

OSPI Summer Meals Reference Sheet

Summer Food Service Program Sponsor Monitoring

The United States 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 prior to operations for all new SFSP sites, sites that are new to non-congregate food service, and sites that had operational problems in the previous year.
- ✓ Best practice: complete the pre-operational visit monitoring log for all sites.
 - If a pre-operational visit is not conducted, maintain documentation to support this determination by saving a copy of the previous summer's food service site review form in the current year's monitoring file.
- ✓ Verifies 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 that are new to non-congregate food service, sites with operational problems in the prior year, and sites which OSPI determined a visit is required. In cases where the site operates for seven calendar days or fewer, the visit must be conducted during the period of operation.
 - Best practice: complete the initial site visit monitoring log for all sites.
 - If an initial site visit is not conducted, maintain documentation to support this determination by saving a copy of the previous summer's food service site review form and most recent pre-operational visit form in the current year's monitoring file.
 - Verifies the sites' meal services are operating smoothly.
- ✓ Provides an opportunity to address and immediately resolve any apparent problems.



- ✓ Food service site reviews and the initial site visit review may occur at the same time, particularly for sites with a short duration of operation, but must be within the first **two weeks** of operation. Best practice is to conduct these visits separately. If both visits are conducted at the same time, sponsors must ensure all requirements for each visit are completed and documented.

4. Food Service 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.
 - Best practice: complete the food service site review log.
- ✓ Determines the site(s) meet all Program requirements.
- ✓ Observes entire meal service from beginning to end, including delivery of meals, meal service, meal pattern compliance, 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 and documented using the food service site review form.
- ✓ 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 log to track monitoring visits.
 - Names of sites
 - Dates and types of visits
 - Check WINS prior to reviews.
 - Confirm the site address
 - Verify meal service times
 - Check non-operating days
 - Collect Site Supervisor contact information
 - Review ADA/CAP
 - Collect if the site allows for a share table and/or one fruit, grain, or vegetable to be taken off site
- ✓ 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