

Summer Food Service Program (SFSP)

Pre-Operational Site Visit Form

Sponsor # _____

To be completed before food service opens

Site Name: _____ Date of Site Visit: _____

Names of site personnel interviewed: _____

Site Description:

- Open site, Enrolled site, Congregate, Non-Congregate, Conditional Non-Congregate

Type of site: (park, school, library, church, camp, etc.) _____

Estimated number of children the site could serve: _____

Estimated number of needy children in the area: _____

Estimated number of personnel needed to adequately operate the meal service program: _____

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

- Shelter for inclement weather? Adequate cooking facilities? Adequate storage for prepared or delivered food? Storage space for records at site? Adequate refrigeration? Acceptable plans for non-congregate meals regarding distribution, food safety, meal counting and claiming? Access to a telephone/communication method? Adequate staffing and supervision plan?

For conditional non-congregate sites, does the site have:

- Household Application for Free and Reduced Price School Meals packets on hand for distribution to families? List of student names and/or Request for Eligibility for CNP Benefits (6A) to receive student eligibility data from the local school district? Acceptable meal count procedure to document meals by name of child and prevent overt identification?

What type of organized activities are possible or planned at this site?

Site has facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. If no, explain below.

Table with 2 columns: Improvement Needed, Corrective Action Needed Before Site Opens. Includes a section for notes and findings.

Site Supervisor's Signature/Date

Monitor's Signature/Date