Seamless Summer Option (SSO) Onsite Monitoring Form

The Seamless Summer Option On-site Monitoring Form should be used by the SFA to evaluate its program. Complete one for every summer site the SFA has in operation. To be in compliance, SFA staff should respond “yes” to the questions.

**SFA Name**   **Date**

**Site**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **YES** | **NO** |
| ***Counting and***  ***Claiming*** | 1. Is the count of reimbursable meals served taken at the point-of-service? |  |  |
|  | 1. If the cashier or counter is at the beginning of the line, is a monitor stationed at the end of the line who removes from the count any meal which does not contain sufficient components in order to claim reimbursement? |  |  |
|  | 1. Is there a system in place to ensure that second meals are not claimed for reimbursement? |  |  |
|  | 1. After viewing the point-of-service count in operation, does the point-of-service count method yield an accurate count of reimbursable meals? |  |  |
|  | 1. If there is more than one serving line, are the counts from all lines properly consolidated? |  |  |
|  | 1. Is there a trained substitute cashier/counter? |  |  |
|  | 1. When preparing the monthly reimbursement claim, are the numbers of meals claimed for all sites reported correctly? |  |  |
|  | 1. Is *Seamless Summer Option (SSO) Onsite Monitoring Form* completed and documented at least once during each site’s operation? |  |  |
| ***Breakfast Lunch, &***  ***Snack,*** | 1. Do planned menus reflect the meal pattern requirements? |  |  |
|  | 1. Is each of the required food components offered at every meal? |  |  |
|  | 1. Are utensils that yield standard-sized servings used for portioning all menu items? |  |  |
|  | 1. Are complete food production records maintained on all meals claimed for reimbursement, including breakfasts, snacks, lunches, and suppers? |  |  |

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| --- | --- | --- | --- |
|  |  | **YES** | **NO** |
|  | 1. Based on the menu system being used, are the required number of meat/meat alternates servings offered each week? |  |  |
|  | 1. Based on the menu system being used, are the required number of whole grains servings offered each week? |  |  |
|  | 1. Is school/site operating only two meal services (i.e., Breakfast/lunch or lunch/snack) |  |  |
|  | 1. Is each child permitted to select from the required type and number of choices of milk? |  |  |
| ***Other Operational Issues*** | 1. Is the nondiscrimination statement and information about where a complaint may be filed included on program materials and posted for all to see? |  |  |
|  | 1. Complaints   a. Are procedures established to receive complaints alleging discrimination? |  |  |
|  | b. Are complaints forwarded to the NM Public Education Department: Coordinated School Health and Wellness Bureau? |  |  |
|  | 1. Is there no separation by race, color, national origin, sex, age, or disability in the eating periods, seating arrangements, serving lines or eating areas? |  |  |
|  | 1. Did the site conduct outreach to the media and community and grass roots organizations about feeding sites? |  |  |
| ***Financial*** | 1. Are records maintained for a period of five years (public and charter schools) or three years (private schools and RCCIs) after the final claim for reimbursement for the fiscal year or until resolution of any audits or reviews? |  |  |

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Signature of Site Manager Date

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Signature of Supervisor Date