



Seamless Summer Option (SSO)

2015

Seamless Summer Option

Table of Contents

Seamless Summer Option	1
Participant Eligibility	1
Types of Sites	1-4
<i>Open Sites</i>	
<i>Restricted – Open Sites</i>	
<i>Closed-Enrolled Sites</i>	
<i>Camp Sites</i>	
<i>Migrant Sites</i>	
<i>Mobile Sites</i>	
Methods of Qualifications for SSO Sites	4
Busing	4
Year-Round Schools	4
SSO Meal Service	5-6
<i>Meal Pattern Requirements</i>	
<i>Food Production Records</i>	
<i>Designated Meal Periods</i>	
<i>Stagger Meal Service Times</i>	
<i>Weekend Meal Service</i>	
<i>A La Carte Sales</i>	
<i>Offer versus Serve</i>	
<i>Second Meals</i>	

Months of Operation	6
Program Access	6
SSO Outreach/Awareness	7
SSO Monitoring	7
<i>SFA Level Site Monitoring</i>	
<i>State Level Monitoring</i>	
SSO Program Records	7-8
<i>Required Program Documentation</i>	
<i>Record Retention</i>	
Restrictions on Participation	8
Reimbursement Rates	8
Application to Participate	9
SSO Site Applications	9-13
SFSP and SSO Comparison Chart	15-21
SSO Q's and A's	23-36
SSO Claims	37-46
Seamless Summer Option Forms	49-55
<i>Claim Form Template</i>	
<i>Site Monitor Review Form</i>	
<i>Daily Meal Count Form</i>	

Seamless Summer Option (SSO)

The Kentucky Department of Education, Division of School and Community Nutrition administers the Seamless Summer Option (SSO) and the Summer Food Service Program (SFSP). These programs are not structured the same. The SSO combines features of the National School Lunch Program (NSLP), the School Breakfast Program (SBP) and the SFSP regulations. The SSO reduces paperwork and the administrative burden that is normally associated with operating three different programs. This enables LEAs to operate the SSO under many of the same regulations, procedures and policies that they currently operate under during the regular school year.

The summer feeding programs, SSO and SFSP, were created to ensure that children in low- income areas could continue to receive meals during long school vacations when they do not have access to school lunch or breakfast. The SSO offers good, nutritious food that's "in" when school is "out." This guidance applies to the SSO. For information regarding the SFSP, please visit [http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-\(SFSP\).aspx](http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-(SFSP).aspx) .

Participant Eligibility

Any child 18 years of age and under and those persons over age 18 who meet the federal definition of mentally or physically disabled may receive meals under the SSO free of charge.

Types of Sites

The SSO has the following types of sites that may be located in a school or non-school location:

- Open sites
- Restricted-Open sites
- Closed-Enrolled sites
- Camp sites
- Migrant sites
- Mobile sites

School Sites

Sites that are located at schools may determine eligibility through school data, enrollment eligibility data or census data. All SSO feeding sites must have at least 50 percent of the children eligible for free or reduced-price meals under the NSLP and SBP or receive approval as an eligible site based on location in an attendance zone of an eligible school/campus. The free and reduced-price eligible percentages for schools must be determined by utilizing the published October data on SCNs website.

The entire campus of a school site is considered part of the site, including the surrounding grounds and classrooms. However, schools may designate specific areas of the campus as feeding sites. If children are served at different areas of the campus, each location must be monitored during the meal service.

Local Educational Agencies (LEAs) operating school sites must ensure the school sites remain open to participation by all children in the neighborhood.

If an LEA intends to operate the SSO at a site where an accredited summer school program is in session, the LEA must ensure that the food service is open to all children residing in the area served by the site. If a summer school site is not open to all the children of the community and provides meals only to enrolled summer school students, the site is not eligible to participate in the SSO. In this situation, the meals served only to enrolled summer school students may be reimbursed through the NSLP and SBP by eligibility category.

If the school is only offering enrichment courses that are not considered part of the academic curriculum and do not require mandatory attendance, the school may be eligible to participate in the SSO as an open or closed-enrolled site.

LEAs must submit the SSO site information on all sites that are not open school sites to participate in the SSO.

Provision 2 LEAs must use a school site's base year to determine area eligibility using the Base year percent of enrolled eligible students, not claiming percentages. All Provision 2 schools meals served should be counted as free meals.

Open Sites

An open site is one that serves all children in a geographical area where a minimum of 50 percent of the children are eligible for free or reduced-price meals.

An open site can claim a maximum of two meals per day (for example, lunch and breakfast or lunch and a snack. Lunch and Supper are not allowed to be served on the same day). The LEA may choose the meals that will be served. LEAs approved for open sites are reimbursed for eligible SSO meals that are served to all participating children.

Restricted Open Sites

A restricted open site is one that is initially open to broad community participation but participation is restricted by the LEA for reasons of security, safety or control. A restricted open site is open to the entire community on a first-come, first-served basis. This must be mentioned in the media release. Children cannot be selected based on a particular characteristic or from an identifiable group in the community. Restricted open sites may not charge a fee for children to attend. An example of a restricted open site is a site that has space for only a certain number of children due to the fire code.

A restricted open site can claim a maximum of two meals per day (for example, lunch and breakfast or lunch and a snack. Lunch and Supper are not allowed to be served on the same day). The LEA may choose the meals that will be served. Restricted open sites are reimbursed for eligible SSO meals that are served to all participating children.

Closed Enrolled Sites

Closed-enrolled sites are sites located in eligible or non-eligible areas that are limited to a group of enrolled children of which at least 50 percent are eligible for free or reduced-price meals (academic summer schools closed to the community are ineligible to participate in the SSO). A closed enrolled site could include any program for children, other than academic summer school that is closed to the public, provided at least 50 percent of the enrolled children are eligible for free or reduced-price meals.

Examples of closed enrolled sites include recreation programs and enrichment classes or programs. The LEA could sponsor and operate these sites or sponsor sites that are operated by local government or private non-profit organizations. Closed enrolled sites must have site eligibility re-determined each year.

A closed enrolled site can claim a maximum of two meals per day (for example, lunch and breakfast or lunch and a snack. Lunch and Supper are not allowed to be served on the same day). The LEA may choose the meals that will be served. Closed enrolled sites are reimbursed for eligible SSO meals that are served to all participating children.

Camp Sites

LEAs may sponsor camp sites that serve meals at residential summer camps and non-residential day camps that offer a continuous schedule of organized cultural or recreational activities for students.

These LEAs must collect household size and income information on the multi-child or multi-use household income eligibility application used in the NSLP and SBP to determine the eligibility of children who are claimed as eligible for free or reduced-price meals. The LEA must maintain these applications on file. LEAs must serve or make available the same meal to all children regardless of reimbursement status.

LEAs can only claim reimbursement for those meals that are served at the camp to children who are eligible for free or reduced-price meals under the NSLP and SBP. Allowable meal services include breakfast, snack, lunch and/or supper.

At camps, a maximum of three meals may be served, such as breakfast, lunch and a snack. Only migrant sites and camps may be reimbursed for lunch and supper served to the same children on the same day. For camps, both residential and non-residential, only the meals served to income eligible students (based on free and reduced-price applications) will be reimbursed.

Migrant Sites

LEAs primarily serving children through age 18 of migrant families, as certified eligible by the LEA's migrant coordinator, may operate migrant sites. Allowable meal service includes breakfast, snack, lunch and supper. At migrant sites, a maximum of three meals may be served, such as breakfast, lunch and a supper. Only migrant sites and camps may be reimbursed for lunch and supper served to the same children on the same day.

Mobile Route Sites

LEAs may use non-traditional methods to meet the nutritional needs of low-income children using a mobile route. In a mobile route, an LEA uses a vehicle, such as a bus, as a meal service site. The vehicle stops at numerous locations and provides meals to children at each stop. The children eat on or near the vehicle.

LEAs may use mobile routes to meet the needs of low-income children, provided that:

- Each location where meals are dispensed meet site eligibility criteria;
- Consumption of meals are on or near the bus/vehicle; and
- Established meal service times and display of non-discrimination poster are followed.

The LEA must also have the ability to adjust meal deliveries according to attendance fluctuation. LEAs must ensure the safety of the food that is served to the children, such as following Hazard Analysis Critical Control Point (HACCP) Standard Operating Procedures (SOPs), maintaining proper temperatures of food throughout the route and meeting state and local health standards.

LEAs may include the allowable cost of transporting food to children in rural areas in the same manner that they claim the costs of transporting children to food service sites, that is, the costs must be allowable and reasonable. LEAs must advertise that the mobile feeding sites are available by including the location and meal service times in their program advertising and notifications.

Methods of Qualifications for SSO Sites

Sites may qualify for participation in the SSO by using data other than a school's published October data. The LEA may use census block group data as approved by SCN. United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) must approve the use of data from other sources, such as departments of welfare and education and zoning commissions. Submit to SCN requests for approval from USDA. Generally, current data must be used.

Busing

If students are being bused to a school outside their attendance area to participate in the SSO, the school used as the meal service site (the school the students are being bused to) can establish eligibility in two ways.

The LEA may determine eligibility based on the enrollment/attendance data obtained for:

- The school the children attend and are bused to, or
- The school the children would have attended if it were not for the school's busing policy (the neighborhood in which the facility is located and where the children live).

Site eligibility may be determined in the above situations only if the LEA is able to document the percentage of children eligible for free and reduced-price meals at each school, both before and after the students are reassigned to the school outside their neighborhood.

The LEA must use the same method of determining SSO site eligibility for all sites in which busing occurs. LEAs must continue to use the attendance/enrollment data from the school in whose attendance zone the site is located when busing is not used.

Sites for Year-Round Schools with Off-Track Breaks

LEAs approved on a year-round/continuous schedule and have off-track breaks that are officially part of the school schedule can be approved to operate the SSO. The off-track breaks must be at least 10 school days to be able to serve meals through SSO.

An LEA may only serve and claim reimbursable meals through SSO in which they are currently approved to serve and claim in NSLP. For example, an LEA approved for breakfast only in NSLP cannot serve or claim lunch or snack meals in the SSO.

SSO Meal Service

Meal Pattern Requirements

Nutritional standards for meals served and claimed must meet the meal pattern requirements for lunch, breakfast and/or snacks. Supper meals served and claimed for reimbursement must meet the NSLP pattern requirements.

