

# Seamless Summer Option (SSO) Sponsor Monitor Site Review Form

School Food Authorities (SFA) participating in the SSO of the National School Lunch Program 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:** \_\_\_\_\_

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**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 Sponsor Monitor Site Review Form

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"/>

# SSO Sponsor Monitor Site Review Form

Major Violations		
Indicate if the violations below occurred at the site.	Yes	No
1. Adult meals were included in count of meals served to children.	<input type="checkbox"/>	<input type="checkbox"/>
2. Children consumed meals off-site. <b>Note:</b> <i>Off-site consumption is allowed if the SSO sponsor has a CSDE-approved non-congregate feeding waiver.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. The meal pattern was not met ( <i>please specify</i> ):	<input type="checkbox"/>	<input type="checkbox"/>
4. Meals were not served as a unit.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Check below if these violations occurred at the site. Explain any checked items.</b>		
5. <input type="checkbox"/> No records		
6. <input type="checkbox"/> Incomplete records		
7. <input type="checkbox"/> Poor sanitation		
8. <input type="checkbox"/> Other ( <i>please specify</i> )		

Corrective action discussed with: *Name:* \_\_\_\_\_  
*Title:* \_\_\_\_\_

Corrective action taken:

Site supervisor's comments:

I certify that the information above is correct.

\_\_\_\_\_  
*Monitor's signature*

\_\_\_\_\_  
*Site supervisor's signature*

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

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

# SSO Sponsor Monitor Site Review Form



For more information, visit the CSDE's [Seamless Summer Option \(SSO\) of the NSLP](#) webpage, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MonitorSiteReviewForm\\_SSO.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MonitorSiteReviewForm_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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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