadequate Component

_____ 802 If this is a base site, does it have separate production records for the other site(s) meals?

_____ 803 Does the site have beginning and ending inventory records?

YES	NO	N/A	900	<u>FOOD SAFETY</u>
___	___	___	901	If the vended or satellite site does not have adequate facilities for holding meals, are meals delivered within one hour of the beginning of the meal service?
___	___	___	902	Does the site have adequate procedures in place to ensure food safety in the preparation, holding and serving of food?
___	___	___	903	Has the State or local health department visited the site?
___	___	___	903a	If YES: Have cited violations been corrected? (If applicable)
___	___	___	904	For self-prep sites – does the site have adequate facilities for cooking, assembling, and holding meals?
___	___	___	905	Does the site have procedures for when meals are not at the state mandated temperatures?
			1000	<u>ELIGIBILITY</u>
				Site Eligibility Type: Open___ Restricted Open___ Closed Enrolled___ Migrant___
			1001	Non-Residential Camp___ Residential Camp___ NYSP___
				<u>Questions # 1002 - 1007 apply only to closed enrolled sites in non-needy areas and/or residential camps</u>
___	___	___	1002	Is all appropriate eligibility documentation maintained?
___	___	___	1003	Have eligibility determinations been made on each application?
___	___	___	1004	Are the applications maintained at the site or sponsor’s office:
			1005	Number of eligible children validated _____
___	___	___	1006	For closed enrolled sites, does the documentation validate 50% eligibility?
___	___	___	1007	If the children have different eligibility’s, how does the site distinguish the meals claimed for reimbursement?
			1100	<u>CIVIL RIGHTS COMPLIANCE</u>
___	___		1101	Is this site displaying the "Justice For All" poster?
___	___		1102	Does the site serve meals to all attending children equally, regardless of race, color, sex, age, disability and national origin?
___	___		1103	Does the site allow all children equal access to the services and facilities regardless of race, color, sex, age, disability or national origin?
___	___		1104	Has the site been requested to provide program eligibility information in an appropriate translation?
___	___	___	1104a	If YES: Has the information been made available to the appropriate people?
___	___		1105	Do all available materials contain a nondiscrimination statement?
___	___		1106	Does the site have a procedure for filing a complaint on information concerning the program and program activities?
___	___		1107	In the opinion of the reviewer, based on information obtained by personal observation, does the site appear to be in compliance with Title VI of the Civil Rights Act of 1964?

<u>Ethnic Categories</u>		<u>Racial Categories</u>	
Total number of children observed on day of review		Total number of children observed on day of review	
Hispanic or Latino		American Indian or Alaska Native	
Non-Hispanic or Latino		Asian	
		Black or African American	
		Native Hawaiian or Other Pacific Islander	
		White	

