

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, (SFSP) regulations call for two specific requirements, a *visit* to the meal site(s) and a *review* of the meal site(s). In New Mexico, monitor visits to the meal site and monitor reviews of the meal site are referred to as 1st and 2nd monitoring(s), respectively.

For both 1st and 2nd 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 1st monitoring activity is a brief visit to the site during meal service operations. The visit should be conducted no later than the 7th calendar day from the start of operations for the site. Weekend days count toward the 7 day deadline. The initial day of operation counts as day number 1 toward the 7 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. Sponsors must conduct monitor visits to any site that operates less than 7 days, including sites that operate 5 days or less.

The 2nd monitoring activity requires the monitor to stay at the site for the entire meal service. The review should be conducted no later than the 28th calendar day from the start of operations for the site. Weekend days 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 monitor visits and reviews for sites that operate less than 7 days, including sites that operate 5 days or less.

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 collect and document ethnicity and race data for each meal site participant
- To be available to answer questions from the public about the Program

IN THIS SECTION YOU WILL FIND:

- Monitor Checklist
- Monitor Clipboard Reference Guide
- 1st Week Monitor Site Visit Form (NMSFSP Form #7.2)
- 2nd Week Monitor Site Review Form (NMSFSP Form #7.4)

SPONSORS SHOULD PLACE INTO THIS SECTION:

- Completed 1st Week Monitor Visit Form(S)
- Completed 2nd Week Monitor Review Form(S)
- Additional documentation of monitor activities at the meal site(s)