

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

Summer 2026

Instructions

Prior to the SFSP opening date, a representative of the SFSP sponsor must visit all new sites and all sites determined to have operational problems in the previous year. Complete this form for each required site visit. Document only one pre-operational 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](#).

Sponsor name: _____

Review date: _____

Site name: _____

Site number: _____

Site address: _____

Site phone: _____

Site supervisor: _____

Monitor's arrival time: _____

Monitor's departure time: _____

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

- Boys & Girls Club
- Child Care/Head Start
- Faith Based
- Farmers' Market
- Housing complex
- Library
- Parks & Recreation
- Playground
- Salvation Army
- School
- YMCA/YWCA
- Other (*specify*): _____

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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:

a. Shelter for inclement weather?

Yes

No

b. Adequate cooking facilities (if applicable)?

Yes

No

c. Adequate storage for prepared or delivered food?

Yes

No

d. Storage space for records at site?

Yes

No

e. Adequate refrigeration?

Yes

No

f. Access to a telephone?

Yes

No

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

8. Indicate any Improvements or corrective actions needed before the site opens.

I certify that the information in this document is correct.

Monitor's 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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