Onsite Monitoring Form | Seamless Summer Option (SSO)

Contracting Entity (CE) Name: ____________________________ Date of Review: ____________________________

CE ID Number: ____________________________ Site Name: ____________________________

YES NO

I. Counting and Claiming

1. Is the count of reimbursable meals served taken at the point-of-service? [ ] [ ]

2. If the cashier or counter is at the beginning of the line, is a monitor stationed at the end of the line who removes from the count any meal which does not contain sufficient components in order to claim reimbursement? [ ] [ ]

3. Is there a system in place to ensure that second meals, with the exception of breakfast, are not claimed for reimbursement? [ ] [ ]

4. After viewing the point-of-service count in operation, does the point-of-service count method yield an accurate count of reimbursable meals? [ ] [ ]

5. If there is more than one serving line, are the counts from all lines properly consolidated? [ ] [ ]

6. Is there a trained substitute cashier/counter? [ ] [ ]

7. When preparing the monthly reimbursement claim, are the numbers of meals claimed for all sites reported correctly? [ ] [ ]

8. Was the onsite monitoring form completed and documented at least once during each site’s operation? [ ] [ ]

II. Meal Service

1. Do planned menus reflect the meal pattern requirements? [ ] [ ]

2. Is each of the required food components offered at every meal? [ ] [ ]

3. Are utensils that yield standard-sized servings used for portioning all menu items? [ ] [ ]

4. Are complete food production records maintained on all meals claimed for reimbursement, including breakfasts, snacks, lunches, and suppers? [ ] [ ]

5. Is site offering and claiming an appropriate number of meals based on type of site:
   a. Non-migrant or non-camp site—maximum of 2 meals each day, but not both lunch and supper [ ] [ ]
   b. Migrant or camp site—maximum of 3 meals per day [ ] [ ]

6. Is each child permitted to select from the required type and number of choices of milk? [ ] [ ]

7. Does the site participate in the Noncongregate Feeding Demonstration Project? [ ] [ ]
III. Program Operation

1. Is the nondiscrimination statement and information about where a complaint may be filed included on program materials and posted for all to see? 

2. Complaints
   a. Are procedures established to receive complaints alleging discrimination?
   b. Are complaints forwarded to the Texas Department of Agriculture?

3. Is there no separation by race, color, national origin, sex, age, or disability in the eating periods, seating arrangements, serving lines or eating areas?

4. Did the site conduct outreach to the media and community and grass roots organizations about feeding sites?

5. Are records maintained for a period of five years (public and charter schools) or three years (private schools and RCCIs) after the final claim for reimbursement for the fiscal year or until resolution of any audits or reviews?

6. Does the site have proper procedures to manage and safeguard cash (reconciliation, extra item sales, adult meals, etc.)?

IV. Results of Review

1. Is corrective action plan required?

2. Is a follow-up review required?

Comments, Notes and Observations During the Review

V. Suggest Corrective Action (Follow-up within 45 days)?

VI. Signatures

Signature of Reviewer

Signature of Site Manager
### Directions: Onsite Monitoring Form | Seamless Summer Option

**Purpose**
This form is intended to be used as onsite monitoring instrument to ensure that CEs are correctly operating their counting and claiming systems.

The CE must review all of their SSO sites at least once annually during each site’s operation. However, staff may find conducting an onsite monitoring review more frequently will support preparation for an onsite review and promote effective management.

The monitoring reviews should be conducted by the SSO site manager or her or his designee.

For additional guidance for the issues included in this form, see Administrator’s Reference Manual, Section 7, Counting and Claiming; Section 8, Breakfast; Section 9, Lunch; Section 12, Seamless Summer Option; Section 14, Financial Information Concerning School Nutrition Funds; and Section 19, Other Operational Issues.

### Use of This Form

<table>
<thead>
<tr>
<th>Frequency</th>
<th>At least once annually during SSO operation for each site.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Form Format</td>
<td>Use this form or a similar reporting instrument.</td>
</tr>
<tr>
<td>Record Retention</td>
<td>Completed forms kept onsite and made available on request.</td>
</tr>
<tr>
<td></td>
<td>Public and charter schools are required to keep documentation related to school nutrition programs for 5 years.</td>
</tr>
<tr>
<td></td>
<td>Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.</td>
</tr>
</tbody>
</table>

### Directions for Completing Form

- **Contracting Entity (CE) Name:** Record the name of the CE in the designated space.

- **CE ID Number:** Record the ID number of the CE in the designated space.

- **Date:** Record the date in the designated space.

- **Site:** Record the name of the site in the designated space.

### Parts I - III

- Answer each question by marking the appropriate box under Yes or No and fill in any blanks spaces as requested.

- Review the CE/site retained documentation related to each question topic area.
  - Is the documentation readily accessible?
  - Is the document kept in an organized manner?
  - Does the documentation support the answer?
  - If not, what changes need to be made to ensure that the CE/site is implementing the program correctly?

- Compare results from the onsite monitoring form to previous scores.

- Develop strategies to address areas of need.
**Part IV**
- Determine if any of the answers to the questions in Parts I-III require a corrective action plan (CAP).
- Mark the appropriate response once that determination has been made.
- Record notes and observations about the corrective action in the comment text box.

**Part V**
- Determine if a follow-up review is needed to make sure the CAP has been completed successfully.
- Mark the appropriate response once that determination has been made.
- Record any comments, notes, or observations about the follow-up that will help to improve the school nutrition program in the comment text box.

**Part VI**
- Have the reviewer sign in the designated space.
- Have the site manager sign in the designated space.