

**Michigan Department of Education  
Office of School Support Services  
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 site(s) have the appropriate facilities and, if possible, to meet with the site personnel.

Additionally, during the first week of operation, sponsors **must** conduct first week visits of sites that did not operate during the previous year (new sites) and any problem sites or those with new staff first. It is in the sponsor's best interest to quickly visit sites that have a history of operational problems.

**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		✓	✓	✓
Monitor Site Review • Within the first 4 weeks of site operation	✓			
Racial Ethnic Data Form • Once per site, per summer • Once per session for camps	✓			

**Pre-Operational Visit Worksheet 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 any corrective action with the site supervisor or representative **and conduct a follow-up visit to ensure corrective action has been completed.**

**Racial Ethnic Data Form**

This form must be used by the sponsor to monitor the participating population of children by ethnic and racial categories. It is recommended that this form be completed together with the Monitor Site Review Form.