All NSLP/SBP/ASCP meal pattern and dietary specification requirements for each age/grade group must be followed in order for SSO meals to be reimbursed. Supper meals served and claimed for reimbursement must meet the NSLP lunch meal pattern requirements.

Food Production Records

LEAs must use the State prototype production records or a State approved alternate production record that was approved for use in NSLP for the current program year. LEAs must be able to provide the food production records to SCN upon request and during an Administrative Review (AR).

Designated Meal Periods

Breakfast must be served to a child in the morning hours. Lunch must be offered between 10:00 a.m. and 2:00 p.m. Supper meals should begin before 7:00 p.m. and end by 8:00 p.m. Snacks should be evenly and adequately spaced between other meal service times to minimize food waste and ensure good nutrition practices. SCN recommends a two-hour interval between all meal services.

Stagger Meal Service Times

LEAs participating in the SSO as an open site may serve meals at staggered times for community children and school children attending summer school. LEAs must serve the same meal service (i.e., food served, length of serving time, eating area, meal service locations, etc.).

Weekend Meal Service

LEAs must request approval from SCN for weekend meal service. An LEA that plans to serve weekend meals in the SSO must include this information in the site application.

A La Carte Sales

A la carte sales are not encouraged during summer meal service. Children should be encouraged to participate in the meal service being offered before they pay for a la carte items.

Offer versus Serve

An LEA, regardless of location of the sites, may choose to use the offer versus serve option if the LEA or a specific school under its direction:

- Used the offer versus serve option during the current NSLP school year; and
- Serves the food cafeteria style on the school campus.

A LEA choosing to use offer versus serve must:

- Use offer versus serve for all meal services at that site;
- Serve the children at minimum the amounts of food required by the NSLP; and
- Offer all required food items/components.

Offer versus serve meals must be documented on the food production records. If an LEA does not elect to use offer versus serve all full food components for the attending age/grade groups must be served.

Second Meals

Second meals are not reimbursable in the SSO and may not be claimed for reimbursement.

Months of Operation

The months of operation for SSO meals are as follows for schools operating a traditional or year-round calendar:

- May through September, when school is not in session.
- October through April for non-school sites that are responding to an unanticipated school closure.

Months of Operation for Schools on a Continuous or Year-Round Calendar:

- During scheduled breaks of 10 or more school days.
- Any time during the year for non-school sites that are responding to an unanticipated school closure.

The months of operation for SSO meals served in an unanticipated school closure is from October through April.

An unanticipated school closure is defined as a natural disaster, unscheduled major building repair, court order relating to school safety or other issues, labor management dispute, or other similar cause as approved by SCN. As mandated by the National School Lunch Act, meals provided during an unanticipated school closure must be served at a non-school site.

Program Access

LEAs operating academic summer schools and the SSO should ensure they make a concerted effort to attract children from the community who are not attending summer schools to participate in the summer program. SCN will determine both in the approval process of sites and in the review of sites that schools approved to operate as seamless summer option sites make a reasonable effort to advertise the availability of free meals to children in the community who will not be attending summer school.

LEAs applying to participate in the SSO must describe how each site will advertise the availability of meal services to children in the community. The method of advertising meal services to the public must be documented and confirmed later during a review by SCN or FNS. For example, if the LEA stated that SSO site meals would be advertised in a publication, a copy of the advertisement should be available. Also, documentation of public service announcements by radio or television stations, and copies of flyers provided to students or mailed to students' parents.

During a scheduled site review, SCN will observe community participation at the site and attempt to confirm whether the school advertised meals as described in their application.

SSO Outreach/Awareness

Beginning in summer 2011, regardless of whether the LEA participates in the SSO, SFSP or does not participate in a summer feeding program at all, the LEA **must** notify households **before the end of the school year** of the availability and location of summer meals in their geographical area. The information distributed to the households can include the location of all nearby summer feeding program meal sites, times of service and SFSP organization's contact information (if available).

SSO Monitoring

SFA Level Site Monitoring

The LEA must review the meal counting, claiming and meal pattern compliance for each summer site within the first three weeks from the beginning of the SSO operation. SCN has provided a prototype monitoring form to be completed by the LEA for each site. Site reviews must be conducted within the 1st four weeks at all sites. New non-school sites or sites that were problematic in the previous program year require an additional site review to be conducted within the first week of operation.

Edit checks are not required for the SSO sites. However, LEAs must ensure that meal counts are correctly claimed based on their records of meals served.

State Level Monitoring

SCN will review at least one SSO site in operation at all LEAs scheduled for an AR review during the previous School Year (SY) or scheduled in the upcoming SY.

For example, the review of a SSO site could be conducted as follows:

AR scheduled in SY 14-15

- SSO review in Summer 14 or Summer 15.

AR scheduled in SY 15-16:

- SSO review in Summer 15 or Summer 16.

SCN may review SSO sites even if an AR is not scheduled for that LEA, especially if concerns arise about management of the SSO operations.

SSO Program Records

Required Program Documentation

Documentation of site eligibility, media release and ethnic racial data must be maintained. A daily meal count sheet must be completed and maintained to support the number of reimbursable meals claimed for all meal services at each site. Monitoring forms must be completed for all sites within the 1st four weeks of operation. If the site is a new non-school site or was a problematic site in previous years, the monitoring form must be filled out within the 1st week of operation and then again within the 1st four weeks. Planned menus and production records for all meals served must be utilized and maintained on file to support that the meals claimed met the meal pattern requirements. Any other documentation related to the program application and operation of sites that support that the program was provided according to regulations and guidance.

Record Retention

All documentation or records supporting the LEA's reimbursement claim must be kept on file for a minimum of three years after the end of the fiscal year to which they pertain. If audit findings have not been resolved, the applications must be maintained as long as required for the resolution of the issues raised by the audit.

Restrictions on Participation in the SSO

In LEAs where NSLP/SBP Performance Standard 1/Performance Standard 2 deficiencies have been noted due to AR findings, other audit findings or LEAs placed on financial hold status will not be allowed to participate in the SSO. Non-school sponsored sites determined to be seriously deficient in the administration of the SFSP or the Child and Adult Care Food Program (CACFP) will not be approved to operate.

Reimbursement Rates

Meals served under the SSO are reimbursed at the "free" rates prescribed by the USDA for the NSLP (including snacks) and SBP. Supper meals, claimed by migrant sites and residential camps, are reimbursed at the NSLP free lunch rate.

Meals served at camps that are approved as SSO sites are reimbursable only for children who are eligible for free or reduced-price school meals. Camps participating in the SSO may not claim any meals at the NSLP paid rate for children who are ineligible for free or reduced-price meals.

Qualified schools continue to receive the severe need breakfast rates under the SSO operations. Eligible schools participating as SSO sites will continue to earn the commodity entitlement under NSLP for lunches and sites approved to serve and claim suppers.

Schools participating in the SSO that are qualified will receive the extra \$0.02 differential for lunch and supper meals. In addition, lunches claimed under the SSO may count toward the determination of the LEA's eligibility for the extra \$0.02 differential and the site's eligibility for the severe need breakfast rate.

The LEA will receive the same reimbursement rates for non-school sites as for the school sites. When different schools within the LEA's jurisdiction qualify for different rates, such as the severe need breakfast rate, then the non-school site will earn the same reimbursement rates as the nearest school. If the LEA is sponsoring a school that is outside its jurisdiction, the LEA will receive the same NSLP reimbursement rates that the school site earns during the regular school year.

Since the rates change on July 1 each year, the June and July claims for reimbursement cannot be combined. June meals served under the SSO would be included in the same claim as regular NSLP meals for June. If the LEA did not operate the regular NSLP in June but operated the SSO for 10 days or less in June, the LEA could combine the June SSO meals on the May claim. Conversely, if the LEA operates the SSO for 10 days or less during July, it could combine the July and August claims for reimbursement.

Application to Participate

LEAs can apply to participate in SSO through CNIPS beginning May 1st each year by completing the SSO site applications within their NSLP application packet.

SSO Site Applications

The LEA must submit the following information for each site in CNIPS for program approval:

- a. Name, email address, phone number and Title of Site Supervisor.
- b. Name, address and phone number of site.
- c. Type of site: open, restricted open, closed enrolled, migrant or camp.
- d. Free and reduced-price data to support site eligibility (at least 50% free and reduced-price or located in the attendance zone of an area eligible school).
- e. Beginning and ending dates of site operations by feeding site.
- f. Types of meals, including day(s) of week and time(s) of day that meals are served.
- g. Indicate if the site operates on a year-round school calendar.
- h. Field Trip Dates.
- i. Meal Service information.
- j. How meals will be advertised to the community (not applicable for closed enrolled sites and camps).
- k. Name of Organizational Liaison if the sponsor is not providing the site personnel.
- l. Severe Need Breakfast Eligibility information

For the following two types of sites, in addition to the requirements of letters a-h above, SFAs must submit the following:

For restricted open sites:

- An explanation on why attendance needs to be limited or restricted due to security, safety or control.

For closed-enrolled sites:

- Identify data used to qualify each site.
- Explanation to why the SFA is sponsoring closed sites.

For camps:

- Indicate type of camp (residential or non-residential).
- If non-residential, provide a brief description of the organized program.
- Explain why the LEA is sponsoring the camp.
- Indicate the source of documentation of individual eligibility of children.
- Provide a projection of the number of children who will be enrolled and the number of children eligible for free/reduced price meals.
- Assurance that the camp will only claim reimbursement for children that are determined eligible for free or reduced-price meals.

**SSO Site Application
For School Year: 2015 - 2016**

10001 Status: Active Anywhere County DBA: 570 Love ST Anywhere, KY 1234 Type of Agency: Educational Institution Type of SNP Organization: Public	1002 Status: Active MIDDLE SCHOOL N o address on file for this year
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

Version: Original

Site Supervisor

1. Name:	Salutation	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Physical Address

5. Address Line 1:	<input type="text"/>
6. Address Line 2:	<input type="text"/>
7. City:	<input type="text"/>
8. State:	Zip: <input type="text"/> USPS Zip Code Lookup
9. County:	<input type="text"/>

Type of Site and Eligibility

10. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

% Free and Reduced approved, school data (most recent October data).
 Select the Qualifying Site for the Seamless Summer Option:

Census data.
Census Tract No.
Block Group No.

