

# Site Monitoring

## **OVERVIEW**

Under Summer Food Service Program (SFSP) Code of Federal Regulations 7CFR, Part 225.15(d)(2)&(3), the Sponsor is required to conduct monitoring activities at all meal sites under the sponsorship of the organization. The person responsible for conducting monitoring activities at the site(s) is called the Monitor.

While an organization's Monitor(s) may carry out additional functions for the Program, regulations call for two specific requirements: a *visit* to the meal site(s) and a *review* of the meal service. In New Mexico, monitor visits to the meal site and food service reviews for the meal site are referred to as 1<sup>st</sup> and 2<sup>nd</sup> monitoring(s), respectively.

For both 1<sup>st</sup> and 2<sup>nd</sup> monitoring activities, the monitor should closely observe the food service and be watchful for problems or potential problems that could arise. The monitor must be well trained in the SFSP regulations and requirements so that he or she can quickly determine an appropriate corrective action for the circumstances at-hand if necessary. All monitor visits and reviews must be well documented on the State agency provided forms. Other duties of the Monitor during site visits and reviews are discussed further in the following paragraphs.

The 1<sup>st</sup> monitoring activity is a brief visit to the site during meal service operations. The visit should be conducted in the first 14 calendar days of operation for new sites, sites with operational problems in the prior year, and any site where the State agency determines a visit is needed. Weekend days and holidays count toward the 14-day deadline. The initial day of operation counts as day number 1 toward the 14-day deadline. The primary function of the site visit is to identify areas of the meal service that need correction or improvement at an early point during the program's operation. For sites that operate for a week or less, the site visit must be conducted during the period of operation, including sites that operate 5 days or less.

The 2<sup>nd</sup> monitoring activity requires the monitor to review the entire meal service. The review should be conducted no later than the 28<sup>th</sup> calendar day from the start of operations for the site. Weekend days and holidays count toward the 28-day deadline. The initial day of operation counts as day number 1 toward the 28-day deadline. Sponsors must also conduct food service reviews for sites that operate for a week or less, including sites that operate 5 days or less. Food Service Reviews can be conducted at the same time as the site visit.

The primary functions of the site review are:

- To thoroughly evaluate all facets of the food service at the site
- To thoroughly evaluate the site supervisor's performance as it relates to accurately counting the meals served to children, and following USDA regulations for the meal site
- To be available to answer questions from the public about the Program

## **IN THIS SECTION YOU WILL FIND:**

- Monitor Checklist
- Monitor Clipboard Reference Guide
- 1<sup>st</sup> Site Visit Form (NMSFSP Form #7.2)
- 2<sup>nd</sup> Food Service Review Form (NMSFSP Form #7.4)

## **SPONSORS SHOULD PLACE INTO THIS SECTION:**

- Completed 1<sup>st</sup> Site Visit Form(S)
- Completed 2<sup>nd</sup> Food Service Review Form(S)
- Additional documentation of monitor activities at the meal site(s)