

Freestore Foodbank CACFP Site Visit Form

Date of Review:

Arrival Time:	Departure Time:
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Site:			
Address:			
Site Coordinator:		Phone number:	
Scheduled Meal Service Time Start:		End:	
		Reviewer name: Octavia Ewing	
☐ Announced review, number: 1 2 ☐ Unannounced review, number: 1 2 3 4 Review Averaging is NOT used		Type of Review: ☐ New site review ☐ Regular Review ☐ Follow up review	
After School At Risk	Food Prepared in Central Kitchen	Approved for Supper	
Current Food Permit Expiration:			
Most current Health inspection on file with FSFB:			
Most current Fire inspection on File with FSFB:			
Name of person trained on CACFP:		Date trained:	
Training topics covered: Daily tasks Weekly tasks Monthly reporting Food Safety Civil rights			

Record Keeping

1	Copies of the menu are on file with corrections noted	Yes ☐	No ☐	
2	Medical Statements are on file to verify any medical condition of a child requiring variation from the CACFP meal pattern.	Yes ☐	No ☐	N/A ☐
4	Site keeps copies of POS forms on file?	Yes ☐	No ☐	N/A ☐
5	Site is keeping daily records of students in attendance?	Yes ☐	No ☐	N/A ☐
6	How far back do CACFP record go at this site?	SB 3+ current year		
7	The Building for the Future Fact sheet was distributed to all parents	N/A		
Nutrition Training				
Review three random delivery slips on file for the following:				
	Date	Delivery times listed	Temps listed	Staff signed
8		Yes ☐ No ☐	Yes ☐ No ☐	Y ☐ or N ☐
9		Yes ☐ No ☐	Yes ☐ No ☐	Y ☐ or N ☐
10		Yes ☐ No ☐	Yes ☐ No ☐	Y ☐ or N ☐

Health / Safety / Sanitation

11	Was the Food Permit posted?	Yes ☐	No ☐	N/A ☐
12	List the date of the latest health inspection Date:	Rating:		
13	Were any deficiencies identified?	Yes ☐	No ☐	N/A ☐
14	Have the identified deficiencies been corrected?	Yes ☐	No ☐	N/A ☐
15	Were the refrigeration units clean and maintained at required temperatures?	Yes ☐	No ☐	temperature
16	Was the food properly stored in the refrigeration units and dry storage areas?	Yes ☐	No ☐	N/A ☐
17	Is all food stored at least 6" off the floor?	Yes ☐	No ☐	
18	Is there evidence of rodent infestation?	Yes ☐	No ☐	
19	If yes, what measures are being taken to eliminate this problem?			
20	Are cleaning supplies, polishes, insecticides and other toxic materials safely stored in an area separate from the food?	Yes ☐	No ☐	
	List location:			
21	The center uses methods to assure food maintain proper temperatures	Yes ☐	No ☐	
22	Proper hand washing and glove use is followed by staff	Yes ☐	No ☐	
23	Children are instructed to wash hands before meal time	Yes ☐	No ☐	
24	Sanitary procedures are followed in all aspects of food service	Yes ☐	No ☐	
25	Are tables and chairs sanitized before and after meal service?	Yes ☐	No ☐	
26	What method is used to sanitize dishes?			
27	Food and disposable plates and utensils are thrown away at the end of meal service	Yes ☐	No ☐	N/A ☐
28	In general, the center is clean and conducive to meal service	Yes ☐	No ☐	

Civil Rights Compliance

29	Was the most current ... "And Justice for All" poster visibly displayed?	Yes ☐	No ☐	
31	All written materials regarding Kids Café contains the CACFP Non-Discrimination statement	Yes ☐	No ☐	
32	All children receive the same food and meal service without regard to race, color, national origin, sex, disability, or age	Yes ☐	No ☐	

