



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

NICOLE "NIKKI" FRIED
 COMMISSIONER

**SUMMER FOOD SERVICE PROGRAM
 SPONSOR SITE REVIEW**

5P-3.002, F.A.C.

Date:	Arrival Time:	Departure Time:
Sponsor Name:	Sponsor Number:	
Site Name:	Site Number:	
Site Phone Number:	Site Address:	
City:	Zip:	
Sponsor Monitor:		
Approved Site Supervisor listed in FANS:		
Alternate Site Supervisor listed in FANS:		

General Information

1. Type of visit: Site Review _____ Follow-up Review _____
2. Sponsor Type: Vended _____ Self-Preparation _____ Vended from Self-Preparation Central Kitchen _____
3. Eligibility Type: Open _____ Open Restricted _____ Closed Enrolled (area eligible) _____
 Closed Enrolled (income eligible) _____ Residential Camp _____ Nonresidential Camp _____
4. Period of Operation: Beginning Date _____ Ending Date _____

Meal Delivery/Preparation Observation	Yes	No	N/A
5. Does the site supervisor check all deliveries for completeness and spoilage?			
6. Does the number of meals on the delivery receipt match the number received?			
7. Does the site supervisor sign, date, and maintain a record of delivery receipts (5 days minimum)?			
8. Are sanitary procedures followed during the receiving, preparing, holding and serving of meals?			

Meal Delivery/Preparation Observation (Cont.)	Yes	No	N/A
9. Are the temperature requirements for potentially hazardous foods met at delivery? (cold food ≤ 41°F and hot food or ≥ 135°F)			
10. Are the meals delivered or prepared within one hour of the meal service, or if not, were adequate arrangements made to maintain proper temperatures?			
11. Is food stored at proper temperatures? (cold food ≤ 41°F and hot food or ≥ 135°F).			

Meal Serving Times				
12. Meal Service Observed	Approved Serving Times		Actual Serving Times	
	Begin Time	End Time	Begin Time	End Time
Breakfast				
AM Snack				
Lunch				
PM Snack				
Supper				

Meal Components Served and Temperatures			
13. Meal Components	Food Used	Serving Size	Temperature (°F), if applicable
Meat or Meat Alternate			
Vegetables & Fruits			
Vegetables & Fruits			
Grains			
Milk as a Beverage			
Other foods			

Meal Service Observation	Yes	No	N/A
14. Are all required items being served and are serving sizes meeting meal pattern requirements?			
15. If the site is using Offer Versus Serve, is it being implemented correctly?			
16. Does the meal count procedure yield a reliable count of reimbursable meals? If no, please explain in the comments section.			
17. Was the Site Supervisor on site during the entire meal service, including delivery and clean up?			

Meal Count for Day of Review				
18. Monitor's Counts		Records Maintained		
		Yes	No	N/A
Meals delivered or prepared				
Meals leftover from previous day	+			
Total meals available	=			
First meals served				
Second meals served	+			
Total reimbursable meals	=			
Program adult meals				
Non-program adult meals	+			
Other non-reimbursable meals	+			
Unserviced/ excess/ leftover meals	+			
Total non-reimbursable meals	=			

Disallowed Meals	Yes	No
19. Are any meals found to be ineligible? If Yes, indicate the number of ineligible meals by reason below.		
Reason	# of ineligible meals	
Meals are being served to adults and counted as children's meals.		
Meals do not meet meal service requirements.		
Meals are not served as a complete unit.		
More than one grain/bread, fruit or vegetable components is being consumed off site.		
Meals are being served outside of the approved meal times (note exceptions of residential camps).		
Meals are being served outside of approved dates of operation.		
The Site Supervisor is not present for the entire meal service.		
Meal counts are not being taken at the point of service.		
Documentation is missing to support the purchase and serving of required meal components.		
Household applications for closed enrolled sites (when not using area eligibility) or residential and non-residential camp sites are incomplete, inaccurately classified, missing, or not available for review at the time of review		

