**­­­Date of Site Visit**: \_\_\_\_\_\_\_\_\_ **Monitor’s Arrival Time**: \_\_\_\_\_ **Departure Time**: \_\_\_\_\_

**Site Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Site Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discussion with site staff (list names)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Areas for discussion:** | **Yes** | **No** | **Notes and Observations** |
| --- | --- | --- | --- |
| Has the site supervisor attended training session? |  |  |  |
| Are meals being counted and signed for? |  |  |  |
| Are all required records being completed? |  |  |  |
| Are **congregate** meals served as second meals excessive? |  |  |  |
| Do meals meet meal pattern requirements? |  |  |  |
| Is there proper sanitation/storage? |  |  |  |
| Is the site supervisor following procedures established to make meal order adjustments? |  |  |  |
| Are meals served at the time approved by TDA? |  |  |  |
| Are all meals served and consumed on-site at all congregate meal services? (Note if CE allows fruits/vegetables/grains to be taken off site) |  |  |  |
| Is each meal served as a unit? |  |  |  |
| Are there any problems with delivery? |  |  |  |
| Is there documentation of children's income eligibility, if applicable? |  |  |  |
| Is there an “And Justice for All” poster, provided by the CE, on display in a prominent place? |  |  |  |
| **Areas for discussion if a Non-Congregate Site** | | | |
| Adequate packaging for distributing off-site meals? |  |  |  |
| Distribution schedule aligns with information submitted to TDA on Non-Congregate Request Form? |  |  |  |
| If home delivery, parental consent obtained for each household on the route? |  |  |  |
| If home delivery, each house verified to be in a rural area? |  |  |  |
| If distributing food components in bulk, are appropriate menus and meal assembly instructions being sent home with bundles? |  |  |  |
| If issuing multiple days of meals and/or allowing for parent/guardian pick-up of meals, is the site following procedures submitted to TDA to prevent duplicate meal service and, if applicable, verifying guardianship of the adult? |  |  |  |
| If operating both congregate and non-congregate service at the same time, is the site ensuring that the two different services occur at different times and that the days and times of intended meal consumption do not overlap between the two services? |  |  |  |

**List any problems that were noted, and any corrective actions that were initiated to eliminate the problems:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I certify that the information above is correct:**

**Monitor Signature Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_