

# Supplemental Seamless Summer Option (SSO) Administrative Review Form

[ ] 1ST REVIEW  
[ ] FOLLOW-UP # \_\_\_\_\_

<b>SFA LEVEL QUESTIONS</b>
SFA NAME: _____

SFA Operations				
1800.	Number of sites approved and operating under the Seamless Summer Option (SSO).		<u>Approved</u>	<u>Operating</u>
		Area Eligible		
		Enrolled		
		Migrant		
		Camp		
1801.	Is the SFA operating any sites that were not approved?  If YES, explain.	<b>YES</b>	<b>NO</b>	
<p>Comments:</p> <p style="color: red;">Tips: All sites participating in SSO must be eligible based on school data, census data, income forms, or be approved to operate as a migrant or camp site. Sites must operate based on their approved SSO applications.</p> <p style="color: red;">Resources:</p> <p><a href="#">USDA's SSO comparison chart and Q&amp;As</a></p>				
1802.	Have there been any changes in the dates of operation from those approved?  If YES, explain.	<b>YES</b>	<b>NO</b>	
<p>Comments:</p> <p style="color: red;">Tips: Changes to the application can be made at any time after initial approval. The change must be approved by CDE School Nutrition prior to implementing the change.</p>				
1803.		<b>YES</b>	<b>NO</b>	

	<p>During the time that the SFA is operating the SSO, are there any sites serving meals under the:</p> <p>a. NSLP?</p> <p>b. SBP?</p> <p>c. SFSP?</p>		
<p>Comments:</p> <p><b>Tips:</b> Sites cannot operate the SSO while operating NSLP, SBP, or SFSP. It is unallowable to claim meals under the SSO if the same meals are also being claimed under another child nutrition program.</p>			
1804.	<p>Does the SFA have an adequate system for documenting the number of meals served under the SSO separately from those served at non-SSO sites during the same claim period?</p> <p>If NO, explain.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Comments:</p> <p><b>Tips:</b> Meals served during the SSO must be accurately recorded and tracked separately from meals served at non-SSO sites during the same claiming period.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> <a href="#">SFSP Daily Meal Count Form in English and Spanish</a></p>			
1805.	<p>Has the SFA reviewed all SSO sites at least once during each site's operation?</p> <p>If NO, explain.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Comments:</p> <p><b>Tips:</b> SFAs must review all SSO sites at least once during the site's operation. SFAs are encouraged to document TA provided on the monitoring form, and if a follow-up is required, it must also be documented.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> <a href="#">SSO Monitoring Form</a></p>			
1806.	<p>a. Did the SFA advertise the availability and location of free meals at all of its area eligible sites to the community?</p> <p>b. Did all advertising materials used contain the required non-discrimination statement?</p> <p>If NO, explain.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Comments:</p> <p><b>Tips:</b> The SFA must advertise the availability and location of SSO meals open to the community. As best practice, advertise the program using the district webpage, robo calls/texts, flyers, newsletter, etc.</p>			

If the site is closed-enrolled, the media release is only required to be sent to enrolled families (i.e. in the information packet or flyer at the site).

1807.	Were reports submitted as required to the State agency?	YES	NO
Comments: Tips: The SSO application and claims are required to be submitted in the <a href="#">Colorado Nutrition Portal</a> . <a href="#">View the claim submission deadlines</a> .			
1808.	Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits?	YES	NO
Comments: Tips: SSO records must be kept for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits.			

#### SITE LEVEL QUESTIONS

SITE NAME: \_\_\_\_\_

#### Site Agreement

1809.	Is the site operating in accordance with provisions of the approved agreement for: a. Site Type? b. Meals Offered? c. Meal Service Times?	YES	NO
Comments: Tips: The site must operate in accordance with the information provided in the site application. If changes occur, the site application must be revised, and the change must be approved by CDE School Nutrition prior to implementing the change.			

