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## Seamless Summer Option (SSO) Site Monitoring Form School Year 2021-2022

Per USDA FNS memo [SP 09-2017 2017 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option](#), each year, SFAs are required to review each SSO site at least once during its operation. The SFA must review site compliance in the following areas:

- meal counting and claiming
- menu planning
- food safety requirements

Monitoring each site gives the SFA the opportunity to assess the operation of the program, stay informed and aware of what is taking place at each school/site, and to address any potential problems. If issues are identified during the review, the SFA must ensure that the site implements corrective action to address the issues.

USDA FNS [Memo COVID-19: Child Nutrition Response #94 Nationwide Waiver of Onsite Monitoring Requirements in the School Meal Programs – Revised- EXTENSION 3](#), states that during School Year 2021-2022 reviews may be conducted off-site as desk audits/paperwork reviews. Sponsor monitors should work with on-site staff, such as Site Managers, to complete this review. This waiver remains in effect until 30 days after the end of the public health emergency as declared by the United States Department of Health and Human Services.

School/Site Name: \_\_\_\_\_

Site Type:  Open  
 Closed-Enrolled

Average Daily Attendance: \_\_\_\_\_

Review Date: \_\_\_\_\_ Meal Type Reviewed: Breakfast:  Lunch:

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

SFA Reviewer: \_\_\_\_\_



## Meal Counting and Claiming Questions:

1. Is the method used for counting reimbursable meals in compliance with the approved Point of Service (POS) method as stated in the Free & Reduced Policy Statement or renewal? (Meal counts must be taken at the location where complete meals are served to children.)  Yes  No

Indicate the POS method:

- Electronic register
- Paper count sheet
- Electronic spreadsheet
- Other

2. Are the Point of Service meal counts used to determine the school's/site's Claim for Reimbursement? (Are any adjustments made to the POS count prior to submitting the Claim for Reimbursement?)  
 Yes  No

3. Is the person responsible for monitoring and counting meals correctly identifying reimbursable meals?  Yes  No

4. If served, are Program Adult meals tracked and reported on the Claim for Reimbursement (although no reimbursement is received for adult meals)?  Yes  No  N/A

5. If served, are Non-Program Adult meals tracked and reported on the Claim for Reimbursement (although no reimbursement is received for adult meals)?  Yes  No  N/A

If yes, are adults charged enough to cover the cost?  Yes  No  N/A

If no, are they paid for with non-federal funds?  Yes  No  N/A

6. Are second breakfasts served and claimed?  Yes  No

7. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, second lunches, adult meals, etc.), and distinguishing them from reimbursable meals?  
 Yes  No

8. Is there a method for tracking a la carte sales?  Yes  No  N/A

9. Is someone trained as a backup for the cashier/monitor/meal counter?  Yes  No

Name of back up cashier/monitor: \_\_\_\_\_

10. Are daily counts correctly totaled and recorded?  Yes  No

11. For programs where cash is taken in, is there a second-party count of the cashier's intake?  
 Yes  No

12. If claims are aggregated from different Points of Service, is there a system in place to prevent duplicate meals from being counted? Are the meal counts correctly totaled and consolidated?  
 Yes  No

13. What is the claim submission procedure? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there edit checks in place to prevent human error when entering and submitting the claim for reimbursement?  Yes  No

14. Do any meal counts exceed the attendance factor times the number of students enrolled for the day or month to date?  Yes  No

**Food Safety and Sanitation:**

15. Is the most recent Health Inspection Report posted in a location visible to the public?  Yes  No

16. Are staff washing hands properly, changing gloves between tasks, and washing hands in between?  Yes  No

17. Are proper hair restraints, such as a hat or hairnet, worn?  Yes  No

18. 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?  Yes  No

19. Are proper food safety and sanitation practices followed during the receiving, storage, and preparation of food, service of meals, and handling of leftovers?  Yes  No

**Meal Pattern:**

20. Are production records maintained to document compliance with meal pattern requirements?  Yes  No

21. If operating Offer vs. Serve (OVS), does each meal contain a minimum of ½ cup fruit and/or vegetable?  Yes  No  N/A

22. If OVS, is there signage explaining what constitutes a reimbursable meal, including the requirement to take a minimum of ½ cup fruit or vegetable?  Yes  No  N/A

23. Is free, potable water available to students during lunch and breakfast when it is served in the cafeteria?  Yes  No

**Civil Rights:**

24. Is the "And Justice for All" nondiscrimination poster displayed in a prominent location visible to the public?  Yes  No

25. For meal modifications to accommodate disabilities that fall outside the meal pattern, are there medical statements on file?  Yes  No  N/A

26. Were all meals served regardless of race, color, national origin, sex, age, disability, gender identity, sexual orientation, marital/civil union status, and religion?  Yes  No

27. Have all personnel involved in the program received all necessary training, including the Child Nutrition Programs Civil Rights training?  Yes  No

28. Does the program website contain the complete non-discrimination statement?  Yes  No  N/A (only N/A if the website does not mention the Child Nutrition Programs at all)

**Waivers:**

28. If non-congregate meals (grab and go and/or delivery) are served, is there an integrity plan in place to prevent duplicate meal service?  Yes  No  N/A

29. If meals are delivered to households, do you have written permission on file from the household?  Yes  No  N/A

30. If parents/guardians may pick-up or receive meals on behalf of children, is a disclaimer provided stating that meals are to be consumed by children, 18 and under?  Yes  No  N/A

31. If using any meal pattern flexibilities, did you receive written approval (in the form of an email) from the State agency?  Yes  No  N/A

Corrective Action is required for each "No" answer above:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Corrective Action is due: \_\_\_\_\_

Notes and Observations:

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The monitoring is not complete unless it is signed by the reviewer and the site official at the school.

**Signatures:**

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<b>School/Site Representative</b>	<b>Title</b>	<b>Date</b>
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<b>SFA Reviewer</b>	<b>Title</b>	<b>Date</b>
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**Follow-Up Review (must be conducted within 45 days if corrective action was required):**

**Date of Follow-Up Review:** \_\_\_\_\_

Observations of corrective action implementation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note- SFAs must maintain monitoring documentation on file for three years, plus the current year.

This institution is an equal opportunity provider.