

Nebraska Department of Education  
 Summer Food Service Program  
 Site Visit Form

- First visit (completed in first two weeks)                       Annual visit (completed in first four weeks)  
 Open site       Closed enrolled or Upward Bound       Camp       Rural Non-Congregate Site

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.			
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 (for site not approved to provide non-congregate meals).			

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.	<b>Breakfast</b>	<b>AM Snack</b>	<b>Lunch</b>	<b>PM Snack</b>	<b>Supper</b>
# 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					

	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 ((including gender identity and sexual orientation), age or disability.	_____	_____
All children have equal access to services and facilities at the site regardless of race, color, national origin, sex (including gender identity and sexual orientation), age or disability.	_____	_____
Informational material concerning the availability 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.		
<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

Date

Site Supervisor's signature