**Supplemental Seamless Summer Option (SSO)**

**Administrative Review Form**

**[ ] 1ST REVIEW**

**[ ] FOLLOW-UP # \_\_\_\_\_**

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| **SFA LEVEL QUESTIONS**  **SFA NAME:** |

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| **SFA Operations** | | | | | |
| 1800. | Number of sites approved and operating under the Seamless Summer Option (SSO). |  | **Approved** | **Operating** | |
| **Area Eligible** |  |  | |
| **Enrolled** |  |  | |
| **Migrant** |  |  | |
| **Camp** |  |  | |
| 1801. | Is the SFA operating any sites that were not approved?  If YES, explain. | | | **YES** | **NO** |
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| Comments:  Tips: Be sure that all sites participating in the SSO are eligible and operating according to approved eligibility status.  Resources:  SSO Comparison Chart: <http://www.fns.usda.gov/school-meals/opportunity-schools> | | | | | |
| 1802. | Have there been any changes in the dates of operation from those approved?  If YES, explain. | | | **YES** | **NO** |
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| Comments:  Tips: Changes to the application can be made at any time after initial approval. The change must be approved by the CDE OSN prior to implementing the change. | | | | | |
| 1803. | During the time that the SFA is operating the SSO, are there any sites serving meals under the:  a. NSLP?  b. SBP?  c. SFSP? | | | **YES** | **NO** |
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| Comments:  Tips: Sites cannot operate the SSO at the same time the NSLP,SBP, or SFSP are operating. It is unallowable to claim meals under the SSO if the same meals are also being claimed under another child nutrition program. | | | | | |
| 1804. | 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?  If NO, explain. | | | **YES** | **NO** |
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| Comments:  Tips: Meals served during the SSO must be accurately recorded and tracked separately from meals served at non-SSO sites during the same claiming period.  Resources:   * SFSP Daily Meal Count Form: <http://www.cde.state.co.us/nutrition/sfspsponsorforms> | | | | | |
| 1805. | Has the SFA reviewed all SSO sites at least once during each site’s operation?  If NO, explain. | | | **YES** | **NO** |
|  |  |
| Comments:  Tips: SFAs must review all SSO sites at least once during the site’s operation. SFAs are encouraged to document any TA provided on the monitoring form and if a follow-up is required, it must also be documented.  Resources:   * SSO Monitoring Form: <http://www.cde.state.co.us/nutrition/nutriresources> | | | | | |
| 1806. | a. Did the SFA advertise the availability and location of free meals at all of its area eligible sites to the community?  b. Did all advertising materials used contain the required non-discrimination statement?  If NO, explain. | | | **YES** | **NO** |
|  |  |
| Comments:  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.  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).  Resources:   * Media Release Templates: <http://www.cde.state.co.us/nutrition/sfspsponsorforms> * Outreach Tools: <http://www.cde.state.co.us/nutrition/osnsfspresources> | | | | | |
| 1807. | Were reports submitted as required to the State agency? | | | **YES** | **NO** |
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| Comments:  Tips: The SSO application and claims are required to be submitted to the CDE OSN. Deadlines and updates are published in the Thursday Update. | | | | | |
| 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** |
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| Comments:  Tips: Be sure to maintain SSO records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits. | | | | | |

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| **SITE LEVEL QUESTIONS**  **SITE NAME:** |

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| **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** |
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| 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 the CDE OSN prior to implementing the change. | | | |

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| **Site Eligibility** | | | |
| 1810. | Indicate which site type is being reviewed and answer the appropriate question in #1811.  🞏 Open, Restricted Open 🞏Enrolled 🞏 Camp 🞏 Migrant | | |
| 1811. | Open Site:  Is proper documentation for area eligibility kept on file?  Enrolled Site:   1. Do correctly approved applications indicate 50% or more of enrollment is eligible for free and reduced price meals? 2. If 50% F/R requirement was satisfied through area eligibility, was proper documentation kept on file?   Migrant Site:  Is proper documentation of migrant certification kept on file?  Camps:  Were all free and reduced price eligibility determinations made correctly? | **YES** | **NO** |
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|  | 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. | | |
| Comments:  Tips: 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.  Resources:   * CDE Pk-12 Oct. 1 Count: <http://www.cde.state.co.us/cdereval/pupilcurrentschool.htm> * USDA Area Eligibility Mapping Tool: <http://www.fns.usda.gov/areaeligibility> * Income Application Templates: <http://www.cde.state.co.us/nutrition/osnfreeandreducedpriceotherresources> | | | |

