

**Requirement:**

The site visit must be conducted within the **first week** of program operation.

Department of Health and Human Service  
Division of Public Health  
Summer Food Service Program

\_\_\_\_\_ Agreement Number

**SPONSOR SITE FIRST WEEK VISIT FORM**

1. Sponsor's Name	Site Supervisor: _____ Site Name: _____ Site Number: _____ Site Address: _____
2. Meal Observed: (Circle One)	Breakfast                      A.M.                      Lunch                      P.M.                      Supper                      N/A
3. Date of Visit: _____ Time arrived at Site: _____ Time Departed Site: _____	
4. Number of children in attendance at the time of the visit: _____ Time of meal delivery: _____ Number of meals delivered: _____ Time of meal service: _____ Number of first meals served: _____ Number of seconds _____ Are meals counted upon delivery? Yes <input type="checkbox"/> No <input type="checkbox"/> By Whom? _____ Is there safe and adequate storage for meals? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the site clean? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. If bad weather, are the feeding facilities adequate? Yes <input type="checkbox"/> No <input type="checkbox"/> Explain: _____ _____ _____	
6. Check site paperwork: (Indicate Yes or No. If No, explain in remarks.)  (a) Daily count sheets Yes <input type="checkbox"/> No <input type="checkbox"/> (c) Delivery tickets (if applicable) Yes <input type="checkbox"/> No <input type="checkbox"/> (b) Weekly recap sheets Yes <input type="checkbox"/> No <input type="checkbox"/> (d) Delivery tickets match recaps? Yes <input type="checkbox"/> No <input type="checkbox"/> (e) Site supervisor's record of meals served Yes <input type="checkbox"/> No <input type="checkbox"/> (f) Are forms filled out accurately Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Corrective Actions Required: _____ _____ _____	
8. Remarks: _____ _____ _____	

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

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