**Summer Food Service Program Site Info Sheets Must Be Updated for Accuracy**
The following is a list of fields in the Site info Sheet(s) in NEO that must be checked or updated by all Sponsors before June 1st if May serving days have not been entered or

* Start and End Dates of service
* Number of Meal Service Days in Each month of operation (past and present)
* Indicate on the site info sheet if you are a Non-Congregate site and the days you are distributing meals. This is to be written in the Site Info Sheet’s “camp schedule and holiday” text box above the Meal times table
* Meal time must be checked for accuracy, at this time NEO will allow you to record if you are serving two different meals at the same time.
* OvS (Offer vs Serve) If you are now doing OvS please indicate “yes” on the Site Info Sheet
* -Monitoring Dates – All sites operating beyond June 30th will still need to conduct onsite monitoring.
	+ Pre-Operational visits are required for all new sites
	+ 4-Week operating visits are required for all sites
	 Please indicate dates for these visits on your Site Info Sheet.

For a step by step guide to site info sheets, our original manual has been edited to help you make the changes above, all edits on the guide are highlighted in yellow.

All Site Info Sheets will need to be re-approved by the Legal Agent before a claim can be filed.