

Site Monitor Form #3

This form must be completed before the end of the 4th week of meal service.

| Site Review | | |
|---|-------------------------|---------------------------|
| Monitor must be present for the entire meal service and return this form to the Food Bank of Alaska immediately following the visit. This form must be completed before the end of the 4th week of meal service. | | |
| Site Name: | Monitor's Name: | |
| Monitor's Telephone: | Monitor's Fax: | |
| Monitor's Email: | | |
| Date of Site Visit: | Monitor's Arrival Time: | Monitor's Departure Time: |
| Average Daily Participation: | Number Served Today: | |
| What is the regular meal service schedule? | | |
| Does the site follow this schedule? | | |
| <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never | | |
| Areas of Observation | Notes and Observations | |
| Are the meals being consumed on site by children? | | |
| How many meals are available in inventory | | |
| How many meals were served as firsts to children, pregnant women and special needs adults today? | | |
| How many meals were served as seconds to children today? | | |
| How many meals were served to adults today? | | |
| General notes and observations: | | |
| | | |

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| Yes | No | Please explain any "no" answers below. |
|-----|----|---|
| | | 1. Does the staffing pattern correspond to that listed on the approved site sheet? |
| | | 2. Has the site manager been trained by Food Bank of Alaska? |
| | | 3. Does the site have sufficient food service supervision? |
| | | 4. When a shipment of food is received does the site manager count everything and report to Food Bank of Alaska how much was received and when it arrived? |
| | | 5. Are accurate daily meal count forms being kept and submitted to Food Bank of Alaska once a week? |
| | | 6. Are records of Adult meals kept? |
| x | | 7. Do meals meet the meal pattern requirements? |
| | | 8. Is there proper storage and sanitation? |
| | | 9. Does the site manager know how and when to order more food from Food Bank of Alaska? |
| | | 10. Are meals served during the scheduled time and on the scheduled day? |
| | | 11. Are all meals served and consumed on site? |
| | | 12. Does the site have a place to serve children in case of inclement weather? |
| | | 13. Is each child offered a complete meal with milk? |
| | | 14. Is the GREEN "Justice for All" poster hung where the children can see it? |
| | | 15. Are meals served to qualified participants regardless of participant's race, color, national origin, sex, age or disability? |
| | | 16. Do all qualified participants have equal access to services and facilities at the site regardless of participant's race, color, national origin, sex age or disability? |
| | X | 17. Is informational material concerning the availability and nutritional benefits of the program available in appropriate translations? |

Explanations:

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| Count how many times a major violation is found to be true and indicate the number under "Actual Count". | | |
|--|--------------|------------------------|
| Major Violations | Actual Count | Notes and Observations |
| 1. Adult meals included in count of meals served to children. | | |
| 2. Offsite consumption. | | |
| 3. More than one meal served at one time to children. | | |
| 4. Meal pattern not met (specify). | | |
| 5. Meals not served as a unit with milk. | | |
| 6. Meal serving times not met. | | |
| 7. No records are being kept or submitted to Food Bank of Alaska by the site manager. | | |
| 8. Incomplete records are being kept. | | |
| 9. Poor sanitation in serving area or food storage area. | | |
| 10. Other | | |
| Corrective actions discussed with (name and title): | | |
| Corrective actions taken: | | |
| Site manager's comments: | | |
| Further action needed by (date): | | |
| Site Manager and Site Monitor Must Both Sign This Form | | |
| _____ | _____ | _____ |
| Site Monitor's Signature | | Date |
| _____ | _____ | _____ |
| Site Manager's Signature | | Date |
| _____ | _____ | _____ |
| Food Bank of Alaska Staff Signature | | Date |