

**Michigan Department of Education
Office of Health and Nutrition Services
Summer Food Service Program**

First Week Visit Form

Visit Date:		Monitor Name:	
Monitor Arrival Time:	AM PM	Monitor Departure Time:	AM PM
Site Name:		Site # (in MEGS+):	
Site Address:			
Site Contact Name:		Operational Dates:	
MEAL SERVICE			
Type(s) of Meal Service Observed: Breakfast Lunch Snack Supper			
Approved Meal Service Start Time:		Number of Meals Prepared/Ordered:	
Approved Meal Service End Time:		Number of Meals Served:	
Are multiple meals distributed in one day?		Yes	No
If yes, what are the days of distribution and what type of meals are being provided:			
What is your feeding model? (check the box): Congregate Non-Congregate			
Are you serving (check the box): OVS Unitized Meals			
<i>*If serving non-congregate you must serve meals as a unit and CANNOT use OVS</i>			
SITE QUESTIONS			N/A
Has each site staff person been trained by the sponsor?			YES
Are site staff following procedures to adjust meal orders daily?			NO
Is there proper storage?			
Is there proper sanitation?			
Are meals counted and checked before signing the delivery ticket?			
Is the meal delivery process satisfactory?			
Do meals meet meal pattern requirements?			
Are meals served/distributed within the approved meal service times?			
Are meal counts taken at Point-Of-Service (POS), when meals are served/distributed?			
Do meal count patterns suggest meals are not counted at POS? (delivered = served, same meal counts daily, multiples of 5) [No is Ok]			
Are all required records up to date (menus/production records, delivery tickets, Daily Meal Count Form and if applicable, Record of First Meals Served)?			
Is the "Free Meals" poster visible to the community and include meals served, meal service times, and dates of operation?			
The "And Justice For All" poster must be provided by the sponsor. Is it posted where site visitors can easily view it?			
CORRECTIVE ACTION REQUIRED			
Monitor Signature:		Date:	Time:
Site Contact Signature:		Date:	Time:

