



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

**SUMMER FOOD SERVICE PROGRAMS
STATE SITE REVIEW**

5P-3.005, F.A.C.

NICOLE "NIKKI" FRIED
COMMISSIONER

Date:	Arrival Time:	Departure Time:
Sponsor Name:		Sponsor Number:
Site Name:		Site Number:
Site Phone Number:		Site Address:
City:		Zip:
Department Monitor Name:		
Approved Site Supervisor listed in FANS:		
Alternate Site Supervisor listed in FANS (If applicable):		

General Information

- Type of Visit: Site Review _____ Follow-up Review _____
- Food Preparation Type: Vended _____ Self-Preparation _____ Vended from Self-Preparation Central Kitchen _____
- Eligibility Type: Open _____ Open Restricted _____ Closed Enrolled _____
Residential Camp _____ Nonresidential Camp _____
- Period of Operation: Beginning Date _____ Ending Date _____
- Is this site in close proximity (less than 0.25 miles) to another site? Yes _____ No _____
If Yes, what is the justification:

Is the justification confirmed? Yes _____ No _____
If No, what is the confirmed justification:

- Is this site designated as a day care in FANS? Yes _____ No _____
If Yes, is the daycare operating the Child and Adult Care Food Program (CACFP) during the summer? Yes _____ No _____
If Yes, does the site keep separate records for each program and serve different children? Yes _____ No _____

Meal Delivery/Preparation Observation	Yes	No	N/A
7. Does the Site Supervisor check all deliveries for completeness and spoilage?			
8. Does the number of meals on the delivery receipt match the number received?			
9. Does the Site Supervisor sign, date, and maintain a record of delivery receipts (5 days minimum)?			
10. Are sanitary procedures followed during the receiving, preparing, holding and serving of meals?			
11. Are the temperature requirements for potentially hazardous foods met at delivery? (cold food ≤ 41°F and hot food ≥ 135°F)			
12. Are the meals delivered or prepared within one hour of the meal service, or if not, were adequate arrangements made to maintain proper temperatures?			
13. Is food stored at proper temperatures? (cold food ≤ 41°F and hot food ≥ 135°F).			

Meal Serving Times				
14. Meal Service Observed	Approved Serving Times		Actual Serving Times	
	Begin Time	End Time	Begin Time	End Time
Breakfast				
AM Snack				
Lunch				
PM Snack				
Supper				

Meal Components Served and Temperatures			
15. Meal Components	Food Used	Serving Size	Temperature (°F), if applicable
Meat or Meat Alternate			
Vegetables & Fruits			
Vegetables & Fruits			
Grains			
Milk as a Beverage			
Other foods			

Meal Service Observation	Yes	No	N/A
16. Are all required components being served and are serving sizes meeting meal pattern requirements?			
17. If the site is using Offer Versus Serve, is it being implemented correctly?			
18. Is the site using a tally sheet (e.g., the department's daily meal count template) or a meal counting device?			
19. Was the Site Supervisor on site during the entire meal service, including delivery and clean up?			
20. If the site is classified as an open or open-restricted eligibility type, are meals made available to all children in the area on a first come, first serve basis?			

Meal Count for Day of Review				
21. Monitor's Counts		Records Maintained		
		Yes	No	N/A
Meals delivered or prepared				
Meals leftover from previous day	+			
Total meals available	=			
First meals served				
Second meals served	+			
Total reimbursable meals	=			
Program adult meals				
Non-program adult meals	+			
Other non-reimbursable meals	+			
Unserviced/ excess/ leftover meals	+			
Total non-reimbursable meals	=			

Disallowed Meals	Yes	No
22. Are any meals found to be ineligible? If Yes, indicate the number of ineligible meals by reason below.		
Reason If multiple reasons are shared, place an "X" in the # of ineligible meals box	# of ineligible meals	
Meals are being served to adults and counted as children's meals.		N/A
Incomplete meals are being served (missing required components).		N/A
Deficient meals are being served (inadequate portion sizes).		N/A
Meals are not being served as a complete unit (note bulk meal waiver).		N/A