Site Eligibility			
1810.	Indicate which site type is being reviewed and answer the appropriate question in #1811. <input type="checkbox"/> Open, Restricted Open <input type="checkbox"/> Enrolled <input type="checkbox"/> Camp <input type="checkbox"/> Migrant		
1811.	<p><u>Open Site:</u> Is proper documentation for area eligibility kept on file?</p> <p><u>Enrolled Site:</u>            a. Do correctly approved applications indicate 50% or more of enrollment is eligible for free and reduced price meals?            b. If 50% F/R requirement was satisfied through area eligibility, was proper documentation kept on file?</p> <p><u>Migrant Site:</u> Is proper documentation of migrant certification kept on file?</p> <p><u>Camps:</u> Were all free and reduced price eligibility determinations made correctly?</p> <p>For Camps and Enrolled Sites only:            Certification and Benefit Issuance Review Method:            ____ 100% of students determined to be eligible for free and reduced price benefits; or            ____ Statistically Valid Sample of students determined to be eligible for free and reduced price benefits            Confidence Level: 95% ____ 99% ____            Universe: ____ Sample Size ____            Record errors on the SSO S-2.</p>	YES	NO
<p>Comments:</p> <p><b>Tips:</b> SSO site eligibility is primarily determined by PK-12 Oct. 1 count data, census data, or household income applications. Sites that meet eligibility criteria are able to participate in the SSO.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use the <a href="#">Colorado Department of Education's Pk-12 Free and Reduced Lunch Eligibility by School data</a>.</li> <li><input type="checkbox"/> Use the <a href="#">USDA's Area Eligibility Mapper</a> to determine if a site is eligible based on census data.</li> <li><input type="checkbox"/> <a href="#">Income application templates and guidance</a></li> </ul>			

Meal Components and Quantities
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DAY OF REVIEW			
1812.	Indicate which meal service is being observed. <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper		
1813.	Were all meals served and claimed for reimbursement only for eligible participants?  If NO, explain in the comments section and record the number of ineligible meals on SSO S-1, 14.	<b>YES</b>  	<b>NO</b>  
<b>Comments:</b>  <p style="color: red;">Tips: Camps may only claim the reimbursable meals served to children eligible for free or reduced-price meals. SFAs are allowed to serve adult meals. SFAs must be record adult meals but cannot claim them for reimbursement.</p>			
1814.	Were all required meals components available on every reimbursable meal service line to all participating students?  a. Prior to the beginning of meal service?  b. During the meal service?  If No to a or b, explain all errors identified and the technical assistance provided in the comments section.  If the error was not corrected prior to the beginning of the meal service or if the meal service line did not offer all required components throughout the meal service, list the number of meal served in the applicable meal service line missing required meal components in the comments section. Combine this total with errors identified in #1815 and record on the SSO S-1, 15.	<b>YES</b>  	<b>NO</b>  
<b>Comments:</b>  <p style="color: red;">Tips: All meals claimed must meet meal pattern requirements. SSO follows the NLSP and SBP meal patterns. Ensure all students have access to all components on every reimbursable meal service line prior to service. Ensure staff checks on meal components during and in between services to ensure all required meal components are available on every reimbursable meal service line. For example, check to make sure the milk cooler is stocked up in between 1<sup>st</sup> and 2<sup>nd</sup> grade meal service, etc.</p> <p style="color: red;">Resources:</p> <p style="color: blue;"><input type="checkbox"/> <a href="#">Plan Meals webpage</a></p>			
1815.	Did all observed meals counted for reimbursement contain all of the required components?	<b>YES</b>  	<b>NO</b>  

	<p>If NO, explain any errors identified and the technical assistance provided in the comments section.</p> <p>Record the number of meals observed missing required meal components in the comments section. Combine this total with errors identified in #1814 and record on the SSO S-1, 15.</p>			
<p>Comments:</p> <p><b>Tips: Ensure all meals counted for reimbursement contain the required components.</b></p> <p><b>Resources:</b></p> <p><input type="checkbox"/> <a href="#">Plan Meals webpage</a></p>				
1816.	<p>For lunch/supper, are the minimum daily requirements of grains/breads, meat/meat alternate, fruits and vegetables met for the age/grade group being served.</p> <p>If NO, list all the errors identified and the technical assistance provided. Indicate if the violations were repeat violations in the SFA.</p> <p>Record only the number of incomplete meals counted for reimbursement that will be subject to fiscal action in the appropriate field on the SSO S-1, 16.</p>	YES	NO	N/A
<p>Comments:</p> <p><b>Tips: Ensure all meals contain at least the minimum portion sizes of each component for the age/grade group being served. Ensure all serving utensils are the appropriate size as specified on recipe/production record.</b></p>				
1817.	<p>For breakfast, are minimum daily requirements of grains/breads, and fruits/vegetables met for the age/grade group being served.</p> <p>If NO, list all the errors identified and the technical assistance provided. Indicate if the violations were repeat violations in the SFA.</p> <p>Record only the number of incomplete meals counted for reimbursement that will be subject to fiscal action in the appropriate field on the SSO S-1, 16.</p>	YES	NO	N/A
<p>Comments:</p> <p><b>Tips: See 1816</b></p>				
1818.	<p>a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?</p> <p>b. If milk substitutions are made, are they allowable?</p> <p>If NO to a or b, list all the errors identified and the technical assistance provided in the comments section. Indicate if the violations identified were repeated violations for the SFA.</p>	YES	NO	

