Office of Nutrition Services
Summer Food Service Program

Initial Site Review Form

Review Date:	Monitor Name:
Monitor Arrival Time:	Site # (in NexSys):
Site Name:	
Site Address:	
Site Contact Name:	Operational Dates:

MEAL SERVICE DETAILS

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:

What is your meal service model? ☐ **Congregate** ☐ **Non-congregate (if eligible)**

Is the site approved for Rural Non-congregate (RNC)? ☐ **Yes** ☐ **No**

If approved for RNC, are multiple meals distributed in one day? ☐ **Yes** ☐ **No**

If yes, list the days of distribution and type of meals provided (e.g., Mon & Wed, breakfast & lunch):

Are you serving: ☐ **Offer vs. Serve (OVS)** ☐ **Unitized Meals** ☐ **Straight Serve**

**OVS may only be used in congregate settings

SITE QUESTIONS (check YES, NO, or N/A) **Provide corrective action for any "NO" answers in the comments section**	**YES**	**NO**	**N/A**
Have all staff working at the site including volunteers, been trained for the SFSP?			
Are site staff following procedures to adjust meal orders according to daily participation?			
Does the site have a procedure for keeping food at safe temperatures?			
Does the site follow proper food safety practices?			
Are meals counted, checked and verified with delivery ticket (vended/delivered meals only)?			
Is the meal delivery/prep process satisfactory?			
Do meals meet the meal pattern requirements?			
Are meals served/distributed within the approved meal service times?			
Are meal counts taken at the point-of-service (POS) when meals are served/distributed?			
Do meal counting patterns suggest meals are not counted at POS? (e.g., meals delivered = meals 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 and/or Multiple Meal Count Distribution Forms, and if applicable, Record of First Meal Served)?			
Is the "Meet Up and Eat Up" poster visible to the community and does it include meal types served, meal service times, and dates of operation?			
Is the "And Justice For All" poster displayed where it can be easily viewed?			
Did the monitor remain for the entire duration of the meal service?			

CORRECTIVE ACTION PLAN

Monitor signature:	**Date:**	**Time:**
Site contact signature:	**Date:**	**Time:**