



Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

**SUMMER FOOD SERVICE PROGRAM
STATE PRE-APPROVAL SITE VISIT**

5P-3.001, F.A.C.

NICOLE "NIKKI" FRIED
COMMISSIONER

Sponsor Name: _____

Address: _____

Phone: _____

Official Interviewed: _____ Title: _____

Conducted by: _____ Program Specialist: _____

1. Has the sponsor conducted a preoperational visit for each site? Yes No

If "No," explain: _____

- Date(s): _____
- Result(s) of visit(s): _____
- Form(s) available for review: _____

2. Does the sponsor have a schedule* for the following:

- Site visit(s): Yes No Date: _____
 - Site visits must be conducted within the first week of operation for all new sites.
- Site review(s): Yes No Date: _____
 - Site reviews must be conducted within the first four weeks of operation on all sites.
- Dispersing of "And Justice for All" poster(s): Yes No Date: _____

*A schedule is not required but suggested as a best practice.

3. Describe the sponsor's plan to communicate corrective actions for deficiencies noted in previous Site Visits, Health Inspections, and Administrative Reviews:

4. What provision has been made to train any new staff or current staff who were unable to attend the sponsor training?

5. Describe the meal count procedures and which form/prototype the sponsor will be using:

6. Will the sponsor have any sites operating multiple points of service? If yes, which sites and what meal counting procedures will be followed? Please note that multiple points of service is when meals are being served in more than one location at the same site (i.e. a Point-Of-Service in the cafeteria, another in the gym, one on the playground, etc.)

7. Does the sponsorship participate in offsite consumption of fruit, vegetable or grain? If yes, how will the site supervisor monitor this?

8. Describe the procedure for documenting receipt and delivery of meals at each site:

9. Describe the procedure for collecting delivery receipts and invoices from each site:

10. Describe which documents will be maintained at each site:

SELF-PREP SPONSORS N/A

1. Has the sponsor completed a beginning inventory? Yes No

2. If "No," please explain:

3. How and where does the sponsor plan to purchase the food components?

4. How many preparation sites (kitchens) does the sponsor plan to operate? _____

5. List each preparation site (kitchen) and describe the following:

A. Site Name: _____

Projected number of meals served: _____

List kitchen equipment: _____

Describe sink(s): _____

Will the meals at this preparation site(s) be:

Cold: Yes No Hot: Yes No

Does the kitchen meet the requirements on page 7 of this form? Yes No

If "No," please explain: _____

B. Site Name: _____
Projected number of meals served: _____
List kitchen equipment: _____

Describe sink(s): _____
Will the meals at this preparation site(s) be:
Cold: Yes No Hot: Yes No
Does the kitchen meet the requirements on page 7 of this form? Yes No
If "No," please explain: _____

MEAL DELIVERY PROCEDURES

1. Describe the procedure for delivery and storage of meals at the site(s) prior to the approved serving time:

2. Describe the procedure for communication between the site, sponsor and vendor/prep site for meal adjustments:

3. Describe the procedure each site is to conduct if meals are delivered late:

4. Describe the procedure each site is to conduct if meals are unacceptable (i.e., damaged or out of acceptable temperatures):

5. Describe the procedure each site is to conduct if meals delivered do not meet the meal pattern for that meal service:

6. Describe arrangements if meals are not delivered to the site:

7. Describe arrangements for handling leftovers:

8. Will meals be transferred from one site to another? Yes No

If "Yes," describe the procedures and documents that will be used:

9. Describe procedures for sites reporting field trips to the sponsor:

10. Describe procedures for reporting field trips to the state agency and Food Service Management Company or School Food Authority, if applicable:

SITE VISITS

GENERAL INFORMATION				
Site Name:		Site Number:		
Site Address:				
SITE TYPE (CHECK ONE)				
Recreation Center/Park	Camp	Day Care*	Library	
School	HUD/RD	Migrant	Mobile	
Church	Apartment Complex	Other (specify):		
DEMOGRAPHICS/SITE INFORMATION			YES	NO
Estimated average daily attendance (ADA):				
Is this site in close proximity (less than 0.25 miles) to another site?				
If YES, what is the justification:				
Is the justification confirmed?				
*Does the site receive meals or funds from any other source (e.g. DOH)? Note: Federal regulation prohibits providing meals for the same children during the same time for CCFP and SFSP/SSO.				
Is this site for-profit? (Note, if YES, discuss the requirements for a for-profit site)				
Is this site a camp or closed enrolled site? If YES, describe the procedures for collecting applications and determining eligibility.				
FACILITIES/MEAL SERVICE			YES	NO
For the estimated attendance indicated above, does the site have the following:				
Adequate children-to-staff ratio (25:1) on the site application?				
Shelter from inclement weather?				
Adequate storage for prepared or delivered food?				
Storage space for records at the site?				
Method of Meal Service (Check one): Vended (SFA/FSMC/Caterer) <input type="checkbox"/> On-Site Self-Prep <input type="checkbox"/> Satellite Self-Prep <input type="checkbox"/>				
What is the site's plan to maintain food temperature from delivery to meal service?				
Discuss operations of the site (i.e.: Meal delivery, POS, Clean up) and summarize the site's processes:				

AREAS THAT NEED TO BE CORRECTED BEFORE APPROVAL/COMMENTS

Sponsor's Signature

Date

State Agency Signature

Date

Food Service Equipment Needs				
<u>Equipment</u>	<u>Number of Children</u>			
	1 - 50	51 - 100	101 - 200	201 - 300
Range with ventilating hood	1 range with oven; 30" domestic or 30" - 36" commercial (2 burners)	1 range with oven 30" - 36" commercial (4 burners)	1 range with oven 30" - 36" commercial (2 if over 150 children) (6 burners)	2 ranges with ovens 30" - 36" commercial or 1 range w/oven 60" or larger commercial (8 burners)
Refrigerator with shelves	single section domestic 18 cu. ft. or commercial reach-in 20-25 cu. ft.	double section commercial reach-in 40-50 cu. ft.	double section commercial reach-in 50-60 cu. ft. or 64 sq. ft. (8 ft. x 8 ft.) walk-in	triple section commercial reach-in 60-75 cu. ft. or 64 sq. ft. (8 ft. x 8 ft.) walk-in
Freezer	same as refrigerator	same as refrigerator	same as refrigerator	same as refrigerator
Work Tables (Allow 4 linear ft. per worker). Use countertops as tables	1 table	2 table	3 table	4 tables
Sink with separate hand sink	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments

If the site will serve over 100 children, the following equipment is recommended to supplement the minimum items listed above:

- Steam equipment (kettle, steamer)
- Hot food holding cabinet
- Convection oven
- Electric food slicer
- Mixer with attachments (vegetable slicer/shredder, meat and food chopper)