	Record only the number of incomplete meals counted for reimbursement that will be subject to fiscal action in the appropriate field on the SSO S-1, 16.		
<p>Comments:</p> <p><b>Tips:</b> Ensure milk coolers are fully stocked with at least two required milk varieties prior to service. For milk substitutions, see question 1834.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> <a href="#">Special Dietary Needs webpage</a></p>			
1819.	Is Offer vs. Serve properly implemented?	<b>YES</b>	<b>NO</b>
	If NO, list all errors identified and the technical assistance provided. List the number of meals observed missing required meal components on SSO S-1, 15. Record only the number of incomplete meals claimed for reimbursement that will be subject to fiscal action in the appropriate field on SSO S-1, 16.		
<p>Comments:</p> <p><b>Tips:</b> Offer versus serve is required for the senior high level for lunch. It is optional for other grade groups at lunch and optional for all grade groups at breakfast. Ensure staff are trained and understand offer versus serve.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> <a href="#">Offer Versus Serve webpage</a></p>			

Counting and Claiming			
DAY OF REVIEW			
1820.	Does each meal service line provide an accurate count at the point of service (or approved alternate)?	<b>YES</b>	<b>NO</b>
	If NO, describe the problem and indicate if the problem was non-systemic or systemic. Record differences on the SSO S-1, 17.		
<b>Site Count</b>	<b>SA Count</b>	<b>Difference +/-</b>	
<p>Comments:</p> <p><b>Tips:</b> SFAs must ensure procedures are in place to obtain accurate meals counts. Meal counts must be taken at the point of service (this includes breakfast in the classroom), or a non-traditional point of service must be pre-approved by CDE School Nutrition.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> <a href="#">SFSP Daily Meal Count Form in English and Spanish</a></p>			

<input type="checkbox"/> <a href="#">Non-Traditional Point of Service Request Form</a>							
1821.	Is the meal count for the day of review comparable to the average meal count from the most recent 5 days?  If NO, obtain the site's explanation and record in the comments section.  Is the explanation consistent with conditions at the site?  <b>Tips: CDE School Nutrition will compare on-site review day counts with counts from the most recent 5 days.</b>				YES	NO	
Day 1 Date:		Day 2 Date:	Day 3 Date:	Day 4 Date:	Day 5 Date:	Average Count	
1822.	a. If the site has an academic summer school, do the children in academic summer school participate in regular NSLP/SBP/ASCP?  b. If YES, are SSO meals counted and maintained separately?				YES	NO	N/A
Comments:  <b>Tips: Children enrolled in academic summer school may participate in SSO if the site is open. SFAs may not operate SSO closed enrolled sites that are only open to academic summer school students.</b>  <b>SFAs may operate NSLP/SBP during the summer months for students enrolled in academic summer school. The SFA must ensure students do not have access to meals under other child nutrition programs.</b>							
1823.	a. If the site is a camp, are meals claimed only for children who have been approved for free/reduced price meals?  b. If NO, explain and record the number of meals served to ineligible in the comments section. Combine this total with errors identified in #1813 and record on SSO S-1, 14.				YES	NO	N/A
Comments:  <b>Tips: Camps are allowed to claim reimbursable meals served only to children who qualify for free or reduced-price meals.</b>							

Counting and Claiming						
Review Period						
1824.	a. For the review period, complete the chart below for the selected site.  b. Were the counts correctly used in the Claim for Reimbursement?			YES	NO	N/A

c. If NO, explain and indicate if the problem was non-systemic or systemic. List the number of ineligible meals by meal type in the comments. Record differences on the SSO S-1, 21.  <b>Tips: CDE School Nutrition will determine if the number of meals claimed during the review period is accurate based on source documentation used to submit the claim.</b>														
Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper <input type="checkbox"/>	Site count	SFA count	SA count	Diff +/-	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper <input type="checkbox"/>	Site count	SFA count	SA count	Diff +/-	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Supper <input type="checkbox"/>	Site count	SFA count	SA count	Diff +/-

