

Nebraska Department of Education
Summer Food Service Program
Site Visit Form

- First week visit Annual visit (completed in first four weeks of operation)
 Open site Closed enrolled or Upward Bound Camp

Date of site visit: _____ Monitor's arrival time: _____ Departure time: _____

Site name: _____ Site address: _____

Site Records and Compliance

	YES	NO	N/A
Site supervisor attended training.			
Site supervisor present at site matches name in NDE's online site application.			
There is adequate staff present to supervise meal service.			
*Vended meals are counted and checked for quality and safe temperature and signed for upon delivery.			
*Vended meals are delivered \leq one hour before meal service (if proper holding equipment not available).			
*Site supervisor is making appropriate meal order adjustments (for vended meals).			
Proper sanitation/storage is available for delivered meals or leftover meals (if holding meals for more than one hour before service or holding leftovers for service the following day).			
Daily point-of-service meal counts are on file (complete) and completed when the meal is served.			
Weekly or monthly menu(s) and/or production records are complete.			
Menus demonstrate meal pattern is met.			
Meals are served within approved meal service times.			
All meals are served as a unit.			
All meals are consumed onsite.			



Plan in place to store, return or discard excess meals if holding equipment is not available?			
Are second meals served excessive?			
Non-program and program adult meals are being counted correctly on point-of-service meal count form.			
If serving non-program adults, site has procedure for counting and collecting income to cover cost of meals served to non-program adults.			
"And Justice For All" poster posted in eating area.			
*If outdoor site: plan in place for meal service during inclement weather (e.g. thunderstorm, excessive heat). Examples of plan: discontinuing meal service, tent for shade, covered shelter for thunderstorm.			

Meal observation

Approved ADA for meal service(s): Breakfast AM Snack Lunch PM Snack Supper

Meal(s) observed during visit.	Breakfast	AM Snack	Lunch	PM Snack	Supper
# meals prepared or delivered					
# meals from previous day					
*Time meals delivered (if vended)					
Time meals served					
# first meals served to children					
# second meals served to children					
# meals served to program adults (involved in SFSP food service or site monitoring)					
# meals served to non-program adults					
# meals leftover					



Racial/Ethnic Data - complete this portion at either the first week or annual site visit

Ethnic Categories	Number of Participating Children
<p>Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."</p>	
<p>Non-Hispanic or Latino</p>	
Racial Categories	
<p>American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.</p>	
<p>Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p>	
<p>Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."</p>	
<p>Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>	
<p>White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.</p>	



	Yes	No
Does ADA in site application need to be adjusted based average number of meals served over past five days?	_____	_____
Meals are provided to all children regardless of race, color, national origin, sex, age or disability.	_____	_____
All children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or disability.	_____	_____
Informational material concerning the availability and nutritional benefits of the SFSP is available in appropriate languages (if needed)	_____	_____
<input type="checkbox"/> NA		

Major Violations	# meals	Meal type								
Adult meals included in the count of meals served to children.										
More than one meal served at one time to child(ren).										
Meal pattern not met (specify missing component(s)).										
Meals not served as a unit.										
Meals served outside approved time.										
Point-of-service meal counts not completed at time of meal service.										
<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><i>Check if the following apply</i></td> <td style="width: 60%;"><i>Explanation</i></td> </tr> <tr> <td>Missing/incomplete records</td> <td></td> </tr> <tr> <td>Poor sanitation</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>			<i>Check if the following apply</i>	<i>Explanation</i>	Missing/incomplete records		Poor sanitation		Other	
<i>Check if the following apply</i>	<i>Explanation</i>									
Missing/incomplete records										
Poor sanitation										
Other										



Detail any problems noted during the visit, including corrective action initiated to correct the problem.

Further action needed (including deadline):

I certify that the above information is correct:

Site Monitor's signature

Date

Site Supervisor's signature

Date

USDA is an equal opportunity provider.

