



# Summer Food Service Program



*Child Nutrition Programs  
Finance and Support Services  
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## First Week Site Visit Form

Date of site visit: \_\_\_\_\_ Monitor's arrival time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

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

Discussion with site staff (list names): \_\_\_\_\_

Today's Meal Count: \_\_\_\_\_ Meal Observed: \_\_\_\_\_

Menu and specified foods served (record all items served)	Serving size
Milk:	Amount:
Veg/Fruit	Amount:
Veg/Fruit	Amount:
Grains	Amount:
Grains	Amount:
Meat/Meat Alternate	Amount:
Meat/Meat Alternate	Amount:
Other item	Amount:
Areas of Discussion	Notes and Observations
Has the site supervisor attended training session?	
Are meals being counted at POS and signed for?	
Are all required records being completed?	
Are meals served as second meals excessive?	
Do meals meet meal pattern requirements?	
Is there proper sanitation/storage on site?	
Is the site supervisor following procedures established to make meal order adjustments?	
Are meals served at the time approved by the State agency?	
Are all meals served and consumed on-site? (Note if State agency and sponsor allow fruits/vegetables/grains to be taken off site).	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility, if applicable?	
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	
Were there problems in the prior site review? How was follow-up conducted on this review to ensure the issues were corrected?	

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

\_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Monitor Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Sponsor Representative Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_