Disallowed Meals (Cont.)	
Reason If multiple reasons are shared, place an "X" in the # of ineligible meals box.	# of ineligible meals
More than one grain/bread, fruit or vegetable components is being consumed off site.	N/A
Meals are being served outside of the approved meal times.	N/A
The Site Supervisor is not present for the entire meal service.	N/A
The site is not using a tally sheet or a meal counting device.	N/A
Second meals are being served to a number of children before all children received their first meal.	N/A
The site is counting second meals as first meals.	N/A
Meals are being delivered to the site more than one hour prior to the beginning of the meal service, and there are no holding facilities to ensure adequate temperatures of hot and cold meals.	N/A
Meals are being prepared or served that are inconsistent with temperatures required by state, local health and safety regulations.	N/A
Meals are being served to infants one year or younger without prior approval from the state agency.	N/A
Total meals disallowed	N/A

Site Recordkeeping

23. Record the number of FIRST meals, of the same meal type, served on each of the five serving days **prior** to the day of the review and calculate the average number of first meals served for days recorded:

Date						Total
Number of 1st Meals Served						

Divide Total by # of Days Recorded = Average 1st Meals: _____

Multiply the average 1st meals calculated above by 0.80 (80%): _____

Are first meals on the day of review equal to or greater than this figure? YES _____ NO _____

If NO, note explanation for the decrease: _____

Site Recordkeeping (cont.)

24. Has the Site Supervisor received training in program requirements? Yes _____ No _____

25. Has the local health department visited the site yet this summer? Yes _____ No _____

If Yes, what is the date of the visit on the inspection form? _____

Please note any cited deficiencies and whether they have been corrected:

Civil Rights Data Collection

26. Review the site's ethnic and racial data. Complete both charts below using numbers, not percentages.

Ethnicity (Total must be equal to the number of participating children)

Hispanic or Latino	Non-Hispanic or Latino	Total

Race (Total may be greater than or equal to number of participating children)

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Total

Civil Rights

Yes

No

27. Is the "And Justice For All" poster displayed in a prominent place for all to see?

28. Has staff been trained in Civil Rights?

Civil Rights (Cont.)	Yes	No
29. Are all services and facilities used routinely by all persons without regard to race, color, national origin, sex, age or disability?		
30. Is there any separation by race, age, sex, disability, color, or national origin in any of the areas below. If Yes, explain in the comments section.		
a. In eating area?		
b. In serving lines?		
c. In seating arrangements?		
d. In assignment of eating period?		
31. If needed, is information provided in the appropriate translations concerning the availability and nutritional benefits of the Summer Food Service Program?		
32. Is the nondiscrimination statement included on all web sites, posters, and informational materials provided to the public?		
<p>33. In the opinion of the monitor, based on information obtained by personal observation, does the service institution or site appear to be in compliance with Title VI of the Civil Rights Act of 1964?</p> <p>If No, indicate in the comments section:</p> <ul style="list-style-type: none"> a. The areas of noncompliance, and b. Recommendations for corrective action and follow-up 		

Comments	N/A

Policy	Review Findings		Corrective Actions	
<p>7 CFR 225.15(a)(2) provides that "Sponsors shall not claim reimbursement under parts 210, 215, 220, or 226 of this chapter. In addition, the Sponsor must ensure that records of any site serving homeless children accurately reflect commodity allotments received as a "charitable institution", as defined in §§250.3 and 250.41 of this chapter. Commodities received for Program meals must be based only on the number of eligible children's meals served. Sponsors may use funds from other Federally-funded programs to supplement their meal service but must, in calculating their claim for reimbursement, deduct such funds from total operating and administrative costs in accordance with the definition of "income accruing to the Program" at §225.2 and with the regulations at §225.9(d). Sponsors which are school food authorities may use facilities, equipment and personnel supported by funds provided under this part to support a nonprofit nutrition program for the elderly, including a program funded under the Older Americans Act of 1965 (42 U.S.C. 3001 et seq.)."</p>		<p>The site is not keeping separate records for the SFSP and CACFP and/or is serving the same children.</p>		<p>Sites that are approved for both the CACFP and the SFSP must ensure that the same children are not served meals in both programs and separate records must be kept for each program.</p>
<p>7 CFR 225.15(b)(4) provides that "Second meals shall be served only after all participating children at the site's meal service have been served a meal."</p>		<p>Second meals were served to a number of children before all children received their first meal.</p>		<p>The Sponsor will ensure that second meals are only served after all children have received a meal. The Sponsor will also ensure that the site will plan and prepare or order meals with the objective of providing only one meal per child at each meal service.</p>
		<p>The site was counting second meals as first meals.</p>		<p>The Sponsor will ensure that the counting and claiming of meals are accurate at all sites.</p>
<p>7 CFR 225.15 (c)(1) provides that "Sponsors shall maintain accurate records which justify all costs and meals claimed. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/ or administrative costs claimed during the period covered by the records in question. The Sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year."</p>		<p>The site is not using a tally sheet or a meal counting device.</p>		<p>The Sponsor will ensure that the counting of meals is accurate at all sites.</p>
		<p>The site's records do not support the site served the number of meals reported on the meal count sheets (this includes, but is not limited to, delivery receipts, etc.).</p>		<p>The Sponsor will not claim reimbursement for meals that are not supported with accurate documentation.</p>
		<p>The site did not provide a reasonable explanation regarding the significant discrepancy between the lower number of meals served at the site on the day of review compared to the higher number of meals reported as served each day during the prior five days of meal service.</p>		<p>The site must be able to provide documentation explaining the discrepancy in meal counts or adjust the meals counts entered for the Claim for Reimbursement.</p>
		<p>The site had less than 5 days of delivery receipts and/or daily meal count records.</p>		<p>The Sponsor must ensure that all required forms (i.e., daily meal count forms and delivery receipts) for the program are kept on-site and available for review by the Sponsor or state agency. The Sponsor must submit the previous 5 days of delivery receipts and meal count records to their assigned program specialist within 3 business days.</p>
		<p>Delivery slips and/ or daily meal count records were incomplete.</p>		<p>The Sponsor will ensure that site staff fill out all required documents completely and accurately.</p>
		<p>The delivery receipts were not signed and/or daily meal count records dated by site staff.</p>		<p>The Sponsor will ensure that site staff will sign and date delivery slips immediately upon delivery of meals and daily meal count records.</p>

