



Summer Food Service Program



Child Nutrition Programs
 Finance and Support Services
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Initial Site Visit Review Form

Food Bank of Alaska SFSP FY24

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

Site name: _____ Site address: _____

Site Type: Congregate Non-Congregate Conditional Non-Congregate

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 (all site types)	Notes and Observations
Has the site supervisor attended a training session?	
Are meals being counted at POS and signed for?	
Are all required records being completed?	
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?	
Is there an "And Justice for All" poster, provided by the sponsor, on display in a prominent place?	
Is each meal served as a unit?	
Are there any problems with delivery?	
Is there documentation of children's income eligibility? (if applicable)	
Areas of Discussion (Congregate sites)	Notes and Observations
Are all meals served and consumed on-site? (Note if sponsor allows fruits/vegetables/grains to be taken off site or if approved to provide non-congregate service).	
Are meals served as second meals excessive?	
Do all children have equal access to services and facilities at the site?	
Areas of Discussion (Non-congregate sites)	Notes and Observations
Are bulk meals being served? – if yes, see questions below.	
What preparation is required for meals being served?	
Are there measures in place to prevent over-issuance of meals?	
If a home delivery route – is parental permission on file?	
Does the child need to be present to pick up food? If not, what measures are in place for parent/guardian pickup?	
Are meals only distributed to eligible children?	
If the site offers multi-day meal issuance and/or parent/guardian pickup, are duplicate meals being distributed to and counted for a child?	

Is food safety and ingredient/allergen information given to parents/guardians?	
Areas of Discussion (Bulk Meals)	Notes and Observations
Are the required food components for each reimbursable meal served/provided?	
Are all food items clearly identifiable?	
Are menus provided?	
Do menus show portion sizes for each reimbursable meal?	
Do the meals provided exceed the time period for which the site is approved for multi-day issuance?	

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: __/__/__

This institution is an equal opportunity provider.