

## 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) (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 schools operating the School Breakfast Program (SBP) under its jurisdiction.

<b>SFA Name:</b>	<b>Review Date:</b>	<b>Meal Patterned Applied:</b> Pre-K    K-5    K-8    6-8    9-12				
<b>Site Name:</b>	<b>Average Daily Attendance*:</b>	<b>Arrival Time:</b>	<b>Departure Time:</b>			
<b>SFA Reviewer:</b>	<b>Reviewer Title:</b>	<b>Meal Service being Reviewed :</b> Breakfast                  Lunch				
<b>MEAL COUNTING AND CLAIMING:</b>				<b>Yes</b>	<b>No</b>	<b>N/A</b>
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?						
Meal counts must be taken at the location where complete meals are served to children						
<b>Check Method(s) of Accountability Used:</b> <span style="float: right;">(Serve Only)</span>						
Ticket/Token	Roster	Computerized POS	Tally Sheet	Clicker Count	Tic Sheet	Production Records**
2. Is breakfast and/or lunch being consumed on-site by students?						
	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?						
4. Is there a back-up procedure for meal counting and claiming when the primary counting and claiming methods is NOT available?						
5. Are daily counts accurately totaled?						
6. Are daily counts accurately recorded?						
7. Are daily counts accurately dated?						
8. If claims are combined from different Points of Service, is there a system in place to prevent duplicate meals from being counted?						
9. Is there a way to ensure that the daily counts are accurate when entering and submitting the claim for reimbursement?						
10. Does the attendance of students for the day, exceed the meal counts for the day?						

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

\* 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:**