Ineligible Meals (cont.)	
Reason	# of ineligible meals
The Food Service Management Company delivered meals outside designated delivery time.	
More than one meal is being served to a child at a time.	
Meals are being delivered to the site more than one hour prior to the beginning of the meal service, and there are no holding facilities to ensure adequate temperatures of hot and cold meals.	
Meals are being prepared or served that are inconsistent with temperatures required by state, local health and safety regulations.	
Meals are being served at open, restricted-open, or closed enrolled sites in excess of the allowed two meals or one meal/one snack per child/eligible adult per day; Meals are being served at camp and migrant sites in excess of the allowed three meals or two meals and one snack per child/eligible adult per day.	
Meals are being served to infants one year or younger without prior approval from the state agency.	
Meals served to ineligible children at approved camp or closed enrolled non-area eligible sites	
Total meals disallowed	

Site Recordkeeping						
<p>20. Record the number of FIRST meals, of the same meal type, served on each of the five serving days prior to the day of the review and calculate the average number of first meals served for days recorded:</p>						
Date						Total
Number of 1st Meals Served						
<p>Divide Total by # of Days Recorded = Average 1st Meals: _____</p> <p>Multiply the average 1st meals calculated above by 0.80 (80%): _____</p> <p>Are first meals on the day of review equal to or greater than this figure? YES _____ NO _____</p> <p>If NO, note explanation for the decrease: _____</p>						

Site Recordkeeping (cont.)

21. Date that the Site Supervisor received training in program requirements _____

22. Has the local health department visited the site yet this summer? ____ Yes ____ No

If yes, What is the date of the visit on the inspection form? _____

Please note any cited deficiencies and whether they have been corrected:

Civil Rights Data Collection

23. Review the site's ethnic and racial data. Complete both charts below using numbers, not percentages.

Ethnicity (Total must be equal to the number of participating children)

Hispanic or Latino	Non-Hispanic or Latino	Total

Race (Total may be greater than or equal to number of participating children)

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Total

	Yes	No
24. Is the "And Justice For All" poster displayed in a prominent place for all to see?		
25. Has staff been trained in Civil Rights?		

Civil Rights (Cont.)	Yes	No
26. Are all services and facilities used routinely by all persons without regard to race, color, national origin, sex, age or disability?		
27. Is there any separation by race, age, sex, disability, color, or national origin in any of the areas below. If Yes, explain in the comments section.		
a. In eating area?		
b. In serving lines?		
c. In seating arrangements?		
d. In assignment of eating period?		
28. If needed, is information provided in the appropriate translations concerning the availability and nutritional benefits of the Summer Food Service Program?		
29. Is the nondiscrimination statement and the procedure for filing a complaint included in the Summer Food Service Programs information to parents of beneficiaries?		
<p>30. In the opinion of the monitor, based on information obtained by personal observation, does the service institution or site appear to be in compliance with Title VI of the Civil Rights Act of 1964?</p> <p>If No, indicate in the comments section:</p> <ul style="list-style-type: none"> a. The areas of noncompliance, and b. Recommendations for corrective action and follow-up 		