Media Release			
1825.	Did the site provide a media release and/or promotional material to serviced areas?	YES	NO
	If NO, explain.		
Comments:  <b>Tips: The SFA must advertise the availability and location of SSO meals open to the community. As best practice, advertise the program using the district webpage, robo calls/texts, flyers, newsletter, etc.</b>  <b>If the site is closed-enrolled, the media release is only required to be sent to enrolled families (i.e. in the information packet or flyer at the site).</b>			

Free and Reduced Price Process		[ ] N/A	
Camp Sites Only			
1826.	Does the system as implemented prevent overt identification of children receiving free meal benefits at this camp during meal service or at any other time?	YES	NO
	If NO, explain.		
Comments:  <b>Tips: Camps are allowed to claim reimbursable meals served only to children who qualify for free or reduced-price meals. The SFA must prevent overt identification for those students being claimed.</b>			

Menu Planning			
Review Period			
1827.	Do production records, nutrient analysis and/or other supporting meal documentation for the last five operating days of the review period indicate that required meal components were available?	YES	NO
	Record the number of meals missing required meal components on the SSO S-1, 19.		
<p>Comments:</p> <p><b>Tips:</b> Utilize CDE School Nutrition's <a href="#">Plan Meals webpage</a> to ensure meals include the required meal components and quantities. Document that requirements are met using production records, recipes, and product information.</p>			

SFA Monitoring Responsibilities			
1828.	a. Was an on-site review conducted by the SFA at least once during the site's operation?	YES	NO
	b. Was corrective action of the meal counting, claiming, menu planning or food safety procedures required?		
	c. If deficiencies were identified during the site review, were actions implemented promptly to correct the deficiencies?		
<p>Comments:</p> <p><b>Tips:</b> SFAs must review all SSO sites at least once during the site's operation. SFAs are encouraged to document TA provided on the monitoring form, and if a follow-up is required, it must also be documented.</p> <p><b>Resources:</b></p> <p><input type="checkbox"/> <a href="#">SSO Monitoring Form</a></p>			

Civil Rights			
1829.	Is a USDA/FNS approved poster displayed in a prominent place and visible to recipients?	YES	NO
	<b>Tips:</b> The And Justice poster must be displayed in a location visible and readable to participants. The poster must be the 11"x17" in size and in color. It is not required to have a poster for each breakfast in the		

	<p>classroom site or multiple posters for different points of sales in the same cafeteria.</p> <p>Resources:</p> <p><input type="checkbox"/> Sponsors may <a href="#">print an 11"x17" color poster</a> and display in a prominent location.</p>		
1830	<p>Are bilingual services (translators and materials) available for the Limited English Proficiency (LEP) populations?</p> <p>Tips: SFAs must take reasonable steps to assure meaningful access to the information and services they provide. For example, SFAs may utilize qualified bilingual staff, hire translators, and/or provide materials in alternate languages.</p>	YES	NO
1831.	<p>a. Are procedures established to receive complaints alleging discrimination? b. Have there been any written or verbal complaints alleging discrimination?</p> <p>If YES, have these complaints been reported to the State agency?</p> <p>Tips: All applicants and participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. All SFAs should have a civil rights complaint procedure in place. This can be a procedure within the nutrition department and does not have to be written in to board policy.</p> <p>All complaints alleging discrimination can be submitted verbally, in writing, or anonymously. A person receiving a verbal complaint must transcribe the complaint and gather necessary information. Complaints can be filed within 180 days of the alleged discriminatory action. All complaints must be forwarded to the appropriate office (i.e., USDA Office of Civil Rights, FNS Office of Civil Rights, USDA MPRO, CDE School Nutrition).</p> <p>An SFA can have a complaint form, but the complaint form cannot be a prerequisite for accepting a complaint.</p> <p>Resources:</p> <p><input type="checkbox"/> <a href="#">Civil rights complaint procedure resources</a></p>	YES	NO
1832.	<p>Are Program benefits made available and provided to all children without discrimination on the basis of their race, color, national origin, sex, age, or disability?</p> <p>Tips: No discrimination can occur during meal service, i.e. separating genders, providing one group or type of participants larger or extra helpings of food, failing to provide children with a dietary disability accommodating meals.</p>	YES	NO

