Seamless Summer Option (SSO) On-Site Monitoring Form

Additional on-site monitoring is required for all sites offering Rural Non-Congregate Meal Service

School Food Authority (SFA) Name	
Site Name	
Review Date	
Review Type (select one)	☐Regular ☐ Follow-up
Meal Service Type	☐ Congregate ☐ Rural Non-Congregate
Site Type	☐ Open ☐ Restricted Open ☐ Closed
Meal Service Observed	☐ Breakfast ☐Lunch ☐Snack
Meal Service Time	
Number of Reimbursable Meals Served to Children	
Number of Meals Served to Adults	
Number of Meals Disallowed *(missing components/dropped trays)*	
Utilizing Offer Versus Serve?	☐ Yes ☐No

Production Information

Complete this section or attach a copy of the meal's production record

Food Item	Portion Size	Servings Planned	Amount Prepared	Amount Leftover	Comments

Congregate and Non-Congregate Meal Service

Complete for both service types

	Yes	No	N/A
Do meals (including substitutions) meet meal pattern requirements?			
Is Offer versus Serve being implemented properly?			
Is crediting documentation available for items served?			
Are production records available and properly completed?			
Are meals planned and prepared with one meal per child in mind?			
Do items sold to students (a la carte) meet Smart Snacks Requirements?			
Is water available without restriction to students during meal service times? *(not required for Rural Non-Congregate meal service)*			
Is food stored, prepared, and served in a safe and sanitary manner?			
Is the person responsible for point of service correctly identifying reimbursable meals?			
Are accurate meal counts taken at the point of service (POS), when the child receives the meal?			
Are other food items charged correctly? *(i.e., adult meals, milk only purchases, second meals, a la carte items)*			
Is the site operating in accordance with the site type? *(i.e., open, restricted open, or closed enrolled)*			
Do internal controls ensure that daily counts do not exceed the number of students in attendance and that an accurate claim is made?			
Are meal accommodations made and supporting documentation kept on file for children with a dietary disability?			
Is the most recent Health Department Inspection Report posted in a public place?			
Is the correct *"And Justice for All"* poster on display in a prominent location?			
Have all staff and volunteers with duties related to the USDA Child Nutrition Programs received USDA Civil Rights Training?			

Rural Non-Congregate Meal Service

Disregard this section if not offering non-congregate meals

	Yes	No	N/A
Are instructions for storage and food preparation included?			
Is there adequate staffing to handle meal distribution and accurate point of service counts?			

Multiple meal distribution: Is a menu provided indicating which items make a reimbursable meal?			
Multiple meal distribution: Is the site following procedures approved by DPI? *(e.g., number of approved days, food safety plan, distribution method)*			
Pick-up model: Is the site distributing meals to only the child or the parent/guardian of the child?			
Pick-up model: If the site distributes meals to the parent/guardian, has the number of children in the household been verified?			
Home delivery model: Has written consent been obtained from each household receiving meals?			
Home delivery model: Is there a person at the household available to accept meal delivery?			

Corrective Action and Follow-Up Plan

Do any areas need corrections?	☐ Yes ☐No
Is a follow-up review needed? *Follow-up is required for serious deficiencies to ensure corrective action has been implemented*	☐ Yes ☐No

Areas of Non-Compliance	Corrective Action Plan

Certification

I certify that the above information is correct

Monitor's Signature		**Date**	
Site Supervisor Signature		**Date**	