

Summer Food Service Program (SFSP) Pre-operational Site Visit Form

Instructions: Prior to the SFSP opening date, a SFSP sponsor representative must visit all **new sites** and all sites determined to have **operational problems** in the previous year. Complete and maintain a “Pre-operational Site Visit” form for each required site visit. Document only **one** pre-operational 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: _____

1. Type of site (*check one*):

- | | | |
|--|---|--|
| <input type="checkbox"/> Boys & Girls Club | <input type="checkbox"/> Housing complex | <input type="checkbox"/> Salvation Army |
| <input type="checkbox"/> Child Care/Head Start | <input type="checkbox"/> Library | <input type="checkbox"/> School |
| <input type="checkbox"/> Faith Based | <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> YMCA/YWCA |
| <input type="checkbox"/> Farmers’ Market | <input type="checkbox"/> Playground | <input type="checkbox"/> Other (<i>specify</i>): _____ |

2. Estimated number of children the site could serve: _____

3. Estimated number of at-risk children in the area: _____

4. Estimated number of personnel needed to adequately control the food service: _____

5. Are the present facilities adequate for an organized meal service?

- Yes
 No (*please explain*): _____

6. For the estimated number of children, does the site have:

- | | | |
|--|------------------------------|-----------------------------|
| Shelter for inclement weather? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adequate cooking facilities (if applicable)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adequate storage for prepared or delivered food? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Storage space for records at site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adequate refrigeration? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Access to a telephone? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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7. What types of organized activities are possible or planned at this site?

8. Improvements or corrective actions needed before the site opens:

I certify that the above information is correct.

Monitor'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_Preoperational.pdf.

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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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