1833.	<p>Camps and Enrolled Sites:</p> <p>Are incorrectly denied free and reduced price applications disproportionately composed of minority applications?</p> <p>Tips: Applications cannot be denied based solely on a protected class.</p>	YES	NO	N/A
1834.	<p>Are children with special dietary needs provided program benefits as prescribed by regulations?</p> <p>SFAs are required to provide meal modifications when a student has a disability supported with a signed medical statement. Most medical needs constitute a disability. If an accommodation request falls outside of the meal pattern, a medical statement certified by a licensed physician (MD or DO), advanced practice nurse (APN) with prescriptive authority (RXN), physician assistant (PA) or registered dietitian (RD) should be on file. The medical statement must include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The child's physical or mental impairment &amp; how it restricts the child's diet</li> <li><input type="checkbox"/> What must be done to accommodate the child</li> <li><input type="checkbox"/> Foods to be omitted and foods to be substituted, if appropriate</li> </ul> <p>If a request can be accommodated within the meal pattern, a medical statement is not required. It is best practice to for the SFA to keep documentation of the request on file with the preference form.</p> <p>Milk Substitutes: If a request is made to accommodate a disability and a medical statement is on file, the SFA must provide the substitutions the medical professional provides. Without a medical statement, allowable milk substitutes include lactose-free, lactose-reduced, or non-dairy milk substitutes that meet the <a href="#">USDA nutrient requirements</a>. Milk substitution requests for non-disabilities must meet the USDA nutrient requirements. The SFA is not required to accommodate milk substitution requests based on preference. Note: Program operators are not to promote or offer water or any other beverage as an alternative selection to fluid milk throughout the food service area.</p> <p>Written policy is not required but strongly encouraged. A standard operating procedure template can be found on our website. The policy should be provided to staff, families, students, etc.</p> <p>Best practice is to update medical statements annually, but it is not required.</p> <p>SFAs must inform households that they do provide reasonable accommodations to students with disabilities.</p> <p>Resources:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Special Dietary Needs webpage</a></li> </ul>	YES	NO	

Food Safety				
1835	<p>a. Is a food safety program in place?</p> <p>b. Does the program follow USDA guidance?</p> <p>c. Do observations on the day of review indicate provisions of the food safety program are being implemented?</p> <p>If NO to a. b. and/or c., explain.</p> <p><b>Tips:</b> The Richard B Russell National School Lunch Act and the Healthy, Hunger-Free Kids Act of 2010 require that the school food safety program based on Hazard Analysis and Critical Control Point (HACCP) Principles is applied to any facility or part of a facility in which food is stored, prepared, or served for the purposes of all child nutrition programs.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Ensure Food Safety webpage</a></li> <li><input type="checkbox"/> <a href="#">Food Safety HACCP Plan template</a></li> </ul>	YES	NO	
1836	<p>If the site is a school, did it receive two food safety inspections during the current school year?</p> <p>If NO, were two food safety inspections conducted in the previous school year?</p> <p><b>Tips:</b> Sites are required to obtain a minimum of two food safety inspections during each school year conducted by a state or local governmental agency responsible for food safety inspections. If two food safety inspections are not received, the SFA must maintain documentation that two food safety inspections were requested.</p> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Food Safety Inspections webpage</a></li> <li><input type="checkbox"/> <a href="#">Colorado Department of Public Health and Environment – Find your local public health agency</a></li> </ul>	YES	NO	N/A
1837	<p>If the site is a school, is the most recent food safety inspection report posted in a publicly visible location?</p>	YES	NO	N/A
<p>Comments:</p> <p><b>Tips:</b> The SFA is required to post the most recent inspection report in a publicly visible location and provide a copy of the inspection report to a member of the public upon request.</p>				

Module: Water							
1838.	Is free potable water is available to all students for lunch (in each location where lunches are served during the meal service) and for breakfast (when breakfast is served in the cafeteria)?	NSLP			SBP		
		YES	NO		YES	NO	N/A
<p>Comments:</p> <p>Tips: Water must be available to all students, free of charge, and without restriction during both breakfast (when served in cafeteria) and lunch (any location served). There are a variety of ways to comply including: water pitchers and cups, water fountain, faucet that allows students to fill up bottles or cups. If flavored/infused water is available, plain water must also be available.</p> <p>Resources:</p> <p><input type="checkbox"/> <a href="#">USDA Memo SP 28-2011: Water Availability During NSLP Meal Service</a></p>							

## **Seamless Summer Option (SSO) Administrative Review Form Instructions**

### **LEA/SFA LEVEL**

Check [✓] if initial/first review or follow-up review and number.

