

Seamless Summer Option (SSO) Pre-operational Site Visit 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.

Instructions

Complete this form for each required site visit. Document only one pre-operational site visit per form. Maintain this form on file for the administrative review of the school nutrition programs, according to the U.S Department of Agriculture's (USDA) records retention requirements. For more information, refer to the Connecticut State Department of Education's (CSDE) resource, [Records Retention Requirements for the School Nutrition Programs](#).

Sponsor name: _____

Review date: _____

Site name: _____

Site number: _____

Site address: _____

Site phone: _____

Site supervisor: _____

Monitor's arrival time: _____

Monitor's departure time: _____

1. Type of site (*check one*):

- Boys & Girls Club
- Child Care/Head Start
- Faith Based
- Farmers' Market
- Housing complex
- Library
- Parks & Recreation
- Playground
- Salvation Army
- School
- YMCA/YWCA
- Other (*specify*): _____

2. Estimated number of children the site could serve: _____

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3. Estimated number of at-risk children in the area: _____

4. Estimated number of personnel needed to adequately control the food service: _____

5. Are the present facilities adequate for an organized meal service?

Yes

No (*please explain*):

6. For the estimated number of children, does the site have:

a. Shelter for inclement weather? Yes No

b. Adequate cooking facilities (if applicable)? Yes No

c. Adequate storage for prepared or delivered food? Yes No

d. Storage space for records at site? Yes No

e. Adequate refrigeration? Yes No

f. Access to a telephone? Yes No

7. What types of organized activities are possible or planned at this site?

8. Indicate any Improvements or corrective actions needed before the site opens.

I certify that the information in this document is correct.

Monitor's signature: _____

Date: _____

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For information on the SSO, visit the CSDE's [SSO](#) website or contact the [Summer Meals 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.



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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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