

Grants Coordination and School Support
Summer Food Service Program



Visit and Review Requirements

Sponsors must ensure that they meet minimum monitoring requirements. Sponsors must visit all new and problem sites prior to operation. The purpose of this type of preoperational visit is to determine that the sites have the appropriate facilities and, if possible, to meet with the site personnel.

Additionally, during the first week of operation, sponsors **must visit all sites**. Sponsors must conduct first week visits of sites that did not operate during the previous year (new sites) and sites with new staff first. It is in the sponsor's best interest to quickly visit sites that have a record of being poorly run.

A more thorough review of all sites must be conducted by the sponsor at least once during the first four weeks of program operations.

Regulations require that monitoring continue throughout the summer at a level sufficient to ensure that sites comply with program regulations. You must be able to document that you have met these monitoring requirements.

Table Summarizing Minimum Site Visit/Review Requirements

	All Sites	New Sites	Problem Sites	Sites with New, Inexperienced, or Unskilled Staff
Pre-operational Visit		✓	✓	✓
First Week Visit	✓			
Review within first 4 weeks of site operation	✓			

Pre-Operational Site Visit Form and First Week Visit Form

The Pre-Operational and First Week Site Visit forms must be used to document site visits.

Monitor Site Review Form

This form must be used by sponsor reviewers to conduct a thorough review of each site's operation. The sponsor should leave a copy of the site review form or a corrective action report with the site supervisor.