

**OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS (CNP)
SEAMLESS SUMMER FEEDING WAIVER (SFW)**

**SITE REVIEW FORM (SELF-PREPARATION PROGRAMS)
(Conducted Within the Third Week of SFW Operations)**

Sponsor: _____ Site: _____

Site Contact: _____
Name Title

Site Address: _____

Telephone Number: _____ Date of Review: _____

Type of Meal Service Reviewed: _____

Day of Visit	Breakfast	Snack	Lunch	Snack	Supper
Number meals prepared					
Time meals were served					
Number first meals served to children					
Number meals served to program adults					
Number meals served to nonprogram adults					
Number meals left over					

YES NO

EXPLAIN ANY NO ANSWERS BELOW

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are meals served as a unit? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do meals meet the menu as planned? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do meals meet the meal pattern requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are all meals served and consumed on site? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are accurate counts taken of meals served? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are meal production records being kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is an inventory record being kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are receiving records and purchase invoices kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Are records of adult meals being kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Is there documentation of household income eligibility, if applicable? |

YES NO

EXPLAIN ANY NO ANSWERS BELOW

11. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?

12. Are meals served to all attending children regardless of race, color, national origin, sex, age, or disability?

13. Do all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or disability?

EXPLANATIONS:

CHECK IF THE FOLLOWING APPLY:
(Explain any checked items.)

EXPLANATION:

1. No records

2. Incomplete records

3. Poor sanitation

4. Other:

Corrective action discussed with (name and title):

Corrective action taken:

Further action needed by (date):

I certify that the above information is correct:

Sponsor Representative's Signature

Date