		The site did not have the delivery receipt and/or daily meal count record for the day of review.		
<p>7 CFR 225.15(d)(1) provides that “Each Sponsor shall hold Program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. The State agency may waive these training requirements for operation of the Program during unanticipated school closures during the period from October through April (or at any time of the year in an area with a continuous school calendar). Training of site personnel shall, at a minimum, include: the purpose of the Program; site eligibility; recordkeeping; site operations; meal pattern requirements; and the duties of a monitor. Each Sponsor shall ensure that its administrative personnel attend State agency training provided to Sponsors, and Sponsors shall provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities. Each site shall have present at each meal service at least one person who has received this training.”</p>		The Site Supervisor was not on-site during meal service.		The Sponsor will ensure that all sites will have the Site Supervisor and/or alternate on-site during meal service.
		The site personnel on site were not trained prior to beginning operations.		The Sponsor must ensure that all site personnel are trained prior to beginning program operations. If the Site Supervisor has not been trained already, the Sponsor must make available a trained Site Supervisor prior to continuing operations. The Sponsor must upload a training sign in sheet into FANS or update site personnel in the application, as applicable.
<p>7 CFR 225.16(a) provides that “Sponsors shall ensure that in storing, preparing, and serving food, proper sanitation and health standards are met which conform with all applicable State and local laws and regulations. Sponsors shall ensure that adequate facilities are available to store food or hold meals. Within two weeks of receiving notification of their approval, but in any case prior to commencement of Program operation, Sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.”</p>		Meals prepared or served that are inconsistent with temperatures required by state, local health and safety regulations.		Sponsor will ensure cold foods are kept at 41 degrees or less and hot foods at 135 degrees or more.
		Sanitary procedures were not followed during the receiving, preparing, holding, or serving of meals; including food was not stored at proper temperatures.		
<p>7 CFR 225.16(c)(3) provides that “Meals served outside of the period of approved meal service shall not be eligible for Program payment.”</p>		Site served meals outside of approved meal service times.		Sponsor will ensure meal service times are correct in FANS and that sites follow the approved meal service time. The Sponsor will ensure the Site continues to operate during meal service times in FANS, or, if applicable, update meal service times in FANS prior to continuing operations.
<p>7 CFR 225.16(c)(5) provides that “Meals which are not prepared at the food service site shall be delivered no earlier than one hour prior to the beginning of the meal service (unless the site has adequate facilities for holding hot or cold meals within the temperatures required by State or local health regulations) and no later than the beginning of the meal service.</p>		Meals were prepared or delivered to the site more than one hour prior to the beginning of the meal service and no holding facilities were available to ensure adequate temperatures of hot and cold meals.		The Sponsor will ensure that all meals are served within one hour of preparing or receiving the meals, unless adequate holding facilities are provided to the site.
				The food service management company shall be paid by the sponsor for all meals delivered in accordance with the contract. The Sponsor must ensure meals are delivered in accordance with the delivery schedule prescribed in the contract. Meals not delivered in accordance with the contract should be disallowed payment by the Sponsor.
<p>7 CFR 225.16(d) provides that “Sponsors shall ensure that all meals served meet all of the requirements.”</p>		Meals served did not meet meal pattern requirements		The Sponsor must ensure that children receive all components at the point-of-service before counting the meal as a reimbursable meal.
		Incomplete meals were served (missing required components)		

