

**Nebraska Department of Education  
Summer Food Service Program  
Summer COVID-19 Site Review Form**

**A Site Review must be conducted for each SFSP feeding site listed in the SFSP Application.**

Date of site review: \_\_\_\_\_

Site name: \_\_\_\_\_ Site address: \_\_\_\_\_

Type of SFSP Site     Open         Restricted Open

Meal Service Observed:  Breakfast and Lunch Distributed at the same time

Breakfast distribution or meal service         Lunch distribution or meal service

**Site Records and Compliance**

**YES            NO            N/A**

Staff operating the SFSP viewed training webinar(s), received training from a Nutrition Services Program Specialist or reviewed SFSP information on the Nutrition Services website.			
There is adequate staff present to supervise the meal service.			
Meals are provided to students or children 1-18 years of age. A student with a mental or physical disability 19 years of age or older may participate if enrolled in school.			
Site supervisor is making appropriate meal preparation/order adjustments based on the number of meals served.			
Completed Daily Meal Counts for each type of meal (Breakfast and/or Lunch) are on file. <i>Acceptable documentation includes using the SFSP Meal Count Form or your school's POS system. <b>Meal Count records must be thoroughly completed.</b></i>			
Daily production records for each type of meal (Breakfast and/or Lunch) are on file. <i>The NSLP or SFSP Production Record may be used. <b>Production records must be thoroughly completed to demonstrate meal pattern requirements were met.</b></i>			
Meals provide all required meal components. Meals distributed for more than one day must provide identification for what makes a reimbursable meal.			
<b>If using meal distribution:</b> A plan is in place to return, store or discard excess meals after distribution.			
"And Justice For All" poster is visible at the meal service site.			
Meals are provided to all children regardless of race, color, national origin, sex, age or disability.			
Non-reimbursable adult meals are being counted separately from reimbursable children's meals. <b>The Sponsor cannot claim adult meals for reimbursement.</b>			

**YES                  NO                  N/A**

If serving non-program adult* meals, site has procedure for collecting payment of meals served to these adults *Non-program adults are those who do not work in foodservice.			
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If adult meals are being funded through another agency/program, please describe the funding source and how the cost of these meals will be recovered.

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

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**Name and Title of person completing the Site Review**

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**Email and phone number for person completing the Site Review**

**Retain completed SFSP Site Review(s) in 2021 SFSP files for a period of three years. Records must be made available to NDE-Nutrition Services upon request.**