

# OSPI Summer Meals Information Sheet

## Monitoring Visit Log

Sponsors are required to conduct monitoring visits at Summer Food Service Program (SFSP) sites to ensure program compliance and proper meal service operations. Monitoring is a core sponsor responsibility under SFSP regulations and is required for all sites.

Sponsors must complete the monitoring log(s) and maintain the following documentation for each site:

- ✓ Most recent Pre-Operational Visit form
- ✓ Most recent Initial Site Visit form
- ✓ Prior year's Food Service Site Review form
- ✓ Corrective Action documentation (if applicable)
- ✓ Other relevant documentation (if applicable)

## Quick Decision Guide

This guide helps Sponsors determine when pre-operational and initial visits are required. Food service site reviews are required every year for every site.

| Decision Question   | Pre-Operational Visit                    | Initial Site Visit                       |
|---|--|--|
| Is this the site's first year operating under the sponsor?                                  | Yes → <b>Required</b><br>No → Continue   | Yes → <b>Required</b><br>No → Continue   |
| Did the <b>sponsor</b> of this site have any serious deficiency findings in the prior year? | Yes → <b>Required</b><br>No → Continue   | Yes → <b>Required</b><br>No → Continue   |
| Did the site have any operational problems in the prior year?                               | Yes → <b>Required</b><br>No → Continue   | Yes → <b>Required</b><br>No → Continue   |
| Is this the site's first year operating Rural Non-Congregate (RNC) meal service?            | Yes → <b>Required</b><br>No → Continue   | Yes → <b>Required</b><br>No → Continue   |
| Has the State Agency (OSPI) required an Initial Site Visit for this site?                   | Yes → <b>Required</b><br>No → Continue   | Yes → <b>Required</b><br>No → Continue   |
| If all answers above are "No"   | ✓ <b>Not required with documentation</b> | ✓ <b>Not required with documentation</b> |



## Pre-Operational Visit

Pre-operational visits must be conducted before site operations begin for new sites, sites with prior operational issues, and sites that are new to non-congregate meal service to determine that the sites have the capacity to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service.

### Pre-Operational Visit Record

| Site Name | Site WINS ID | Pre-Operational Visit Requirement<br><i>Check all that apply</i>  | Date Conducted              |
|-----------|--------------|---|-----------------------------|
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |

Sheet \_\_\_\_\_ of \_\_\_\_\_

*Print multiple sheets as needed to list all sites.*

## Initial Site Visit

Conducted within the first two weeks of operation for new sites, new sites, sites with prior operational issues, and sites that are new to non-congregate meal service, initial site visits allow the sponsor to observe early program implementation, verify compliance, and identify any operational issues. OSPI may determine that additional sites require an initial site visit. In cases where the site operates for seven calendar days or fewer, the visit must be conducted during the period of operation.

### Initial Site Visit Record

| Site Name | Site WINS ID | Initial Site Visit Requirement<br><i>Check all that apply</i>  | Date Conducted              |
|-----------|--------------|--|-----------------------------|
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> OSPI required initial site visit<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> OSPI required initial site visit<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> OSPI required initial site visit<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |
|           |              | <input type="checkbox"/> New Site<br><input type="checkbox"/> Site new to non-congregate<br><input type="checkbox"/> Sponsor OR site experienced operational problems in prior year<br><input type="checkbox"/> OSPI required initial site visit<br><input type="checkbox"/> None of the above (Visit not required, check NA for date) | <input type="checkbox"/> NA |

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*Print multiple sheets as needed to list all sites.*

## Food Service Site Review

Sponsors must conduct a food service site review at least once during the first four weeks of operation and continue monitoring as needed for all operating sites. Sponsors must use [Food Service Site Review monitoring form](#) when conducting the food service site review. Sponsors may conduct the food service site review at the same time as the initial site visit.

### Food Service Site Review Record

| Site Name | Site WINS ID | Combined with Initial Site Visit                         | Date Conducted |
|-----------|--------------|--|----------------|
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
|           |              | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |

Sheet \_\_\_\_\_ of \_\_\_\_\_

*Print multiple sheets as needed to list all sites.*

## Resources

- [Pre-Operational Site Visit Form](#)
- [Initial Site Visit Form](#)
- [Food Service Site Review Form](#)
- [SFSP Monitoring Requirements Reference Sheet](#)

## References

- [7 CFR 225.15](#) – Sponsor responsibilities and monitoring requirements
- [USDA SFSP Administrative Guide](#)
- [Streamlining Program Requirements and Improving Integrity in the Summer Food Service Program \(SFSP\)](#)