Interview the individual(s) responsible for the administration of the Seamless Summer Option (SSO) and examine documents maintained by the SFA to answer the following questions.

- 1800. Determine and record the types and number of sites approved and operating the SSO under the administration of this SFA.
- 1801. Compare the names and locations of approved sites to those operating the program. Determine if any sites are operating that were not approved. If YES, record the site name and location in the Comments section.
- 1802. Determine if there have been changes in the dates of operation for any sites from the dates approved. If YES, explain in the Comments section.
- 1803. Determine if the SFA is serving meals under the NSLP, SBP, and/or SFSP, during the same period as the operation of the SSO.
- 1804. Determine if the SFA has an adequate system for counting and claiming meals served under the SSO separately from those served at non-SSO sites during the same claim period. If the SFA is only operating SSO sites, indicate N/A in the Comments section. If the system is not adequate, answer NO and explain in the Comments section.
- 1805. Determine if the SFA has conducted a review of each of its sites operating under the SSO at least once during the site's operation. If not all sites have been reviewed, answer NO and record the SFA's plans for conducting site visits in the Comments section.
- 1806.
  - a. Determine if the SFA advertised the availability and location of free meals at area eligible sites to the community.
  - b. Review the advertising materials used and determine if the required non-discrimination statement was included.

If the answer to a and/or b was NO, explain in the Comments section.
- 1807. Determine if the SFA prepares and submits reports as required.
- 1808. Determine if the SFA is retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.

### **SITE AGREEMENT**

- 1809. Observe site and confirm the site type, meals offered and meal service times that are approved. Record any discrepancies in the Comments section.

## **SITE ELIGIBILITY**

1810. Indicate which type of site is being reviewed.

### **1811. Open Site**

If the site is operating based on area eligibility, obtain all of the eligibility documentation (e.g., school data or census data, as approved by the State agency). Review and evaluate eligibility determination for completeness and accuracy. Answer YES if area eligibility was determined correctly and kept on file. If determination of area eligibility was incorrect and/or not kept on file, answer NO and explain in the Comments section.

### **Enrolled Site**

- a. If the site is an enrolled site, obtain all of the eligibility documentation (applications and direct certification). Review and evaluate eligibility determination for completeness and accuracy. Indicate if the application approval process is implemented correctly. Answer YES if all eligibility determinations were made correctly. If any errors are noted, answer NO. Record all discrepancies on the Certification Error Worksheet, SSO S-2.
- b. Review and evaluate if the applications indicate that 50% or more of the enrolled population, based on the reviewer's count of correctly approved applications/direct certification, is eligible for free or reduced priced meals. If 50% or more of the enrolled population is eligible for free or reduced priced meals, answer YES. If the enrolled population does not equal 50% or more eligible for free or reduced, answer NO.

If approval errors were identified in a, or the free and reduced enrollment did not equal 50% or more in b, explain in the Comments section.

Record errors on the Certification Error Worksheet, SSO S-2. If the SSO review is conducted in conjunction with the Administrative Review, do NOT include applications that are used exclusively for the Seamless Summer Option on the School Certification and Benefits Issuance Error Worksheet, SFA-2.

### **Migrant Site**

If the site is a migrant site, obtain all of the eligibility documentation (i.e., migrant certification). Review and evaluate eligibility determination for completeness and accuracy. Answer YES if the site's eligibility was determined correctly and kept on file. If site's eligibility was determined incorrectly and/or not kept on file, answer NO and explain in the Comments section.

### **Camp**

If site is a camp, obtain all of the eligibility documentation (applications and direct certification). Review and evaluate eligibility determination for completeness and accuracy. Indicate if the application approval process is implemented correctly. Answer YES if all applications are approved correctly. If any errors are noted, answer NO and explain in the Comments section. Record all discrepancies on the Certification Error Worksheet, SSO S-2. Do NOT include applications that are used exclusively for the Seamless Summer Option on the School Certification and Benefits Issuance Error Worksheet, SFA-2.

### **For Camps and Enrolled Sites ONLY:**

Indicate if all certifications or a statistically valid sample of certifications are reviewed. If using a statistically valid sample, indicate the confidence level, the universe, and the sample.

