

SUMMER FOOD SERVICE PROGRAM

Sponsor Food Service Review –Congregate Meals

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS

(Revised 4/2024)

Date of site visit:		Arrival time:		Departure time:		
Site name:			Site address:			
Name of sponsor representative and title of person conducting the site visit:						
Site Type: Open Closed Migrant Camp Upward Bound						
Types of meals reviewed:		Breakfast	AM Snack	Lunch	PM Snack	Supper
Approved daily meals from the site application:						

Food Service Review Questions	Yes/No/NA	Notes and Observations
Have site staff been trained on the requirements of the SFSP program?		
Does the site have sufficient staff to carry out all the required activities for the meal service?		
Are production records being completed and is all the information accurate based on menus and meals being served?		
Is the site operating according to the site type listed on the site application in NDFoods? <ul style="list-style-type: none"> • Open • Closed enrolled • Upward Bound • Migrant Program • Camp NOTE: Make site type changes in NDFoods on the site application.		
Are meals being prepared according to the meal pattern approved on the site application in NDFoods?		
Are meals provided to participants based on the meal service details on the site application in NDFoods? <ul style="list-style-type: none"> • Meals served in the cafeteria • Meals served in the classroom • Outdoor Meal Service • Other 		
Are all meals served and consumed on-site? (NDDPI allows for a child to take a self-contained fruit/vegetable/grant to be taken off site – See SFSP training for Traveling Apple Policy)		
Are all meals served as a unit?		

Food Service Review Questions	Yes/No/NA	Notes and Observations
If vended meals, are meals counted/checked before signing delivery receipt?		
Are meals served to participants being counted and documented correctly using the correct meal count tally form for congregate meals or an alternate form?		
Are meals served as second meals excessive?		
If serving meals to adults, are adult meals documented on correctly?		
Do site staff make adjustments to the number of meals prepared based on participation to ensure that enough meals are prepared or to avoid overpreparing causing leftovers?		
Does the site have a procedure in place for storing or returning excess meals not served during the meal service?		
<p>Are meals being provided to participants during the time approved on the site application in NDFoods?</p> <p>NOTE: Make meal service time changes in NDFoods on the site application.</p>		
If an outdoor site, does the site have a place to serve meals in case of inclement weather?		
Is there proper sanitation/storage for foods being used in the meal service?		
Has the racial ethnic data collection form been completed for this site?		
Are meals served to all children participating regardless of the child's race, color, national origin, sex, age, or disability?		
Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the meal distribution site or when receiving meals via home delivery?		
Are there reasonable steps in place to ensure meaningful access to services for limited English proficient person by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?		
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place where all applicants can clearly view?		
List any problems that were noted, and any corrective actions that were initiated to correct program deficiencies:		

Program Violations Resulting in Non-reimbursable Meals	Actual Count (provide number of non- reimbursable meals)	Type of Meal (breakfast, lunch, snack, supper)
1. The number of daily meals provided to children exceeded the site's maximum allowance. (Note: Two meal type maximum for all sites except migrant, upward bound or residential camps)		
2. Meal pattern not met.		
3. Meal serving times not met.		
4. Meals not served as a unit.		
5. Other program violations (specify):		

Check and explain if any of the following apply:

	No production records	Explanation:
	Incomplete production records	Explanation:
	No meal counting documentation	Explanation:
	Inaccurate meal counting documentation	Explanation:
	Other	Explanation:

Corrective action discussed with Site Supervisor (Name and Title):

Corrective action taken:

Sponsor representative comments:

Further action needed by (date):

I certify that the above information is correct:

Site Monitor's Signature	Date
Sponsor Representative's Signature	Date