

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.

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 (refer to the CSDE's [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: _____

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*): _____

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

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

- | | | |
|---|------------------------------|-----------------------------|
| a. Shelter for inclement weather? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Adequate cooking facilities (if applicable)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Adequate storage for prepared or delivered food? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Storage space for records at site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Adequate refrigeration? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Access to a telephone? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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: _____

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

For information on the SFSP, 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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotope, 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

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

