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## Summer Food Service Program (SFSP) Sponsor Planned Monitoring Schedule

**Sponsor Name:**

**Year:**

Sponsors are responsible for monitoring each site to ensure sites are operating according to regulations and guidelines. Each year, sponsors must create a planned monitoring review schedule of its anticipated monitoring visits for all sites. New sites, existing sites new to non-congregate meal service, and problem sites must be reviewed prior to site operation, [SFSP Pre-Operational Review Form Summer 2024](#), and within the first two weeks of operation, [SFSP First Two Weeks Review Form](#). All sites must receive a review within the first four weeks of operation, [SFSP Site Review Form Summer 2024](#). The [SFSP Non-Congregate Meal Service Review Form Summer 2024](#) must also be completed for non-congregate sites. All reviews, except for the Pre-Operational Review, must include a meal service observation.

Monitoring cannot be conducted by a Food Service Management Company (FSMC) employee. The Monitor must be different the SFSP Director or Contact Person and the Site Supervisor(s). This is an important separation of duties. Monitors must be trained on program requirements.

### Instructions:

1. List each site and the start and end dates.
2. Record the planned review dates for each required review.
3. For First Two Week Reviews and Site Reviews, record which meal service will be observed. Monitors should vary their visits to include different meal services (if applicable).



Site Name	Start and End Dates	Date of Pre-Operational Review or N/A	Date of First Two Weeks Review or N/A	Indicate Meal Service Observation	Date of Site Review	Indicate Meal Service Observation