

SUMMER FOOD SERVICE PROGRAM

INITIAL SITE VISIT

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS
(Revised 4/2023)

Date of site visit:	Monitor's arrival time:	Departure time:
Site name:	Site address:	
Discussion with site staff (list names):		

Areas of Discussion	Notes and Observations
Has the sites supervisor attended training session?	
Are meals being counted and signed for?	
Are all required records being completed?	
Are meals served as second meals excessive?	
Do meals meet meal pattern requirements?	
Is there proper sanitation/storage?	
Is the site supervisor following procedures established to make meal order adjustments?	
Are meals served at the time approved by the State agency?	
Are all meals served and consumed on-site? (State agency allows for a child to take a self-contained fruits/vegetables/grains to be taken off site – see Traveling Apple Policy).	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility, if applicable?	
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	

List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:	
Monitor's Signature:	Date: