

Summer Food Service Program (SFSP) Initial Site Visit Form

Instructions: SFSP sponsors must complete and maintain this form for each **required** site visit conducted during the first two weeks of SFSP operation. This does not replace the required food service reviews; these visits may be done concurrently. *Document only **one** initial site visit per form.*

Sponsor name: _____ Date of review: _____
 Site name: _____ Site number: _____
 Address: _____ Monitor's arrival time: _____
 Phone: _____ Monitor's departure time: _____
 Site supervisor: _____
 Other site staff interviewed: _____

Areas for discussion	Notes and observations
Has the site supervisor attended a training session? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are meals being counted and signed for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all required records being completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are meals served as second meals excessive? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do meals meet the meal pattern requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there proper sanitation/storage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the site supervisor following established procedures to make meal order adjustments? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Areas for discussion	Notes and observations
Are meals served at the time approved by the CSDE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all meals served and consumed on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Indicate if sponsor allows children to take fruits, vegetables, or grains off site.</i>	
Is each meal served as a unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any problems with delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there documentation of children's income eligibility, if applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the "And Justice for All" poster provided by the sponsor on display in a prominent place? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

I certify that the above information is correct.

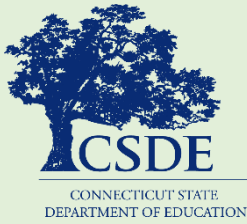
 Monitor's signature

 Date

 Site supervisor's signature

 Date

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For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Site_Visit_Form_SFSP_Initial.pdf.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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