Income eligibility forms are:

- Collected
- On File
- SFA Listing

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Other:

Explain:

- Migrant (1-3 Meals)
- Camp (1-3 Meals)
 - Residential
 - Non-residential (day camp)

If 'Non-residential' is selected, provide a brief description of the organized program.

Why sponsoring a camp?

Source of documentation for individual children's eligibility:

- Regular School Year Eligibility (SFA Listing)
- Application Submitted to Camp Site
- Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

Period of Operation

11. Is the Site located in an area where the school operates on a year-round calendar? Yes No

12. Summer Operational Dates: Start Date: End Date:

13. Enter the number of days the Site will operate each month:

OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015
<input type="text"/>											

14. Field Trip Dates:

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
<input type="checkbox"/> Breakfast Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> AM Snack Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> Lunch Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> PM Snack Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> Supper Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00

Meal Planning and Service

16. Indicate the menu planning option that will be used:
17. Meal Service:
 Are any meals vended? Yes No
 Are meals prepared on this site? Yes No
 Are meals transported to this site? Yes No
18. Are meals transported to this site? Yes No
19. How many Points of Service?

Advertising

20. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use. (Not applicable for Closed Enrolled and Camp sites)
- Advertisement Date(s):
- Newspaper announcement/press release TV/Radio
 Flyers - neighborhood Flyers - school Posters and signs
 Sponsor website School newspaper
 Other

Organization Liaison

21. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:
- Organization: Person Responsible:

Severe Need Breakfast Qualification

22. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
			0	%

Certification

I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the School and Nutrition programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Page Intentionally Left Blank

Summer Nutrition Programs: Comparing Summer Food Service Program (SFSP) to Seamless Summer Option (SSO)

2015

Topic	SFSP	SSO																																				
Reimbursement Rates	<p>Same rates throughout the summer. FFY 2015 Rates through December 31</p> <p>Rural or Self Preparation Sites</p> <table border="1"> <thead> <tr> <th>Type of Meal</th> <th>Reimbursement Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>\$ 2.0775</td> </tr> <tr> <td>Lunch/Supper</td> <td>\$ 3.6450</td> </tr> <tr> <td>Snack</td> <td>\$ 0.8650</td> </tr> </tbody> </table> <p>* SFSP exceeds SSO by .1475 breakfast, .5850 lunch, and .045 snack</p> <p>Urban and Vended Sites</p> <table border="1"> <thead> <tr> <th>Type of Meal</th> <th>Reimbursement Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>\$ 2.0375</td> </tr> <tr> <td>Lunch/Supper</td> <td>\$ 3.5875</td> </tr> <tr> <td>Snack</td> <td>\$ 0.8450</td> </tr> </tbody> </table> <p>** SFSP exceeds SSO by .4175 breakfast, .5475 lunch, and .025 snack</p>	Type of Meal	Reimbursement Rate	Breakfast	\$ 2.0775	Lunch/Supper	\$ 3.6450	Snack	\$ 0.8650	Type of Meal	Reimbursement Rate	Breakfast	\$ 2.0375	Lunch/Supper	\$ 3.5875	Snack	\$ 0.8450	<p>Same as "free" rates during school year FFY 2015 Rates through June 30</p> <p>Maximum</p> <table border="1"> <thead> <tr> <th>Type of Meal</th> <th>Reimbursement Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast *</td> <td>\$ 1.93</td> </tr> <tr> <td>Severe Need</td> <td></td> </tr> <tr> <td>Lunch/Supper *</td> <td>\$ 3.06</td> </tr> <tr> <td>Maximum + .06</td> <td></td> </tr> <tr> <td>Snack *</td> <td>\$ 0.82</td> </tr> </tbody> </table> <p>Minimum</p> <table border="1"> <thead> <tr> <th>Type of Meal</th> <th>Reimbursement Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast **</td> <td>\$ 1.62</td> </tr> <tr> <td>Lunch/Supper **</td> <td>\$ 3.04</td> </tr> <tr> <td>Snack **</td> <td>\$ 0.82</td> </tr> </tbody> </table>	Type of Meal	Reimbursement Rate	Breakfast *	\$ 1.93	Severe Need		Lunch/Supper *	\$ 3.06	Maximum + .06		Snack *	\$ 0.82	Type of Meal	Reimbursement Rate	Breakfast **	\$ 1.62	Lunch/Supper **	\$ 3.04	Snack **	\$ 0.82
Type of Meal	Reimbursement Rate																																					
Breakfast	\$ 2.0775																																					
Lunch/Supper	\$ 3.6450																																					
Snack	\$ 0.8650																																					
Type of Meal	Reimbursement Rate																																					
Breakfast	\$ 2.0375																																					
Lunch/Supper	\$ 3.5875																																					
Snack	\$ 0.8450																																					
Type of Meal	Reimbursement Rate																																					
Breakfast *	\$ 1.93																																					
Severe Need																																						
Lunch/Supper *	\$ 3.06																																					
Maximum + .06																																						
Snack *	\$ 0.82																																					
Type of Meal	Reimbursement Rate																																					
Breakfast **	\$ 1.62																																					
Lunch/Supper **	\$ 3.04																																					
Snack **	\$ 0.82																																					
Application Deadline	<ul style="list-style-type: none"> ✓ Submit online: the application packet and agreement addendum by the application deadline- May 16th. ✓ Add/Delete/Adjust site application(s) as often as necessary (once submitted, allow 48-hours to obtain prior SA approval). ✓ Must have prior approval for assurance of SFSP reimbursement. 	<ul style="list-style-type: none"> ✓ Submit SSO Statement of Intent by May 1st. ✓ Requesting online application packet submitted by May 15th however, sponsor applications are accepted throughout the summer. ✓ Add/Delete or Adjust site application as often as necessary (once submitted, allow 48-hours to obtain prior SA approval). ✓ Must have prior approval for assurance of SSO reimbursement. 																																				

USDA is an equal opportunity provider and employer.

Summer Nutrition Programs: Comparing Summer Food Service Program (SFSP) to Seamless Summer Option (SSO)

2015

Topic	SFSP	SSO
Training Requirements	<ul style="list-style-type: none"> ✓ Annually Training Options Attend a one-day face to face training Or Recorded version will be posted on the website TBA 	<ul style="list-style-type: none"> ✓ Annually ○ SFSP/SSO Webinar Training for SFAs ○ Recorded version will be posted on the website TBA
Monitoring Required By SFA	<ul style="list-style-type: none"> ✓ For school/experienced sites <ul style="list-style-type: none"> ○ 4th week review: required for ALL sites ✓ For new non-school and/or problematic sites from prior year <ul style="list-style-type: none"> ○ Pre-operational visit – Unless a waiver is approved ○ First week visit – Unless a waiver is approved ○ 4th week review: required for ALL sites ✓ At all sites-continued monitoring as needed to assure compliance. 	<ul style="list-style-type: none"> ✓ For school/experienced sites <ul style="list-style-type: none"> ○ 4th week review: required for ALL sites ✓ For new non-school and/or problematic sites from prior year <ul style="list-style-type: none"> ○ Pre-operational visit ○ First week visit: ○ 4th week review: required for ALL sites ✓ At all sites-continued monitoring as needed to assure compliance.
Monitoring Required By Federal Regulations	<ul style="list-style-type: none"> ✓ Review all SFAs every three years ✓ More frequently based on program size and prior violations identified by the SCN ✓ Must review 10% of sites or at least 1 site of a SFA. 	<ul style="list-style-type: none"> ✓ Administrative Review (AR) every three years ✓ Must include one SSO site review in the summer before or the summer after AR review.
Meal Pattern	<ul style="list-style-type: none"> ✓ Meal pattern must meet 7 CFR Part 225.16(d) standards. ✓ SFAs may substitute the NSLP/SBP meal pattern for the SFSP meal patterns. 	<ul style="list-style-type: none"> ✓ Same as the NSLP/SBP.
Public Notification	<ul style="list-style-type: none"> ✓ SFA must state in application how each site (excluding closed-enrolled sites) will advertise availability of Open site meals to the community. Non Discrimination Statement and income guidelines must be included. ✓ Sponsors are required to release a public media notice for site types (including closed enrolled and camp sites) ✓ Submitted media release will be provided during the application process. 	<ul style="list-style-type: none"> ✓ SFA must state in application how each site (excluding closed-enrolled sites) will advertise availability of Open site meals to the community ✓ Include Non Discrimination Statement and income guidelines ✓ Use standard form provided by SCN

USDA is an equal opportunity provider and employer.

Summer Nutrition Programs: Comparing Summer Food Service Program (SFSP) to Seamless Summer Option (SSO)

2015

Topic	SFSP	SSO
Health Inspection	<ul style="list-style-type: none"> ✓ Include Non Discrimination Statement and income guidelines ✓ Use standard form provided by SCN ✓ Sponsor will maintain documentation to support completion. ✓ SCN contracts with the Local Health Inspectors to conduct inspections of the SFSP during non-school site's meal service. ✓ Health inspectors may choose to inspect sites as often as necessary to assure meal are served safe. ✓ SCN incurs the cost of these inspections. 	<ul style="list-style-type: none"> ✓ Sponsor will maintain documentation to support completion ✓ There is no funding to support SSO inspections, therefore the chances of being inspected is less likely. ✓ As a courtesy, notify the local health inspectors of your intent to operate SSO
Recordkeeping and Documentation	<ul style="list-style-type: none"> ✓ Meal counts by site (daily point of service meal counts and weekly totals) ✓ Menus and meal preparation records ✓ All costs associated with operation of the summer food program ✓ Documentation of site eligibility for each site ✓ Documentation of sponsor monitoring at each site (as SFSP applicable: pre-operational visit, 1st week visit, 4th week or before the site closes review) ✓ Ethnic/Racial Data for each site ✓ Documentation of training site personnel ✓ Documentation of media release ✓ Documentation of health department notification and corrective action resulting from any visits from the health department (as applicable) ✓ Meal delivery receipts (central kitchens with satellite sites) Field trip and change request submitted in online system 	<ul style="list-style-type: none"> ✓ Meal counts by site (daily point of serve meal counts and monthly totals) ✓ Menus and menu production records (same as school year) ✓ All costs associated with operation of the summer food program ✓ Documentation of site eligibility for each site (as SSO applicable: pre-operational visit, 1st week visit, 4th week or before the site closes review) ✓ Ethnic/Racial Data for each site ✓ Documentation of sponsor monitoring at each site (once during first four weeks of operation) ✓ Documentation of media release ✓ Documentation of health department corrective action resulting from any visits from the health department (as applicable)

USDA is an equal opportunity provider and employer.