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| **Meal Components and Quantities**  **DAY OF REVIEW** | | | | |
| 1812. | Indicate which meal service is being observed.  🞏 Breakfast 🞏Lunch 🞏 Snack 🞏 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. | **YES** | **NO** |
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| Comments:  Tips: SFAs are allowed to serve adult meals; however, adult meals must be recorded, but cannot be claimed for reimbursement. In addition, camps are able to claim only the reimbursable meals served to children eligible for free or reduced-price meals. | | | |

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| 1814. | Were all required meals components available on every reimbursable meal service line to all participating students?   1. Prior to the beginning of meal service? 2. 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. | **YES** | **NO** |
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| Comments:  Tips: All meals claimed for the SSO must meet meal pattern requirements. Ensure all students have access to all components on every reimbursable meal service line prior to service. Ensure that staff periodically checks on meal components 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 1st and 2nd grade meal service, etc.  Resources:   * OSN SBP webpage: <http://www.cde.state.co.us/nutrition/breakfast> * OSN NSLP webpage: <http://www.cde.state.co.us/nutrition/nutrilunchprogram> * OSN Menu Planning webpage: <http://www.cde.state.co.us/nutrition/nutrimenuplanning> * USDA Whole Grain Resource: <http://www.fns.usda.gov/tn/whole-grain-resource> | | | |
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| 1815. | Did all observed meals counted for reimbursement contain all of the required components?  If NO, explain any errors identified and the technical assistance provided in the comments section.  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. | **YES** | **NO** |
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| Comments:  Tips: Ensure that all meals counted for reimbursement contain all required components.  Resources:   * Menu Planning Tools: <http://www.cde.state.co.us/nutrition/nutrimenuplanning> | | | |

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| 1816. | 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.  If NO, list all the errors identified and the technical assistance provided. Indicate if the violations were repeat violations in 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, 16. | **YES** | **NO** | **N/A** |
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| Comments:  Tips: Ensure that all meals contain the minimum portion sizes for each component for the age/grade group being served. Ensure all serving utensils are the appropriate size as specified on recipe/production record. | | | | |

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| 1817. | For breakfast, are minimum daily requirements of grains/breads, and fruits/vegetables met for the age/grade group being served.  If NO, list all the errors identified and the technical assistance provided. Indicate if the violations were repeat violations in 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, 16. | **YES** | **NO** | **N/A** |
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| Comments:  Tips: See 1816 | | | | |

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| 1818. | a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?  b. If milk substitutions are made, are they allowable?  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.  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. | **YES** | **NO** |
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| Comments:  Tips: Ensure milk coolers are fully stocked with at least two required milk varieties prior to service.  Resources:   * OSN Special Dietary Needs webpage: <http://www.cde.state.co.us/nutrition/nutriSpecDietaryNeeds> | | | |

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| 1819. | Is Offer vs. Serve properly implemented?  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. | **YES** | **NO** | **N/A** |
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| Comments:  Tips: Offer versus serve is required for the senior high level for lunch. Ensure staff are trained and understand offer versus serve and monitor staff’s implementation of offer versus serve at breakfast and lunch.  Resources:   * Offer versus Serve Training: <http://www.cde.state.co.us/nutrition/nutritrainings>. * Offer versus Serve webpage: <http://www.cde.state.co.us/nutrition/nutriOfferVsServe> | | | | |

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| **Counting and Claiming**  **DAY OF REVIEW** | | | | | |
| 1820. | Does each meal service line provide an accurate count at the point of service (or approved alternate)?  If NO, describe the problem and indicate if the problem was non-systemic or systemic. Record differences on the SSO S-1, 17. | | | **YES** | **NO** |
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| **Site Count** | | **SA Count** | **Difference +/-** |  | |
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| Comments:  Tips: SFAs must ensure procedures are in place to ensure meal counts are accurate. Counts must be taken at the point of service (this includes breakfast in the classroom) or an alternate point of service must be pre-approved by the CDE Office of School Nutrition.  Resources:   * SFSP Daily Meal Count Form: <http://www.cde.state.co.us/nutrition/sfspsponsorforms> | | | | | |

