

## Summer Seamless Program On-Site Monitoring Form

**Complete One (1) On-Site Monitoring form for each summer site** the Local Education Agency (LEA) has in operation. To be in compliance, LEA staff should respond “**YES**” to the questions.

<u>Counting and Claiming</u>	<u>YES</u>	<u>NO</u>
1. Is the count taken at the point-of-service?	<input type="checkbox"/>	<input type="checkbox"/>
2. If the cashier /counter is at the beginning of the line, is there a monitor stationed at the end of the line who removes from the count any meal which does not contain sufficient components/items in order to claim reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
3. After viewing the point-of-service count in operation, does it appear that it yields an accurate count?	<input type="checkbox"/>	<input type="checkbox"/>
4. If there is more than one serving line, are the counts from all lines properly consolidated?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a trained substitute cashier/counter?	<input type="checkbox"/>	<input type="checkbox"/>
6. When preparing the monthly reimbursement claim, are the numbers of meals claimed for all schools/sites consolidated correctly?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is an On-Site review completed and documented during the first three weeks of operation?	<input type="checkbox"/>	<input type="checkbox"/>

### Lunch, Breakfast and Snack

8. Are the meal patterns used the same as those used August through May?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are each of the required food items offered at every meal?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are complete food production records maintained on all meals claimed for reimbursement, including breakfasts and snacks, lunches, suppers?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are utensils that yield standard-sized servings used for portioning all menu items?	<input type="checkbox"/>	<input type="checkbox"/>
12. Based on the menu system being used, is the required number of <b>bread</b> servings offered each week?	<input type="checkbox"/>	<input type="checkbox"/>
13. Based on the menu system being used, is the required number of <b>meat</b> servings offered each week?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is school/site operating only two meal services? (i.e., Breakfast/Lunch or Lunch/Snack)	<input type="checkbox"/>	<input type="checkbox"/>
15. Is each child permitted to select from the required choices of milk?	<input type="checkbox"/>	<input type="checkbox"/>

### Other Operational Issues

16. Are the nondiscrimination statement and information as to where a complaint may be filed included on program materials?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are procedures established to receive complaints alleging discrimination?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are complaints forwarded to the NM Public Education Department?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is there no separation by race, color, sex, disability, age or national origin in the eating periods, seating arrangements, serving lines, or eating areas?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are records maintained for a period of five years after the final claim for reimbursement for the fiscal year or until resolution of any audits or reviews?	<input type="checkbox"/>	<input type="checkbox"/>

### Application Agreement

21. Did the school/site conduct outreach to the media and community/grass roots organizations about feeding sites?	<input type="checkbox"/>	<input type="checkbox"/>
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Date Summer Feeding Started: \_\_\_\_\_

Date On-Site Monitoring Completed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Site Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Name of LEA/Site