Please note more than one box may be checked in each Column

REGULATION/POLICY	REVIEW FINDINGS	PROPOSED ACTION	SPONSOR/SITE'S CORRECTIVE ACTION PLAN
<p>Section 225.16 (d) of the Code of Federal Regulations provides in pertinent part that “[s]ponsors shall ensure that all meals served meet all of the requirements.” The minimum amounts of food components to be served as lunch or supper for the SFSP meal pattern are as follows: two ounces meat/meat alternate, fruit and/or vegetables totaling ¾ cup from two separate sources, 1 serving bread/grain, and eight ounces of milk, fluid served as a beverage. Six ounces of fluid milk may be served to children ages six or younger with prior approval. The minimum amounts of food components to be served as breakfast for the SFSP meal pattern are as follows: 1 serving bread/grain, fruit and/or vegetable totaling ½ cup, and eight ounces of milk, fluid served as a beverage. Six ounces of fluid milk may be served to children ages six or younger with prior approval. Snacks must contain two of the following food items from different components: 1 serving bread/grain, fruit and/or vegetable totaling ¾ cup, one ounce meat/meat alternate, eight ounces of milk, fluid served as a beverage. Six ounces of fluid milk may be served to children ages six or younger with prior approval. Juice cannot be served when milk is the only other component * For SFA approved menu patterns-refer to resources provided.</p> <p>Section 225.6(d) (ii) of Title 7 of the Code of Federal Regulations provides in pertinent part that “[i]f the State agency observes meal service violations during the conduct of the site review, the State agency shall disallow as meals served to children all of the meals observed to be in violation.”</p> <p>Section 225.16 (f) (ii) of Title 7 of the Code of Federal Regulations provides in pertinent part that SFA’s that are Program sponsors may permit a child to refuse one or more items that the child does not intend to eat. The school food authority must apply this “offer versus serve” option under the rules followed for the NSLP, as described in part 210 of this chapter. The reimbursements to SFA’s for Program meals served under “OVS” must not be reduced because children choose not to take all components of the meals that are offered.</p> <p>TA Note #2006-10 States the importance of maintaining an accurate point-of-service meal count system. The point-of-service meal count is required by the United States Department of Agriculture (USDA) for all sponsors of the SFSP. It requires that meals are actually counted and recorded at point-of-service when the complete meal is served to each child. See the <i>USDA Summer Food Service Program for Children, Administrative Guidance for Sponsors</i>. The point-of-service count allows site personnel an opportunity to ensure that only complete meals are served, recorded, and claimed for meal reimbursement. This is crucial for program compliance since incomplete meals are ineligible for reimbursement.</p> <p>TA Note #2006-07 States The Department requires that the SFSP program supervisor or the SFSP area representative formally approve a sponsor’s planned field trips. If the sponsor is planning a field trip that affects the time or location of meal service, the sponsor must e-mail the Department’s SFSP staff and the meal service vendor at least 48 hours in advance. Sponsors must ensure that menu items are received, safely stored, and adequately transported for all field trips.</p> <ul style="list-style-type: none"> • If the SFSP office is not notified within the above stated time frame of a field trip, meals served will be considered “consumed off-site” and will not be reimbursed. • Sponsors must notify the Department’s SFSP office of any changes (additions or cancellations) to approved scheduled field trips. 	<p>#408-#412</p> <p><input type="checkbox"/> Meals served did not meet meal pattern requirements</p> <p><input type="checkbox"/> Incomplete meals were served (missing required components)</p> <p><input type="checkbox"/> Deficient meals were served (inadequate portion sizes)</p> <p><input type="checkbox"/> The site was not approved to implement OVS for the observed meal service, but is eligible</p> <p><input type="checkbox"/> Children not able to self-select from items/components offered</p> <p><input type="checkbox"/> Meals served did not have an accurate point of service</p> <p><input type="checkbox"/> Site was on an unauthorized field trip.</p>	<p><input type="checkbox"/> Disallowed meals are not included in the number of potentially reimbursable meals.</p> <p><input type="checkbox"/> State requires the sponsor to submit request in writing to approve the implementation of OVS.</p> <p><input type="checkbox"/> Technical assistance has been given.</p> <p><input type="checkbox"/> State requires the sponsor to email field trips to the state and meals will be disallowed.</p>	<p><input type="checkbox"/> The sponsor will not claim disallowed meals.</p> <p><input type="checkbox"/> For children with allergies, the sponsor will maintain documentation on site.</p> <p><input type="checkbox"/> The sponsor will make a written request for approval to implement the OVS provision within 2 meal service days.</p> <p><input type="checkbox"/> The sponsor will immediately offer and serve all components at each meal service.</p> <p><input type="checkbox"/> The sponsor will allow children to self-select from items/components offered.</p> <p><input type="checkbox"/> The sponsor will take the following action by the next meal service to ensure that all meals offered and served to children meet at least the minimum requirements established:</p> <p><input type="checkbox"/> The sponsor will take the following action by the next meal service to ensure that all meals served to children will have an accurate point of service.</p> <p><input type="checkbox"/> The sponsor will retrain staff at this site.</p> <p><input type="checkbox"/> The sponsor will email all field trips to the state 48 hours prior to the field trip for approval.</p>

Please note more than one box may be checked in each Column

REGULATION/POLICY	REVIEW FINDINGS	PROPOSED ACTION	SPONSOR/SITE'S CORRECTIVE ACTION PLAN
<p>Section 225.15 (b) (3) of Title 7 of the Code of Federal Regulations provides impertinent part that “[T] he sponsor shall not order or prepare meals for children at any site in excess of the site’s approved level.”</p>	<p>505</p> <p><input type="checkbox"/> The number of meals delivered to the site was greater than the approved ADA and were not served as first meals.</p> <p><input type="checkbox"/> The number of meals delivered to the site was greater than the approved ADA however, the excess meals were served as first meals to children</p>	<p><input type="checkbox"/> The state will not allow the sponsor to claim additional meals until the CNP system is updated and approved by the state.</p> <p><input type="checkbox"/> The state will deny excess meals not claimed as first meals or program adult meals.</p> <p><input type="checkbox"/> The state will notify the sponsor in writing of adjusted meal ADA.</p> <p><input type="checkbox"/> Technical assistance has been given.</p>	<p><input type="checkbox"/> The sponsor will make a written request to state to increase the number of meals delivered to the site.</p> <p><input type="checkbox"/> The sponsor will not claim reimbursement for meals ordered and served above the ADA</p> <p><input type="checkbox"/> The sponsor will take the following action within 48 hours to ensure that the number of meals delivered to the site does not exceed the established ADA:</p>
<p>Section 225.15 (c) (1) of Title 7 of the Code of Federal Regulations provides in pertinent part that “[s] ponsors shall maintain accurate records which justify all costs and meals claimed. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/ or administrative costs claimed during the period covered by the records in question.”</p>	<p>601</p> <p><input type="checkbox"/> The site’s records do not support that the site served the number of meals reported on the meal count sheets</p> <p>601a</p> <p><input type="checkbox"/> The site did not provide a reasonable explanation regarding the significant discrepancy between the lower number of meals served at the site on the day of review compared to the higher number of meals reported as served each day during the prior 5 days meal service</p>	<p><input type="checkbox"/> Failure to identify and correct the problem may result in a downward adjustment to the number of meals eligible for reimbursement.</p> <p><input type="checkbox"/> All meals reported as served on the day of review above state monitor’s count are disallowed.</p> <p><input type="checkbox"/> Technical assistance has been given.</p>	<p><input type="checkbox"/> The sponsor will not claim reimbursement for meals that are not supported with accurate documentation</p> <p><input type="checkbox"/> The sponsor will take the following action by the next meal service:</p>

The information contained in this report is true and correct to the best of my knowledge. All comments were discussed between the reviewer(s) and the site supervisor/representative.

Sponsor Representative Signature/Date:

Site Supervisor/Representative Signature/Date: