



Child Nutrition Programs (CNP) Bulletin

September 30, 2021 - Child Nutrition Programs (CNP) Bulletin No. 8 - Monitoring Requirements in the National School Lunch Program (NSLP) and Seamless Summer Option (SSO)

Monitoring Requirements in the National School Lunch Program (NSLP) and Seamless Summer Option (SSO)

Seamless Summer Option (SSO) Sponsor On-Site Monitoring

All sponsors participating in the Seamless Summer Option (SSO) are required to review all SSO sites once per year, during operation of SSO. One full meal service must be observed. The on-site review must take place prior to the end of the 2021-2022 school year. If the review discloses problems with a school's school nutrition procedures, the sponsor must ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems. The following review form must be completed:

- [Seamless Summer Option \(SSO\) On-Site Review Form:](#)
SSO Sponsors must perform at least one SSO On-Site Review at each site during School Year (SY) 2021-2022.

National School Lunch Program (NSLP) Sponsors On-Site Monitoring

Sponsors participating in the normal School Breakfast Program and/or the National School Lunch that have more than one school must complete On-Site Monitoring. Department of Education (MDE) School Nutrition Programs encourages sponsors with only one building to conduct an on-site review each year, although not required. The on-site review must take place prior to **February 1** of each school year. If the review discloses problems with a school's school nutrition procedures, the sponsor must ensure that the school implements corrective action, and within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems. The following review forms must be completed:

- [School Nutrition Program On-Site Review:](#)
Sponsors must complete at least one on-site review form of the lunch operation at each school building. In addition, sponsors must review 50 percent of buildings operating school breakfast programs by **February 1**. The following year, the other 50 percent of buildings operating school breakfast programs must be reviewed.
- [Sponsor Level Self-Monitoring Review:](#)
Sponsors participating in normal National School Lunch Program (NSLP) must complete the On-Site Sponsor Level Review Form. This on-site review must take place prior to **February 1** of each school year. One sponsor level review is required per sponsor.

Afterschool Snack On-Site Monitoring

If a sponsor participates in the Afterschool Snack Program, on-site monitoring must be completed two times per year. The first review must be during the first four weeks that the snack program is in operation. The second review must be conducted during the second half of the school year. The following review form must be completed:

- [Afterschool Snack Program Self-Monitoring Review:](#)
Each site that has an afterschool snack program must have a completed review form two times per school year.

Monitoring Waiver for SY 2021-2022

Monitoring reviews as stated above are required for SY 2021-2022. However, it is not required that these monitoring reviews be done on-site. During the public health emergency, it is allowable to complete these monitoring reviews off-site, like as a desk audit. [Waiver #94](#) waives the on-site requirement of these monitoring reviews until 30 days after the end of the public health emergency. It is best practice to continue monitoring your sites throughout the year to ensure program integrity, quality, and a successful operation.

AR Reviews for SY 2021-2022

MDE will be completing year five of the Administrative Review Cycle during the 2021-2022 school year. These are the reviews that were postponed in school year 2019-

2020 due to the pandemic. Sponsors receiving reviews will be communicated with directly in late fall 2021.

MDE Monitoring and Technical Assistance Visits for Open SSO Sites

Sponsors hosting open SSO sites, may be subject to unannounced MDE monitoring and technical assistance visits. Please ensure your open-site information is up to date in your 2022 School Nutrition Program application in [MEGS+](#). Site visits will be based off this information.

New monitoring forms will take effect SY 2021-2022. For all the updated self-monitoring forms, visit the [School Nutrition Programs website](#).

Contact Us

Email: MDE-SchoolNutrition@Michigan.gov

Nutrition Gateway: The Michigan Department of Education [Nutrition Gateway](#) provides Child Nutrition Program (CNP) agencies a singular system to access annual CNP applications (MEGSplus), monthly claims (MIND) and periodic administrative reviews (GEMS/MARS) through an integrated dashboard and portal.

If you or someone you know is interested in receiving the School Nutrition News and Updates and SNP Bulletins, visit [School Nutrition News and Updates Subscription](#).

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1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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USDA Civil Rights Complaint Links:

https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf

<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>

Links Used in This Document:

https://www.michigan.gov/documents/mde/SSOMonitoring_NEWword_V2_736318_7.pdf

https://www.michigan.gov/documents/mde/SNP_Site_Monitoring_NEWword_736320_7.pdf

https://www.michigan.gov/documents/mde/Sponsor_Monitoring_NEWwordRM_736319_7.pdf

https://www.michigan.gov/documents/mde/ASSP_Monitoring_NEWword_736322_7.pdf

<https://fns-prod.azureedge.net/sites/default/files/resource-files/COVID19NationwideWaiver94os-003.pdf>

https://mdoe.state.mi.us/MEGSPlus/Login2.aspx?APPTHEME=MIMDE_MEGSPUS&ReturnURL=/MEGSPlus/Logout2.aspx

https://www.michigan.gov/mde/0,4615,7-140-66254_50144_94240_94245-508152--_00.html

<https://mdoe.state.mi.us/gateway/Authentication/Login>

https://public.govdelivery.com/accounts/MIMDE/subscriber/new?topic_id=MIMDE_229