



# Illinois State Board of Education

100 North First Street, W-270  
Springfield, Illinois 62777-0001

## NATIONAL SCHOOL LUNCH PROGRAM SEAMLESS SUMMER OPTION SITE REVIEW SCHOOL USE ONLY

### NUTRITION DEPARTMENT

REVIEWER	MEAL PREPARATION TYPE <input type="checkbox"/> Self Preparation <input type="checkbox"/> Contracted	AGREEMENT NUMBER	SEAMLESS ENTITY TYPE <input type="checkbox"/> Open <input type="checkbox"/> Restricted <input type="checkbox"/> Closed
NAME OF SPONSOR		DATE	APPROVED MEAL SERVICE TIMES Begin: _____ End: _____
SITE NAME		TELEPHONE (Include Area Code)	OBSERVED MEAL SERVICE TIMES Begin: _____ End: _____
SITE ADDRESS		SITE NUMBER	
MEAL SERVICE OBSERVED <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> AM Snack <input type="checkbox"/> PM Snack		MENU FOR MEAL OBSERVED	
IS THE SITE SERVING MEALS AT THE LOCATION AND TIME THAT WAS APPROVED BY ISBE? <input type="checkbox"/> Yes <input type="checkbox"/> No			

#### MEAL SERVICE

Yes    No    N/A

      

1. Did all meals served meet the meal pattern requirements? **If No**, indicate deficiency:

#### BREAKFAST

- a. Grain
- b. If Offer vs Serve, second serving of Grain or Meat/ Meat Alternate
- c. Vegetable/Fruit/100% Juice
- d. Milk

#### LUNCH/SUPPER

- a. Meat/Meat Alternate
- b. Vegetable
- c. Fruit
- d. Grain
- e. Milk

#### SNACK

- a. Second required component
- b. Both required components

      

2. Based on grades served and observation are portion sizes adequate?

  

3. Does the site participate in Offer versus Serve? **If YES:**

Yes     No     N/A

4. Was Offer versus Serve implemented correctly?

**If NO**, identify problems:

- a. Children are required to take all components
- b. At breakfast/lunch, children are required to take grain, meat/ meat alternate or milk
- c. At breakfast/lunch, children are not required to take a 1/2 cup fruit or vegetable
- d. Site offering a choice between a required component and a non-reimbursable item
- e. The three required components were not in the correct portion sizes

**MEAL SERVICE (Continued)**

Yes No N/A

- 5. Were all meals served as a unit?
- 6. Were all meals consumed on site?
- 7. Does the site offer the required milk choices?
  - a. Two types not offered daily
  - b. Milk offered is not 1% and/or fat free
- 8. Is drinking water made available to all children being served lunch at all times and breakfast when served in a cafeteria?
- 9. Does the site count only one meal per child?
- 10. Does the site ensure adult meals are not claimed for reimbursement?
- 11. Are the number of meals served on the day of review consistent with the current average daily participation?  
**If NO:**
  - Yes  No 12. Is an acceptable explanation available?

**PRODUCTION RECORDS**

- 13. Is a production record available for the day of review for each meal service? **If NO, describe:**  
\_\_\_\_\_
- 14. Are production records available up through the date of the review for each meal service? **If NO, describe:**  
\_\_\_\_\_
- 15. Do the production records contain the required information? **If NO, indicate deficiency:**
  - a. All food/condiments not listed
  - b. Does not identify specific components
  - c. Portion sizes not recorded/accurate
  - d. Projected number of servings not accurate
  - e. Substitutions not correctly recorded
  - f. Leftovers
  - g. Describe: \_\_\_\_\_

**FOOD SAFETY**

- 16. Does the site have a food safety plan on file?"  
**If YES:**
  - Yes  No 17. Is the site following provisions in their food safety plan?
- 18. If the site is a school, did it receive two food safety inspections during the current school year?  
**If YES:**
  - Yes  No 19. Were two food safety inspections conducted in the previous school year?
- 20. If the site is a school, is the most recent food safety inspection report posted in a publicly visible location?

**PROGRAM OPERATIONS**

- 21. Are accurate meal count records completed at meal service time? **If NO, identify:**
  - a. Inaccurate meal counts taken
  - b. Meal counts not taken at point of service
  - c. SSO meal counts are not kept separate from NSLP/SBP meal counts
  - d. Meals served to adults counted
  - e. Second meals counted
  - f. Describe: \_\_\_\_\_
- 22. Were all meals served within the allowable duration times designated in the School Breakfast/National School Lunch Programs regulations? **If NO, indicate deficiency:**
  - a. Breakfast served outside of morning hours
  - b. Lunch served outside of 10:00 a.m. - 2:00 p.m.
- 23. Does the site display a USDA-approved poster?

\_\_\_\_\_  
Digital or Original Signature of Reviewer

\_\_\_\_\_  
Date