

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

**Monitor Site Review Form**

Review Date:	<b>Monitor Arrival Time:</b>	<b>AM</b>	<b>PM</b>
Site # (NexSys):	Monitor Name:		
Site Name:			
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>
Number of meals prepared/delivered		Approved meal service time start		
Number of previous days' leftover meals		Approved meal service time end		
Number of total meals available				
Number of first meals served to children		Number of meals disallowed		
Number of second meals served to children		Reason for disallowed meals:		
Number of meals served to program adults				
Number of meals served to non-program adults				
Number of non-reimbursable meals				
Number of meals left over				

Are multiple meals distributed in one day (if approved by MDE)?: **Yes** **No**

If yes, list the days of distribution and type of meals provided (e.g., Monday & Wednesday, Breakfast & Lunch):

What is your feeding model?: **Congregate** **Non-Congregate** (if approved by MDE)

Are you serving: **OVS** **Unitized Meals**

*\*\*If serving non-congregate you must serve meals as a unit and OVS is NOT an option\*\**

**MENU OBSERVED ON DAY OF REVIEW (check the box for meal service(s) observed)**

<b>Breakfast</b>	<b>Lunch</b>	<b>Snack</b>	<b>Supper</b>
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Verify meals/snacks during meal distribution meet the meal pattern requirements (components and portions) and are creditable by checking the box next to the provided meal(s). Attach production records, menu and/or delivery tickets for all meals provided during distribution.

Optional comments:

**SITE PERSONNEL AND MEAL SERVICE (Check Yes or No)**

<i>Provide Corrective Action for any "NO" Answers in the Space Provided Below</i>	<b>YES</b>	<b>NO</b>
Does the site have sufficient food service supervision?		
Have all site staff handing out meals today attended a training session?		
Are site staff following procedures to adjust meal orders daily?		
Is food served at safe temps, recorded and in line with the local health department standards?		
Are meals checked for quality and quantity (e.g. incomplete, damaged meals)?		
Are safe food handling and storage procedures observed?		
Are meal counts taken at point-of-service (POS) when meals are served?		
Are meals being served only during the approved meal service times?		
If serving non-congregate meals (if approved by MDE), are meals served as a unit?		



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<i>Provide Corrective Action for any "NO" Answers in the Space Provided Below</i>	<b>YES</b>	<b>NO</b>
Is the "And Justice For All" poster on display where participants can see it?		
Are meals served without discrimination of protected classes?		
Is equal access is provided according to the USDA Nondiscrimination Statement?		

**DOCUMENTATION (Check Yes, No, or N/A)**

<i>Provide Corrective Action for any "NO" Answers in the Space Provided Below</i>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is a <b>DAILY</b> meal taken for all meals (by type) served to children, program adults, and non-program adults at this site?			
Is a <b>DAILY</b> count of second meals served taken at this site?			
Do meal count patterns suggest meals are not counted at POS? (e.g., delivered = served, same meal counts daily, multiples of five [No is Ok])			
Does the site have leftovers?			
If yes, does the site have a system for handling and documenting leftover meals?			
Are menus, meal production records and/or delivery tickets kept for each meal service?			
Are delivered meals counted before the delivery ticket is signed?			
Is the meal delivery schedule followed?			
Is the "Free Meals" poster visible to the community and includes meal types served, meal service times, and dates of operation?			
Is the Record of First Meals Served being used and up-to-date (required for sponsors with single vended sites and sponsors with more than one site)?			
Is there documentation of children eligible for free meals (enrolled sites only)?			
Is SFSP information available in different languages, as needed?			

**CORRECTIVE ACTION PLAN**

**(Select either "No Findings" or "Findings" and circle the appropriate corrective action)**

<p>Findings – Corrective Action Required (CAR)</p> <ul style="list-style-type: none"> <li>Meal pattern not followed</li> <li>No point of service meal counts</li> <li>Paperwork not up-to-date</li> <li>Meals consumed off-site, if feeding congregate</li> <li>OVS is used for non-congregate feeding</li> <li>Meals served outside of approved meal service times</li> <li>"And Justice For All" poster not displayed</li> <li>"Free Meals" Poster not displayed</li> <li>Site staff not trained (staff must be trained immediately, include training documentation) Health or safety of child compromised (site <b>must</b> be closed) <i>Notify MDE by updating the NexSys application to remove future serving days at the site</i></li> </ul>	<p>No Findings</p>
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**COMMENTS:**

Is a follow-up visit required for any findings during the Monitor Site Review?	<b>YES</b>	<b>NO</b>
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If yes, explain and provide the date you will follow-up.

<b>Follow-up Date:</b>	<b>Follow-up Complete</b>
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<b>Monitor Signature:</b>	<b>Date:</b>	<b>Time:</b>
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<b>Site Contact Signature:</b>	<b>Date:</b>	<b>Time:</b>
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**Monitor Departure Time** **AM** **PM**