Comments

Policy	Review Findings		Corrective Actions	
<p>7 CFR 225.15(b)(4) provides that “Second meals shall be served only after all participating children at the site’s meal service have been served a meal.”</p>		<p>More than one meal served to a child at a time.</p>		<p>The sponsor will ensure that second meals are only served after all children have received a meal. The sponsor will also ensure that the site will plan and prepare or order meals with the objective of providing only one meal per child at each meal service.</p>
		<p>Second meals were served to a number of children before all children received their 1st meal.</p>		<p>The sponsor will ensure that the counting and claiming of meals are accurate at all sites.</p>
		<p>The site was claiming second meals as first meals.</p>		
<p>7 CFR 225.15 (c)(1) provides that “Sponsors shall maintain accurate records which justify all costs and meals claimed. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/ or administrative costs claimed during the period covered by the records in question. The sponsor’s records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year.”</p>		<p>Meals served did not have an accurate point-of-service.</p>		<p>The sponsor will ensure all meals served to children will have an accurate point-of- service.</p>
		<p>The site’s records do not support the site served the number of meals reported on the meal count sheets (this includes, but is not limited to, delivery receipts, etc.).</p>		<p>The sponsor will not claim reimbursement for meals that are not supported with accurate documentation.</p>
		<p>The site did not provide a reasonable explanation regarding the significant discrepancy between the lower number of meals served at the site on the day of review compared to the higher number of meals reported as served each day during the prior five days of meal service.</p>		<p>The site must be able to provide documentation explaining the discrepancy in meal counts or adjust the meals counts entered for the Claim for Reimbursement.</p>
		<p>The site had less than 5 days of delivery receipts.</p>		<p>The site must maintain at least 5 days of delivery receipts on-site. The sponsor must submit the previous 5 days of delivery receipts.</p>
		<p>Delivery slips were incomplete (i.e., missing components, component sizes, beginning and ending food temperatures).</p>		<p>The sponsor must ensure that all required forms (i.e., daily meal count forms and delivery receipts) for the program are kept on-site and available for review by the sponsor or state agency.</p>
		<p>The delivery receipts were not signed by site staff.</p>		<p>The sponsor will ensure that site staff will sign delivery slips immediately upon delivery of meals.</p>
		<p>The site did not have the delivery receipt for the day of review.</p>		<p>The site must maintain at least 5 days of meal counts on-site. The sponsor must submit the previous 5 days of meal counts.</p>
		<p>The site had less than 5 days of daily meal count records.</p>		
<p>7 CFR 225.15(d)(1) provides that “Each sponsor shall hold Program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. The State agency may waive these training requirements for operation of the Program during unanticipated school closures during the period from October through April (or at</p>		<p>The site supervisor and alternate were not on-site during meal service.</p>		<p>The sponsor will ensure that all sites will have the site supervisor and/or alternate on-site during meal service.</p>

<p>any time of the year in an area with a continuous school calendar). Training of site personnel shall, at a minimum, include: the purpose of the Program; site eligibility; recordkeeping; site operations; meal pattern requirements; and the duties of a monitor. Each sponsor shall ensure that its administrative personnel attend State agency training provided to sponsors, and sponsors shall provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities. Each site shall have present at each meal service at least one person who has received this training.”</p>		<p>The site supervisor and alternate were on-site but were not listed on the FANS site application.</p>		<p>The sponsor must update the FANS site application to accurately reflect site personnel.</p>
<p>7 CFR 225.16(a) provides that “Sponsors shall ensure that in storing, preparing, and serving food, proper sanitation and health standards are met which conform with all applicable State and local laws and regulations. Sponsors shall ensure that adequate facilities are available to store food or hold meals. Within two weeks of receiving notification of their approval, but in any case prior to commencement of Program operation, sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.”</p>		<p>Meals prepared or served that are inconsistent with temperatures required by state, local health and safety regulations.</p>		<p>Sponsor will ensure cold foods are kept at 41 degrees or less and hot foods at 135 degrees or more.</p>
<p>7 CFR 225.16(b) provides that the meals which may be served under the Program are breakfast, lunch, supper, and supplements, referred to from this point as “snacks”. No sponsor may be approved to provide more than two snacks per day. A sponsor may only be reimbursed for meals served in accordance with this section.</p> <p>(1) Camps. Sponsors of camps shall only be reimbursed for meals served in camps to children from families which meet the eligibility standards for this Program. The sponsor shall maintain a copy of the documentation establishing the eligibility of each child receiving meals under the Program. Meal service at camps shall be subject to the following provisions:</p> <ul style="list-style-type: none"> (i) Each day a camp may serve up to three meals or two meals and one snack; (ii) Residential camps are not subject to the time restrictions for meal service set forth at paragraphs (c) (1) and (2) of this section; and (iii) A camp shall be approved to serve these meals only if it has the administrative capability to do so; if the service period of the different meals does not coincide or overlap; and, where applicable, if it has adequate food preparation and holding facilities. <p>(2) NYSP Sites. Sponsors of NYSP sites shall only be reimbursed for meals served to enrolled NYSP participants at these sites.</p> <p>(3) Restrictions on the number and type of meals served. Food service sites other than camps and sites that primarily serve migrant children may serve either:</p> <ul style="list-style-type: none"> (i) One meal each day, a breakfast, a lunch, or snack; or (ii) Two meals each day, if one is a lunch and the other is a breakfast or a snack. <p>(4) Sites which serve children of migrant families. Food service sites that primarily serve children from migrant families may be approved to serve each day up to three meals or two meals and one snack. These sites shall serve children in areas where poor economic conditions exist as defined in §225.2. A sponsor which operates in accordance with this part shall receive reimbursement for all meals served to children at these sites. A site which primarily serves children from migrant families shall only be approved to serve more than one meal each day if it has the administrative capability to do so; if the service period of the different meals does not coincide or overlap; and, where applicable, if it has adequate food preparation and holding facilities.”</p>		<p>The site is claiming meals served at open, restricted-open, or closed enrolled sites in excess of the allowed two meals or one meal/one snack per child/eligible adult per day or meals served at camp and migrant sites in excess of the allowed three meals or two meals and one snack per child/eligible adult per day.</p>		<p>The sponsor will ensure that the site will claim only the number and type of meals approved for the site type as shown on the application in FANS.</p>

