

## SFSP Site Review Form School Year 2020-2021

A sponsor representative, not a Food Service Management Company (FSMC) employee, must complete this review for all sites prior to February 1<sup>st</sup>. For sites that deliver meals to be served from buses or vans, answer these questions for the site the meals are coming from. This form may be completed off-site as a desk audit; review paperwork and speak with on-site staff, such as the Food Service Manager. If on-site observation is chosen, meal service does not need to be observed in every classroom, select a just couple to observe.

Date of Review: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Phone Number: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site Type:  Open  Closed-Enrolled  Non-Residential Camp  Residential Camp

Average Daily Participation (ADP): \_\_\_\_\_

Meals Offered:  Breakfast  AM Snack  Lunch  PM Snack  Supper

Number of Meals Prepared or Delivered (if applicable) on Day of Review: \_\_\_\_\_

Number of Meals Served to Children on Day of Review: \_\_\_\_\_

1. Is this site registered in the 2021 SFSP Application Packet in the Child Nutrition Programs application and reimbursement system?  Yes  No, if no, create a Site Application and re-submit the packet for approval.
  - a. If yes, does the Site Application contain the most current and accurate information?  Yes  No  N/A
2. For congregate meal service, where are meals served?
  - a. In the cafeteria  Yes  No
  - b. From a kiosk in the hallway  Yes  No
  - c. In the classrooms  Yes  No
  - d. A combination of the locations above: \_\_\_\_\_
3. Does the sponsor have approval from the State agency to do non-congregate feeding?  Yes  No  N/A
  - a. Is the site doing grab n' go?  Yes  No
  - b. Is the site doing delivery along the bus routes?  Yes  No



- c. Is the site doing household delivery?  Yes  No If yes, does the sponsor have written consent from the households?  Yes  No  N/A
4. Do meals and signage at grab and go locations include the non-discrimination statement? This may be the short non-discrimination statement, "This institution is an equal opportunity provider."  Yes  No  N/A not offering non-congregate meals
  5. Do meals and signage at grab and go locations contain applicable food safety and sanitation information, such as expiration dates, information about maintaining appropriate temperatures, or reheating instructions?  Yes  No  N/A not offering non-congregate meals
  6. If children are not present when picking up or delivering meals, do meals and signage at grab and go locations contain a statement that they are to be consumed by children, 18 and under, not adults?  Yes  No  N/A not offering non-congregate meals
  7. Have the Site Supervisor and other site personnel received training appropriate for their responsibilities? This includes an overview of Program purpose, civil rights, food safety, meal pattern, meal counting requirements, and VOSHA training?  Yes  No
  8. Is the most recent "And Justice for All" non-discrimination poster on display in a prominent place at the site, such as the main entrance or main office? (Posters do not need to be in every classroom. Meals delivered from stationary vans or buses should display the poster. For vehicles making door-to-door drop deliveries at homes and businesses, the poster does not have to be displayed, but it is encouraged.)  Yes  No  
If you need posters, email [Ailynne.adams@vermont.gov](mailto:Ailynne.adams@vermont.gov)
  9. Are meals counted/checked before signing delivery receipt?  Yes  No  N/A
  10. Are Point of Service Meal Counts (when a meal is taken or received by a household) properly taken and recorded?  Yes  No
  11. Are Daily Meal Count sheets maintained?  Yes  No
  12. Are Monthly Consolidated Meal Count sheets maintained?  Yes  No
  13. What is the process for submitting the claim for reimbursement?

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Is this edit check process sufficient to prevent any underclaim or overclaim issues due to human error?  Yes  No

14. Are program adult meals served?  Yes  No
15. Are non-program adult meals served?  Yes  No If yes, indicate the non-program adult meal price or source of non-federal funds used to cover the cost of providing the meals at no-cost: \_\_\_\_\_  N/A
16. If adult meals are served, are they tracked separately from meals served to children?  Yes  No  N/A

17. Is the meal adjustment procedure to determine how many meals to prepare each day, sufficient?  Yes  No
18. Are the projected Average Daily Participation (ADP) numbers in the Site Application accurate?  Yes  No  
If no, and they need to be increased, please email the State agency.
19. Are meals served regardless of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or marital/civil union status?  
 Yes  No
20. Is the non-discrimination statement on the program website?  Yes  No  
 N/A (only N/A if meals are not mentioned at all on program webpage)
21. Is informational material concerning the availability and nutritional benefits of the program available in appropriate languages?  Yes  No
22. Are reasonable modifications provided to accommodate students with disabilities?  Yes  No
23. Review meal pattern documentation for the past 5 days. Did all meals comply with the SFSP meal pattern?  Yes  No
24. Were any meals missing components or contained inadequate portions of components?  Yes # \_\_\_\_\_  No
25. If there were issues meeting the meal pattern requirements, did the sponsor reach out to the State agency to request a meal pattern waiver?  Yes  No  
 N/A
26. Are proper food safety and sanitation practices followed during the receiving, storage, and preparation of food, service of meals, and handling of leftovers?  
 Yes  No
27. Are meals prepared on site?  Yes  No If yes, answer the following questions for that location, if no, indicate the production kitchen: \_\_\_\_\_ and answer the following questions for the production kitchen.
28. Has the kitchen been inspected by the Health Department?  
 Yes; Score of most recent Health Inspection report: \_\_\_\_\_  
 No
29. Are staff washing hands properly and changing gloves between tasks and washing hands in between?  Yes  No
30. Are workstations and tasks structured such that personnel are able to work at least 6 feet apart?  Yes  No
31. Are proper hair restraints and cloth face masks worn?  Yes  No
32. Is there a 3-bay sink or equivalent set-up?  Yes  No
33. Are there thermometers in all necessary areas?  Yes  No
34. Are temperatures of all cold storage units, including walk-in refrigerators, walk-in freezers, household refrigerators, chest freezers, and milk coolers, and dishwashers monitored and recorded daily?  Yes  No
35. Are meal temperatures taken every day?  Yes  No
36. Is there a plan in place to handle staff who are sick?  Yes  No

37. Is there a plan in place to continue to provide meals if regular staff are sick?

Yes  No

38. If meals are delivered, what is the longest amount of time meals will be in transport? \_\_\_\_\_  N/A

Comments or Necessary Corrective Action (include corrective action due date):

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I certify that the above information is correct:

**Reviewer Name and Title:** \_\_\_\_\_

**Reviewer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Supervisor Name and Title:** \_\_\_\_\_

**Site Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This institution is an equal opportunity provider.