

Early Childhood Education and Care Department

Cabinet Secretary Elizabeth Groginsky

SFSP Monitoring Requirements



NEW MEXICO

Early Childhood

Education & Care Department

SFSP Monitoring Training Agenda:

- SFSP Monitoring Requirements
 - Requirements for the Site Visit
 - Requirements for a Food Service Review
- Problems Identified During Administrative Review
- Monitoring Reminders



What are the requirements for the Site Visit?

- 7 CFR 225.15(d)(2) Site visits must be conducted within the first fourteen calendar days of meal service **ONLY** if the site is new or had operational problems in the prior year. Otherwise, the site visit is not required.
 - Required if the site was previously congregate and is now a non-congregate meal site.
 - Brief visit to the site during meal site time.
 - Use SFSP Site Visit form 7.2
- Ensure the Program operates in accordance with the regulations
 - Identify problems or potential problems early.
 - Implement corrective action for problems encountered.
 - Conduct on-site training if necessary.
 - Follow up when problems are found.

**Summer Food Service Program for Children
Site Visit Form**

**MUST BE COMPLETED BY THE 14th
CALENDAR DAY STARTING FROM
THE FIRST DAY OF MEAL SERVICE**

Site Name: Sunset Park Sponsoring Organization: Family Nutrition Bureau
 Monitor's Name: Cassie Martinez Site Supervisor's Name: Frank Quintana
 Time Arrived: 7:55 Time Departed: 9:05 Meal Observed: BK Date of Visit: 6 / 12 / 2025

Number of meals prepared or delivered: 30
 Number of children expected to be served: 30
 Number of adults expected to be served: 0
 Number of meals transferred to other site: 0

Yes No
 Does site personnel notify the kitchen or sponsor when adjustments in the meal orders are necessary?
 Are order changes a problem at this site?
 Are the meals being served as a unit?
 Are the meals being served during the approved time frame?

TODAY'S MEAL (List Food Items Served):
WG Waffle 1 oz.
Apple Slices
Choc Milk

Yes No
 Did the meal appear to meet the meal pattern and portion size requirements?
 Are sanitary procedures followed during the receiving, preparing, holding and serving of meals?
 Are the foods served and maintained at correct and safe temperatures?
 Are site records properly completed?
 Is an "And Justice For All" Poster on display in a conspicuous area?
 Do all services and facilities appear to be used routinely by all participants without regard to race, color, national origin, sex, gender identity, sexual orientation, age, disability or reprisal or retaliation for prior civil rights activity?

Site Strengths: Great location with lots of grass and trees for participants to sit and enjoy meal.

Potential Problems:
 Inadequate Staffing
 Inadequate Training
 Meal Ordering
 Meal Service
 Off-site meal consumption
 Record Keeping
 Other Potential Problems: _____

Listed below are suggested comments and/or corrective actions for the deficiencies noted above.
Frank is doing a great job, no concerns or issues.

Frank Quintana
 Site Supervisor's Name (Print)

Frank Quintana
 Site Supervisor's Signature

Cassie Martinez
 Monitor's Signature

I certify that the information on this form is true and accurate.
6/12/2025
 Date

SFSP Site Visit Form 7.2

- All information is required on the form.
- Monitor does not need to stay full duration of mealtime.
- Signatures of Site Supervisor and Monitor needed.
- Site Visit has 14 calendar day deadline reminder in upper right-hand corner of form.

What are the Requirements for a Food Service Review?

- Conduct a food service review within the first 28 calendar days of meal service.
 - Must stay the entire approved meal service time.
 - Use SFSP form 7.4
 - Use forms from www.summerfoodnm.org as forms are updated annually with new information.
- Ensure the program operates in accordance with the regulations
 - Correct any problems not previously identified.
 - Implement corrective action for problems encountered.
 - Conduct on-site training as necessary.
 - Follow up when problems are found.



EXAMPLE OF SITE VISIT AND FOOD SERVICE REVIEW

Site Visit- there are 14 calendar days for deadline, weekends and holidays are included.

Food Service Review- there are 28 calendar days for deadline, weekends and holidays are included.



June 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 FIRST DAY OF PROGRAM ★	2	3	4	5	6
7	8	9	10	11	12	13
14 14-DAY DEADLINE SITE VISIT	15	16	17	18	19	20
21	22	23	24	25	26	27
28 28-DAY DEADLINE FOOD SERVICE REVIEW	29	30				

Problems Identified During Administrative Review

- Conducting Site visit prior to start of meal service.
- Conducted the visit and/ or review past the deadline.
- Not staying for the entire approved time during the Food Service Review.
- Food Component missing during visit/review.
- Forms are incomplete/signature are missing.
- Monitor improperly trained.



Reminders

- When are site visits required?
 - When sites are new
 - When sites had operational problems in the prior year
 - Includes sites that run 1 week or less
 - Includes sites that run one day
 - If site was previously congregate and non-congregate
- Regardless of how long the site operates each site needs a food service review
 - Includes sites that run 1 week or less
 - Includes sites that run 1 day
- Site name must match what was approved in Epics
 - No abbreviations



And did you know.....

- Must count weekends and holidays toward deadline.
- First day of meal service counts as day one.
- All sites require both a site visit and site review regardless of how many days the site is scheduled to operate.
- And remember, sites that were congregate previously and are now non-congregate, **MUST** receive a Site Visit.



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Program Resources for SFSP Sponsors-

[https://summerfoodnm.org/sponsors/
program-resources](https://summerfoodnm.org/sponsors/program-resources)

More information about the New Mexico
Early Childhood Education and Care
Department-*Programs for Parents
and Professionals*

<https://nmececd.org>