

# *OSPI CNS Summer Food Service Program Reference Sheet*

## Monitoring

The U.S. Department of Agriculture (USDA) requires Sponsors of the Summer Food Service Program (SFSP) to perform required monitoring visits at various times throughout program operations. Monitoring is essential to making a Summer Food Program successful and ensuring all sites operate in accordance with program guidance and requirements. Monitors provide a key link between the Sponsor and the sites – the official representative of the Sponsor.

## Requirements

### 1. Training

- ✓ Provided by the Sponsor to monitors.
- ✓ Explains monitor duties and responsibilities.
- ✓ Distributes required forms and documents to monitors.

### 2. Pre-Operational Visits

- ✓ Conducted by monitors for all new SFSP sites **and** sites that had operational problems in the previous year.
  - May be waived if site is returning with no prior operational problems or operates another Child Nutrition Program and is in good standing with CNS.
    - Save previous summer's 4<sup>th</sup> week site review form and write "Pre-Operational Visit Waived for 20XX".
    - Save a copy in the current year's monitoring file.
- ✓ Verifies the sites have adequate facilities and capability for the anticipated meal service.
- ✓ Follows up on prior year's review observations and findings (if applicable).

### 3. Initial Site Visits

- ✓ Conducted by monitors in the first two weeks for new sites, sites with operational problems in the prior year, and any site where the State Agency determines a visit is needed.
- ✓ Verifies the sites' meal services are operating smoothly.
- ✓ Provides an opportunity to address and immediately resolve any apparent problems.
- ✓ Food service reviews and the initial site visit review may occur at the same time.

### 4. Site Reviews

- ✓ Must be conducted by monitors within the first four weeks of operation of all sites, even if a site operates less than four weeks.
- ✓ Determines the site(s) meet all various Program requirements.



- ✓ Observes entire meal service from beginning to end, including delivery of meals, preparation of meals, meal service, and clean up.
- ✓ Maintains a reasonable level of monitoring for the remainder of summer operation.

## 5. Follow-Up Visits

- ✓ Conducted for any serious deficiencies identified during a visit or review.
- ✓ Ensures permanent corrective action has been implemented.

## 6. Site Visit and Review Forms

- ✓ Completed for each type of visit at all sites.
- ✓ Obtains required signatures.
- ✓ Documents any operational observations or findings.
- ✓ Reports observations or findings to the Sponsor.
- ✓ Saves required forms in compliance with recordkeeping requirements.

## Best Practices

- ✓ Review forms ahead of time to prepare for what to look for during a visit.
- ✓ Use a calendar or chart to track monitoring visits.
  - Names of sites
  - Dates and types of visits
  - Meals observed
  - Findings/Corrective Action/Technical Assistance provided
- ✓ Check WINS prior to reviews.
  - Confirm the site address
  - Verify meal service times
  - Check non-operating days
  - Collect Site Supervisor contact information
- ✓ Review prior year's monitoring reviews (if site is returning).
  - Prior findings and/or Corrective Action

## Resources

- [USDA Sponsor Monitor's Guide Summer Food Service Program](#)
- [USDA Administration Guide Summer Food Service Program](#)
- [OSPI SFSP Requirements and Materials](#)
- [7 CFR 225.15\(d\)](#)

## Acronym Reference

- CNS- Child Nutrition Services
- SFSP- Summer Food Service Program
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture
- WINS- Washington Integrated Nutrition System