Summer Nutrition Programs: Comparing Summer Food Service Program (SFSP) to Seamless Summer Option (SSO)

2015

Question	SFSP	SSO
<p>How can 21st Century Programs qualify as a site?</p>	<p>You are encouraged to host 21st Century Programs at area eligible schools. <i>In Area Eligible Schools</i></p> <ul style="list-style-type: none"> ✓ Open Sites- All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ○ We encourage breakfast and lunch ✓ Closed Enrolled Sites- All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ○ We encourage breakfast and lunch <p><i>In Non-Area Eligible Schools</i></p> <ul style="list-style-type: none"> ✓ Closed Enrolled Sites- Based on enrollment (certify that at least 50% of the children that will be or projected to attend qualify for at least reduced priced school meals) <ul style="list-style-type: none"> ○ All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ▪ We encourage breakfast and lunch ✓ Camps (residential and non-residential): Based on enrollment for each session either by approved applications or direct certification <ul style="list-style-type: none"> ○ Sponsor is reimbursed <u>only the meals served to children eligible for free or reduced meals</u> ○ All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ▪ We encourage breakfast and lunch at a minimal ▪ Use roster for point of service meal counts. 	<p>You are encouraged to host 21st Century Programs at area eligible schools. <i>In Area Eligible Schools</i></p> <ul style="list-style-type: none"> ✓ Open Sites- All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ○ We encourage breakfast and lunch ✓ Closed Enrolled Sites- All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ○ We encourage breakfast and lunch <p><i>In Non-Area Eligible Schools</i></p> <ul style="list-style-type: none"> ✓ Closed Enrolled Sites- Based on enrollment (certify that at least 50% of the children that will be or projected to attend qualify for at least reduced priced school meals) <ul style="list-style-type: none"> ○ All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ▪ We encourage breakfast and lunch ✓ Camps (residential and non-residential): Based on enrollment for each session either by approved applications or direct certification <ul style="list-style-type: none"> ○ Sponsor is reimbursed <u>only the meals served to children eligible for free or reduced meals</u> ○ All children may receive up to two reimbursable meals excluding lunch and supper combination <ul style="list-style-type: none"> ▪ We encourage breakfast and lunch at a minimal <p>Use roster for point of service meal counts.</p>

USDA is an equal opportunity provider and employer.

Summer Nutrition Programs: Comparing Summer Food Service Program (SFSP) to Seamless Summer Option (SSO)

2015

Question	SFSP	SSO
Can SFAs add, delete, or make adjustments to the site applications throughout the summer?	<ul style="list-style-type: none"> ✓ SFAs are encouraged to add, delete or make adjustments to the site applications as often as necessary. ✓ All site changes must be submitted in the technology system. ✓ Changes that are not SA prior approved are not eligible for reimbursement. 	<ul style="list-style-type: none"> ✓ SFAs are encouraged to add, delete or make adjustments to the site applications as often as necessary. ✓ All site changes must be submitted in the technology system (Suggested, allow 48-hours to obtain prior SA approval). ✓ Changes that are not SA prior approved are not eligible for reimbursement.
Are sponsors required to notify SCN prior to sites' field trips, to assure reimbursement?	<ul style="list-style-type: none"> ✓ Yes, the SCN requires sponsors provide notification prior to providing reimbursable meals to children at a location other than the approved location. ✓ A field trip in which prior notification was not provided to SCN will result in meals served at an unapproved site and are not eligible for reimbursement. 	<ul style="list-style-type: none"> ✓ Sponsors should provide notification to SCN prior to providing reimbursable meals to children at a location other than the approved location.
How many meals are reimbursable per day?	<ul style="list-style-type: none"> ✓ At open, restricted open, or closed enrolled sites: <ul style="list-style-type: none"> ○ A maximum of two meals, such as: <ul style="list-style-type: none"> ○ lunch and breakfast, or ○ lunch and one snack, or ○ breakfast and one snack, may be claimed per day. ○ Lunch and supper <u>may not</u> be reimbursed for same children. ✓ At camps (residential and non-residential): only the meals served to children eligible for free or reduced meals (based on approved applications or direct certification) may be reimbursed. <ul style="list-style-type: none"> ○ A maximum of three meals, such as breakfast, lunch, and one snack, may be claimed per day. ✓ At migrant sites: <ul style="list-style-type: none"> ○ A maximum of three meals, such as breakfast, lunch, and one snack, may be claimed per day. ✓ Only camps and migrant sites may claim both lunch and supper served to the same children on the same day. 	<ul style="list-style-type: none"> ✓ At open, restricted open, or closed enrolled sites: A maximum of two meals, such as: <ul style="list-style-type: none"> ○ lunch and breakfast, or ○ lunch and one snack, or ○ breakfast and one snack, may be claimed per day. ✓ At camps (residential and non-residential): only the meals served to children eligible for free or reduced meals (based on approved applications or direct certification) may be reimbursed. <ul style="list-style-type: none"> ○ A maximum of three meals may be claimed per day. ✓ At migrant sites: <ul style="list-style-type: none"> ○ A maximum of three meals may be claimed per day. ✓ Only camps and migrant sites may claim both lunch and supper served to the same children on the same day.

USDA is an equal opportunity provider and employer.

Summer Nutrition Programs: Comparing Summer Food Service Program (SFSP) to Seamless Summer Option (SSO)

2015

<p>Are there designated meal periods for sites?</p>	<ul style="list-style-type: none"> ✓ No, there are no designated times for meal periods or time restrictions. ✓ However, as a part of the site application, sponsors must designate the time meals will be served and assure meals are served within the designated times established and approved on the site application. 	<ul style="list-style-type: none"> ✓ Yes, meal times for breakfast and lunch must follow the designated times in the SBP and NSLP regulations. <ul style="list-style-type: none"> ○ Breakfast must be served to a child in the morning hours according to 7 CFR 220.2(b) ○ Lunch must be offered between 10:00 am and 2:00 pm, as provided in 7 CFR 210.10(f). ○ Supper meals should begin before 7:00 p.m. and end by 8:00 p.m. ○ Snacks should be evenly and adequately spaced between other meal service times to minimize food waste and ensure good nutrition practices.
<p>Are second meals reimbursable?</p>	<ul style="list-style-type: none"> ✓ Yes, sponsors are eligible to claim 2% of the total first meals claimed by type within any given month. 	<ul style="list-style-type: none"> ✓ Second lunches and snacks may be offered but cannot be claimed under the SSO (see 7 CFR 210.10 (a)(2))
<p>Are HACCP Requirements applicable?</p>	<ul style="list-style-type: none"> ✓ A HACCP plan is not required to be developed and implemented by SFSP sponsors. However, all sponsors are required to ensure that sites maintain proper sanitation and health standards in conformance with all applicable State and local laws and regulations [7 CFR 225.6(e)(9)]. 	<ul style="list-style-type: none"> ✓ Yes. SFA's are required to develop and implement a food safety plan based on HACCP principles that is applicable to anywhere program foods are stored, prepared or served. The food safety plan must be followed when providing program meals through SSO.

USDA is an equal opportunity provider and employer.

Summer Nutrition Programs: Comparing Summer Food Service Program (SFSP) to Seamless Summer Option (SSO) 2015

<p>To assure that the menu planning requirements are met, should the SFA/site have food production records?</p>	<ul style="list-style-type: none"> ✓ Traditional Food Production records are not a federal requirement for the SFSP. SCN requires a menu record for meals be maintained for meals served. ✓ SFSP sponsors are required to maintain documentation of food preparation which may include but not limited to receipts, invoices, delivery receipts, menus, etc. ✓ Records must provide sufficient documentation to allow the SA clear information to evaluate how the meals contribute to the required food components or menu items which meet the meal pattern requirement. 	<ul style="list-style-type: none"> ✓ Yes. As set forth in 7 CFR 210.10(a)(3), schools must keep production records and menu records for the meals they produce. ✓ The production records must allow the SA to evaluate how the meals contribute to the required food components or menu items.
<p>For Additional Questions Contact</p> <p>Valerie Crouch, Programmatic Development Section Supervisor Division of School and Community Nutrition Kentucky Department of Education 500 Mero St. Frankfort, Ky. 40601 - Phone: 502-564-5625 Ext: 4912 Email: valerie.crouch@education.ky.gov</p>		

USDA is an equal opportunity provider and employer.

Page Intentionally Left Blank

National School Lunch Program's Seamless Summer Option Questions and Answers 2014 Edition

GENERAL

1. What is the SSO?

The SSO allows school food authorities (SFAs) to provide free summer meals in low-income areas during the traditional summer vacation periods and, for year-round schools, school vacation periods longer than 10 school days. The SSO is designed to encourage more SFAs to provide meals during summer and other school vacation periods. This option combines features of the NSLP, School Breakfast Program (SBP), and SFSP.

2. What organizations may participate in the SSO?

Only SFAs administering the NSLP or SBP may participate in the SSO. However, with State agency approval, SFAs may sponsor non-school feeding sites under SSO.

3. Are States required to allow SFAs to operate under the SSO?

Yes, the SSO is an option for SFAs. States cannot “opt out” of SSO.

4. What eligibility requirements must a site meet in order to be eligible to participate as a meal service location sponsored by an SFA under the SSO?

Site eligibility requirements are the same as for SFSP. The following types of sites may participate and may be located in schools or at non-school facilities: buildings, parks or other outdoor locations, and mobile feeding sites.

Area Eligible**

Open

- Serves all children through age 18 at a site that is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13.
- Meals are reimbursed at the appropriate NSLP or SBP free rates for all attending children.

Restricted open

- On a first-come first-serve basis, serves children through age 18 at a site that is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13.
- Attendance is limited for reasons of security, safety, or control.
- Meals are reimbursed at the appropriate NSLP or SBP free rates for all attending children.

***** Area eligibility is based on the percentage of enrolled children approved for free or reduced price meals as of the last day of operation of the most recent school year or other month designated by the State agency or other data as discussed in Q13.***

Enrolled

Closed enrolled

- Serves only an identified group of children through age 18 who are participating in a specific program or activity.
- Meals are reimbursed for all children in attendance at the appropriate NSLP or SBP free rates when:
 - At least 50 percent of the children enrolled at the site are approved for free or reduced price school meals; or
 - Documentation indicates that the site is located within the geographical boundaries of a school attendance area with at least 50 percent of its children approved for free or reduced price school meals or other data as discussed in Q13.

