



MDE / FOOD & NUTRITION PROGRAMS / SUMMER FOOD SERVICE PROGRAM

Sponsor Monitoring Requirements and Forms

VISIT AND REVIEW REQUIREMENTS

Sponsors **must** ensure that they meet the minimum monitoring requirements. Sponsors **must** visit all new and problem sites prior to operation and complete the Pre-Operational Visit Form for each. The purpose of this type of pre-operational visit is to determine that the site(s) have the appropriate facilities and, if possible, to meet with the site personnel.

During the first week of operation, sponsors **must** conduct first week visits of sites that did not operate during the previous year (new sites) and any problem sites or those with new staff first. The First Week Visit Form must be completed for each. It is in the sponsor's best interest to quickly visit sites that have a history of operational problems.

The sponsor must conduct a more thorough review of all sites at least once during the first four weeks of program operations. The sponsor must complete the Monitor Site Review Form for each at this time.

Regulations require monitoring continue throughout the summer at a level sufficient to ensure that sites comply with program regulations. Sponsors must be able to document these monitoring requirements are met.

Table Summarizing Minimum Site Visit/Review Requirements

	All Sites	New Sites	Problem Sites	Sites with New, Inexperienced, or Unskilled Staff
Pre-operational Visit		X	X	X
First Week Visit		X	X	X
Monitor Site Review <ul style="list-style-type: none"> Within the first 4 weeks of site operation 	X			
Racial Ethnic Data Form <ul style="list-style-type: none"> Once per site, per summer Once per session for camps 	X			

Pre-Operational Visit Worksheet and First Week Visit Form

The Pre-Operational and First Week Site Visit forms must be used to document site visits.

Monitor Site Review Form

This form must be used by sponsor monitors to conduct a thorough review of each site's operation. The sponsor should leave a copy indicating any corrective action with the site supervisor or representative and conduct a follow-up visit to ensure corrective action has been completed.

Racial Ethnic Data Form

This form must be used by the sponsor to monitor the participating population of children by ethnic and racial categories. Monitors are not required to use this form if the ethnic and racial data collection is completed on the Monitor Site Review Form.

MONITORING FORMS

[Pre-Operational Visit Form](#)

[First Week Visit Form](#)

[Monitor Site Review Form](#)

[Racial Ethnic Data Form](#)

MDE Services

[MI School Data](#)
[Teacher Certification Verification](#)
[Michigan eLibrary \(MeL\)](#)
[Education Info System \(MEIS\)](#)
[E-Grants System \(MEGS+\)](#)
[Student Data \(CEPI\)](#)
[School District Maps](#)
[Educator Cert. System \(MOECS\)](#)

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