MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

DIVISION OF ADMINSTRATIVE AND FINANCIAL SERVICES

FOOD AND NUTRITION SERVICES SECTION

ON-SITE SCHOOL REVIEW FOR SEAMLESS SUMMER OPTION SITES

Directions: This form must be completed during the first 3 weeks of operation and kept filed on site.	
Local Education Agency:	
Opening Date:	Closing Date:
School Name:	Date Form Completed:

I. Meal Service and Meal Counting	**YES**	**NO**	**NA**
1. Does the meal counting system produce an accurate count of reimbursable meals served daily?	____	____	
2. Are only children ages 18 years and younger served?	____	____	
3. Are all meals served and consumed onsite?	____	____	
4. Are all meals served at no charge to all children?	____	____	
5. Do all children, school, and neighborhood have equal access to the meal service?	____	____	____
II. Meal Claiming Procedures			
1. Are only meals that meet the meal pattern requirement counted and claimed for reimbursement?	____	____	
2. Is only one meal per child per program claimed for reimbursement daily?	____	____	
3. Is there documentation of children's eligibility if applicable?	____	____	____
III. Meal Pattern Compliance			
Menu Planning Option _____			
1. Are meals planned and served according to chosen menu planning option?	____	____	
2. Are adequate production records maintained?	____	____	
VI. Food Safety			
1. Is a HACCP plan implemented?	____	____	
2. Are food safety inspection requirements up to date?	____	____	

If answered "NO" to any question, corrective action and prompt follow-up is required.

CORRECTIVE ACTION PLAN:

_____	_____	_____
Site Supervisor's Signature	Title	Date
_____	_____	_____
Monitor's Signature	Title	Date

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.