Please note, a closed enrolled site that does not meet one of the above criteria is not eligible to participate unless it is qualified to participate as a day camp. Summer school is not a closed enrolled site under the SSO.

- Enrolled children's eligibility status may be determined by:
 - Information obtained from their schools;
 - Applications submitted and approved by the sponsoring school or local educational agency (LEA); or
 - Direct certification conducted by the sponsoring school or LEA.

Camps

- May be residential or non-residential (day camp).
- Must offer regularly scheduled foodservice as part of an organized program for enrolled children.
- Eligibility must be established for each enrolled child.
- Enrolled children's eligibility status may be determined by:
 - Information obtained from their schools;
 - Applications submitted and approved by the sponsoring school or LEA;
 - Direct certification conducted by the sponsoring school or LEA.
- Area eligibility cannot be used to establish camp site eligibility under SSO.
- Meals are reimbursed at the appropriate NSLP or SBP free rates for eligible children in attendance.
- Meals served to ineligible children are not reimbursed; camps may charge ineligible children for meals.

Migrant

- Primarily serving children of migrant families through age 18, as certified by a migrant coordinator.
- Meals reimbursed for all children in attendance at the appropriate NSLP or SBP free rates.

State Agency Approval of SSO Participation

5. What are the criteria for SFA participation in the SSO?

The SFA must be able to demonstrate administrative capability and financial viability to properly operate during school vacation periods. The State agency should not approve applications from SFAs that have significant problems operating either the NSLP or SBP. Further, schools and sites that have been determined to be seriously deficient in the administration of the SFSP or Child and Adult Care Food Program (CACFP) cannot be approved for participation in the SSO. Additionally, the SFA must commit to feeding children in the community, in addition to the children attending summer school. Previous participation in the SFSP is not a requirement for participating in the SSO.

6. What are the requirements for SSO site (including schools) applications?

At a minimum, SFAs must submit the following information for each site to the State agency for application approval:

- Name, address, and phone number of each site;
- An indication of whether the site would operate for schools that have a year-round school calendar and provide services for the duration of vacation periods;
- Type of site (Q4);
- Name of the organization(s) that will operate the site for the SFA (if applicable);
- Types of meals, including day(s) of week and time(s) of day, served; and
- Additional information listed below for the particular type of site.

For open sites and restricted open sites:

- Documentation indicating that the site is a school that has at least 50 percent of children enrolled in the school approved for free or reduced price meals; or, if the site is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13;
- For restricted open sites, an explanation of why the SFA is restricting attendance on the basis of security, safety, or control.

For closed enrolled sites:

- Documentation indicating that the site is a school, that at least 50 percent of children enrolled in the school are approved for free or reduced price meals; or, if the site is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q13;
- If individual children's eligibility is the basis for eligibility, the source of the documentation (from their regular schools, applications submitted to site and approved by the sponsoring school or LEA or a combination of both sources);
- An explanation of why the SFA is sponsoring a closed enrolled site.

For camps:

- Indicate type of camp:
 - residential or
 - non-residential (day camp);
- For non-residential camps, a brief description of the organized program for participating children;
- An explanation of why the SFA is sponsoring camps instead of establishing other, more conventional SSO sites;
- The source of the documentation for individual children’s eligibility (from their regular schools, applications submitted to site and approved by the sponsoring school or LEA or a combination of both sources);
- Certification that the camp will only claim reimbursement for children who are eligible for free or reduced price meals.

For Migrant Sites:

- Certification from the migrant organization sponsoring the site that the site serves children of migrant worker families and that it primarily serves migrant children if it also serves non-migrant children.

7. The regulations define a school year as July 1 through June 30, and the new income eligibility guidelines (IEGs) become effective on July 1. Since SSO sites may be operational across two School Years (SYs), can eligibility information from the prior school year continue to be used and which IEGs should be used?

The information from the SY that ended on June 30th may be used to determine area eligibility. If an application is submitted to determine an individual child’s eligibility, the SFA would use the IEGs in effect at the time an application was processed.

8. Are State agencies required to provide training to SFAs approved to operate SSO?

There is no mandatory training, but FNS strongly encourages State agencies to provide training and technical assistance to SFAs based on their assessment of the need for training. It is especially important for State agencies to properly train SFAs that sponsor non-school sites on the appropriate procedures for operating SSO at a non-school location.

Site Eligibility

9. Can an SFA sponsor a site that is located outside of its district?

Yes, with State agency approval.

10. Can an SFA sponsor non-school sites operated by other non-profit organizations?

Yes, with State agency approval.

(11.) Can an SFA sponsor a mobile feeding site?

Yes, with State agency approval SFAs may use Program funds to operate a mobile feeding site (SP Memorandum 02-2014: *Mobile Feeding Options in Summer Feeding Programs*, November 08, 2014).

12. Can a State agency approve SFA operation of SSO sites (school or non-school) at for-profit locations?

Yes. State agencies may approve SFAs operating SSO sites at for-profit locations if the site meets the criteria outlined in policy memo SFSP-13-2011, *For-profit locations as meal sites in the Summer Food Service Program*.

(13.) Can sites qualify for participation in the SSO by using data other than a school's percentage of free or reduced price enrollment?

Yes. The SFA may use census block group (CBG) data or census tracts. With State agency and RO approval, up to three adjacent CBGs may be averaged, using a weighted average, to determine eligibility. When averaged, the site is considered eligible if 50 percent or more of the children are approved for free or reduced priced meals. Each of the combined CBGs must have at least 40 percent or more children approved for free or reduced price meals for an SSO site to qualify using combined CBG data. A more detailed description of the definition of CBG data is available at within SP 49; CACFP 13; SFSP 19-2014; *Area Eligibility Using Census Data*. Unlike CGBs, Census Tracts may not be combined.

(14.) How is area eligibility determined using census data?

SFAs may document the area eligibility of their proposed open or restricted open sites on the basis of census data. SSO sites that choose to establish eligibility using census data are required to use the most recent data available. 50 percent or more of the children in a CBG or census track must be eligible for free or reduced price school meals to establish eligibility.

Census data tracks and CBGs are available to State agencies in the 2013 census folder in the PartnerWeb at <https://www.partnerweb.usda.gov>. The existing CBG .XLS (Excel) files contain eligibility information for every CBG by State. An additional Census Tract file contains the Census Tracts for the entire United States. Within the data files is an 'Eligible' column that can be used to determine eligibility for both Programs. This file is based on the same data as the 2013 data release (2007-2011 American Community Survey). A third file containing all of the data necessary to combine CBG's is available upon request. More information on the use of census data is available within SP 49; CACFP 13; SFSP 19-2014; *Area Eligibility Using Census Data*.

15. Once approved to operate the SSO, must site eligibility be re-determined each year?

Any SSO sites that participate on the basis of area eligibility using school or census data (as described in Q4 and Q13) are certified under that data for 5 years. State agencies are prohibited from requiring more frequent area eligibility redeterminations unless the State agency is aware of significant economic changes in the area.

Sites that participate on the basis of individual children's eligibility, such as closed enrolled sites and camps, must re-determine their eligibility each year.

16. If the site is either a school using Provision 2 or 3 or is within the attendance area of a school using Provision 2 or 3, what eligibility data is used?

Data from the school's base year may be used to determine area eligibility. As discussed in Q13, the SFA may also use census block group data as approved by the State agency.

17. What site eligibility data is required if the site is a community eligibility school or is within the attendance area of a school using community eligibility?

Community eligibility schools should use their individual school Community Eligibility Provision percentage to qualify for participation in SSO (SP Memorandum 21-2014: *Community Eligibility Provision: Guidance and Q&As*, February 25, 2014, Reimbursement Section, Question 18).

18. Can an SFA limit its sponsorship just to school sites?

Yes. An SFA should match its sponsorship of sites with its financial and administrative capabilities. Where feasible, an SFA could expand its SSO participation to serve more children in the community by sponsoring non-school sites.

19. Under what circumstances can a school operate an academic summer school and also serve as an SSO site?

While schools serving regular NSLP meals over the summer months should be applauded for their efforts to curb childhood hunger, only those sites in eligible areas that are willing to open their feeding programs to the community at large and operate as an SSO open site are eligible to serve free meals to children under the SSO.

20. Can a school or site participating under the SSO as an open site serve meals at staggered times for community children and school children attending summer school?

Yes, but it must be the same meal service (e.g., food served, length of serving time, eating area, etc.).

21. Can a year-round school with off-track breaks participate in the SSO?

Yes, as long as the school is on a year-round/continuous schedule and the off-track breaks are officially part of the school schedule. Typically, the off-track breaks are at least 10 school days; however, SSO service during shorter periods may be approved by the State agency.

Periods of Operation

22. What are the months of operation for schools operating under a traditional school calendar?

The months of SSO operation for these schools are:

- May through September when school is not in session
- October through April for non-school sites only that are responding to an unanticipated school closure (see Q25).

23. When may the SSO be operated in year-round schools?

The SFA may operate the SSO during any scheduled break of 10 or more school days, unless SSO service during shorter periods are approved by the State agency. In addition, the SSO may operate any time during the year for non-school sites only that are responding to an unanticipated school closure (see Q25).

24. Can schools operating on a traditional school calendar operate the SSO during winter or spring breaks or at other times when school is closed?

A school operating on a traditional school calendar may operate the SSO only during unanticipated school closures (see Q25). Schools following a traditional school calendar may not offer meals under the SSO during winter or spring breaks. Schools not eligible to offer SSO during winter or spring breaks may wish to consider participating in the at-risk afterschool meals component of the CACFP to provide additional meals to students during these breaks
http://www.fns.usda.gov/sites/default/files/SP%2006_CACFP%2003_SFSP%2006-2014os.pdf.

25. What is an unanticipated school closure?

An unanticipated school closure is defined as a natural disaster, unscheduled major building repair, court order relating to school safety or other issues, labor-management dispute, or other similar cause as approved by the State agency. As mandated by the Richard B. Russell National School Lunch Act, meals provided during an unanticipated school closure must be served at non-school sites. Under these circumstances, schools cannot offer meals at school site affected by an unanticipated school closure under the SSO except as noted in Q25.

26. Can a school or site operate SSO sites after a disaster?

Yes. SFAs with current permanent agreements with their State agency may be approved to open emergency feeding sites when schools are closed due to a disaster. SFAs should work with their State agencies to become pre-approved to operate emergency feeding sites during unanticipated school closures during their initial application process (SP Memorandum 25-2012: *Disaster Response*, April 1, 2012).

FNS RO may waive the Program requirements that SFAs document that each site is serving an area that is 50 percent or more free or reduced priced eligible for existing eligible sites located in the area damaged by a natural disaster that must relocate to areas that are not eligible based on school or census data.

Additionally, State agencies may allow school sites to operate the SSO during an unanticipated school closure. Although schools may be closed, some school buildings may be unaffected by the disaster and may be approved as the most appropriate location for emergency feeding.

Meal Service

27. What is the age requirement for children participating in the SSO?

All persons in the community who are 18 years of age and under and those persons over age 18 who meet the State agency's definition of mentally or physically disabled may receive meals under the SSO.

28. If a closed enrolled site employs staff who are 18 or younger, can the meals served to those staff members be claimed under the SSO?

Meals served to site employees 18 or under may not be claimed because it is a closed enrolled site. In closed enrolled sites, only those meals served to the enrolled children may be claimed. Even though staff members may meet the age requirement, they are not enrolled at that site; because they are not enrolled at that site the meals they receive are not eligible for reimbursement.

29. If an open or restricted open site employs staff who are 18 or younger, can the meals served to those staff members be claimed under the SSO?

Yes. Meals served to site employees 18 or under may be claimed under SSO because it is an open or restricted open site. In open and restricted open sites, meals served to all attending children may be claimed during SSO.

30. Can an SSO site charge for meals served to participating children?

Meals at all approved SSO sites, except for camps, must be served free of charge to all children. SFAs that sponsor camps may charge for the meals served to children who are not eligible to receive free or reduced price meals.

31. How should an SSO camp site determine the meal price for meals served to adults?

SFAs should charge a price equal to or greater than the total of the NSLP or SBP free reimbursement rate and the Department of Agriculture (USDA) Foods entitlement rate for meals served to adults. Adult meals may not be claimed for reimbursement under NSLP, SBP, or Afterschool snacks. Please refer to FNS Instruction 782-5, Rev. 1, *Pricing of Adult Meals in the National School Lunch and School Breakfast Programs* for additional information.

32. How many meals are reimbursable under the SSO per day?

The number and type of meals that may be reimbursed depends on the category of site.

At open, restricted open, and closed enrolled sites: a maximum of two meals, such as lunch and breakfast, or lunch and one snack, or breakfast and one snack, may be claimed per child per day. Open, restricted open and closed enrolled sites cannot claim lunch and supper meals.

At camps (residential and non-residential): only the meals served to children eligible for free or reduced meals (based on approved applications or direct certification) may be reimbursed; a maximum of three meals, such as breakfast, lunch, and one snack, may be claimed per child per day.

At migrant sites: a maximum of three meals, such as breakfast, lunch, and one snack, may be claimed per child per day.

Only camps and migrant sites may claim both lunch and supper served to the same children on the same day.

(33.) What meal pattern requirements are SSO sites required to follow?

SFAs offering the SSO must follow the new meal requirements in effect the SY prior to the beginning of service of SSO. For example, a school operating SSO in the summer of 2014 would follow the meal pattern requirements that became effective on July 1, 2013. The requirements effective on July 1, 2014 would not apply to SSO until the summer of 2015.

(34.) Do SFAs operating SSO have to follow the age/grade group requirements?

SFAs offering the SSO should make every effort to follow the age/grade group requirements. However, SFAs operating open and restricted open sites having difficulty implementing the age grade/group requirement may work with their State agencies to make accommodations, which may include the use of a single age/grade group meeting the minimum meal pattern requirements for the most common age/grade group attending the site. This holds true for both school and non-school sites. All accommodations must possess a reasonable justification for the need to deviate from age/grade group requirement and be added as addendum to the agreement between the SFA and State agency.

These accommodations only apply to open and restricted open sites where meals are served to all children in the community on a first come/first serve basis. All other sites that serve an identified group of students, including closed enrolled sites and camps, must follow the age/grade group requirements outlined in 7 CFR 210.10 and 7 CFR 220.8.

While SSO closed enrolled and camp site operators that serve multiple age/grade groups may not offer meals under a single age/grade group, these sites do have some flexibility. SSO sites can meet the requirements of breakfast for grades (K-12) by offering the same food quantities that fits all grade groups.

At lunch, meal requirements for grades K-8 can be combined into a single menu with 8-9 oz grains/week, 9-10 oz equivalent meats/meat alternates/week, average daily calorie range 600-650, and average daily sodium limit less than or equal to 1230 mg. grades K-8 and grades 9-12 may use the same basic menu by adding slightly more grains and meat/meat alternates for the older children. More detailed information on how to create menus that meet the requirements of multiple age/grade groups can be found in SP 10-2012.

At breakfast, unlike lunch, meal requirements for all 3 grade groups can be combined into a single K-12 menu. In this case, the weekly menu would have to offer the milk and fruit minimum requirements (same for all grade groups) as well as at least 9 oz equivalent of grains per week (for a five-day week), a calorie range of 450-500 calories, and the average daily sodium limit for the K-5 group (beginning in the summer of 2015, Target 1 for K-5 is ≤ 540 mg).

(35.) Do the flexibilities regarding weekly maximum limits for grains and meat/meat alternate apply to SSO sites?

Yes. Menus that exceed the maximums will be considered compliant as long as the daily and weekly minimums are met. Menus are still subject to calorie, saturated fat, and beginning in SY 2014-2015, sodium limits (7 CFR 210.18(g)(2)(vi)).

(36.) How will SFAs operating SSO sites more than five days per week implement the new meal pattern weekly quantities requirements?

SSO sites operating more than five days a week should increase the weekly grains quantity by approximately 20% (1/5) for each additional day SP 10-2012: Nutrition Standards in the National School Lunch and School Breakfast Programs Revision 6, January 25, 2013, RCCIs and K-12 Schools section, Question 2 and the *Short and Long Week* attachment available at <http://www.fns.usda.gov/sites/default/files/SP10-2012r2a.pdf>.

(37.) How should SFAs operating SSO sites less than five days per week implement the meal pattern sub group requirements?

SSO sites operating on a limited schedule should follow the calculation of meal pattern requirements during short weeks available at <http://www.fns.usda.gov/sites/default/files/SP10-2012r2a.pdf>

38. What meal pattern is to be used for a supper meal under the SSO?

SFAs must use the NSLP lunch meal pattern described in 7 CFR 210.10.

39. Are there designated meal periods for SSO sites?

Yes. Meal times for breakfast and lunch must follow the designated times in the SBP and NSLP regulations. According to 7 CFR 220.2(b), breakfast must be served to a child in the morning hours. Lunch must be offered between 10:00 am and 2:00 pm, as provided in 7 CFR 210.10(f). Snacks must be evenly and adequately spaced between other meal service times to minimize food waste and ensure good nutrition practices. Supper meal times must be established for each site. SFAs must gain approval of their established supper meal time from their State agency. State agencies may establish supper meal times restrictions, any State restrictions will be considered additional State requirements and should be handled using the same approval process used for SFSP.

(40.) Can an SFA operate meal service outside of the formal 10am-2pm lunch time?

State agencies may approve SSO sites to operate open or restricted open meal service after the formal lunch time of 10am-2pm. The ability of State agencies to approve alternative meal times is consistent with the NSLP meal time exemptions policy as seamless summer is an option under NSLP. As a reminder, the State agency has the authority to approve or deny the SFA's proposed SSO meal times.

41. Can meals be served on weekends under the SSO?

Yes, with State agency approval. An SFA that plans to serve weekend meals in the SSO must include this information in its application.

42. Must a school differentiate between meal counts for on-track (NSLP/SBP) and off-track (SSO) children in year-round sites?

Yes. Since off-track students at SSO sites may receive meals free of charge regardless of their eligibility status, the school or site must be able to distinguish between them and the on-track students who may be paying reduced or full prices for their meals. The school must also distinguish the different tracks because off-track meals are reimbursed at the free rate and the on-track meals are reimbursed at the free, reduced price or paid rates.

43. Are SSO sites required to notify the State agency prior to a field trip?

Only if required by the State agency; there is no Federal requirement in the NSLP or SBP that SFAs must obtain permission prior to serving meals on a field trip.

44. Is Offer versus Serve (OVS) allowed at SSO sites?

Yes. The SFA may allow OVS, but is not required, at SSO sites. SFAs should ensure that site staff is trained on OVS and understands the requirements of the option to ensure meals are reimbursable.

45. Are second meals reimbursable at SSO sites?

SSO sites must plan and prepare one meal per child. However, since attendance may fluctuate, a second breakfast, lunch and snack may be offered but may not be claimed under the SSO.

46. Can an SSO site serve meals family style?

No. See State Policy, KY NSLP Memorandum 2012-02 Family Style Meal Service in the NSLP and SBP. Meals that are served family style are not recognized as reimbursable meals and may not be claimed for reimbursement.

Local Level Monitoring

47. When must SSO sites be reviewed by the SFA?

Each year SFAs are required to review each SSO site at least once during its operation. The SFA must review the site's compliance with meal counting, claiming, menu planning, and food safety requirements. If the site is a new non-school site or a site that was problematic in the previous program year, SFAs must complete a site review within the 1st week of operation and then again within the 1st four weeks of operation.

48. To ensure that the meal pattern requirements are met, should the school/site have records of food purchases?

Food purchasing records (e.g., invoices, receipts) are not evidence that meal pattern requirements are met. However, as set forth in 7 CFR 210.10(a)(3) and 220.8(a)(3), schools must keep production records and menu records for the meals they produce, including program breakfasts and lunches offered under the SSO. The production records must allow the State agency to evaluate how the meals contribute to the required food components or menu items. However, records for food purchases (invoices, receipts) are necessary to document the expenditure of funds from the nonprofit foodservice account for compliance with determining the proportion of program and non-program food expenditures in relation to revenues. Also, for SFAs with cost reimbursable SFA-FSMC contracts, food invoices are required to determine the value of discounts, rebates, and credits received by the FSMC and credited to the SFA to ensure return of the full value of credits to the nonprofit foodservice account.

