

SSO Site Review Monitoring Form

NOTE: To be completed through a desk audit (remotely) during the program's operation.

Sponsor: _____ Site: _____

Site Contact Name, Title (Personnel interviewed): _____

Site Address: _____

Telephone: _____

Date of off-site review: _____

Site supervisor: _____

Type of Site (Mark one)

Open site Open Restricted Closed site Camp site

Site meal capacity: _____ Today's attendance: _____

Approved meal service operating days/times including distribution : _____

Types of meals reviewed: Breakfast Lunch Snack Supper

Food Service Type:

Commercially Vended Vended by School Food Service Self-Prep On-Site Self-Prep Satellite

Day of Monitoring (Remote)	Breakfast	Lunch	Snack	Supper
# Meals delivered/prepared				
# Meals/milk from previous operation day				
Time meals delivered (if applicable)				
# First meals served to children				

# Meals served to adults (not reimbursement)				
# Meals served to non-Program adults				
Discarded meals (dropped, spoiled, incomplete meal, test meal*, etc.)				
# Meals leftover				

Site Review Questions	Yes	No
1. Does the staffing pattern ensure all accountability measures??	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the SFA provide the site supervisor with a SSO training session?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the site have sufficient food service supervision?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are meals counted/checked before signing delivery receipt?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are accurate meal counts taken of meals served?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are adults meals claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do meals meet the approved menu?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do meals meet meal pattern requirements and/or SSO meal pattern waivers as applicable?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are meals checked for quality?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is there proper sanitation storage?	<input type="checkbox"/>	<input type="checkbox"/>

<p>12. Is the site supervisor following procedures established to make meal order adjustments?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Are meals served within approved time frames?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. Are there provisions for storing or returning excess meals?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. Is there documentation of children’s income eligibility, if applicable?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. Are meals served to all attending children regardless of the child’s race, color, national origin, sex, age, or disability?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>22. Do all children have equal access to services and facilities at the site regardless of the child’s race, color, national origin, sex, age, or disability?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate languages and translations are accurate?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>24. Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>25. Are there reasonable steps in place to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Explain any “No” answers below:

Program Violations	Actual Count	Type of Meal
<p>Adult meals included in the count of meals served to children. 7 CFR 210.7(c)(1)</p>		
<p>Meal pattern or SSO meal pattern waiver not met (specify) 7 CFR 210.10 and 7 CFR 220.8 USDA Memo COVID-19: CN Response #24 (May 14, 2020)</p>		
<p>Meal serving times do not meet SSO meal time waiver requirements. USDA Memo COVID-19: CN Response #23 (May 14, 2020)</p>		
<p>Other Program violations (specify):</p> <hr/> <hr/>		

Check and explain if any of the following apply:

No records **Explanation:** _____

Incomplete records **Explanation:** _____

Poor sanitation **Explanation:** _____

Other **Explanation:** _____

Corrective action discussed with (Name and Title): _____

Corrective action taken: _____

Site supervisor's comments: _____

Further action needed by (date): _____

I certify that the above information is correct:

Monitor's Signature: _____ **Date:** _____

Site Supervisor's Signature: _____ **Date:** _____