

Summer Food Service Program (SFSP) Initial Site Visit Form

Summer 2024

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 conducted 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	

SFSP Initial Site Visit Form

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.

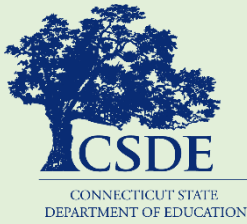
Monitor's signature

Date

Site supervisor's signature

Date

SFSP Initial Site Visit Form



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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by [email louis.todisco@ct.gov](mailto:emallouis.todisco@ct.gov).