

**NUTRITION DEPARTMENT**

**Directions:** Sponsors must complete this form each year for new sites, sites that experienced operational problems the previous year, and existing sites that are new to non-congregate meal service prior to operation.

SPONSOR NAME	AGREEMENT NUMBER	
MONITOR NAME	ARRIVAL TIME	DEPARTURE TIME
SITE NAME	SITE NUMBER	
SITE ADDRESS (City, State, and ZIP Code)		
SITE SUPERVISOR	SITE PHONE NUMBER (Include Area Code)	
DATE OF REVIEW	PROJECT START DATE	
SITE NAME/CAPACITY	ESTIMATE PARTICIPATION	

**Type of site (check appropriate type):**

- School    
  Church    
  Residential Camp    
  Playground    
  Settlement House  
 Park    
  Recreation Center    
  Other (specify): \_\_\_\_\_

**Site Qualification:**

- Open    
  Closed enrolled    
  Migrant Site    
  Camp    
  Other (specify): \_\_\_\_\_

**Planned meal service(s):**

- Breakfast    
  Lunch    
  Supper    
  A.M. Snack    
  P.M. Snack

If answer is no, additional comments are required by sponsor.

For estimated number of children above, does the site have:	Yes	No	N/A	Comments
Adequate staff to control the meal service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimate number of staff:
Adequate cooking facilities (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate storage for prepared or delivered food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage space for records at site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate refrigeration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access to a telephone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shelter for inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of alternate site:

Have site staff received required SFSP training?  YES  NO

Date of SFSP training: \_\_\_\_\_

Describe the meal service model (e.g., congregate vs. non-congregate, daily meal pickup, etc.):

What types of organized activities are planned or are possible at this site?

Did the site have any deficiencies in the previous summer?

List any improvements or corrective actions needed before operations begin at the site:

Additional notes:

I certify that the above information is correct.

\_\_\_\_\_  
*Digital or Original Signature from*  
MONITOR

\_\_\_\_\_  
DATE