

Seamless Summer Option (SSO) Site Review Form

School Food Authority (SFA) Name:			
Site Name:			
Site Address:			
Name of Site Supervisor:			
Review Date:			
Review Type (select one):	<input type="checkbox"/> Regular <input type="checkbox"/> Follow-up		
Approved Dates of Operation: <small>(start date- end date for summer 2023)</small>			
Meals Served Under the SSO: <small>(mark 1 or 2)</small>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack		
SSO Meal Service Time(s):	Time of Meal 1:		Time of Meal 2:
Site Type:	<input type="checkbox"/> Open <input type="checkbox"/> Restricted Open <input type="checkbox"/> Closed Enrolled		
Meal Service Days:	<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		
Notes:			

Day of Review

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

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?	<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.	If utilizing Non-Congregate Feeding (for rural sites only), are measures in place to assure meals distributed 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"/>
8.	Is the person responsible for point of service correctly identifying reimbursable meals?	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Are accurate meal counts taken at the point of service (POS), when the child receives the meal?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Is Offer versus Serve being implemented properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	If utilizing an electronic POS, is the reimbursable meal charge set to \$0.00?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are meal counts totaled correctly for the claim? <i>(i.e., only reimbursable meals are claimed, meal counts added correctly)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	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"/>	
14.	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"/>	
15.	Are special dietary needs, supported with a valid medical statement accommodated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Is the most recent Health Department Inspection Report posted in a public place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Is the correct "And Justice for All" poster on display in a prominent location?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	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"/>	
19.	Are other food items charged correctly? <i>(i.e., adult meals, milk only purchases, second meals, a la carte items)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Do items sold to students (a la carte) meet Smart Snacks Requirements ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21. Is water available without restriction to students during meal service times?	<input type="checkbox"/>	<input type="checkbox"/>	
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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 SSO Application

Yes No

I certify that the above information is correct.

**Monitor's
Signature:**

Date:

**Site
Supervisor's
Signature:**

Date: