

	Yes	No	NA	Comments
Are meals planned and prepared with one meal per participant in mind?				
Are more meals served as seconds than the 2% limit?				
Are accurate counts taken of meals served?				
Is required health department certification available for inspection?				
Is an inventory record being kept?				
Are receiving reports and purchase invoices kept?				
Does staffing pattern correspond to that listed on approved application?				
Has the site supervisor attended training?				
Are records of adult meals kept?				
Is there documentation of participants eligible for free or reduced-price meals available if applicable?				
Are the "And Justice for All" & "Federal Relay Service" posters provided by the sponsor, on display in a prominent place?				
Are meals served to all attending participants regardless of race, color, national origin, age, sex, or disability?				
Beneficiary Data				
Indicate the number of participants in attendance who are of Hispanic, Latino or Spanish origin:				
Indicate the number (not percent) of participants in attendance in each racial category (count individuals in one or more categories).				
American Indian or Alaskan Native	Asian	Black or African	Native Hawaiian or other Pacific Islander	White
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> Corrective Action Plan:				
<input type="checkbox"/> No Findings <input type="checkbox"/> Findings (listed below)		<u>Follow-up</u> <input type="checkbox"/> N/A <input type="checkbox"/> Follow-up Plan/Corrective Action Taken (listed below) <input type="checkbox"/> Corrective Action Taken by Sponsor following Sanitation Inspection (listed below):		
The monitor conducted an Announced Site Review ____ Unannounced Site Review ____ . List the reason for the type of review.				
Signature of Sponsor Monitor				Date
Site Supervisor Signature				Date