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| 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?  Tips: CDE OSN will compare on-site review day counts with counts from the most recent 5 days. | | | | | **YES** | | **NO** |
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| **Day 1 Date:** | | **Day 2 Date:** | **Day 3 Date:** | **Day 4 Date:** | **Day 5 Date:** | | **Average Count** | |
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| 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** |
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| Comments:  Tips: Children enrolled in academic summer school may participate in SSO if the site is open. If the site is closed-enrolled, it must provide enrichment activities and meals served to children enrolled in academic summer school may not be claimed under the SSO. | | | | |
| 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 ineligibles in the comments section. Combine this total with errors identified in #1813 and record on SSO S-1, 14. | **YES** | **NO** | **N/A** |
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| Comments:  Tips: Camps are allowed to claim reimbursable meals served only to children who qualify for free or reduced-price meals. | | | | |

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| **Counting and Claiming**  **Review Period** |
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| 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?  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.  Tips: CDE OSN will determine if the number of meals claimed during the review period is accurate based on source documentation used to submit the claim. | **YES** | **NO** | **N/A** |
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| Breakfast 🞏  Lunch🞏  Snack🞏  Supper🞏 | Site count | SFA count | SA count | Diff +/- | Breakfast 🞏  Lunch🞏  Snack🞏  Supper🞏 | Site count | SFA count | SA count | Diff +/- | Breakfast 🞏  Lunch🞏  Snack🞏  Supper🞏 | Site count | SFA count | SA count | Diff +/- |
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| **Media Release** |

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| 1825. | Did the site provide a media release and/or promotional material to serviced areas?  If NO, explain. | **YES** | **NO** |
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| Comments:  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.  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).  Resources:   * Media Release Templates: <http://www.cde.state.co.us/nutrition/sfspsponsorforms> * Outreach Tools: <http://www.cde.state.co.us/nutrition/osnsfspresources> | | | |

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| **Free and Reduced Price Process [ ] N/A**  **Camp Sites Only** |

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| 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?  If NO, explain. | **YES** | **NO** |
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| Comments:  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. | | | |

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| **Menu Planning**  **Review Period** |

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| 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?  Record the number of meals missing required meal components on the SSO S-1, 19. | **YES** | **NO** |
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| Comments:  Tips: Utilize CDE OSN’s Menu Planning webpage to ensure all meals indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students: <https://www.cde.state.co.us/nutrition/nutrimenuplanning>.  Resources:   * Vegetable subgroup decision tree: <http://www.cde.state.co.us/nutrition/nslpvegetablesubgroupdecisiontree> * OSN SBP webpage: <http://www.cde.state.co.us/nutrition/breakfast> * OSN NSLP webpage: <http://www.cde.state.co.us/nutrition/nutrilunchprogram> * OSN Menu Planning webpage: <http://www.cde.state.co.us/nutrition/nutrimenuplanning> | | | |

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| **SFA Monitoring Responsibilities** |

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| 1828. | a. Was an on-site review conducted by the SFA at least once during the site’s operation?  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? | **YES** | **NO** |
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| Comments:  Tips: SFAs must review all SSO sites at least once during the site’s operation. SFAs are encouraged to document any TA provided on the monitoring form and if a follow-up is required, it must also be documented.  Resources:   * SSO Monitoring Form: <http://www.cde.state.co.us/nutrition/nutriresources> | | | |

