

Guidelines for Conducting the Child Care Food Program Site Review

1. The Child Care Food Program Site Review must be completed within the first 20 days of operation (If program starts on 8/15/2024, the deadline is 9/12/2024).
2. Must arrive 15 minutes prior to meal service start time.
3. Must observe the distribution of snacks/meals from the beginning of meal service to the end of meal service.
 - a. The program must be observed for the entire meal service. For example, if program has two meal times such as 1:50 to 2:30 and 3:05 to 3:40, then meal service must be observed from 1:50 to 3:40.
4. Visits for schools with an extended day program or multiple programs where students eat in their classrooms, must be conducted in 2 days – half of the program 1st day, and the other half of the program the 2nd day.
5. Schools with more than one program will need to complete a separate Child Care Food Program Site Review form for each program.
6. After the review is conducted, a Child Care Food Program Site Review form must be completed and submitted within the VR2 system **the following day**.
7. Completing Site Review:

Section A

- Date of Review: enter day of review
- Meal Type Observed: select “ASMP” if observing After School Meal Program, or “ASSP” if observing Reimbursable After School Snack Program or “HS” if observing Head Start snack program
- Site Name: select school location name
- Special Programs: refer to Patty Prida’s Special Program Memos to determine program(s) (e.g., ASOF (5025/5011), YMCA (5035/5023), YWCA (5027/1653), FCAA (5037/1704)) or the After School Snack Master List
- Arrival Time: time arrived to observe program (must be present at the start of meal service)
- Departure Time: time leaving site (mut be present through entire meal service)
- Type of Review: select 1st
- Monitor Name: your name
- Site Representative Name: after school program manager’s name

Section B

- Meal Service Time(s): enter approved meal times. Please confirm with the site supervisor that the serving times submitted on the School Information Sheet are correct.
 - Submit updated School Information Sheets to the designated F&N personnel, if needed.
- Attendance Today: After School Care Program attendance for the day of review
- Licensed Capacity or Maximum # of Allowable Children: number on Seating Capacity sign in dining room or 25 per standard size classroom multiplied times the number of classrooms used.
- Number of Meals Served Today (Meal Count): number of meals served to students on day of review
- Menu: always write the menu of the day even if it is not the menu being served
- Meal Components Served: write what was actually served; list item next to corresponding components (e.g., Grain/Bread: cracker)
- Portion Sizes Served: enter portion sizes corresponding to meal components served.

Section C

1. Does the meal match what is scheduled on the menu? If the meal served does not match what is scheduled on the menu, then a comment is noted in Section D (e.g., “Menu not followed; however, all required components were served.” List items served.). If all required components are served, then a follow up is not required.
2. Does the meal contain all required meal components (milk, meat/meat alternate, grain/bread, vegetable/fruit) and are they being served in required quantities?

3. N/A – If using Automated Accountability method, may be doing Offer vs. Serve (OVS).
4. N/A
5. N/A
6. Confirm meal times with after school care manager/site director; refer to the School Information Sheet. Change with Patty Prida **before** you conduct your review, if needed.
 - a. Submit updated School Information Sheets to the designated F&N personnel, if needed.
7. Are they using the Snacks/After School Meals Roster or Automated Accountability (POS Registers)?
8. All snacks/meals are to be eaten at the school.
9. Managers are required to maintain records (Verification of Meals Ordered, Received and Served and Snack/After School Meals Roster).
10. Does the site maintain attendance records?
11. Are there other activities scheduled (homework time, tutoring, music, dance, art, etc.)?
12. Ensure the current “...And Justice For All” poster is displayed where students consume meals. If not, obtain one from Food and Nutrition and have the site post it in a visible location.
13. Are snacks/meals maintained at proper temperature (cold – 41 degrees or below; hot – 135 degrees or above)?
14. Manager reviewed and signed the memo with the after school care manager/site director which explains after school snacks/meals procedure?
 - a. Signed memos should be submitted to the designated F&N personnel.
 - b. Managers are to provide Civil Rights Compliance Training Information to after school care manager/site director and submit signed Professional Standards Training Roster to the designated F&N personnel.
15. If any of these numbers 2, 6 (more than 30 minutes) - 7, 9 - 10 are marked as a “NO”, then a meal disallowance is needed.
16. If any of these numbers 2, 6-14 are marked as a “NO”, then a follow-up review is needed.
17. If any of these numbers 2, 6-14 are marked as a “NO”, then a corrective action is needed.

Section D

If corrective action is needed, complete this section.

- Review Summary: list any items that need to be addressed.
- Recommended Corrective Actions: write reason for answering “NO” for items 1-2 and 6-14 or “Yes” for items 15 through 16 and list corresponding corrective action and any additional comments.
 - The Corrective Action Plan is due within two weeks.
 - The Follow-up Review is required within 30 days of the initial review to ensure that corrective actions have been implemented and maintained.

Section E

- Sponsor Representative: your name
- Site Representative: after school program manager’s name

Section F

- Sponsor’s Second Party Check: the designated F&N personnel