

Seamless Summer Feeding Program On-Site Review Form

This form must be completed ***within the first three weeks*** of operation for each site approved to operate. You will need to observe staff in action, e.g. cashiers, managers, servers. Answer the following questions by checking the appropriate response. For “No” responses, describe technical assistance provided and corrective action required.

Sponsor:	Site:
Monitor:	Date of Review:
Approved Dates of Operation:	<input type="checkbox"/> First Review <input type="checkbox"/> Second Review

Meal Count System			
Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are meals counted and recorded at the point of service?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are only meals that contain the required number of items/components recorded for reimbursement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are a la carte items excluded as a reimbursable meal even if together they comprise a complete meal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the site following procedures to ensure that only one reimbursable meal per child per meal category is claimed? (Procedures must be in place to prevent claiming of second meals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are non-reimbursable meals (adults / volunteers / etc.) recorded as such at the point of service?
Technical Assistance / Corrective Action:			

Meal Pattern Compliance			
Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are only reimbursable meals (meals meeting meal pattern requirements) recorded for reimbursement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer vs. Serve at Breakfast: Are at least four items offered, with the child instructed to take at least three items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer vs. Serve at Lunch: Are all five components offered, with the child instructed to take at least three components, including a minimum ½ cup of fruit and/or vegetables?
Technical Assistance / Corrective Action:			

Meal Claiming Procedures			
Yes	No	N/A	Monitor Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are procedures followed to ensure enrolled sites meet the 50% free and reduced-price eligibility criteria?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are written procedures in place to describe the meal count system to staff?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the meals claimed for reimbursement match the meal type and operating dates that were approved by OSPI on the site application?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are daily meal count forms correctly consolidated on a regular basis (minimum of weekly)?
Technical Assistance / Corrective Action:			

KEEP THIS FORM ON FILE FOR YOUR RECORDS