		Deficient meals were served (inadequate portion sizes)		
		The site was claiming meals prior to children receiving all components.		
7 CFR 225.16 (f)(1)(ii) provides that School Food Authorities (SFA) that are program Sponsors may permit a child to refuse one or more items that the child does not intend to eat. The school food authority must apply this "offer versus serve" option under the rules followed for the NSLP, as described in part 210 of this chapter. The reimbursements to SFAs for program meals served under "OVS" must not be reduced because children choose not to take all components of the meals that are offered.		The site was implementing OVS but was not following standard OVS rules.		When implementing OVS, the Sponsor will ensure that OVS rules are followed. The child must take at least three of the four components for breakfast and at least three of the five components for lunch.
7 CFR 225.16(f)(2) provides that "The State agency may authorize the Sponsor to serve food in smaller quantities than are indicated in paragraph (d) of this section to children under six years of age if the Sponsor has the capability to ensure that variations in portion size are in accordance with the age levels of the children served. Sponsors wishing to serve children under one year of age shall first receive approval to do so from the State agency. In both cases, the Sponsor shall follow the age-appropriate meal pattern requirements contained in CACFP regulations, 7 CFR 226)"		Meals were served to infants one year or younger without prior approval from the state agency.		The Sponsor will seek approval for all sites serving meals to infants and ensure that the age-appropriate meal pattern is followed. The Sponsor must upload the Request to Serve Infant Meals to FANS and receive approval prior to continuing to serve infant meals.
7 CFR 225.2 provides " <i>Open site</i> means a site at which meals are made available to all children in the area and which is located in an area in which at least 50 percent of the children are from households that would be eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraph (a) of the definition of <i>Areas in which poor economic conditions exist</i> . <i>Restricted open site</i> means a site which is initially open to broad community participation, but at which the Sponsor restricts or limits attendance for reasons of security, safety or control. Site eligibility for a restricted open site shall be documented in accordance with paragraph (a) of the definition of <i>Areas in which poor economic conditions exist</i> ."		The site is classified as an open or open-restricted site in FANS but is not making meals available to all children in the area.		The Sponsor must ensure that open and open-restricted sites are making meals available to all children in the area. The Sponsor must retrain the site personnel on this requirement, and the site must continue to operate as listed in FANS under Site Eligibility, and if applicable, the Sponsor must revise the Site Eligibility type in FANS within 3 business days.
7 CFR 225.6b(5) provides that the State agency must use the following priority system in approving applicants to operate sites that propose to serve the same area or the same enrolled children: (i) Public or nonprofit private school food authorities; (ii) Public agencies and private nonprofit organizations that have demonstrated successful program performance in a prior year; (iii) New public agencies; and (iv) New private nonprofit organizations. (v) If two or more Sponsors that qualify under paragraph (b)(5)(ii) of this section apply to serve the same area, the State agency must determine on a case-by-case basis which Sponsor or Sponsors it will select to serve the needy children in the area. The State agency should consider the resources and capabilities of each applicant.		The site is located in close proximity (less than 0.25 miles) to another site and the provided justification cannot be verified.		The Sponsor must ensure that all justifications provided to the state agency are accurate. The Sponsor will upload the confirmed justification, collected at the site, into FANS within 3 business days.
7 CFR 225.6e(15) provides that Sponsors shall "maintain children on site while meals are consumed".		More than one grain/bread, fruit or vegetable components is being consumed off site.		The Site Supervisor must supervise and maintain children on site while meals are consumed. Only meals that children eat on-site are eligible for reimbursement. This refers to complete meals that are taken off site, not to a child leaving with a fruit, vegetable, or grain/bread item

