

## SUMMER FOOD SERVICE PROGRAM

### Sponsor Initial Site Visit –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:		
Areas of Discussion	Yes/No	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 meals being prepared according to the meal pattern approved on the site application in NDFoods?		
Are production records being completed and is all the information accurate based on menus and meals being served?		
Are meals being provided to children in the location specified on the site application in NDFoods? <ul style="list-style-type: none"> <li>• Meals served in the cafeteria</li> <li>• Meals served in the classroom</li> <li>• Outdoor meal service</li> <li>• Other</li> </ul>		
If meals are transported to a site for the meal service, are meals being stored at the correct temperatures during transport?		
Are meals served to participants being counted and documented correctly using the correct meal count tally form or using another method?  <b>NOTE:</b> If using another method other than the state provided meal count tally sheet, indicate what method is being used to count and document meals.		
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?		

<p>Are meals being provided to participants during the time approved on the site application in NDFoods?</p> <p><b>NOTE:</b> Make meal service time changes in NDFoods on the site application.</p>		
<p>Is there proper sanitation/storage for foods being used in the meal service?</p>		
<p>Is the site operating according to the site type listed on the site application in NDFoods?</p> <ul style="list-style-type: none"> <li>• Open</li> <li>• Closed enrolled</li> <li>• Restricted open</li> <li>• Upward Bound</li> <li>• Migrant Program</li> <li>• Camp</li> </ul> <p><b>NOTE:</b> Make site type changes in NDFoods on the site application.</p>		
<p>Has the racial ethnic data collection form been completed for this site?</p>		
<p>Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place where all applicants can clearly view?</p>		

<p><b>List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:</b></p>	
<p></p>	
<p>Monitor’s Signature:</p>	<p>Date:</p>