

**SITE REVIEW FORM  
SUMMER FOOD SERVICE PROGRAM**

NOTE: To be completed during first four weeks of operations.

Sponsor: \_\_\_\_\_ Site: \_\_\_\_\_

Site contact: \_\_\_\_\_  
Name Title

Site address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of review: \_\_\_\_\_

Monitor's arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Site supervisor: \_\_\_\_\_

Regular site: \_\_\_\_\_ Camp site: \_\_\_\_\_ Average daily participation (if applicable): \_\_\_\_\_

Today's attendance: \_\_\_\_\_ Approved meal service time: \_\_\_\_\_

Type(s) of meals reviewed:

	Breakfast	Snack	Lunch	Snack	Supper
Approved level(s) of meal service	_____	_____	_____	_____	_____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
# meals delivered					
# meals/milk from previous day					
Time meals delivered					
Time meals served					
# first meals served to children					
# second meals served to children					
# meals served to Program adults					
# meals served to non-Program adults					
# meals leftover					

YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
___	___	1. Does the staffing pattern correspond to that listed on the approved site sheet?
___	___	2. Has the site supervisor attended training session?
___	___	3. Does the site have sufficient food service supervision?
___	___	4. Are meals counted/checked before signing delivery receipt?
___	___	5. Are accurate meal counts taken of meals served?
___	___	6. Are meals served as second meals excessive?
___	___	7. Are records of adult meals being kept?
___	___	8. Do meals meet approved menu?
___	___	9. Do meals meet meal pattern requirements?
___	___	10. Are meals checked for quality?
___	___	11. Is there proper sanitation/storage?
___	___	12. Is the site supervisor following procedures established to make meal order adjustments?
___	___	13. Are meals served within appropriate time frames?
___	___	14. Are all meals served and consumed onsite? (Note if State agency and sponsor allow fruits or vegetables to be taken off-site).
___	___	15. Does site have a place to serve children meals in case of inclement weather?
___	___	16. Is each meal served as a unit?
___	___	17. Is the meal delivery schedule followed?
___	___	18. Are there provisions for storing or returning excess meals?
___	___	19. Is there documentation of children's income eligibility, if applicable?
___	___	20. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
___	___	21. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
___	___	22. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
___	___	23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?
<b>Explanations:</b>		

MAJOR VIOLATIONS	ACTUAL COUNT	TYPE OF MEAL
1. Adult meals included in count of meals served to children.	_____	_____
2. Offsite consumption. (Do not include fruits and vegetables if allowed by State agency and sponsor).	_____	_____
3. More than one meal served at one time to children.	_____	_____
4. Meal pattern not met (specify).	_____	_____
5. Meals not served as a unit.	_____	_____
6. Meal serving times not met.	_____	_____
CHECK IF THE FOLLOWING APPLY (Explain any checked items)		
7. No records 8. Incomplete records 9. Poor sanitation 10. Other	EXPLANATION	
Corrective action discussed with (name and title):  Corrective action taken:  Site supervisor's comments:  Further action needed by (date):		
I certify that the above information is correct:		
_____	_____	_____
Monitor's signature	Date	Site supervisor's signature
_____	_____	Date
Sponsor representative's signature	Date	_____

RACIAL and ETHNIC DATA FORM\*\*

Sponsor: \_\_\_\_\_

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Site supervisor: \_\_\_\_\_

NOTE: Both ethnic and racial categories must be determined for each child.

Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
<b>Non-Hispanic or Latino</b>	
Racial Categories	Number of Participating Children
<b>American Indian or Alaska Native.</b> A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
<b>Asian.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
<hr/> Monitor's Signature	<hr/> Date

\*\* Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 and in FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published November 8, 2005. See Back for Instructions.