

Seamless Summer Option (SSO) of the National School Lunch Program (NSLP)

SAMPLE SSO SPONSOR MONITOR SITE REVIEW FORM

SSO sponsors must keep a record of SSO on-site monitoring on file for review purposes. *Each site must be visited at least once during operation.*

Sponsor: _____ Date of review: _____

Name of site: _____ Person conducting review: _____

Site supervisor: _____ Regular site Camp site

Type of meal service reviewed: _____

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

Number eligible for free or reduced-price meals (*camp only*): _____

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 delivered (off-site prep):	_____	_____	_____	_____
Times meals served:	_____	_____	_____	_____
Number of first meals served to children:	_____	_____	_____	_____
Number of meals leftover:	_____	_____	_____	_____

Menu Served: _____

Describe how this site handled the serving of second meals:

*Note: Second meals **cannot** be claimed as reimbursable meals in the SSFP.*

SSO SPONSOR MONITOR SITE REVIEW FORM, continued

	YES	NO
Are meals served as a unit?	<input type="checkbox"/>	<input type="checkbox"/>
Did meal agree with menu planned?	<input type="checkbox"/>	<input type="checkbox"/>
Were all 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 time frames 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 delivery receipt? (off-site prep)	<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 site supervisor following procedures established 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?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a nondiscrimination poster provided by the sponsor, on display in a prominent place?	<input type="checkbox"/>	<input type="checkbox"/>

SSO SPONSOR MONITOR SITE REVIEW FORM, continued

Major Violations	YES	NO
1. Adult meals included in count of meals served to children	<input type="checkbox"/>	<input type="checkbox"/>
2. Off-site consumption (children)	<input type="checkbox"/>	<input type="checkbox"/>
3. Meal pattern not met (<i>Please specify</i>): _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Meals not served as a unit	<input type="checkbox"/>	<input type="checkbox"/>

Check below if the following apply (*explain any checked items*).

- 5. No Records _____
- 6. Incomplete Records _____
- 7. Poor Sanitation _____
- 8. Other (*Please describe*): _____

Corrective action discussed with: *Name:* _____
Title: _____

Corrective action taken:

Site supervisor's comments:

I certify that the above information is correct.

Monitor's Signature

Site Supervisor's Signature

Date

Date



For more information on the SSO, see the Connecticut State Department of Education's (CSDE) [SSO](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

This handout is available at
<http://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MonitorSSO.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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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