

Seamless Summer Option (SSO) Site Monitoring Form

The onsite monitoring waiver under the COVID-19: Child Nutrition Response #94 waives the requirement that onsite monitoring elements of 7 CFR 210.8, 210.16(a), 210.18, 220.7, 220.8(h), and 220.11(d) must be completed onsite. The waiver provides the authority to conduct these reviews offsite, if needed. **The waiver does not waive the SFA monitoring requirement.** Please note, this waiver is in effect until 30 days after the end of the public health emergency, declared by the United States Department of Health and Human Services. If the public health emergency is lifted within the school year, SFAs will need to transition to conducting the monitoring at the site.

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year, prior to February 1, each School Food Authority (SFA) **with more than one school** (as defined by 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction.

SFA Name:	Review Date:	Meal Patterned Applied: Pre-K <input type="checkbox"/> K-5 <input type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/>				
Site Name:	Average Daily Attendance*:	Arrival Time:	Departure Time:			
SFA Reviewer:	Reviewer Title:	Meal Service being Reviewed : Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/>				
MEAL COUNTING AND CLAIMING:			Yes	No	N/A	
1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement as indicated in SNEARS at all service stations?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meal counts must be taken at the location where complete meals are served to children						
Check Method(s) of Accountability Used:						
Ticket/Token	Roster	Computerized POS	Tally Sheet	Clicker Count	Tic Sheet	Production Records** (Serve Only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is breakfast and/or lunch being consumed on-site by students?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If No, please explain:						
3. Is the person responsible for monitoring and counting meals correctly identifying and distinguish non-reimbursable meals (incomplete meals, second lunches, adult meals) and reimbursable meals?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a back-up procedure for meal counting and claiming when the primary counting and claiming methods is NOT available?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are daily counts accurately totaled?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are daily counts accurately recorded?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are daily counts accurately dated?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. If claims are combined from different Points of Service, is there a system in place to prevent duplicate meals from being counted?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is there a way to ensure that the daily counts are accurate when entering and submitting the claim for reimbursement?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Does the attendance of students for the day, exceed the meal counts for the day?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Attendance of Students		Total Meals Served		Date:		
Food Safety and Sanitation:				Yes	No	N/A
11. Is the most recent Health Inspection Report posted in a location visible to the public?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has the Food Safety Plan been reviewed/revised for the current school year?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are temperatures of food and all storage units, including milk coolers, walk-in freezers, and walk-in refrigerators, and dish machines monitored and recorded daily?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are proper food safety and sanitation practices followed during the receiving, storage, and preparation of food, service of meals, and handling of leftovers?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is personal protective equipment (PPE) worn when and if necessary (gloves, masks etc.)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEAL PATTERN:				Yes	No	N/A
16. Are production records maintained to document compliance with meal pattern requirements?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is Offer vs. Served (OVS) being utilized at this site? If No, check N/A.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, does each meal contain a minimum of ½ cup fruit and/or vegetable?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to question 19, is there signage explaining what constitutes a reimbursable meal, including the requirement to take a minimum of ½ cup fruit or vegetable?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Were all required food components available throughout the meal service in their correct portion sizes on all serving lines?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. If using any meal pattern flexibilities, did you receive written approval (waiver) from the State Agency?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is free, potable water available to students during breakfast and/or lunch when it is served in the cafeteria/multi-purpose rooms?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is free, potable water available to students during lunch when it is served in the classrooms?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIVIL RIGHTS:				Yes	No	N/A
22. Is the "And Justice for All" nondiscrimination poster displayed in a prominent location visible to the public?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For meal modifications to accommodate disabilities that fall outside the meal pattern, are there medical statements on file?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Were all meals served regardless of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Have all personnel involved in the program received all necessary training?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, are the trainings documented?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* To calculate Average Daily Attendance: Divide the **Total Monthly Attendance** by the number of **Meal Service Days** in the month.

** Production Records as a Method of Accountability is only allowed for Serve Only Meal Service

SFAs must maintain monitoring documentation on file for three years, plus the current year.

School Site Representative: _____

Title: _____ **Date:** _____

SFA Reviewer: _____

Title: _____ **Date:** _____

Corrective Action is required for each "No" answer above:

If the review discloses problems with a school's meal counting and claiming procedures or general review areas, the SFA must ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems.

Date of Follow-Up Review: _____

Observations of corrective action implementation: