



ENP Meal Monitoring

Name of site: _____ Location of site: _____

Type of meal prepared or delivered:

- _____ Meals delivered cold, in bulk, to be heated before service
- _____ Meals delivered hot, in bulk
- _____ Meals prepared and served "ready-to-eat" from the on-site preparation kitchen
- _____ Meals delivered in a frozen state to be heated before service
- _____ Meals delivered prepacked to be transported and delivered "ready-to-eat"

This site prepares/serves: ___ breakfast ___ lunch ___ supper ___ weekend meals ___ therapeutic diet

Food is transported using: ___ temperature control ___ time in lieu of temperature control ___ N/A

Date of review: _____ Time of arrival: _____ Time of departure: _____

Monitor's name: _____ Monitor's title: _____

Name (Printed) of the Person interviewed at the site: _____

Signature and title: _____ date: _____

By signing below, the reviewer confirms they have visually assessed the ENP meal service program items addressed and that the review was completed during service at the meal site.

Monitor signature and date: _____

Findings and Recommendations:

1. List problems identified:

2. Indicate corrective action needed (attach additional pages as needed):

Section I: All Sites

This section of the monitoring tool is to be used at all sites.

Facility:			
A. Is a "person in charge" identified?	Yes	No	
B. Does the site appear clean with adequate lighting, cooling, heat, ventilation?	Yes	No	
C. Do refrigerators, steam tables, and equipment appear clean and in good working order?	Yes	No	N/A
D. Describe dishwashing and drying method: _____ _____			
E. Is this an acceptable method of dishwashing/drying according to the FDA food code?	Yes	No	N/A
F. Are chemical cleaners and paper goods stored away from food?	Yes	No	N/A
G. Are there thermometers in the refrigerators and freezers used for ENP programs? If yes, record the temperatures: _____ a. Refrigerators shall be no higher than 41°F, and b. Frozen food must be frozen to touch, and c. Cold storage temperatures must be checked and recorded at least once daily.	Yes	No	N/A
H. Have the food thermometers been calibrated?	Yes	No	
I. Are trash receptacles clean, emptied when necessary, and covered when not in use?	Yes	No	
J. Is there a separate hand washing sink?	Yes	No	
K. Was hand washing observed?	Yes	No	
L. Are hands washed in accordance with FDA food code instruction?	Yes	No	
M. Do the food service and storage areas appear free from insects and rodents?	Yes	No	
N. Is the area where food is handled or served clean and in good repair?	Yes	No	
O. Are counters and work areas sanitized prior to use?	Yes	No	N/A
P. Are foods labeled with content and date when placed in dry storage (storeroom or pantry)?	Yes	No	N/A
Q. Are foods labeled with content and date when placed in cold storage (refrigerator or freezer)?	Yes	No	N/A
Personal Hygiene:			
A. Are hair restraints and gloves worn during meal preparation and service?	Yes	No	N/A
B. Are hands washed prior to putting on gloves?	Yes	No	
C. Are gloves used correctly? a. Single use gloves should be worn when manual contact is made with food products. Barehanded contact is prohibited. b. Single use gloves shall be used for only one task. c. Single use gloves shall be discarded when damaged or soiled; when interruptions occur during a task; or if in continual use during a single task for more than four hours.	Yes	No	
D. Are burns, wounds, sores, scabs, and splints on hands bandaged and completely covered with a glove prior to preparation or service?	Yes	No	
E. Are staff and volunteers wearing clean clothes and an apron or other covering?	Yes	No	
F. Do volunteers or staff show no sign of acute respiratory disease (sneezing/coughing)?	Yes	No	
Menu / Record keeping:			
A. Has the current menu been signed by an approved dietician?	Yes	No	
B. Is a copy of a current food serving license available (currently defined as within the last 12 months)?	Yes	No	N/A
C. Is a copy of a current sanitation inspection available (currently defined as within the last 12 months)?	Yes	No	N/A
D. Is there a copy of any required sanitation certification available?	Yes	No	N/A
E. Have findings reported by the licensing and inspection agency been corrected?	Yes	No	N/A
F. Is the menu served the same as the menu published?	Yes	No	
G. Do the meal production records, if available, agree with approved menus?	Yes	No	N/A
H. Is the milk served prior to the use by date?	Yes	No	
I. If manufacturer labels or CN labels are available, do they support portion guidelines for the meal?	Yes	No	N/A

Menu Served Today

(Menu item / portion / temperature / time of packing)

This section is to be used at all monitoring visits.

The reviewer must visually confirm the ENP meal service program items.

List foods being served, portion sizes served, food temperature at serving (if available), and time food was packed for transport (if known).