## **DAY OF REVIEW MEAL OBSERVATION**

1812. Indicate which meal service(s) is being observed.
1813. Observe the meal service and determine if all meals were served and claimed for eligible participants only. Examples of ineligible participants include individuals over the age of 18 (except at migrant sites) and children who received and were claimed for a second meal. If meals were served to ineligible participants and claimed for reimbursement, explain and record the number of ineligible meals on SSO S-1, 14
1814. Evaluate prior to the meal service if all required meal component are creditable and available. The site should be advised and given the opportunity to add any missing meal component before the meal is served. If the missing meal component is added, check [ ✓ ] YES but record the deficiency and technical assistance which was provided in the Comments section. The reviewer must observe that meal components are creditable and available throughout the meal service for each serving line, if applicable. If all meal components are available, answer YES. A NO answer is required if a required meal component is not creditable or is not available. If the site did not have all the required meal components available on each serving line, describe the problem and record the number of non-reimbursable meals in the comments section. Combine this total with errors identified in #1815 and record on SSO S-1, 15.
1815. Observe and indicate if all meals counted for reimbursement contain the required number of meal components based on the written menu and/or other supporting documentation such as production records, standardized recipes, food labels, etc. If the reviewer observes one or more meals counted as reimbursable which were missing one or more required meal components, a NO answer is required. If a child did not take the number of items required for a reimbursable meal, those meals must be recorded as non-reimbursable due to observation. Record the number of meals counted as reimbursable which were missing one or more required components in the comments section. Combine this total with errors identified in #1814 and record on SSO S-1, 15.
1816. Determine if the daily meal component requirements for grains/breads, meat/meat alternate, fruits, and vegetables are met for the age/grade group being served for NSLP, per 7 CFR Part 210.10. If NO, explain all errors identified and the technical assistance provided. Indicate if the violations identified were repeat violations for the SFA. Record only the number of incomplete meals counted for reimbursement that will be subject to fiscal action in the appropriate field on the SSO S-1, Line 16.
1817. If reviewed, determine if the daily meal component requirements for grains/breads, fruits, and vegetables are met for the age/grade group being served for SBP, per 7 CFR Part 220.8. If NO, explain all errors identified and the technical assistance provided. Indicate if the violations identified were repeat violations for the SFA. Record only the number of incomplete meals counted for reimbursement that will be subject to fiscal action in the appropriate field on the SSO S-1, Line 16.
1818. a. Determine if at least two required milk varieties are available throughout the serving period on all meal service lines.

b. If substitutions are made, evaluate whether the substitutions were allowable per 7 CFR Part 210.10. If NO, explain all errors identified and the technical assistance provided. Indicate if the violations identified were repeat violations for the SFA.

Record only the number of incomplete meals counted for reimbursement that will be subject to fiscal action in the appropriate field on the SSO S-1, Line 16.

1819. Evaluate whether the cashier demonstrates a clear understanding of OVS and its requirements. For any instances where meals were claimed for reimbursement that were missing required meal components, record the total in the comments section. This includes meals where the required minimum amount of fruits or vegetables is not selected. Combine this total with errors identified in #1814 and #1815 and record on the SSO S-1, Line 15. For any instances where meals were claimed for reimbursement that were incomplete due to required meal components being selected in insufficient portion sizes (not including the required  $\frac{1}{2}$  cup F/V), record only those meals claimed for reimbursement that will be subject to fiscal action in the appropriate field on the SSO S-1, Line 16. For instances where a student has selected a reimbursable meal, but is made to select an additional item(s), record the error(s) in the comments section and provide technical assistance to ensure Offer vs. Serve is properly implemented in the future.

#### **DAY OF REVIEW COUNTING AND CLAIMING**

1820. Observe how the meal counts are obtained from each point of service, if applicable, and combined for the site's total meal count. Record the site's counts. Validate the meal count and record as the SA's Count for Day of Review. Calculate the difference and determine if the procedures used by the site were accurate. If there were differences between the site's count and the reviewer's count, the question must be answered NO. Record any differences on the SSO S-1, Line 17.
1821. Obtain the average meal count for the meal service that was observed from the previous five (5) operating days and compare it to the day of review count. Evaluate the counts and indicate if an unreasonable shift occurred in the total count from the most recent five (5) serving days to the day of review. Enter the date and the site's count for the meal service observed from the previous five (5) operating days in the Comments section. Enter the average meal count by adding all five (5) operation days together and dividing by 5.  
If the meal counts are not comparable, then obtain an explanation.  
Determine and indicate if the explanation is consistent with conditions at the site.
1822. a. If the site operates an academic summer school, determine if the children participate in the regular National School Lunch Program (NSLP), School Breakfast Program (SBP) or After School Care Program (ASCP). If the site does not operate an academic summer school, indicate N/A in the Comments section.  
b. If the site does operate an academic summer school, determine and indicate whether the site's procedures for counting seamless summer meals are maintained separately from the regular NSLP, SBP and ASCP meals. If the review of the meal counting system shows that meals are not counted and maintained separately, answer NO and describe the problem in the Comments section.
1823. a. If the site is a camp, determine and indicate whether the site only claims meals for enrolled children that are eligible for free or reduced priced meals based on an approved application or

