

SIMPLIFIED SUMMER FOOD PROGRAM QUESTIONNAIRE FOR NEW SPONSORS

Complete and return this form with an original signature.

1. Administrative Staff Training:
 - a. Indicate the date(s) of training for administrative personnel, such as the monitor, claim preparer, and secretary:
 - b. Indicate the name of the individual from the sponsoring organization (not OSPI) who will do the training:
 - c. List the topics to be covered in the training or attach an outline:
2. Operational Staff Training:
 - a. Indicate the date(s) of training for operational personnel such as cooks, site supervisors, kitchen helpers, or drivers:
 - b. Indicate the name of the individual from the sponsoring organization (not OSPI) who will do the training:
 - c. List the topics to be covered in the training or attach an outline:
3. Monitoring: Each site must be visited during its first week of operation and reviewed within the first four weeks of operation (may attach a separate sheet):
 - a. List the date(s) each site (by name) will receive the first week visit:
 - b. List the date(s) each site (by name) will be reviewed within the first four weeks of operation:
 - c. List the name(s) of the monitor(s):
 - d. Will you provide periodic monitoring of sites even after the fourth week review has been completed?
 Yes No

If so, how often?

4. Meal Counts:

a. Where do you take your meal count?

When child enters serving area*

When child receives complete meal (point of service)

*How do you verify that the meal is a complete meal? Describe:

b. Indicate the position responsible for recording the daily meal counts and the form to be used:

c. Indicate how often the meal count sheets will be collected if more than one site:

Daily

Weekly

Monthly

5. Describe the types of ongoing year-round service your organization provides to the community to be served by the Simplified Summer Food Program (SSFP). Residential summer camps do not have to meet this criteria and may indicate that they are a residential summer camp:

6. Describe the procedures you will use to implement corrective action at a site when problems are observed during a monitoring visit/review:

7. Describe the arrangements you will make for feeding children in inclement weather if the site is an outdoor site:

8. Describe the system to be used to adjust the number of meals delivered to the sites when the average daily participation at the sites changes:

9. Describe the system to be used for the proper holding of food delivered to the sites if meals are prepared at a central kitchen and transported to the site:

10. Describe the system to be used to ensure meals are kept at the correct temperature prior to meal service. Also describe how leftover meals will be handled including the storage and refrigeration of these meals:

11. **For school food authorities only:** Check the meal planning system that will be used:

SSFP meal pattern.

Nutrient standard menu planning (NSMP).*

Assisted nutrient standard menu planning.

Enhanced food-based menu planning.

*LEAs that plan to use the NSMP meal planning system must have staff familiar with NSMP. If not, then the SSFP meal planning system must be used.

I certify that the information contained on this application is true and correct to my knowledge.

Signature of Sponsor Official

Title

Date