

# ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: MONITORING

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[www.sde.ok.gov/sde/summerfood](http://www.sde.ok.gov/sde/summerfood)



# OBJECTIVES

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- Monitoring Requirements
- Monitoring Reports
- Reviewing Monitoring Reports



# MONITORING REQUIREMENTS

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## Pre-operational Visits

- Conducted before operations begin
- Ensure that sites have facilities to provide meal service for number of participants expected

## Site Visits

- First week of operation
- First week visit may be waived for returning sites

## Site Reviews

- Once during first four weeks of operation, even if operating less than four weeks
- “Reasonable” level of monitoring



# “VISIT” vs “REVIEW”

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## Visit

- The monitor ensures food service operating smoothly and apparent problems are resolved
- Typically during the 1<sup>st</sup> week of operation
- Not a pre-operational visit

## Review

- Includes observation of complete meal service from beginning to end



# PROBLEMS

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- Prompt action
- Follow-up
- Document



# Monitoring Reports

## Sample Pre-Operational Worksheet

Attachment 13

PRE-OPERATIONAL VISIT WORKSHEET	
Site name: _____	Site number: _____
Site address: _____	
Site telephone number: _____	
Person to contact for use of site: _____	
Type of site (check appropriate type):	
<input type="checkbox"/> Recreation center	<input type="checkbox"/> Park
<input type="checkbox"/> School	<input type="checkbox"/> Residential camp
<input type="checkbox"/> Church	<input type="checkbox"/> Play street
<input type="checkbox"/> Playground	<input type="checkbox"/> Other
<input type="checkbox"/> Settlement house	
Estimated number of children the site could serve: _____	
Estimated number of needy children in area: _____	
Estimated number of personnel needed to adequately control the food service: _____	
Is another site needed in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the present facilities adequate for an organized meal service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If answer is no, comments: _____	
For the estimated number of children, does the site have:	
Shelter for inclement weather?	Yes      No
Adequate cooking facilities (if applicable)?	_____
Adequate storage for prepared or delivered food?	_____
Storage space for records at site?	_____
Adequate refrigeration?	_____
Access to a telephone?	_____
What type of organized activities are possible or planned at this site?	
_____	
Improvements or corrective actions needed before site operates:	
_____	
_____	
Monitor's Signature _____	Date _____



# MONITORING REPORTS

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- First Week Visit Form
- Site Review Form

Located on the webpage under “Forms”



# REVIEWING MONITORING REPORTS

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- Review problems identified
- Call site supervisor if necessary
- Document corrective action taken
- Schedule follow-up review – based on severity of the problem
- Sign and date report





# REVIEWING MONITORS REPORTS

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Some indicators of a Monitor's lack of program knowledge and responsibilities

- All questions on report are not answered
- Problems and comments are rarely documented
- Monitor does not follow-up when number of meals delivered or served and the number of participants in attendance are always the same
- Other indicators - see USDA Administrative Guidance for Sponsors



# SUMMARY

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- Sponsor's monitoring requirements
- Types of monitoring visits or reviews
- Sponsor's review of the reports and follow-up as necessary



# GUIDANCE MATERIALS

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The following USDA SFSP guidance materials are available to assist sponsors with program implementation:

- Administrative Guidance for Sponsors
- Monitor's Guide
- Site Supervisor's Guide
- Nutrition Guidance for Sponsors
- Food Buying Guide
- Food Buying Guide Calculator

The USDA SFSP guidance materials are available on the USDA's SFSP Resource Web page under "Handbooks" at:

- <http://www.fns.usda.gov/sfsp/sfsp-faqs-about-sponsors-0>.

The Food Buying Guide is available on USDA's Web page

- at: <http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>.

The Food Buying Guide Calculator is available on National Food Service Management's (NFSMI's) Web page at:

<http://fbg.nfsmi.org/>.



# Questions?

Contact the State Agency @  
405-521-3327



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(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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