

# Seamless Summer Option (SSO) Sponsor Pre-operational Review Form

School food authorities (SFA) that participate in the SSO of the National School Lunch Program (NSLP) are **required to visit all SSO sites prior to the program opening date**. Complete one form for each pre-operational site visit. SSO sponsors must keep a record of SSO pre-operational site visits on file for review purposes.

Sponsor: \_\_\_\_\_ Date of review: \_\_\_\_\_  
 Site name: \_\_\_\_\_ Monitor's arrival time: \_\_\_\_\_  
 Address: \_\_\_\_\_ Monitor's departure time: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Site supervisor: \_\_\_\_\_

Indicate if the site meets the requirements below.	Yes	No
Does the site have sufficient supervision?	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper sanitation and storage?	<input type="checkbox"/>	<input type="checkbox"/>
Has the on-site staff been trained on point of service meal counting requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Is the on-site staff aware of the recordkeeping requirements?	<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 there provisions for storing or returning excess meals?	<input type="checkbox"/>	<input type="checkbox"/>
Does site have a place to serve children's meals in case of inclement weather?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a nondiscrimination poster on display in a prominent place?	<input type="checkbox"/>	<input type="checkbox"/>

**Problems observed:**

**Corrective action taken:**

I certify that the information above is correct.

\_\_\_\_\_  
*Monitor's Signature*

\_\_\_\_\_  
*Site Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

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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/Preoperational\\_Review\\_Form\\_SSO.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SSO/Preoperational_Review_Form_SSO.pdf).

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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](mailto:program.intake@usda.gov)

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