<p>7 CFR 225.16(c)(3) provides that “Meals served outside of the period of approved meal service shall not be eligible for Program payment.”</p>		<p>Site served meals outside of approved meal service time.</p>		<p>Sponsor will ensure meal service times are correct in FANS and that sites follow the approved meal service time.</p>
<p>7 CFR 225.16(c)(5) provides that “Meals which are not prepared at the food service site shall be delivered no earlier than one hour prior to the beginning of the meal service (unless the site has adequate facilities for holding hot or cold meals within the temperatures required by State or local health regulations) and no later than the beginning of the meal service.</p>		<p>Meals were prepared or delivered to the site more than one hour prior to the beginning of the meal service and no holding facilities were available to ensure adequate temperatures of hot and cold meals.</p>		<p>The sponsor will ensure that all meals are served within one hour of preparing or receiving the meals, unless adequate holding facilities are provided to the site.</p>
		<p>Food service management company delivering meals outside designated delivery time.</p>		<p>The food service management company shall be paid by the sponsor for all meals delivered in accordance with the contract. Meals shall be delivered in accordance with delivery schedule prescribed in the contract. Meals not delivered in accordance with the contract should be disallowed reimbursement by the sponsor.</p>
<p>7 CFR 225.16(d) provides that “sponsors shall ensure that all meals served meet all of the requirements.”</p>		<p>Sanitary procedures were not followed during the receiving, preparing, holding, or serving of meals; including food was not stored at proper temperatures.</p>		<p>The sponsor must ensure the safety of meals. Cold foods and milk must be kept at 42° F or less. Hot meals must be kept at 140° F or more.</p>
		<p>Meals served did not meet meal pattern requirements</p>		<p>The sponsor must ensure that children receive all components at the point-of-service before marking the daily meal count sheet.</p>
		<p>Incomplete meals were served (missing required components)</p>		
		<p>Deficient meals were served (inadequate portion sizes)</p>		
		<p>The site was claiming meals prior to children receiving all components.</p>		
<p>7 CFR 225.16 (f)(1)(ii) provides that SFAs that are program sponsors may permit a child to refuse one or more items that the child does not intend to eat. The school food authority must apply this “offer versus serve” option under the rules followed for the NSLP, as described in part 210 of this chapter. The reimbursements to SFAs for program meals served under “OVS” must not be reduced because children choose not to take all components of the meals that are offered.</p>		<p>The site was implementing OVS but was not following standard OVS rules.</p>		<p>When implementing OVS, the sponsor will ensure that OVS rules are followed. The child must take at least three of the four components for breakfast and at least three of the five components for lunch.</p>
<p>7 CFR 225.16(f)(2) provides that “The State agency may authorize the sponsor to serve food in smaller quantities than are indicated in paragraph (d) of this section to children under six years of age if the sponsor has the capability to ensure that variations in portion size are in accordance with the age levels of the children served. Sponsors wishing to serve children under one year of age shall first receive approval to do so from the State agency. In both cases, the sponsor shall follow the age-appropriate meal pattern requirements contained in the Child and Adult Care Food Program regulations (7 CFR part 226).”</p>		<p>Meals were served to infants one year or younger without prior approval from the state agency.</p>		<p>The sponsor will immediately seek approval for all sites serving meals to infants and will ensure that the age-appropriate meal pattern is followed.</p>