Menu Comments:

Notes:

Section II: Food Preparation Site

Food Preparation:			
A. Are cooked foods chilled according to the FDA food code guidelines? a. By using a quick cooling method such as an ice bath, chilling wands, or packed in the cooler in shallow metal pans, or b. Hot food shall be cooled to 135° F to 70° F within 2 hours, then 70° F to 41° F within a total of 6 hours by using a quick cooling method.	Yes	No	N/A
B. Are frozen foods thawed according to FDA food code guidelines? a. As part of the cooking process, when the product reaches minimum internal cooking temperatures, or b. In the refrigerator at a temperature of 41° F or below, or c. Under running potable water (70° F or below), or d. By microwave thawing (only if cooked immediately afterward).	Yes	No	N/A
C. Is cooked or ready-to-eat food protected from cross-contamination? a. Raw meat, poultry, and fish is stored separately from cooked, ready-to-eat foods, or b. If not possible, prepared or ready-to-eat foods must be stored above raw meat, fish or poultry, or c. Raw meat and poultry should be stored on the bottom shelf of refrigerator, or d. Raw animal products and ready-to-eat foods should be prepared on separate cutting boards.	Yes	No	N/A
D. Are foods that are being reheated done so at a temperature of 165° F or above?	Yes	No	N/A
Food Transport for ENP Program Meal:			
A. Is the food transport equipment in good condition and appear capable of maintaining temperatures?	Yes	No	N/A
B. Does food transport equipment appear clean?	Yes	No	N/A
C. Are hazardous foods hot (135° F and above) or cold (41° F or below) when packing for transport?	Yes	No	N/A
D. If temperature control is used, is packing temperature documented?	Yes	No	N/A
E. If time in lieu of temperature control is used, is food labeled with time of packing and food temperature documented on the label?	Yes	No	N/A
Recordkeeping:			
A. Are recipes used?	Yes	No	N/A
B. On the day of review, are both meal pack time and meal pack temperature documented and kept on file?	Yes	No	N/A
C. Is there a procedure for food product recalls?	Yes	No	N/A
D. Is there a procedure for suspected foodborne illness reporting?	Yes	No	

Notes:

Section III: Congregate and Home Delivered Meal Site

This section of the monitoring tool is to be used at participant sites. The reviewer must **visually confirm** the ENP meal.

Facility:			
A. Is the site accessible to people eligible for services targeted by the OAA?	Yes	No	N/A
B. Are the tables and chairs clean and in good condition?	Yes	No	N/A
C. Are there appropriately sized serving utensils available and being used?	Yes	No	
D. Is food prepared and served at the same site? (If yes, enter responses in next section)	Yes	No	N/A
1. If time in lieu of temperature is used, does this meal meet the time and temperature requirements while allowing for food to be served and consumed? a. Hot food items can be held without temperature control for up to 4 hours when the temperature is checked to be at 135° F or higher upon removing it from temperature control. b. Cold food items can be held without temperature control for up to 4 hours provided they are temperature checked at 41° F or lower upon removing them from refrigeration and do not reach 70° F at any time after that point. Cold food with temperatures above 70° F at any time must be discarded.	Yes	No	N/A
E. Is the temperature of the food taken prior to service?	Yes	No	
F. Are foods hot (135° F and above) or cold (41° F or below) when placed in the steam tables or refrigeration/freezer units?	Yes	No	
G. Is food delivered to meal site? (If yes, enter responses in next section)	Yes	No	
1. Are meal carriers labeled to time and temperature of packing?	Yes	No	
2. Are meals transported in safe and sanitary containers/carriers?	Yes	No	N/A
3. If meal is transported using time in lieu of temperature control, is food served to all participants within 4 hours of leaving temperature control?	Yes	No	N/A
4. For home delivered meal transport, are hot and cold meal carriers insulated?	Yes	No	
5. For home delivered meal transport, how long is the longest delivery route, measured in time: _____			
Recordkeeping:			
Number of meals ordered: _____ Number of meals received: _____			
Number of meals served: _____ Number of meals unserved: _____			
A. Is there documentation of required nutrition education?	Yes	No	N/A
B. In the congregate setting, is offer versus served used?	Yes	No	N/A
C. If this is an Adult Day Center (ADC), are meals reported through SAMS, or	Yes	No	N/A
D. Are meals reported through the adult care food program (school lunch)	Yes	No	N/A
Take-Home Foods:			
A. Are participants allowed to take foods home from the center?	Yes	No	N/A
B. Lists foods participants are allowed to take home: _____			
C. Is the container used a disposable container?	Yes	No	N/A
D. Are these foods charged as take-out foods or meals?	Yes	No	N/A

In the congregate meal setting, interview 3 participants and record participant meal comment:

Participant 1:

Participant 2:

Participant 3: