DIVISION OF FOOD AND NUTRITION

New Jersey Department of Agriculture
Seamless Summer Option (SSO)
On-Site Accountability Review

Every summer, each School Food Authority (SFA) must conduct **at least one on-site review** for each approved SSO site during its period of operation. The review must address meal service, meal counting and claiming procedures, meal pattern compliance, food safety, and civil rights requirements. All required questions in this form must be completed on the day of the review. If any issues are identified in meal counting and claiming or other review areas, the SFA must implement corrective action. A follow-up on-site review must be conducted **within 45 days** to verify that all issues have been resolved.

Name of School Food Service Authority: ______________________________

Name of Site Reviewed: ______________________________

SFA Reviewer & Title: ______________________________

Review Date: ____________ **Arrival Time:** ____________ **Departure Time:** ____________

Approved Dates of Operation: ____________ **Days of Operation:** ☐ M ☐ T ☐ W ☐ Th ☐ F

Type of Site: ☐ Open ☐ Restricted Open ☐ Restricted Open (AE Waiver) ☐ Closed Enrollment ☐ Migrant ☐ Camp

Rural Non-Congregate Sites Only: ☐ Grab & Go ☐ Parent/Guardian Pick-Up ☐ Home Delivery ☐ Unitized ☐ Bulk

Offer vs Serve: ☐ Yes ☐ No **Meal Pattern Applied**: ☐ Preschool ☐ K-5 ☐ K-8 ☐ 6-8 ☐ 9-12

Meal Time: ____________ **Meal Observed**: ☐ Breakfast ☐ Lunch ☐ PM Snack ☐ Supper

Meal Counting and Claiming	**Yes**	**No**	**N/A**
1. Are meals counted and recorded at the point of service?	☐	☐	☐
2. Is the site following proper procedures to ensure only one reimbursable meal per child is claimed and that any non-reimbursable meals (e.g., adults/volunteers) are correctly identified and recorded?	☐	☐	☐
3. Is the meal being consumed on site?	☐	☐	☐
4. Do meals claimed match the meal type and dates approved in the SNEARS application?	☐	☐	☐
5. If **NOT** area-eligible: Is documentation of eligibility available for all students?	☐	☐	☐
6. Are daily counts accurately dated, totaled, and recorded by site?	☐	☐	☐
7. Complete the day of review counts chart below, does attendance exceed the meal counts for the day?	☐	☐	☐

Day of Review Counts	
Meals/Snacks Observed: ____________	Attendance: ____________
Meals/Snacks Claimed: ____________	Incomplete Meals: ____________

This institution is an equal opportunity provider.

Food Safety and Sanitation	Yes	No	N/A
1. Is the most recent Health Inspection Report posted in a location visible to the public?	☐	☐	☐
2. Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures?	☐	☐	☐
3. Are temperatures of food and all storage units, including milk coolers, walk-in freezers, walk-in refrigerators and dish machines monitored and recorded daily?	☐	☐	☐
4. Are proper food safety and sanitation practices followed during the receiving, storage, and preparation of food, service of meals, and handling of leftovers?	☐	☐	☐
Meal Pattern Compliance	**Yes**	**No**	**N/A**
1. Does today's menu meet the meal pattern requirements?	☐	☐	☐
2. If Offer vs Serve, does each meal contain at least 1/2 cup of fruit or vegetable and a minimum of two additional full serving components?	☐	☐	☐
3. Are all required meal components available to all participating children?	☐	☐	☐
4. Are printed menus and production records maintained to document compliance with meal pattern requirements?	☐	☐	☐
5. Is there free potable water available to all students in any location where the meal is served?	☐	☐	☐
Civil Rights	**Yes**	**No**	**N/A**
1. Is the "And Justice for All" poster prominently displayed and visible for all program participants?	☐	☐	☐
2. Are procedures in place for accommodating students with disabilities that require meal modifications that fall outside the meal pattern?	☐	☐	☐
3. Are program benefits made available to all students without discrimination?	☐	☐	☐
4. Have all personnel involved in the program received all necessary training?	☐	☐	☐

A school administrator or school employee must, at minimum, be present and responsible for the On-Site Accountability Review and must sign the review form. If a consultant wishes to conduct a more in-depth on-site review, they may do so—additional oversight is always encouraged.

School Site Representative		SFA Reviewer	
Signature	Date	Signature	Date
Name		Name	
Title		Title	

Corrective Action is required for each "No" answer

Observations of corrective action implementation Date of Follow-Up Review:

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

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