<p>7 CFR 225.6(b)(8) provides that “Applicants which qualify as camps shall be approved for reimbursement only for meals served free to enrolled children who meet the Program’s eligibility standards.”</p>		<p>Meals were served to ineligible children at approved camp or closed enrolled non-area eligible sites.</p>		<p>The sponsor must ensure that only meals served to eligible children are claimed for reimbursement.</p>
<p>7 CFR 225.6(h)(2)(i) provides that “All meals prepared by a food service management company shall be unitized, with or without milk or juice, unless the State agency has approved, pursuant to paragraph (h)(3) of this section, a request for exceptions to the unitizing requirement for certain components of a meal”</p> <p>7 CFR 225.6(h)(3) provides that All meals prepared by a food service management company shall be unitized, with or without milk or juice, unless the sponsor submits to the State agency a request for exceptions to the unitizing requirement for certain components of a meal. These requests shall be submitted to the State agency in writing in sufficient time for the State agency to respond prior to the sponsor’s advertising for bids. The State agency shall notify the sponsor in writing of its determination in a timely manner.</p>		<p>Meals are not served as a complete unit.</p>		<p>The sponsor must ensure that the food service management companies provide unitized meals. This means that meals must be individually portioned, packaged, delivered and served as a unit. Milk and juice may be packaged separately but are still considered part of the meal unit.</p>
<p>7 CFR 225.9(d) provides that “Reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the Program.”</p>		<p>Meals were served at an unapproved site, or an ineligible site.</p>		<p>The sponsor must ensure that all meals are served at approved and eligible sites only.</p>
		<p>Meals served outside of approved dates of operation.</p>		<p>The sponsor must update the FANS site application to reflect the correct meal service dates that meals are served and ensure that the site operates according to the approved application.</p>
		<p>The site was closed even though the FANS site application shows that it was supposed to be open.</p>		<p>The sponsor must update the FANS site application to reflect the correct meal service times and the days that meals are served.</p>
<p>7 CFR 225.9(d)(5) (5) provides that in submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The costs of meals served to adults performing necessary food service labor may be included in the claim. Under no circumstances may a sponsor claim the cost of any disallowed meals as operating costs.</p> <p>7 CFR 225.15(b)(3) provides that sponsors shall plan for and prepare or order meals on the basis of participation trends with the objective of providing only one meal per child at each meal service. The sponsor shall make the adjustments necessary to achieve this objective using the results from its monitoring of sites. For sites for which approved levels of meal service have been established in accordance with § 225.6(d)(2), the sponsor shall adjust the number of meals ordered or prepared with the objective of providing only one meal per child whenever the number of children attending the site is below the approved level. The sponsor shall not order or prepare meals for children at any site in excess of the site’s approved level, but may order or prepare meals above the approved level if the meals are to be served to adults performing necessary food service labor in accordance with § 225.9(d)(4). Records of participation and of preparation or ordering of meals shall be maintained to demonstrate positive action toward meeting this objective.</p> <p>7 CFR 225.10(f) provides that the sponsor shall not claim reimbursement for meals served to children at any site in excess of the site’s approved level of meal service, if one has been established under §225.6(d)(2). However, the total number of meals for which operating costs are claimed may exceed the approved level of meal service if the meals exceeding this level were served to adults performing</p>		<p>Meals were served to adults and claimed as children’s meals.</p>		<p>The sponsor will ensure that adult meals served are not marked and claimed as children’s meals.</p>

