Office of Nutrition Services
Summer Food Service Program

MICHIGAN Department of Education

Monitor Site Review Form

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

MEAL SERVICE DETAILS			
Type(s) of Meal Service Observed: ☐ **Breakfast** ☐ **Lunch** ☐ **Snack** ☐ **Supper**			
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 leftover			
What is your meal service model? ☐ **Congregate** ☐ **Non-congregate**			

Is the site approved for Rural Non-congregate (RNC)?	☐ **YES** ☐ **NO**
If approved for RNC, are multiple meals distributed in one day?	☐ **YES** ☐ **NO**
For RNC sites, 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	

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

☐ **Breakfast** ☐ **Lunch** ☐ **Snack** ☐ **Supper**

Did meals/snacks during meal distribution meet the meal pattern requirements (components and portions)? ☐ **YES** ☐ **NO**

*Sponsors should have documentation to support meals served (e.g. menus, production records and/or delivery tickets)

SITE PERSONNEL AND MEAL SERVICE (CHECK YES OR NO) **Provide corrective action for any "NO" answers in the comments section of this form**	**YES**	**NO**
Does the site have sufficient food service supervision?		
Have all staff working at the site including volunteers, been trained by the sponsor for the SFSP?		
Are site staff following procedures to adjust meal orders according to daily participation?		
Are meals checked for quality and quantity (e.g. incomplete, damaged meals)?		
Is food served at safe temperatures and in line with local health department standards?		
Are safe food handling and storage procedures observed?		
Are meal counts taken at the point-of-service (POS) when meals are served/distributed?		
Are meals served/distributed within the approved meal service time?		
If serving non-congregate meals (if approved by MDE), are meals served as a unit?		
Is the "And Justice For All" poster displayed where it can be easily viewed?		
Are meals served without discrimination of protected classes?		
Is equal access provided according to the USDA Nondiscrimination Statement?		

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RURAL NON-CONGREGATE (RNC) (check YES, NO, or N/A) Provide corrective action for any "NO" answers in the comments section of this form	YES	NO	N/A
** If you do not participate in RNC, skip this section			
Does the site have a menu and production records and/or delivery tickets?			
If serving multiple meals at one time, is a menu and food prep/safety information provided, including child friendly cooking instructions?			
Did you verify the site is not serving items in bulk except for whole fresh fruits and vegetables, milk, and/or juice?			
DOCUMENTATION (check YES, NO, or N/A) **Provide corrective action for any "NO" answers in the comments section of this form**	**YES**	**NO**	**N/A**
Is a **DAILY** meal count taken for all meals (by type) served to children, program adults, and non-program adults at this site?			
Does the site serve second meals? [No is OK]			
If yes, is a **DAILY** count of second meals served taken at this site?			
Do site staff use the meal count form to count second meals correctly?			
Do meal count patterns suggest meals are not counted at POS? (e.g. meals delivered=meals served/distributed, same meal counts daily or multiples of five) [No is OK]			
Does the site have a system for handing and documenting leftover meals?			
Are menus, production records and/or delivery tickets kept for each meal service?			
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 Record of First Meals Served form being used correctly and up to date (required for sponsors with single vended sites and sponsors with more than one site)?			
Is there documentation that children are eligible for free meals (enrolled sites only)?			
Is SFSP information available in different languages, as needed?			

CORRECTIVE ACTION PLAN

(Select either "Findings" or "No Findings" and then circle the items requiring corrective action)

FINDINGS – CORRECTIVE ACTION REQUIRED	NO FINDINGS
• Meal pattern not followed	• Meals served outside of approved meal service times
• Site staff not trained (staff must be trained immediately; include training documentation)	• Food safety concerns or health/safety of children compromised (site **MUST** be closed)
• Congregate meals consumed off-site	• "And Justice For All" poster not located in eating area
• "Meet Up and Eat Up" poster not displayed at the site entrance/visible location	• Paperwork/documentation not up to date
• Missing or inaccurate point-of-service POS meal counts	• RNC menus, production records, or delivery tickets and cooking instructions not available

COMMENTS:

Is a follow-up visit required for any findings observed during the Monitor Site Review?	☐ **YES**	☐ **NO**	
If yes, explain and provide the date of follow-up.			
Follow-up date:	**Follow-up complete?** ☐ **YES**	☐ **NO**	
Did the monitor stay for the entire service?	☐ **YES**	☐ **NO**	
Monitor signature:	**Date:**	**Time:**	
Site contact signature:	**Date:**	**Time:**	