

	<p>Summer Food Service Program</p>  <p>Fourth Week Site Visit Review Form (Food Service Review)</p> <p>Food Bank of Alaska SFSP FY24</p>	<p>Child Nutrition Programs Finance and Support Services</p> <p>P.O. Box 110500 Juneau, Alaska 99811-0500 Phone (907) 465-8711 Fax (907) 465-8910</p>
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

NOTE: To be completed within the first four weeks of site operations.

Sponsor: _____ Site: _____

Site contact: _____

Site address: _____

Date of review: _____

Monitor's arrival time: _____

Monitor's departure time: _____

Site supervisor: _____

Is the Fourth Week Site Visit being conducted during the first two weeks of operation? _____

- Regular Site (Open, Closed-Enrolled, Migrant)
- Camp Site – Average daily participation: _____

- Congregate
- Non-congregate

Approved meal service time: _____

Today's attendance: _____

Type(s) of meals reviewed:

- Breakfast Approved Cap: _____
- AM Snack Approved Cap: _____
- Lunch Approved Cap: _____
- PM Snack Approved Cap: _____
- Supper Approved Cap: _____

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: _____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
# Meals delivered (if applicable)					
# Meals/milk from previous day					
Time meals delivered (if applicable)					
Time meals served					
# First meals served to children					
# Second meals served to children (if applicable)					
# Meals served via non-congregate service (if applicable)					
# Meals served to Program adults (if applicable)					
# Meals served to non-Program adults (if applicable)					
# Discarded meals (dropped, spoiled, incomplete meal, etc.)					
# Meals leftover					

Questions for all sites:

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 a training session?
___	___	3. Does the site have sufficient food service supervision?
___	___	4. Are meals counted/checked before signing delivery receipt? (if applicable)
___	___	5. Are accurate meal counts taken at point of service?
___	___	6. Are records of adult meals being kept?
___	___	7. Do meals meet approved menu?
___	___	8. Do meals meet meal pattern requirements?
___	___	9. Are meals checked for quality?

___	___	10. Is there proper sanitation/storage?
___	___	11. Is the site supervisor following procedures established to make meal order adjustments?
___	___	12. Are meals served within appropriate time frames?
___	___	13. Are all meals served and consumed on site? (if applicable)
___	___	14. Does site have a place to serve children meals in case of inclement weather?
___	___	15. Is each meal served as a unit?
___	___	16. Is the meal delivery schedule followed? (if applicable)
___	___	17. Are there procedures for storing or returning excess meals?
___	___	18. Is there documentation of children's income eligibility? (if applicable)
___	___	19. Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?
___	___	20. Are meals served to all attending children regardless of the child's race, color, national origin, sex (including gender identity and sexual orientation), age, or disability?
___	___	21. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?

Questions for Congregate sites:

Yes	No	Explain any "no" answers below
___	___	22. Are meals served as second meals excessive?
___	___	23. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex (including gender identity and sexual orientation), age, or disability?

Questions for Non-congregate sites:

Yes	No	Explain any "no" answers below
___	___	24. Are preparation instructions included (if applicable)?
___	___	25. Are there procedures in place to prevent over-issuance?
___	___	26: Is home meal-preparation kept to a minimum?
___	___	27. Is the Non-Discrimination statement included on instructions or menus provided with the meal?

Explanation of any "NO" answers: _____

Major Violations	Actual Count	Type of Meal
1. Adult meals included in count of meals served to children	_____	_____
2. Offsite consumption, if approved for congregate service only (Do not include fruits, vegetables and grains 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	_____	_____
7. Other program violations (specify): _____	_____	_____

CHECK IF THE FOLLOWING APPLY (Explain any checked items)

- No records
- Incomplete records
- Poor sanitation
- Other

Explanation:
