

Summer Food Service Program (SFSP) Initial Site Visit Form

Summer 2026

Instructions

SFSP sponsors must complete this form for each site during the first two weeks of SFSP operation. This does not replace the required food service review, but the food service review and initial site visit review may be conducted concurrently. Document only one initial site visit per form.

Maintain this form on file for the administrative review of the SFSP, according to the U.S. Department of Agriculture's (USDA) records retention requirements for the SFSP. For more information, refer to the Connecticut State Department of Education's (CSDE) resource, [Records Retention Requirements for the Summer Food Service Food Program](#).

Part 1: Site Information

Sponsor name: _____

Review date: _____

Site name: _____

Site number: _____

Site address: _____

Site phone: _____

Site supervisor: _____

Other site staff interviewed: _____

Monitor's arrival time: _____

Monitor's departure time: _____

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Part 2: SFSP Requirements

Review the site to determine if it meets each required area below. Indicate any observations and comments below each area.

1. Has the site supervisor attended a training session? Yes No

Observations and comments:

2. Are meals being counted and accurately recorded at the point of service on a signed [meal count form](#)? Yes No

Observations and comments:

3. Are all required records being completed (point-of-service daily meal counts, menus, production records, and delivery receipts)? Yes No

Observations and comments:

4. Are meals served as second meals excessive? Yes No

Observations and comments:

5. Do meals meet the meal pattern requirements? Yes No

Observations and comments:

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7. Is there proper sanitation/storage? Yes No

Observations and comments:

8. Are meals served at the time approved by the CSDE? Yes No

Observations and comments:

9. Are all meals served and consumed on site? Yes No

Observations and comments: (**Note:** Indicate if sponsor allows children to take fruits, vegetables, or grains off site.)

10. Is each meal served as a unit? Yes No

Observations and comments:

11. Are there any problems with delivery? Yes No

Observations and comments:

12. Is there documentation of children's income eligibility, if applicable? Yes No

Observations and comments:

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13. Is the sponsor's "And Justice for All" poster on display in a prominent place? Yes No
Observations and comments:

Part 3: Corrective Action

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

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Part 4: Certification

I certify that the information in this document is correct.

Monitor

Signature: _____

Date: _____

Site supervisor

Signature: _____

Date: _____

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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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