<p>necessary food service labor in accordance with paragraph (d)(5) of this section. In reviewing a sponsor's claim, the State agency shall ensure that reimbursements for second meals are limited to the percentage tolerance established in §225.15(b)(4).</p>			
<p>FNS Instruction 113-1 states that Each State agency, local agency, or other subrecipient serving the public must take the actions below to inform the general public, potentially eligible populations, community leaders, grassroots organizations, and referral sources about FNS programs and applicable CR requirements.</p> <ol style="list-style-type: none"> 1. Prominently display the USDA nondiscrimination poster "And Justice for All," or an FNS approved substitute, except in family day care homes. If a State agency elects to produce its own posters, either due to unavailability from USDA/FNS or State agency preference, the reproduction must be approximately the same size as the applicable "And Justice for All" poster (11" width and 17" height). 2. Inform potentially eligible persons, applicants, participants, and grassroots organizations (particularly those in underserved populations), of programs or changes in programs. This includes information pertaining to eligibility, benefits, and services, the location of local facilities or service delivery points, and hours of service. This information can be communicated by methods such as, but not limited to, Internet, newspaper articles, radio and television announcements, letters, leaflets, brochures, computer-based applications, and bulletins. 3. Provide appropriate information, including Web-based information, in alternative formats for persons with disabilities. 4. Include the required nondiscrimination statement on all appropriate FNS and agency publications, Web sites, posters, and informational materials provided to the public. 5. Convey the message of equal opportunity in all photographic and other graphics that are used to provide program or program-related information. 		<p>The site did not have the "And Justice for All" poster displayed in a prominent place.</p>	<p>Sponsor will make sure the "And Justice for All" poster is displayed in a prominent place at the site and in the sponsor's office.</p>
<p>7 CFR 225.6e(15) provides that sponsors shall "maintain children on site while meals are consumed".</p>		<p>More than one grain/bread, fruit or vegetable components is being consumed off site.</p>	<p>The site supervisor must supervise and maintain children on site while meals are consumed. Only meals that children eat on-site are eligible for reimbursement. This refers to complete meals that are taken off site, not to a child leaving with a fruit, vegetable, or grain/bread item.</p>
<p>5P-3.002(7), F.A.C. states if the Sponsor plans to provide meal service to children away from the approved site, the Sponsor must submit to the department notification of any field trip that would affect the time and location of meal service using the form entitled "Summer Nutrition Programs Field Trip Schedule", FDACS-01877 Rev. 06/18. Notification shall be made forty-eight (48) hours prior to date of the field trip.</p>		<p>Site was on an unauthorized field trip.</p>	<p>The sponsor will e-mail all field trips to the state agency 48 hours prior to the field trip for approval.</p>

Recommend Disallowed Meals		
Number of Breakfasts	Number of Lunches/Suppers	Number of Snacks
Select all that apply:		
<input type="checkbox"/>	Sponsor Deficiency	<input type="checkbox"/>
<input type="checkbox"/>	Sponsor Disallowance	<input type="checkbox"/>
<input type="checkbox"/>		Vendor Deficiency
<input type="checkbox"/>		Vendor Disallowance
*Disallowed meals must be subtracted prior to completing the claim for reimbursement for the applicable month.		

Signature Statement	
<p>The information contained in this report is true and correct to the best of my knowledge. All comments were discussed between the Sponsor Monitor and the Site Supervisor.</p> <p>The Site Supervisor has reviewed the report and agrees to implement any recommended corrective action.</p>	
Sponsor Monitor	Date
Site Supervisor	Date