direct certification documentation kept on file. If the site claims meals for children that do not qualify for free or reduced priced meals or do not have meal applications or direct certification documentation to support their claims, answer NO.

b. If NO, explain and record the number of meals served to ineligible in the comments section. Combine this total with errors identified in #1813 and record on SSO S-1, 14.

#### **REVIEW PERIOD COUNTING AND CLAIMING**

1824. Answer this question if counting and claiming problems were found in 1820-1823.

a. Record the site's counts by meal type for the review period, the SFA's count by meal type for the review period for the Claim for reimbursement, and the State agency count for the review period in the grid provided. If the validated count is different than the site reported count, investigate and determine if the SFA correctly claimed meal counts for this site. If the validated count is different from the SFA claim for this school, record the difference.

b. Answer YES if the validated count matches the SFA's claims for this site. If the validated meal counts did not match the SFA's claimed counts, answer NO and describe the problem.

c. If NO, explain and determine if the causes are nonsystemic or systemic. List the number of ineligible meals by meal type in the comments. Record differences on the SSO S-1, Line 21.

#### **MEDIA RELEASE**

1825. Review and describe the media release and/or promotional material provided by the LEA/site for the serviced areas.

If the LEA/site did not supply a media release, explain in the Comments section.

#### **FREE AND REDUCED PRICE PROCESS – CAMP SITES ONLY**

Check [ ☒ ] N/A if this site is not a Camp.

1826. Observe and evaluate the meal count/collection system to ensure that there is no overt identification of free meal recipients.

#### **MENU PLANNING**

1827. Review the school's documentation and procedures, such as production records and nutrient analysis records for the last five operating days for the review period to determine if meals contain all required meal components. Record the number of meals missing required meal components on the SSO S-1, Line 19.

#### **MONITORING RESPONSIBILITIES**

1828. a. Examine the documentation for the site to determine if the SFA monitored the site's compliance with meal counting, claiming, menu planning, and food safety requirements at least once during the site's operation. If the SFA has not monitored the site during the current summer, explain why the site has not been reviewed in the Comments section.

b. Determine if there were errors in the meal counting, claiming, menu planning or food safety procedures for the reviewed site that required corrective action. Indicate N/A in the Comments section if "a" is answered NO.

c. Examine documentation to determine if actions were implemented promptly to correct the deficiencies. Indicate N/A in the Comments section if "a" is answered NO.

**CIVIL RIGHTS**

1829. – 1834.

Determine, based on the answers to the questions in this section, if program benefits are made available and provided to all children without discrimination on the basis of their race, color, national origin, sex, age, or disability, and that the SFA seeks to reach all portions of the population.

**FOOD SAFETY AND SANITATION**

1835.    a. Review documentation to determine if a food safety program is in place at the site.  
          b. Determine if the food safety program follows the USDA guidance.  
          c. Determine if observations on the day of review indicate the food safety program is being implemented as planned at the site.

If NO to a. b. and/or c., explain in the Comments section.

1836.    a. If the site being reviewed is a school, examine documentation from food safety inspections. Answer NO if less than two food safety inspections are available for the current school year. Answer YES if the site has received two food safety inspections in the current school year. Record the dates of the inspections in the Comments section. If site is not a school, indicate N/A.  
          b. If the school site did not have two food safety inspections in the current school year, determine if the site had two food safety inspections in the previous school year. Answer YES, if the site has received two food safety inspections in the previous school year. Record the dates of the inspections in the Comments section. Answer NO if less than two food safety inspections were conducted in the previous school year. Document actions taken by the SFA to request food safety inspections from the state or local food safety inspection authority.
1837.    Determine if the most recent food safety inspection report is posted in a publicly visible location.

**WATER AVAILABILITY**

1838.    Determine if water is available to participants.