



## Seamless Summer Option (SSO) On-Site Review Form

This form must be completed on-site for each approved SSO site at least once during its operation. The SFA must review the site’s compliance with meal counting, claiming, meal pattern, food safety, and civil rights requirements. Answer the following questions by checking the appropriate response. For “No” responses, describe technical assistance and corrective action required.

<b>SFA:</b>	<b>Site:</b>	<b>Type of Site:</b>	<b>Date of Review:</b>
<b>Reviewer:</b>	<b>Meal:</b>	<b>Meal Pattern:</b>	<b>Meal Time:</b>
<b>Approved Dates of Operation:</b>		<input type="checkbox"/> <b>First Review</b> <input type="checkbox"/> <b>Second Review</b>	
<b>Rural Non-Congregate Sites Only:</b> <input type="checkbox"/> <b>Grab &amp; Go</b> <input type="checkbox"/> <b>Parent/Guardian Pick-Up</b> <input type="checkbox"/> <b>Home Delivery</b> <input type="checkbox"/> <b>Unitized</b> <input type="checkbox"/> <b>Bulk</b>			

Meal Counting			
Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are meals counted and recorded at the point of service?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are only reimbursable meals counted and recorded for reimbursement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is breakfast and/or lunch being consumed on-site by the children?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the site following procedures to ensure that only one reimbursable meal per child per meal category is claimed? (Procedures must be in place to prevent claiming of second meals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are non-reimbursable meals (adults/volunteers/etc.) recorded as such at the point of service?

Meal Claiming Procedures			
Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are daily counts accurately dated, totaled, and recorded by site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the meals claimed for reimbursement match the meal type and operating dates that were approved in the SNEARS application?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sites which are not area eligible: Is documentation of eligibility available for all students?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete the below chart. Does the attendance exceed the meal counts for the day?

<b>Total number of children in attendance:</b>	
<b>Total number of meals/snacks observed on the day of review:</b>	
<b>Total number of meals/snacks claimed on the day of review:</b>	
<b>Total number of observed meals/snacks that are incomplete:</b>	

Meal Pattern Compliance			
Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all the required number of items/components made available to all children throughout the meal service?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If utilizing Offer vs. Serve at Breakfast: are at least four items offered, with the child instructed to take at least three items, including a minimum of ½ cup of fruit and/or vegetables?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If utilizing Offer vs. Serve at Lunch: are all five components offered, with the child instructed to take at least three components, including a minimum ½ cup of fruit and/or vegetables?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are printed menus and production records maintained to document compliance with meal pattern requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is free, potable water available to children during lunch and breakfast as required?

**Food Safety**

Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the school have a food safety plan based on the Hazard Analysis Critical Control Point (HACCP) procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are food safety health inspection reports current and posted in a location visible to the public?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are temperatures of food and all storage units, including milk coolers, walk-in freezers, walk-in refrigerators and dish machines monitored and recorded daily?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are proper food safety and sanitation practices followed during the receiving, storage, and preparation of food, service of meals, and handling of leftovers?

**Civil Rights**

Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the "And Justice for All" poster displayed in a visible location?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all meals served regardless of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are non-discriminatory practices evident in the eating area, serving line, seating arrangements, and assignment of eating periods?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are meal accommodations made for children with disabilities?

**Summary of Findings & Recommended Corrective Action:**

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**Corrective Action Taken & Date Completed:**

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**Reviewer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**KEEP THIS FORM ON FILE FOR YOUR RECORDS**