



Florida Department of Agriculture and Consumer Services  
Division of Food, Nutrition and Wellness

ADAM H. PUTNAM  
COMMISSIONER

**SFSP SPONSOR SITE VISIT FORM**

Sponsor Name: \_\_\_\_\_ Agreement # 04- \_\_\_\_\_

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: \_\_\_\_\_

<b>Section 1: Meal Delivery and Servings</b>	
# of Children in Attendance:	Approved Maximum:
Time of Delivery:	# of Meals Delivered:
Are Meals Verified at Delivery: <input type="checkbox"/> YES <input type="checkbox"/> NO	By Whom:
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:	
<b>APPROVED</b> Meal Time:	<b>ACTUAL</b> Meal Time:
Are meals marked at Point Of Service (POS)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO, explain:	
# of <b>FIRST</b> Meals Served:	# of <b>SECOND</b> Meals Served:
<b>Section 2: Environment</b>	
If there is bad weather, are the feeding facilities adequate? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO, explain:	
<b>Section 3: Documentation (if NO, explain in remarks)</b>	
<b>(A)</b> Daily Meal Count Sheets <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>(B)</b> Site Supervisor's Record of Meals Served <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(C)</b> Production Records <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>(D)</b> Delivery Tickets <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(E)</b> Are forms accurate and complete? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>(F)</b> Menu <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(G)</b> Is the ethnic/racial data form on site? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>(H)</b> Is the "And Justice for All" poster posted? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(I)</b> Has the site provided the sponsor field trip information? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Remarks:</b>	
<b>Corrective Actions Required:</b>	

\_\_\_\_\_  
Signature, Site Supervisor

\_\_\_\_\_  
Signature, Sponsor Representative

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