49. Do SFAs have to conduct edit checks, as required under 7 CFR 210.8 of the NSLP regulations, for sites operating under the SSO?

Edit checks are not required for SSO sites during the period of time that the SFA is operating the sites under the SSO policies. However, SFAs must ensure that meal counts match actual participation and claims reflect the number of meals served. If a school is operating the NSLP/SBP for academic summer schools, edit checks are required as outlined in 7 CFR 210.8.

Program Access

50. How can SFAs operating an academic summer school attract children from the community who are not attending summer school?

Both in the approval process and in the review of sites, State agencies should ensure that schools approved as SSO sites make a reasonable effort to promote the availability and location of free meals to children in the community who will not be attending summer school.

SFAs applying to participate in the SSO must describe how each site will promote the availability of meal services to children in the community. The SFA should provide enough detail in its application so the method of promoting meal services to the public can be documented and confirmed later during a review. For example, if the SFA stated that an SSO site's meals would be advertised in a publication, a copy of the advertisement should be available. Also, documentation of public service announcements by radio or television stations, and copies of flyers provided to students or mailed to students' parents should be available.

Additionally, SFAs should ensure that their sites are welcoming and ensure that site staff understand that free meals are available to children in the community and not only to the children attending the academic program.

SSO sites seeking guidance on how to create outreach materials can use the SFSP toolkit available at <http://www.fns.usda.gov/sfsp/summer-meals-toolkit>. SFSP outreach toolkit materials include PowerPoint files, informational sheets, letters and marketing materials that can be modified and used to suit your specific needs.

Reimbursement Rates

51. Which reimbursement rates are used in the SSO?

Meals served under the SSO are reimbursed at the “free” rates prescribed by USDA for the NSLP, afterschool snacks served in afterschool care programs and for the SBP. Supper meals are reimbursed at the NSLP’s free lunch rate.

At camps operating the SSO, only those meals served to children who are eligible for free or reduced price school meals may be reimbursed at the free rate. Meals served to children who are ineligible for free or reduced price meals are not reimbursable.

52. Will qualifying schools continue to receive the severe need breakfast rates under the SSO?

Yes.

53. Will eligible schools participating as SSO sites continue to earn the USDA Foods entitlement under NSLP?

Yes. Schools will receive the full USDA Foods allotment for both lunches and suppers.

54. Will schools participating in the SSO still receive the extra \$.02 differential for lunch and supper meals?

Yes. In addition, lunches claimed under SSO may count toward the determination of the SFA’s eligibility for the extra \$.02 differential and the school’s eligibility for the severe need breakfast rate.

55. What rates will non-school sites receive?

In most cases, the SFA will receive the same reimbursement rates for non-school sites as for the school sites. When different schools within the SFA’s jurisdiction qualify for different rates, such as the severe need breakfast rate, then the non-school site will earn the same reimbursement rates as the school within which attendance boundary the site is located. If the SFA is sponsoring a school site that is outside of its jurisdiction, the SFA will receive the same NSLP reimbursement rates that the school site earns during the regular SY.

56. Will SFAs certified to receive the performance-based reimbursement (6 cents) receive the additional reimbursement for lunches or suppers served under the SSO?

Yes.

Reporting

57. How will SFAs report the meals served in the SSO to the State agency?

See claiming section of this document.

58. Since the new NSLP and SBP rates for the upcoming SY are effective in July, how would the claims for June and July be handled?

SFAs and State agencies should refer to the NSLP regulations, at 7 CFR 210.8(c)(1), for combining claims of months with SSO activity. Since the NSLP rates change on July 1, the June and July claims cannot be combined. June meals served under the SSO would be included in the same claim as regular NSLP meals for June. If the SFA did not operate the regular NSLP in June but operated the SSO for 10 days or less, it could combine the June SSO meals on the May claim. Similarly, if it operates the SSO for 10 days or less during August, it could combine the July and August claims.

Seamless Summer Option Claim Entry

General Comments from SCN

- Timelines/Due Dates
 - The claim submission due dates are:
 - 15th for claims
 - 30th for claim revisions/adjustments

- Site-level Claiming
 - All Sponsors will be submitting claims at the site-level.

- Claiming Process
 - CNIPS will only allow claim submission on an approved application packet.

- Claim Revisions
 - Claim revisions/adjustments are entered through CNIPS.

Claiming in CNIPS

The Claim Entry function is used to enter, modify, and view claims. In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.
2. From the Claims menu, select the SSO claiming option. The Claim Year Summary screen displays.
3. For most Sponsor users, CNIPS will display your data. If the user managed multiple Sponsors (e.g., State user), the user must locate the desired Sponsor by using the Sponsor Search function.
4. Select the Claim Month you would like to submit a claim. The Claim Month Details screen displays.

Note: The current school year is the default claim entry year if no other school year has been selected.



Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- Adj Number: identifies the number of revisions associated with the claim. Each revision must be re-processed by the state.
- Claim Status: identifies the current status of the claim.
- Date Received: identifies the date the system initially received the claim submission. Note: the State has the authority to modify this date.
- Date Processed: identifies the date the claim was included in the payment batch process.
- Earned Amount: identifies the current value of the claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2012					\$0.00
Nov 2012					\$0.00
Dec 2012					\$0.00
Jan 2013					\$0.00
Feb 2013					\$0.00
Mar 2013					\$0.00
Apr 2013					\$0.00
May 2013	0	Processed	09/09/2013	09/27/2013	\$3,022.44
Jun 2013	0	Processed	09/09/2013	09/27/2013	\$14,802.73
Jul 2013	0	Processed	09/09/2013	09/27/2013	\$1,849.21
Aug 2013					\$0.00
Sep 2013					\$0.00
Year to Date Totals					\$19,674.38

[< Back](#)

Figure 1: Claim Year Summary screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

- If the claim has been processed by the State, the options are View (to view the completed claim form) or Summary (to view the calculated payment summary related to the claim).

Claim Month: September 2011						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	10/15/2011	10/15/2011	10/15/2011	\$139,142.00	Processed
Total Earned					\$139,142.00	

Figure 2: Claim Month Details Screen – Example of Processed Claims

- If the claim has not been processed by the State, the options are View (to view the completed claim form), Modify (to enter a new claim or modify an existing claim) or Summary (to view the calculated payment summary related to the claim).

Note: Claims can be modified UNTIL they have been added by the State into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process has completed, the status of the claim is "Processed".

Claim Site List

Commencing in July 2012, Sponsors will perform site-level claiming. The Sponsor will first select Add Original Claim from the Claim Months Detail screen. The Claim Site List screen will display.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

Figure 3: Claim Site List screen

The Sponsor would use the Claim Site List screen to select the site whose claim to add, view, or modify.

Actions	Site #	Site Name	Errors	Status
Add	1000	Test Site #1		
Add	1001	Test Site #2		

Figure 4: Claim Site List screen

Note: CNIPS will allow Sponsors to add claim data only for active sites with an approved application packet for the school year.

To add an original claim

Claims can be entered for each eligible month. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the State in the Internal Use Only section of the Sponsor and Site applications).

1. From the Claims menu, select the SSO claiming option. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Add Original Claim** button. The Claim Site List screen displays.

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

Figure 5: Claim Month Details screen – Add Original Claim

4. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

5. For each site claim, enter the claim information for all enrolled programs.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2013	0	09/09/2013	09/23/2013	09/27/2013	Department Oversight
National School Lunch/Suppers					
SL1.	Authorized Sites Participating:			1	
SL2.	Enrollment:			64	
SL3.	Number Operating Days:			9	
SL4.	Reimbursable Meals Served				
	a. Free Lunches Served:			569	
	b. Free Suppers Served:			0	
	c. Total Meals Served:			569	
School Breakfast Program (Severe Need Reimbursement)					
SN1.	Authorized Sites Participating:			1	
SN2.	Enrollment:			63	
SN3.	Number Operating Days:			9	
SN4.	Reimbursable Meals Served				
	a. Free Severe Need Breakfast Served:			144	
	b. Total Severe Need Breakfast Served:			144	

Authorized Sites Participating will always be a 1 for site-based claiming

Figure 6: SSO Data Entry Screen

6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.

Actions	Site #	Site Name	Errors	Status
View Modify	1000	Test Site #1		Validated
View Modify	1001	Test Site #2		Validated

Figure 7: Claim Site List screen – Complete Site Claim Validation

9. Review the claim summary information on the Claim Month Details screen. If you need to make a change, select the < **Back** button.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2013	0	09/09/2013	09/23/2013	09/27/2013	Department Oversight
Sponsor Totals					
Meal Type	Meals/Snacks Served	Federal Rate	Reimbursement Federal Amount		
National School Lunch/Supper					
Lunch	834	2.8800	2,401.92		
Total	834		2,401.92		
School Breakfast Program Severe Need					
Breakfast Severe Need	300	1.8500	555.00		
Total	300		555.00		
Afterschool Care Program					
PM Snack	84	0.7800	65.52		
Total	84		65.52		
Claim Reimbursement Total			3,022.44		
Sponsor Claim Reimbursement Totals		Federal Reimbursement		Totals	
Current Claim Reimbursement Total		3,022.44		3,022.44	
Previous Claim Reimbursement Total		0.00		0.00	
Net Claim Reimbursement Total		3,022.44		3,022.44	
Show Site Meal Details		Click here for site level details.			
<input type="button" value=" < Back"/>					

Figure 8: Claim Month Details Screen

- To submit the claim, check the Certification box and select the **Submit for Payment** button. An email confirmation will be automatically sent from CNIPS to the Claims Preparer identified on the most current SNP Sponsor Application.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 15/30 day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.



WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.

To modify an un-processed claim

Claims can be modified as many times as desired until the claim has been submitted **and** processed by the State for payment distribution.

Note: Claims with a status of "Accepted*" or "Processed" are not modifiable as they have been selected by the State for payment processing. For these, the Sponsor must create a revised claim.

1. From the Claims menu, select to view the SSO claiming option. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Modify**. The Claim Site List screen displays.
4. Under Actions, select **Modify** to the left of the Site you wish to view. The Site Claim Report screen displays.

Note: The Summary link is not active until a claim has been submitted with no errors.

5. Update claim information.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.
9. To submit the modified claim, check the Certification box and select the Submit for Payment button.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks. If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.



WARNING: An original claim cannot be submitted by a Sponsor if the received date is more than 15 days from the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.

To revise a processed claim

Claim revisions may be submitted if the date of submission is within 30 days of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original status.

