



100 North First Street, W-270
Springfield, Illinois 62777-0001

**SUMMER FOOD SERVICE PROGRAM
INITIAL SITE VISIT FORM**

NUTRITION DEPARTMENT

Directions: Sponsors must complete and maintain this form for each new site, all existing sites that are new to non-congregate meal service, and all sites that experienced operational problems in the prior year within the first **two weeks** of SFSP operation. Sponsors may conduct a full review of food service operations at the same time they are conducting an initial site visit.

SPONSOR NAME		
AGREEMENT NUMBER	DATE OF REVIEW	
SITE NAME	SITE NUMBER	
SITE ADDRESS (City, State, and ZIP Code)		
SITE SUPERVISOR	SITE PHONE NUMBER (Include Area Code)	
MONITOR NAME	ARRIVAL TIME	DEPARTURE TIME
NUMBER OF MEALS PREPARED OR DELIVERED	MEAL SERVICE TYPE <input type="checkbox"/> Congregate <input type="checkbox"/> Non-congregate	
DISCUSSION WITH SITE STAFF (LIST NAMES)		

AREAS OF DISCUSSION	YES	NO	NOTES AND OBSERVATIONS
Has the site supervisor attended training session?	<input type="checkbox"/>	<input type="checkbox"/>	
Are meals being counted and signed for?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all required records being completed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are meals served as second meals excessive?	<input type="checkbox"/>	<input type="checkbox"/>	
Do meals meet meal pattern requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there proper sanitation/storage?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the site supervisor following procedures established to make meal order adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	

AREAS OF DISCUSSION	YES	NO	NOTES AND OBSERVATIONS
Are meals served at the time approved by ISBE?	<input type="checkbox"/>	<input type="checkbox"/>	
Are meals served and consumed onsite? <i>(Note if ISBE and sponsor allow fruits, vegetables, grains to be taken from site.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is each meal served as a unit?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any problems with delivery?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there documentation of children's income eligibility, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	<input type="checkbox"/>	<input type="checkbox"/>	

List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:

I certify that the above information is correct.

Digital or Original Signature from
 MONITOR

 DATE

Digital or Original Signature from
 SITE SUPERVISOR

 DATE