



## SFSP Sponsor Monitor Site Review Form

1. Does the staffing pattern correspond to that listed on the approved site sheet?  Yes  No
2. Has the site supervisor attended training session?  Yes  No
3. Does the site have sufficient food service supervision?  Yes  No
4. Are meals counted/checked before signing delivery receipt?  Yes  No
5. Are accurate meal counts taken of meals served?  Yes  No
6. Are meals served as second meals excessive?  Yes  No
7. Are records of adult meals being kept?  Yes  No
8. Do meals meet approved menu?  Yes  No
9. Do meals meet meal pattern requirements?  Yes  No
10. Are meals checked for quality?  Yes  No
11. Is there proper sanitation/storage?  Yes  No
12. Is the site supervisor following procedures established to make meal order adjustments?  Yes  No
13. Are meals served within approved time frames?  Yes  No
14. Are all meals served and consumed on-site? *Indicate if sponsor allows fruits, vegetables, or grains to be taken off-site.*  Yes  No
15. Does site have a place to serve children meals in case of inclement weather?  Yes  No
16. Is each meal served as a unit?  Yes  No
17. Is the meal delivery schedule followed?  Yes  No
18. Are there provisions for storing or returning excess meals?  Yes  No
19. Is there documentation of children's income eligibility, if applicable?  Yes  No
20. Is the "And Justice for All" poster provided by the sponsor on display in a prominent place?  Yes  No
21. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age or disability?  Yes  No
22. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age or disability?  Yes  No
23. Is informational material concerning the availability and nutritional benefits of the SFSP available in appropriate languages and translations are accurate?  Yes  No
24. Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the SFSP?  Yes  No
25. Are there reasonable steps in place to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the SFSP?  Yes  No

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## Major Violations

	<b>Actual Count</b>	<b>Type of Meal</b>
1. Adult meals included in count of meals served to children.	_____	_____
2. Off-site consumption. <i>Do not include fruits, vegetables, or grains if allowed by sponsor.</i>	_____	_____
3. More than one meal served at one time to children.	_____	_____
4. Meal pattern not met ( <i>specify</i> ): _____	_____	_____
5. Meals not served as a unit	_____	_____
6. Meal times not met	_____	_____
7. Other SFSP violations ( <i>specify</i> ): _____	_____	_____

**Check below if the following apply (*explain any checked items*)**

- 7.  No records
- 8.  Incomplete records
- 9.  Poor sanitation
- 10.  Other (*Please describe*): \_\_\_\_\_

Corrective action discussed with (*name and title*): \_\_\_\_\_  
 \_\_\_\_\_

Corrective action taken: \_\_\_\_\_  
 \_\_\_\_\_

Site supervisor's comments: \_\_\_\_\_  
 \_\_\_\_\_

Further action needed by: \_\_\_\_\_  
 \_\_\_\_\_

I certify that the above information is correct.

\_\_\_\_\_  
*Monitor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Site Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Sponsor Representative Signature*

\_\_\_\_\_  
*Date Reviewed by Sponsor Representative*

# SFSP Sponsor Monitor Site Review Form

## Verification with Office Records

	Number	Site meal counts confirmed by monitor?	
1. A. Reported number of <b>meals</b> delivered for meal observed:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Reported number of <b>first meals</b> served for day of visit:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. Reported number of <b>second meals</b> served for day of visit:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. Reported number of <b>adult meals</b> served for day of visit:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E. Reported number of <b>leftover meals</b> for day of visit:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
F. Reported number of <b>discarded meals</b> for day of visit:	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Comments:

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3. Corrective action taken, if needed:

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\_\_\_\_\_  
*Sponsor Representative Signature*

\_\_\_\_\_  
*Title*

## SFSP Sponsor Monitor Site Review Form

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



For more information on the SFSP, visit the CSDE's [SFSP](#) website or contact Caroline Cooke at [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov) or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MonitorSFSP.pdf>.