

Seamless Summer Option (SSO) Sponsor Monitor Site Review Form

School food authorities (SFA) that participate in the SSO of the National School Lunch Program (NSLP) are **required to review each SSO site at least once during its operation.** The SFA must review the site's compliance with meal counting, claiming, menu planning, and food safety requirements. SSO sponsors must keep a record of SSO on-site monitoring on file for review purposes.

Sponsor: _____ Date of review: _____

Name of site: _____ Person conducting review: _____

Site supervisor: _____ Regular site Camp site

Type of meal service reviewed (*check only the meal service options currently approved for the SSO*): Breakfast Lunch Snack Supper

Approved time of meal service: _____ Attendance on day of visit: _____

Number eligible for free or reduced-price meals (*Applies only to camps*): _____

Day of Visit	Type of Meal			
	Breakfast	Snack	Lunch	Supper
Number of meals prepared (single site self-prep):				
Number of meals delivered (off-site prep):				
Number of meals/milk from previous day:				
Times meals were delivered (off-site prep):				
Times meals were served:				
Number of first meals served to children:				
Number of meals leftover:				

Menu served:

Second Meals: Describe below how this site handled the serving of second meals. **Note:** SSO sponsors cannot claim second meals as reimbursable meals.

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SSO Requirements		
Indicate if the site met the requirements below.	Yes	No
Are meals served as a unit?	<input type="checkbox"/>	<input type="checkbox"/>
Did the meal match the menu planned?	<input type="checkbox"/>	<input type="checkbox"/>
Were all meal pattern requirements met?	<input type="checkbox"/>	<input type="checkbox"/>
Are all children fed onsite?	<input type="checkbox"/>	<input type="checkbox"/>
Are meals planned and prepared with one meal per child in mind?	<input type="checkbox"/>	<input type="checkbox"/>
Are accurate counts taken of meals served?	<input type="checkbox"/>	<input type="checkbox"/>
Are meal production records kept?	<input type="checkbox"/>	<input type="checkbox"/>
Does site have sufficient food service supervision?	<input type="checkbox"/>	<input type="checkbox"/>
Is an inventory record being kept?	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper sanitation and storage?	<input type="checkbox"/>	<input type="checkbox"/>
Are meals served within the times specified on the site sheets?	<input type="checkbox"/>	<input type="checkbox"/>
Are records of adult meals kept?	<input type="checkbox"/>	<input type="checkbox"/>
Is there documentation of children eligible for free or reduced-price meals, <i>if applicable?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are meals counted before signing the delivery receipt? <i>(Applies only to off-site prep)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are meals checked for quality?	<input type="checkbox"/>	<input type="checkbox"/>
Are there provisions for storing or returning excess meals?	<input type="checkbox"/>	<input type="checkbox"/>
Is the site supervisor following established procedures to make meal order adjustments?	<input type="checkbox"/>	<input type="checkbox"/>
Does site have a place to serve children's meals in case of inclement weather, <i>if applicable?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a nondiscrimination poster provided by the sponsor displayed in a prominent place?	<input type="checkbox"/>	<input type="checkbox"/>

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For more information, visit the CSDE's [Seamless Summer Option \(SSO\) of the NSLP](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SSO/Monitor_Site_Review_Form_SSO.pdf.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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