1. From the Claims menu, select the SSO claiming option. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Add Revision**. The Claim Site List screen displays.
4. Under Actions, select **Revise** to the left of the Site whose claim you wish to revise. The Site Claim Report screen displays.

Note: The Add Revision button will only display on Claim Month Details screens that currently have no claims created.

5. Make any necessary changes to the claim.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat Steps 4-6 for each desired site.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen is displayed. Review the data for accuracy.
9. To submit the revised claim, check the Certification box and select the Submit for Payment button.

Note: Revised claims must be re-processed by the State regardless of their original status.



WARNING: An upward adjusted claim cannot be submitted by a Sponsor if the received date is more than 30-days since the last day of claim month/year. For exceptions to this rule, contact the SCN Help Desk.

Claim Statuses

Statuses are used to define the state of a claim. Each claim can have only one status at a time.

Not Eligible

- The claim has a status of “Not Eligible” when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not “Approved”).

Incomplete

- The claim has a status of “Incomplete” when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

Error

- The claim has a status of “Error” when the claim has been submitted and has business rule violations.

Validated

- This site claim has a status of “Validated” when the site claim has been entered, validated, and contains no errors.
- Applicable only when the Sponsor is participating in site-level claiming.

Accepted

- The claim has a status of “Accepted” when the claim has passed all on-line edits and additional edits (e.g., 15/30 days edit, etc.), and is ready to be included in the payment tracking process.
- The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

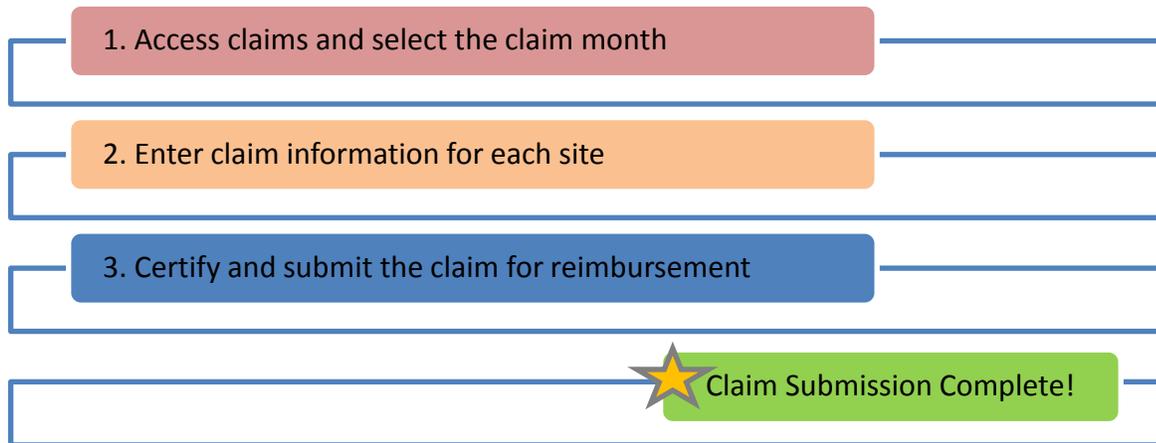
Accepted*

- The claim has a status of “Accepted*” when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.
- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

Processed

- The claim has a status of “Processed” when the claim has been fully processed by SCN and has been sent to the State’s Accounting Office for disbursement of funds.

Submitting a SNP Claim in 3 Easy Steps



Claims Submission Checklist

- Have you verified your data entry to ensure it is correct?
- Important!** Have you entered in all your sites for claiming meals? Please remember that:
 - A site must have an approved application status in order to submit a claim
 - A late site claim will be considered a late claim. Under the USDA rules, sponsors are only allowed a single late claim every 3 years.
- In the SSO Claim Year Summary screen, does the Claim Status field show a status of “Accepted”?

Note: Claims are due by the deadlines established by SCN, which is prior to 12 a.m. EST on the 15th of each month. If you have questions or problems with your claim submissions please contact the SCN Help Desk at (502) 564-5625.

Seamless Summer Option Forms:

Claim Template

Site Monitor Review Form

Daily Meal Count Form

Site Monitor Review Form

SFA Name:		CNIPS #:
Site Name:		CNIPS Site #:
Site Address:		
Reviewer:		Date of review:
Part 1 - Site Information:		
Site Supervisor:		Contact Number:
Type of Site: <input type="checkbox"/> Open <input type="checkbox"/> Open Restricted <input type="checkbox"/> Closed Enrolled <input type="checkbox"/> Migrant <input type="checkbox"/> Camp		
Site's Approved Meal Services and Meal Service Times:		Dates of Operation:
<input type="checkbox"/> Breakfast _____ to _____ AM		Days of Operation: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="checkbox"/> AM Snack _____ to _____ AM		
<input type="checkbox"/> Lunch _____ to _____ AM/PM		
<input type="checkbox"/> PM Snack _____ to _____ PM		
<input type="checkbox"/> Supper _____ to _____ PM		
Offer Versus Serve: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Number of Items: _____		
Part 2 - Site Review: * Indicates Corrective Action Required.		
1. Is the site operating within the approved site type parameters? <input type="checkbox"/> Yes <input type="checkbox"/> No*		
2. Is the site serving within the approved meal service times? <input type="checkbox"/> Yes <input type="checkbox"/> No*		
3. Are meals counted at POS? <input type="checkbox"/> Yes <input type="checkbox"/> No*		
4. Menu for the day of review:		
5. If applicable, is OVS being implemented correctly? <input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA		
6. Did all meals counted at POS meet the meal pattern requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No*		
7. Obtain the site's count of meals for the observed meal service for the past 5 days and determine the average number of meals served:		
Day 1:	Total Meals: _____ Divided by Number of Days: _____ Average Number of Meals Served: _____	
Day 2:		
Day 3:		
Day 4:		
Day 5:		
Total:		
8. Number of Meals Served on the Day of Review:		
Site's Count:	Monitor's Count:	Difference*:
9. Is the number of meals served on the day of review at least 80% of that served on average (see # 7)? <input type="checkbox"/> Yes <input type="checkbox"/> No*		
10. Is the "And Justice for All" poster displayed in a prominent place in the view of participants? <input type="checkbox"/> Yes <input type="checkbox"/> No*		
Part 3 - Findings and Corrective Action:		
Findings:		
Corrective Action Required:		
Signature Site Supervisor _____		Date _____
Signature Monitor _____		

Daily Meal Count Form

NSLP-SSO DAILY MEAL COUNT FORM	
Site Name:	Meal Type (circle) : B L SN SU
Address:	Telephone:
Supervisor's Name:	Delivery Time: Date:
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]	
First Meals Served to Children (cross off number as each child receives a meal): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	
Total First Meals + [2]	
*Second meals served to children: 1 2 3 4 5 6 7 8 9 10	
Total Second Meals + [3]	
*Meals served to Program adults: 1 2 3 4 5 6 7 8 9 10	
Total Program Adult Meals + [4]	
*Meals served to non-Program adults: 1 2 3 4 5 6 7 8 9 10	
Total non-Program Adult Meals + [5]	
TOTAL MEALS SERVED = [6]	
Total damaged/incomplete/other non-reimbursable meals + [7]	
Total leftover meals + [8]	
Total of items: [6] <input type="checkbox"/> + [7] + [8] <input type="checkbox"/> =	
[9] (Item [9] should be equal to item [1])	
<ul style="list-style-type: none"> Reminder – Second meals, Program Adult meals and Non-Program Adult meals are not allowed to be claimed under the SSO Program. 	
By signing below, I certify that the above information is true and accurate:	
_____ Signature	_____ Date

Revised 5/15/12

CONTINUATION PAGE FOR NSLP-SSO DAILY MEAL COUNT FORM

Site Name:

Date:

First Meals Served to Children (cross off number as each child receives a meal):

151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170
 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190
 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210
 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230
 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250

Total First Meals + [2]

Second meals served to children:

11 12 13 14 15 16 17 18 19 20

Total Second Meals + [3]

Meals served to Program adults:

11 12 13 14 15 16 17 18 19 20

Total Program Adult Meals + [4]

Meals served to non-Program adults:

11 12 13 14 15 16 17 18 19 20

Total non-Program Adult Meals + [5]

TOTAL MEALS SERVED = [6]

Total damaged/incomplete/other non-reimbursable meals + [7]

Total leftover meals + [8]

Total of items: [6] + [7] [8] =

[9] (Item [9] should be equal to item [1] on the front side of the page)

Number of additional children requesting a meal after all available meals were served:

16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Instructions for Meal Count Form – Daily

Each site must take a point-of-service meal count every day. This form must be used for the daily meal count.

1. Line 1 equals the total meals available. That number equals the number of meals received or prepared plus the number of meals available from the previous day.
2. Line 2 equals the total number of first meals served to children. Cross out each number as a child receives a meal. Include any teenagers, 18 and under, paid or unpaid, who are helping out at the site. (If more than 150 children are served at the site, use the optional second page. For sites needing the second page, we suggest printing this form front to back.)
3. Line 3 equals the total number of second meals served to children. (Remember, reimbursable meals are limited to no more than two percent of the total number of first meals served.)
4. Line 4 equals the total number of meals served to Program adults. “Program adults” are adults who work directly as part of the operation of the food service. This includes all adults who prepare meals, serve meals, clean up, or supervise the children. This does not include teenagers, 18 and under, who may perform these tasks at the site. Meals for children 18 and under are fully reimbursable, and you would count these meals on Line 2.
5. Line 5 equals the total number of meals served to non-Program adults. “Non-Program adults” are adults who are not directly involved in the operation of the food service. Non-Program adults include any sponsor administrative staff, such as monitors or sponsor directors, or State or Federal reviewers.
6. Line 6 equals the total number of meals served, which is the sum of Lines 1 – 5.
7. Line 7 equals the total number of meals that are unusable because they are damaged, incomplete, or otherwise non-reimbursable.
8. Line 8 equals the total number of leftover meals, which is calculated by subtracting Line 6 from Line 1.
9. Line 9 equals the sum of Lines 6, 7, and 8. It accounts for all meals and should equal Line 1.
10. Use the line at the bottom of the form to record the number of children requesting a (first) meal after all available meals were served. This information is helpful in adjusting meal orders upward.
11. The site supervisor must sign and date the meal count form.



Summer Food Rocks!