<p>7 CFR 225.6(h)(2)(i) provides that “All meals prepared by a food service management company shall be unitized, with or without milk or juice, unless the State agency has approved, pursuant to paragraph (h)(3) of this section, a request for exceptions to the unitizing requirement for certain components of a meal”</p> <p>7 CFR 225.6(h)(3) provides that All meals prepared by a food service management company shall be unitized, with or without milk or juice, unless the Sponsor submits to the State agency a request for exceptions to the unitizing requirement for certain components of a meal. These requests shall be submitted to the State agency in writing in sufficient time for the State agency to respond prior to the Sponsor’s advertising for bids. The State agency shall notify the Sponsor in writing of its determination in a timely manner.</p>		<p>Meals are not served as a complete unit.</p>		<p>The Sponsor must ensure that the food service management companies provide unitized meals. This means that meals must be individually portioned, packaged, delivered and served as a unit. Milk and juice may be packaged separately but are still considered part of the meal unit.</p>
<p>7 CFR 225.9(d) provides that “Reimbursements shall not be paid for meals served at a site before the Sponsor has received written notification that the site has been approved for participation in the Program.”</p>		<p>The site was closed even though the FANS site application shows that it was supposed to be open.</p>		<p>Sponsor will ensure the site continues to operate during meal service times in FANS, or, if applicable, update meal service times in FANS prior to continuing operations.</p>
<p>7 CFR 225.9(d)(5) (5) provides that in submitting a claim for reimbursement, each Sponsor shall certify that the claim is correct and that records are available to support this claim. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The costs of meals served to adults performing necessary food service labor may be included in the claim. Under no circumstances may a Sponsor claim the cost of any disallowed meals as operating costs.</p> <p>7 CFR 225.15(b)(3) provides that Sponsors shall plan for and prepare or order meals on the basis of participation trends with the objective of providing only one meal per child at each meal service. The Sponsor shall make the adjustments necessary to achieve this objective using the results from its monitoring of sites. For sites for which approved levels of meal service have been established in accordance with § 225.6(d)(2), the Sponsor shall adjust the number of meals ordered or prepared with the objective of providing only one meal per child whenever the number of children attending the site is below the approved level. The Sponsor shall not order or prepare meals for children at any site in excess of the site’s approved level, but may order or prepare meals above the approved level if the meals are to be served to adults performing necessary food service labor in accordance with § 225.9(d)(4). Records of participation and of preparation or ordering of meals shall be maintained to demonstrate positive action toward meeting this objective.</p> <p>7 CFR 225.10(f) provides that the Sponsor shall not claim reimbursement for meals served to children at any site in excess of the site’s approved level of meal service, if one has been established under §225.6(d)(2). However, the total number of meals for which operating costs are claimed may exceed the approved level of meal service if the meals exceeding this level were served to adults performing necessary food service labor in accordance with paragraph (d)(5) of this section. In reviewing a Sponsor’s claim, the State agency shall ensure that reimbursements for second meals are limited to the percentage tolerance established in §225.15(b)(4).</p>		<p>Meals are being served to adults and counted as children’s meals.</p>		<p>The Sponsor will ensure that adult meals served are not marked and claimed as children’s meals.</p>

<p>FNS Instruction 113-1 III states that the U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TTY).</p>		<p>All services and facilities are not used routinely by all persons without regard to race, color, national origin, sex, age or disability.</p>	<p>The Sponsor must ensure that all services and facilities are offered to all persons without regard to race, color, national origin, sex, age or disability.</p>
<p>Although it is the policy of the USDA and FNS, as so stated above, to provide fair and equitable treatment to every employee and customer, there are specific laws and regulations that provide for the protected bases for each nutritional assistance program.</p> <p>For this reason, sexual orientation, marital or family status, parental status, and protected genetic information are not protected bases in FNS federally assisted programs.</p> <p>The following is the list of FNS programs and their applicable protected bases:</p>		<p>There is a distinct separation by race, age, sex, disability, color, or national origin in any of the areas below:</p> <ul style="list-style-type: none"> a. In eating area b. In serving lines c. In seating arrangements d. In assignment of eating period 	<p>The Sponsor must ensure that there is no separation by race, age, sex, disability, color, or national origin in any areas where federal nutrition program meals are being served.</p>
<ul style="list-style-type: none"> A Food Stamp Program and Food Distribution Program on Indian Reservations <ul style="list-style-type: none"> 1 race, 2 color, 3 national origin, age, 4 sex, 5 handicap (disability), 6 religious creed, and 7 political beliefs. B All other FNS nutritional assistance programs <ul style="list-style-type: none"> 1 race, 2 color, 3 national origin, 4 age, 5 sex, and 6 disability. 		<p>Information is not provided in the appropriate translations concerning the availability and nutritional benefits of the Summer Food Service Program.</p>	<p>The Sponsor must ensure to provide the site with information in the appropriate translations concerning the availability and nutritional benefits of the Summer Food Service Program.</p>
<p>FNS Instruction 113-1 IX states that Each State agency, local agency, or other subrecipient serving the public must take the actions below to inform the general public, potentially eligible populations, community leaders, grassroots organizations, and referral sources about FNS programs and applicable CR requirements.</p> <ol style="list-style-type: none"> 1. Prominently display the USDA nondiscrimination poster "And Justice for All," or an FNS approved substitute, except in family day care homes. If a State agency elects to produce its own posters, either due to unavailability from USDA/FNS or State agency preference, the reproduction must be approximately the same size as the applicable "And Justice for All" poster (11" width and 17" height). 2. Inform potentially eligible persons, applicants, participants, and grassroots organizations (particularly those in underserved populations), of programs or changes in programs. This includes information pertaining to eligibility, benefits, and services, the location of local facilities or service delivery points, 		<p>The site did not have the "And Justice for All" poster displayed in a prominent place.</p>	<p>The Sponsor will make sure the "And Justice for All" poster is displayed in a prominent place at the site and in the Sponsor's office.</p>