Meal Service						
Meal Components	Portion Size	Component on planned menu	Actual Component served			
Milk						
Protein						
Fruit/Vegetable						
Fruit/Vegetable						
Whole grain						
33 Is menu posted?				Yes ☐	No ☐	
Today's Meal Service Start time:			Today's Meal Service End Time:			
List the meal counts for supper for each of the preceding 5 serving days						
	Date	Total Daily Attendance	Supper meals served			
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
	5 Day Total					
	5 Day Average					
Current Day						
34 Is today's meal count significantly different from the average?				Yes ☐	No ☐	
If yes, can you explain why?						
35 Is today's attendance significantly different from the average?				Yes ☐	No ☐	
If yes, can you explain why?						
Are there any meal counts over claimed when compared to daily attendance? If so, circle and make						
36 needed adjustments/disallowances to attendance or meal counts.						
37 Did today's meal meet CACFP Meal pattern requirements?				Yes ☐	No ☐	
If no, please explain why:						
38 Meal Counts were recorded at the POINT OF SERVICE.				Yes ☐	No ☐	
39 Meal Counts recorded by the center match the monitor's meal counts				Yes ☐	No ☐	
Children 5 and under are receiving white milk and the site is recording the number of 5 year olds receiving milk each day and reporting that to FSFB ** site has the option of giving white milk to all kindergartners regardless of age and counting all kindergartners.				Yes ☐	No ☐	N/A ☐
40						
41 Portion sizes are in compliance with CACFP standards				Yes ☐	No ☐	
42 The meal is served as a unit.				Yes ☐	No ☐	
Excluding this meal, all meal counts for previous meals served in the						
43 month have been completed/recorded on meal count forms.				Yes ☐	No ☐	
44 Do adults sit with the kids to model good behavior?				Yes ☐	No ☐	

45 Adult meals are not included in meal count, but are recorded Yes ☐ No ☐ ☐

POS Form												
All Meals served to Children								5 year olds or younger				
1	33	65	97	129				1	33	65		
2	34	66	98	130				2	34	66		
3	35	67	99	131				3	35	67		
4	36	68	100	132				4	36	68		
5	37	69	101	133				5	37	69		
6	38	70	102	134				6	38	70		
7	39	71	103	135				7	39	71		
8	40	72	104	136				8	40	72		
9	41	73	105	137				9	41	73		
10	42	74	106	138				10	42	74		
11	43	75	107	139				11	43	75		
12	44	76	108	140				12	44	76		
13	45	77	109	141				13	45	77		
14	46	78	110	142				14	46	78		
15	47	79	111	143				15	47	79		
16	48	80	112	144				16	48	80		
17	49	81	113	145				17	49	81		
18	50	82	114	146				18	50	82		
19	51	83	115	147				19	51	83		
20	52	84	116	148				20	52	84		
21	53	85	117	149				21	53	85		
22	54	86	118	150				22	54	86		
23	55	87	119	151				23	55	87		
24	56	88	120	152				24	56	88		
25	57	89	121	153				25	57	89		
26	58	90	122	154				26	58	90		
27	59	91	123	155				27	59	91		
28	60	92	124	156				28	60	92		

29	61	93	125	157
30	62	94	126	158
31	63	95	127	159
32	64	96	128	160

29	61	93
30	62	94
31	63	95
32	64	96

Summary of Findings

Date of last inspection:

Summary of findings:

List any finding from previous review that were also found during the current review:

Today's Findings

Site Strengths

- | | |
|--|--|
| ☐ maintains good records | ☐ responsive to emails |
| ☐ Good rapport with students | ☐ organized |
| ☐ communicates important info to FSFB | ☐ site is clean |
| ☐ Food safety is a priority | ☐ helps keep meal waste low |

Corrective Actions

Write any items marked "no" in the area below

Item number	Area to Address	Discussed and site will do going forward	Date to be corrected	Requires Follow-up visit Y/N

Action items for FSFB / Notes:

Site Director Signature

Date:

Reviewer Signature

Date: