

## Seamless Summer Option (SSO) Site Review Form

<b>School Food Authority (SFA) Name:</b>			
<b>Site Name:</b>			
<b>Site Address:</b>			
<b>Name of Site Supervisor:</b>			
<b>Review Date:</b>			
<b>Review Format (select one):</b> <small>*If completing an offsite desk audit, the SFA must have a monitoring waiver on-file.</small>	<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite*		
<b>Review Type (select one):</b>	<input type="checkbox"/> Regular <input type="checkbox"/> Follow-up		
<b>Approved Dates of Operation:</b> <small>(start date- end date for summer 2022)</small>			
<b>Meals Served Under the SSO:</b> <small>(mark 1 or 2)</small>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack		
<b>SSO Meal Service Time(s):</b>	Time of Meal 1:		Time of Meal 2:
<b>Site Type:</b>	<input type="checkbox"/> Open <input type="checkbox"/> Restricted Open <input type="checkbox"/> Closed Enrolled		
<b>Meal Distribution Days:</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
<b>Notes:</b>			

### Waivers

<input type="checkbox"/> Non-congregate Feeding	<input type="checkbox"/> Meal Service Time	<input type="checkbox"/> Parent/Guardian Pick-up
<input type="checkbox"/> Onsite Monitoring Waiver <small>(Available until 30 days after the end of the Public Health Emergency)</small>	<input type="checkbox"/> Meal Pattern Flexibility <small>(Available through June 30, 2022)</small>	
<small>Approved Meal Pattern Flexibilities from the Meal Pattern Flexibility Request Google Form (Available through June 30, 2022)</small>		
<input type="checkbox"/> Serve One Age/Grade Meal Pattern <small>If so, which one? <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> K-8 <input type="checkbox"/> 9-12</small>	<input type="checkbox"/> Dietary Specification for Sodium	<input type="checkbox"/> Milk Variety
<input type="checkbox"/> Whole Grain-rich Requirements	<input type="checkbox"/> Vegetable Subgroups	<input type="checkbox"/> 1% Flavored Milk
<b>Notes:</b>		

### Day of Review

<b>Meal Service Observed:</b>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack
<b>Meals Offered for Pick-up/Delivery:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Number of Meals Available at the Start of Service:</b>	
<b>Number of Reimbursable Meals Served to Children (to claim):</b>	
<b>Number of Meals Served to Adults:</b>	
<b>Number of Meals Disallowed: (Missing components/dropped)</b>	
<b>Utilizing Offer Versus Serve?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Notes:</b>	

### Production Information

*(Complete this section or attach the meal's production record)*

Food Item	Portion Size	Total Servings Planned	Amount Prepared	Amount Leftover	Comments

Notes:

### Complete the following questions:

		Yes	No	N/A
1.	Do meals meet the menu as planned? <i>If not, do substitutions meet meal pattern requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Do meals meet meal pattern requirements? <i>If not, is an approved Meal Pattern Flexibility waiver on -file for any noncompliance? <input type="checkbox"/> Yes <input type="checkbox"/> No Meal pattern flexibilities are only available until June 30, 2022.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Is crediting documentation available for items served?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are production records available and properly completed?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are meals planned and prepared with one meal per child in mind?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Is food stored, prepared, and served in a safe and sanitary manner?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Are the appropriate waivers on-file for the site's distribution method? <i>(i.e., Meal Service Time, Non-congregate Feeding, and Parent/Guardian Pick Up)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	If utilizing the Non-Congregate Feeding Waiver, are measures in place to assure meals distributed to parents are provided to children and to prevent duplicate meal distribution? <i>(signage, messaging, meal sign up, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is the person responsible for point of service correctly identifying reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Are accurate meal counts taken at the point of service (POS), when the child receives the meal?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Is Offer versus Serve being implemented properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	If utilizing an electronic POS, is the reimbursable meal charge set to \$0.00?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are meal counts totaled correctly for the claim? <i>(students learning in-person claimed where they are enrolled, only reimbursable meals are claimed, meal counts added correctly)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Is the site operating in accordance with the site type? <i>(i.e., open, restricted open, or closed enrolled)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

15.	Are internal controls established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim is made?	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Is a school outside of your district or childcare center picking up meals from this site? <i>If yes, has the school or childcare already been discussed with the School Nutrition Team and an approved SSO Sponsor Site Agreement is on-file?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No, please contact a <a href="#">SSO Specialist</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are special dietary needs, supported with a valid medical statement accommodated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are the two previous Health Department Inspection Reports available? <i>If not, has the site requested an inspection from the local health department?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Is the correct "And Justice for All" poster on display in a prominent location?	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Are meals served to all children regardless of the child's race, color, national origin, sex, gender, age, or disability?	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Are invoices and receipts for food purchases available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Are other food items charged correctly? <i>(adult meals, milk only purchases, second meals, a la carte items)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Do items sold to students (a la carte) meet <a href="#">Smart Snacks Requirements</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Is water available without restriction to students during meal service times?	<input type="checkbox"/>	<input type="checkbox"/>	

### Corrective Action and Follow-up Plan

No Findings  Findings— Corrective Action Required (see below)

**Corrective Action Plan:**

*Follow-up visits are required for any serious deficiencies that were identified during the review to ensure permanent corrective action has been implemented. Complete a second review form for follow-up visits.*

**Follow-up Visit Required**

Yes  No

**Updates Needed to Summer 2022 SSO Application**

Yes  No

*I certify that the above information is correct.*

**Monitor's  
Signature:**

**Date:**

Site Supervisor's Signature:		Date:	
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