<p>and hours of service. This information can be communicated by methods such as, but not limited to, Internet, newspaper articles, radio and television announcements, letters, leaflets, brochures, computer-based applications, and bulletins.</p> <p>3. Provide appropriate information, including Web-based information, in alternative formats for persons with disabilities.</p> <p>4. Include the required nondiscrimination statement on all appropriate FNS and agency publications, Web sites, posters, and informational materials provided to the public.</p> <p>5. Convey the message of equal opportunity in all photographic and other graphics that are used to provide program or program-related information.</p>		<p>The site does not include the required nondiscrimination statement on all web sites, posters, and informational materials provided to the public.</p>		<p>The Sponsor will ensure that all web sites, posters, and informational materials provided to the public contain the required nondiscrimination statement.</p>
<p>FNS Instruction 113-1 XI states that training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives. Persons responsible for reviewing CR compliance must receive training to assist them in performing their review responsibilities. This training may be carried out as part of ongoing technical assistance.</p> <p>The FNS Regional OCR and State agencies will be responsible for training State agency staffs. State agencies are responsible for training local agencies. Local agencies are responsible for training their subrecipients, including "frontline staff." "Frontline staff" who interact with program applicants or participants, and those persons who supervise "frontline staff," must be provided civil rights training on an annual basis. Specific subject matter must include, but not be limited to:</p> <ul style="list-style-type: none"> A Collection and use of data, B Effective public notification systems, C Complaint procedures, D Compliance review techniques, E Resolution of noncompliance, F Requirements for reasonable accommodation of persons with disabilities, G Requirements for language assistance, H Conflict resolution, and I Customer service. 		<p>The site staff has not been trained in civil rights.</p>		<p>The Sponsor will train site staff immediately in civil rights and submit the sign in sheets into FANS within 3 business days. The Sponsor must ensure that in the future all site staff is trained in civil rights prior to operation.</p>
<p>5P-3.002(6)(e), F.A.C. states if the Sponsor plans to provide meal service to children away from the approved site, the Sponsor must to the department notification of any field trip that would affect the time and location of meal service using the form entitled "Summer Nutrition Programs Field Trip Schedule", FDACS-01877 Rev. 06/18. Notification shall be made forty-eight (48) hours prior to date of the field trip.</p>		<p>The site was on a field trip and did not provide proper notification.</p>		<p>The Sponsor will upload notice of all field trips into FANS 48 hours prior to the field trip.</p>

	<p>No findings were found during this site review; therefore, no corrective action is required.</p>
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Disallowed Meals			N/A
Transfer total meals from disallowed meals section.			
Number of Breakfasts	Number of Lunches/Suppers	Number of Snacks	
Select all that apply:			
	Sponsor Deficiency		Vendor Deficiency
	Sponsor Disallowance		Vendor Disallowance
<p>Sponsor must provide written documentation showing the disallowed meals were deducted from the Claim for Reimbursement within seven (7) calendar days of the Site Review and prior to receiving payment on the Claim for Reimbursement.</p>			

Signature Statement	
<p>The information contained in this report is true and correct to the best of my knowledge. All comments were discussed between the Department Monitor and the Site Supervisor.</p> <p>The Site Supervisor has reviewed the report and agrees, on behalf of the Sponsor, to implement any recommended corrective action.</p>	
Department Monitor	Date
Site Supervisor	Date