

## Initial Site Visit Form

Visit Date:		Monitor Name:		
Monitor Arrival Time:	AM      PM	Monitor Departure Time:	AM      PM	
Site Name:		Site # (in NexSys):		
Site Address:				
Site Contact Name:		Operational Dates:		
MEAL SERVICE				
Type(s) of Meal Service Observed: <b>Breakfast</b> <b>Lunch</b> <b>Snack</b> <b>Supper</b>				
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 (if approved by MDE)?		<b>Yes</b>	<b>No</b>	
If yes, list the days of distribution and type of meals provided (e.g., Mon & Wed, Breakfast & Lunch):				
What is your feeding model?: <b>Congregate</b> <b>Non-Congregate</b> (if allowed by MDE)				
Are you serving: <b>OVS</b> <b>Unitized Meals</b>				
<i>**If serving non-congregate you must serve meals as a unit and CANNOT use OVS**</i>				
SITE QUESTIONS		N/A	YES	NO
Has each site staff person been trained by the sponsor?				
Are site staff following procedures to adjust meal orders daily?				
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 Forms or Multiple Meal Distribution Forms (if allowed by MDE), 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:	

