

Seamless Summer Option (SSO) On-Site Review Form

Purpose of Visit

- Site Visit
- Follow-Up

Instructions

Complete this form at least once during SSO program operation for each site. This form may also be used to document additional site or follow-up visits. Answers marked as “No” should be further explained in the comment section and require further training/follow-up from the sponsor.

Site Name: _____ Date of Visit: _____

Address: _____

Arrival Time: _____ Departure Time: _____

Designated Site Representative: _____

Name of Person conducting monitoring visit: _____

Eligibility	Yes	No	N/A	Comments
Open Site: Is site open to all children? Did the sponsor complete a media release for open sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restricted Open Site: Is site open to all children on a first-come, first-serve basis, but attendance is restricted for reasons of space, safety, security or control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enrolled Site (not area eligible): Are the enrollment roster and documentation to show which children are eligible for free/reduced-price meals maintained and updated as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Academic Summer School: If the site is operating an academic summer school program (using state/federal education dollars to fund the program or students are required to attend for academic reasons), is the site operating as an open site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Posters	Yes	No	N/A	Comments
Open Site: Is the SFSP site poster properly completed and displayed at the site entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the ...And Justice For All poster displayed in a prominent place in the meal service area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Training	Yes	No	N/A	Comments
Have site staff received Civil Rights training if they did not already receive it during the school year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Food Safety and Sanitation	Yes	No	N/A	Comments
Is a HACCP Food safety plan in place and is it being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For satellite/vended sites: are food temps taken upon receipt and at the time of meal service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are appropriate logs being completed for equipment temps, food temps, thermometer accuracy checks and employee illness logs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are two health inspections received per year and is the most recent one posted in a publicly visible location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Meal Service	Yes	No	N/A	Comments
Do meals served meet meal pattern requirements for the School Nutrition Programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are meals served within the times and dates approved by the state agency in the CLiCS site application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are point of service meal counts taken correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a procedure for: <ul style="list-style-type: none"> • recording non-reimbursable meals separate from reimbursable meals? • claiming only 1 breakfast or lunch per student per day? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can staff identify a “non-reimbursable meal?” (with or without Offer versus Serve?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all meals served and consumed on site? (Note if sponsor allows, a fruit/vegetable or packaged grain can be taken off-site).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Meal Service	Yes	No	N/A	Comments
Are adult meals properly documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If site receives meals from a vendor/central kitchen, are there any problems with delivery or meal quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If site receives meals from a vendor/central kitchen, are site staff following procedures established to make meal order adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is water available to students in the meal service area (or area adjacent to meal service area that is accessible by students) during lunch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recordkeeping and Documentation	Yes	No	N/A	Comments
Are meal count records completed at the time of each meal service, signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are daily meal count forms consolidated on a regular basis (at least weekly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If site receives meals from a vendor/central kitchen, are delivery slips verified and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If meals are prepared on-site, are records maintained to document food production including food production records, standardized recipes and child nutrition labels/product formulation statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all program records retained for 3 years past the close of the claim month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that the above information is correct.

Monitor's signature: _____

Signature of person interviewed at site: _____

Designated site supervisor notified of problems. Yes No N/A

*For follow-up: Include date, what was done, and initial.