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| **Civil Rights** |

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| 1829. | Is a USDA/FNS approved poster displayed in a prominent place and visible to recipients?  Tips: 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 classroom site or multiple posters for different point of sales in the same cafeteria.  Resources:   * If posters are needed, contact [Stacey Macklin](mailto:macklin_s@cde.state.co.us) ([macklin\_s@cde.state.co.us](mailto:macklin_s@cde.state.co.us) or 303-866-6661). Let her know the district name, mailing address, and the number of posters needed. | **YES** | **NO** |
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| 1830. | Are bilingual services (translators and materials) available for the Limited English Proficiency (LEP) populations?  Tips: SFAs must take reasonable steps to assure meaningful access to the information and services they provide. For example, bilingual staff, hire translators, and/or provide materials in alternate languages.  Resources:   * Free and Reduced Price Program Packet in Spanish: <http://www.cde.state.co.us/nutrition/freeandreducedpricepacket> * Free and Reduced applications in alternate languages: <http://www.fns.usda.gov/school-meals/family-friendly-application-translations> | **YES** | **NO** |
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| 1831. | a. Are procedures established to receive complaints alleging discrimination?  b. Have there been any written or verbal complaints alleging discrimination?  If YES, have these complaints been reported to the State agency?  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 FNS and does not have to be written in to board policy.  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 OSN).  An SFA can have a complaint form, but the complaint form cannot be a prerequisite for accepting a complaint.  Resources:   * Civil Rights Complaint Procedures Minimum Requirements and Complaint Procedure Template: <http://www.cde.state.co.us/nutrition/civilrights> | **YES** | **NO** |
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| 1832. | 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?  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. | **YES** | **NO** |
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| 1833. | Camps and Enrolled Sites:  Are incorrectly denied free and reduced price applications disproportionally composed of minority applications?  Tips: Applications cannot be denied based solely on a protected class. | **YES** | **NO** | **N/A** |
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| 1834. | Are children with special dietary needs provided program benefits as prescribed by regulations?  Tips: SFAs are required to provide modifications to the regular meal when a student has a dietary disability certified by a licensed physician (MD or DO), advanced practice nurse (APN) with prescriptive authority (RXN) or physician assistant (PA). The medical statement SD-1 must be on file.  SFAs are not required, but encouraged, to provide modifications to the regular meal when a student has a special dietary need (non-disability) certified by a recognized medical authority (PA, APRN, MD, DO). The medical statement SD-2 must be on file.  Milk Substitutes: a parent/guardian may request a milk substitute using the medical statement SD-2. Allowable milk substitutes include lactose-free, lactose-reduced, or non-dairy milk substitutes that meet the USDA nutrient requirements.  Schools must check with their health department to ensure they are meeting requirements for storing foods brought from home. If a student is participating in a meal program or foodservice is handling foods brought from home, a medical statement must be on file and include information on food brought from home.  Resources:   * SOP template for accommodating students with Special Dietary Needs | **YES** | **NO** |
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| **Food Safety** |

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| 1835 | a. Is a food safety program in place?  b. Does the program follow USDA guidance?  c. Do observations on the day of review indicate provisions of the food safety program are being implemented?  If NO to a. b. and/or c., explain.  Tips: 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 FNS programs.  Resources:   * Food-Safe Schools Action Guide: <http://www.cde.state.co.us/nutrition/foodsafetyfoodsafeschoolsactionguide> * Developing a School Food Safety Program Based on the Process Approach to HACCP Principles: <http://www.cde.state.co.us/nutrition/osnfoodsafetyguidanceforsfas> * NFSMI Sample Standard Operating Procedures: <http://www.cde.state.co.us/nutrition/osnfoodsafetyguidanceforsfas> * CDE OSN Food Safety Policy: <http://www.cde.state.co.us/nutrition/osnfoodsafetypolicy> * CDE OSN Food Safety Policy: <http://www.cde.state.co.us/nutrition/osnfoodsafetypolicy> * USDA Memo SP 37-2013: Enhancing the School Food Safety Program Frequently Asked Questions <http://www.fns.usda.gov/sites/default/files/SP37-2013os.pdf> | **YES** | **NO** |
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| 1836 | If the site is a school, did it receive two food safety inspections during the current school year?  If NO, were two food safety inspections conducted in the previous school year?  Tips: 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.  Resources:   * CDE OSN Food Safety Inspection Request Letter (Template): <http://www.cde.state.co.us/nutrition/osnfoodsafetyinspections> * Colorado Department of Public Health and Environment – Find your local public health agency: <https://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency> | **YES** | **NO** | **N/A** |
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| 1837 | If the site is a school, is the most recent food safety inspection report posted in a publicly visible location? | **YES** | **NO** | **N/A** |
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| Comments:  Tips: The SFA is required to post the most recent inspection report conducted in a publicly visible location, and provide a copy of the inspection report to a member of the public upon request.  Resources:   * §210.13 Facilities Management: <http://www.cde.state.co.us/nutrition/osnfoodsafetyinspections> | | | | |

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| **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** |
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| Comments:  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.  Resources:   * USDA Memo SP 28-2011: Water Availability During NSLP Meal Service <http://www.fns.usda.gov/water-availability-during-nslp-meal-service> * Nutrition Standards for All Foods Sold in School as Required by the HHFKA 2010; Interim Final Rule <http://www.cde.state.co.us/sites/default/files/All%20Foods%20Interim%20Final%20Rule.pdf> | | | | | | | |

**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

1. 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.
2. 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 ½ 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 ineligibles 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.