

SFSP Sponsor Site Visit

Sponsor Name: Alachua County School Board Sponsor # 1

Site Number/Name: _____ Site Supervisor: _____

Site Address: _____

Meal Type (circle one): **BREAKFAST** **AM SNACK** **LUNCH** **PM SNACK** **SUPPER**

Date of Visit: _____ Arrival Time: _____ Departure Time: _____

Section 1: Meal Delivery and Servings	
# of Children in Attendance:	Approved Maximum:
Time of Delivery:	# of Meals Delivered:
Are meals being counted and signed for? <input type="checkbox"/> YES <input type="checkbox"/> NO	By Whom:
Do meals meet meal pattern requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is there SAFE and ADEQUATE Storage for Meals? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the Site Clean? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO, explain:	
APPROVED Meal Time:	ACTUAL Meal Time:
Are meals marked at Point Of Service (POS)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO, explain:	
Are all meals served and consumed on-site (except 1 fruit/ vegetable/ grain item)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
# of FIRST Meals Served:	# of SECOND Meals Served:
Section 2: Environment	
If there is bad weather, are the feeding facilities adequate? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO, explain:	
Section 3: Documentation (if NO, explain in remarks)	
(A) Daily Meal Count Sheets <input type="checkbox"/> YES <input type="checkbox"/> NO	(B) Delivery Tickets <input type="checkbox"/> YES <input type="checkbox"/> NO
(C) Menu <input type="checkbox"/> YES <input type="checkbox"/> NO	(D) Are forms accurate and complete? <input type="checkbox"/> YES <input type="checkbox"/> NO
(E) Has the site provided the sponsor field trip information? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	(F) Is the "And Justice for All" poster posted? <input type="checkbox"/> YES <input type="checkbox"/> NO
Remarks:	
Corrective Actions Required:	

Signature, Site Supervisor

Signature, Sponsor Representative

Note: The site visit must be conducted within the FIRST WEEK of program operation.